



# Australian and New Zealand Standard Classification of Occupations

First Edition

# ANZSCO

# **ANZSCO - Australian and New Zealand Standard Classification of Occupations**

**First Edition**

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## PREFACE

The Australian and New Zealand Standard Classification of Occupations (ANZSCO) has been developed for use in the collection, analysis and dissemination of occupation statistics in Australia and New Zealand.

ANZSCO was developed jointly by the Australian Bureau of Statistics (ABS), Statistics New Zealand (Statistics NZ) and the Australian Government Department of Employment and Workplace Relations (DEWR) to improve the comparability of occupation statistics between the two countries and the rest of the world.

The past decade has seen ongoing structural change in the Australian and New Zealand labour markets with strong employment growth in areas such as health, community services, business services, tourism and hospitality, and retail. Occupations have become more specialised and new occupations have emerged and evolved, particularly in information technology, communications and health services.

An up-to-date occupational classification is an essential response to the changing labour market. ANZSCO will assist the many enterprises, education and training bodies, government agencies, and industry and professional organisations to understand and adapt to emerging occupational requirements.

It is important that ANZSCO provides a means of comparing Australian and New Zealand occupation statistics with international statistics. The International Standard Classification for Occupations (ISCO-88), which is under review and will become ISCO-08, forms the basis for such comparisons. Correspondence tables between ANZSCO and ISCO-08 will be provided when ISCO-08 is available in 2008.

In the development of the classification many individuals, government and private organisations, professional associations, industry training bodies and unions were consulted. We gratefully acknowledge the assistance provided by many individuals and organisations.

In particular, we would like to thank the members of the Australian and New Zealand Reference Groups and the New Zealand Statistical Advisory Group who provided direction and guidance to the project team in developing ANZSCO.

We encourage use of the classification to improve the comparability and usefulness of occupation statistics across Australia and New Zealand.

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September 2006

## ABBREVIATIONS

<b>ABS</b>	Australian Bureau of Statistics
<b>ANZSCO</b>	Australian and New Zealand Standard Classification of Occupations
<b>AQF</b>	Australian Qualifications Framework
<b>ASCO</b>	Australian Standard Classification of Occupations
<b>Aus</b>	Australia
<b>DEST</b>	Australian Government Department of Education, Science and Training
<b>DEWR</b>	Australian Government Department of Employment and Workplace Relations
<b>ICT</b>	information and communication technology
<b>ILO</b>	International Labour Organization
<b>ISCO</b>	International Standard Classification of Occupations
<b>nec</b>	not elsewhere classified
<b>nfd</b>	not further defined
<b>NZ</b>	New Zealand
<b>NZ Register</b>	New Zealand Register of Quality Assured Qualifications
<b>NZSCO</b>	New Zealand Standard Classification of Occupations
<b>Statistics NZ</b>	Statistics New Zealand

# INTRODUCTION

## OVERVIEW

The Australian and New Zealand Standard Classification of Occupations (ANZSCO) is the product of a development program undertaken jointly by a project team from the Australian Bureau of Statistics (ABS), Statistics New Zealand (Statistics NZ) and the Australian Government Department of Employment and Workplace Relations (DEWR) for use in the collection, publication and analysis of occupation statistics.

ANZSCO provides a basis for the standardised collection, analysis and dissemination of occupation data for Australia and New Zealand. The use of ANZSCO will result in improved comparability of occupation statistics produced by the two countries.

ANZSCO replaces the Australian Standard Classification of Occupations (ASCO) Second Edition and the New Zealand Standard Classification of Occupations (NZSCO) 1999 used in Australia and New Zealand, respectively. ANZSCO is intended to provide an integrated framework for storing, organising and reporting occupation-related information in both statistical and client-oriented applications, such as matching job seekers to job vacancies and providing career information.

From 2006, ANZSCO will be used in ABS and Statistics NZ censuses and surveys where occupation data are collected. ANZSCO will also be progressively introduced into administrative by-product collections such as births, deaths, marriages and divorces.

This publication is designed to assist users who wish to understand the detailed structure and content of ANZSCO, and will aid in interpreting statistics classified to ANZSCO. A range of supporting materials, including detailed correspondence tables and alternative views of ANZSCO, will be released on the ABS and Statistics NZ web sites.

The introductory sections of this publication provide a detailed explanation of the conceptual basis of ANZSCO and describe some of the principal differences between ANZSCO and ASCO Second Edition and NZSCO 1999. The main part of this publication explains the code structure, details the classification structure, outlines the format of the ANZSCO occupation and group definitions and provides definitions for the 8 major groups, 43 sub-major groups, 97 minor groups, 358 unit groups and 998 occupations which comprise ANZSCO. A summary correspondence table (concordance) between ANZSCO, ASCO Second Edition and NZSCO 1999 is also included.

The number of occupations identified in ANZSCO is a net increase of 12 occupations compared to ASCO Second Edition and 433 occupations compared to NZSCO 1999.

## BACKGROUND TO THE DEVELOPMENT OF ANZSCO

In support of the Australia-New Zealand Closer Economic Relations Trade Agreement, the ABS and Statistics NZ have a policy of working towards developing harmonised statistical classifications.

The benefits of developing a joint occupation classification were noted as being the ability to produce a more up-to-date, relevant and conceptually sound classification, and the improved capacity for analysis of trans-Tasman labour market data.

The development of ANZSCO commenced in 2002 as a joint project between the ABS, Statistics NZ and the Australian Government Department of Employment and Workplace Relations (DEWR).

## INTRODUCTION *continued*

### BACKGROUND TO THE DEVELOPMENT OF ANZSCO *continued*

Formal consultations with stakeholders in Australia and New Zealand were undertaken between 2002 and 2005. These consultations informed stakeholders of progress and sought their views on a number of key issues affecting the overall design and structure of ANZSCO.

Early in the development of ANZSCO, it was necessary to agree on a common basis for harmonising the classification across the two countries recognising that some restructuring, expansion and contraction of the existing classifications would be necessary. For Australian users, a high level of comparability was maintained with ASCO Second Edition, by minimising the extent to which ASCO Second Edition unit groups were split and re-aggregated when designing ANZSCO unit groups.

However, for New Zealand users, moving from NZSCO 1999 to ANZSCO will involve structural change as well as a significant increase in the number of occupations. It is acknowledged that a consequence of this will be a time series break from NZSCO 1999 at all levels of the classification.

### PURPOSE OF THIS PUBLICATION

This publication is a reference document intended to provide a detailed account of the content and structure of ANZSCO and to assist the interpretation of statistics classified to it. It is not intended as a means of assigning information about particular jobs to ANZSCO classes.

Care needs to be taken when assigning information about particular jobs to ANZSCO classes because the same job titles can be used in different industries to describe different occupations (e.g. business analyst). Additionally, the titles used in ANZSCO are not an exhaustive list of all titles used by people to describe an occupation (e.g. brickie).

### CODING OCCUPATION INFORMATION

To consistently and reliably allocate occupation information, such as responses from statistical collections, to any level of the ANZSCO structure, the minimum information required is occupation title and task. Restricted use can also be made of industry and employer information when it is available.

To enable easier and faster coding of occupation information, the ABS and Statistics NZ have developed their own Windows-based coding systems. These coding systems are based on an index (or codefile) of responses given in ABS and Statistics NZ collections and are rule-based to ensure that coding is performed in an accurate, consistent and efficient manner. Primary importance is given to the occupation title. Extensive use is also made of main tasks performed in the job.

Further information on the ABS and Statistics NZ coding systems can be obtained from the ABS National Information and Referral Service on 1300 135 070 or Statistics NZ's Information Centre on 0508 525 525.

### ALTERNATIVE VIEWS

This publication provides the main classification structure of ANZSCO which should be used for output covering the whole labour force.

At times, it may be useful to look at alternative (or thematic) views of specific groups of occupations on the basis of the main goods and services produced or provided by an employee. Such alternative views span different parts of ANZSCO.

## INTRODUCTION *continued*

### ALTERNATIVE VIEWS

#### *continued*

Alternative views are seen to be a useful adjunct to the main ANZSCO structure. Therefore, a set of alternative views has been developed to facilitate meaningful and consistent comparison of employment in various 'industry' sectors between different data sources and across time.

At this stage, alternative views have been developed for agriculture, health, culture and leisure, hospitality and tourism, and information and communication technology (ICT).

The alternative views will be available from the ABS and Statistics NZ web sites.

### UPDATES TO ANZSCO

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.

It is recognised that, for non-statistical uses of ANZSCO, there is a need for a classification which reflects the contemporary labour markets in Australia and New Zealand. To meet this need, minor updates to ANZSCO will be considered every two to three years.

To minimise disruption to time series data, updates will only be made at the occupation and possibly the unit group level. Updates will take the form of including newly emerging occupations and/or unit groups, merging declining occupations and/or unit groups with other occupations and/or unit groups, or changing titles of occupations and/or unit groups.

## CONCEPTUAL BASIS OF ANZSCO

### SCOPE OF THE CLASSIFICATION

The scope of ANZSCO is all occupations and jobs in the Australian and New Zealand labour markets undertaken for pay or profit, including jobs occupied by people working for themselves.

ANZSCO is not designed to cover work not undertaken for pay or profit, for example voluntary work. However, this does not preclude ANZSCO from describing such activities.

Occupations that are wholly illegal in New Zealand and all States and Territories of Australia are excluded from ANZSCO.

### OVERVIEW OF ANZSCO STRUCTURE

The structure of ANZSCO has five hierarchical levels - major group, sub-major group, minor group, unit group and occupation. The categories at the most detailed level of the classification are termed 'occupations'. These are grouped together to form 'unit groups', which in turn are grouped into 'minor groups'. Minor groups are aggregated to form 'sub-major groups' which in turn are aggregated at the highest level to form 'major groups'.

These are the same hierarchical levels that are used in ASCO Second Edition and NZSCO 1999.

### CONCEPTUAL MODEL

ANZSCO is a skill-based classification used to classify all occupations and jobs in the Australian and New Zealand labour markets.

To do this, ANZSCO identifies a set of occupations covering all jobs in the Australian and New Zealand labour markets, defines these occupations according to their attributes and groups them on the basis of their similarity into successively broader categories for statistical and other types of analysis. The individual objects classified in ANZSCO are jobs.

In ANZSCO, occupations are organised into progressively larger groups on the basis of their similarities in terms of both skill level and skill specialisation.

The conceptual model adopted for ANZSCO uses a combination of skill level and skill specialisation as criteria to design major groups which are meaningful and useful for most purposes. The eight major groups are formed by grouping together sub-major groups using aspects of both skill level and skill specialisation. In designing the major groups, intuitive appeal and usefulness in both statistical and administrative applications were also important considerations.

The skill level criterion is applied as rigorously as possible at the second level of the classification, the sub-major group level, together with a finer application of skill specialisation than that applied at the major group level. Each sub-major group is made up of a number of minor groups.

Minor groups are distinguished from each other mainly on the basis of a finer application of skill specialisation than that applied at the sub-major group level. Within minor groups, unit groups are distinguished from each other on the basis of skill specialisation and, where necessary, skill level.

### CONCEPTUAL MODEL

*continued*

Virtually all unit groups are at one skill level. There are only eight unit groups which contain occupations at more than one skill level. In all but two of these unit groups, the vast majority of jobs classified to the unit group are at one skill level only. Data stored at unit group level can therefore be aggregated by skill level with a high degree of validity.

Within unit groups, the distinction between occupations amounts to differences between tasks performed in occupations. All occupations are at one skill level.

As a result, data classified at the major group level will provide only a broad indication of skill level. Data at the sub-major group level will provide a satisfactory indication of skill level for many analytical purposes. Data classified at the unit group level will provide an accurate indication of skill level. Unit groups can, therefore, be aggregated by skill level to provide an indicative measure of occupations classified by skill level.

The distinctions between the various levels of ANZSCO are summarised in the following paragraphs.

### MAJOR GROUP

Major groups are:

- the broadest level of ANZSCO
- formed using a combination of skill level and skill specialisation to create groups which are meaningful and useful for most (statistical and administrative) purposes.

### SUB-MAJOR GROUP

Sub-major groups are:

- subdivisions of the major groups
- distinguished from other sub-major groups in the same major group on the basis of skill level and a broad application of skill specialisation.

### MINOR GROUP

Minor groups are:

- subdivisions of the sub-major groups
- distinguished from other minor groups in the same sub-major group mainly on the basis of a less broad application of skill specialisation.

### UNIT GROUP

Unit groups are:

- subdivisions of the minor groups
- distinguished from other unit groups in the same minor group on the basis of a finer application of skill specialisation and, where necessary, skill level.

### OCCUPATION

Occupations are:

- the most detailed level of ANZSCO
- subdivisions of the unit groups
- distinguished from other occupations in the same unit group on the basis of detailed skill specialisation
- sets of jobs which involve the performance of a common set of tasks.



### UNDERLYING CONCEPTS

As noted in Conceptual model, the framework adopted for ANZSCO is based on the concepts of 'job' and 'occupation'. The concept of 'occupation' is based on the concepts of 'skill level' and 'skill specialisation'.

Understanding these concepts is fundamental to understanding ANZSCO. These concepts are defined in the following sections.

#### *The concept of job*

A 'job' is defined as a set of tasks designed to be performed by one person for an employer (including self-employment) in return for payment or profit. Individual persons are classified by occupation through their relationship to a past, present or future job.

Any particular job will typically involve an individual working for a particular employer and undertaking a particular set of tasks. People working for themselves are considered as having a job and belonging to the labour force.

#### *The concept of occupation*

The categories at the most detailed level of the ANZSCO structure are called 'occupations'. An 'occupation' is defined as a set of jobs that require the performance of similar or identical sets of tasks. As it is rare for two actual jobs to have identical sets of tasks, in practical terms, an 'occupation' is a set of jobs whose main tasks are characterised by a high degree of similarity.

The similarity of tasks is defined in ANZSCO as a function of the level and specialisation of skill required to perform those tasks. Skill is defined as the ability to competently perform the tasks associated with an occupation.

It follows that ANZSCO classifies occupations according to two criteria - skill level and skill specialisation.

#### *The concept of skill level*

In ANZSCO, skill level is defined as a function of the range and complexity of the set of tasks performed in a particular occupation. The greater the range and complexity of the set of tasks, the greater the skill level of an occupation.

Skill level is measured operationally by:

- the level or amount of formal education and training
- the amount of previous experience in a related occupation, and
- the amount of on-the-job training

required to competently perform the set of tasks required for that occupation.

In general, the greater the range and complexity of the set of tasks involved, the greater the amount of formal education and training, previous experience and on-the-job training required to competently perform the set of tasks for that occupation.

Formal education and training refers to the level and amount of education and training required for competent performance of the tasks required in an occupation. It is measured in terms of educational qualifications as set out in the Australian Qualifications Framework (AQF) and the New Zealand Register of Quality Assured Qualifications (NZ Register). Details of the AQF and the NZ Register, as they were at the time of the development of ANZSCO, can be found at Appendixes B and C, respectively.

### *The concept of skill level continued*

Previous experience refers to the time spent gaining work experience in related occupations or activities required for the competent performance of the tasks in an occupation. It is measured in months or years.

On-the-job training refers to the amount of training required after commencing work in an occupation for competent performance of the tasks in that occupation. It is measured in months or years, and may be undertaken at the same time as formal training.

ANZSCO does not measure the skill level of an individual, rather it refers to the level of skill that is typically required to competently perform the tasks of a particular occupation. Skill level is an attribute of occupations, not of individuals in the labour force or of particular jobs. It is irrelevant whether a particular individual working in a job in a particular occupation has a certain amount of training or a particular level of competence or not.

For example, a person who spreads mortar and lays bricks for a living has the occupation Bricklayer, regardless of whether he or she is an exceptionally competent bricklayer with many years of experience and post-trade qualifications, or an inexperienced bricklayer with no formal qualifications and a low level of competence. The skill level of the occupation Bricklayer is determined on the basis of that typically required for competent performance.

ANZSCO assigns occupations to one of five skill levels. In determining the skill level of each occupation in ANZSCO, advice was sought from employers, industry training bodies, professional organisations and others to ensure that the information is as accurate and meaningful as possible. The determination of boundaries between skill levels is based on the following definitions.

#### SKILL LEVEL 1

Occupations at Skill Level 1 have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### SKILL LEVEL 2

Occupations at Skill Level 2 have a level of skill commensurate with one of the following:

- NZ Register Diploma or
- AQF Associate Degree, Advanced Diploma or Diploma.

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### SKILL LEVEL 3

Occupations at Skill Level 3 have a level of skill commensurate with one of the following:

- NZ Register Level 4 qualification
- AQF Certificate IV or
- AQF Certificate III including at least two years of on-the-job training.

### *The concept of skill level continued*

#### SKILL LEVEL 3 *continued*

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### SKILL LEVEL 4

Occupations at Skill Level 4 have a level of skill commensurate with one of the following:

- NZ Register Level 2 or 3 qualification or
- AQF Certificate II or III.

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience may be required in addition to the formal qualification.

#### SKILL LEVEL 5

Occupations at Skill Level 5 have a level of skill commensurate with one of the following:

- NZ Register Level 1 qualification
- AQF Certificate I or
- compulsory secondary education.

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification.

In some instances, no formal qualification or on-the-job training may be required.

### *The concept of skill specialisation*

Skill specialisation is defined as a function of:

- field of knowledge required
- tools and equipment used
- materials worked on, and
- goods or services produced or provided.

Field of knowledge required refers to the subject matter knowledge that is essential for satisfactory performance of the tasks of an occupation.

Tools and equipment used 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 refers to materials of both a tangible 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.

## *The concept of skill specialisation continued*

Goods or services produced or provided 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.

## *Employability skills*

In developing the skill specialisation criteria for ANZSCO, employability skills were considered as a possible additional dimension of skill specialisation. There are two facets to employability skills, personal attributes such as loyalty, commitment and motivation, and generic skills, including communication, team work and problem-solving. Employers are increasingly using employability skills in conjunction with technical or job-specific skills when assessing the suitability of an individual for a particular occupation. Since these employability skills are applicable to most occupations, it was decided not to include them as classification criteria for ANZSCO.

Further discussion on employability skills can be found in Appendix D.

## DESIGN CONSTRAINTS

One of the primary purposes of a statistical classification is to provide a simplification of the real world, which is a useful framework for collecting and analysing data from both statistical and administrative collections. To achieve this end, there are a number of practical considerations which impinged on the design of ANZSCO.

## *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. That is, similar numbers of real world entities should be classified to each category at a particular level. This approach serves to minimise large variations in standard errors and the suppression of cells in statistical tables at particular levels of the structure when using output from sample surveys. It also allows the classification to be used effectively for the cross-tabulation of aggregate data.

Categories which have been defined to reflect the real world, however, will not always be statistically balanced. To force categories to conform to size limitations would mean that the categories would not always be meaningful or useful.

In developing ANZSCO, a balance between these competing requirements was sought. The following minimum and maximum size guidelines were considered in designing the categories at each level of ANZSCO. For inclusion in ANZSCO, a category ideally fitted within the range listed below for either Australia or New Zealand.

	<i>Australia</i>	<i>New Zealand</i>
Major Group	500,000 to 1,500,000	100,000 to 300,000
Sub-Major Group	100,000 to 300,000	30,000 to 100,000
Minor Group	50,000 to 150,000	10,000 to 30,000
Unit Group	5,000 to 30,000	3,000 to 10,000
Occupation	300 to 10,000	100 to 5,000

Some exceptions, however, were made for occupations, or groups of occupations, of particular strategic or labour market significance.

### *Statistical feasibility*

Another consideration affecting the design of ANZSCO was the statistical feasibility of the categories. That is, whether it is possible to accurately and consistently distinguish between the categories in the classification on the basis of responses to questions which can reasonably be asked in statistical collections such as population censuses and labour force surveys.

### *Time series comparability with ASCO Second Edition*

Early in the development of ANZSCO, it was decided to try to maintain comparability, as far as practical, with ASCO Second Edition at the unit group level. This was achieved by minimising the extent to which ASCO Second Edition unit groups were split and re-aggregated when designing ANZSCO unit groups.

It was acknowledged that doing so would result in a major time series break from NZSCO 1999 for New Zealand users at all levels of the classification.

## RELATIONSHIP TO OTHER OCCUPATION CLASSIFICATIONS

### COMPARISON BETWEEN ANZSCO, ASCO SECOND EDITION AND NZSCO 1999

This section provides a broad comparison between ANZSCO and ASCO Second Edition and NZSCO 1999. The detailed relationship between ANZSCO, ASCO Second Edition and NZSCO 1999 will be explored in the correspondence tables (concordances) between ANZSCO and ASCO Second Edition, and ANZSCO and NZSCO 1999. See Correspondences.

#### *Number of categories in classification structures*

The following table indicates the number of categories at each level for the respective classifications.

<i>Hierarchical Level</i>	<i>ANZSCO</i>	<i>ASCO Second Edition</i>	<i>NZSCO 1999</i>
Major Group	8	9	9
Sub-Major Group	43	35	25
Minor Group	97	81	99
Unit Group	358	340	260
Occupation	998	986	565

#### *Comparison between ANZSCO, ASCO Second Edition and NZSCO 1999 Major Groups*

The following table compares the major group titles for ANZSCO, ASCO Second Edition and NZSCO 1999. Note that this table does not provide a correspondence between the three classifications.

<i>ANZSCO</i>	<i>ASCO Second Edition</i>	<i>NZSCO 1999</i>
1 Managers	1 Managers and Administrators	1 Legislators, Administrators and Managers
2 Professionals	2 Professionals	2 Professionals
3 Technicians and Trades Workers	3 Associate Professionals	3 Technicians and Associate Professionals
4 Community and Personal Service Workers	4 Tradespersons and Related Workers	4 Clerks
5 Clerical and Administrative Workers	5 Advanced Clerical and Service Workers	5 Service and Sales Workers
6 Sales Workers	6 Intermediate Clerical, Sales and Service Workers	6 Agriculture and Fishery Workers
7 Machinery Operators and Drivers	7 Intermediate Production and Transport Workers	7 Trades Workers
8 Labourers	8 Elementary Clerical, Sales and Service Workers	8 Plant and Machine Operators and Assemblers
	9 Labourers and Related Workers	9 Elementary Occupations

The full list of codes and titles for all groups in ASCO Second Edition can be found at <http://www.abs.gov.au>.

The full list of codes and titles for all groups in NZSCO 1999 can be found at <http://www.stats.govt.nz/statistical-methods/classifications/default.htm>.

### MAIN DIFFERENCES BETWEEN ANZSCO AND ASCO SECOND EDITION

While the classification criteria for ANZSCO are essentially the same as those used for ASCO Second Edition, the application of the skill level criterion has changed. In ASCO Second Edition, the skill level required for entry to an occupation was considered. In

## RELATIONSHIP TO OTHER OCCUPATION CLASSIFICATIONS

*continued*

### MAIN DIFFERENCES BETWEEN ANZSCO AND ASCO SECOND EDITION

*continued*

ANZSCO, it is the skill level required for competent performance of the set of tasks associated with the occupation which is used.

The use of both skill level and skill specialisation to define the major groups in ANZSCO compared to just skill level in ASCO Second Edition has resulted in major groups which are more intuitively appealing and useful than their ASCO Second Edition predecessors. Accordingly, there have been changes to the way some occupations are classified in ANZSCO.

#### *Associate Professionals*

This ASCO Second Edition major group has been discontinued in ANZSCO. These occupations have been spread across a number of ANZSCO major groups. The major changes are:

Science, Engineering and Related Associate Professionals, ASCO Second Edition Sub-Major Group 31, are classified to ANZSCO Major Group 3 Technicians and Trades Workers, Sub-Major Group 31 Engineering, ICT and Science Technicians.

Finance Associate Professionals, ASCO Second Edition Minor Group 321, are classified to ANZSCO Major Group 2 Professionals, Minor Group 222 Financial Brokers and Dealers, and Investment Advisers.

Office Managers, ASCO Second Edition Unit Group 3291, and Project and Program Administrators, ASCO Second Edition Unit Group 3292, are classified to ANZSCO Major Group 5 Clerical and Administrative Workers, Sub-Major group 511 Office Managers and Program Administrators.

Managing Supervisors (Sales and Service), ASCO Second Edition Sub-Major Group 33, are mainly classified to ANZSCO Major Group 1 Managers, Sub-Major Group 14 Hospitality, Retail and Service Managers.

Health and Welfare Associate Professionals, ASCO Second Edition Sub-Major Group 34, are classified to ANZSCO Major Group 4 Community and Personal Service Workers, Sub-Major Group 41 Health and Welfare Support Workers.

#### *Clerical, sales and service occupations*

ASCO Second Edition 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 have been disaggregated and reorganised in ANZSCO into three intuitively appealing major groups.

There is now one major group which covers all clerical occupations - Major Group 5 Clerical and Administrative Workers, one major group which covers all sales occupations - Major Group 6 Sales Workers, and one major group which covers all service workers - Major Group 4 Community and Personal Service Workers.

#### *Information and communication technology (ICT) occupations*

ANZSCO identifies a greater number of ICT unit groups and occupations compared to ASCO Second Edition.

In ANZSCO, there are 13 ICT unit groups and 36 ICT occupations. This compares to three unit groups and nine occupations in ASCO Second Edition.

## RELATIONSHIP TO OTHER OCCUPATION CLASSIFICATIONS

*continued*

### MAIN DIFFERENCES BETWEEN ANZSCO AND NZSCO 1999

While the classification criteria for ANZSCO are essentially the same as those used for NZSCO 1999, ANZSCO provides a greater definition of skill level, and the application of the skill level criterion is more rigorous compared to NZSCO 1999. The structure and conceptual basis of NZSCO 1999 was closer to that of the International Standard Classification of Occupations (ISCO) than ANZSCO.

The introduction of ANZSCO has resulted in there being more occupations than contained in NZSCO 1999. It has also meant major changes to the way some occupations were classified in NZSCO 1999. Some of the major changes are listed below.

#### *Agriculture and Fishery Workers*

This NZSCO 1999 major group has been discontinued in ANZSCO. These occupations have been spread across a number of ANZSCO major groups. The major changes are:

Farmers and farm managers are classified to ANZSCO Major Group 1 Managers, Sub-Major Group 12 Farmers and Farm Managers.

Farm and forestry workers are classified to ANZSCO Major Group 8 Labourers, Sub-Major Group 84 Farm, Forestry and Garden Workers.

Gardeners, greenkeepers and nurserypersons are classified to ANZSCO Major Group 3 Technicians and Trades Workers, Minor Group 362 Horticultural Trades Workers.

Gardening and nursery labourers are classified to ANZSCO Major Group 8 Labourers, Sub-Major Group 84 Farm, Forestry and Garden Workers.

#### *Associate Professionals*

This NZSCO 1999 major group has been discontinued in ANZSCO. These occupations have been spread across a number of ANZSCO major groups. The major changes are:

Physical Science and Engineering Associate Professionals, NZSCO 1999 Sub-Major Group 31, are mostly classified to ANZSCO Major Group 3 Technicians and Trades Workers, Sub-Major Group 31 Engineering, ICT and Science Technicians.

Ship and Aircraft Controllers and Technicians, NZSCO 1999 Minor Group 314, are classified to ANZSCO Major Group 2 Professionals, Minor Group 231 Air and Marine Transport Professionals.

Life Science Technicians and Related Workers, NZSCO 1999 Minor Group 321, are classified to ANZSCO Major Group 3 Technicians and Trades Workers, Sub-Major Group 31 Engineering, ICT and Science Technicians.

Health Associate Professionals, NZSCO 1999 Minor Group 322, and Nursing Associate Professionals, NZSCO 1999 Minor Group 323, are classified to ANZSCO Major Group 2 Professionals, Sub-Major Group 25 Health Professionals, and Major Group 4 Community and Personal Service Workers, Sub-Major Group 41 Health and Welfare Support Workers.



## RELATIONSHIP TO OTHER OCCUPATION CLASSIFICATIONS

*continued*

### *Associate Professionals*

*continued*

Writers, Artists, Entertainment and Sports Associate Professionals, NZSCO 1999 Minor Group 336, are classified to ANZSCO Major Group 2 Professionals, Sub-Major Group 21 Arts and Media Professionals, and Major Group 4 Community and Personal Service Workers, Sub-Major Group 45 Sports and Personal Service Workers.

### *Sales and service occupations*

NZSCO 1999 Major Group 5 Service and Sales Workers has been disaggregated and reorganised in ANZSCO into two major groups.

There is now one major group which covers all sales occupations - Major Group 6 Sales Workers, and one major group which covers all service workers - Major Group 4 Community and Personal Service Workers.

### *Information and communication technology (ICT) occupations*

ANZSCO identifies a greater number of ICT unit groups and occupations compared to NZSCO 1999.

In ANZSCO, there are 13 ICT unit groups and 36 ICT occupations. This compares to two minor groups, three unit groups and seven occupations in NZSCO 1999.

### COMPARABILITY WITH ISCO

ISCO was developed by the International Labour Organization (ILO). 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 current edition, ISCO-88, uses skill level and skill specialisation as criteria in the conceptual framework for the classification. Four broad skill levels are used, defined in terms of the educational categories and levels that appear in the International Standard Classification of Education 1976, published by the United Nations Educational, Scientific and Cultural Organization.

### *Comparison between ANZSCO and ISCO-88*

The following table indicates the number of categories at each level of ANZSCO and ISCO-88.

<i>Hierarchical Level</i>	<i>ANZSCO</i>	<i>ISCO-88</i>
Major Group	8	10
Sub-Major Group	43	28
Minor Group	97	116
Unit Group	358	390
Occupation	998	—

The occupation level is not defined in ISCO-88, as it is expected that individual countries will develop this level of detail to suit their requirements.

The following table compares the major group titles for ANZSCO and ISCO-88. Note that this table does not provide a correspondence between the two classifications.

# RELATIONSHIP TO OTHER OCCUPATION CLASSIFICATIONS

*continued*

*Comparison between*

*ANZSCO and ISCO-88*

*continued*

ANZSCO

1 Managers

2 Professionals

3 Technicians and Trades Workers

4 Community and Personal Service Workers

5 Clerical and Administrative Workers

6 Sales Workers

7 Machinery Operators and Drivers

8 Labourers

ISCO-88

1 Legislators, Senior Officials and Managers

2 Professionals

3 Technicians and Associate Professionals

4 Clerks

5 Service Workers and Shop and Market Sales Workers

6 Skilled Agricultural and Fishery Workers

7 Craft and Related Trades Workers

8 Plant and Machine Operators and Assemblers

9 Elementary Occupations

0 Armed Forces

The ten major groups in ISCO-88 are broadly similar to the eight ANZSCO major groups. The most significant differences at major group level are:

ISCO-88 identifies Skilled Agricultural and Fishery Workers as a separate major group (Major Group 6), whereas ANZSCO includes Farmers and Farm Managers as a sub-major group in Major Group 1 Managers; Skilled Animal and Horticultural Workers as a sub-major group in Major Group 3 Technicians and Trades Workers; and Farm, Forestry and Garden Workers as a sub-major group in Major Group 8 Labourers.

ISCO-88 Major Group 3 Technicians and Associate Professionals (and equivalent major groups in ASCO Second Edition and NZSCO 1999) has no equivalent in ANZSCO.

A major group of Community and Personal Service Workers has been introduced for ANZSCO and has no equivalent in ISCO-88.

In ISCO-88, jobs held by members of the armed forces are included in Major Group 0 Armed Forces. In ANZSCO, jobs held by members of the armed forces are classified with their civilian equivalents, where these exist, or to a number of defence force specific occupations.

ISCO-88 is currently being reviewed by the ILO.

## CORRESPONDENCES

*ANZSCO and ASCO Second  
Edition and NZSCO 1999*

Detailed correspondence tables (concordances) have been developed between ANZSCO and ASCO Second Edition, and ANZSCO and NZSCO 1999. These correspondence tables show where one-to-one relationships exist between the occupations in ASCO Second Edition or NZSCO 1999 and ANZSCO, and where they do not.

The correspondence tables will be available in electronic format from the ABS and Statistics NZ web sites.

A summary correspondence table is included at Appendix A of this publication. This correspondence provides an overview of the relationship between ANZSCO and ASCO Second Edition and NZSCO 1999.

These correspondences are a conceptual link between ANZSCO and the classifications it replaces; ASCO Second Edition and NZSCO 1999.

## RELATIONSHIP TO OTHER OCCUPATION CLASSIFICATIONS

*continued*

*ANZSCO and ASCO Second  
Edition and NZSCO 1999  
continued*

In Australia, a detailed link file will be produced following completion of data processing of the 2006 Census of Population and Housing showing the numerical/proportional relationship between the categories of ASCO Second Edition and ANZSCO. A number of other ABS collections, including the Labour Force Survey, will be dual-coded to both ASCO Second Edition and ANZSCO to assist in maintaining time series between the two classifications.

In New Zealand, the 2006 Census of Population and Dwellings was dual-coded to both NZSCO 1999 and ANZSCO. A number of other Statistics NZ collections, including the Household Labour Force Survey, will be dual-coded to both NZSCO 1999 and ANZSCO to assist in maintaining time series between the two classifications.

*ANZSCO and ISCO*

Detailed correspondences between ANZSCO and ISCO-88 will be available in electronic format from the ABS and Statistics NZ web sites from early 2007. The correspondence between ANZSCO and ISCO-08 will be developed once ISCO-08 is released.

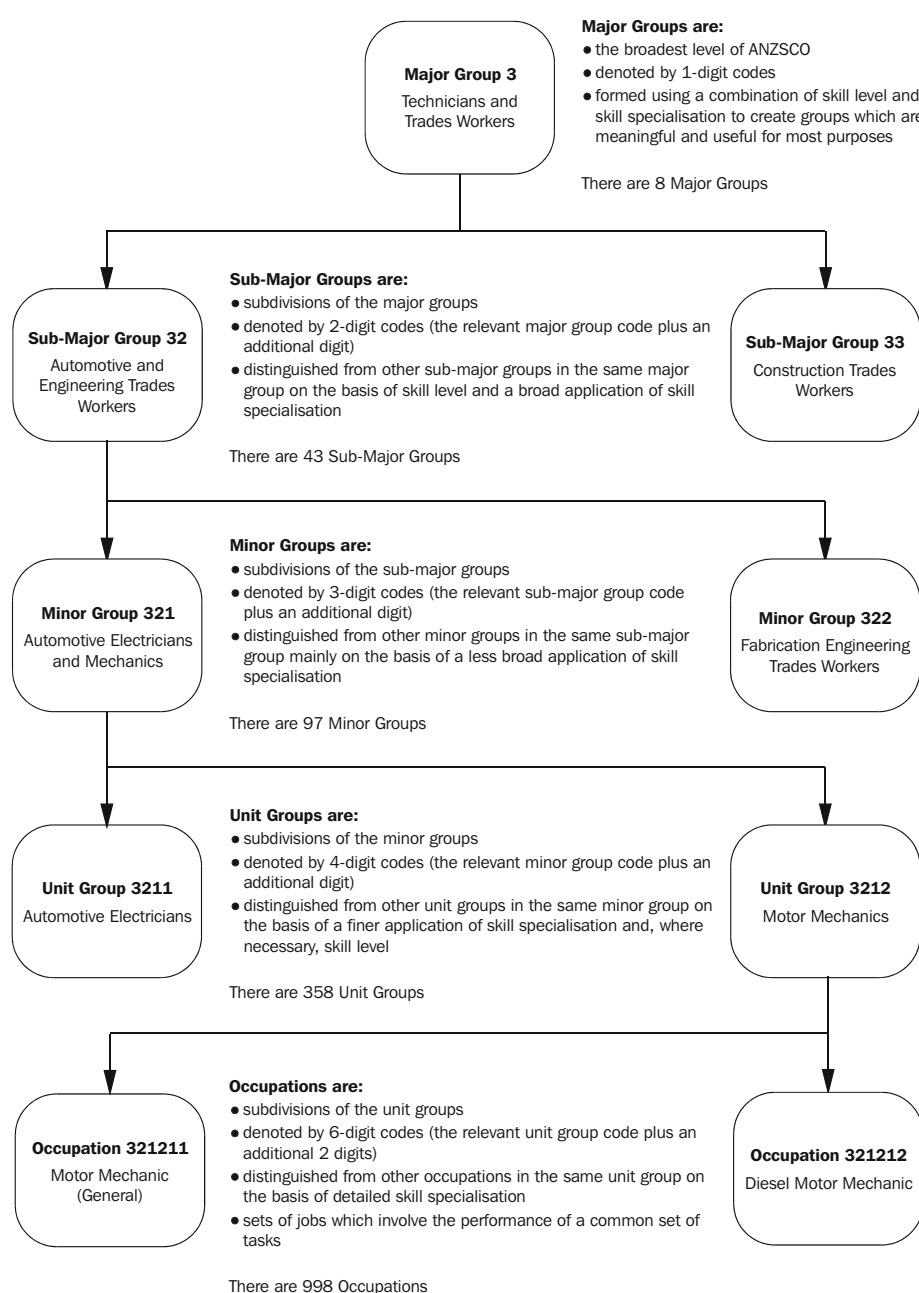
# CLASSIFICATION STRUCTURE

## PROFILE AND SUMMARY OF ANZSCO STRUCTURE

The structure of ANZSCO has five hierarchical levels - major group, sub-major group, minor group, unit group and occupation. The categories at the most detailed level of the classification are termed 'occupations'. These are grouped together to form 'unit groups', which in turn are grouped into 'minor groups'. Minor groups are aggregated to form 'sub-major groups' which in turn are aggregated at the highest level to form 'major groups'.

These are the same hierarchical levels that are used in ASCO Second Edition and NZSCO 1999.

The following is a profile of the ANZSCO structure. The complete listing of the major, sub-major, minor and unit groups and occupations follows later in this chapter.



## CLASSIFICATION STRUCTURE *continued*

### PROFILE AND SUMMARY OF ANZSCO STRUCTURE *continued*

Each major group comprises a different number of sub-major, minor and unit groups and occupations. The following table illustrates the distribution of these categories between the major groups.

<i>Major Group</i>	<i>Sub-Major Groups</i>	<i>Minor Groups</i>	<i>Unit Groups</i>	<i>Occupations</i>
1 Managers	4	11	38	95
2 Professionals	7	23	100	310
3 Technicians and Trades Workers	7	21	66	174
4 Community and Personal Service Workers	5	9	36	101
5 Clerical and Administrative Workers	7	12	33	80
6 Sales Workers	3	5	19	37
7 Machinery Operators and Drivers	4	7	22	76
8 Labourers	6	9	44	125

### STANDARD CODE SCHEME

One, two, three, four and six-digit codes are assigned to the major, sub-major, minor and unit groups, and occupations respectively.

Within each major group, the sub-major groups are ordered firstly by skill level and then alphabetically. Residual 'other' sub-major groups are listed last. Sub-major groups comprising occupations at multiple skill levels have been ordered firstly on the basis of their highest predominant skill level, then alphabetically.

Within each sub-major group, the minor groups are ordered alphabetically, with the exception of residual 'miscellaneous' minor groups which are listed last. Similarly, within each minor group, the unit groups are ordered alphabetically, with the exception of the residual 'other' unit groups which are listed last.

The occupations within each unit group are essentially in alphabetical order, with the exception of 'general' occupations which are listed first, and residual 'not elsewhere classified' (nec) categories which are listed last. This ordering is more expedient than necessary and it is not considered that the addition of any new occupations, which may disrupt this ordering, will affect the usefulness of the classification.

The occupational profile of Australia and New Zealand is likely to change over time due to factors such as technological change and changes in the industrial profile of Australia and New Zealand. Therefore, from time to time, it may be necessary to add or delete occupations from the list of occupations separately identified in ANZSCO.

If it becomes necessary to identify an additional unit group or occupation, it will be allocated the next available four or six-digit code in the numerical sequence of codes of the minor or unit group to which it is being added. Similarly, if a unit group or occupation ceases to have sufficient numbers of persons employed to justify it continuing to be separately identified in the classification and it is consequently deleted from the classification, its code would not be reallocated as this would be likely to cause confusion with time series data.

It should be noted that the separately identified occupations are not allocated codes ending with the digits '0' or '9'. These are special purpose codes used to denote supplementary or operational (not further defined) codes in the case of '0' and residual (not elsewhere classified) categories in the case of '9' (see Supplementary or operational codes and Codes reserved for residual categories).

## CLASSIFICATION STRUCTURE *continued*

### STANDARD CODE SCHEME

#### *continued*

The ANZSCO code scheme is devised so that any future changes to the classification structure can be easily accommodated. However, in order that the classification remains a standard, users should not make arbitrary changes to the structure. Rather, they should contact the ABS or Statistics NZ and identify any apparent problems they encounter in the course of implementation, data collection or data analysis. ANZSCO will be revised at a suitable time so that all users continue to use the standard classification.

#### *Codes reserved for residual categories*

For each unit group of the classification structure, a six-digit code, consisting of the four digits of the unit group followed by the digits '99', is reserved as a residual 'not elsewhere classified' (nec) category. All occupations which are not separately identified in the classification structure are included in the 'nec' category of the unit group to which they relate. Residual categories are only identified in the classification structure if they are needed. ANZSCO currently identifies 77 'nec' categories.

The decision to include particular occupations in an 'nec' category rather than as substantive categories is based on their lack of numerical significance in Australia or New Zealand.

For each minor group, codes are reserved for residual categories at the unit group level. These codes consist of the minor group code followed by '9'. These categories are termed 'Other' and consist of separately identified occupations which do not fit into any of the unit groups contained within the minor group, on the basis of the classification criteria. The classification contains 21 'other' categories at the unit group level.

For each sub-major group, codes are also reserved for residual categories at the minor group level. These codes consist of the sub-major group code followed by '9'. These categories are termed 'Miscellaneous' and consist of separately identified unit groups which do not fit into any of the minor groups contained within the sub-major group, on the basis of the classification criteria. The classification contains eight 'miscellaneous' categories at the minor group level.

For each major group, codes are reserved for residual categories at the sub-major group level. These codes consist of the major group code followed by '9'. These categories are termed 'Other' and consist of separately identified minor groups which do not fit into any of the sub-major groups contained within the major group, on the basis of the classification criteria. The classification contains three 'other' categories at the sub-major group level.

It should be noted that residual categories are part of the ANZSCO structure. They should not be created or used merely to 'dump' responses that cannot be coded to any separately identified category in the classification because of insufficient detail in the response. See Supplementary or operational codes.

#### *Supplementary or operational codes*

Supplementary or operational codes are used in statistical collections to process inadequately described responses or for responses which are outside of the scope of the classification.

In Australia, 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.

## Supplementary or operational codes *continued*

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 'Internal Medicine Specialist' does not contain sufficient information to be coded directly to any particular occupation category, but it can be coded to Unit Group 2533 Internal Medicine Specialist, which encompasses all internal medicine specialists. It is thus allocated the code 253300 Internal Medicine Specialists, 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 such as 'housewife', 'pensioner' and 'student', which are not covered by the current definition of the labour force (see *Standards for Labour Force Statistics, ABS cat. no. 1288.0*). The standard set of such codes used in the ANZSCO Coding Index is available on request from the ABS.

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

In New Zealand, codes commencing with the digits '99' are used as supplementary or operational codes.

- The code '997000' is used for legitimate/valid responses, such as 'Public servant', which cannot be coded to any single occupation category because there is insufficient supporting information to accurately code to a specific category. This code is called 'Response Unidentifiable'.
- The code '999000' is used for responses, such as 'housewife', 'pensioner' or 'student', which are not covered by the current definition of the labour force. This code is called 'Response Outside Scope'.
- The code '999999' is used for non-response. This code is called 'Not Stated'.

It should be noted that supplementary or operational codes are not part of the classification structure. They exist for operational reasons only, and no data would be coded to them if sufficiently detailed responses or responses within the scope of the classification were obtained in all instances.

## EXPLANATORY NOTES

The following tables detail the structure of ANZSCO at each, descending level of the classification. They also show the relationship between the groups and skill level.

The first three tables (Major Groups, Major and Sub-Major Groups, and Major, Sub-Major and Minor Groups) show the predominant skill levels applying to each group. Skill levels which apply to only a few occupations in each group are not shown.

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**CLASSIFICATION STRUCTURE** *continued*

EXPLANATORY NOTES  
*continued*

For the two remaining tables (Major, Sub-Major, Minor and Unit Groups, and Major, Sub-Major, Minor and Unit Groups and Occupations) all skill levels applying to each group are shown.

A definitive list of all skill levels applying to each group in the classification is found in the definition for that group. See Definitions.

**MAJOR GROUPS**  
.....

	<i>Predominant Skill Levels</i>
1 Managers	1,2
2 Professionals	1
3 Technicians and Trades Workers	2,3
4 Community and Personal Service Workers	2,3,4,5
5 Clerical and Administrative Workers	2,3,4,5
6 Sales Workers	2,3,4,5
7 Machinery Operators and Drivers	4
8 Labourers	4,5

.....



# CLASSIFICATION STRUCTURE *continued*

## MAJOR AND SUB-MAJOR GROUPS

	<i>Predominant Skill Level(s)</i>
<b>1 MANAGERS</b>	
11 Chief Executives, General Managers and Legislators	1
12 Farmers and Farm Managers	1
13 Specialist Managers	1
14 Hospitality, Retail and Service Managers	2
<b>2 PROFESSIONALS</b>	
21 Arts and Media Professionals	1
22 Business, Human Resource and Marketing Professionals	1
23 Design, Engineering, Science and Transport Professionals	1
24 Education Professionals	1
25 Health Professionals	1
26 ICT Professionals	1
27 Legal, Social and Welfare Professionals	1
<b>3 TECHNICIANS AND TRADES WORKERS</b>	
31 Engineering, ICT and Science Technicians	2
32 Automotive and Engineering Trades Workers	3
33 Construction Trades Workers	3
34 Electrotechnology and Telecommunications Trades Workers	3
35 Food Trades Workers	2,3
36 Skilled Animal and Horticultural Workers	3
39 Other Technicians and Trades Workers	3
<b>4 COMMUNITY AND PERSONAL SERVICE WORKERS</b>	
41 Health and Welfare Support Workers	2
42 Carers and Aides	4
43 Hospitality Workers	4,5
44 Protective Service Workers	2,3,4,5
45 Sports and Personal Service Workers	3,4
<b>5 CLERICAL AND ADMINISTRATIVE WORKERS</b>	
51 Office Managers and Program Administrators	2
52 Personal Assistants and Secretaries	3
53 General Clerical Workers	4
54 Inquiry Clerks and Receptionists	4
55 Numerical Clerks	4
56 Clerical and Office Support Workers	5
59 Other Clerical and Administrative Workers	3,4
<b>6 SALES WORKERS</b>	
61 Sales Representatives and Agents	3,4
62 Sales Assistants and Salespersons	5
63 Sales Support Workers	5
<b>7 MACHINERY OPERATORS AND DRIVERS</b>	
71 Machine and Stationary Plant Operators	4
72 Mobile Plant Operators	4
73 Road and Rail Drivers	4
74 Storepersons	4
<b>8 LABOURERS</b>	
81 Cleaners and Laundry Workers	5
82 Construction and Mining Labourers	4,5
83 Factory Process Workers	4,5
84 Farm, Forestry and Garden Workers	5
85 Food Preparation Assistants	5
89 Other Labourers	5

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR AND MINOR GROUPS

		Predominant Skill Level(s)
<b>1</b>	<b>MANAGERS</b>	
<b>11</b>	<b>Chief Executives, General Managers and Legislators</b>	
111	Chief Executives, General Managers and Legislators	1
<b>12</b>	<b>Farmers and Farm Managers</b>	
121	Farmers and Farm Managers	1
<b>13</b>	<b>Specialist Managers</b>	
131	Advertising and Sales Managers	1
132	Business Administration Managers	1
133	Construction, Distribution and Production Managers	1
134	Education, Health and Welfare Services Managers	1
135	ICT Managers	1
139	Miscellaneous Specialist Managers	1
<b>14</b>	<b>Hospitality, Retail and Service Managers</b>	
141	Accommodation and Hospitality Managers	2
142	Retail Managers	2
149	Miscellaneous Hospitality, Retail and Service Managers	2
<b>2</b>	<b>PROFESSIONALS</b>	
<b>21</b>	<b>Arts and Media Professionals</b>	
211	Arts Professionals	1
212	Media Professionals	1
<b>22</b>	<b>Business, Human Resource and Marketing Professionals</b>	
221	Accountants, Auditors and Company Secretaries	1
222	Financial Brokers and Dealers, and Investment Advisers	1,2
223	Human Resource and Training Professionals	1
224	Information and Organisation Professionals	1
225	Sales, Marketing and Public Relations Professionals	1
<b>23</b>	<b>Design, Engineering, Science and Transport Professionals</b>	
231	Air and Marine Transport Professionals	1
232	Architects, Designers, Planners and Surveyors	1
233	Engineering Professionals	1
234	Natural and Physical Science Professionals	1
<b>24</b>	<b>Education Professionals</b>	
241	School Teachers	1
242	Tertiary Education Teachers	1
249	Miscellaneous Education Professionals	1
<b>25</b>	<b>Health Professionals</b>	
251	Health Diagnostic and Promotion Professionals	1
252	Health Therapy Professionals	1
253	Medical Practitioners	1
254	Midwifery and Nursing Professionals	1
<b>26</b>	<b>ICT Professionals</b>	
261	Business and Systems Analysts, and Programmers	1
262	Database and Systems Administrators, and ICT Security Specialists	1
263	ICT Network and Support Professionals	1
<b>27</b>	<b>Legal, Social and Welfare Professionals</b>	
271	Legal Professionals	1
272	Social and Welfare Professionals	1
<b>3</b>	<b>TECHNICIANS AND TRADES WORKERS</b>	
<b>31</b>	<b>Engineering, ICT and Science Technicians</b>	
311	Agricultural, Medical and Science Technicians	2
312	Building and Engineering Technicians	2
313	ICT and Telecommunications Technicians	2
<b>32</b>	<b>Automotive and Engineering Trades Workers</b>	
321	Automotive Electricians and Mechanics	3
322	Fabrication Engineering Trades Workers	3
323	Mechanical Engineering Trades Workers	3
324	Panelbeaters, and Vehicle Body Builders, Trimmers and Painters	3

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR AND MINOR GROUPS *continued*

		<i>Predominant Skill Level(s)</i>
<b>3</b>	<b>TECHNICIANS AND TRADES WORKERS <i>cont.</i></b>	
<b>33</b>	<b>Construction Trades Workers</b>	
331	Bricklayers, and Carpenters and Joiners	3
332	Floor Finishers and Painting Trades Workers	3
333	Glaziers, Plasterers and Tilers	3
334	Plumbers	3
<b>34</b>	<b>Electrotechnology and Telecommunications Trades Workers</b>	
341	Electricians	3
342	Electronics and Telecommunications Trades Workers	3
<b>35</b>	<b>Food Trades Workers</b>	
351	Food Trades Workers	3
<b>36</b>	<b>Skilled Animal and Horticultural Workers</b>	
361	Animal Attendants and Trainers, and Shearers	3
362	Horticultural Trades Workers	3
<b>39</b>	<b>Other Technicians and Trades Workers</b>	
391	Hairdressers	3
392	Printing Trades Workers	3
393	Textile, Clothing and Footwear Trades Workers	3
394	Wood Trades Workers	3
399	Miscellaneous Technicians and Trades Workers	3
<b>4</b>	<b>COMMUNITY AND PERSONAL SERVICE WORKERS</b>	
<b>41</b>	<b>Health and Welfare Support Workers</b>	
411	Health and Welfare Support Workers	2
<b>42</b>	<b>Carers and Aides</b>	
421	Child Carers	4
422	Education Aides	4
423	Personal Carers and Assistants	4
<b>43</b>	<b>Hospitality Workers</b>	
431	Hospitality Workers	4,5
<b>44</b>	<b>Protective Service Workers</b>	
441	Defence Force Members, Fire Fighters and Police	2,3
442	Prison and Security Officers	4,5
<b>45</b>	<b>Sports and Personal Service Workers</b>	
451	Personal Service and Travel Workers	4
452	Sports and Fitness Workers	3,4
<b>5</b>	<b>CLERICAL AND ADMINISTRATIVE WORKERS</b>	
<b>51</b>	<b>Office Managers and Program Administrators</b>	
511	Contract, Program and Project Administrators	2
512	Office and Practice Managers	2
<b>52</b>	<b>Personal Assistants and Secretaries</b>	
521	Personal Assistants and Secretaries	3
<b>53</b>	<b>General Clerical Workers</b>	
531	General Clerks	4
532	Keyboard Operators	4
<b>54</b>	<b>Inquiry Clerks and Receptionists</b>	
541	Call or Contact Centre Information Clerks	4
542	Receptionists	4
<b>55</b>	<b>Numerical Clerks</b>	
551	Accounting Clerks and Bookkeepers	4
552	Financial and Insurance Clerks	4
<b>56</b>	<b>Clerical and Office Support Workers</b>	
561	Clerical and Office Support Workers	5
<b>59</b>	<b>Other Clerical and Administrative Workers</b>	
591	Logistics Clerks	4
599	Miscellaneous Clerical and Administrative Workers	3,4

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR AND MINOR GROUPS *continued*

		Predominant Skill Level(s)
<b>6</b>	<b>SALES WORKERS</b>	
<b>61</b>	<b>Sales Representatives and Agents</b>	
611	Insurance Agents and Sales Representatives	4
612	Real Estate Sales Agents	3
<b>62</b>	<b>Sales Assistants and Salespersons</b>	
621	Sales Assistants and Salespersons	5
<b>63</b>	<b>Sales Support Workers</b>	
631	Checkout Operators and Office Cashiers	5
639	Miscellaneous Sales Support Workers	5
<b>7</b>	<b>MACHINERY OPERATORS AND DRIVERS</b>	
<b>71</b>	<b>Machine and Stationary Plant Operators</b>	
711	Machine Operators	4
712	Stationary Plant Operators	4
<b>72</b>	<b>Mobile Plant Operators</b>	
721	Mobile Plant Operators	4
<b>73</b>	<b>Road and Rail Drivers</b>	
731	Automobile, Bus and Rail Drivers	4
732	Delivery Drivers	4
733	Truck Drivers	4
<b>74</b>	<b>Storepersons</b>	
741	Storepersons	4
<b>8</b>	<b>LABOURERS</b>	
<b>81</b>	<b>Cleaners and Laundry Workers</b>	
811	Cleaners and Laundry Workers	5
<b>82</b>	<b>Construction and Mining Labourers</b>	
821	Construction and Mining Labourers	4,5
<b>83</b>	<b>Factory Process Workers</b>	
831	Food Process Workers	4,5
832	Packers and Product Assemblers	5
839	Miscellaneous Factory Process Workers	4,5
<b>84</b>	<b>Farm, Forestry and Garden Workers</b>	
841	Farm, Forestry and Garden Workers	5
<b>85</b>	<b>Food Preparation Assistants</b>	
851	Food Preparation Assistants	5
<b>89</b>	<b>Other Labourers</b>	
891	Freight Handlers and Shelf Fillers	5
899	Miscellaneous Labourers	4,5

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR AND UNIT GROUPS

		<i>Skill Level(s)</i>
<b>1</b>	<b>MANAGERS</b>	
<b>11</b>	<b>Chief Executives, General Managers and Legislators</b>	
111	Chief Executives, General Managers and Legislators	
1111	Chief Executives and Managing Directors	1
1112	General Managers	1
1113	Legislators	1
<b>12</b>	<b>Farmers and Farm Managers</b>	
121	Farmers and Farm Managers	
1211	Aquaculture Farmers	1
1212	Crop Farmers	1
1213	Livestock Farmers	1
1214	Mixed Crop and Livestock Farmers	1
<b>13</b>	<b>Specialist Managers</b>	
131	Advertising and Sales Managers	
1311	Advertising and Sales Managers	1
132	Business Administration Managers	
1321	Corporate Services Managers	1
1322	Finance Managers	1
1323	Human Resource Managers	1
1324	Policy and Planning Managers	1
1325	Research and Development Managers	1
133	Construction, Distribution and Production Managers	
1331	Construction Managers	1
1332	Engineering Managers	1
1333	Importers, Exporters and Wholesalers	1
1334	Manufacturers	1
1335	Production Managers	1
1336	Supply and Distribution Managers	1
134	Education, Health and Welfare Services Managers	
1341	Child Care Centre Managers	1
1342	Health and Welfare Services Managers	1
1343	School Principals	1
1344	Other Education Managers	1
135	ICT Managers	
1351	ICT Managers	1
139	Miscellaneous Specialist Managers	
1391	Commissioned Officers (Management)	1
1392	Senior Non-commissioned Defence Force Members	1
1399	Other Specialist Managers	1
<b>14</b>	<b>Hospitality, Retail and Service Managers</b>	
141	Accommodation and Hospitality Managers	
1411	Cafe and Restaurant Managers	2
1412	Caravan Park and Camping Ground Managers	2
1413	Hotel and Motel Managers	2
1414	Licensed Club Managers	2
1419	Other Accommodation and Hospitality Managers	2
142	Retail Managers	
1421	Retail Managers	2
149	Miscellaneous Hospitality, Retail and Service Managers	
1491	Amusement, Fitness and Sports Centre Managers	2
1492	Call or Contact Centre and Customer Service Managers	2
1493	Conference and Event Organisers	2
1494	Transport Services Managers	2
1499	Other Hospitality, Retail and Service Managers	2

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR AND UNIT GROUPS *continued*

		<i>Skill Level(s)</i>
<b>2</b>	<b>PROFESSIONALS</b>	
<b>21</b>	<b>Arts and Media Professionals</b>	
211	Arts Professionals	
2111	Actors, Dancers and Other Entertainers	1
2112	Music Professionals	1
2113	Photographers	1
2114	Visual Arts and Crafts Professionals	1
212	Media Professionals	
2121	Artistic Directors, and Media Producers and Presenters	1
2122	Authors, and Book and Script Editors	1
2123	Film, Television, Radio and Stage Directors	1
2124	Journalists and Other Writers	1
<b>22</b>	<b>Business, Human Resource and Marketing Professionals</b>	
221	Accountants, Auditors and Company Secretaries	
2211	Accountants	1
2212	Auditors, Company Secretaries and Corporate Treasurers	1
222	Financial Brokers and Dealers, and Investment Advisers	
2221	Financial Brokers	2
2222	Financial Dealers	1
2223	Financial Investment Advisers and Managers	1
223	Human Resource and Training Professionals	
2231	Human Resource Professionals	1
2232	ICT Trainers	1
2233	Training and Development Professionals	1
224	Information and Organisation Professionals	
2241	Actuaries, Mathematicians and Statisticians	1
2242	Archivists, Curators and Records Managers	1
2243	Economists	1
2244	Intelligence and Policy Analysts	1
2245	Land Economists and Valuers	1
2246	Librarians	1
2247	Management and Organisation Analysts	1
2249	Other Information and Organisation Professionals	1
225	Sales, Marketing and Public Relations Professionals	
2251	Advertising and Marketing Professionals	1
2252	ICT Sales Professionals	1
2253	Public Relations Professionals	1
2254	Technical Sales Representatives	1
<b>23</b>	<b>Design, Engineering, Science and Transport Professionals</b>	
231	Air and Marine Transport Professionals	
2311	Air Transport Professionals	1
2312	Marine Transport Professionals	1
232	Architects, Designers, Planners and Surveyors	
2321	Architects and Landscape Architects	1
2322	Cartographers and Surveyors	1
2323	Fashion, Industrial and Jewellery Designers	1
2324	Graphic and Web Designers, and Illustrators	1
2325	Interior Designers	1
2326	Urban and Regional Planners	1
233	Engineering Professionals	
2331	Chemical and Materials Engineers	1
2332	Civil Engineering Professionals	1
2333	Electrical Engineers	1
2334	Electronics Engineers	1
2335	Industrial, Mechanical and Production Engineers	1
2336	Mining Engineers	1
2339	Other Engineering Professionals	1

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR AND UNIT GROUPS *continued*

		<i>Skill Level(s)</i>
<b>2</b>	<b>PROFESSIONALS <i>cont.</i></b>	
<b>23</b>	<b>Design, Engineering, Science and Transport Professionals <i>cont.</i></b>	
234	Natural and Physical Science Professionals	
2341	Agricultural and Forestry Scientists	1
2342	Chemists, and Food and Wine Scientists	1
2343	Environmental Scientists	1
2344	Geologists and Geophysicists	1
2345	Life Scientists	1
2346	Medical Laboratory Scientists	1
2347	Veterinarians	1
2349	Other Natural and Physical Science Professionals	1
<b>24</b>	<b>Education Professionals</b>	
241	School Teachers	
2411	Early Childhood (Pre-primary School) Teachers	1
2412	Primary School Teachers	1
2413	Middle School Teachers (Aus) / Intermediate School Teachers (NZ)	1
2414	Secondary School Teachers	1
2415	Special Education Teachers	1
242	Tertiary Education Teachers	
2421	University Lecturers and Tutors	1
2422	Vocational Education Teachers (Aus) / Polytechnic Teachers (NZ)	1
249	Miscellaneous Education Professionals	
2491	Education Advisers and Reviewers	1
2492	Private Tutors and Teachers	1
2493	Teachers of English to Speakers of Other Languages	1
<b>25</b>	<b>Health Professionals</b>	
251	Health Diagnostic and Promotion Professionals	
2511	Dietitians	1
2512	Medical Imaging Professionals	1
2513	Occupational and Environmental Health Professionals	1
2514	Optometrists and Orthoptists	1
2515	Pharmacists	1
2519	Other Health Diagnostic and Promotion Professionals	1
252	Health Therapy Professionals	
2521	Chiropractors and Osteopaths	1
2522	Complementary Health Therapists	1
2523	Dental Practitioners	1
2524	Occupational Therapists	1
2525	Physiotherapists	1
2526	Podiatrists	1
2527	Speech Professionals and Audiologists	1
253	Medical Practitioners	
2531	Generalist Medical Practitioners	1
2532	Anaesthetists	1
2533	Internal Medicine Specialists	1
2534	Psychiatrists	1
2535	Surgeons	1
2539	Other Medical Practitioners	1
254	Midwifery and Nursing Professionals	
2541	Midwives	1
2542	Nurse Educators and Researchers	1
2543	Nurse Managers	1
2544	Registered Nurses	1
<b>26</b>	<b>ICT Professionals</b>	
261	Business and Systems Analysts, and Programmers	
2611	ICT Business and Systems Analysts	1
2612	Multimedia Specialists and Web Developers	1
2613	Software and Applications Programmers	1
262	Database and Systems Administrators, and ICT Security Specialists	
2621	Database and Systems Administrators, and ICT Security Specialists	1

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR AND UNIT GROUPS *continued*

		Skill Level(s)
<b>2</b>	<b>PROFESSIONALS <i>cont.</i></b>	
<b>26</b>	<b>ICT Professionals <i>cont.</i></b>	
263	ICT Network and Support Professionals	
2631	Computer Network Professionals	1
2632	ICT Support and Test Engineers	1
2633	Telecommunications Engineering Professionals	1
<b>27</b>	<b>Legal, Social and Welfare Professionals</b>	
271	Legal Professionals	
2711	Barristers	1
2712	Judicial and Other Legal Professionals	1
2713	Solicitors	1
272	Social and Welfare Professionals	
2721	Counsellors	1
2722	Ministers of Religion	1
2723	Psychologists	1
2724	Social Professionals	1
2725	Social Workers	1
2726	Welfare, Recreation and Community Arts Workers	1
<b>3</b>	<b>TECHNICIANS AND TRADES WORKERS</b>	
<b>31</b>	<b>Engineering, ICT and Science Technicians</b>	
311	Agricultural, Medical and Science Technicians	
3111	Agricultural Technicians	2
3112	Medical Technicians	2
3113	Primary Products Inspectors	2
3114	Science Technicians	2
312	Building and Engineering Technicians	
3121	Architectural, Building and Surveying Technicians	2
3122	Civil Engineering Draftspersons and Technicians	2
3123	Electrical Engineering Draftspersons and Technicians	2
3124	Electronic Engineering Draftspersons and Technicians	2
3125	Mechanical Engineering Draftspersons and Technicians	2
3126	Safety Inspectors	2
3129	Other Building and Engineering Technicians	2
313	ICT and Telecommunications Technicians	
3131	ICT Support Technicians	2
3132	Telecommunications Technical Specialists	2
<b>32</b>	<b>Automotive and Engineering Trades Workers</b>	
321	Automotive Electricians and Mechanics	
3211	Automotive Electricians	3
3212	Motor Mechanics	3
322	Fabrication Engineering Trades Workers	
3221	Metal Casting, Forging and Finishing Trades Workers	3
3222	Sheetmetal Trades Workers	3
3223	Structural Steel and Welding Trades Workers	3
323	Mechanical Engineering Trades Workers	
3231	Aircraft Maintenance Engineers	3
3232	Metal Fitters and Machinists	3
3233	Precision Metal Trades Workers	3
3234	Toolmakers and Engineering Patternmakers	3
324	Panelbeaters, and Vehicle Body Builders, Trimmers and Painters	
3241	Panelbeaters	3
3242	Vehicle Body Builders and Trimmers	3
3243	Vehicle Painters	3
<b>33</b>	<b>Construction Trades Workers</b>	
331	Bricklayers, and Carpenters and Joiners	
3311	Bricklayers and Stonemasons	3
3312	Carpenters and Joiners	3



## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR AND UNIT GROUPS *continued*

		<i>Skill Level(s)</i>
<b>3</b>	<b>TECHNICIANS AND TRADES WORKERS <i>cont.</i></b>	
<b>33</b>	<b>Construction Trades Workers <i>cont.</i></b>	
332	Floor Finishers and Painting Trades Workers	
3321	Floor Finishers	3
3322	Painting Trades Workers	3
333	Glaziers, Plasterers and Tilers	
3331	Glaziers	3
3332	Plasterers	3
3333	Roof Tilers	3
3334	Wall and Floor Tilers	3
334	Plumbers	
3341	Plumbers	3
<b>34</b>	<b>Electrotechnology and Telecommunications Trades Workers</b>	
341	Electricians	
3411	Electricians	3
342	Electronics and Telecommunications Trades Workers	
3421	Airconditioning and Refrigeration Mechanics	3
3422	Electrical Distribution Trades Workers	3
3423	Electronics Trades Workers	3
3424	Telecommunications Trades Workers	3
<b>35</b>	<b>Food Trades Workers</b>	
351	Food Trades Workers	
3511	Bakers and Pastrycooks	3
3512	Butchers and Smallgoods Makers	3
3513	Chefs	2
3514	Cooks	3
<b>36</b>	<b>Skilled Animal and Horticultural Workers</b>	
361	Animal Attendants and Trainers, and Shearers	
3611	Animal Attendants and Trainers	3
3612	Shearers	3
3613	Veterinary Nurses	3
362	Horticultural Trades Workers	
3621	Florists	3
3622	Gardeners	3
3623	Greenkeepers	3
3624	Nurserypersons	3
<b>39</b>	<b>Other Technicians and Trades Workers</b>	
391	Hairdressers	
3911	Hairdressers	3
392	Printing Trades Workers	
3921	Binders, Finishers and Screen Printers	3
3922	Graphic Pre-press Trades Workers	3
3923	Printers	3
393	Textile, Clothing and Footwear Trades Workers	
3931	Canvas and Leather Goods Makers	3
3932	Clothing Trades Workers	3
3933	Upholsterers	3
394	Wood Trades Workers	
3941	Cabinetmakers	3
3942	Wood Machinists and Other Wood Trades Workers	3
399	Miscellaneous Technicians and Trades Workers	
3991	Boat Builders and Shipwrights	3
3992	Chemical, Gas, Petroleum and Power Generation Plant Operators	3
3993	Gallery, Library and Museum Technicians	2
3994	Jewellers	3
3995	Performing Arts Technicians	3
3996	Signwriters	3
3999	Other Miscellaneous Technicians and Trades Workers	2,3

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR AND UNIT GROUPS *continued*

		<i>Skill Level(s)</i>
<b>4</b>	<b>COMMUNITY AND PERSONAL SERVICE WORKERS</b>	
<b>41</b>	<b>Health and Welfare Support Workers</b>	
411	Health and Welfare Support Workers	
4111	Ambulance Officers and Paramedics	2
4112	Dental Hygienists, Technicians and Therapists	2
4113	Diversional Therapists	2
4114	Enrolled and Mothercraft Nurses	2
4115	Indigenous Health Workers	2
4116	Massage Therapists	2
4117	Welfare Support Workers	2
<b>42</b>	<b>Carers and Aides</b>	
421	Child Carers	
4211	Child Carers	4
422	Education Aides	
4221	Education Aides	4
423	Personal Carers and Assistants	
4231	Aged and Disabled Carers	4
4232	Dental Assistants	4
4233	Nursing Support and Personal Care Workers	4
4234	Special Care Workers	4
<b>43</b>	<b>Hospitality Workers</b>	
431	Hospitality Workers	
4311	Bar Attendants and Baristas	4
4312	Cafe Workers	5
4313	Gaming Workers	4
4314	Hotel Service Managers	3
4315	Waiters	4
4319	Other Hospitality Workers	5
<b>44</b>	<b>Protective Service Workers</b>	
441	Defence Force Members, Fire Fighters and Police	
4411	Defence Force Members - Other Ranks	3
4412	Fire and Emergency Workers	3
4413	Police	2
442	Prison and Security Officers	
4421	Prison Officers	4
4422	Security Officers and Guards	3,4,5
<b>45</b>	<b>Sports and Personal Service Workers</b>	
451	Personal Service and Travel Workers	
4511	Beauty Therapists	4
4512	Driving Instructors	3
4513	Funeral Workers	2,3
4514	Gallery, Museum and Tour Guides	4
4515	Personal Care Consultants	4
4516	Tourism and Travel Advisers	4
4517	Travel Attendants	3
4518	Other Personal Service Workers	4,5
452	Sports and Fitness Workers	
4521	Fitness Instructors	4
4522	Outdoor Adventure Guides	4
4523	Sports Coaches, Instructors and Officials	2,3
4524	Sportspersons	3
<b>5</b>	<b>CLERICAL AND ADMINISTRATIVE WORKERS</b>	
<b>51</b>	<b>Office Managers and Program Administrators</b>	
511	Contract, Program and Project Administrators	
5111	Contract, Program and Project Administrators	2
512	Office and Practice Managers	
5121	Office Managers	2
5122	Practice Managers	2

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR AND UNIT GROUPS *continued*

		Skill Level(s)
<b>5</b>	<b>CLERICAL AND ADMINISTRATIVE WORKERS <i>cont.</i></b>	
<b>52</b>	<b>Personal Assistants and Secretaries</b>	
521	Personal Assistants and Secretaries	
5211	Personal Assistants	3
5212	Secretaries	3
<b>53</b>	<b>General Clerical Workers</b>	
531	General Clerks	
5311	General Clerks	4
532	Keyboard Operators	
5321	Keyboard Operators	4
<b>54</b>	<b>Inquiry Clerks and Receptionists</b>	
541	Call or Contact Centre Information Clerks	
5411	Call or Contact Centre Workers	3,4
5412	Inquiry Clerks	4
542	Receptionists	
5421	Receptionists	4
<b>55</b>	<b>Numerical Clerks</b>	
551	Accounting Clerks and Bookkeepers	
5511	Accounting Clerks	4
5512	Bookkeepers	4
5513	Payroll Clerks	4
552	Financial and Insurance Clerks	
5521	Bank Workers	4
5522	Credit and Loans Officers	4
5523	Insurance, Money Market and Statistical Clerks	4
<b>56</b>	<b>Clerical and Office Support Workers</b>	
561	Clerical and Office Support Workers	
5611	Betting Clerks	5
5612	Couriers and Postal Deliverers	5
5613	Filing and Registry Clerks	5
5614	Mail Sorters	5
5615	Survey Interviewers	5
5616	Switchboard Operators	5
5619	Other Clerical and Office Support Workers	5
<b>59</b>	<b>Other Clerical and Administrative Workers</b>	
591	Logistics Clerks	
5911	Purchasing and Supply Logistics Clerks	4
5912	Transport and Despatch Clerks	4
599	Miscellaneous Clerical and Administrative Workers	
5991	Conveyancers and Legal Executives	2
5992	Court and Legal Clerks	3
5993	Debt Collectors	4
5994	Human Resource Clerks	4
5995	Inspectors and Regulatory Officers	4
5996	Insurance Investigators, Loss Adjusters and Risk Surveyors	3
5997	Library Assistants	4
5999	Other Miscellaneous Clerical and Administrative Workers	4
<b>6</b>	<b>SALES WORKERS</b>	
<b>61</b>	<b>Sales Representatives and Agents</b>	
611	Insurance Agents and Sales Representatives	
6111	Auctioneers, and Stock and Station Agents	3
6112	Insurance Agents	3
6113	Sales Representatives	4
612	Real Estate Sales Agents	
6121	Real Estate Sales Agents	2,3

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR AND UNIT GROUPS *continued*

		<i>Skill Level(s)</i>
<b>6</b>	<b>SALES WORKERS <i>cont.</i></b>	
<b>62</b>	<b>Sales Assistants and Salespersons</b>	
621	Sales Assistants and Salespersons	
6211	Sales Assistants (General)	5
6212	ICT Sales Assistants	5
6213	Motor Vehicle and Vehicle Parts Salespersons	4
6214	Pharmacy Sales Assistants	5
6215	Retail Supervisors	4
6216	Service Station Attendants	5
6217	Street Vendors and Related Salespersons	5
6219	Other Sales Assistants and Salespersons	5
<b>63</b>	<b>Sales Support Workers</b>	
631	Checkout Operators and Office Cashiers	
6311	Checkout Operators and Office Cashiers	5
639	Miscellaneous Sales Support Workers	
6391	Models and Sales Demonstrators	5
6392	Retail and Wool Buyers	3
6393	Telemarketers	5
6394	Ticket Salespersons	5
6395	Visual Merchandisers	4
6399	Other Sales Support Workers	5
<b>7</b>	<b>MACHINERY OPERATORS AND DRIVERS</b>	
<b>71</b>	<b>Machine and Stationary Plant Operators</b>	
711	Machine Operators	
7111	Clay, Concrete, Glass and Stone Processing Machine Operators	4
7112	Industrial Spraypainters	4
7113	Paper and Wood Processing Machine Operators	4
7114	Photographic Developers and Printers	4
7115	Plastics and Rubber Production Machine Operators	4
7116	Sewing Machinists	4
7117	Textile and Footwear Production Machine Operators	4
7119	Other Machine Operators	4
712	Stationary Plant Operators	
7121	Crane, Hoist and Lift Operators	4
7122	Drillers, Miners and Shot Firers	4
7123	Engineering Production Systems Workers	4
7129	Other Stationary Plant Operators	4
<b>72</b>	<b>Mobile Plant Operators</b>	
721	Mobile Plant Operators	
7211	Agricultural, Forestry and Horticultural Plant Operators	4
7212	Earthmoving Plant Operators	4
7213	Forklift Drivers	4
7219	Other Mobile Plant Operators	4
<b>73</b>	<b>Road and Rail Drivers</b>	
731	Automobile, Bus and Rail Drivers	
7311	Automobile Drivers	4
7312	Bus and Coach Drivers	4
7313	Train and Tram Drivers	4
732	Delivery Drivers	
7321	Delivery Drivers	4
733	Truck Drivers	
7331	Truck Drivers	4
<b>74</b>	<b>Storepersons</b>	
741	Storepersons	
7411	Storepersons	4

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR AND UNIT GROUPS *continued*

		<i>Skill Level(s)</i>
<b>8</b>	<b>LABOURERS</b>	
<b>81</b>	<b>Cleaners and Laundry Workers</b>	
811	Cleaners and Laundry Workers	
8111	Car Detailers	5
8112	Commercial Cleaners	5
8113	Domestic Cleaners	5
8114	Housekeepers	5
8115	Laundry Workers	5
8116	Other Cleaners	5
<b>82</b>	<b>Construction and Mining Labourers</b>	
821	Construction and Mining Labourers	
8211	Building and Plumbing Labourers	5
8212	Concreters	5
8213	Fencers	4
8214	Insulation and Home Improvement Installers	4
8215	Paving and Surfacing Labourers	5
8216	Railway Track Workers	4
8217	Structural Steel Construction Workers	4
8219	Other Construction and Mining Labourers	5
<b>83</b>	<b>Factory Process Workers</b>	
831	Food Process Workers	
8311	Food and Drink Factory Workers	5
8312	Meat Boners and Slicers, and Slaughterers	4
8313	Meat, Poultry and Seafood Process Workers	5
832	Packers and Product Assemblers	
8321	Packers	5
8322	Product Assemblers	5
839	Miscellaneous Factory Process Workers	
8391	Metal Engineering Process Workers	5
8392	Plastics and Rubber Factory Workers	5
8393	Product Quality Controllers	4
8394	Timber and Wood Process Workers	5
8399	Other Factory Process Workers	5
<b>84</b>	<b>Farm, Forestry and Garden Workers</b>	
841	Farm, Forestry and Garden Workers	
8411	Aquaculture Workers	5
8412	Crop Farm Workers	5
8413	Forestry and Logging Workers	4
8414	Garden and Nursery Labourers	5
8415	Livestock Farm Workers	5
8416	Mixed Crop and Livestock Farm Workers	5
8419	Other Farm, Forestry and Garden Workers	4,5
<b>85</b>	<b>Food Preparation Assistants</b>	
851	Food Preparation Assistants	
8511	Fast Food Cooks	5
8512	Food Trades Assistants	5
8513	Kitchenhands	5
<b>89</b>	<b>Other Labourers</b>	
891	Freight Handlers and Shelf Fillers	
8911	Freight and Furniture Handlers	5
8912	Shelf Fillers	5
899	Miscellaneous Labourers	
8991	Caretakers	5
8992	Deck and Fishing Hands	4
8993	Handypersons	5
8994	Motor Vehicle Parts and Accessories Fitters	4
8995	Printing Assistants and Table Workers	4
8996	Recycling and Rubbish Collectors	5
8997	Vending Machine Attendants	5
8999	Other Miscellaneous Labourers	5

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS

		<i>Skill Level</i>
<b>1</b>	<b>MANAGERS</b>	
<b>11</b>	<b>Chief Executives, General Managers and Legislators</b>	
<b>111</b>	<b>Chief Executives, General Managers and Legislators</b>	
1111	Chief Executives and Managing Directors	
111111	Chief Executive or Managing Director	1
1112	General Managers	
111211	Corporate General Manager	1
111212	Defence Force Senior Officer	1
1113	Legislators	
111311	Local Government Legislator	1
111312	Member of Parliament	1
111399	Legislators nec	1
<b>12</b>	<b>Farmers and Farm Managers</b>	
<b>121</b>	<b>Farmers and Farm Managers</b>	
1211	Aquaculture Farmers	
121111	Aquaculture Farmer	1
1212	Crop Farmers	
121211	Cotton Grower	1
121212	Flower Grower	1
121213	Fruit or Nut Grower	1
121214	Grain, Oilseed or Pasture Grower (Aus) / Field Crop Grower (NZ)	1
121215	Grape Grower	1
121216	Mixed Crop Farmer	1
121217	Sugar Cane Grower	1
121218	Turf Grower	1
121221	Vegetable Grower (Aus) / Market Gardener (NZ)	1
121299	Crop Farmers nec	1
1213	Livestock Farmers	
121311	Apiarist	1
121312	Beef Cattle Farmer	1
121313	Dairy Cattle Farmer	1
121314	Deer Farmer	1
121315	Goat Farmer	1
121316	Horse Breeder	1
121317	Mixed Livestock Farmer	1
121318	Pig Farmer	1
121321	Poultry Farmer	1
121322	Sheep Farmer	1
121399	Livestock Farmers nec	1
1214	Mixed Crop and Livestock Farmers	
121411	Mixed Crop and Livestock Farmer	1
<b>13</b>	<b>Specialist Managers</b>	
<b>131</b>	<b>Advertising and Sales Managers</b>	
1311	Advertising and Sales Managers	
131111	Advertising and Public Relations Manager	1
131112	Sales and Marketing Manager	1
<b>132</b>	<b>Business Administration Managers</b>	
1321	Corporate Services Managers	
132111	Corporate Services Manager	1
1322	Finance Managers	
132211	Finance Manager	1
1323	Human Resource Managers	
132311	Human Resource Manager	1
1324	Policy and Planning Managers	
132411	Policy and Planning Manager	1
1325	Research and Development Managers	
132511	Research and Development Manager	1

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		Skill Level
<b>1</b>	<b>MANAGERS <i>cont.</i></b>	
<b>13</b>	<b>Specialist Managers <i>cont.</i></b>	
<b>133</b>	<b>Construction, Distribution and Production Managers</b>	
1331	Construction Managers	
133111	Construction Project Manager	1
133112	Project Builder	1
1332	Engineering Managers	
133211	Engineering Manager	1
1333	Importers, Exporters and Wholesalers	
133311	Importer or Exporter	1
133312	Wholesaler	1
1334	Manufacturers	
133411	Manufacturer	1
1335	Production Managers	
133511	Production Manager (Forestry)	1
133512	Production Manager (Manufacturing)	1
133513	Production Manager (Mining)	1
1336	Supply and Distribution Managers	
133611	Supply and Distribution Manager	1
<b>134</b>	<b>Education, Health and Welfare Services Managers</b>	
1341	Child Care Centre Managers	
134111	Child Care Centre Manager	1
1342	Health and Welfare Services Managers	
134211	Medical Administrator (Aus) / Medical Superintendent (NZ)	1
134212	Nursing Clinical Director	1
134213	Primary Health Organisation Manager	1
134214	Welfare Centre Manager	1
134299	Health and Welfare Services Managers nec	1
1343	School Principals	
134311	School Principal	1
1344	Other Education Managers	
134411	Faculty Head	1
134412	Regional Education Manager	1
134499	Education Managers nec	1
<b>135</b>	<b>ICT Managers</b>	
1351	ICT Managers	
135111	Chief Information Officer	1
135112	ICT Project Manager	1
135199	ICT Managers nec	1
<b>139</b>	<b>Miscellaneous Specialist Managers</b>	
1391	Commissioned Officers (Management)	
139111	Commissioned Defence Force Officer	1
139112	Commissioned Fire Officer	1
139113	Commissioned Police Officer	1
1392	Senior Non-commissioned Defence Force Members	
139211	Senior Non-commissioned Defence Force Member	1
1399	Other Specialist Managers	
139911	Arts Administrator or Manager	1
139912	Environmental Manager	1
139913	Laboratory Manager	1
139914	Quality Assurance Manager	1
139915	Sports Administrator	1
139999	Specialist Managers nec	1

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		Skill Level
<b>1</b>	<b>MANAGERS <i>cont.</i></b>	
<b>14</b>	<b>Hospitality, Retail and Service Managers</b>	
<b>141</b>	<b>Accommodation and Hospitality Managers</b>	
1411	Cafe and Restaurant Managers	
141111	Cafe or Restaurant Manager	2
1412	Caravan Park and Camping Ground Managers	
141211	Caravan Park and Camping Ground Manager	2
1413	Hotel and Motel Managers	
141311	Hotel or Motel Manager	2
1414	Licensed Club Managers	
141411	Licensed Club Manager	2
1419	Other Accommodation and Hospitality Managers	
141911	Bed and Breakfast Operator	2
141999	Accommodation and Hospitality Managers nec	2
<b>142</b>	<b>Retail Managers</b>	
1421	Retail Managers	
142111	Retail Manager (General)	2
142112	Antique Dealer	2
142113	Betting Agency Manager	2
142114	Hair or Beauty Salon Manager	2
142115	Post Office Manager	2
142116	Travel Agency Manager	2
<b>149</b>	<b>Miscellaneous Hospitality, Retail and Service Managers</b>	
1491	Amusement, Fitness and Sports Centre Managers	
149111	Amusement Centre Manager	2
149112	Fitness Centre Manager	2
149113	Sports Centre Manager	2
1492	Call or Contact Centre and Customer Service Managers	
149211	Call or Contact Centre Manager	2
149212	Customer Service Manager	2
1493	Conference and Event Organisers	
149311	Conference and Event Organiser	2
1494	Transport Services Managers	
149411	Fleet Manager	2
149412	Railway Station Manager	2
149413	Transport Company Manager	2
1499	Other Hospitality, Retail and Service Managers	
149911	Boarding Kennel or Cattery Operator	2
149912	Cinema or Theatre Manager	2
149913	Facilities Manager	2
149914	Financial Institution Branch Manager	2
149999	Hospitality, Retail and Service Managers nec	2



# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>2</b>	<b>PROFESSIONALS</b>	
<b>21</b>	<b>Arts and Media Professionals</b>	
<b>211</b>	<b>Arts Professionals</b>	
2111	Actors, Dancers and Other Entertainers	
211111	Actor	1
211112	Dancer or Choreographer	1
211113	Entertainer or Variety Artist	1
211199	Actors, Dancers and Other Entertainers nec	1
2112	Music Professionals	
211211	Composer	1
211212	Music Director	1
211213	Musician (Instrumental)	1
211214	Singer	1
211299	Music Professionals nec	1
2113	Photographers	
211311	Photographer	1
2114	Visual Arts and Crafts Professionals	
211411	Painter (Visual Arts)	1
211412	Potter or Ceramic Artist	1
211413	Sculptor	1
211499	Visual Arts and Crafts Professionals nec	1
<b>212</b>	<b>Media Professionals</b>	
2121	Artistic Directors, and Media Producers and Presenters	
212111	Artistic Director	1
212112	Media Producer (excluding Video)	1
212113	Radio Presenter	1
212114	Television Presenter	1
2122	Authors, and Book and Script Editors	
212211	Author	1
212212	Book or Script Editor	1
2123	Film, Television, Radio and Stage Directors	
212311	Art Director (Film, Television or Stage)	1
212312	Director (Film, Television, Radio or Stage)	1
212313	Director of Photography	1
212314	Film and Video Editor	1
212315	Program Director (Television or Radio)	1
212316	Stage Manager	1
212317	Technical Director	1
212318	Video Producer	1
212399	Film, Television, Radio and Stage Directors nec	1
2124	Journalists and Other Writers	
212411	Copywriter	1
212412	Newspaper or Periodical Editor	1
212413	Print Journalist	1
212414	Radio Journalist	1
212415	Technical Writer	1
212416	Television Journalist	1
212499	Journalists and Other Writers nec	1
<b>22</b>	<b>Business, Human Resource and Marketing Professionals</b>	
<b>221</b>	<b>Accountants, Auditors and Company Secretaries</b>	
2211	Accountants	
221111	Accountant (General)	1
221112	Management Accountant	1
221113	Taxation Accountant	1
2212	Auditors, Company Secretaries and Corporate Treasurers	
221211	Company Secretary	1
221212	Corporate Treasurer	1
221213	External Auditor	1
221214	Internal Auditor	1

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		Skill Level
<b>2</b>	<b>PROFESSIONALS <i>cont.</i></b>	
<b>22</b>	<b>Business, Human Resource and Marketing Professionals <i>cont.</i></b>	
<b>222</b>	<b>Financial Brokers and Dealers, and Investment Advisers</b>	
2221	Financial Brokers	
222111	Commodities Trader	2
222112	Finance Broker	2
222113	Insurance Broker	2
222199	Financial Brokers nec	2
2222	Financial Dealers	
222211	Financial Market Dealer	1
222212	Futures Trader	1
222213	Stockbroking Dealer	1
222299	Financial Dealers nec	1
2223	Financial Investment Advisers and Managers	
222311	Financial Investment Adviser	1
222312	Financial Investment Manager	1
<b>223</b>	<b>Human Resource and Training Professionals</b>	
2231	Human Resource Professionals	
223111	Human Resource Adviser	1
223112	Recruitment Consultant	1
223113	Workplace Relations Adviser	1
2232	ICT Trainers	
223211	ICT Trainer	1
2233	Training and Development Professionals	
223311	Training and Development Professional	1
<b>224</b>	<b>Information and Organisation Professionals</b>	
2241	Actuaries, Mathematicians and Statisticians	
224111	Actuary	1
224112	Mathematician	1
224113	Statistician	1
2242	Archivists, Curators and Records Managers	
224211	Archivist	1
224212	Gallery or Museum Curator	1
224213	Health Information Manager	1
224214	Records Manager	1
2243	Economists	
224311	Economist	1
2244	Intelligence and Policy Analysts	
224411	Intelligence Officer	1
224412	Policy Analyst	1
2245	Land Economists and Valuers	
224511	Land Economist	1
224512	Valuer	1
2246	Librarians	
224611	Librarian	1
2247	Management and Organisation Analysts	
224711	Management Consultant	1
224712	Organisation and Methods Analyst	1
2249	Other Information and Organisation Professionals	
224911	Electorate Officer	1
224912	Liaison Officer	1
224913	Migration Agent (Aus) / Immigration Consultant (NZ)	1
224914	Patents Examiner	1
224999	Information and Organisation Professionals nec	1

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		Skill Level
<b>2</b>	<b>PROFESSIONALS <i>cont.</i></b>	
<b>22</b>	<b>Business, Human Resource and Marketing Professionals <i>cont.</i></b>	
<b>225</b>	<b>Sales, Marketing and Public Relations Professionals</b>	
2251	Advertising and Marketing Professionals	
225111	Advertising Specialist	1
225112	Market Research Analyst	1
225113	Marketing Specialist	1
2252	ICT Sales Professionals	
225211	ICT Account Manager	1
225212	ICT Business Development Manager	1
225213	ICT Sales Representative	1
2253	Public Relations Professionals	
225311	Public Relations Professional	1
2254	Technical Sales Representatives	
225411	Sales Representative (Industrial Products)	1
225412	Sales Representative (Medical and Pharmaceutical Products)	1
225499	Technical Sales Representatives nec	1
<b>23</b>	<b>Design, Engineering, Science and Transport Professionals</b>	
<b>231</b>	<b>Air and Marine Transport Professionals</b>	
2311	Air Transport Professionals	
231111	Aeroplane Pilot	1
231112	Air Traffic Controller	1
231113	Flying Instructor	1
231114	Helicopter Pilot	1
231199	Air Transport Professionals nec	1
2312	Marine Transport Professionals	
231211	Master Fisher	1
231212	Ship's Engineer	1
231213	Ship's Master	1
231214	Ship's Officer	1
231215	Ship's Surveyor	1
231299	Marine Transport Professionals nec	1
<b>232</b>	<b>Architects, Designers, Planners and Surveyors</b>	
2321	Architects and Landscape Architects	
232111	Architect	1
232112	Landscape Architect	1
2322	Cartographers and Surveyors	
232211	Cartographer	1
232212	Surveyor	1
2323	Fashion, Industrial and Jewellery Designers	
232311	Fashion Designer	1
232312	Industrial Designer	1
232313	Jewellery Designer	1
2324	Graphic and Web Designers, and Illustrators	
232411	Graphic Designer	1
232412	Illustrator	1
232413	Multimedia Designer	1
232414	Web Designer	1
2325	Interior Designers	
232511	Interior Designer	1
2326	Urban and Regional Planners	
232611	Urban and Regional Planner	1
<b>233</b>	<b>Engineering Professionals</b>	
2331	Chemical and Materials Engineers	
233111	Chemical Engineer	1
233112	Materials Engineer	1

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		Skill Level
<b>2</b>	<b>PROFESSIONALS <i>cont.</i></b>	
<b>23</b>	<b>Design, Engineering, Science and Transport Professionals <i>cont.</i></b>	
<b>233</b>	<b>Engineering Professionals <i>cont.</i></b>	
2332	Civil Engineering Professionals	
233211	Civil Engineer	1
233212	Geotechnical Engineer	1
233213	Quantity Surveyor	1
233214	Structural Engineer	1
233215	Transport Engineer	1
2333	Electrical Engineers	
233311	Electrical Engineer	1
2334	Electronics Engineers	
233411	Electronics Engineers	1
2335	Industrial, Mechanical and Production Engineers	
233511	Industrial Engineer	1
233512	Mechanical Engineer	1
233513	Production or Plant Engineer	1
2336	Mining Engineers	
233611	Mining Engineer (excluding Petroleum)	1
233612	Petroleum Engineer	1
2339	Other Engineering Professionals	
233911	Aeronautical Engineer	1
233912	Agricultural Engineer	1
233913	Biomedical Engineer	1
233914	Engineering Technologist	1
233915	Environmental Engineer	1
233916	Naval Architect (Aus) / Marine Designer (NZ)	1
233999	Engineering Professionals nec	1
<b>234</b>	<b>Natural and Physical Science Professionals</b>	
2341	Agricultural and Forestry Scientists	
234111	Agricultural Consultant	1
234112	Agricultural Scientist	1
234113	Forester (Aus) / Forest Scientist (NZ)	1
2342	Chemists, and Food and Wine Scientists	
234211	Chemist	1
234212	Food Technologist	1
234213	Wine Maker	1
2343	Environmental Scientists	
234311	Conservation Officer	1
234312	Environmental Consultant	1
234313	Environmental Research Scientist	1
234314	Park Ranger	1
234399	Environmental Scientists nec	1
2344	Geologists and Geophysicists	
234411	Geologist	1
234412	Geophysicist	1
2345	Life Scientists	
234511	Life Scientist (General)	1
234512	Anatomist or Physiologist	1
234513	Biochemist	1
234514	Biotechnologist	1
234515	Botanist	1
234516	Marine Biologist	1
234517	Microbiologist	1
234518	Zoologist	1
234599	Life Scientists nec	1
2346	Medical Laboratory Scientists	
234611	Medical Laboratory Scientist	1

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>2</b>	<b>PROFESSIONALS <i>cont.</i></b>	
<b>23</b>	<b>Design, Engineering, Science and Transport Professionals <i>cont.</i></b>	
<b>234</b>	<b>Natural and Physical Science Professionals <i>cont.</i></b>	
2347	Veterinarians	
234711	Veterinarian	1
2349	Other Natural and Physical Science Professionals	
234911	Conservator	1
234912	Metallurgist	1
234913	Meteorologist	1
234914	Physicist	1
234999	Natural and Physical Science Professionals nec	1
<b>24</b>	<b>Education Professionals</b>	
<b>241</b>	<b>School Teachers</b>	
2411	Early Childhood (Pre-primary School) Teachers	
241111	Early Childhood (Pre-primary School) Teacher	1
241112	Kaiako Kōhanga Reo (Māori Language Nest Teacher)	1
2412	Primary School Teachers	
241211	Kaiako Kura Kaupapa Māori (Māori-medium Primary School Teacher)	1
241212	Pouako Kura Kaupapa Māori (Māori-medium Primary School Senior Teacher)	1
241213	Primary School Teacher	1
2413	Middle School Teachers (Aus) / Intermediate School Teachers (NZ)	
241311	Middle School Teacher (Aus) / Intermediate School Teacher (NZ)	1
2414	Secondary School Teachers	
241411	Secondary School Teacher	1
2415	Special Education Teachers	
241511	Special Needs Teacher	1
241512	Teacher of the Hearing Impaired	1
241513	Teacher of the Sight Impaired	1
241599	Special Education Teachers nec	1
<b>242</b>	<b>Tertiary Education Teachers</b>	
2421	University Lecturers and Tutors	
242111	University Lecturer	1
242112	University Tutor	1
2422	Vocational Education Teachers (Aus) / Polytechnic Teachers (NZ)	
242211	Vocational Education Teacher (Aus) / Polytechnic Teacher (NZ)	1
<b>249</b>	<b>Miscellaneous Education Professionals</b>	
2491	Education Advisers and Reviewers	
249111	Education Adviser	1
249112	Education Reviewer	1
2492	Private Tutors and Teachers	
249211	Art Teacher (Private Tuition)	1
249212	Dance Teacher (Private Tuition)	1
249213	Drama Teacher (Private Tuition)	1
249214	Music Teacher (Private Tuition)	1
249299	Private Tutors and Teachers nec	1
2493	Teachers of English to Speakers of Other Languages	
249311	Teacher of English to Speakers of Other Languages	1
<b>25</b>	<b>Health Professionals</b>	
<b>251</b>	<b>Health Diagnostic and Promotion Professionals</b>	
2511	Dietitians	
251111	Dietitian	1
2512	Medical Imaging Professionals	
251211	Medical Diagnostic Radiographer	1
251212	Medical Radiation Therapist	1
251213	Nuclear Medicine Technologist	1
251214	Sonographer	1

## CLASSIFICATION STRUCTURE *continued*

MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>2</b>	<b>PROFESSIONALS <i>cont.</i></b>	
<b>25</b>	<b>Health Professionals <i>cont.</i></b>	
<b>251</b>	<b>Health Diagnostic and Promotion Professionals <i>cont.</i></b>	
2513	Occupational and Environmental Health Professionals	
251311	Environmental Health Officer	1
251312	Occupational Health and Safety Adviser	1
2514	Optometrists and Orthoptists	
251411	Optometrist	1
251412	Orthoptist	1
2515	Pharmacists	
251511	Hospital Pharmacist	1
251512	Industrial Pharmacist	1
251513	Retail Pharmacist	1
2519	Other Health Diagnostic and Promotion Professionals	
251911	Health Promotion Officer	1
251912	Orthotist or Prosthetist	1
251999	Health Diagnostic and Promotion Professionals nec	1
<b>252</b>	<b>Health Therapy Professionals</b>	
2521	Chiropractors and Osteopaths	
252111	Chiropractor	1
252112	Osteopath	1
2522	Complementary Health Therapists	
252211	Acupuncturist	1
252212	Homoeopath	1
252213	Naturopath	1
252214	Traditional Chinese Medicine Practitioner	1
252215	Traditional Māori Health Practitioner	1
252299	Complementary Health Therapists nec	1
2523	Dental Practitioners	
252311	Dental Specialist	1
252312	Dentist	1
2524	Occupational Therapists	
252411	Occupational Therapist	1
2525	Physiotherapists	
252511	Physiotherapist	1
2526	Podiatrists	
252611	Podiatrist	1
2527	Speech Professionals and Audiologists	
252711	Audiologist	1
252712	Speech Pathologist (Aus) / Speech Language Therapist (NZ)	1
<b>253</b>	<b>Medical Practitioners</b>	
2531	Generalist Medical Practitioners	
253111	General Medical Practitioner	1
253112	Resident Medical Officer	1
2532	Anaesthetists	
253211	Anaesthetist	1

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>2</b>	<b>PROFESSIONALS <i>cont.</i></b>	
<b>25</b>	<b>Health Professionals <i>cont.</i></b>	
<b>253</b>	<b>Medical Practitioners <i>cont.</i></b>	
2533	Internal Medicine Specialists	
253311	Specialist Physician (General Medicine)	1
253312	Cardiologist	1
253313	Clinical Haematologist	1
253314	Clinical Oncologist	1
253315	Endocrinologist	1
253316	Gastroenterologist	1
253317	Intensive Care Specialist	1
253318	Neurologist	1
253321	Paediatrician	1
253322	Renal Medicine Specialist	1
253323	Rheumatologist	1
253324	Thoracic Medicine Specialist	1
253399	Internal Medicine Specialists nec	1
2534	Psychiatrists	
253411	Psychiatrist	1
2535	Surgeons	
253511	Surgeon (General)	1
253512	Cardiothoracic Surgeon	1
253513	Neurosurgeon	1
253514	Orthopaedic Surgeon	1
253515	Otorhinolaryngologist	1
253516	Paediatric Surgeon	1
253517	Plastic and Reconstructive Surgeon	1
253518	Urologist	1
253521	Vascular Surgeon	1
2539	Other Medical Practitioners	
253911	Dermatologist	1
253912	Emergency Medicine Specialist	1
253913	Obstetrician and Gynaecologist	1
253914	Ophthalmologist	1
253915	Pathologist	1
253916	Radiologist	1
253999	Medical Practitioners nec	1
<b>254</b>	<b>Midwifery and Nursing Professionals</b>	
2541	Midwives	
254111	Midwife	1
2542	Nurse Educators and Researchers	
254211	Nurse Educator	1
254212	Nurse Researcher	1
2543	Nurse Managers	
254311	Nurse Manager	1
2544	Registered Nurses	
254411	Nurse Practitioner	1
254412	Registered Nurse (Aged Care)	1
254413	Registered Nurse (Child and Family Health)	1
254414	Registered Nurse (Community Health)	1
254415	Registered Nurse (Critical Care and Emergency)	1
254416	Registered Nurse (Developmental Disability)	1
254417	Registered Nurse (Disability and Rehabilitation)	1
254418	Registered Nurse (Medical)	1
254421	Registered Nurse (Medical Practice)	1
254422	Registered Nurse (Mental Health)	1
254423	Registered Nurse (Perioperative)	1
254424	Registered Nurse (Surgical)	1
254499	Registered Nurses nec	1

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>2</b>	<b>PROFESSIONALS <i>cont.</i></b>	
<b>26</b>	<b>ICT Professionals</b>	
<b>261</b>	<b>Business and Systems Analysts, and Programmers</b>	
2611	ICT Business and Systems Analysts	
261111	ICT Business Analyst	1
261112	Systems Analyst	1
2612	Multimedia Specialists and Web Developers	
261211	Multimedia Specialist	1
261212	Web Developer	1
2613	Software and Applications Programmers	
261311	Analyst Programmer	1
261312	Developer Programmer	1
261313	Software Engineer	1
261399	Software and Applications Programmers nec	1
<b>262</b>	<b>Database and Systems Administrators, and ICT Security Specialists</b>	
2621	Database and Systems Administrators, and ICT Security Specialists	
262111	Database Administrator	1
262112	ICT Security Specialist	1
262113	Systems Administrator	1
<b>263</b>	<b>ICT Network and Support Professionals</b>	
2631	Computer Network Professionals	
263111	Computer Network and Systems Engineer	1
263112	Network Administrator	1
263113	Network Analyst	1
2632	ICT Support and Test Engineers	
263211	ICT Quality Assurance Engineer	1
263212	ICT Support Engineer	1
263213	ICT Systems Test Engineer	1
263299	ICT Support and Test Engineers nec	1
2633	Telecommunications Engineering Professionals	
263311	Telecommunications Engineer	1
263312	Telecommunications Network Engineer	1
<b>27</b>	<b>Legal, Social and Welfare Professionals</b>	
<b>271</b>	<b>Legal Professionals</b>	
2711	Barristers	
271111	Barrister	1
2712	Judicial and Other Legal Professionals	
271211	Judge	1
271212	Magistrate	1
271213	Tribunal Member	1
271299	Judicial and Other Legal Professionals nec	1
2713	Solicitors	
271311	Solicitor	1
<b>272</b>	<b>Social and Welfare Professionals</b>	
2721	Counsellors	
272111	Careers Counsellor	1
272112	Drug and Alcohol Counsellor	1
272113	Family and Marriage Counsellor	1
272114	Rehabilitation Counsellor	1
272115	Student Counsellor	1
272199	Counsellors nec	1
2722	Ministers of Religion	
272211	Minister of Religion	1



## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>2</b>	<b>PROFESSIONALS <i>cont.</i></b>	
<b>27</b>	<b>Legal, Social and Welfare Professionals <i>cont.</i></b>	
<b>272</b>	<b>Social and Welfare Professionals <i>cont.</i></b>	
2723	Psychologists	
272311	Clinical Psychologist	1
272312	Educational Psychologist	1
272313	Organisational Psychologist	1
272314	Psychotherapist	1
272399	Psychologists nec	1
2724	Social Professionals	
272411	Historian	1
272412	Interpreter	1
272413	Translator	1
272499	Social Professionals nec	1
2725	Social Workers	
272511	Social Worker	1
2726	Welfare, Recreation and Community Arts Workers	
272611	Community Arts Worker	1
272612	Recreation Officer (Aus) / Recreation Coordinator (NZ)	1
272613	Welfare Worker	1

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>3</b>	<b>TECHNICIANS AND TRADES WORKERS</b>	
<b>31</b>	<b>Engineering, ICT and Science Technicians</b>	
<b>311</b>	<b>Agricultural, Medical and Science Technicians</b>	
3111	Agricultural Technicians	
311111	Agricultural Technician	2
3112	Medical Technicians	
311211	Anaesthetic Technician	2
311212	Cardiac Technician	2
311213	Medical Laboratory Technician	2
311214	Operating Theatre Technician	2
311215	Pharmacy Technician	2
311299	Medical Technicians nec	2
3113	Primary Products Inspectors	
311311	Fisheries Officer	2
311312	Meat Inspector	2
311313	Quarantine Officer	2
311399	Primary Products Inspectors nec	2
3114	Science Technicians	
311411	Chemistry Technician	2
311412	Earth Science Technician	2
311413	Life Science Technician	2
311414	School Laboratory Technician	2
311499	Science Technicians nec	2
<b>312</b>	<b>Building and Engineering Technicians</b>	
3121	Architectural, Building and Surveying Technicians	
312111	Architectural Draftsperson	2
312112	Building Associate	2
312113	Building Inspector	2
312114	Construction Estimator	2
312115	Plumbing Inspector	2
312116	Surveying or Cartographic Technician	2
3122	Civil Engineering Draftspersons and Technicians	
312211	Civil Engineering Draftsperson	2
312212	Civil Engineering Technician	2
3123	Electrical Engineering Draftspersons and Technicians	
312311	Electrical Engineering Draftsperson	2
312312	Electrical Engineering Technician	2
3124	Electronic Engineering Draftspersons and Technicians	
312411	Electronic Engineering Draftsperson	2
312412	Electronic Engineering Technician	2
3125	Mechanical Engineering Draftspersons and Technicians	
312511	Mechanical Engineering Draftsperson	2
312512	Mechanical Engineering Technician	2
3126	Safety Inspectors	
312611	Safety Inspector	2
3129	Other Building and Engineering Technicians	
312911	Maintenance Planner	2
312912	Metallurgical or Materials Technician	2
312913	Mine Deputy	2
312999	Building and Engineering Technicians nec	2
<b>313</b>	<b>ICT and Telecommunications Technicians</b>	
3131	ICT Support Technicians	
313111	Hardware Technician	2
313112	ICT Customer Support Officer	2
313113	Web Administrator	2
313199	ICT Support Technicians nec	2

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		Skill Level
<b>3</b>	<b>TECHNICIANS AND TRADES WORKERS <i>cont.</i></b>	
<b>31</b>	<b>Engineering, ICT and Science Technicians <i>cont.</i></b>	
<b>313</b>	<b>ICT and Telecommunications Technicians <i>cont.</i></b>	
3132	Telecommunications Technical Specialists	
313211	Radiocommunications Technician	2
313212	Telecommunications Field Engineer	2
313213	Telecommunications Network Planner	2
313214	Telecommunications Technical Officer or Technologist	2
<b>32</b>	<b>Automotive and Engineering Trades Workers</b>	
<b>321</b>	<b>Automotive Electricians and Mechanics</b>	
3211	Automotive Electricians	
321111	Automotive Electrician	3
3212	Motor Mechanics	
321211	Motor Mechanic (General)	3
321212	Diesel Motor Mechanic	3
321213	Motorcycle Mechanic	3
321214	Small Engine Mechanic	3
<b>322</b>	<b>Fabrication Engineering Trades Workers</b>	
3221	Metal Casting, Forging and Finishing Trades Workers	
322111	Blacksmith	3
322112	Electroplater	3
322113	Farrier	3
322114	Metal Casting Trades Worker	3
322115	Metal Polisher	3
3222	Sheetmetal Trades Workers	
322211	Sheetmetal Trades Worker	3
3223	Structural Steel and Welding Trades Workers	
322311	Metal Fabricator	3
322312	Pressure Welder	3
322313	Welder (First Class) (Aus) / Welder (NZ)	3
<b>323</b>	<b>Mechanical Engineering Trades Workers</b>	
3231	Aircraft Maintenance Engineers	
323111	Aircraft Maintenance Engineer (Avionics)	3
323112	Aircraft Maintenance Engineer (Mechanical)	3
323113	Aircraft Maintenance Engineer (Structures)	3
3232	Metal Fitters and Machinists	
323211	Fitter (General)	3
323212	Fitter and Turner	3
323213	Fitter-Welder	3
323214	Metal Machinist (First Class)	3
323215	Textile, Clothing and Footwear Mechanic	3
323299	Metal Fitters and Machinists nec	3
3233	Precision Metal Trades Workers	
323311	Engraver	3
323312	Gunsmith	3
323313	Locksmith	3
323314	Precision Instrument Maker and Repairer	3
323315	Saw Maker and Repairer	3
323316	Watch and Clock Maker and Repairer	3
3234	Toolmakers and Engineering Patternmakers	
323411	Engineering Patternmaker	3
323412	Toolmaker	3
<b>324</b>	<b>Panelbeaters, and Vehicle Body Builders, Trimmers and Painters</b>	
3241	Panelbeaters	
324111	Panelbeater	3

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>3</b>	<b>TECHNICIANS AND TRADES WORKERS <i>cont.</i></b>	
<b>32</b>	<b>Automotive and Engineering Trades Workers <i>cont.</i></b>	
<b>324</b>	<b>Panelbeaters, and Vehicle Body Builders, Trimmers and Painters <i>cont.</i></b>	
3242	Vehicle Body Builders and Trimmers	
324211	Vehicle Body Builder	3
324212	Vehicle Trimmer	3
3243	Vehicle Painters	
324311	Vehicle Painter	3
<b>33</b>	<b>Construction Trades Workers</b>	
<b>331</b>	<b>Bricklayers, and Carpenters and Joiners</b>	
3311	Bricklayers and Stonemasons	
331111	Bricklayer	3
331112	Stonemason	3
3312	Carpenters and Joiners	
331211	Carpenter and Joiner	3
331212	Carpenter	3
331213	Joiner	3
<b>332</b>	<b>Floor Finishers and Painting Trades Workers</b>	
3321	Floor Finishers	
332111	Floor Finisher	3
3322	Painting Trades Workers	
332211	Painting Trades Worker	3
<b>333</b>	<b>Glaziers, Plasterers and Tilers</b>	
3331	Glaziers	
333111	Glazier	3
3332	Plasterers	
333211	Fibrous Plasterer	3
333212	Solid Plasterer	3
3333	Roof Tilers	
333311	Roof Tiler	3
3334	Wall and Floor Tilers	
333411	Wall and Floor Tiler	3
<b>334</b>	<b>Plumbers</b>	
3341	Plumbers	
334111	Plumber (General)	3
334112	Airconditioning and Mechanical Services Plumber	3
334113	Drainer (Aus) / Drainlayer (NZ)	3
334114	Gasfitter	3
334115	Roof Plumber	3
<b>34</b>	<b>Electrotechnology and Telecommunications Trades Workers</b>	
<b>341</b>	<b>Electricians</b>	
3411	Electricians	
341111	Electrician (General)	3
341112	Electrician (Special Class)	3
341113	Lift Mechanic	3
<b>342</b>	<b>Electronics and Telecommunications Trades Workers</b>	
3421	Airconditioning and Refrigeration Mechanics	
342111	Airconditioning and Refrigeration Mechanic	3
3422	Electrical Distribution Trades Workers	
342211	Electrical Linesworker (Aus) / Electrical Line Mechanic (NZ)	3
342212	Technical Cable Jointer	3

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

*Skill Level*

<b>3</b>	<b>TECHNICIANS AND TRADES WORKERS</b> <i>cont.</i>	
<b>34</b>	<b>Electrotechnology and Telecommunications Trades Workers</b> <i>cont.</i>	
<b>342</b>	<b>Electronics and Telecommunications Trades Workers</b> <i>cont.</i>	
3423	Electronics Trades Workers	
342311	Business Machine Mechanic	3
342312	Communications Operator	3
342313	Electronic Equipment Trades Worker	3
342314	Electronic Instrument Trades Worker (General)	3
342315	Electronic Instrument Trades Worker (Special Class)	3
3424	Telecommunications Trades Workers	
342411	Cabler (Data and Telecommunications)	3
342412	Telecommunications Cable Joiner	3
342413	Telecommunications Linesworker (Aus) / Telecommunications Line Mechanic (NZ)	3
342414	Telecommunications Technician	3
<b>35</b>	<b>Food Trades Workers</b>	
<b>351</b>	<b>Food Trades Workers</b>	
3511	Bakers and Pastrycooks	
351111	Baker	3
351112	Pastrycook	3
3512	Butchers and Smallgoods Makers	
351211	Butcher or Smallgoods Maker	3
3513	Chefs	
351311	Chef	2
3514	Cooks	
351411	Cook	3
<b>36</b>	<b>Skilled Animal and Horticultural Workers</b>	
<b>361</b>	<b>Animal Attendants and Trainers, and Shearers</b>	
3611	Animal Attendants and Trainers	
361111	Dog Handler or Trainer	3
361112	Horse Trainer	3
361113	Pet Groomer	3
361114	Zookeeper	3
361199	Animal Attendants and Trainers nec	3
3612	Shearers	
361211	Shearer	3
3613	Veterinary Nurses	
361311	Veterinary Nurse	3
<b>362</b>	<b>Horticultural Trades Workers</b>	
3621	Florists	
362111	Florist	3
3622	Gardeners	
362211	Gardener (General)	3
362212	Arborist	3
362213	Landscape Gardener	3
3623	Greenkeepers	
362311	Greenkeeper	3
3624	Nurserypersons	
362411	Nurseryperson	3
<b>39</b>	<b>Other Technicians and Trades Workers</b>	
<b>391</b>	<b>Hairdressers</b>	
3911	Hairdressers	
391111	Hairdresser	3

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		Skill Level
<b>3</b>	<b>TECHNICIANS AND TRADES WORKERS <i>cont.</i></b>	
<b>39</b>	<b>Other Technicians and Trades Workers <i>cont.</i></b>	
<b>392</b>	<b>Printing Trades Workers</b>	
3921	Binders, Finishers and Screen Printers	
392111	Binder and Finisher	3
392112	Screen Printer	3
3922	Graphic Pre-press Trades Workers	
392211	Graphic Pre-press Trades Worker	3
3923	Printers	
392311	Printing Machinist	3
392312	Small Offset Printer	3
<b>393</b>	<b>Textile, Clothing and Footwear Trades Workers</b>	
3931	Canvas and Leather Goods Makers	
393111	Canvas Goods Maker	3
393112	Leather Goods Maker	3
393113	Sail Maker	3
393114	Shoemaker	3
3932	Clothing Trades Workers	
393211	Apparel Cutter	3
393212	Clothing Patternmaker	3
393213	Dressmaker or Tailor	3
393299	Clothing Trades Workers nec	3
3933	Upholsterers	
393311	Upholsterer	3
<b>394</b>	<b>Wood Trades Workers</b>	
3941	Cabinetmakers	
394111	Cabinetmaker	3
3942	Wood Machinists and Other Wood Trades Workers	
394211	Furniture Finisher	3
394212	Picture Framer	3
394213	Wood Machinist	3
394214	Wood Turner	3
394299	Wood Machinists and Other Wood Trades Workers nec	3
<b>399</b>	<b>Miscellaneous Technicians and Trades Workers</b>	
3991	Boat Builders and Shipwrights	
399111	Boat Builder and Repairer	3
399112	Shipwright	3
3992	Chemical, Gas, Petroleum and Power Generation Plant Operators	
399211	Chemical Plant Operator	3
399212	Gas or Petroleum Operator	3
399213	Power Generation Plant Operator	3
3993	Gallery, Library and Museum Technicians	
399311	Gallery or Museum Technician	2
399312	Library Technician	2
3994	Jewellers	
399411	Jeweller	3
3995	Performing Arts Technicians	
399511	Broadcast Transmitter Operator	3
399512	Camera Operator (Film, Television or Video)	3
399513	Light Technician	3
399514	Make Up Artist	3
399515	Musical Instrument Maker or Repairer	3
399516	Sound Technician	3
399517	Television Equipment Operator	3
399599	Performing Arts Technicians nec	3
3996	Signwriters	
399611	Signwriter	3

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>3</b>	<b>TECHNICIANS AND TRADES WORKERS <i>cont.</i></b>	
<b>39</b>	<b>Other Technicians and Trades Workers <i>cont.</i></b>	
<b>399</b>	<b>Miscellaneous Technicians and Trades Workers <i>cont.</i></b>	
3999	Other Miscellaneous Technicians and Trades Workers	
399911	Diver	3
399912	Interior Decorator	2
399913	Optical Dispenser (Aus) / Dispensing Optician (NZ)	3
399914	Optical Mechanic	3
399915	Photographer's Assistant	3
399916	Plastics Technician	3
399917	Wool Classer	3
399999	Technicians and Trades Workers nec	3

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

*Skill Level*

<b>4</b>	<b>COMMUNITY AND PERSONAL SERVICE WORKERS</b>	
<b>41</b>	<b>Health and Welfare Support Workers</b>	
<b>411</b>	<b>Health and Welfare Support Workers</b>	
4111	Ambulance Officers and Paramedics	
411111	Ambulance Officer	2
411112	Intensive Care Ambulance Paramedic (Aus) / Ambulance Paramedic (NZ)	2
4112	Dental Hygienists, Technicians and Therapists	
411211	Dental Hygienist	2
411212	Dental Prosthetist	2
411213	Dental Technician	2
411214	Dental Therapist	2
4113	Diversional Therapists	
411311	Diversional Therapist	3
4114	Enrolled and Mothercraft Nurses	
411411	Enrolled Nurse	2
411412	Mothercraft Nurse	2
4115	Indigenous Health Workers	
411511	Aboriginal and Torres Strait Islander Health Worker	2
411512	Kaiāwhina (Hauora) (Māori Health Assistant)	2
4116	Massage Therapists	
411611	Massage Therapist	2
4117	Welfare Support Workers	
411711	Community Worker	2
411712	Disabilities Services Officer	2
411713	Family Support Worker	2
411714	Parole or Probation Officer	2
411715	Residential Care Officer	2
411716	Youth Worker	2
<b>42</b>	<b>Carers and Aides</b>	
<b>421</b>	<b>Child Carers</b>	
4211	Child Carers	
421111	Child Care Worker	4
421112	Family Day Care Worker	4
421113	Nanny	4
421114	Out of School Hours Care Worker	4
<b>422</b>	<b>Education Aides</b>	
4221	Education Aides	
422111	Aboriginal and Torres Strait Islander Education Worker	4
422112	Integration Aide	4
422113	Kaiāwhina Kōhanga Reo (Māori Language Nest Assistant)	4
422114	Kaiāwhina Kura Kaupapa Māori (Māori-medium School Assistant)	4
422115	Preschool Aide	4
422116	Teachers' Aide	4
<b>423</b>	<b>Personal Carers and Assistants</b>	
4231	Aged and Disabled Carers	
423111	Aged or Disabled Carer	4
4232	Dental Assistants	
423211	Dental Assistant	4
4233	Nursing Support and Personal Care Workers	
423311	Hospital Orderly	4
423312	Nursing Support Worker	4
423313	Personal Care Assistant	4
423314	Therapy Aide	4
4234	Special Care Workers	
423411	Child or Youth Residential Care Assistant	4
423412	Hostel Parent	4
423413	Refuge Worker	4



# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		Skill Level
<b>4</b>	<b>COMMUNITY AND PERSONAL SERVICE WORKERS <i>cont.</i></b>	
<b>43</b>	<b>Hospitality Workers</b>	
<b>431</b>	<b>Hospitality Workers</b>	
4311	Bar Attendants and Baristas	
431111	Bar Attendant	4
431112	Barista	4
4312	Cafe Workers	
431211	Cafe Worker	5
4313	Gaming Workers	
431311	Gaming Worker	4
4314	Hotel Service Managers	
431411	Hotel Service Manager	3
4315	Waiters	
431511	Waiter	4
4319	Other Hospitality Workers	
431911	Bar Useful or Busser	5
431912	Doorman or Luggage Porter	5
431999	Hospitality Workers nec	5
<b>44</b>	<b>Protective Service Workers</b>	
<b>441</b>	<b>Defence Force Members, Fire Fighters and Police</b>	
4411	Defence Force Members - Other Ranks	
441111	Defence Force Member - Other Ranks	3
4412	Fire and Emergency Workers	
441211	Emergency Service Worker	3
441212	Fire Fighter	3
4413	Police	
441311	Detective	2
441312	Police Officer	2
<b>442</b>	<b>Prison and Security Officers</b>	
4421	Prison Officers	
442111	Prison Officer	4
4422	Security Officers and Guards	
442211	Alarm, Security or Surveillance Monitor	5
442212	Armoured Car Escort	5
442213	Crowd Controller	4
442214	Private Investigator	4
442215	Retail Loss Prevention Officer	5
442216	Security Consultant	3
442217	Security Officer	5
442299	Security Officers and Guards nec	5
<b>45</b>	<b>Sports and Personal Service Workers</b>	
<b>451</b>	<b>Personal Service and Travel Workers</b>	
4511	Beauty Therapists	
451111	Beauty Therapist	4
4512	Driving Instructors	
451211	Driving Instructor	3
4513	Funeral Workers	
451311	Funeral Director	2
451399	Funeral Workers nec	3
4514	Gallery, Museum and Tour Guides	
451411	Gallery or Museum Guide	4
451412	Tour Guide	4
4515	Personal Care Consultants	
451511	Natural Remedy Consultant	4
451512	Weight Loss Consultant	4

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>4</b>	<b>COMMUNITY AND PERSONAL SERVICE WORKERS <i>cont.</i></b>	
<b>45</b>	<b>Sports and Personal Service Workers <i>cont.</i></b>	
<b>451</b>	<b>Personal Service and Travel Workers <i>cont.</i></b>	
4516	Tourism and Travel Advisers	
451611	Tourist Information Officer	4
451612	Travel Consultant	4
4517	Travel Attendants	
451711	Flight Attendant	3
451799	Travel Attendants nec	3
4518	Other Personal Service Workers	
451811	Civil Celebrant	4
451812	Hair or Beauty Salon Assistant	5
451813	Sex Worker or Escort	5
451899	Personal Service Workers nec	4
<b>452</b>	<b>Sports and Fitness Workers</b>	
4521	Fitness Instructors	
452111	Fitness Instructor	4
4522	Outdoor Adventure Guides	
452211	Bungy Jump Master	4
452212	Fishing Guide	4
452213	Hunting Guide	4
452214	Mountain or Glacier Guide	4
452215	Outdoor Adventure Instructor	4
452216	Trekking Guide	4
452217	Whitewater Rafting Guide	4
452299	Outdoor Adventure Guides nec	4
4523	Sports Coaches, Instructors and Officials	
452311	Diving Instructor (Open Water)	3
452312	Gymnastics Coach or Instructor	3
452313	Horse Riding Coach or Instructor	3
452314	Snowsport Instructor	3
452315	Swimming Coach or Instructor	3
452316	Tennis Coach	3
452317	Other Sports Coach or Instructor	3
452318	Dog or Horse Racing Official	3
452321	Sports Development Officer	2
452322	Sports Umpire	3
452323	Other Sports Official	3
4524	Sportspersons	
452411	Footballer	3
452412	Golfer	3
452413	Jockey	3
452414	Lifeguard	3
452499	Sportspersons nec	3

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

*Skill Level*

<b>5</b>	<b>CLERICAL AND ADMINISTRATIVE WORKERS</b>	
<b>51</b>	<b>Office Managers and Program Administrators</b>	
<b>511</b>	<b>Contract, Program and Project Administrators</b>	
5111	Contract, Program and Project Administrators	
511111	Contract Administrator	2
511112	Program or Project Administrator	2
<b>512</b>	<b>Office and Practice Managers</b>	
5121	Office Managers	
512111	Office Manager	2
5122	Practice Managers	
512211	Health Practice Manager	2
512299	Practice Managers nec	2
<b>52</b>	<b>Personal Assistants and Secretaries</b>	
<b>521</b>	<b>Personal Assistants and Secretaries</b>	
5211	Personal Assistants	
521111	Personal Assistant	3
5212	Secretaries	
521211	Secretary (General)	3
521212	Legal Secretary	3
<b>53</b>	<b>General Clerical Workers</b>	
<b>531</b>	<b>General Clerks</b>	
5311	General Clerks	
531111	General Clerk	4
<b>532</b>	<b>Keyboard Operators</b>	
5321	Keyboard Operators	
532111	Data Entry Operator	4
532112	Machine Shorthand Reporter	4
532113	Word Processing Operator	4
<b>54</b>	<b>Inquiry Clerks and Receptionists</b>	
<b>541</b>	<b>Call or Contact Centre Information Clerks</b>	
5411	Call or Contact Centre Workers	
541111	Call or Contact Centre Team Leader	3
541112	Call or Contact Centre Operator	4
5412	Inquiry Clerks	
541211	Inquiry Clerk	4
<b>542</b>	<b>Receptionists</b>	
5421	Receptionists	
542111	Receptionist (General)	4
542112	Admissions Clerk	4
542113	Hotel or Motel Receptionist	4
542114	Medical Receptionist	4
<b>55</b>	<b>Numerical Clerks</b>	
<b>551</b>	<b>Accounting Clerks and Bookkeepers</b>	
5511	Accounting Clerks	
551111	Accounts Clerk	4
551112	Cost Clerk	4
5512	Bookkeepers	
551211	Bookkeeper	4
5513	Payroll Clerks	
551311	Payroll Clerk	4
<b>552</b>	<b>Financial and Insurance Clerks</b>	
5521	Bank Workers	
552111	Bank Worker	4
5522	Credit and Loans Officers	
552211	Credit or Loans Officer	4

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		Skill Level
<b>5</b>	<b>CLERICAL AND ADMINISTRATIVE WORKERS <i>cont.</i></b>	
<b>55</b>	<b>Numerical Clerks <i>cont.</i></b>	
<b>552</b>	<b>Financial and Insurance Clerks <i>cont.</i></b>	
5523	Insurance, Money Market and Statistical Clerks	
552311	Bookmaker	4
552312	Insurance Consultant	4
552313	Money Market Clerk	4
552314	Statistical Clerk	4
<b>56</b>	<b>Clerical and Office Support Workers</b>	
<b>561</b>	<b>Clerical and Office Support Workers</b>	
5611	Betting Clerks	
561111	Betting Agency Counter Clerk	5
561112	Bookmaker's Clerk	5
561113	Telephone Betting Clerk	5
561199	Betting Clerks nec	5
5612	Couriers and Postal Deliverers	
561211	Courier	5
561212	Postal Delivery Officer	5
5613	Filing and Registry Clerks	
561311	Filing or Registry Clerk	5
5614	Mail Sorters	
561411	Mail Clerk	5
561412	Postal Sorting Officer	5
5615	Survey Interviewers	
561511	Survey Interviewer	5
5616	Switchboard Operators	
561611	Switchboard Operator	5
5619	Other Clerical and Office Support Workers	
561911	Classified Advertising Clerk	5
561912	Meter Reader	5
561913	Parking Inspector	5
561999	Clerical and Office Support Workers nec	5
<b>59</b>	<b>Other Clerical and Administrative Workers</b>	
<b>591</b>	<b>Logistics Clerks</b>	
5911	Purchasing and Supply Logistics Clerks	
591111	Order Clerk	4
591112	Production Clerk	4
591113	Purchasing Officer	4
591114	Sales Clerk	4
591115	Stock Clerk	4
591116	Warehouse Administrator	4
5912	Transport and Despatch Clerks	
591211	Despatching and Receiving Clerk	4
591212	Import-Export Clerk	4
<b>599</b>	<b>Miscellaneous Clerical and Administrative Workers</b>	
5991	Conveyancers and Legal Executives	
599111	Conveyancer	2
599112	Legal Executive	2
5992	Court and Legal Clerks	
599211	Clerk of Court	3
599212	Court Bailiff or Sheriff (Aus) / Court Collections Officer (NZ)	3
599213	Court Orderly (Aus) / Court Registry Officer (NZ)	3
599214	Law Clerk	3
599215	Trust Officer	3
5993	Debt Collectors	
599311	Debt Collector	4

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>5</b>	<b>CLERICAL AND ADMINISTRATIVE WORKERS <i>cont.</i></b>	
<b>59</b>	<b>Other Clerical and Administrative Workers <i>cont.</i></b>	
<b>599</b>	<b>Miscellaneous Clerical and Administrative Workers <i>cont.</i></b>	
5994	Human Resource Clerks	
599411	Human Resources Clerk	4
5995	Inspectors and Regulatory Officers	
599511	Customs Officer	4
599512	Immigration Officer	4
599513	Motor Vehicle Licence Examiner	4
599514	Noxious Weeds and Pest Inspector	4
599515	Social Security Assessor	4
599516	Taxation Inspector	4
599517	Train Examiner	4
599518	Transport Operations Inspector	4
599521	Water Inspector	4
599599	Inspectors and Regulatory Officers nec	4
5996	Insurance Investigators, Loss Adjusters and Risk Surveyors	
599611	Insurance Investigator	3
599612	Insurance Loss Adjuster	3
599613	Insurance Risk Surveyor	3
5997	Library Assistants	
599711	Library Assistant	4
5999	Other Miscellaneous Clerical and Administrative Workers	
599911	Coding Clerk	4
599912	Production Assistant (Film, Television, Radio or Stage)	4
599913	Proof Reader	4
599914	Radio Despatcher	4
599999	Clerical and Administrative Workers nec	4

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>6</b>	<b>SALES WORKERS</b>	
<b>61</b>	<b>Sales Representatives and Agents</b>	
<b>611</b>	<b>Insurance Agents and Sales Representatives</b>	
6111	Auctioneers, and Stock and Station Agents	
611111	Auctioneer	3
611112	Stock and Station Agent	3
6112	Insurance Agents	
611211	Insurance Agent	3
6113	Sales Representatives	
611311	Sales Representative (Building and Plumbing Supplies)	4
611312	Sales Representative (Business Services)	4
611313	Sales Representative (Motor Vehicle Parts and Accessories)	4
611314	Sales Representative (Personal and Household Goods)	4
611399	Sales Representatives nec	4
<b>612</b>	<b>Real Estate Sales Agents</b>	
6121	Real Estate Sales Agents	
612111	Business Broker	3
612112	Property Manager	3
612113	Real Estate Agency Principal (Aus) / Real Estate Agency Licensee (NZ)	2
612114	Real Estate Agent	3
612115	Real Estate Representative	3
<b>62</b>	<b>Sales Assistants and Salespersons</b>	
<b>621</b>	<b>Sales Assistants and Salespersons</b>	
6211	Sales Assistants (General)	
621111	Sales Assistant (General)	5
6212	ICT Sales Assistants	
621211	ICT Sales Assistant	5
6213	Motor Vehicle and Vehicle Parts Salespersons	
621311	Motor Vehicle or Caravan Salesperson	4
621312	Motor Vehicle Parts Interpreter (Aus) / Automotive Parts Salesperson (NZ)	4
6214	Pharmacy Sales Assistants	
621411	Pharmacy Sales Assistant	5
6215	Retail Supervisors	
621511	Retail Supervisor	4
6216	Service Station Attendants	
621611	Service Station Attendant	5
6217	Street Vendors and Related Salespersons	
621711	Cash Van Salesperson	5
621712	Door-to-door Salesperson	5
621713	Street Vendor	5
6219	Other Sales Assistants and Salespersons	
621911	Materials Recycler	5
621912	Rental Salesperson	5
621999	Sales Assistants and Salespersons nec	5
<b>63</b>	<b>Sales Support Workers</b>	
<b>631</b>	<b>Checkout Operators and Office Cashiers</b>	
6311	Checkout Operators and Office Cashiers	
631111	Checkout Operator	5
631112	Office Cashier	5
<b>639</b>	<b>Miscellaneous Sales Support Workers</b>	
6391	Models and Sales Demonstrators	
639111	Model	5
639112	Sales Demonstrator	5
6392	Retail and Wool Buyers	
639211	Retail Buyer	3
639212	Wool Buyer	3

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

			<i>Skill Level</i>
<b>6</b>	<b>SALES WORKERS</b> <i>cont.</i>		
<b>63</b>	<b>Sales Support Workers</b> <i>cont.</i>		
<b>639</b>	<b>Miscellaneous Sales Support Workers</b> <i>cont.</i>		
6393	Telemarketers		
639311	Telemarketer	5	
6394	Ticket Salespersons		
639411	Ticket Seller	5	
639412	Transport Conductor	5	
6395	Visual Merchandisers		
639511	Visual Merchandiser	4	
6399	Other Sales Support Workers		
639911	Other Sales Support Worker	5	

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>7</b>	<b>MACHINERY OPERATORS AND DRIVERS</b>	
<b>71</b>	<b>Machine and Stationary Plant Operators</b>	
<b>711</b>	<b>Machine Operators</b>	
7111	Clay, Concrete, Glass and Stone Processing Machine Operators	
711111	Clay Products Machine Operator	4
711112	Concrete Products Machine Operator	4
711113	Glass Production Machine Operator	4
711114	Stone Processing Machine Operator	4
711199	Clay, Concrete, Glass and Stone Processing Machine Operators nec	4
7112	Industrial Spraypainters	
711211	Industrial Spraypainter	4
7113	Paper and Wood Processing Machine Operators	
711311	Paper Products Machine Operator	4
711312	Wood Processing Machine Operator	4
7114	Photographic Developers and Printers	
711411	Photographic Developer and Printer	4
7115	Plastics and Rubber Production Machine Operators	
711511	Plastic Cabling Machine Operator	4
711512	Plastic Compounding and Reclamation Machine Operator	4
711513	Plastics Fabricator or Welder	4
711514	Plastics Production Machine Operator (General)	4
711515	Reinforced Plastic and Composite Production Worker	4
711516	Rubber Production Machine Operator	4
711599	Plastics and Rubber Production Machine Operators nec	4
7116	Sewing Machinists	
711611	Sewing Machinist	4
7117	Textile and Footwear Production Machine Operators	
711711	Footwear Production Machine Operator	4
711712	Hide and Skin Processing Machine Operator	4
711713	Knitting Machine Operator	4
711714	Textile Dyeing and Finishing Machine Operator	4
711715	Weaving Machine Operator	4
711716	Yarn Carding and Spinning Machine Operator	4
711799	Textile and Footwear Production Machine Operators nec	4
7119	Other Machine Operators	
711911	Chemical Production Machine Operator	4
711912	Motion Picture Projectionist	4
711913	Sand Blaster	4
711914	Sterilisation Technician	4
711999	Machine Operators nec	4
<b>712</b>	<b>Stationary Plant Operators</b>	
7121	Crane, Hoist and Lift Operators	
712111	Crane, Hoist or Lift Operator	4
7122	Drillers, Miners and Shot Firers	
712211	Driller	4
712212	Miner	4
712213	Shot Firer	4
7123	Engineering Production Systems Workers	
712311	Engineering Production Systems Worker	4



## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>7</b>	<b>MACHINERY OPERATORS AND DRIVERS <i>cont.</i></b>	
<b>71</b>	<b>Machine and Stationary Plant Operators <i>cont.</i></b>	
<b>712</b>	<b>Stationary Plant Operators <i>cont.</i></b>	
7129	Other Stationary Plant Operators	
712911	Boiler or Engine Operator	4
712912	Bulk Materials Handling Plant Operator	4
712913	Cement Production Plant Operator	4
712914	Concrete Batching Plant Operator	4
712915	Concrete Pump Operator	4
712916	Paper and Pulp Mill Operator	4
712917	Railway Signal Operator	4
712918	Train Controller	4
712921	Waste Water or Water Plant Operator	4
712922	Weighbridge Operator	4
712999	Stationary Plant Operators nec	4
<b>72</b>	<b>Mobile Plant Operators</b>	
<b>721</b>	<b>Mobile Plant Operators</b>	
7211	Agricultural, Forestry and Horticultural Plant Operators	
721111	Agricultural and Horticultural Mobile Plant Operator	4
721112	Logging Plant Operator	4
7212	Earthmoving Plant Operators	
721211	Earthmoving Plant Operator (General)	4
721212	Backhoe Operator	4
721213	Bulldozer Operator	4
721214	Excavator Operator	4
721215	Grader Operator	4
721216	Loader Operator	4
7213	Forklift Drivers	
721311	Forklift Driver	4
7219	Other Mobile Plant Operators	
721911	Aircraft Baggage Handler and Airline Ground Crew	4
721912	Linemarker	4
721913	Paving Plant Operator	4
721914	Railway Track Plant Operator	4
721915	Road Roller Operator	4
721916	Streetsweeper Operator	4
721999	Mobile Plant Operators nec	4
<b>73</b>	<b>Road and Rail Drivers</b>	
<b>731</b>	<b>Automobile, Bus and Rail Drivers</b>	
7311	Automobile Drivers	
731111	Chauffeur	4
731112	Taxi Driver	4
731199	Automobile Drivers nec	4
7312	Bus and Coach Drivers	
731211	Bus Driver	4
731212	Charter and Tour Bus Driver	4
731213	Passenger Coach Driver	4
7313	Train and Tram Drivers	
731311	Train Driver	4
731312	Tram Driver	4
<b>732</b>	<b>Delivery Drivers</b>	
7321	Delivery Drivers	
732111	Delivery Driver	4

## CLASSIFICATION STRUCTURE *continued*

MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		Skill Level
<b>7</b>	<b>MACHINERY OPERATORS AND DRIVERS <i>cont.</i></b>	
<b>73</b>	<b>Road and Rail Drivers <i>cont.</i></b>	
<b>733</b>	<b>Truck Drivers</b>	
7331	Truck Drivers	
733111	Truck Driver (General)	4
733112	Aircraft Refueller	4
733113	Furniture Removalist	4
733114	Tanker Driver	4
733115	Tow Truck Driver	4
<b>74</b>	<b>Storepersons</b>	
<b>741</b>	<b>Storepersons</b>	
7411	Storepersons	
741111	Storeperson	4

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>8</b>	<b>LABOURERS</b>	
<b>81</b>	<b>Cleaners and Laundry Workers</b>	
<b>811</b>	<b>Cleaners and Laundry Workers</b>	
8111	Car Detailers	
811111	Car Detailer	5
8112	Commercial Cleaners	
811211	Commercial Cleaner	5
8113	Domestic Cleaners	
811311	Domestic Cleaner	5
8114	Housekeepers	
811411	Commercial Housekeeper	5
811412	Domestic Housekeeper	5
8115	Laundry Workers	
811511	Laundry Worker (General)	5
811512	Drycleaner	5
811513	Ironer or Presser	5
8116	Other Cleaners	
811611	Carpet Cleaner	5
811612	Window Cleaner	5
811699	Cleaners nec	5
<b>82</b>	<b>Construction and Mining Labourers</b>	
<b>821</b>	<b>Construction and Mining Labourers</b>	
8211	Building and Plumbing Labourers	
821111	Builder's Labourer	5
821112	Drainage, Sewerage and Stormwater Labourer	5
821113	Earthmoving Labourer	5
821114	Plumber's Assistant	5
8212	Concreters	
821211	Concreter	5
8213	Fencers	
821311	Fencer	4
8214	Insulation and Home Improvement Installers	
821411	Building Insulation Installer	4
821412	Home Improvement Installer	4
8215	Paving and Surfacing Labourers	
821511	Paving and Surfacing Labourer	5
8216	Railway Track Workers	
821611	Railway Track Worker	4
8217	Structural Steel Construction Workers	
821711	Construction Rigger	4
821712	Scaffolder	4
821713	Steel Fixer	4
821714	Structural Steel Erector	4
8219	Other Construction and Mining Labourers	
821911	Crane Chaser	5
821912	Driller's Assistant	5
821913	Lagger	5
821914	Mining Support Worker	5
821915	Surveyor's Assistant	5

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

*Skill Level*

<b>8</b>	<b>LABOURERS</b> <i>cont.</i>	
<b>83</b>	<b>Factory Process Workers</b>	
<b>831</b>	<b>Food Process Workers</b>	
8311	Food and Drink Factory Workers	
831111	Baking Factory Worker	5
831112	Brewery Worker	5
831113	Confectionery Maker	5
831114	Dairy Products Maker	5
831115	Fruit and Vegetable Factory Worker	5
831116	Grain Mill Worker	5
831117	Sugar Mill Worker	5
831118	Winery Cellar Hand	5
831199	Food and Drink Factory Workers nec	5
8312	Meat Boners and Slicers, and Slaughterers	
831211	Meat Boner and Slicer	4
831212	Slaughterer	4
8313	Meat, Poultry and Seafood Process Workers	
831311	Meat Process Worker	5
831312	Poultry Process Worker	5
831313	Seafood Process Worker	5
<b>832</b>	<b>Packers and Product Assemblers</b>	
8321	Packers	
832111	Chocolate Packer	5
832112	Container Filler	5
832113	Fruit and Vegetable Packer	5
832114	Meat Packer	5
832115	Seafood Packer	5
832199	Packers nec	5
8322	Product Assemblers	
832211	Product Assembler	5
<b>839</b>	<b>Miscellaneous Factory Process Workers</b>	
8391	Metal Engineering Process Workers	
839111	Metal Engineering Process Worker	5
8392	Plastics and Rubber Factory Workers	
839211	Plastics Factory Worker	5
839212	Rubber Factory Worker	5
8393	Product Quality Controllers	
839311	Product Examiner	4
839312	Product Grader	4
839313	Product Tester	4
8394	Timber and Wood Process Workers	
839411	Paper and Pulp Mill Worker	5
839412	Sawmill or Timber Yard Worker	5
839413	Wood and Wood Products Factory Worker	5
8399	Other Factory Process Workers	
839911	Cement and Concrete Plant Worker	5
839912	Chemical Plant Worker	5
839913	Clay Processing Factory Worker	5
839914	Fabric and Textile Factory Worker	5
839915	Footwear Factory Worker	5
839916	Glass Processing Worker	5
839917	Hide and Skin Processing Worker	5
839999	Factory Process Workers nec	5
<b>84</b>	<b>Farm, Forestry and Garden Workers</b>	
<b>841</b>	<b>Farm, Forestry and Garden Workers</b>	
8411	Aquaculture Workers	
841111	Aquaculture Worker	5

# CLASSIFICATION STRUCTURE *continued*

## MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		Skill Level
<b>8</b>	<b>LABOURERS <i>cont.</i></b>	
<b>84</b>	<b>Farm, Forestry and Garden Workers <i>cont.</i></b>	
<b>841</b>	<b>Farm, Forestry and Garden Workers <i>cont.</i></b>	
8412	Crop Farm Workers	
841211	Fruit or Nut Farm Worker	5
841212	Fruit or Nut Picker	5
841213	Grain, Oilseed or Pasture Farm Worker (Aus) / Field Crop Farm Worker (NZ)	5
841214	Vegetable Farm Worker (Aus) / Market Garden Worker (NZ)	5
841215	Vegetable Picker	5
841216	Vineyard Worker	5
841299	Crop Farm Workers nec	5
8413	Forestry and Logging Workers	
841311	Forestry Worker	4
841312	Logging Assistant	4
841313	Tree Faller	4
8414	Garden and Nursery Labourers	
841411	Garden Labourer	5
841412	Horticultural Nursery Assistant	5
8415	Livestock Farm Workers	
841511	Beef Cattle Farm Worker	5
841512	Dairy Cattle Farm Worker	5
841513	Mixed Livestock Farm Worker	5
841514	Poultry Farm Worker	5
841515	Sheep Farm Worker	5
841516	Stablehand	5
841517	Wool Handler	5
841599	Livestock Farm Workers nec	5
8416	Mixed Crop and Livestock Farm Workers	
841611	Mixed Crop and Livestock Farm Worker	5
8419	Other Farm, Forestry and Garden Workers	
841911	Hunter-Trapper	5
841912	Pest or Weed Controller	4
841999	Farm, Forestry and Garden Workers nec	5
<b>85</b>	<b>Food Preparation Assistants</b>	
<b>851</b>	<b>Food Preparation Assistants</b>	
8511	Fast Food Cooks	
851111	Fast Food Cook	5
8512	Food Trades Assistants	
851211	Pastrycook's Assistant	5
851299	Food Trades Assistants nec	5
8513	Kitchenhands	
851311	Kitchenhand	5
<b>89</b>	<b>Other Labourers</b>	
<b>891</b>	<b>Freight Handlers and Shelf Fillers</b>	
8911	Freight and Furniture Handlers	
891111	Freight Handler (Rail or Road)	5
891112	Truck Driver's Offsider	5
891113	Waterside Worker	5
8912	Shelf Fillers	
891211	Shelf Filler	5
<b>899</b>	<b>Miscellaneous Labourers</b>	
8991	Caretakers	
899111	Caretaker	5
8992	Deck and Fishing Hands	
899211	Deck Hand	4
899212	Fishing Hand	4

## CLASSIFICATION STRUCTURE *continued*

### MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS *continued*

		<i>Skill Level</i>
<b>8</b>	<b>LABOURERS <i>cont.</i></b>	
<b>89</b>	<b>Other Labourers <i>cont.</i></b>	
<b>899</b>	<b>Miscellaneous Labourers <i>cont.</i></b>	
8993	Handypersons	
899311	Handyperson	5
8994	Motor Vehicle Parts and Accessories Fitters	
899411	Motor Vehicle Parts and Accessories Fitter (General)	4
899412	Autoglazier	4
899413	Exhaust and Muffler Fitter	4
899414	Radiator Fitter	4
899415	Tyre Fitter	4
8995	Printing Assistants and Table Workers	
899511	Printer's Assistant	4
899512	Printing Table Worker	4
8996	Recycling and Rubbish Collectors	
899611	Recycling or Rubbish Collector	5
8997	Vending Machine Attendants	
899711	Vending Machine Attendant	5
8999	Other Miscellaneous Labourers	
899911	Bicycle Mechanic	5
899912	Car Park Attendant	5
899913	Crossing Supervisor	5
899914	Electrical or Telecommunications Trades Assistant	5
899915	Leaflet or Newspaper Deliverer	5
899916	Mechanic's Assistant	5
899917	Railways Assistant	5
899918	Sign Erector	5
899921	Ticket Collector or Usher	5
899922	Trolley Collector	5
899999	Labourers nec	5

## DEFINITIONS

### INTERPRETING ANZSCO OCCUPATION DEFINITIONS

ANZSCO is primarily a statistical classification designed to aggregate and organise data collected about jobs or individuals. The classification definitions are based on the skill level and specialisation usually necessary to perform the tasks of the specific occupation, or of most occupations in the group. The definitions and skill level statements apply to the occupation and not persons working in the occupation. The allocation of a particular occupation to a particular skill level should be seen as indicative only and should not be used prescriptively.

The definitional material describing each occupation is intended primarily as an aid to interpreting occupation statistics classified to ANZSCO. The descriptions are, therefore, only a guide to the tasks undertaken and skills involved in various occupations and are not a definitive statement of what is required.

### FORMAT OF THE DEFINITIONS

This publication contains definitions for the major, sub-major, minor and unit groups, and all occupations in ANZSCO. 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 elements of major, sub-major, minor and unit group definitions are as follows:

- Main heading - consists of the level in the ANZSCO hierarchy (e.g. minor group), the code, and the title of the group in that order.
- Lead statement - describes the main activities undertaken in the group and, indirectly, the group's boundaries.
- Inclusion and exclusion statements - are included only where necessary to avoid potential for confusion and to clarify the scope of the group.
- Task list - a representative list of the principal or indicative tasks undertaken in the group. Because of the disparate nature of the occupations contained in 'miscellaneous' and 'other' groups, no task lists are provided for these groups.
- Skill level statement - specifies the requirements for competent performance of occupations in the group, expressed in terms of the amount of formal education and training, previous experience and on-the-job training. Any special requirements, such as registration or licensing, are indicated in this statement.
- List of lower categories - lists the categories (code and title) in the hierarchical level immediately below the group being defined.

The elements of major, sub-major, minor and unit group definitions are presented in the order shown above.

#### *Occupation definitions*

The elements of occupation definitions are as follows:

- Code - the numerical representation of the occupation.

## DEFINITIONS *continued*

### *Occupation definitions continued*

- Principal title - the title which best describes the particular occupation. It is generally the most commonly used title, although there are exceptions in cases where the most commonly used title is too broad or too narrow in meaning for the purposes of the ANZSCO occupation, or where occupations of different content are usually known by the same title.  
A small number of occupations are known by different titles in Australia and New Zealand. In these cases, a dual title, which notes the country-specific titles, has been used to describe the occupation, e.g. 'Migration Agent (Aus) / Immigration Consultant (NZ)'.
- Alternative title - any commonly used alternative title (or titles) for the occupation. These alternative titles have the same meaning as the principal title but may be less commonly used.
- Lead statement - describes the nature of the occupation, summarising the main activities undertaken and, indirectly, the occupation's boundaries. Any special requirements, such as registration or licensing, are indicated in this statement.
- Skill level - the number equating to the ANZSCO skill level of the occupation.
- Specialisation titles - any commonly used titles which refer to a subset of jobs belonging to the occupation designated in the principal title. These jobs involve the performance of specialised tasks rather than the broader range of tasks usually performed in the occupation.

The elements of occupation definitions are presented in the order shown above.



## MAJOR GROUP **1** **MANAGERS** .....

MANAGERS plan, organise, direct, control, coordinate and review the operations of government, commercial, agricultural, industrial, non-profit and other organisations, and departments.

### *Indicative Skill Level:*

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

- Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or
- AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

#### *In New Zealand:*

- Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or
- NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

### *Tasks Include:*

- setting the overall direction and objectives of organisations and departments within organisations
- formulating, administering and reviewing policy and legislation to ensure organisational and departmental objectives are met
- directing and coordinating the allocation of assets and resources
- directing, controlling and coordinating the activities of organisations and departments, either personally or through senior subordinate staff
- monitoring and evaluating overall organisational and departmental performance, and adjusting policies, rules and regulations to ensure objectives are met
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility

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

- 11 Chief Executives, General Managers and Legislators
- 12 Farmers and Farm Managers
- 13 Specialist Managers
- 14 Hospitality, Retail and Service Managers

## MAJOR GROUP 1 *continued*

### SUB-MAJOR GROUP 11 CHIEF EXECUTIVES, GENERAL MANAGERS AND LEGISLATORS

CHIEF EXECUTIVES, GENERAL MANAGERS AND LEGISLATORS plan, organise, direct, control and review the overall operations of organisations and their major programs, and represent constituencies in parliaments and local government authorities.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- determining and setting the overall direction and objectives of organisations
- determining and formulating policies, rules and regulations to govern the overall operations of organisations
- directing and controlling the overall operations of organisations to ensure objectives are met
- monitoring and evaluating the overall performance of organisations and adjusting policies, rules and regulations to ensure objectives are met
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility
- determining, planning and formulating government policies, laws, rules and regulations
- investigating matters of concern to the public and electorate, and proposing government action

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

111 Chief Executives, General Managers and Legislators

## MAJOR GROUP 1 *continued*

### MINOR GROUP 111 CHIEF EXECUTIVES, GENERAL MANAGERS AND LEGISLATORS

CHIEF EXECUTIVES, GENERAL MANAGERS AND LEGISLATORS plan, organise, direct, control and review the overall operations of organisations and their major programs, and represent constituencies in parliaments and local government authorities.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- determining and setting the overall direction and objectives of organisations
- determining and formulating policies, rules and regulations to govern the overall operations of organisations
- directing and controlling the overall operations of organisations to ensure objectives are met
- monitoring and evaluating the overall performance of organisations and adjusting policies, rules and regulations to ensure objectives are met
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility
- determining, planning and formulating government policies, laws, rules and regulations
- investigating matters of concern to the public and electorate, and proposing government action

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

1111 Chief Executives and Managing Directors

1112 General Managers

1113 Legislators

UNIT GROUP 1111 CHIEF EXECUTIVES AND MANAGING DIRECTORS

CHIEF EXECUTIVES AND MANAGING DIRECTORS determine, formulate and review the general policy programs and the overall direction of organisations within the framework established by boards of directors and similar governing bodies.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- determining objectives, strategies, policies and programs for organisations
- providing overall direction and management to organisations
- authorising material, human and financial resources to implement organisational policies and programs
- monitoring and evaluating performance of organisations against organisational objectives and strategies
- consulting with senior subordinate staff and reviewing recommendations and reports
- preparing, or arranging for the preparation of, reports, budgets and forecasts and presenting them to governing bodies
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility
- selecting and approving the selection of senior staff
- ensuring the organisation complies with company laws and other relevant legislation

Occupation:

111111 Chief Executive or Managing Director

**111111 CHIEF EXECUTIVE OR MANAGING DIRECTOR**

Alternative Title:

Chief Executive Officer

Determines, formulates and reviews the general policy program and the overall direction of an organisation within the framework established by a board of directors or similar governing body.

Skill Level: 1

Specialisations:

Director-General

Executive Director

Secretary (Government Department) (Aus)

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1112 GENERAL MANAGERS

GENERAL MANAGERS plan, organise, direct, control and review the day-to-day operations and major functions of commercial, industrial, government and defence organisations through departmental managers and subordinate executives.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- planning policy, and setting standards and objectives for organisations
- providing day-to-day direction and management of organisations, and directing and endorsing policy to fulfil objectives, achieve specific goals, and maximise profit and efficiency
- assessing changing situations and responding accordingly by issuing commands and directives to subordinate staff
- consulting with immediate subordinates and departmental heads on matters such as methods of operation, equipment requirements, finance, sales and human resources
- authorising the funding of major policy implementation programs
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility
- preparing, or arranging for the preparation of, reports, budgets and forecasts, and presenting them to governing bodies
- selecting and managing the performance of senior staff
- may undertake responsibility for some or all of accounting, sales, marketing, human resources and other specialist operations

Occupations:

111211 Corporate General Manager

111212 Defence Force Senior Officer

#### **111211 CORPORATE GENERAL MANAGER**

Alternative Title:

Chief Operating Officer

Plans, organises, directs, controls and reviews the day-to-day operations and major functions of a commercial, industrial, governmental or other organisation through departmental managers and subordinate executives.

Skill Level: 1

Specialisations:

Assistant Commissioner (Police)

Hospital Administrator

Managing Editor

Trade Union Secretary

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1112 GENERAL MANAGERS *continued*

#### 111212 DEFENCE FORCE SENIOR OFFICER

Alternative Titles:

Air Force Senior Officer

Army Senior Officer

Navy Senior Officer

Plans, organises, directs, controls and reviews the day-to-day operations and major functions of organisational units of the Australian or New Zealand Defence Forces through subordinate officers.

Skill Level: 1

Specialisations:

Air Chief Marshal (Air Force)

Air Commodore (Air Force)

Air Marshal (Air Force)

Air Vice Marshal (Air Force)

Group Captain (Air Force)

Wing Commander (Air Force)

Brigadier (Army)

Colonel (Army)

General (Army)

Lieutenant Colonel (Army)

Lieutenant General (Army)

Major General (Army)

Admiral (Navy)

Captain (Navy)

Commander (Navy)

Commodore (Navy)

Rear Admiral (Navy)

Vice Admiral (Navy)

UNIT GROUP 1113 LEGISLATORS

LEGISLATORS represent the interests of people in constituencies as elected members of national, state and territory parliaments and local government authorities.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- developing national, state, territory or local government policy, and formulating, amending and repealing legislation and by-laws
- helping constituents with a range of problems particularly with regard to matters concerning government and local agencies
- investigating matters of concern to the public and to particular persons and groups
- introducing proposals for government action and representing public and electoral interests
- issuing policy directions to government departments and exercising control over local government authorities
- attending community functions and meetings of local groups to provide service to the community, gauge public opinion and provide information on government plans
- may serve as a member on parliamentary committees and inquiries
- may present petitions on behalf of concerned groups

Occupations:

111311 Local Government Legislator

111312 Member of Parliament

111399 Legislators nec

**111311 LOCAL GOVERNMENT LEGISLATOR**

Alternative Titles:

Alderman (Aus)

Councillor

Represents the interests of people in a constituency as their elected member of a local government authority.

Skill Level: 1

Specialisations:

Community Board Member (NZ)

Mayor

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1113 LEGISLATORS *continued*

#### 111312 MEMBER OF PARLIAMENT

Alternative Title:

Parliamentarian

Represents the interests of people in a constituency as their elected member to a national, state or territory parliament.

Skill Level: 1

Specialisations:

Chief Minister (Aus)

Government Minister

Member of the Legislative Assembly (Aus)

Member of the Legislative Council (Aus)

Premier (Aus)

Prime Minister

Senator (Aus)

#### 111399 LEGISLATORS NEC

This occupation group covers Legislators not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Aboriginal Community Council Member (Aus)

Councillor, Aboriginal Land Council (Aus)



## MAJOR GROUP 1 *continued*

### SUB-MAJOR GROUP 12 FARMERS AND FARM MANAGERS

FARMERS AND FARM MANAGERS plan, organise, control, coordinate and perform farming operations in agricultural establishments to grow crops, and breed and raise livestock, and fish and other aquatic life.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- planning and coordinating the operation of hatcheries and crop production
- breeding and raising livestock and aquatic stock
- monitoring and maintaining the health of stock
- identifying and controlling environmental toxins, weeds, pests and diseases
- organising and conducting farming operations such as maintaining buildings, water supply systems and equipment
- managing business capital, monitoring market activity and planning production to meet contract requirements and market demand

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

121 Farmers and Farm Managers

## MAJOR GROUP 1 *continued*

### MINOR GROUP 121 FARMERS AND FARM MANAGERS

FARMERS AND FARM MANAGERS plan, organise, control, coordinate and perform farming operations in agricultural establishments to grow crops, and breed and raise livestock, and fish and other aquatic life.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- planning and coordinating the operation of hatcheries and crop production
- breeding and raising livestock and aquatic stock
- monitoring and maintaining the health of stock
- identifying and controlling environmental toxins, weeds, pests and diseases
- organising and conducting farming operations such as maintaining buildings, water supply systems and equipment
- managing business capital, monitoring market activity and planning production to meet contract requirements and market demand

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

- 1211 Aquaculture Farmers
- 1212 Crop Farmers
- 1213 Livestock Farmers
- 1214 Mixed Crop and Livestock Farmers

UNIT GROUP 1211 AQUACULTURE FARMERS

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

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- planning and coordinating the operation of hatcheries to produce fish fry, seed oysters, crayfish, marron and prawns taking into account environmental and market factors
- monitoring the environment to maintain optimal growing conditions
- identifying and controlling environmental toxins and diseases
- monitoring stock growth rates to determine when to harvest
- transporting fish, crayfish, marron, prawns and sticks of seed oysters to new tanks, ponds, cages and floating net pens
- directing and overseeing the harvesting, grading and packaging of fish, oysters and other aquatic stock
- organising the sale, purchase and transportation of fish stock
- maintaining and evaluating records of farming activities, monitoring market activity and planning production accordingly
- managing business capital including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

Occupation:

121111 Aquaculture Farmer

**121111 AQUACULTURE FARMER**

Alternative Title:

Seafood Farmer

Plans, organises, controls, coordinates and performs farming operations to breed and raise fish and other aquatic stock.

Skill Level: 1

Specialisations:

Fish Farmer

Hatchery Manager (Fish)

Mussel Farmer

Oyster Farmer

UNIT GROUP 1212 CROP FARMERS

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

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- planning and coordinating the production and marketing of crops, such as grain, cotton, sugar cane, fruit and nuts, vegetables, turf and flowers, from soil preparation to harvest taking into account environmental and market factors
- selecting and planting seeds, seedlings and bulbs, and grafting new varieties to root stocks
- maintaining crop production by cultivating, de-budding and 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 despatch of produce
- directing and overseeing general farming activities such as fertilising and pest and weed control
- maintaining farm buildings, fences, equipment and water supply systems
- maintaining and evaluating records of farming activities, monitoring market activity, and planning crop preparation and production to meet contract requirements and market demand
- managing business capital including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

Occupations:

- 121211 Cotton Grower
- 121212 Flower Grower
- 121213 Fruit or Nut Grower
- 121214 Grain, Oilseed or Pasture Grower (Aus) / Field Crop Grower (NZ)
- 121215 Grape Grower
- 121216 Mixed Crop Farmer
- 121217 Sugar Cane Grower
- 121218 Turf Grower
- 121221 Vegetable Grower (Aus) / Market Gardener (NZ)
- 121299 Crop Farmers nec

**121211 COTTON GROWER**

Plans, organises, controls, coordinates and performs farming operations to grow cotton.

Skill Level: 1

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1212 CROP FARMERS *continued*

#### 121212 FLOWER GROWER

Alternative Title:

Floriculturist

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

Skill Level: 1

Specialisation:

Market Gardener (Flowers) (Aus)

#### 121213 FRUIT OR NUT GROWER

Alternative Title:

Fruit or Nut Farm Manager

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

Skill Level: 1

Specialisation:

Market Gardener (Fruit) (Aus)

Olive Grower

Orchardist

#### 121214 GRAIN, OILSEED OR PASTURE GROWER (AUS) / FIELD CROP GROWER (NZ)

Alternative Title:

Grain, Oilseed or Pasture Farm Manager (Aus)

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

Skill Level: 1

Specialisations:

Lucerne Farmer

Soybean Grower (Aus)

Wheat Farmer

#### 121215 GRAPE GROWER

Plans, organises, controls, coordinates and performs farming operations to grow table or wine grapes.

Skill Level: 1

Specialisation:

Viticulturist

#### 121216 MIXED CROP FARMER

Plans, organises, controls, coordinates and performs farming operations to grow a variety of crops.

Skill Level: 1

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1212 CROP FARMERS *continued*

#### 121217 SUGAR CANE GROWER

Alternative Title:

Sugar Cane Farm Manager

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

Skill Level: 1

#### 121218 TURF GROWER

Alternative Title:

Turf Farmer

Plans, organises, controls, coordinates and performs farming operations to grow turf.

Skill Level: 1

#### 121221 VEGETABLE GROWER (AUS) / MARKET GARDENER (NZ)

Alternative Title:

Vegetable Farm Manager

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

Skill Level: 1

Specialisation:

Market Gardener (Vegetables) (Aus)

#### 121299 CROP FARMERS NEC

This occupation group covers Crop Farmers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Coffee Grower (Aus)

Duboisia Farmer (Aus)

Ginger Farmer

Hop Farmer

Tea Tree Farmer

Tobacco Grower

Tree Farmer

UNIT GROUP 1213 LIVESTOCK FARMERS

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

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- breeding and raising livestock for the production of honey, meat, milk, skins, eggs and wool
- monitoring and maintaining the health and condition of livestock
- providing pastures and fodder to maintain appropriate nutritional levels
- moving livestock to optimise feeding opportunities
- organising and conducting farming operations such as catching, drenching and milking livestock, sterilising machines, and collecting, grading and packaging produce
- directing and overseeing general farming activities such as maintaining pens, sheds and cages, fertilising, controlling pests and weeds, and growing fodder
- maintaining fences, equipment and water supply systems
- organising the sale, purchase and transportation of livestock and produce
- maintaining and evaluating records of farming activities, monitoring market activity and planning production accordingly
- managing business capital including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

Occupations:

- 121311 Apiarist
- 121312 Beef Cattle Farmer
- 121313 Dairy Cattle Farmer
- 121314 Deer Farmer
- 121315 Goat Farmer
- 121316 Horse Breeder
- 121317 Mixed Livestock Farmer
- 121318 Pig Farmer
- 121321 Poultry Farmer
- 121322 Sheep Farmer
- 121399 Livestock Farmers nec

**121311 APIARIST**

Alternative Title:

Beekeeper

Plans, organises, controls, coordinates and operates apiaries to produce honey, queen bee pollen, beeswax and royal jelly, breed queen bees and pollinate crops.

Skill Level: 1

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1213 LIVESTOCK FARMERS *continued*

#### 121312 BEEF CATTLE FARMER

Alternative Titles:

Beef Cattle Farm Manager

Beef Cattle Grazier

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

Skill Level: 1

Specialisation:

Stud Beef Cattle Farmer

#### 121313 DAIRY CATTLE FARMER

Alternative Title:

Dairy Cattle Farm Manager

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

Skill Level: 1

Specialisations:

Share Dairy Farmer (Aus) / Sharemilker (NZ)

Stud Dairy Cattle Farmer

#### 121314 DEER FARMER

Plans, organises, controls, coordinates and performs farming operations to breed and raise deer for meat, velvet, hides and breeding stock.

Skill Level: 1

#### 121315 GOAT FARMER

Plans, organises, controls, coordinates and performs farming operations to breed and raise goats for fibre, milk, meat and breeding stock.

Skill Level: 1

#### 121316 HORSE BREEDER

Alternative Title:

Horse Stud Manager

Plans, organises, controls, coordinates and performs farming operations to breed and raise horses for competition, dressage, eventing, showjumping, riding for pleasure and working.

Skill Level: 1

Specialisation:

Stud Master/Mistress



## MAJOR GROUP 1 *continued*

### UNIT GROUP 1213 LIVESTOCK FARMERS *continued*

#### 121317 MIXED LIVESTOCK FARMER

Plans, organises, controls, coordinates and performs farming operations to breed and raise a variety of livestock.

Skill Level: 1

#### 121318 PIG FARMER

Alternative Title:

Pig Farm Manager

Plans, organises, controls, coordinates and performs farming operations to breed and raise pigs for meat and breeding stock.

Skill Level: 1

Specialisation:

Pig Breeder

#### 121321 POULTRY FARMER

Alternative Title:

Poultry Farm Manager

Plans, organises, controls, coordinates and performs farming operations to breed and raise chickens, turkeys, ducks and other poultry for eggs, meat and breeding stock.

Skill Level: 1

Specialisations:

Chicken Meat Producer

Egg Producer

Hatchery Manager (Poultry)

#### 121322 SHEEP FARMER

Alternative Title:

Sheep Farm Manager

Plans, organises, controls, coordinates and performs farming operations to breed and raise sheep for wool, meat and breeding stock.

Skill Level: 1

Specialisations:

Stud Sheep Farmer

Wool Grower

**MAJOR GROUP 1** *continued*

**UNIT GROUP 1213 LIVESTOCK FARMERS** *continued*

**121399 LIVESTOCK FARMERS NEC**

This occupation group covers Livestock Farmers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

- Alpaca Farmer
- Crocodile Farmer (Aus)
- Emu Farmer (Aus)
- Llama Farmer
- Ostrich Farmer

UNIT GROUP 1214 MIXED CROP AND LIVESTOCK FARMERS

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

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- planning and coordinating the production and marketing of crops and livestock
- 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 and condition of livestock
- providing pastures and fodder to maintain appropriate nutritional levels
- selecting and purchasing seed for planting, planning and implementing breeding programs
- directing and overseeing general farming activities such as fertilising, and pest and weed control
- maintaining farm buildings, fences, equipment and water supply systems
- organising the sale, purchase and transportation of livestock and produce
- maintaining and evaluating records of farming activities, monitoring market activity and planning production accordingly
- managing business capital, monitoring market activity and planning production accordingly
- may select, train and supervise staff and contractors

Occupation:

121411 Mixed Crop and Livestock Farmer

**121411 MIXED CROP AND LIVESTOCK FARMER**

Alternative Title:

Farmer and Grazier

Plans, organises, controls, coordinates and performs farming operations to both grow crops and to breed and raise livestock.

Skill Level: 1

Specialisations:

Cattle and Wheat Farmer

Sheep and Wheat Farmer

## MAJOR GROUP 1 *continued*

### SUB-MAJOR GROUP 13 SPECIALIST MANAGERS

SPECIALIST MANAGERS plan, organise, direct, control and coordinate special functions within organisations such as advertising and sales, financial, human resources, production and distribution, education, health and welfare, and ICT.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- developing, implementing and monitoring strategies, policies and plans for their area of control
- establishing and directing operational and administrative procedures
- directing and coordinating the allocation of resources
- monitoring work progress and performance, and adjusting processes and resources to keep goals on track
- controlling budget planning and report preparation, and monitoring and controlling expenditure for their area of control
- controlling selection, training and performance of staff
- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums

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

- 131 Advertising and Sales Managers
- 132 Business Administration Managers
- 133 Construction, Distribution and Production Managers
- 134 Education, Health and Welfare Services Managers
- 135 ICT Managers
- 139 Miscellaneous Specialist Managers

## MAJOR GROUP 1 *continued*

### MINOR GROUP 131 ADVERTISING AND SALES MANAGERS

ADVERTISING AND SALES MANAGERS plan, organise, direct, control and coordinate advertising, public relations, sales and marketing activities within organisations.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- formulating and implementing policies and plans for advertising, public relations, sales and marketing in consultation with other Managers
- directing the development of initiatives for new products, marketing and advertising campaigns
- 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, and organising agents and distributors
- directing sales methods and arrangements by setting prices and credit arrangements

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

1311 Advertising and Sales Managers

UNIT GROUP 1311 ADVERTISING AND SALES MANAGERS

ADVERTISING AND SALES MANAGERS plan, organise, direct, control and coordinate advertising, public relations, sales and marketing activities within organisations.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- formulating and implementing policies and plans for advertising, public relations, sales and marketing in consultation with other Managers
- directing the development of initiatives for new products, marketing and advertising campaigns
- 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, and organising agents and distributors
- directing sales methods and arrangements by setting prices and credit arrangements

Occupations:

131111 Advertising and Public Relations Manager

131112 Sales and Marketing Manager

**131111 ADVERTISING AND PUBLIC RELATIONS MANAGER**

Plans, organises, directs, controls and coordinates the advertising and public relations activities within an organisation.

Skill Level: 1

Specialisations:

Community Relations Manager

Corporate Relations Manager

Public Affairs Manager

Relationship Manager

**131112 SALES AND MARKETING MANAGER**

Plans, organises, directs, controls and coordinates the sales and marketing activities within an organisation.

Skill Level: 1

ICT Business Development Managers are excluded from this occupation. ICT Business Development Managers are included in Unit Group 2252 ICT Sales Professionals, in Occupation 225212 ICT Business Development Manager.

Specialisations:

Business Development Manager

Market Research Manager

## MAJOR GROUP 1 *continued*

### MINOR GROUP 132 BUSINESS ADMINISTRATION MANAGERS

BUSINESS ADMINISTRATION MANAGERS plan, organise, direct, control and coordinate the corporate, financial, human resource, policy, planning, research and development activities and guidelines within organisations.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- formulating and administering policy advice and strategic planning
- establishing and directing operational and administrative procedures
- implementing, monitoring and evaluating budgetary and accounting strategies and policies
- providing advice to senior Managers and board members on strategic, policy and program and legislative issues
- ensuring compliance with relevant legislation, regulations and standards
- controlling selection, training and performance of staff
- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums

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

- 1321 Corporate Services Managers
- 1322 Finance Managers
- 1323 Human Resource Managers
- 1324 Policy and Planning Managers
- 1325 Research and Development Managers

UNIT GROUP 1321 CORPORATE SERVICES MANAGERS

CORPORATE SERVICES MANAGERS plan, organise, direct, control and coordinate the overall administration of organisations.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- providing high level administrative, strategic planning and operational support, research and advice to senior management on administrative matters such as staff management, financial planning, facility management and information services
- developing and managing the organisation's administrative, financial, physical and staff resources
- developing and implementing administrative, financial and operational procedural statements and guidelines for use by staff in the organisation
- analysing complex resource management issues and initiatives that affect the organisation, and preparing associated reports, correspondence and submissions
- providing information and support for the preparation of financial reports and budgets
- leading, managing and developing administrative staff to ensure smooth business operations and the provision of accurate and timely information
- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums, and promoting existing and new programs and policies

Occupation:

132111 Corporate Services Manager

**132111 CORPORATE SERVICES MANAGER**

Alternative Titles:

Administration Manager

Business Services Manager

Plans, organises, directs, controls and coordinates the overall administration of an organisation.

Skill Level: 1



UNIT GROUP 1322 FINANCE MANAGERS

FINANCE MANAGERS plan, organise, direct, control and coordinate the financial and accounting activities within organisations.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- determining, implementing, monitoring, reviewing and evaluating budgetary and accounting strategies, policies and plans 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 preparation of financial reports summarising and forecasting the organisation's financial position such as income statements, balance sheets and analyses of future earnings and income
- assessing capital finance proposals and the financial status of operational projects
- advising on investment strategies, sources of funds and the distribution of earnings
- delivering long range profit forecasts, budgeting and financial reporting
- ensuring compliance with financial legislation and standards

Occupation:

132211 Finance Manager

**132211 FINANCE MANAGER**

Alternative Titles:

Chief Financial Officer

Finance Director

Financial Controller

Plans, organises, directs, controls and coordinates the financial and accounting activities within an organisation.

Skill Level: 1

UNIT GROUP 1323 HUMAN RESOURCE MANAGERS

HUMAN RESOURCE MANAGERS plan, organise, direct, control and coordinate the human resource and workplace relations activities within organisations.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- determining, implementing, monitoring, reviewing and evaluating human resource management strategies, policies and plans to meet business needs
- advising and assisting other 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
- developing and implementing occupational health and safety programs and equal employment opportunity programs, and ensuring compliance with related statutory requirements
- overseeing the application of redundancy and other employee retrenchment policies
- monitoring employment costs and productivity levels
- may train and advise other Managers in personnel and workplace relations matters

Occupation:

132311 Human Resource Manager

**132311 HUMAN RESOURCE MANAGER**

Alternative Title:

Personnel and Employee Relations Manager

Plans, organises, directs, controls and coordinates the human resource and workplace relations activities within an organisation.

Skill Level: 1

Specialisations:

Occupational Health and Safety Manager

Training and Development Manager

Workplace Relations Manager

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1324 POLICY AND PLANNING MANAGERS

POLICY AND PLANNING MANAGERS plan, organise, direct, control and coordinate policy advice and strategic planning within organisations.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- developing, implementing and monitoring strategic plans, programs, policies, processes, systems and procedures to achieve goals, objectives and work standards
- developing, implementing, administering and participating in policy research and analysis
- coordinating the implementation of policies and practices
- establishing activity measures and measurements of accountability
- overseeing and participating in the development of policy documents and reports
- consulting with and providing expert advice to government officials and board members on policy, program and legislative issues
- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums convened to discuss policy issues

Occupation:

132411 Policy and Planning Manager

#### **132411 POLICY AND PLANNING MANAGER**

Alternative Title:

Public Policy Manager

Plans, organises, directs, controls and coordinates policy advice and strategic planning within an organisation.

Skill Level: 1

Specialisations:

Corporate Planning Manager

Policy Development Manager

Strategic Planning Manager

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1325 RESEARCH AND DEVELOPMENT MANAGERS

RESEARCH AND DEVELOPMENT MANAGERS plan, organise, direct, control and coordinate research and development activities within organisations.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- determining, implementing and monitoring research and development strategies, policies and plans
- developing and implementing research projects, priorities and targets to support commercial and policy developments
- leading major research projects and coordinating activities of other research workers
- assessing the benefits and monitoring the costs and effectiveness of research and development activities
- interpreting results of research projects and recommending associated product and service development innovations
- providing advice on research and development options available to the organisation
- monitoring leading-edge developments in relevant disciplines and assessing implications for the organisation
- may publish results of significant research projects

Occupation:

132511 Research and Development Manager

#### **132511 RESEARCH AND DEVELOPMENT MANAGER**

Plans, organises, directs, controls and coordinates research and development activities within an organisation.

Skill Level: 1

**MINOR GROUP 133 CONSTRUCTION, DISTRIBUTION AND PRODUCTION MANAGERS**

CONSTRUCTION, DISTRIBUTION AND PRODUCTION MANAGERS plan, organise, direct, control and coordinate building and construction, engineering, importing, exporting and wholesaling, manufacturing, production, supply and distribution activities within organisations.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- identifying business opportunities, and developing and implementing business plans and marketing, operating, human resource, pricing and credit policies and procedures
- establishing project schedules and budgets
- coordinating labour resources and procurement and delivery of materials, plant and equipment
- negotiating contracts with suppliers and customers to meet resource, cost and quality requirements
- monitoring costs and work progress and performance, and adjusting processes and resources to ensure goals are met
- directing the preparation of production records and reports

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

- 1331 Construction Managers
- 1332 Engineering Managers
- 1333 Importers, Exporters and Wholesalers
- 1334 Manufacturers
- 1335 Production Managers
- 1336 Supply and Distribution Managers

UNIT GROUP 1331 CONSTRUCTION MANAGERS

CONSTRUCTION MANAGERS plan, organise, direct, control and coordinate the construction of civil engineering projects, buildings and dwellings, and the physical and human resources involved in building and construction.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- interpreting architectural drawings and specifications
- coordinating labour resources, and procurement and delivery of materials, plant and equipment
- consulting with Architects, Engineering Professionals and other professionals, and Technical and Trades Workers
- negotiating with building owners, property developers and subcontractors involved in the construction process to ensure projects are completed on time and within budget
- preparing tenders and contract bids
- operating and implementing coordinated work programs for sites
- ensuring adherence to building legislation and standards of performance, quality, cost and safety
- arranging submission of plans to local authorities
- building under contract, or subcontracting specialised building services
- overseeing the standard and progress of subcontractors' work
- arranging building inspections by local authorities

Occupations:

133111 Construction Project Manager

133112 Project Builder

**133111 CONSTRUCTION PROJECT MANAGER**

Alternative Title:

Building and Construction Manager

Plans, organises, directs, controls and coordinates construction of civil engineering and building projects, and the physical and human resources involved in the construction process. Registration or licensing is required.

Skill Level: 1

**133112 PROJECT BUILDER**

Alternative Title:

Professional Builder

Plans, organises, directs, controls and coordinates the construction, alteration and renovation of dwellings and other buildings, and the physical and human resources involved in the building process. Registration or licensing is required.

Skill Level: 1

UNIT GROUP 1332 ENGINEERING MANAGERS

ENGINEERING MANAGERS plan, organise, direct, control and coordinate the engineering and technical operations of organisations.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- determining, implementing and monitoring engineering strategies, policies and plans
- interpreting plans, drawings and specifications, and providing advice on engineering methods and procedures to achieve construction and production requirements
- establishing project schedules and budgets
- ensuring conformity with specifications and plans, and with laws, regulations and safety standards
- ensuring engineering standards of quality, cost, safety, timeliness and performance are observed
- overseeing maintenance requirements to optimise efficiency
- liaising with marketing, research and manufacturing managers regarding engineering aspects of new construction and product design
- may contribute to research and development projects

Occupation:

133211 Engineering Manager

**133211 ENGINEERING MANAGER**

Plans, organises, directs, controls and coordinates the engineering and technical operations of an organisation.

Skill Level: 1

UNIT GROUP 1333 IMPORTERS, EXPORTERS AND WHOLESALERS

IMPORTERS, EXPORTERS AND WHOLESALERS plan, organise, direct, control and coordinate the operations of importing, exporting and wholesaling establishments.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- identifying local and overseas business opportunities
- developing and implementing business plans, and marketing, operating, human resource, pricing and credit policies and procedures
- determining the mix of products and services to be provided and negotiating conditions of trade
- liaising with local and overseas suppliers and distributors about orders and products
- researching regulatory and statutory requirements affecting the importing, exporting, wholesaling and distribution of goods
- monitoring business performance and preparing estimates, financial statements and reports of operations
- appointing agents and distributors
- arranging the shipping of goods into and out of the country
- overseeing the display and sale of merchandise and preparation of product information for customer service staff and customers
- implementing after-sales service procedures

Occupations:

133311 Importer or Exporter

133312 Wholesaler

**133311 IMPORTER OR EXPORTER**

Plans, organises, directs, controls and coordinates the operations of an importing or exporting establishment.

Skill Level: 1

**133312 WHOLESALER**

Plans, organises, directs, controls and coordinates the operations of a wholesale trading establishment.

Skill Level: 1



UNIT GROUP 1334 MANUFACTURERS

MANUFACTURERS plan, organise, direct, control and coordinate the operations of small manufacturing establishments.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- identifying business opportunities, devising new manufacturing processes and determining products to be manufactured
- developing business plans and implementing operational, marketing, human resource and pricing procedures
- researching and implementing regulatory and statutory requirements affecting manufacturing operations and the environment
- directing 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
- overseeing the coordination of after-sales service
- overseeing the provision of quotes for the manufacture of specialised goods and arranging contracts with customers
- may devise and oversee the implementation of production run schedules

Occupation:

133411 Manufacturer

**133411 MANUFACTURER**

Plans, organises, directs, controls and coordinates the operations of a small manufacturing establishment.

Skill Level: 1

UNIT GROUP 1335 PRODUCTION MANAGERS

PRODUCTION MANAGERS plan, organise, direct, control and coordinate the production activities of forestry, manufacturing and mining organisations including physical and human resources.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- determining, implementing and monitoring production strategies, policies and plans
- planning details of production activities in terms of output quality and quantity, cost, time available and labour requirements
- controlling the operation of production plant and quality procedures through planning of maintenance, designation of operating hours and supply of parts and tools
- monitoring production output and costs, and adjusting processes and resources to minimise costs
- informing other Managers about production matters
- overseeing the acquisition and installation of new plant and equipment
- directing research into production methods, and recommending and implementing initiatives
- controlling the preparation of production records and reports
- coordinating the implementation of occupational health and safety requirements
- directing staff activities and monitoring their performance

Occupations:

- 133511 Production Manager (Forestry)
- 133512 Production Manager (Manufacturing)
- 133513 Production Manager (Mining)

**133511 PRODUCTION MANAGER (FORESTRY)**

Alternative Title:

Forest Manager

Plans, organises, directs, controls and coordinates the production activities of a forestry operation including physical and human resources.

Skill Level: 1

Specialisations:

- Forest Logistics Manager (NZ)
- Harvest Manager (Forestry)
- Operations Manager (Forestry)

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1335 PRODUCTION MANAGERS *continued*

#### 133512 PRODUCTION MANAGER (MANUFACTURING)

Plans, organises, directs, controls and coordinates the manufacturing activities of an organisation including physical and human resources.

Skill Level: 1

Specialisations:

Operations Manager (Production)

Plant Manager (Manufacturing) (Aus)

Works Manager (Manufacturing) (Aus)

#### 133513 PRODUCTION MANAGER (MINING)

Alternative Titles:

Mine Manager

Mine Superintendent

Plans, organises, directs, controls and coordinates the production activities of a mining operation including physical and human resources.

Skill Level: 1

Specialisation:

Quarry Manager

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1336 SUPPLY AND DISTRIBUTION MANAGERS

SUPPLY AND DISTRIBUTION MANAGERS plan, organise, direct, control and coordinate the supply, storage and distribution of goods produced by organisations.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- determining, implementing and monitoring purchasing, storage and distribution strategies, policies and plans
- preparing and implementing plans to maintain required stock levels at minimum cost
- negotiating contracts with suppliers to meet quality, cost and delivery requirements
- monitoring and reviewing storage and inventory systems to meet supply requirements and control stock levels
- operating 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 requirements for outward goods and associated forwarding transportation
- overseeing the recording of purchase, storage and distribution transactions
- directing staff activities and monitoring their performance

Occupation:

133611 Supply and Distribution Manager

#### **133611 SUPPLY AND DISTRIBUTION MANAGER**

Plans, organises, directs, controls and coordinates the supply, storage and distribution of goods produced by an organisation.

Skill Level: 1

Specialisations:

Logistics Manager  
Logistics Officer (Air Force)  
Ordnance Corps Officer (Army)  
Supply Chain Manager  
Supply Officer (Navy)  
Transport Corps Officer (Army)

## MAJOR GROUP 1 *continued*

### MINOR GROUP 134 EDUCATION, HEALTH AND WELFARE SERVICES MANAGERS

EDUCATION, HEALTH AND WELFARE SERVICES MANAGERS plan, organise, direct, control and coordinate the provision of childcare, health, welfare and education services.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- formulating policies and plans for the operation of childcare, health, welfare and educational establishments, and setting standards and objectives
- developing and implementing programs and services to meet the needs of clients
- directing and coordinating the allocation of resources
- liaising with parents, boards, funding bodies, the community and educational institutions to discuss areas of cooperation and coordination
- directing administrative operations such as budget planning, report preparation, monitoring and controlling expenditure, and student admissions
- selecting, developing and managing the performance of staff
- preparing, or arranging for the preparation of, reports, budgets and forecasts
- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums

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

- 1341 Child Care Centre Managers
- 1342 Health and Welfare Services Managers
- 1343 School Principals
- 1344 Other Education Managers

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1341 CHILD CARE CENTRE MANAGERS

CHILD CARE CENTRE MANAGERS plan, organise, direct, control and coordinate the activities of childcare centres and services including physical and human resources.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- 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
- directing and supervising Child Carers in providing care and supervision for young children
- ensuring the centre is a safe area for children, staff and visitors
- complying with relevant government requirements and standards
- liaising with parents
- maintaining records and accounts for the centre
- recruiting staff and coordinating professional development

Occupation:

134111 Child Care Centre Manager

#### **134111 CHILD CARE CENTRE MANAGER**

Alternative Titles:

Child Care Centre Director

Child Care Coordinator

Plans, organises, directs, controls and coordinates the activities of a childcare centre or service including physical and human resources.

Skill Level: 1

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1342 HEALTH AND WELFARE SERVICES MANAGERS

HEALTH AND WELFARE SERVICES MANAGERS plan, organise, direct, control and coordinate the professional and administrative aspects of health and welfare programs and services.

Nurse Managers are excluded from this unit group. Nurse Managers are included in Unit Group 2543 Nurse Managers.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years of relevant experience. In some instances relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### *Tasks Include:*

- providing overall direction and management for the service, facility, organisation or centre
- developing, implementing and monitoring procedures, policies and standards for medical, nursing, allied health and administrative staff
- coordinating and administering health and welfare programs and clinical services
- monitoring and evaluating resources devoted to health, welfare, recreation, housing, employment, training and other community facilities and centres
- controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services
- liaising with other health and welfare providers, boards and funding bodies to discuss areas of health and welfare service cooperation and coordination
- advising government bodies about measures to improve health and welfare services and facilities
- representing the organisation in negotiations, and at conventions, seminars, public hearings and forums
- controlling selection, training and supervision of staff

#### Occupations:

- 134211 Medical Administrator (Aus) / Medical Superintendent (NZ)
- 134212 Nursing Clinical Director
- 134213 Primary Health Organisation Manager
- 134214 Welfare Centre Manager
- 134299 Health and Welfare Services Managers nec

#### **134211 MEDICAL ADMINISTRATOR (AUS) / MEDICAL SUPERINTENDENT (NZ)**

##### Alternative Title:

Medical Manager

Plans, organises, directs, controls and coordinates medical programs and clinical services in a hospital or other health service facility, maintains standards of medical care, provides leadership to ensure an appropriately skilled medical workforce, and contributes to health service planning.

Skill Level: 1

##### Specialisations:

- Director of Clinical Services
- Director of Medical Services

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1342 HEALTH AND WELFARE SERVICES MANAGERS *continued*

#### 134212 NURSING CLINICAL DIRECTOR

Alternative Titles:

Director of Nursing

Senior Nurse Manager

Plans, organises, directs, controls and coordinates nursing programs and clinical services in a hospital, aged care or other health service facility, maintains standards of nursing care, provides leadership to ensure an appropriately skilled nursing and midwifery workforce, and contributes to health service planning. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Assistant Director of Nursing

Deputy Director of Nursing

Executive Director of Nursing

#### 134213 PRIMARY HEALTH ORGANISATION MANAGER

Plans, organises, directs, controls and coordinates a primary health organisation that provides a broad range of out-of-hospital health services.

Skill Level: 1

#### 134214 WELFARE CENTRE MANAGER

Alternative Title:

Welfare Project Manager

Plans, organises, directs, controls and coordinates a centre, program or project concerned with social welfare support.

Skill Level: 1

#### 134299 HEALTH AND WELFARE SERVICES MANAGERS NEC

This occupation group covers Health and Welfare Services Managers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Director of Pharmacy

Director of Physiotherapy Services

Director of Speech Pathology

Manager of Allied Health Services

Medical Corps Officer (Army)



UNIT GROUP 1343 SCHOOL PRINCIPALS

SCHOOL PRINCIPALS plan, organise, direct, control and coordinate the educational and administrative aspects of primary, middle or intermediate, and secondary schools including physical and human resources.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years of relevant experience (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- determining educational programs based on curricula set by educational authorities
- implementing systems and procedures to monitor school performance and student enrolments
- directing administrative and clerical activities concerning student admissions and educational services
- preparing school budgets and maintaining budgetary controls
- promoting the educational program, and representing schools in the wider community
- supervising the maintenance of school facilities
- enforcing a disciplinary code to create a safe and conducive environment for students and teachers
- organising and implementing methods of raising additional funds in conjunction with parent groups
- controlling selection, training and supervision of staff
- may teach students

Occupation:

134311 School Principal

**134311 SCHOOL PRINCIPAL**

Alternative Title:

Headmaster/mistress

Plans, organises, directs, controls and coordinates the educational and administrative aspects of primary, middle or intermediate and secondary schools including physical and human resources. Registration or licensing is required.

Skill Level: 1

Specialisations:

Middle or Intermediate School Principal

Primary School Principal

Secondary School Principal

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1344 OTHER EDUCATION MANAGERS

OTHER EDUCATION MANAGERS plan, organise, direct, control and coordinate educational policy, and provide advice and educational and administrative support to staff and students in educational institutions.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years of relevant experience. In some instances relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- coordinating the educational, administrative and financial affairs of an educational institution or department within the institution
- researching, developing, implementing, reviewing and evaluating educational and administrative policy
- liaising between educational institutions, parents and the wider community
- providing advice on policy and procedures to staff and students
- consulting with academic and administrative staff to coordinate educational programs
- identifying and addressing present and future needs for student and staff development
- researching educational systems and monitoring and evaluating new developments
- researching and reporting on students' needs arising from curriculum implementation
- developing and delivering training programs for teachers

Occupations:

134411 Faculty Head

134412 Regional Education Manager

134499 Education Managers nec

#### **134411 FACULTY HEAD**

Plans, organises, directs, controls and coordinates the educational and administrative aspects of a department, faculty or school within a university or other tertiary education institution.

Skill Level: 1

Specialisations:

Dean (University)

Head Teacher (TAFE) (Aus)

#### **134412 REGIONAL EDUCATION MANAGER**

Plans, organises, directs, controls and coordinates educational approaches and policy, and curriculum resources and development for preschool, primary, middle or intermediate school, secondary, TAFE or polytechnic teachers and administrators.

Skill Level: 1

Specialisation:

Schools Director

**MAJOR GROUP 1** *continued*

**UNIT GROUP 1344 OTHER EDUCATION MANAGERS** *continued*

**134499 EDUCATION MANAGERS NEC**

This occupation group covers Education Managers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

- Polytechnic Registrar (NZ)
- Project Coordinator (Education)
- TAFE Registrar (Aus)
- University Registrar

## MAJOR GROUP 1 *continued*

### MINOR GROUP 135 ICT MANAGERS

ICT MANAGERS plan, organise, direct, control and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems within organisations.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- analysing information needs and specifying technology to meet those needs
- formulating and directing information and communication technology (ICT) strategies, policies and plans
- directing the selection and installation of ICT resources and the provision of user training
- directing ICT operations and setting priorities between system developments, maintenance and operations
- overseeing the security of ICT systems

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

1351 ICT Managers

UNIT GROUP 1351 ICT MANAGERS

ICT MANAGERS plan, organise, direct, control and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems within organisations.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- analysing information needs and specifying technology to meet those needs
- formulating and directing information and communication technology (ICT) strategies, policies and plans
- directing the selection and installation of ICT resources and the provision of user training
- directing ICT operations and setting priorities between system developments, maintenance and operations
- overseeing the security of ICT systems

Occupations:

135111 Chief Information Officer

135112 ICT Project Manager

135199 ICT Managers nec

**135111 CHIEF INFORMATION OFFICER**

Alternative Title:

Chief Technology Officer

Plans, organises, directs, controls and coordinates the ICT strategies, plans and operations of an organisation to ensure the ICT infrastructure supports the organisation's overall operations and priorities.

Skill Level: 1

**135112 ICT PROJECT MANAGER**

Plans, organises, directs, controls and coordinates quality accredited ICT projects. Accountable for day-to-day operations of resourcing, scheduling, prioritisation and task coordination, and meeting project milestones, objectives and deliverables within agreed timeframes and budgets.

Skill Level: 1

Specialisation:

ICT Development Manager

**135199 ICT MANAGERS NEC**

This occupation group covers ICT Managers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Internet Service Provider

Network Manager

## MAJOR GROUP 1 *continued*

### MINOR GROUP 139 MISCELLANEOUS SPECIALIST MANAGERS

This minor group covers Specialist Managers not elsewhere classified.

It includes Commissioned Officers (Management), and Senior Non-commissioned Defence Force Members.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

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

- 1391 Commissioned Officers (Management)
- 1392 Senior Non-commissioned Defence Force Members
- 1399 Other Specialist Managers

UNIT GROUP 1391 COMMISSIONED OFFICERS (MANAGEMENT)

COMMISSIONED OFFICERS (MANAGEMENT) provide high level management to support the running of organisational, geographical and operational units and sections within the defence forces and fire and police services.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- establishing administrative and operational procedures by 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
- representing the organisation in dealings with other organisations and the public
- controlling the collection and interpretation of management information to monitor performance
- controlling the use of, and accounting for, the assets and facilities of the organisation
- preparing budgets and other management plans
- preparing reports, authorising the release of information, and handling public relations activities

Occupations:

- 139111 Commissioned Defence Force Officer
- 139112 Commissioned Fire Officer
- 139113 Commissioned Police Officer

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1391 COMMISSIONED OFFICERS (MANAGEMENT) *continued*

#### 139111 COMMISSIONED DEFENCE FORCE OFFICER

Provides high level management to support the running of an organisational unit within the Australian or New Zealand Defence Forces.

Skill Level: 1

This occupation includes the following ranks:

Air Force: Flight Lieutenant, Flying Officer, Pilot Officer, Squadron Leader

Army: Captain, Lieutenant, Major, Second Lieutenant

Navy: Lieutenant, Lieutenant Commander, Midshipman, Sub Lieutenant

This occupation excludes Commissioned Defence Force Officers performing duties for which there is a civilian equivalent. These officers are included with the civilian occupation, for example, Nursing Officers are included in Occupation 254499 Registered Nurses nec.

Specialisations:

- Air Defence Officer (Air Force) (Aus)
- Ground Defence Officer (Air Force) (Aus)
- Military Police Officer (Air Force) (NZ)
- Security Police Officer (Air Force) (Aus)
- Armoured Corps Officer (Army)
- Artillery Officer (Army)
- General Service Officer (Army) (Aus)
- Infantry Officer (Army)
- Military Police Officer (Army)
- Special Service Officer (Army) (Aus)
- Military Police Officer (Navy) (NZ)
- Observer (Navy)

#### 139112 COMMISSIONED FIRE OFFICER

Provides high level management to support the running of a geographical or operational section of a fire service.

Skill Level: 1

Specialisations:

- Fire Investigator
- Inspector (Fire Services)

#### 139113 COMMISSIONED POLICE OFFICER

Provides high level management to support the running of a geographical or operational section of a police service.

Skill Level: 1



## MAJOR GROUP 1 *continued*

### UNIT GROUP 1392 SENIOR NON-COMMISSIONED DEFENCE FORCE MEMBERS

SENIOR NON-COMMISSIONED DEFENCE FORCE MEMBERS implement and enforce directives of commissioned officers of the Australian and New Zealand Defence Forces.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- supervising a small group of subordinates
- maintaining discipline of subordinates
- monitoring the morale, welfare and behaviour of subordinates, and advising commanding officers accordingly
- instructing subordinates in dress, deportment, demeanour, behaviour, drill and devotion to duty to maintain military standards
- conducting military drills and inspections
- teaching military traditions and customs

#### Occupation:

139211 Senior Non-commissioned Defence Force Member

#### **139211 SENIOR NON-COMMISSIONED DEFENCE FORCE MEMBER**

Implements and enforces directives of commissioned officers of the Australian or New Zealand Defence Forces.

Skill Level: 1

This occupation includes the following ranks:

Air Force: Flight Sergeant, Sergeant, Warrant Officer, Warrant Officer of the Air Force

Army: Regimental Sergeant Major of the Army, Sergeant, Warrant Officer Class 1, Warrant Officer Class 2

Navy: Chief Petty Officer, Petty Officer, Warrant Officer, Warrant Officer of the Navy

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1399 OTHER SPECIALIST MANAGERS

This unit group covers Specialist Managers not elsewhere classified.

It includes Arts Administrators or Managers, Environmental Managers, Laboratory Managers, Quality Assurance Managers and Sports Administrators.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Occupations:

- 139911 Arts Administrator or Manager
- 139912 Environmental Manager
- 139913 Laboratory Manager
- 139914 Quality Assurance Manager
- 139915 Sports Administrator
- 139999 Specialist Managers nec

#### **139911 ARTS ADMINISTRATOR OR MANAGER**

Plans, organises, directs, controls, coordinates and promotes artistic and cultural policies, programs, projects and services.

Skill Level: 1

Specialisations:

- Art Gallery Director
- Community Arts Centre Manager
- Cultural Centre Manager

#### **139912 ENVIRONMENTAL MANAGER**

Plans, organises, directs, controls and coordinates the development and implementation of an environmental management system within an organisation by identifying, solving and alleviating environmental issues, such as pollution and waste treatment, in compliance with environmental legislation and to ensure corporate sustainable development.

Skill Level: 1

#### **139913 LABORATORY MANAGER**

Plans, organises, directs, controls and coordinates the operations of a research or production laboratory.

Skill Level: 1

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1399 OTHER SPECIALIST MANAGERS *continued*

#### 139914 QUALITY ASSURANCE MANAGER

Alternative Title:

Quality Facilitator

Plans, organises, directs, controls and coordinates the deployment of quality systems and certification processes within an organisation.

Skill Level: 1

Specialisation:

Quality Certification Manager (NZ)

#### 139915 SPORTS ADMINISTRATOR

Plans, organises, directs, controls, coordinates and promotes sport and recreational activities, and develops related policies.

Skill Level: 1

#### 139999 SPECIALIST MANAGERS NEC

This occupation group covers Specialist Managers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Airport Manager

Ambassador

Archbishop

Bishop

Harbour Master

## MAJOR GROUP 1 *continued*

### SUB-MAJOR GROUP 14 HOSPITALITY, RETAIL AND SERVICE MANAGERS

HOSPITALITY, RETAIL AND SERVICE MANAGERS organise and control the operations of establishments which provide accommodation, hospitality, retail and other services.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- planning and organising special functions, sporting, gaming and entertainment activities and the range and mix of products, stock levels and service standards
- promoting and selling goods and services
- observing liquor, gaming, health and other laws and regulations
- developing and reviewing policies, programs and procedures concerning customer relations and goods and services provided
- promoting facilities, conferences, conventions and trade shows to potential customers
- organising the purchase and maintenance of transport vehicles, equipment and fuel, and transporting goods
- controlling the selection, training and supervision of staff
- ensuring compliance with occupational health and safety regulations

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

141 Accommodation and Hospitality Managers

142 Retail Managers

149 Miscellaneous Hospitality, Retail and Service Managers

## MAJOR GROUP 1 *continued*

### MINOR GROUP 141 ACCOMMODATION AND HOSPITALITY MANAGERS

ACCOMMODATION AND HOSPITALITY MANAGERS organise and control the operations of establishments which provide accommodation and hospitality services.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- planning and organising special functions, sporting, gaming and entertainment activities
- directing and overseeing reservation, reception, room service and housekeeping activities
- observing liquor, gaming, health and other laws and regulations
- monitoring quality at all stages of preparation and presentation of food and services
- controlling the selection, training and supervision of staff
- ensuring compliance with occupational health and safety regulations

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

- 1411 Cafe and Restaurant Managers
- 1412 Caravan Park and Camping Ground Managers
- 1413 Hotel and Motel Managers
- 1414 Licensed Club Managers
- 1419 Other Accommodation and Hospitality Managers

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1411 CAFE AND RESTAURANT MANAGERS

CAFE AND RESTAURANT MANAGERS organise and control the operations of cafes, restaurants and related establishments to provide dining and catering services.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- planning menus in consultation with Chefs
- planning and organising special functions
- arranging the purchasing and pricing of goods according to budget
- maintaining records of stock levels and financial transactions
- ensuring dining facilities comply with health regulations and are clean, functional and of suitable appearance
- conferring with customers to assess their satisfaction with meals and service
- selecting, training and supervising waiting and kitchen staff
- may take reservations, greet guests and assist in taking orders

Occupation:

141111 Cafe or Restaurant Manager

#### **141111 CAFE OR RESTAURANT MANAGER**

Alternative Titles:

Food and Beverage Manager

Restaurateur

Organises and controls the operations of a cafe, restaurant or related establishment to provide dining and catering services.

Skill Level: 2

Specialisations:

Bistro Manager

Canteen Manager

Caterer

Internet Cafe Manager

Mess Supervisor

Steward (Navy)

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1412 CARAVAN PARK AND CAMPING GROUND MANAGERS

CARAVAN PARK AND CAMPING GROUND MANAGERS organise and control the operations of caravan parks and camping grounds to provide accommodation and leisure services.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- taking reservations, registering guests, assigning accommodation and collecting payments
- arranging cleaning and maintenance of caravans, cabins, amenities blocks, recreation facilities and grounds
- informing guests of local tourist attractions and recreational facilities
- attending to complaints lodged by customers
- liaising with local government to ensure compliance with laws, regulations and ordinances
- may operate an on-site shop, cafe or restaurant for guests
- may sign, supervise and enforce terms of tenancy agreements in accordance with legislation and may obtain enforcement orders where tenants are in breach of requirements
- may act as licensee for the purchase and sale of liquor

Occupation:

141211 Caravan Park and Camping Ground Manager

#### **141211 CARAVAN PARK AND CAMPING GROUND MANAGER**

Organises and controls the operations of a caravan park and camping ground to provide accommodation and leisure services. Registration or licensing may be required.

Skill Level: 2

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1413 HOTEL AND MOTEL MANAGERS

HOTEL AND MOTEL MANAGERS organise and control the operations of hotels and motels to provide guest accommodation, meals and other services.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- directing and overseeing reservation, reception, room service and housekeeping activities
- supervising security arrangements, and garden and property maintenance
- planning and supervising bar, restaurant, function and conference activities
- observing liquor, gaming, and other laws and regulations
- assessing and reviewing customer satisfaction
- overseeing accounting and purchasing activities
- ensuring compliance with occupational health and safety regulations
- may provide guests with local tourism information, and arrange tours and transportation

Occupation:

141311 Hotel or Motel Manager

#### **141311 HOTEL OR MOTEL MANAGER**

Alternative Titles:

Hotelier

Publican

Organises and controls the operations of a hotel or motel to provide guest accommodation, meals and other services. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Duty Manager (Hotel)

Resort Manager



UNIT GROUP 1414 LICENSED CLUB MANAGERS

LICENSED CLUB MANAGERS organise and control the operations of licensed clubs to provide food, beverages, gaming, entertainment, sporting and other amenities for members.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- planning and supervising bar, restaurant and function services
- planning, booking and supervising sporting, gaming and entertainment activities
- supervising security arrangements and property maintenance
- arranging member subscriptions
- observing liquor, gaming, health 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
- assessing and reviewing member satisfaction and preferences
- liaising with community groups sponsored and assisted by the club
- selecting, training and supervising staff

Occupation:

141411 Licensed Club Manager

**141411 LICENSED CLUB MANAGER**

Alternative Title:

Club Licensee

Organises and controls the operations of a licensed club to provide food, beverages, gaming, entertainment, sporting and other amenities for members. Registration or licensing is required.

Skill Level: 2

Specialisations:

Gaming Manager

Nightclub Manager

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1419 OTHER ACCOMMODATION AND HOSPITALITY MANAGERS

This unit group covers Accommodation and Hospitality Managers not elsewhere classified.

It includes Bed and Breakfast Operators.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

Occupations:

141911 Bed and Breakfast Operator

141999 Accommodation and Hospitality Managers nec

#### **141911 BED AND BREAKFAST OPERATOR**

Organises and controls the operations of a bed and breakfast to provide a short term, highly personalised accommodation and leisure service for guests including breakfast. Ensures guests' needs, wants and comfort are satisfied during their stay. Registration or licensing may be required.

Skill Level: 2

#### **141999 ACCOMMODATION AND HOSPITALITY MANAGERS NEC**

This occupation group covers Accommodation and Hospitality Managers not elsewhere classified. Registration or licensing may be required.

Skill Level: 2

Occupations in this group include:

Backpackers Manager

Boarding House Manager

Casino Duty Manager

Guest House Manager

Hostel Manager

Reception Centre Manager

Retirement Village Manager

## MAJOR GROUP 1 *continued*

### MINOR GROUP 142 RETAIL MANAGERS

RETAIL MANAGERS organise and control the operations of establishments which provide retail services.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- determining product mix, stock levels and service standards
- formulating and implementing purchasing and marketing policies, and setting prices
- promoting and advertising the establishment's goods and services
- selling goods and services to customers and advising them on product use
- maintaining records of stock levels and financial transactions
- undertaking budgeting for the establishment
- controlling selection, training and supervision of staff
- ensuring compliance with occupational health and safety regulations

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

1421 Retail Managers

UNIT GROUP 1421 RETAIL MANAGERS

RETAIL MANAGERS organise and control the operations of establishments which provide retail services.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- determining product mix, stock levels and service standards
- formulating and implementing purchasing and marketing policies, and setting prices
- promoting and advertising the establishment's goods and services
- selling goods and services to customers and advising them on product use
- maintaining records of stock levels and financial transactions
- undertaking budgeting for the establishment
- controlling selection, training and supervision of staff
- ensuring compliance with occupational health and safety regulations

Occupations:

- 142111 Retail Manager (General)
- 142112 Antique Dealer
- 142113 Betting Agency Manager
- 142114 Hair or Beauty Salon Manager
- 142115 Post Office Manager
- 142116 Travel Agency Manager

**142111 RETAIL MANAGER (GENERAL)**

Alternative Titles:

- Retail Store Manager
- Shop Manager

Organises and controls the operations of a retail trading establishment.

Retail Pharmacists are excluded from this occupation. Retail Pharmacists are included in Unit Group 2515 Pharmacists, in Occupation 251513 Retail Pharmacist.

Skill Level: 2

Specialisations:

- Newsagent
- Snack Bar Manager

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1421 RETAIL MANAGERS *continued*

#### 142112 ANTIQUE DEALER

Buys and sells antiques such as furniture, art, jewellery and china. May also clean, restore and value antiques. Registration or licensing may be required.

Skill Level: 2

#### 142113 BETTING AGENCY MANAGER

Organises and controls the operations of a branch of a betting agency. Registration or licensing is required.

Skill Level: 2

#### 142114 HAIR OR BEAUTY SALON MANAGER

Organises and controls the operations of a hairdressing or beauty salon. Registration or licensing may be required.

Skill Level: 2

#### 142115 POST OFFICE MANAGER

Organises and controls the operations of a post office.

Skill Level: 2

#### 142116 TRAVEL AGENCY MANAGER

Organises and controls the operations of a travel agency. Registration or licensing may be required.

Skill Level: 2

## MAJOR GROUP 1 *continued*

### MINOR GROUP 149 MISCELLANEOUS HOSPITALITY, RETAIL AND SERVICE MANAGERS

This minor group covers Hospitality, Retail and Service Managers not elsewhere classified.

It includes Amusement, Fitness and Sports Centre Managers, Call or Contact Centre and Customer Service Managers, Conference and Event Organisers, and Transport Services Managers.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

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

- 1491 Amusement, Fitness and Sports Centre Managers
- 1492 Call or Contact Centre and Customer Service Managers
- 1493 Conference and Event Organisers
- 1494 Transport Services Managers
- 1499 Other Hospitality, Retail and Service Managers

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1491 AMUSEMENT, FITNESS AND SPORTS CENTRE MANAGERS

AMUSEMENT, FITNESS AND SPORTS CENTRE MANAGERS organise, control and promote the activities, facilities and resources of amusement, fitness and sports centres.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- planning and organising the range and mix of entertainment, attractions, amusement machines and fitness programs to be offered by the centre
- organising publicity to promote facilities and attract clients
- scheduling games and competitions
- selecting, training and supervising staff
- ensuring facilities are properly maintained and conform to safety standards
- may undertake coaching, fitness instruction and training of clients
- may plan and organise catering facilities

Occupations:

149111 Amusement Centre Manager

149112 Fitness Centre Manager

149113 Sports Centre Manager

#### **149111 AMUSEMENT CENTRE MANAGER**

Alternative Title:

Entertainment Centre Manager

Organises, controls and promotes the activities, facilities and resources of an amusement centre, showground or theme park.

Skill Level: 2

Specialisations:

Bridge Club Manager

Fairground Operator

Video Arcade Manager

#### **149112 FITNESS CENTRE MANAGER**

Organises, controls and promotes the activities, facilities and resources of a fitness centre. May coach, instruct and train clients.

Skill Level: 2

**MAJOR GROUP 1** *continued*

**UNIT GROUP 1491 AMUSEMENT, FITNESS AND SPORTS CENTRE MANAGERS**  
*continued*

**149113 SPORTS CENTRE MANAGER**

Organises, controls and promotes the activities, facilities and resources of a sports centre.

Skill Level: 2

Specialisations:

- Aquatic Centre Manager
- Golf Course Manager
- Indoor Sports Centre Manager
- Squash Centre Manager
- Stadium Manager
- Tennis Centre Manager
- Ten Pin Bowling Centre Manager



## MAJOR GROUP 1 *continued*

### UNIT GROUP 1492 CALL OR CONTACT CENTRE AND CUSTOMER SERVICE MANAGERS

CALL OR CONTACT CENTRE AND CUSTOMER SERVICE MANAGERS organise and control the operations of call or contact centres, review customer services, and maintain sound customer relations.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- developing and reviewing policies, programs and procedures concerning customer relations and goods and services provided
- ensuring operational efficiency within a call centre
- providing direction and feedback to team members and assisting with recruitment
- managing, motivating and developing staff providing customer services
- planning and implementing after-sales services to follow up customer satisfaction, ensure performance of goods purchased, and modify and improve services provided
- liaising with other organisational units, service agents and customers to identify and respond to customer expectations
- may work in a call centre

Occupations:

149211 Call or Contact Centre Manager

149212 Customer Service Manager

#### **149211 CALL OR CONTACT CENTRE MANAGER**

Organises and controls the operations of a call or contact centre. May work in a call centre.

Skill Level: 2

#### **149212 CUSTOMER SERVICE MANAGER**

Alternative Titles:

Client Service Manager

Service Manager

Plans, administers and reviews customer services and after-sales services, and maintains sound customer relations.

Skill Level: 2

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1493 CONFERENCE AND EVENT ORGANISERS

CONFERENCE AND EVENT ORGANISERS organise and coordinate services for conferences, events, functions, banquets and seminars.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- promoting conferences, conventions and trade shows to potential customers
- responding to inquiries concerning services provided and costs for room and equipment hire, catering and related services
- meeting with clients to discuss their needs and outlining package options to meet these needs
- arranging and coordinating services, such as conference facilities, catering, signage, displays, audiovisual equipment, accommodation, transport and social events, for participants
- organising registration of participants
- negotiating the type and costs of services to be provided within budget
- overseeing work by contractors and reporting on variations to work orders

Occupation:

149311 Conference and Event Organiser

#### **149311 CONFERENCE AND EVENT ORGANISER**

Alternative Title:

Event Management Consultant

Organises and coordinates services for conferences, events, functions, banquets and seminars.

Skill Level: 2

Specialisations:

Event Planner

Exhibition Organiser

Wedding Coordinator

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1494 TRANSPORT SERVICES MANAGERS

TRANSPORT SERVICES MANAGERS organise and control the buying and selling of vehicles for rental agencies and coordinates the leasing of vehicles, the operations of railway stations, and the operations of enterprises that operate fleets of vehicles to transport goods and passengers.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

#### *Tasks Include:*

- organising the purchase and maintenance of transport vehicles, equipment and fuel
- liaising with clients to determine requirements and providing customers with advice and information regarding vehicle type, purchase or hire rates and obligations and handling complaints
- receiving orders and bookings, and planning and implementing transportation schedules
- ensuring goods are stored and transported in conditions that will maintain their quality
- arranging collection and delivery of vehicles and goods
- maintaining business records and preparing operational statements and reports
- coordinating activities associated with the arrival, departure, loading and unloading of trains
- ensuring compliance with occupational health and safety regulations

Occupations:

149411 Fleet Manager

149412 Railway Station Manager

149413 Transport Company Manager

#### **149411 FLEET MANAGER**

Organises and controls the buying and selling of vehicles for rental agencies and coordinates the leasing of vehicles. Registration or licensing may be required.

Skill Level: 2

#### **149412 RAILWAY STATION MANAGER**

Organises and controls the operations of a railway station.

Skill Level: 2

**MAJOR GROUP 1** *continued*

**UNIT GROUP 1494 TRANSPORT SERVICES MANAGERS** *continued*

**149413 TRANSPORT COMPANY MANAGER**

Organises and controls the operations of an enterprise that operates a fleet of vehicles to transport goods and passengers. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Bus Company Manager

Car Rental Agency Manager

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1499 OTHER HOSPITALITY, RETAIL AND SERVICE MANAGERS

This unit group covers Hospitality, Retail and Service Managers not elsewhere classified.

It includes Boarding Kennel or Cattery Operators, Cinema or Theatre Managers, Facilities Managers and Financial Institution Branch Managers.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

Occupations:

- 149911 Boarding Kennel or Cattery Operator
- 149912 Cinema or Theatre Manager
- 149913 Facilities Manager
- 149914 Financial Institution Branch Manager
- 149999 Hospitality, Retail and Service Managers nec

#### **149911 BOARDING KENNEL OR CATTERY OPERATOR**

Organises and controls the operations of an establishment which offers temporary boarding for dogs and cats.

Skill Level: 2

#### **149912 CINEMA OR THEATRE MANAGER**

Organises and controls the operations of a cinema or theatre. Registration or licensing may be required.

Skill Level: 2

#### **149913 FACILITIES MANAGER**

Alternative Title:

Building Manager

Organises, controls and coordinates the strategic and operational management of facilities in a public or private organisation.

Skill Level: 2

Specialisation:

Shopping Centre Manager

## MAJOR GROUP 1 *continued*

### UNIT GROUP 1499 OTHER HOSPITALITY, RETAIL AND SERVICE MANAGERS *continued*

#### 149914 FINANCIAL INSTITUTION BRANCH MANAGER

Organises and controls the general operational activities of a branch of a bank, building society, credit union or similar financial institution.

Skill Level: 2

Specialisations:

Bank Manager

Building Society Manager

Credit Union Manager

#### 149999 HOSPITALITY, RETAIL AND SERVICE MANAGERS NEC

This occupation group covers Hospitality, Retail and Service Managers not elsewhere classified. Registration or licensing may be required.

Skill Level: 2

Occupations in this group include:

Abattoir Manager

Brothel Keeper

Equipment Hire Manager

Laundrette Owner

Marina Manager

Nursing Agency Manager

Taxi Proprietor

Weight Loss Centre Manager

## MAJOR GROUP **2** PROFESSIONALS .....

PROFESSIONALS perform analytical, conceptual and creative tasks through the application of theoretical knowledge and experience in the fields of the arts, media, business, design, engineering, the physical and life sciences, transport, education, health, information and communication technology, the law, social sciences and social welfare.

### *Indicative Skill Level:*

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

- Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or
- AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

#### *In New Zealand:*

- Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or
- NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2).

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Some occupations, such as those in Sub-Major Group 21 Arts and Media Professionals, require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

### *Tasks Include:*

- communicating ideas through language, printed and electronic media, and artistic media including the visual and performing arts
- analysing, planning, developing and implementing programs and solutions to resolve business and economic problems
- providing services in financial accounting, human resource development, publicity and marketing, and the efficient operation of organisations
- flying aircraft, and controlling and directing the operation of ships, boats and marine equipment
- conducting and analysing research to extend the body of knowledge in the field of the sciences and developing techniques to apply this knowledge
- designing products, buildings and other physical structures, and engineering systems
- researching and developing curricula, and teaching students in a range of educational settings
- designing, implementing, testing and maintaining technologies and services that enable information to be accessed, stored, manipulated, processed, and disseminated
- identifying, treating, and advising on, health, social, and personal issues
- advising clients on legal matters

## MAJOR GROUP 2 *continued*

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

- 21 Arts and Media Professionals
- 22 Business, Human Resource and Marketing Professionals
- 23 Design, Engineering, Science and Transport Professionals
- 24 Education Professionals
- 25 Health Professionals
- 26 ICT Professionals
- 27 Legal, Social and Welfare Professionals



## MAJOR GROUP 2 *continued*

### SUB-MAJOR GROUP 21 ARTS AND MEDIA PROFESSIONALS

ARTS AND MEDIA PROFESSIONALS communicate ideas, impressions and factual information through printed, electronic, visual and performance media, and produce, direct and present film, television, radio and stage productions.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be 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 (ANZSCO Skill Level 1).

#### *Tasks Include:*

- conceiving and developing ideas, styles, characters, emotions and themes and translating them through artistic presentation
- composing music and dance routines and creating visual art forms such as paintings, pictures and sculptures
- writing, reviewing and editing journalistic copy, literary works, musical compositions, and film, television and radio scripts
- presenting information and producing, directing and performing various kinds of entertainment

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

- 211 Arts Professionals
- 212 Media Professionals

MINOR GROUP 211 ARTS PROFESSIONALS

ARTS PROFESSIONALS communicate ideas, impressions and facts in a range of media to achieve particular effects, and interpret compositions such as a musical scores and scripts for performance.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Some occupations in this minor group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

*Tasks Include:*

- conceiving and developing ideas, styles, characters, emotions and themes and translating them through artistic presentation
- reading scripts and undertaking research to gain understanding of parts, themes and characterisations
- composing music and dance routines and creating visual forms such as paintings, pictures and sculptures
- learning lines, parts, cues, dance routines and music
- performing music, dances, dramatic roles and other parts for audience entertainment
- transporting and setting up photographic equipment, and taking photographs

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

- 2111 Actors, Dancers and Other Entertainers
- 2112 Music Professionals
- 2113 Photographers
- 2114 Visual Arts and Crafts Professionals

UNIT GROUP 2111 ACTORS, DANCERS AND OTHER ENTERTAINERS

ACTORS, DANCERS AND OTHER ENTERTAINERS entertain by portraying roles in productions, performing and composing dances, and performing a variety of other acts.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. 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 (ANZSCO Skill Level 1).

*Tasks Include:*

- reading scripts and undertaking research to gain understanding of parts, themes and characterisations
- learning lines and cues, rehearsing parts, and applying vocal and movement skills to the development of characterisation
- preparing for performances through rehearsals under the instruction and guidance of production directors
- acting parts and portraying roles as developed in rehearsals in film, television, radio and stage productions
- practising dance routines and interpreting the choreographic content of the production
- performing dances for audience entertainment, coordinating body movements and facial expression, usually with musical accompaniment
- composing and notating ballet compositions and other dance routines
- creating and performing individual performance routines
- rehearsing, auditioning and travelling between entertainment venues

Occupations:

- 211111 Actor
- 211112 Dancer or Choreographer
- 211113 Entertainer or Variety Artist
- 211199 Actors, Dancers and Other Entertainers nec

**211111 ACTOR**

Entertains by portraying roles in film, television, radio and stage productions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

- Mime Artist
- Voice-over Artist

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2111 ACTORS, DANCERS AND OTHER ENTERTAINERS *continued*

#### 211112 DANCER OR CHOREOGRAPHER

Entertains by performing dances, or creates dance compositions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

- Ballet Dancer
- Contemporary or Modern Dancer
- Exotic Dancer

#### 211113 ENTERTAINER OR VARIETY ARTIST

Entertains by performing a variety of acts using a mix of acting, singing, dance and movement skills. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

- Busker
- Circus Artist
- Clown
- Comedian
- Magician/Illusionist
- Puppeteer
- Ventriloquist

#### 211199 ACTORS, DANCERS AND OTHER ENTERTAINERS NEC

This occupation group covers Actors, Dancers and Other Entertainers not elsewhere classified. This occupation group requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Occupations in this group include:

- Disc Jockey (Nightclub)
- Motivational Speaker
- Performance Artist
- Public Speaker
- Stunt Performer

UNIT GROUP 2112 MUSIC PROFESSIONALS

MUSIC PROFESSIONALS write, arrange, orchestrate, conduct and perform musical compositions.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. 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 (ANZSCO Skill Level 1).

*Tasks Include:*

- 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
- undertaking research and liaising with clients when composing musical backing for television commercials, popular recordings, and radio, television and film productions
- auditioning and selecting musicians and Singers
- selecting music for performances and assigning instrumental parts to musicians
- directing musical groups at rehearsals and performances to achieve desired effects such as tonal and harmonic balance, rhythm and tempo
- studying and rehearsing repertoire and musical scores prior to performances
- playing music in recital, as an accompanist, or as a member of an orchestra, band or other musical group, from score and by memory
- performing music and songs according to interpretation, direction and style of presentation, using highly developed aural skills to reproduce music

Occupations:

- 211211 Composer
- 211212 Music Director
- 211213 Musician (Instrumental)
- 211214 Singer
- 211299 Music Professionals nec

**211211 COMPOSER**

Writes new and rearranges existing musical compositions such as songs, operas, symphonies, musical scores and advertising jingles. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

- Orchestrator
- Music Arranger
- Songwriter

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2112 MUSIC PROFESSIONALS *continued*

#### 211212 MUSIC DIRECTOR

Conducts choirs, orchestras, bands, ensembles, opera companies and musical performances. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

- Band Leader
- Choral Director
- Orchestra Conductor

#### 211213 MUSICIAN (INSTRUMENTAL)

Alternative Title:

Instrumentalist

Entertains by playing one or more musical instruments. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

- Drummer
- Guitarist
- Pianist
- Violinist

#### 211214 SINGER

Alternative Title:

Vocalist

Entertains by singing songs. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

- Band Singer
- Chorister
- Commercial Singer (Advertising)
- Jazz Singer
- Opera Singer
- Pop Singer
- Rock Singer

**MAJOR GROUP 2** *continued*

**UNIT GROUP 2112 MUSIC PROFESSIONALS** *continued*

**211299 MUSIC PROFESSIONALS NEC**

This occupation group covers Music Professionals not elsewhere classified.

Skill Level: 1

Occupations in this group include:

- Ethnomusicologist
- Music Copyist
- Music Researcher

UNIT GROUP 2113 PHOTOGRAPHERS

PHOTOGRAPHERS operate still cameras to take photographs.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. 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 (ANZSCO Skill Level 1).

*Tasks Include:*

- consulting with clients to determine objectives of photographic assignments
- studying requirements of assignment and selecting type of camera, film, filter and lighting
- working from a studio, and transporting and setting up equipment at assigned locations
- measuring light levels and determining exposure
- adjusting camera angles, aperture settings and subjects to achieve desired composition
- adjusting lighting and filters to accentuate highlights and colours
- mixing photographic chemicals, processing film and developing prints
- manipulating images using digital imaging techniques and creative darkroom techniques such as adjusting exposure and development times
- may make enlarged prints, and mount and frame prints

Occupation:

211311 Photographer

**211311 PHOTOGRAPHER**

Operates a still camera to take photographs. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Specialisations:

Fashion Photographer  
Landscape Photographer  
News Photographer  
Photographic Artist  
Portrait Photographer  
Sports Photographer  
Technical Photographer



UNIT GROUP 2114 VISUAL ARTS AND CRAFTS PROFESSIONALS

VISUAL ARTS AND CRAFTS PROFESSIONALS create visual two- and three-dimensional concepts and forms through painting, drawing, carving, sculpting, modelling, printmaking, video, multimedia, found objects, ephemera, soundscapes and other media to communicate concepts and ideas.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. 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 (ANZSCO Skill Level 1).

*Tasks Include:*

- conceiving and developing ideas, designs and styles for paintings, drawings, pottery pieces and sculptures
- arranging objects, positioning models, and selecting landscapes and other visual forms according to chosen subject matter
- selecting artistic media, method and materials
- applying media to surfaces using appropriate techniques
- moulding clay into functional and artistic articles by wheel-throwing, moulding and hand-building
- mixing glazing materials and applying glazes to dried pottery by dipping and painting
- placing finished and decorated pieces in kilns
- sketching designs of proposed sculptures, and making wax and plaster models
- devising forms from metal using welding and metalworking equipment, and from stone using masonry tools
- carving and forming materials to desired shape using hand and power tools

Occupations:

- 211411 Painter (Visual Arts)
- 211412 Potter or Ceramic Artist
- 211413 Sculptor
- 211499 Visual Arts and Crafts Professionals nec

**211411 PAINTER (VISUAL ARTS)**

Alternative Title:

Painter (Artistic)

Conceives and creates visual art forms, such as pictures, abstract designs and similar compositions, to communicate impressions and ideas. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

**211412 POTTER OR CERAMIC ARTIST**

Conceives and creates functional or artistic articles by moulding clay, glass and other fusible materials using hand-building and wheel techniques. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2114 VISUAL ARTS AND CRAFTS PROFESSIONALS *continued*

#### 211413 SCULPTOR

Conceives and creates three-dimensional forms to communicate impressions and ideas by carving or modelling materials, such as wood, stone, clay and metal, or assembling found and manufactured materials. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

#### 211499 VISUAL ARTS AND CRAFTS PROFESSIONALS NEC

This occupation group covers Visual Arts and Crafts Professionals not elsewhere classified. This occupation group requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Skill Level: 1

Occupations in this group include:

- Ephemeral Artist
- Leadlighter
- Multimedia Artist
- New Media Artist
- Textile Artist

MINOR GROUP 212 MEDIA PROFESSIONALS

MEDIA PROFESSIONALS direct and produce film, television, radio and stage productions, present programs on radio and television, write and edit literary works and scripts, and research, write and edit news reports, articles and material for advertising.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- managing artistic and media productions to meet quality, cost and timing specifications
- studying scripts and scenarios to determine theme and setting, and assessing staging, production and technical requirements
- preparing and presenting news, sports and other information, conducting interviews and introducing music, guests and special events on radio and television
- writing literary works for publication and scripts for film, television, radio and stage productions
- gathering facts about newsworthy events, and writing news reports, commentaries and feature stories for presentation in print and electronic media
- reviewing written material to ensure consistency in style, grammar and content, and coherence of story

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

- 2121 Artistic Directors, and Media Producers and Presenters
- 2122 Authors, and Book and Script Editors
- 2123 Film, Television, Radio and Stage Directors
- 2124 Journalists and Other Writers

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2121 ARTISTIC DIRECTORS, AND MEDIA PRODUCERS AND PRESENTERS

ARTISTIC DIRECTORS, AND MEDIA PRODUCERS AND PRESENTERS plan, administer and review activities concerned with producing artistic media, determine artistic policies for performing arts organisations, prepare and present news, sports and other information, and conduct interviews and introduce music, performances and special events on radio and television.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. Artistic Directors and Media Producers (excluding Video) require relevant experience in addition to the formal qualification. Radio and Television Presenters require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience (ANZSCO Skill Level 1).

#### *Tasks Include:*

- managing artistic and media productions to meet quality, cost and timing specifications
- formulating and developing organisations' artistic policies and selecting and planning organisations' artistic programs
- hiring and managing artistic staff
- controlling the use of media production facilities such as studios and editing equipment, stage and film equipment and rehearsal time
- directing the formulation of media production strategies, policies and plans
- introducing programs, music, entertainment items, guests and celebrities
- preparing and reading news bulletins, making special announcements and providing commentary for sports and other events
- presenting opinions on sports, politics, and social and economic matters
- researching, investigating and compiling stories and programs

#### Occupations:

- 212111 Artistic Director
- 212112 Media Producer (excluding Video)
- 212113 Radio Presenter
- 212114 Television Presenter

#### **212111 ARTISTIC DIRECTOR**

Determines and oversees implementation of artistic policies for a performing arts organisation such as a theatre company, dance company, music ensemble, festival or venue.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2121 ARTISTIC DIRECTORS, AND MEDIA PRODUCERS AND PRESENTERS *continued*

#### 212112 MEDIA PRODUCER (EXCLUDING VIDEO)

Plans, administers and reviews activities concerned with publishing, or the production of films, television or radio programs, theatre, music, festivals or other artistic activities.

Skill Level: 1

Specialisations:

Executive Producer

Film Producer

Stage Producer

Television Producer

#### 212113 RADIO PRESENTER

Alternative Title:

Radio Announcer

Prepares and presents news, sports or other information, conducts interviews, and introduces music, performances and special events on radio. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1

Specialisations:

Disc Jockey (Radio)

Talkback Host

Tourism Radio Presenter

#### 212114 TELEVISION PRESENTER

Alternative Titles:

Commentator (Television)

Compere (Television)

Prepares and presents news, sports or other information, conducts interviews, and introduces music, performances and special events on television. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2122 AUTHORS, AND BOOK AND SCRIPT EDITORS

AUTHORS, AND BOOK AND SCRIPT EDITORS write, edit and evaluate literary works for publication and scripts for film, television, radio and stage productions.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. 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 (ANZSCO Skill Level 1).

#### *Tasks Include:*

- creating and developing ideas and themes for written works, such as novels, plays, musicals, screen productions, educational texts, information texts and multimedia products
- researching subject matter through original and 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, and ensuring coherence of style and development of theme, plot and characterisation
- advising publishers about potential of works 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 film, television, radio and stage productions
- directing the preparation of scripts to be read by announcers to introduce and connect parts of musicals, news, sports and special events programs

Occupations:

212211 Author

212212 Book or Script Editor

#### **212211 AUTHOR**

Produces literary or other written work for publication or performance. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1

Specialisations:

Novelist

Playwright

Poet

Screenwriter

Script Writer

#### **212212 BOOK OR SCRIPT EDITOR**

Evaluates manuscripts of books or scripts to determine suitability for publication or production, and edits and supervises material in preparation for publication or for production on film, television, radio or stage.

Skill Level: 1

Specialisations:

Dramaturge

Script Coordinator

UNIT GROUP 2123 FILM, TELEVISION, RADIO AND STAGE DIRECTORS

FILM, TELEVISION, RADIO AND STAGE DIRECTORS direct the artistic and production aspects of film, television, radio and stage productions.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. 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 (ANZSCO Skill Level 1).

*Tasks Include:*

- studying scripts and scenarios to determine theme and setting
- assessing locations and staging requirements for productions in association with specialist designers
- overseeing creative aspects of film, television, radio and stage productions
- determining lighting, film, shutter angles, filter factors, camera distance, depth of field and focus, angles of view and other variables to achieve desired mood and effect
- viewing film and video tape to evaluate and select scenes and determine which scenes need to be re-shot
- planning and organising the preparation and presentation of programs
- supervising the positioning of scenery, props and lighting and sound equipment
- assessing technical requirements of productions by studying scripts and discussing program content, set locations and stage directions with production team
- creating, planning, writing scripts for, recording, videotaping and editing programs

Occupations:

- 212311 Art Director (Film, Television or Stage)
- 212312 Director (Film, Television, Radio or Stage)
- 212313 Director of Photography
- 212314 Film and Video Editor
- 212315 Program Director (Television or Radio)
- 212316 Stage Manager
- 212317 Technical Director
- 212318 Video Producer
- 212399 Film, Television, Radio and Stage Directors nec

**212311 ART DIRECTOR (FILM, TELEVISION OR STAGE)**

Alternative Title:

Production Designer

Plans, organises and controls artistic aspects of film, television or stage productions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2123 FILM, TELEVISION, RADIO AND STAGE DIRECTORS

*continued*

#### **212312 DIRECTOR (FILM, TELEVISION, RADIO OR STAGE)**

Interprets and approves selection of scripts, and directs and instructs cast and crew during filming, recording or performance of productions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1

#### **212313 DIRECTOR OF PHOTOGRAPHY**

Alternative Title:

Cinematographer

Plans, directs and coordinates filming to control the quality and style of photography in films or videos.

Skill Level: 1

#### **212314 FILM AND VIDEO EDITOR**

Makes and implements editorial decisions regarding mood, pace and climax of films, television programs, video productions or commercials.

Skill Level: 1

#### **212315 PROGRAM DIRECTOR (TELEVISION OR RADIO)**

Compiles and directs programs for television or radio.

Skill Level: 1

#### **212316 STAGE MANAGER**

Plans, organises, supervises and coordinates the activities of workers responsible for placing sets and properties, and operating lighting and sound equipment as part of film, television or stage productions.

Skill Level: 1

#### **212317 TECHNICAL DIRECTOR**

Alternative Title:

Technical Producer

Controls the quality of pictures and sound for television or radio programs by directing technical teams and planning and organising technical facilities.

Skill Level: 1

#### **212318 VIDEO PRODUCER**

Creates films, television programs, video productions or commercials by filming, adding sound and editing in digital or analogue format. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Skill Level: 1



**MAJOR GROUP 2** *continued*

**UNIT GROUP 2123 FILM, TELEVISION, RADIO AND STAGE DIRECTORS**  
*continued*

**212399 FILM, TELEVISION, RADIO AND STAGE DIRECTORS NEC**

This occupation group covers Film, Television, Radio and Stage Directors not elsewhere classified.

Skill Level: 1

Occupations in this group include:

- Casting Director
- Lighting Director
- Location Manager (Film or Television)

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2124 JOURNALISTS AND OTHER WRITERS

JOURNALISTS AND OTHER WRITERS research and compile news stories, write and edit news reports, commentaries and feature stories for presentation in print and electronic media, and compose written material to advertise goods and services.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- determining advertising approach by consulting clients and management, and studying products to establish principal selling features
- writing advertisements for press, radio, television, cinema screens, billboards, catalogues and shop displays
- making decisions about the specific content of publications in conjunction with other senior editors and in accordance with editorial policies and guidelines
- reviewing copy for publication to ensure conformity with accepted rules of grammar, style and format, coherence of story, and accuracy, legality and probity of content
- collecting and analysing facts about newsworthy events from interviews, printed matter, investigations and observations
- writing news reports, commentaries, articles and feature stories for newspapers, magazines, journals, television and radio on topics of public interest
- researching and writing technical, information-based material and documentation for manuals, text books, handbooks and multimedia products
- critically discussing daily news topics in the editorial columns of newspapers and reviewing books, films and plays

#### Occupations:

- 212411 Copywriter
- 212412 Newspaper or Periodical Editor
- 212413 Print Journalist
- 212414 Radio Journalist
- 212415 Technical Writer
- 212416 Television Journalist
- 212499 Journalists and Other Writers nec

#### **212411 COPYWRITER**

Designs and composes written material to advertise products and services.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2124 JOURNALISTS AND OTHER WRITERS *continued*

#### 212412 NEWSPAPER OR PERIODICAL EDITOR

Alternative Title:

Associate Editor

Plans and directs editing of a publication, such as a newspaper, magazine or journal, in accordance with editorial policies and guidelines and accepted rules of grammar, style and format prior to printing and distribution.

Skill Level: 1

Specialisations:

Features Editor

News Editor

Pictures Editor

Subeditor

Web Site/Blog Editor

#### 212413 PRINT JOURNALIST

Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for newspapers, magazines or journals.

Skill Level: 1

Specialisations:

Columnist

Feature Writer

Leader Writer

Newspaper Reporter

#### 212414 RADIO JOURNALIST

Alternative Title:

Radio Reporter

Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for radio news or current affairs programs.

Skill Level: 1

#### 212415 TECHNICAL WRITER

Researches and writes technical information-based material and documentation for articles, manuals, text books, handbooks, or multimedia products, usually for education or corporate purposes.

Skill Level: 1

#### 212416 TELEVISION JOURNALIST

Alternative Title:

Television Reporter

Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for television news or current affairs programs.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2124 JOURNALISTS AND OTHER WRITERS *continued*

#### 212499 JOURNALISTS AND OTHER WRITERS NEC

This occupation group covers Journalists and Other Writers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Blogger

Critic

Editorial Assistant

Essayist

**SUB-MAJOR GROUP 22 BUSINESS, HUMAN RESOURCE AND MARKETING PROFESSIONALS**

BUSINESS, HUMAN RESOURCE AND MARKETING PROFESSIONALS perform analytical, conceptual and practical tasks to provide services in financial accounting and transaction matters, human resource development, public relations and marketing, and conduct studies of the economy, organisational structures, methods and systems.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or  
AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

*In New Zealand:*

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or  
NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- collecting, analysing and interpreting information on the financial viability, cost structures and trading effectiveness of organisations
- conducting audits, preparing financial statements and controlling treasury systems for organisations
- developing and reviewing financial plans and strategies, executing buy and sell orders, and negotiating the purchase and sale of commodities
- developing, implementing and evaluating staff recruitment, training and development programs
- researching, developing and implementing marketing and public relations campaigns
- studying and developing methods and policies to improve and promote government and business operations and effectiveness
- developing and managing record and archival systems for retention and destruction of legal, administrative, evidential, historical and other records

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

- 221 Accountants, Auditors and Company Secretaries
- 222 Financial Brokers and Dealers, and Investment Advisers
- 223 Human Resource and Training Professionals
- 224 Information and Organisation Professionals
- 225 Sales, Marketing and Public Relations Professionals

## MAJOR GROUP 2 *continued*

### MINOR GROUP 221 ACCOUNTANTS, AUDITORS AND COMPANY SECRETARIES

ACCOUNTANTS, AUDITORS AND COMPANY SECRETARIES plan and provide accounting, financial auditing and treasury valuation services and systems to individuals and organisations, and plan and review legislative compliance activities.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- collecting, analysing and interpreting information on the financial status, cost structures and trading effectiveness of organisations
- devising, re-organising and establishing budgetary cost control and other accounting systems such as computer-based systems
- conducting audits and investigations and preparing financial statements and reports for management, shareholders, and statutory and other bodies
- controlling treasury and treasury systems and establishing and reviewing risk management objectives and treasury policies
- arranging and giving notice of meetings of directors and shareholders
- advising organisations' governing boards on matters concerning compliance with stock exchange listing rules, relevant legislation and corporation practice

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

2211 Accountants

2212 Auditors, Company Secretaries and Corporate Treasurers

UNIT GROUP 2211 ACCOUNTANTS

ACCOUNTANTS plan and provide accounting systems and services relating to taxation and the financial dealings of organisations and individuals, and advise on associated record-keeping and compliance requirements.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- assisting in formulating budgetary and accounting policies
- preparing financial statements for presentation to boards of directors, management, shareholders, and governing and statutory bodies
- conducting financial investigations, preparing reports, undertaking audits and advising on matters such as the purchase and sale of businesses, mergers, capital financing, suspected fraud, insolvency and taxation
- examining operating costs and organisations' income and expenditure
- 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
- preparing taxation returns for individuals and organisations
- liaising with financial institutions and brokers to establish funds management arrangements
- introducing and maintaining accounting systems, and advising on the selection and application of computer-based accounting systems
- maintaining internal control systems
- may appraise cash flow and financial risk of capital investment projects

Occupations:

221111 Accountant (General)

221112 Management Accountant

221113 Taxation Accountant

**221111 ACCOUNTANT (GENERAL)**

Plans and provides systems and services relating to the financial dealings of organisations and individuals, and advises on associated record-keeping and compliance requirements. Registration or licensing is required.

Skill Level: 1

Specialisations:

Financial Analyst

Insolvency Practitioner

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2211 ACCOUNTANTS *continued*

#### 221112 MANAGEMENT ACCOUNTANT

Alternative Titles:

Cost Accountant

Financial Accountant

Plans, reviews and administers accounting systems and procedures, analyses the financial information needs of organisations, provides advice on financial planning and risk management, and provides management with reports to assist in decision-making. May provide insight into cost performance and support the implementation of benchmarking and improvement initiatives. Registration or licensing is required.

Skill Level: 1

#### 221113 TAXATION ACCOUNTANT

Alternative Titles:

Taxation Agent

Taxation Consultant

Analyses, reports and provides advice on taxation issues to organisations or individuals, prepares taxation returns and reports, and handles disputes with taxation authorities. Registration or licensing may be required.

Skill Level: 1



**UNIT GROUP 2212 AUDITORS, COMPANY SECRETARIES AND CORPORATE TREASURERS**

AUDITORS, COMPANY SECRETARIES AND CORPORATE TREASURERS conduct audits of accounting systems, procedures and financial statements, manage corporate funding and financial risk, and administer and review corporate compliance activities.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of Corporate Treasurers and Company Secretaries, at least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- arranging, giving notice of and attending meetings of directors and shareholders
- advising organisations' governing boards on matters concerning compliance with stock exchange listing rules, relevant legislation and corporation practice
- supervising organisations' share capital by preparing documents and share issues, and handling share transfers
- controlling treasury and treasury systems and establishing and reviewing risk management objectives and treasury policies
- identifying, managing and reporting on financial risks
- assisting with equity management, debt management, securities and taxation planning issues
- 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 such as computer-based systems
- conducting audits and investigations and preparing financial statements and reports for management, shareholders, and governing and statutory bodies
- evaluating the cost effectiveness and risks of operational processes, activities, policies and systems
- reporting to management on the existence and effectiveness of the system of internal controls
- establishing audit objectives, and designing and implementing audit methodologies, processes and audit report criteria

*Occupations:*

- 221211 Company Secretary
- 221212 Corporate Treasurer
- 221213 External Auditor
- 221214 Internal Auditor

**221211 COMPANY SECRETARY**

Plans, administers and reviews corporate compliance activities and effective practice concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board.

Skill Level: 1

**UNIT GROUP 2212 AUDITORS, COMPANY SECRETARIES AND CORPORATE TREASURERS** *continued*

**221212 CORPORATE TREASURER**

Alternative Title:

Financial Risk Manager

Manages corporate funding, liquidity and financial risk associated with the profitable development and operation of an organisation. May be involved in acquisitions, disposals and joint ventures. Registration or licensing may be required.

Skill Level: 1

**221213 EXTERNAL AUDITOR**

Designs and operates information and reporting systems, procedures and controls to meet external financial reporting requirements. Registration or licensing is required.

Skill Level: 1

**221214 INTERNAL AUDITOR**

Alternative Title:

Audit Officer

Examines, verifies, evaluates and reports on financial, operational and managerial processes, systems and outcomes to ensure financial and operational integrity and compliance, and assists in business process reviews, risk assessments, developing deliverables and reporting progress against outcomes. Registration or licensing is required.

Skill Level: 1

MINOR GROUP 222 FINANCIAL BROKERS AND DEALERS, AND INVESTMENT ADVISERS

FINANCIAL BROKERS AND DEALERS, AND INVESTMENT ADVISERS conduct financial market transactions on behalf of clients, sell loans and insurance, buy and sell commodities, offer financial investment advice and plans, and develop and manage financial plans for individuals and organisations.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or  
AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In New Zealand:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or  
NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- obtaining information on securities, market conditions, government regulations and financial circumstances of clients
- executing buy and sell 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 and sell orders, and calculating and recording costs of transactions
- arranging insurance, home loan mortgages and other types of finance for clients through banks, lenders, financiers and insurance companies
- developing lists of investments for clients, and reviewing and revising investment plans based on modified needs and changes in markets
- negotiating the purchase and sale of commodities such as grains, wool, minerals and metals
- interviewing prospective clients to determine financial status and objectives, discussing their financial options and developing financial plans and strategies
- managing funds raised from personal superannuation saving policies and unit trusts

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

- 2221 Financial Brokers
- 2222 Financial Dealers
- 2223 Financial Investment Advisers and Managers

UNIT GROUP 2221 FINANCIAL BROKERS

FINANCIAL BROKERS operate as independent agents to facilitate the trading of commodities and arrange insurance and loans of money on behalf of clients.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- monitoring commodity prices, trends and other factors affecting the supply and demand for commodities
- negotiating the purchase and sale of commodities such as grains, wool, minerals and metals
- determining the specific financial and insurance requirements of clients, and researching and reviewing available finance and insurance products for suitability to meet clients' requirements
- analysing clients' financial status, discussing financial options and developing financial strategies
- recommending loan combinations that meet clients' needs
- interviewing prospective clients to explain insurance policy conditions, risks covered, premium rates and benefits, and to make recommendations on the amount and type of cover
- arranging insurance, home loan mortgages and other types of finance for clients through banks, lenders, financiers and insurance companies
- preparing documents which set out the conditions of finance, repayments and loan periods
- identifying and advising on significant risk changes to clients' insurance
- broking complex and commercial leases, equipment finance, commercial finance, project finance and finance for property developers

Occupations:

222111 Commodities Trader

222112 Finance Broker

222113 Insurance Broker

222199 Financial Brokers nec

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2221 FINANCIAL BROKERS *continued*

#### 222111 COMMODITIES TRADER

Alternative Title:

Commodities Broker

Operates as an independent agent to bring together buyers and sellers of commodities, negotiates private sales and arranges sales through established market places.

Skill Level: 2

Specialisations:

Energy Trader

Grain Buyer

Livestock Trader

Media Buyer

Wool Broker

#### 222112 FINANCE BROKER

Operates as an independent agent in the course of financial negotiations and arranges loans of money on behalf of clients. Registration or licensing is required.

Skill Level: 2

Specialisations:

Lease Broker

Mortgage Broker

#### 222113 INSURANCE BROKER

Operates as an independent agent to sell life, fire, accident, industrial or other forms of insurance for a range of insurance companies. Registration or licensing may be required.

Skill Level: 2

#### 222199 FINANCIAL BROKERS NEC

This occupation group covers Financial Brokers not elsewhere classified. Registration or licensing may be required.

Skill Level: 2

Occupations in this group include:

Investment Broker

UNIT GROUP 2222 FINANCIAL DEALERS

FINANCIAL DEALERS conduct financial market transactions on behalf of clients.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- obtaining information on securities, market conditions, government regulations and financial circumstances of clients
- interpreting data from securities reports, financial periodicals and stock-quotation viewer screens
- analysing financial markets and financial market products
- providing information and offering advice on financial market matters, market conditions and the history and prospects of corporations
- executing buy and sell orders in the market place on behalf of clients
- relaying trade information to clients such as the number of contracts bought and sold and the price
- monitoring futures prices and market changes, and bidding for commodity futures contracts
- recording and transmitting buy and sell orders
- calculating and recording costs of transactions

Occupations:

- 222211 Financial Market Dealer
- 222212 Futures Trader
- 222213 Stockbroking Dealer
- 222299 Financial Dealers nec

**222211 FINANCIAL MARKET DEALER**

Alternative Title:

Money Market Dealer

Buys and sells securities within financial markets, and trades and distributes financial securities on behalf of financial institutions. Registration or licensing is required.

Skill Level: 1

Specialisations:

- Derivatives Dealer
- Fixed Interest Dealer
- Foreign Exchange Dealer
- Securities Dealer

**222212 FUTURES TRADER**

Buys and sells commodity futures on behalf of clients. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2222 FINANCIAL DEALERS *continued*

#### 222213 STOCKBROKING DEALER

Alternative Titles:

Sharebroker

Stockbroker

Buys and sells stocks and bonds on behalf of clients. Registration or licensing is required.

Skill Level: 1

Specialisation:

Trading Floor Operator (Stock Exchange)

#### 222299 FINANCIAL DEALERS NEC

This occupation group covers Financial Dealers not elsewhere classified. Registration or licensing may be required.

Skill Level: 1

Occupations in this group include:

Equities Analyst

Investment Dealer

UNIT GROUP 2223 FINANCIAL INVESTMENT ADVISERS AND MANAGERS

FINANCIAL INVESTMENT ADVISERS AND MANAGERS develop financial plans for individuals and organisations, and invest and manage funds on their behalf.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- interviewing prospective clients to determine financial status and objectives, discussing financial options and developing financial plans and investment strategies
- monitoring investment performance, and reviewing and revising investment plans based on modified needs and changes in markets
- recommending and arranging insurance cover for clients
- arranging to buy and sell stocks and bonds for clients
- advising on investment strategies, sources of funds and the distribution of earnings
- setting financial objectives, and developing and implementing strategies for achieving the financial objectives
- managing funds raised from personal superannuation savings policies and unit trusts
- assisting in meeting superannuation compliance requirements
- directing the collection of financial, accounting and investment information and the preparation of budgets, reports, forecasts and statutory returns
- may refer clients to other organisations to obtain services outlined in financial plans

Occupations:

222311 Financial Investment Adviser

222312 Financial Investment Manager

**222311 FINANCIAL INVESTMENT ADVISER**

Alternative Title:

Financial Planning Adviser

Develops and implements financial plans for individuals or organisations, and advises on investment strategies and their taxation implications, securities, insurance, pension plans and real estate. Registration or licensing may be required.

Skill Level: 1



## MAJOR GROUP 2 *continued*

### UNIT GROUP 2223 FINANCIAL INVESTMENT ADVISERS AND MANAGERS *continued*

#### 222312 FINANCIAL INVESTMENT MANAGER

Alternative Title:

Portfolio Manager

Invests and manages sums of money and assets on behalf of others over an agreed period of time, in order to generate income and profit. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Superannuation Funds Manager

Unit Trust Manager

## MAJOR GROUP 2 *continued*

### MINOR GROUP 223 HUMAN RESOURCE AND TRAINING PROFESSIONALS

HUMAN RESOURCE AND TRAINING PROFESSIONALS plan, develop, implement and evaluate staff recruitment, retention, training and development programs, assist in resolving disputes by advising on workplace relations policies and problems, and represent industrial, commercial, union, employer and other parties in negotiations.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- arranging for advertising of job vacancies, interviewing and testing of applicants, and selection of staff
- providing advice and information to management on human resource policies and procedures, staff performance and misconduct matters
- undertaking negotiations on terms and conditions of employment, and examining and resolving disputes and grievances
- studying and interpreting legislation, awards and agreements, wage payment systems, and dispute settlement procedures
- developing, planning and formulating workplace 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

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

2231 Human Resource Professionals

2232 ICT Trainers

2233 Training and Development Professionals

UNIT GROUP 2231 HUMAN RESOURCE PROFESSIONALS

HUMAN RESOURCE PROFESSIONALS plan, develop, implement and evaluate staff recruitment, assist in resolving disputes by advising on workplace matters, and represent industrial, commercial, union, employer and other parties in negotiations on issues such as enterprise bargaining, rates of pay and conditions of employment.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- arranging for advertising of job vacancies, interviewing and testing of applicants, and selection of staff
- maintaining personnel records and associated human resource information systems
- providing advice and information to management on workplace relations policies and procedures, staff performance and disciplinary matters
- arranging the induction of staff and providing information on conditions of service, salaries and promotional opportunities
- receiving and recording job vacancy information from employers such as details about job description, wages and conditions of employment
- providing information on current job vacancies in the organisation to employers and job seekers
- undertaking negotiations on terms and conditions of employment, and examining and resolving disputes and grievances
- studying and interpreting legislation, awards, collective agreements and employment contracts, wage payment systems and dispute settlement procedures
- developing, planning and formulating enterprise agreements or collective contracts such as productivity-based wage adjustment procedures, workplace relations policies and programs, and procedures for their implementation
- overseeing the formation and conduct of workplace consultative committees and employee participation initiatives

Occupations:

- 223111 Human Resource Adviser
- 223112 Recruitment Consultant
- 223113 Workplace Relations Adviser

**223111 HUMAN RESOURCE ADVISER**

Alternative Titles:

- Human Resource Consultant
- Personnel Officer

Provides staffing and personnel administration services in support of an organisation's human resource policies and programs.

Skill Level: 1

Specialisation:

- Workforce Planning Analyst

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2231 HUMAN RESOURCE PROFESSIONALS *continued*

#### 223112 RECRUITMENT CONSULTANT

Alternative Title:

Employment Consultant (Aus)

Interviews applicants to determine their job requirements and suitability for particular jobs, and assists employers to find suitable staff.

Skill Level: 1

Specialisations:

Casting Agent

Literary Agent

#### 223113 WORKPLACE RELATIONS ADVISER

Alternative Title:

Industrial Relations Officer

Assists in resolving disputes by advising on workplace relations policies and problems, and representing industrial, commercial, union, employer or other parties in negotiations on rates of pay and conditions of employment.

Skill Level: 1

Specialisations:

Trade Union Official

Union Organiser

UNIT GROUP 2232 ICT TRAINERS

ICT TRAINERS analyse and evaluate information-based system training needs and objectives, and develop, schedule and conduct ICT-based system training programs and courses.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- identifying technical training needs and requirements of individuals and organisations
- setting human resource development objectives and evaluating learning outcomes
- preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation
- designing, coordinating, scheduling and conducting ICT training and development programs that can be delivered in the form of individual and group instruction, and facilitating workshops, meetings, demonstrations and conferences
- liaising with external training providers to arrange delivery of specific training and development programs
- promoting internal and external training and development, and evaluating these promotional activities
- monitoring and performing ongoing evaluation and assessment of training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables
- gathering, investigating and researching background materials to gain a full understanding of the ICT subject matter and systems
- keeping up-to-date with new product version releases, advances in programming languages, application development software, and general information technology trends
- writing end user products and materials such as user training, tutorial and instruction manuals, online help, and operating and maintenance instructions

Occupation:

223211 ICT Trainer

**223211 ICT TRAINER**

Alternative Title:

ICT Educator

Analyses and evaluates information-based system training needs and objectives, and develops, schedules and conducts ICT-based system training programs and courses.

Skill Level: 1

Specialisation:

Software Trainer

UNIT GROUP 2233 TRAINING AND DEVELOPMENT PROFESSIONALS

TRAINING AND DEVELOPMENT PROFESSIONALS plan, develop, implement and evaluate training and development programs to ensure management and staff acquire the skills and develop the competencies required by organisations to meet organisational objectives.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- identifying training needs and requirements of individuals and organisations
- setting human resource development objectives and evaluating learning outcomes
- preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation
- designing, coordinating, scheduling and conducting training and development programs that can be delivered in the form of individual and group instruction, and facilitating workshops, meetings, demonstrations and conferences
- liaising with external training providers to arrange delivery of specific training and development programs
- promoting internal and external training and development, and evaluating these promotional activities
- monitoring and performing ongoing evaluation and assessment of training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables
- gathering, investigating and researching background materials to gain an understanding of various subject matters and systems
- advising management on the development and placement of staff, and providing career counselling for employees

Occupation:

223311 Training and Development Professional

**223311 TRAINING AND DEVELOPMENT PROFESSIONAL**

Alternative Title:

Training Officer

Plans, develops, implements and evaluates training and development programs to ensure management and staff acquire the skills and develop the competencies required by an organisation to meet organisational objectives.

Skill Level: 1

Specialisations:

Education Officer (Air Force and Army)

Training Systems Officer (Navy)

MINOR GROUP 224 INFORMATION AND ORGANISATION PROFESSIONALS

INFORMATION AND ORGANISATION PROFESSIONALS support organisations, government, individuals and the community by analysing, organising and managing information and data, and by providing advice on policy, business and organisational methods, and the value of property and other items.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- applying mathematical, statistical and actuarial principles and techniques to a range of tasks
- developing, organising and maintaining libraries and other information keeping services
- reviewing and analysing economic data and preparing reports
- managing the collection and processing of information and data to produce intelligence, and analysing and advising on policy options
- assessing the value of land, property and other items, and providing advice on the administration, and commercial and operational use of land and property
- studying organisational structures and methods to solve organisational problems and achieve greater efficiency

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

- 2241 Actuaries, Mathematicians and Statisticians
- 2242 Archivists, Curators and Records Managers
- 2243 Economists
- 2244 Intelligence and Policy Analysts
- 2245 Land Economists and Valuers
- 2246 Librarians
- 2247 Management and Organisation Analysts
- 2249 Other Information and Organisation Professionals

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2241 ACTUARIES, MATHEMATICIANS AND STATISTICIANS

ACTUARIES, MATHEMATICIANS AND STATISTICIANS develop and apply actuarial, mathematical, statistical and quantitative principles and techniques to solve problems in a range of fields such as business and finance, scientific and social research, and engineering.

Econometricians are excluded from this unit group. Econometricians are included in Unit Group 2243 Economists.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### *Tasks Include:*

- defining, analysing and solving complex financial and business problems relating to areas such as insurance premiums, annuities, superannuation funds, pensions and dividends
- examining financial projections for general insurance companies, finance companies, government and other organisations
- designing new types of policies, assessing risks and analysing investments in life insurance, superannuation funds, health insurance, friendly societies, financial markets and other areas
- formulating mathematical models to simulate processes
- applying models to experimental observations, and adjusting and recasting the models
- using numerical analysis methods to develop algorithms and perform computations
- liaising with management and clients to determine the subject or 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
- analysing and interpreting data, and producing relevant statistics to describe and infer particular trends and patterns

Occupations:

224111 Actuary

224112 Mathematician

224113 Statistician

#### **224111 ACTUARY**

Analyses mathematical, statistical, demographic, financial or economic data to predict and assess the long-term risk involved in financial decisions and planning. Registration or licensing is required.

Skill Level: 1

#### **224112 MATHEMATICIAN**

Develops and applies mathematical principles and techniques to solve problems in all areas of the sciences, engineering, technology, social sciences, business, industry and commerce.

Skill Level: 1

Specialisation:

Operations Research Analyst



**MAJOR GROUP 2** *continued*

**UNIT GROUP 2241 ACTUARIES, MATHEMATICIANS AND STATISTICIANS**

*continued*

**224113 STATISTICIAN**

Designs and applies statistical principles and techniques for collecting, organising and interpreting quantifiable data, and uses statistical methodologies to produce statistical reports and analyses for government, commercial and other purposes.

Skill Level: 1

Specialisations:

Biometrician

Demographer

Epidemiologist

UNIT GROUP 2242 ARCHIVISTS, CURATORS AND RECORDS MANAGERS

ARCHIVISTS, CURATORS AND RECORDS MANAGERS develop, maintain, implement and deliver systems for keeping, updating, accessing and preserving records, files, information, historical documents and artefacts.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- evaluating and preserving records for administrative, historical, legal, evidential and other purposes
- preparing record-keeping systems, indexes, guides and procedures for archival research and for the retention and destruction of records
- identifying and classifying specimens and objects, and arranging restoration work
- examining items and arranging examinations to determine condition and authenticity
- designing and revising medical record forms
- managing organisations' central records systems
- analysing the record-keeping needs of organisations, and translating these needs into record management systems
- maintaining computerised and other record management systems and record forms, and advising on their usage
- controlling access to confidential information, and recommending codes of practice and procedures for accessing records
- developing record cataloguing, coding and classification systems, and monitoring their use

Occupations:

- 224211 Archivist
- 224212 Gallery or Museum Curator
- 224213 Health Information Manager
- 224214 Records Manager

**224211 ARCHIVIST**

Analyses and documents records, and plans and organises systems and procedures for the safekeeping of records and historically valuable documents.

Skill Level: 1

Specialisations:

- Film Archivist
- Legal Archivist
- Manuscripts Archivist
- Parliamentary Archivist

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2242 ARCHIVISTS, CURATORS AND RECORDS MANAGERS

*continued*

#### 224212 GALLERY OR MUSEUM CURATOR

Plans and organises a gallery or museum collection by drafting collection policies and arranging acquisitions of pieces. Registration or licensing may be required.

Skill Level: 1

#### 224213 HEALTH INFORMATION MANAGER

Alternative Title:

Medical Records Administrator

Plans, develops, implements and manages health information services, such as patient information systems, and clinical and administrative data, to meet the medical, legal, ethical and administrative requirements of health care delivery. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Casemix Coordinator

Clinical Trial Data Manager

Health Data Administrator

#### 224214 RECORDS MANAGER

Designs, implements and administers record systems and related information services, to support efficient access, movement, updating, storage, retention and disposal of files and other organisational records.

Skill Level: 1

Specialisation:

Freedom of Information Officer

UNIT GROUP 2243 ECONOMISTS

ECONOMISTS perform economic research and analysis, develop and apply theories about production and distribution of goods and services and people's spending and financial behaviour, and provide advice to governments and organisations on economic policy issues.

Statisticians are excluded from this unit group. Statisticians are included in Unit Group 2241 Actuaries, Mathematicians and Statisticians.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- analysing interrelationships between economic variables and studying the effects of government fiscal and monetary policies, expenditure, taxation and other budgetary policies on the economy and the community
- researching, analysing and assessing the effects of labour market programs and industry policies and programs on economic growth, welfare, education and training
- investigating international and national economic situations, and particular features such as industries, regions and socioeconomic groups
- studying workplace issues such as enterprise bargaining and wage fixation, and the effect of workplace policies on productivity and economic growth
- analysing trends and advising on economic issues such as taxation levels, prices, employment and unemployment, imports and exports, and interest and exchange rates
- forecasting changes in the economic environment for short-term budgeting, long-term planning and investment evaluation
- formulating recommendations, policies and plans for the economy, corporate strategies and investment, and undertaking feasibility studies for projects
- preparing reports on research findings

Occupation:

224311 Economist

**224311 ECONOMIST**

Alternative Title:

Economic Analyst

Performs economic research and analysis, develops and applies theories about production and distribution of goods and services and people's spending and financial behaviour, and provides advice to governments and organisations on economic policy issues.

Skill Level: 1

Specialisations:

Agricultural Economist  
Econometrician  
Economic Forecaster  
Environmental Economist  
Health Economist  
Labour Market Economist  
Mineral Economist  
Taxation Economist

UNIT GROUP 2244 INTELLIGENCE AND POLICY ANALYSTS

INTELLIGENCE AND POLICY ANALYSTS collect and analyse information and data to produce intelligence and to develop and analyse policies guiding the design, implementation and modification of government and commercial operations and programs.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- determining organisational and client intelligence requirements
- organising, collecting, collating and analysing data, and developing intelligence information such as electronic surveillance
- compiling and disseminating intelligence information using briefings, maps, charts, reports and other methods
- ascertaining the accuracy of data collected and reliability of sources
- conducting threat and risk assessments and developing responses
- liaising and consulting with program administrators and other interested parties to identify policy needs
- reviewing existing policies and legislation to identify anomalies and out-of-date provisions
- researching social, economic and industrial trends, and client expectations of programs and services provided
- formulating and analysing policy options, preparing briefing papers and recommendations for policy changes, and advising on preferred options
- assessing impacts, financial implications, interactions with other programs and political and administrative feasibility of policies

Occupations:

224411 Intelligence Officer

224412 Policy Analyst

**224411 INTELLIGENCE OFFICER**

Collects and analyses information and data to produce intelligence for an organisation to support planning, operations and human resource functions.

Skill Level: 1

Specialisations:

Criminal Intelligence Analyst

Defence Intelligence Analyst

**MAJOR GROUP 2** *continued*

**UNIT GROUP 2244 INTELLIGENCE AND POLICY ANALYSTS** *continued*

**224412 POLICY ANALYST**

Alternative Title:

Policy Adviser

Develops and analyses policies guiding the design, implementation and modification of government or commercial operations and programs.

Skill Level: 1

Specialisation:

Research and Evaluation Analyst (NZ)

UNIT GROUP 2245 LAND ECONOMISTS AND VALUERS

LAND ECONOMISTS AND VALUERS provide advice on the administration and use of land and property, and assess the value of land, property and other items such as commercial equipment and objects of art.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- providing advice on land and property financing and valuation matters
- 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
- analysing land and property investments
- managing land and property portfolios and commercial property developments
- 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

Occupations:

224511 Land Economist

224512 Valuer

**224511 LAND ECONOMIST**

Alternative Title:

Property Economist

Provides advice on the administration and use of land and property.

Skill Level: 1

Specialisation:

Asset Manager (Land and Property)

**224512 VALUER**

Assesses the value of land, property, commercial equipment, merchandise, personal effects, household goods and objects of art. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Plant and Machinery Valuer

Property Valuer

Real Estate Valuer

UNIT GROUP 2246 LIBRARIANS

LIBRARIANS develop, organise and manage library services such as collections of information, recreational resources and reader information services.

Teacher-Librarians are excluded from this unit group. Teacher-Librarians are included in Minor Group 241 School Teachers.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- developing and implementing library and information policies and services
- 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 library systems for recording and organising library holdings, acquisitions and purchases, reader registrations and loan transactions, and supervising indexing, filing and retrieval activities
- managing inter-library loan systems and information networks
- undertaking information research activities on behalf of clients
- selecting, ordering, classifying and cataloguing library and information resources
- monitoring collection development and culling programs
- supervising and training other library staff
- may plan and direct library promotion and outreach activities

Occupation:

224611 Librarian

**224611 LIBRARIAN**

Develops, organises and manages library services such as collections of information, recreational resources and reader information services. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Acquisitions Librarian  
Audiovisual Librarian  
Bibliographer  
Cataloguer  
Children's Librarian  
Corporate Librarian  
Legal Librarian  
Multicultural Services Librarian  
Parliamentary Librarian  
Reference Librarian  
Special Librarian  
Special Needs Librarian



UNIT GROUP 2247 MANAGEMENT AND ORGANISATION ANALYSTS

MANAGEMENT AND ORGANISATION ANALYSTS assist organisations to achieve greater efficiency and solve organisational problems, and study organisational structures, methods, systems and procedures.

ICT Business Analysts are excluded from this unit group. ICT Business Analysts are included in Unit Group 2611 ICT Business and Systems Analysts.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- assisting and encouraging the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of organisations' resources
- discussing business and organisational shortcomings with clients
- analysing and evaluating current systems and structures
- discussing current systems with staff and observing systems at all levels of organisation
- directing clients towards more efficient organisation and developing solutions to organisational problems
- undertaking and reviewing work studies by analysing existing and proposed methods and procedures such as administrative and clerical procedures
- recording and analysing organisations' work 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 organisational problems
- assisting in implementing approved recommendations, issuing revised instructions and procedure manuals, and drafting other documentation
- reviewing operating procedures and advising of departures from procedures and standards

Occupations:

224711 Management Consultant

224712 Organisation and Methods Analyst

**224711 MANAGEMENT CONSULTANT**

Alternative Title:

Business Consultant

Assists organisations to achieve greater efficiency and solve organisational problems.

Skill Level: 1

Specialisation:

Business Analyst

**MAJOR GROUP 2** *continued*

**UNIT GROUP 2247 MANAGEMENT AND ORGANISATION ANALYSTS** *continued*

**224712 ORGANISATION AND METHODS ANALYST**

Alternative Title:

Procedures Analyst

Studies organisational structures, methods, systems and procedures.

Skill Level: 1

Specialisations:

Change Management Facilitator

Industry Analyst

Quality Auditor

Skills Auditor

**UNIT GROUP 2249 OTHER INFORMATION AND ORGANISATION  
PROFESSIONALS**

This unit group covers Information and Organisation Professionals not elsewhere classified.

It includes Electorate Officers, Liaison Officers, Migration Agents (Aus) / Immigration Consultants (NZ) and Patents Examiners.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

Occupations:

- 224911 Electorate Officer
- 224912 Liaison Officer
- 224913 Migration Agent (Aus) / Immigration Consultant (NZ)
- 224914 Patents Examiner
- 224999 Information and Organisation Professionals nec

**224911 ELECTORATE OFFICER**

Manages the electorate office of a politician, and liaises with constituents and the media on their behalf.

Skill Level: 1

**224912 LIAISON OFFICER**

Establishes and facilitates communication between different community groups, organisations and governments.

Skill Level: 1

Specialisations:

- Aboriginal Liaison Officer
- Business Liaison Officer
- Community Liaison Officer
- Disability Liaison Officer
- Police Liaison Officer

**224913 MIGRATION AGENT (AUS) / IMMIGRATION CONSULTANT (NZ)**

Alternative Title:

Migration Consultant

Provides information and advice to potential migrants, prepares and lodges visa applications, and acts as an intermediary to legally represent clients during visa processing and before review bodies. Liaises with Legal Professionals in relation to judicial review matters. Registration or licensing may be required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2249 OTHER INFORMATION AND ORGANISATION PROFESSIONALS *continued*

#### 224914 PATENTS EXAMINER

Investigates and reports on patent applications to assess their compliance with the requirements of the Patents Act. Registration or licensing may be required.

Skill Level: 1

#### 224999 INFORMATION AND ORGANISATION PROFESSIONALS NEC

This occupation group includes Information and Organisation Professionals not elsewhere classified.

Skill Level: 1

Occupations in this group include:

- Electoral Officer
- Forms Designer
- Knowledge Manager
- Lobbyist
- Museum Registrar

## MAJOR GROUP 2 *continued*

### MINOR GROUP 225 SALES, MARKETING AND PUBLIC RELATIONS PROFESSIONALS

SALES, MARKETING AND PUBLIC RELATIONS PROFESSIONALS plan, develop, coordinate and implement programs of information dissemination to promote organisations, goods and services, and represent companies in selling a range of technical, industrial, medical, pharmaceutical and ICT goods and services.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- commissioning and undertaking market research, analysing the findings, and planning advertising, marketing and public relations activities
- supporting business growth and development through the preparation and execution of marketing objectives, policies and programs
- planning and organising publicity campaigns
- appraising and selecting material submitted by writers, Photographers, Illustrators and others to create favourable publicity
- acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions
- assessing customers' needs and explaining and demonstrating goods and services to them
- visiting regular and prospective client businesses to establish and act on marketing opportunities
- quoting and negotiating prices and credit terms, and completing contracts

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

- 2251 Advertising and Marketing Professionals
- 2252 ICT Sales Professionals
- 2253 Public Relations Professionals
- 2254 Technical Sales Representatives

UNIT GROUP 2251 ADVERTISING AND MARKETING PROFESSIONALS

ADVERTISING AND MARKETING PROFESSIONALS develop and coordinate advertising strategies and campaigns, determine the market for new goods and services, and identify and develop market opportunities for new and existing goods and services.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- planning, developing and organising advertising policies and campaigns to support sales objectives
- advising executives and clients on advertising strategies and campaigns to reach target markets, creating consumer awareness and effectively promoting the attributes of goods and services
- coordinating production of advertising campaigns involving specialised activities, such as artwork, copywriting, media scripting, television and film production and media placement, within time and budget constraints
- analysing data regarding consumer patterns and preferences
- interpreting and predicting current and future consumer trends
- researching potential demand and market characteristics for new goods and services and collecting and analysing data and other statistical information
- supporting business growth and development through the preparation and execution of marketing objectives, policies and programs
- commissioning and undertaking market research to identify market opportunities for new and existing goods and services
- advising on all elements of marketing such as product mix, pricing, advertising and sales promotion, selling, and distribution channels

Occupations:

225111 Advertising Specialist

225112 Market Research Analyst

225113 Marketing Specialist

**225111 ADVERTISING SPECIALIST**

Alternative Titles:

Advertising Account Executive

Advertising Account Manager

Creative Director (Advertising)

Devises and coordinates advertising campaigns which encourage consumers to purchase particular goods or services.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2251 ADVERTISING AND MARKETING PROFESSIONALS *continued*

#### 225112 MARKET RESEARCH ANALYST

Determines the market for new goods and services, develops advertising strategies, and evaluates the best business sites for commercial organisations.

Skill Level: 1

#### 225113 MARKETING SPECIALIST

Alternative Titles:

Marketing Consultant

Marketing Coordinator

Marketing Officer

Identifies market opportunities and advises on the development, coordination and implementation of plans for pricing and promoting an organisation's goods and services.

Skill Level: 1

Specialisations:

Brand Manager

Category Manager

Product Manager

Sales Promotion Officer

UNIT GROUP 2252 ICT SALES PROFESSIONALS

ICT SALES PROFESSIONALS manage client accounts and represent companies in selling a range of computer hardware, software and other ICT goods and services to industrial, business, professional and other organisations.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- compiling lists of prospective client businesses using trade directories and other sources
- acquiring and updating knowledge of employer's and competitors' goods and services, and market conditions
- visiting regular and prospective client businesses to establish and act on selling opportunities
- assessing customers' needs and explaining the goods and services which meet their needs
- promoting employers' ICT goods and services to existing and prospective clients
- quoting and negotiating prices and credit terms, and completing contracts and recording orders
- arranging delivery of goods, installation of equipment and the provision of services
- reporting to sales management on sales made and the marketability of ICT goods and services
- following up with clients to ensure satisfaction with ICT goods and services purchased, arranging modifications and resolving any problems arising
- preparing sales reports, and maintaining and submitting records of business expenses incurred

Occupations:

225211 ICT Account Manager

225212 ICT Business Development Manager

225213 ICT Sales Representative

**225211 ICT ACCOUNT MANAGER**

Manages sale of computer hardware, software and services to existing account clients and identifies further sales opportunities within these accounts, builds new account clients, manages customer satisfaction and retention, and coordinates the preparation and presentation of ICT sales proposals and tenders.

Skill Level: 1

**225212 ICT BUSINESS DEVELOPMENT MANAGER**

Identifies and generates new ICT business opportunities to further improve market share and awareness by gaining an understanding of customers' ICT needs and promoting goods and services to these customers. May manage some key customer accounts.

Skill Level: 1

**225213 ICT SALES REPRESENTATIVE**

Develops and converts sales opportunities into sales of computer hardware, software and ICT services.

Skill Level: 1



UNIT GROUP 2253 PUBLIC RELATIONS PROFESSIONALS

PUBLIC RELATIONS PROFESSIONALS plan, develop, implement and evaluate information and communication strategies that create an understanding and a favourable view of organisations, their goods and services, and their role in the community.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- planning and organising publicity campaigns and communication strategies
- advising executives on the public relations implications of their policies, programs and practices
- preparing and controlling the issue of news and press releases
- undertaking and commissioning public opinion research, analysing the findings and planning public relations and promotional campaigns
- organising special events, seminars, entertainment, competitions and social functions to promote goodwill and favourable publicity
- representing organisations and arranging executive interviews with publicity media
- attending business, social and other functions to promote the organisation
- commissioning and obtaining photographs and other illustrative material
- selecting, appraising and revising material submitted by publicity writers, Photographers, Illustrators and others to create favourable publicity

Occupation:

225311 Public Relations Professional

**225311 PUBLIC RELATIONS PROFESSIONAL**

Alternative Title:

Corporate Affairs Officer

Plans, develops, implements and evaluates information and communication strategies that create an understanding and a favourable view of an organisation, its goods and services, and its role in the community.

Skill Level: 1

Specialisations:

Māori Liaison Officer (NZ)

Media Liaison Officer

Press Officer

Promotions Officer

Public Affairs Officer

Public Relations Consultant

Public Relations Officer

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2254 TECHNICAL SALES REPRESENTATIVES

TECHNICAL SALES REPRESENTATIVES represent companies in selling a range of industrial, medical and pharmaceutical goods and services to industrial, business, professional and other establishments.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- compiling lists of prospective client businesses using directories and other sources
- acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions
- visiting regular and prospective client businesses to establish and act on selling opportunities
- assessing customers' needs and recommending and explaining goods and services to them
- monitoring customers' changing needs and competitor activity, and reporting these developments to sales management
- quoting and negotiating prices and credit terms, and completing contracts and recording orders
- arranging delivery of goods, installation of equipment and the provision of services
- reporting to sales management on sales made and the marketability of goods and services
- following up with clients to ensure satisfaction with goods and services purchased, and resolving any problems arising
- preparing sales reports and maintaining and submitting records of business expenses incurred

#### Occupations:

225411 Sales Representative (Industrial Products)

225412 Sales Representative (Medical and Pharmaceutical Products)

225499 Technical Sales Representatives nec

#### **225411 SALES REPRESENTATIVE (INDUSTRIAL PRODUCTS)**

Represents companies in selling a range of specialised chemicals, machines, manufacturing materials and other industrial supplies.

Skill Level: 1

#### **225412 SALES REPRESENTATIVE (MEDICAL AND PHARMACEUTICAL PRODUCTS)**

Represents companies in selling medical, dental and veterinary equipment and supplies, and pharmaceutical products.

Skill Level: 1

#### Specialisation:

Medical Representative

#### **225499 TECHNICAL SALES REPRESENTATIVES NEC**

This occupation group covers Technical Sales Representatives not elsewhere classified.

Skill Level: 1

#### Occupations in this group include:

Sales Representative (Educational Products and Services)

## MAJOR GROUP 2 *continued*

### SUB-MAJOR GROUP 23 DESIGN, ENGINEERING, SCIENCE AND TRANSPORT PROFESSIONALS

DESIGN, ENGINEERING, SCIENCE AND TRANSPORT PROFESSIONALS fly and ensure the safe operation of aircraft, control and manage the operation of ships, boats and marine equipment, design buildings, landscapes and products for manufacture and visual communication, design, plan and organise the testing, construction and maintenance of structures, machines, production systems and plants, and perform analytical, conceptual and practical tasks in relation to the chemical and physical properties of the universe, living organisms, and the environment.

#### *Indicative Skill Level:*

In Australia and New Zealand:

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 and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- flying aircraft, and ensuring the safe and efficient operation of aircraft in flight and on the ground
- controlling and directing the operation of ships, boats and marine equipment to ensure the safe and efficient loading and transport of cargo and passengers
- designing products including furniture, textiles and maps, and physical structures and engineering systems
- conducting research and practical tests to resolve design and operational problems
- interpreting and analysing data from engineering and scientific experiments and tests
- conducting experiments and tests to determine the chemical composition and reactive properties of natural substances and processed materials
- analysing and describing living organisms and their interaction with their environment
- advising on the use of natural resources, and discussing and making recommendations to individuals and groups about variables affecting land use

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

- 231 Air and Marine Transport Professionals
- 232 Architects, Designers, Planners and Surveyors
- 233 Engineering Professionals
- 234 Natural and Physical Science Professionals

## MAJOR GROUP 2 *continued*

### MINOR GROUP 231 AIR AND MARINE TRANSPORT PROFESSIONALS

AIR AND MARINE TRANSPORT PROFESSIONALS fly and navigate aircraft, control air traffic to ensure the safe and efficient operation of aircraft in flight and on the ground, and control and direct the operation of ships, boats and marine equipment.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- flying aircraft in accordance with established air traffic control and aircraft operating procedures
- controlling aircraft movements, and directing aircraft taxiing, take-offs and landings by radio
- monitoring aircraft performance and reporting on mechanical condition of aircraft
- giving in-flight instruction, supervising solo flights, accompanying students on training flights and demonstrating techniques for controlling aircraft
- directing fishing operations by using knowledge about the species sought, fishing areas, seasons and the capabilities of the vessel and crew
- controlling and directing shipping operations to ensure the safe and efficient loading and transport of cargo and passengers
- planning, controlling and coordinating the operational and maintenance requirements of a 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
- monitoring a ship's navigational situation, and supervising a ship's course and speed according to predetermined passage plan and safety

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

2311 Air Transport Professionals

2312 Marine Transport Professionals

UNIT GROUP 2311 AIR TRANSPORT PROFESSIONALS

AIR TRANSPORT PROFESSIONALS fly and navigate aircraft, control and direct air traffic to ensure the safe and efficient operation of aircraft in flight and on the ground, and instruct students in flying aircraft.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with an AQF Diploma or higher qualification. In some instances relevant experience and/or on-the job training may be required in addition to the formal qualification. Aeroplane and Helicopter Pilots require a prescribed minimum amount of flying experience in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*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 services
- completing cockpit preparations and external inspections to determine that aircraft are acceptable for flight
- monitoring aircraft performance and reporting on mechanical condition
- giving in-flight instruction, supervising solo flights, accompanying students on training flights and demonstrating techniques for controlling aircraft

Occupations:

- 231111 Aeroplane Pilot
- 231112 Air Traffic Controller
- 231113 Flying Instructor
- 231114 Helicopter Pilot
- 231199 Air Transport Professionals nec

**231111 AEROPLANE PILOT**

Flies aeroplanes to transport passengers, mail and freight, or provide agricultural, aerial surveillance or other aviation services. Registration or licensing is required.

Skill Level: 1

**231112 AIR TRAFFIC CONTROLLER**

Ensures the safe and efficient movement of aircraft in controlled airspace and aerodromes by directing aircraft movements. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2311 AIR TRANSPORT PROFESSIONALS *continued*

#### 231113 FLYING INSTRUCTOR

Alternative Title:

Ground School Instructor

Teaches the theory and practical skills of flying aircraft. Registration or licensing is required.

Skill Level: 1

Specialisations:

Gliding Pilot Instructor

Helicopter Pilot Instructor

#### 231114 HELICOPTER PILOT

Flies helicopters to transport passengers, mail or freight, or provide agricultural, aviation or aerial surveillance services. Registration or licensing is required.

Skill Level: 1

#### 231199 AIR TRANSPORT PROFESSIONALS NEC

This occupation group covers Air Transport Professionals not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Aircraft Navigator

Air Observer (Rescue)

Airworthiness Surveyor

Balloonist

Flight Engineer Inspector

Navigator (Air Force)

UNIT GROUP 2312 MARINE TRANSPORT PROFESSIONALS

MARINE TRANSPORT PROFESSIONALS control and manage the operations of ships, boats and marine equipment.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with an AQF Diploma or higher qualification. Ship's Engineers and Ship's Surveyors require a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- directing fishing operations by using knowledge about the species sought, fishing areas, seasons and the capabilities of the vessel and crew
- directing crew in catching fish, molluscs and crustacea at varying depths using nets, lines, poles, pots and traps
- planning, controlling and coordinating the operational and maintenance requirements of a ship's propulsion and domestic plant and equipment
- operating plant and equipment and performing routine maintenance on ship's systems including mechanical, electrical, hydraulic, pneumatic, steam generating, and fire prevention and control systems
- 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 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
- navigating a ship by supervising the ship's course and speed according to predetermined passage plans and safety procedures
- 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 periodic surveys throughout a ship's life to ensure standards are maintained

Occupations:

- 231211 Master Fisher
- 231212 Ship's Engineer
- 231213 Ship's Master
- 231214 Ship's Officer
- 231215 Ship's Surveyor
- 231299 Marine Transport Professionals nec

**231211 MASTER FISHER**

Controls a fishing vessel and fishing operations to catch and preserve fish, crustacea and molluscs. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2312 MARINE TRANSPORT PROFESSIONALS *continued*

#### 231212 SHIP'S ENGINEER

Alternative Title:

Marine Engineer

Controls and manages the operation and maintenance of a ship's plant and equipment. Registration or licensing is required.

Skill Level: 1

Specialisations:

Mechanical Engineering Officer (Navy)

Weapons Electrical Engineering Officer (Navy)

#### 231213 SHIP'S MASTER

Alternative Title:

Ship's Captain

Controls and manages the operations of a ship or boat. Registration or licensing is required.

Skill Level: 1

Specialisations:

Dredge Master

Hydrofoil Captain

Ship's Pilot

Tug Master

#### 231214 SHIP'S OFFICER

Alternative Title:

Deck Officer

Navigates and controls the safe operation of a ship and supervises and coordinates the activities of deck crew. Registration or licensing is required.

Skill Level: 1

Specialisations:

Navigating Officer (Ship's)

Seaman Officer (Navy)

#### 231215 SHIP'S SURVEYOR

Alternative Title:

Marine Engineer Surveyor

Surveys machines and hulls of ships to ensure they are constructed, equipped and maintained according to safety standards, rules and regulations laid down by marine authorities. Registration or licensing is required.

Skill Level: 1



**MAJOR GROUP 2** *continued*

**UNIT GROUP 2312 MARINE TRANSPORT PROFESSIONALS** *continued*

**231299 MARINE TRANSPORT PROFESSIONALS NEC**

This occupation group covers Marine Transport Professionals not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

- Marine Certification and Surveillance Manager
- Marine Safety Officer
- Ship's Purser

## MAJOR GROUP 2 *continued*

### MINOR GROUP 232 ARCHITECTS, DESIGNERS, PLANNERS AND SURVEYORS

ARCHITECTS, DESIGNERS, PLANNERS AND SURVEYORS design building exteriors and interiors, and landscapes; conduct survey work to precisely position geographical features, and design, prepare and revise maps; design information for visual communication, publication and display, and products for manufacture; and develop and implement plans and policies for controlling the use of land.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. For some occupations at least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. Some occupations in this minor group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

#### *Tasks Include:*

- obtaining advice from and providing information to clients and management about design, size, materials and costs associated with new buildings and alterations to existing buildings
- consulting with professionals and clients about external area designs, costs and construction
- designing and compiling map manuscripts using digital and graphical source material such as aerial photographs, satellite imagery, survey documents, existing maps and records, and reports and statistics
- planning and designing land subdivision projects and negotiating details with local governments and other authorities
- formulating design concepts for clothing, textiles, industrial, commercial and consumer products, jewellery and building interiors
- undertaking research and analysing functional, spatial, commercial, cultural, safety and aesthetic requirements
- preparing sketches, diagrams, illustrations and samples to communicate design concepts
- determining the objectives and constraints of design briefs by consulting with clients and stakeholders
- compiling and analysing data on economic, legal, political, cultural, demographic, sociological, physical and environmental factors affecting land use

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

- 2321 Architects and Landscape Architects
- 2322 Cartographers and Surveyors
- 2323 Fashion, Industrial and Jewellery Designers
- 2324 Graphic and Web Designers, and Illustrators
- 2325 Interior Designers
- 2326 Urban and Regional Planners

UNIT GROUP 2321 ARCHITECTS AND LANDSCAPE ARCHITECTS

ARCHITECTS AND LANDSCAPE ARCHITECTS design commercial, industrial, institutional, residential and recreational buildings and landscapes.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- obtaining advice from clients and management to determine type, style and size of planned buildings and alterations to existing buildings
- 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 Professionals and clients about external area designs, costs and construction
- compiling and analysing site and community data about geographical and ecological features, landforms, soils, vegetation, site hydrology, visual characteristics and human-made structures, to formulate land use and development recommendations, and for preparing 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:

232111 Architect

232112 Landscape Architect

**232111 ARCHITECT**

Plans and designs buildings, provides concepts, plans, specifications and detailed drawings, negotiates with builders and advises on the procurement of buildings. Registration or licensing is required.

Skill Level: 1

Specialisation:

Conservation or Heritage Architect

**232112 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: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2322 CARTOGRAPHERS AND SURVEYORS

CARTOGRAPHERS AND SURVEYORS apply scientific and mathematical principles to design, prepare and revise maps and charts, 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.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### *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
- supervising and coordinating the work of cartographic technicians in the production and reproduction of maps
- determining the position of points of interest on the earth's surface including marine floors, 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 spatial information systems
- undertaking research and development of surveying and photogrammetric measurement systems, cadastral systems and land information systems
- planning and designing land subdivision projects and negotiating details with local governments and other authorities
- advising Architects, Engineering Professionals, environmental and other scientists or other relevant professionals on the technical requirements of surveying, mapping and spatial information systems
- compiling and evaluating data, interpreting codes of practice, and writing reports concerning survey measurement, land use and tenure
- preparing site plans and survey reports required for conveyancing and land ownership matters

Occupations:

232211 Cartographer

232212 Surveyor

#### **232211 CARTOGRAPHER**

Alternative Title:

Map Maker

Applies scientific and mathematical principles to design, prepare and revise maps and charts. Registration or licensing may be required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2322 CARTOGRAPHERS AND SURVEYORS *continued*

#### 232212 SURVEYOR

Alternative Titles:

Geomatician

Geomatic Engineer

Plans, directs and 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. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Cadastral Surveyor

Geodetic Surveyor

Hydrographic Survey Operator (Navy)

Hydrographic Surveyor

Photogrammetric Surveyor

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2323 FASHION, INDUSTRIAL AND JEWELLERY DESIGNERS

FASHION, INDUSTRIAL AND JEWELLERY DESIGNERS plan, design, develop and document products for manufacture and prepare designs and specifications of products for mass, batch and one-off production.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- determining the objectives and constraints of the design brief by consulting with clients and stakeholders
- undertaking product research and analysing functional, commercial, cultural and aesthetic requirements
- formulating design concepts for clothing, textiles, industrial, commercial and consumer products, and jewellery
- preparing sketches, diagrams, illustrations, plans, samples and models to communicate design concepts
- negotiating design solutions with clients, management, and sales and manufacturing staff
- selecting, specifying and recommending functional and aesthetic materials, production methods and finishes for manufacture
- detailing and documenting the selected design for production
- preparing and commissioning prototypes and samples
- supervising the preparation of patterns, programs and tooling, and the manufacture process

#### Occupations:

232311 Fashion Designer

232312 Industrial Designer

232313 Jewellery Designer

#### **232311 FASHION DESIGNER**

Plans, designs and develops clothing, accessories, footwear or other items of personal apparel considering the form and construction of clothing, historical styles and contexts, contemporary and cultural trends, colour, fabric, and decoration, and the techniques and processes available for manufacture.

Skill Level: 1

#### Specialisations:

Costume Designer

Leisurewear Designer

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2323 FASHION, INDUSTRIAL AND JEWELLERY DESIGNERS *continued*

#### 232312 INDUSTRIAL DESIGNER

Alternative Title:

Product Designer

Plans, designs, develops and documents industrial, commercial or consumer products for manufacture with particular emphasis on ergonomic (human) factors, marketing considerations and manufacturability, and prepares designs and specifications of products for mass or batch production.

Skill Level: 1

Specialisations:

Ceramic Designer

Furniture Designer

Glass Designer

Textile Designer

#### 232313 JEWELLERY DESIGNER

Conceptualises and designs prototypes and details for the manufacture of jewellery and objects for personal adornment, such as watches and spectacles, homewares and other objects, such as trophies and silverware, using metals, precious stones, plastics, engraving, casting and fabrication, to develop designs for mass or batch production or one-off commissions.

Skill Level: 1

UNIT GROUP 2324 GRAPHIC AND WEB DESIGNERS, AND ILLUSTRATORS

GRAPHIC AND WEB DESIGNERS, AND ILLUSTRATORS design information for visual and audio communication, publication and display using print, film, electronic, digital and other forms of visual and audio media.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- determining the objectives and constraints of the design brief by consulting with clients and stakeholders
- undertaking research and analysing functional communication requirements
- formulating design concepts for the subject to be communicated
- preparing sketches, diagrams, illustrations and layouts to communicate design concepts
- negotiating design solutions with clients, management, sales and production staff
- selecting, specifying or recommending functional and aesthetic materials and media for publication, delivery or display
- detailing and documenting the selected design for production
- supervising or carrying out production in the chosen media
- may archive information for future client use

Occupations:

- 232411 Graphic Designer
- 232412 Illustrator
- 232413 Multimedia Designer
- 232414 Web Designer

**232411 GRAPHIC DESIGNER**

Alternative Title:

Graphic Artist

Plans, designs, develops and prepares information for publication and reproduction using text, symbols, pictures, colours and layout to achieve commercial and communication needs with particular emphasis on tailoring the message for the intended audience.

Skill Level: 1

Specialisations:

- Exhibition Designer
- Film and Video Graphics Designer
- Publication Designer



## MAJOR GROUP 2 *continued*

### UNIT GROUP 2324 GRAPHIC AND WEB DESIGNERS, AND ILLUSTRATORS *continued*

#### 232412 ILLUSTRATOR

Plans, designs, develops, and prepares pictures and diagrams to communicate messages, clarify meaning, assist in presentations and illustrate stories, using traditional and digital media such as drawing, painting, drafting, collage, models, photography, and image capture and manipulation software.

Skill Level: 1

Specialisations:

Animator

Cartoonist

Technical Illustrator

#### 232413 MULTIMEDIA DESIGNER

Alternative Titles:

Digital Media Designer

Interactive Media Designer

Plans, designs and develops the production of digitally delivered information, promotional content, instructional material and entertainment through online and recorded digital media using static and animated information, text, pictures, video and sound to produce information and entertainment tailored to an intended audience and purpose.

Skill Level: 1

Specialisation:

Instructional Designer

#### 232414 WEB DESIGNER

Plans, designs, develops and prepares information for Internet publication with particular emphasis on the user interface, ease of navigation and location of information using text, pictures, animation, sound, colours, layout and data sources to deliver information tailored to an intended audience and purpose.

Skill Level: 1

UNIT GROUP 2325 INTERIOR DESIGNERS

INTERIOR DESIGNERS plan, design, detail and supervise the construction of commercial, industrial, retail and residential building interiors to produce an environment tailored to a purpose, with particular emphasis on space creation, space planning, and factors that enhance living and working environments.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- determining the objectives and constraints of the design brief by consulting with clients and stakeholders
- researching and analysing spatial, functional, efficiency, safety and aesthetic requirements
- formulating design concepts for building interiors
- preparing sketches, diagrams, illustrations and plans to communicate design concepts
- negotiating design solutions with clients, management, suppliers and construction staff
- selecting, specifying and recommending functional and aesthetic materials, furniture and products for interiors
- detailing and documenting selected design for construction
- supervising the construction of interiors

Occupation:

232511 Interior Designer

**232511 INTERIOR DESIGNER**

Plans, designs, details and supervises the construction of commercial, industrial, retail and residential building interiors to produce an environment tailored to a purpose, with particular emphasis on space creation, space planning, and factors that enhance living and working environments.

Skill Level: 1

Specialisations:

Commercial Interior Designer  
Environmental Designer  
Residential Interior Designer  
Retail Interior Designer

UNIT GROUP 2326 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 factors affecting land use.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

*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, Legal Professionals, 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
- advising governments and organisations on urban and regional planning and resource planning
- reviewing and evaluating environmental impact reports
- staying up-to-date with changes in building and zoning codes, regulations and other legal issues
- may serve as mediators in disputes over planning proposals and projects
- may speak at public meetings and appear before government to explain planning proposals

Occupation:

232611 Urban and Regional Planner

**232611 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 factors affecting land use.

Skill Level: 1

Specialisations:

Land Planner

Resource Management Planner (NZ)

Town Planner

Traffic and Transport Planner

## MAJOR GROUP 2 *continued*

### MINOR GROUP 233 ENGINEERING PROFESSIONALS

ENGINEERING PROFESSIONALS design, plan and organise the testing, construction, installation and maintenance of structures, machines and their components, and production systems and plants, and plan production schedules and work procedures to ensure engineering projects are undertaken efficiently and in a cost effective manner.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- planning and designing chemical process systems, civil engineering projects, electrical power equipment and facilities, electronic components used in computer and industrial applications, mechanical equipment and systems, mining and drilling operations, and other engineering projects
- drafting and interpreting specifications, drawings and plans, and determining construction methods
- supervising the construction of structures, water and gas supply and transportation systems, and the manufacture, installation, operation and maintenance of equipment, machines and plant
- organising and managing project labour and the delivery of materials, plant and equipment
- estimating total costs and preparing detailed cost plans and estimates as tools for budgetary control
- 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:

- 2331 Chemical and Materials Engineers
- 2332 Civil Engineering Professionals
- 2333 Electrical Engineers
- 2334 Electronics Engineers
- 2335 Industrial, Mechanical and Production Engineers
- 2336 Mining Engineers
- 2339 Other Engineering Professionals

UNIT GROUP 2331 CHEMICAL AND MATERIALS ENGINEERS

CHEMICAL AND MATERIALS ENGINEERS design and prepare specifications for chemical process systems and the construction and operation of commercial-scale chemical plants, supervise industrial processing and fabrication of products undergoing physical and chemical change, and investigate the properties of metals, ceramics, polymers and other materials and assess and develop their engineering and commercial applications.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- preparing designs for chemical process systems and planning 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
- monitoring the operation and maintenance of equipment to achieve maximum efficiency under safe operating conditions
- ensuring correct materials and equipment are used and that they conform to specifications
- diagnosing malfunctions in chemical plants and instituting remedial action
- studying product utilisation and pollution control problems
- 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 new materials and fabrication procedures for new materials to fulfil production 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
- reviewing product failure data and implementing laboratory tests to establish or reject possible causes, and advising on ways to overcome any problems

Occupations:

233111 Chemical Engineer

233112 Materials Engineer

**233111 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. Registration or licensing may be required.

Skill Level: 1

**233112 MATERIALS ENGINEER**

Investigates the properties of metals, ceramics, polymers and other materials and assesses and develops their engineering and commercial applications. Registration or licensing may be required.

Skill Level: 1

UNIT GROUP 2332 CIVIL ENGINEERING PROFESSIONALS

CIVIL ENGINEERING PROFESSIONALS design, plan, organise and oversee the construction of civil engineering projects such as dams, bridges, pipelines, gas and water supply schemes, sewerage systems, roads, airports and other structures; analyse the likely behaviour of soil and rock when placed under pressure by proposed structures and design structural foundations; analyse the statical properties of all types of structures and test the behaviour and durability of materials used in their construction; plan and develop transportation systems; and estimate and monitor the construction costs of projects.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- determining construction methods, materials and quality standards, and drafting and interpreting specifications, drawings, plans, construction methods and procedures
- organising and directing site labour and the delivery of construction materials, plant and equipment, and establishing detailed programs for the coordination of site activities
- obtaining soil and rock samples at different depths across sites and testing samples to determine strength, compressibility and other factors that affect the behaviour of soil and rock when a structure is imposed and determining the safe loading for the soil
- studying architectural and engineering drawings and specifications to estimate total costs, and preparing detailed cost plans and estimates as tools to assist in budgetary control
- monitoring changes to designs, assessing effects on cost, and measuring, valuing and negotiating variations to designs
- analysing structural systems for both static and dynamic loads
- designing structures to ensure they do not collapse, bend, twist or vibrate in undesirable ways
- assessing present and future travel flow patterns taking into account population increase and needs change
- designing the physical aspects of transportation systems such as highways, railroads, urban transit, air transportation, logistical supply systems and their terminals

Occupations:

- 233211 Civil Engineer
- 233212 Geotechnical Engineer
- 233213 Quantity Surveyor
- 233214 Structural Engineer
- 233215 Transport Engineer

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2332 CIVIL ENGINEERING PROFESSIONALS *continued*

#### 233211 CIVIL ENGINEER

Plans, designs, organises and oversees the construction and operation of dams, bridges, pipelines, gas and water supply schemes, sewerage systems, airports and other civil engineering projects. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Airfield Engineer Officer (Air Force)

Hydraulics Engineer

#### 233212 GEOTECHNICAL ENGINEER

Plans, directs and conducts survey work to analyse the likely behaviour of soil and rock when placed under pressure by proposed structures, and designs above and below ground foundations. Registration or licensing may be required.

Skill Level: 1

#### 233213 QUANTITY SURVEYOR

Alternative Titles:

Building Economist

Construction Economist

Estimates and monitors construction costs from the project feasibility stage, through tender preparation, to the construction period and beyond. Registration or licensing is required.

Skill Level: 1

#### 233214 STRUCTURAL ENGINEER

Analyses the static properties of all types of structures, tests the behaviour and durability of materials used in their construction, and designs and supervises the construction of all types of structures. Registration or licensing may be required.

Skill Level: 1

#### 233215 TRANSPORT ENGINEER

Plans and develops transport systems to improve infrastructure efficiency and the cost effectiveness of moving people and freight. Registration or licensing may be required.

Skill Level: 1

Specialisation:

Roading Engineer (NZ)

UNIT GROUP 2333 ELECTRICAL ENGINEERS

ELECTRICAL ENGINEERS design, develop and supervise the manufacture, installation, operation and maintenance of equipment, machines and systems for the generation, distribution, utilisation and control of electric power.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- planning and designing power stations and power generation equipment
- 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
- organising and managing resources used in the supply of electrical components, machines, appliances and equipment
- establishing delivery and installation schedules for machines, switchgear, cables and fittings
- supervising the operation and maintenance of power stations, transmission and distribution systems and industrial plants
- designing and installing control and signalling equipment for road, rail and air traffic
- may specialise in research in areas such as power generation and transmission systems, transformers, switchgear and electric motors, telemetry and control systems

Occupation:

233311 Electrical Engineer

**233311 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. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Electrical Design Engineer

Railway Signalling Engineer

Signalling and Communications Engineer



UNIT GROUP 2334 ELECTRONICS ENGINEERS

ELECTRONICS ENGINEERS design, develop, adapt, install, test and maintain electronic components, circuits and systems used for computer systems, communication systems, entertainment, transport and other industrial applications.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- 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, communication and control systems, and ensuring proper control and protection methods
- establishing and monitoring performance and safety standards and procedures for operation, modification, maintenance and repair of such systems
- designing communications bearers based on wired, optical fibre and wireless communication media
- analysing communications traffic and level of service, and determining the type of installation, location, layout and transmission medium for communication systems
- designing and developing signal processing algorithms and implementing these through appropriate choice of hardware and software

Occupation:

233411 Electronics Engineer

**233411 ELECTRONICS ENGINEER**

Designs, develops, adapts, installs, tests and maintains electronic components, circuits and systems used for computer systems, communication systems, entertainment, transport and other industrial applications.

Registration or licensing may be required.

Skill Level: 1

Specialisation:

Communications Engineer (Army)

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2335 INDUSTRIAL, MECHANICAL AND PRODUCTION ENGINEERS

INDUSTRIAL, MECHANICAL AND PRODUCTION ENGINEERS design, organise and oversee the construction, operation and maintenance of mechanical and process plant and installations, establish programs for the coordination of manufacturing activities, and ensure usage of resources is cost effective.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

#### *Tasks Include:*

- studying functional statements, organisational charts and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication
- establishing work measurement programs and analysing work samples to develop standards for labour utilisation
- analysing workforce utilisation, facility layout, operational data and production schedules and costs to determine optimum worker and equipment efficiencies
- designing mechanical equipment, machines, components, products for manufacture, and plant and systems for construction
- developing specifications for manufacture, and determining materials, equipment, piping, material flows, capacities and layout of plant and systems
- organising and managing project labour and the delivery of materials, plant and equipment
- establishing standards and policies for installation, modification, quality control, testing, inspection and maintenance according to engineering principles and safety regulations
- inspecting plant 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

Occupations:

233511 Industrial Engineer

233512 Mechanical Engineer

233513 Production or Plant Engineer

#### **233511 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. Registration or licensing may be required.

Skill Level: 1

Specialisation:

Process Engineer (Industrial)

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2335 INDUSTRIAL, MECHANICAL AND PRODUCTION ENGINEERS *continued*

#### **233512 MECHANICAL ENGINEER**

Plans, designs, organises and oversees the assembly, erection, operation and maintenance of mechanical and process plant and installations. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Airconditioning Engineer

Heating and Ventilation Engineer

#### **233513 PRODUCTION OR PLANT ENGINEER**

Plans, directs and coordinates the design, construction, modification, continued performance and maintenance of equipment and machines in industrial plants, and the management and planning of manufacturing activities. Registration or licensing may be required.

Skill Level: 1

Specialisation:

Automation and Control Engineer

UNIT GROUP 2336 MINING ENGINEERS

MINING ENGINEERS plan and direct the engineering aspects of locating and extracting minerals, petroleum and natural gas from the earth.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- conducting preliminary surveys of mineral, petroleum and natural gas deposits with prospectors, Geologists, Geophysicists, other mineral scientists and other engineers to determine the resources present, the feasibility of extracting the reserves, and the design and development of the extraction process
- preparing operation and project cost estimates and production schedules, and reporting progress, production and costs compared to budget
- 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, often using computer modelling
- assessing the natural, technical, financial and safety risks associated with the phases of the project development, construction and operations
- determining the safety of processes, order of extraction and safety of mine walls, evaluating the risk of slippage and advising on the prevention of slippage and rock falls
- planning and coordinating the utilisation of labour and equipment consistent with efficiency targets, statutes, safety guidelines and environmental conditions
- planning and conducting research and providing advice on engineering operations for the exploration, location and extraction of petroleum and natural gas
- determining location for drilling
- deciding on types of derrick and equipment including seabed platforms
- devising methods of controlling the flow of oil and gas from wells

Occupations:

233611 Mining Engineer (excluding Petroleum)

233612 Petroleum Engineer

**233611 MINING ENGINEER (EXCLUDING PETROLEUM)**

Plans and directs the engineering aspects of locating and extracting minerals from the earth. Registration or licensing may be required.

Skill Level: 1

Specialisation:

Process Engineer (Mining)

## MAJOR GROUP 2 *continued*

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### UNIT GROUP 2336 MINING ENGINEERS *continued*

#### 233612 PETROLEUM ENGINEER

Plans and directs the engineering aspects of locating and extracting petroleum or natural gas from the earth.  
Registration or licensing may be required.

Skill Level: 1

Specialisations:

Mud Engineer

Petrophysical Engineer

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2339 OTHER ENGINEERING PROFESSIONALS

This unit group covers Engineering Professionals not elsewhere classified.

It includes Aeronautical Engineers, Agricultural Engineers, Biomedical Engineers, Engineering Technologists, Environmental Engineers and Naval Architects (Aus) / Marine Designers (NZ).

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

Occupations:

- 233911 Aeronautical Engineer
- 233912 Agricultural Engineer
- 233913 Biomedical Engineer
- 233914 Engineering Technologist
- 233915 Environmental Engineer
- 233916 Naval Architect (Aus) / Marine Designer (NZ)
- 233999 Engineering Professionals nec

#### **233911 AERONAUTICAL ENGINEER**

Performs and supervises engineering work concerned with the design, development, manufacture, maintenance and modification of aircraft for flight. Registration or licensing may be required.

Skill Level: 1

Specialisations:

- Aeronautical Engineering Officer (Navy)
- Aerospace Engineer
- Aerospace Engineer Officer - Aeronautical (Air Force)
- Aerospace Engineer Officer - Armament (Air Force)
- Aerospace Engineer Officer - Electronics (Air Force)
- Avionics Systems Engineer
- Weapons Aeronautical Engineering Officer (Navy)

#### **233912 AGRICULTURAL ENGINEER**

Alternative Title:

Natural Resources Engineer

Performs and supervises engineering work related to the use and development of agricultural land, buildings, machines and equipment. Registration or licensing may be required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2339 OTHER ENGINEERING PROFESSIONALS *continued*

#### 233913 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. Registration or licensing may be required.

Skill Level: 1

Specialisations:

- Bioengineer
- Clinical Engineer
- Medical Engineer

#### 233914 ENGINEERING TECHNOLOGIST

Analyses and modifies new and existing engineering technologies and applies them in the testing and implementation of engineering projects. Registration or licensing may be required.

Skill Level: 1

Specialisations:

- Aeronautical Engineering Technologist
- Agricultural Engineering Technologist
- Biomedical Engineering Technologist
- Chemical Engineering Technologist
- Industrial Engineering Technologist
- Mining Engineering Technologist

#### 233915 ENVIRONMENTAL ENGINEER

Assesses the impact on air, water, soil and noise levels in the vicinity of engineering projects, plans and designs equipment and processes for the treatment and safe disposal of waste material, and assesses what may cause problems for the environment in the long-term. Registration or licensing is required.

Skill Level: 1

#### 233916 NAVAL ARCHITECT (AUS) / MARINE DESIGNER (NZ)

Designs and oversees the construction and repair of marine craft and floating structures. Registration or licensing may be required.

Skill Level: 1

#### 233999 ENGINEERING PROFESSIONALS NEC

This occupation group covers Engineering Professionals not elsewhere classified. Registration or licensing may be required.

Skill Level: 1

Occupations in this group include:

- Mechatronics Engineer
- Product Design Engineer

MINOR GROUP 234 NATURAL AND PHYSICAL SCIENCE PROFESSIONALS

NATURAL AND PHYSICAL SCIENCE PROFESSIONALS perform analytical, conceptual and practical tasks in relation to environmental factors and agricultural production, the chemical and physical properties of the universe, the extraction and processing of mineral ores, life forms including the physiology and biochemistry of humans, plants and animals, and disease prevention.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- advising farmers on techniques for improving crop and livestock production
- conducting experiments and tests to identify the chemical composition and reactive properties of natural substances and processed materials
- developing conservation and management policies for biological resources, such as fish populations and forests, and establishing standards and developing approaches for the control of pollution and the rehabilitation of areas disturbed by activities such as mining, timber felling and overgrazing
- conducting studies of minerals and the nature and formation of the earth's crust, and carrying out mineral exploration
- 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
- analysing samples of body tissue and fluids to develop techniques to aid in the diagnosis and treatment of diseases
- treating animals medically and surgically, and administering and prescribing drugs, analgesics, and general and local anaesthetics for animals
- 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 and concentrates

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

- 2341 Agricultural and Forestry Scientists
- 2342 Chemists, and Food and Wine Scientists
- 2343 Environmental Scientists
- 2344 Geologists and Geophysicists
- 2345 Life Scientists
- 2346 Medical Laboratory Scientists
- 2347 Veterinarians
- 2349 Other Natural and Physical Science Professionals



## MAJOR GROUP 2 *continued*

### UNIT GROUP 2341 AGRICULTURAL AND FORESTRY SCIENTISTS

AGRICULTURAL AND FORESTRY SCIENTISTS advise farmers, rural industries and government on aspects of farming, develop techniques for increasing productivity, and study and develop plans and policies for the management of forest areas.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- collecting and analysing data and samples of produce, feed, soil and other factors affecting production
- advising Farmers and Farm Managers on techniques for improving the production of crops and livestock, and alternative agricultural options
- advising farmers on issues such as livestock and crop disease, control of pests and weeds, soil improvement, animal husbandry and feeding programs
- studying the environmental factors affecting commercial crop production, pasture growth, animal breeding, and the growth and health of forest trees
- studying the effects of cultivation techniques, soils, insects and plant diseases on animal, crop and forest production
- developing procedures and techniques for solving agricultural problems and improving the efficiency of production
- managing forest resources to maximise their long-term commercial, recreational and environmental benefits for the community
- studying the propagation and culture of forest trees, methods for improving the growth of stock, and the effects of thinning on forest yields
- preparing plans for reforestation and devising efficient harvesting systems
- investigating, planning and implementing management procedures to cope with the effects of fires, floods, droughts, soil erosion, insect pests and diseases

#### Occupations:

- 234111 Agricultural Consultant
- 234112 Agricultural Scientist
- 234113 Forester (Aus) / Forest Scientist (NZ)

#### **234111 AGRICULTURAL CONSULTANT**

##### Alternative Title:

Agricultural Adviser

Advises farmers, agricultural businesses, rural industries and government on the production, processing and distribution of farm products.

Skill Level: 1

##### Specialisations:

- Agricultural Extension Officer
- Landcare Officer

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2341 AGRICULTURAL AND FORESTRY SCIENTISTS *continued*

#### 234112 AGRICULTURAL SCIENTIST

Studies commercial plants, animals and cultivation techniques to enhance the productivity of farms and agricultural industries.

Skill Level: 1

Specialisation:

Agronomist

#### 234113 FORESTER (AUS) / FOREST SCIENTIST (NZ)

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: 1

Specialisations:

Forestry Adviser

Forestry Consultant

Silviculturist

UNIT GROUP 2342 CHEMISTS, AND FOOD AND WINE SCIENTISTS

CHEMISTS, AND FOOD AND WINE SCIENTISTS study the chemical and physical properties of substances, develop and monitor chemical processes and production, develop new and improve existing food products, and plan and coordinate the production of wine and spirits.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of Wine Makers, at least five years of experience may substitute for the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- conducting experiments and tests to identify the chemical composition and reactive properties of natural substances and processed materials
- analysing and conducting research to develop theories, techniques and processes, and testing the reliability of outcomes under different conditions
- developing practical applications of experimental and research findings
- testing food products for flavour, colour, taste, texture and nutritional content
- advising on preserving, processing, packaging, storing and delivering foods
- developing quality control procedures and safety standards for the manufacture of food products
- examining grape samples to assess ripeness, sugar and acid content, and determining suitability for processing
- coordinating winemaking processes, directing workers in testing and crushing grapes, fermenting juices, and fortifying, clarifying, maturing and finishing wines
- blending wines according to formulae and knowledge of winemaking techniques

Occupations:

234211 Chemist

234212 Food Technologist

234213 Wine Maker

**234211 CHEMIST**

Studies the chemical and physical properties of substances, and develops and monitors chemical processes and production.

Skill Level: 1

Specialisations:

Analytical Chemist

Industrial Chemist

**234212 FOOD TECHNOLOGIST**

Alternative Title:

Food Scientist

Develops new and improves existing food products, and sets standards for producing, packaging and marketing food.

Skill Level: 1

**MAJOR GROUP 2** *continued*

**UNIT GROUP 2342 CHEMISTS, AND FOOD AND WINE SCIENTISTS** *continued*

**234213 WINE MAKER**

Alternative Title:

Oenologist

Plans, supervises and coordinates the production of wine or spirits from selected varieties of grapes.

Skill Level: 1

UNIT GROUP 2343 ENVIRONMENTAL SCIENTISTS

ENVIRONMENTAL SCIENTISTS study, develop, implement and advise on policies and plans for managing and protecting the environment, flora, fauna and other natural resources.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- evaluating habitat, wildlife and fisheries needs, and formulating short- and long-term management goals and objectives
- enforcing laws and regulations to conserve and protect fish and wildlife
- carrying out environmental impact assessments for a wide range of development projects
- proposing solutions to address negative environmental impact
- studying the effects of factors, such as terrain, altitude, climatic and environmental change, sources of nutrition, predators and the impacts of humans, on animal and plant life
- studying and analysing pollution, atmospheric conditions, demographic characteristics, ecology, mineral, soil and water samples
- developing conservation and management policies for biological resources, such as fish populations and forests, and establishing standards and developing approaches for the control of pollution and the rehabilitation of areas disturbed by activities such as mining, timber felling and overgrazing
- implementing policies and organising activities in designated parks and other areas to conserve and protect natural and cultural heritage
- participating in management planning by providing environmental information and making inventories of plants, animals and items of cultural and heritage significance

Occupations:

- 234311 Conservation Officer
- 234312 Environmental Consultant
- 234313 Environmental Research Scientist
- 234314 Park Ranger
- 234399 Environmental Scientists nec

**234311 CONSERVATION OFFICER**

Alternative Title:

Environmental Officer

Develops and implements programs and regulations for the protection of fish, wildlife and other natural resources.

Skill Level: 1

Specialisation:

Landcare Facilitator

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2343 ENVIRONMENTAL SCIENTISTS *continued*

#### 234312 ENVIRONMENTAL CONSULTANT

Alternative Titles:

Environmental Adviser

Environmental Analyst

Analyses and advises on policies guiding the design, implementation and modification of government or commercial environmental operations and programs.

Skill Level: 1

#### 234313 ENVIRONMENTAL RESEARCH SCIENTIST

Alternative Title:

Environmental Scientist

Studies and develops policies and plans for the control of factors which may produce pollution, imbalance in or degradation of the environment.

Skill Level: 1

Specialisations:

Air Pollution Analyst

Ecologist

Land Degradation Analyst

Water Quality Analyst

#### 234314 PARK RANGER

Assists in controlling a State or national park, scenic area, historic site, nature reserve, recreation area or conservation reserve in accordance with authorised policies and priorities.

Skill Level: 1

#### 234399 ENVIRONMENTAL SCIENTISTS NEC

This occupation group covers Environmental Scientists not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Aquaculture Consultant

Environmental Auditor

Soil Scientist

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2344 GEOLOGISTS AND GEOPHYSICISTS

GEOLOGISTS AND GEOPHYSICISTS study the composition, structure and other physical attributes of the earth, locate and advise on the extraction of minerals, petroleum and ground water, and detect, monitor and forecast seismic, magnetic, electrical, thermal and oceanographic activity.

Geographers are excluded from this unit group. Geographers are included in Unit Group 2724 Social Professionals.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- conducting preliminary surveys of mineral, petroleum and natural gas deposits with prospectors, Mining Engineers, Metallurgists, and other mineral scientists and engineers
- preparing and supervising the production of laboratory reports and scientific papers
- 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, and 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
- carrying out exploration to determine the resources present by sampling, 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 aerial, ground and drill hole surveys

Occupations:

234411 Geologist

234412 Geophysicist

#### **234411 GEOLOGIST**

Studies the composition, structure and other physical attributes of the earth to increase scientific knowledge and to develop practical applications in fields such as mineral exploitation, civil engineering, environmental protection and rehabilitation of land after mining.

Skill Level: 1

Specialisations:

Hydrogeologist

Marine Geologist

Palaeontologist

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2344 GEOLOGISTS AND GEOPHYSICISTS *continued*

#### 234412 GEOPHYSICIST

Studies the composition, structure and other physical attributes of the earth, locates minerals, petroleum or ground water, and detects, monitors and forecasts seismic, magnetic, electrical, geothermal and oceanographic activity.

Skill Level: 1

Specialisations:

Physical Oceanographer

Seismologist



UNIT GROUP 2345 LIFE SCIENTISTS

LIFE SCIENTISTS examine the anatomy, physiology and biochemistry of humans, animals, plants and other living organisms to better understand how living organisms function and interact with each other and the environment in which they live.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- designing and conducting experiments, making observations and measurements, researching information, analysing data, preparing or supervising the preparation of laboratory reports and scientific papers, presenting findings at scientific meetings and conferences, and supervising the work of staff
- studying the forms and structures of bodily organs and tissues by systematic observation, dissection and microscopic examination
- investigating the chemical structure and function of living cells and their isolated components, organs and tissues in humans, animals, plants, and micro-organisms
- examining micro-organisms, such as bacteria, fungi, yeast and their enzymes, and using the knowledge gained to create and develop new, and improve existing, products, materials and processes
- investigating the effects of environmental factors, such as rainfall, temperature, sunlight, soil, topography and disease, on plant growth
- planning and undertaking experiments to study, measure and understand marine animals and plants
- studying the growth and characteristics of micro-organisms, such as bacteria, algae and fungi, and the effects they have on plants, animals and humans to develop medical, veterinary, industrial, environmental and other practical applications
- investigating the interrelationships between animals in their natural surroundings, in captivity and in laboratories

Occupations:

- 234511 Life Scientist (General)
- 234512 Anatomist or Physiologist
- 234513 Biochemist
- 234514 Biotechnologist
- 234515 Botanist
- 234516 Marine Biologist
- 234517 Microbiologist
- 234518 Zoologist
- 234599 Life Scientists nec

**234511 LIFE SCIENTIST (GENERAL)**

Alternative Title:

Biologist (General)

Studies the origin, anatomy, physiology, reproduction and behaviour of living organisms and the ways in which they interact with the environment in which they live.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2345 LIFE SCIENTISTS *continued*

#### **234512 ANATOMIST OR PHYSIOLOGIST**

Studies the anatomy and physiology of humans.

Skill Level: 1

Specialisations:

Embryologist

Neuroanatomist

#### **234513 BIOCHEMIST**

Studies the biochemistry of living organisms and the molecular structure and function of related components.

Skill Level: 1

Specialisations:

Enzyme Chemist

Protein Chemist

#### **234514 BIOTECHNOLOGIST**

Studies the anatomy, physiology and characteristics of living organisms and isolated biological molecules, and develops new materials for applying to a range of purposes.

Skill Level: 1

Specialisations:

Cell Geneticist

Molecular Biologist

Molecular Geneticist

#### **234515 BOTANIST**

Studies the anatomy, physiology, biochemistry and ecology of plants.

Skill Level: 1

Specialisations:

Plant Morphologist

Plant Pathologist

Plant Physiologist

Plant Taxonomist

#### **234516 MARINE BIOLOGIST**

Studies the anatomy, physiology, functions, characteristics, behaviour and environments of all forms of life living in the sea and connected water bodies.

Skill Level: 1

#### **234517 MICROBIOLOGIST**

Studies microscopic forms of life such as bacteria, viruses and protozoa.

Skill Level: 1

Specialisation:

Bacteriologist (Non-medical)

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2345 LIFE SCIENTISTS *continued*

#### 234518 ZOOLOGIST

Studies the anatomy, physiology, characteristics, ecology, behaviour and environments of animals.

Skill Level: 1

Specialisations:

Entomologist

Mammologist

Ornithologist

#### 234599 LIFE SCIENTISTS NEC

This occupation group covers Life Scientists not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Animal Behaviourist

Parasitologist

Pharmacologist (Non-clinical)

Toxicologist

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2346 MEDICAL LABORATORY SCIENTISTS

MEDICAL LABORATORY SCIENTISTS conduct medical laboratory tests to assist in the diagnosis, treatment and prevention of disease.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- preparing tissue sections for microscopic examination
- examining and analysing samples to study the effects of microbial infections
- analysing samples of body tissue and fluids to develop techniques to aid in the diagnosis and treatment of diseases
- advising Medical Practitioners on the interpretation of tests and methods for use in the diagnosis and treatment of disease
- setting up the steps and rules of laboratory medical testing
- operating and maintaining laboratory equipment
- maintaining laboratory quality assurance and safety standards
- preparing scientific papers and reports

Occupation:

234611 Medical Laboratory Scientist

#### **234611 MEDICAL LABORATORY SCIENTIST**

Alternative Titles:

Hospital Scientist

Medical Scientific Officer

Conducts medical laboratory tests to assist in the diagnosis, treatment and prevention of disease.

Skill Level: 1

UNIT GROUP 2347 VETERINARIANS

VETERINARIANS diagnose, treat and prevent animal diseases, ailments and injuries.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- treating animals medically and surgically, and administering and prescribing drugs, analgesics, and general and local anaesthetics
- determining the presence and nature of abnormal conditions by physical examination, laboratory testing and through diagnostic imaging techniques including radiography and ultrasound
- 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
- performing autopsies to determine cause of death
- advising clients on health, nutrition and feeding, hygiene, breeding and care of animals
- may provide professional services to commercial firms producing biological and pharmaceutical products
- may specialise in the treatment of a particular animal group or in a particular specialty area such as cardiology, chiropractic, dermatology or critical care

Occupation:

234711 Veterinarian

**234711 VETERINARIAN**

Alternative Title:

Veterinary Surgeon

Diagnoses, treats and prevents animal diseases, ailments and injuries. Registration or licensing is required.

Skill Level: 1

Specialisations:

Veterinary Parasitologist

Veterinary Pathologist

UNIT GROUP 2349 OTHER NATURAL AND PHYSICAL SCIENCE  
PROFESSIONALS

This unit group covers Natural and Physical Science Professionals not elsewhere classified.

It includes Conservators, Metallurgists, Meteorologists and Physicists.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of Conservators, at least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

Occupations:

- 234911 Conservator
- 234912 Metallurgist
- 234913 Meteorologist
- 234914 Physicist
- 234999 Natural and Physical Science Professionals nec

**234911 CONSERVATOR**

Plans and organises the conservation of materials and objects in libraries, archives, museums, art galleries and other institutions.

Skill Level: 1

Specialisation:

Art Conservator

**234912 METALLURGIST**

Researches, develops, controls and provides advice on processes used in extracting metals from their ores, and processes used for casting, alloying, heat treating or welding refined metals, alloys and other materials to produce commercial metal products or develop new alloys and processes. Registration or licensing may be required.

Skill Level: 1

Specialisations:

- Hydrometallurgical Engineer
- Metallographer
- Pyrometallurgical Engineer
- Radiological Metallurgist

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2349 OTHER NATURAL AND PHYSICAL SCIENCE PROFESSIONALS *continued*

#### 234913 METEOROLOGIST

Studies the physics and dynamics of the atmosphere to increase understanding of weather and climate, and to forecast changes in the weather and long-term climatic trends.

Skill Level: 1

Specialisations:

Climatologist

Weather Forecaster

#### 234914 PHYSICIST

Studies matter, space, time, energy, forces and fields and the interrelationship between these physical phenomena to further understanding of the laws governing the behaviour of the universe, and seeks to apply these laws to solve practical problems and discover new information about the earth and the universe.

Skill Level: 1

Specialisations:

Astronomer

Medical Physicist

#### 234999 NATURAL AND PHYSICAL SCIENCE PROFESSIONALS NEC

This occupation group covers Natural and Physical Science Professionals not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Ceramics Scientist

Exercise Physiologist

Mineral Processing Engineer

Polymer Scientist

Sports Scientist

## MAJOR GROUP 2 *continued*

### SUB-MAJOR GROUP 24 EDUCATION PROFESSIONALS

EDUCATION PROFESSIONALS educate students in early childhood (pre-primary), primary, middle or intermediate, secondary, tertiary, private and special education institutions by teaching one or more subjects; research and develop curricula and teaching materials; and promote students' social, emotional, intellectual and physical development.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- delivering prescribed courses of study
- monitoring and assessing the progress of individual students
- attending to the social, emotional, intellectual and physical wellbeing of students and maintaining acceptable standards of conduct
- discussing individual progress, courses, academic matters and problems with other professionals, parents and students
- providing tuition in specialised subjects such as art, music, dance and drama
- preparing and presenting theoretical and practical subject matter in lectures, tutorials and workshop sessions
- conducting research 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 Tertiary Education Teachers
- 249 Miscellaneous Education Professionals



MINOR GROUP 241 SCHOOL TEACHERS

SCHOOL TEACHERS educate students in early childhood (pre-primary), primary, middle or intermediate, secondary and special institutions by teaching a range of subjects within a prescribed curriculum, and promote students' social, emotional, intellectual and physical development.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks 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 wellbeing of students and maintaining acceptable standards of behaviour
- assessing the abilities and level of achievement of students through direct observation and administering tests
- discussing individual progress and problems with other professionals, parents and students
- performing extra-curricular tasks such as assisting with sport, school concerts, excursions and special interest programs
- supervising student teachers on placement
- maintaining attendance and scholastic records, and school discipline

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

- 2411 Early Childhood (Pre-primary School) Teachers
- 2412 Primary School Teachers
- 2413 Middle School Teachers (Aus) / Intermediate School Teachers (NZ)
- 2414 Secondary School Teachers
- 2415 Special Education Teachers

UNIT GROUP 2411 EARLY CHILDHOOD (PRE-PRIMARY SCHOOL) TEACHERS

EARLY CHILDHOOD (PRE-PRIMARY SCHOOL) TEACHERS teach the basics of numeracy, literacy, music, art and literature to early childhood (pre-primary) students and promote students' social, emotional, intellectual and physical development.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- planning and structuring learning in both indoor and outdoor environments using a variety of materials and equipment to facilitate students' development
- providing a variety of experiences and activities to develop motor skills, cooperative social skills, confidence and understanding
- promoting language development through story telling, role play, songs, rhymes and informal discussions held individually and within groups
- 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
- discussing students' progress with parents
- attending parent interviews, and staff and committee meetings
- participating in community and family support programs as appropriate
- supervising student teachers on placement

Occupations:

241111 Early Childhood (Pre-primary School) Teacher

241112 Kaiako Kōhanga Reo (Māori Language Nest Teacher)

**241111 EARLY CHILDHOOD (PRE-PRIMARY SCHOOL) TEACHER**

Alternative Title:

Kindergarten Teacher

Plans, organises and conducts activities to help pre-primary school students to develop a wide variety of skills including speech, reading, writing, motor skills and social interaction. Registration or licensing is required.

Skill Level: 1

Specialisation:

Preschool Director

**241112 KAIAKO KŌHANGA REO (MĀORI LANGUAGE NEST TEACHER)**

Works with whanau (family) to care for young children in a Kōhanga Reo (Māori language nest) and helps them understand Māori language and customs.

Skill Level: 1

### 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.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- teaching literacy, numeracy, social science, creative expression and physical education skills to primary school students
- presenting prescribed curriculum using a range of teaching techniques and materials
- developing students' interests, abilities and coordination by way of creative activities
- guiding discussions and supervising work in class
- 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 and senior teachers
- maintaining discipline in classrooms and other school areas
- participating in staff meetings, educational conferences and workshops
- liaising with parent, community and business groups
- maintaining class and scholastic records
- performing extra-curricular tasks such as assisting with sport, school concerts, excursions and special interest programs
- supervising student teachers on placement

Occupations:

241211 Kaiako Kura Kaupapa Māori (Māori-medium Primary School Teacher)

241212 Pouako Kura Kaupapa Māori (Māori-medium Primary School Senior Teacher)

241213 Primary School Teacher

**241211 KAIAKO KURA KAUPAPA MĀORI (MĀORI-MEDIUM PRIMARY SCHOOL TEACHER)**

Teaches and coordinates curriculum activities in the Māori language for children at primary school level.

Skill Level: 1

**241212 POUAKO KURA KAUPAPA MĀORI (MĀORI-MEDIUM PRIMARY SCHOOL SENIOR TEACHER)**

Teaches and coordinates curriculum activities in the Māori language for students at primary school level. This is a senior level teaching position.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2412 PRIMARY SCHOOL TEACHERS *continued*

#### 241213 PRIMARY SCHOOL TEACHER

Teaches and coordinates a range of subjects within a prescribed curriculum to primary school students.

Registration or licensing is required.

Skill Level: 1

Specialisation:

Primary School Teacher-Librarian

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2413 MIDDLE SCHOOL TEACHERS (AUS) / INTERMEDIATE SCHOOL TEACHERS (NZ)

MIDDLE SCHOOL TEACHERS (AUS) / INTERMEDIATE SCHOOL TEACHERS (NZ) teach one or more subjects within a prescribed curriculum to middle school or intermediate school students and promote students' social, emotional, intellectual and physical development.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### *Tasks Include:*

- presenting prescribed curriculum using a range of teaching techniques and materials
- developing students' interests, abilities and coordination by way of creative activities
- guiding discussions and supervising work in class
- 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 and senior teachers
- maintaining discipline in classrooms and other school areas
- participating in staff meetings, educational conferences and workshops
- liaising with parent, community and business groups
- maintaining class and scholastic records
- performing extra-curricular tasks such as assisting with sport, school concerts, excursions and special interest programs
- supervising student teachers on placement

Occupation:

241311 Middle School Teacher (Aus) / Intermediate School Teacher (NZ)

#### **241311 MIDDLE SCHOOL TEACHER (AUS) / INTERMEDIATE SCHOOL TEACHER (NZ)**

Teaches one or more subjects within a prescribed curriculum to middle school or intermediate school students and promotes students' social, emotional, intellectual and physical development. Registration or licensing is required.

Skill Level: 1

UNIT GROUP 2414 SECONDARY SCHOOL TEACHERS

SECONDARY SCHOOL TEACHERS teach one or more subjects within a prescribed curriculum to secondary school students and promote students' social, emotional, intellectual and physical development.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- presenting prescribed curriculum using a range of teaching techniques and materials
- developing students' interests, abilities and coordination by way of creative activities
- guiding discussions and supervising work in class
- 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 and senior teachers
- maintaining discipline in classrooms and other school areas
- participating in staff meetings, educational conferences and workshops
- liaising with parent, community and business groups
- maintaining class and scholastic records
- performing extra-curricular tasks such as assisting with sport, school concerts, excursions and special interest programs
- supervising student teachers on placement

Occupation:

241411 Secondary School Teacher

**241411 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. Registration or licensing is required.

Skill Level: 1

Specialisation:

Secondary School Teacher-Librarian

UNIT GROUP 2415 SPECIAL EDUCATION TEACHERS

SPECIAL EDUCATION TEACHERS teach primary, middle or intermediate, and secondary school students with learning difficulties, hearing impairment and sight impairment, and promote students' social, emotional, intellectual and physical development.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- assessing students' abilities and limitations with regard to intellectual, physical, social and emotional disabilities, 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 training and rehabilitation
- advising, instructing and counselling parents and teachers on the availability and use of special techniques
- stimulating and developing interests, abilities, manual skills and coordination
- conferring with other staff members to plan and schedule lessons for special needs students
- preparing and maintaining student data and other records and submitting reports

Occupations:

- 241511 Special Needs Teacher
- 241512 Teacher of the Hearing Impaired
- 241513 Teacher of the Sight Impaired
- 241599 Special Education Teachers nec

**241511 SPECIAL NEEDS TEACHER**

Teaches academic and living skills to primary, middle or intermediate, and secondary school students with particular learning difficulties using various techniques, and promotes students' social, emotional, intellectual and physical development. Registration or licensing is required.

Skill Level: 1

Specialisations:

- Behaviour Support Teacher
- Remedial Teacher
- Teacher of Gifted Students

**241512 TEACHER OF THE HEARING IMPAIRED**

Teaches academic and living skills to hearing impaired students, and promotes students' social, emotional, intellectual and physical development. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2415 SPECIAL EDUCATION TEACHERS *continued*

#### 241513 TEACHER OF THE SIGHT IMPAIRED

Teaches academic and living skills to sight impaired students, and promotes students' social, emotional, intellectual and physical development. Registration or licensing is required.

Skill Level: 1

#### 241599 SPECIAL EDUCATION TEACHERS NEC

This occupation group covers Special Education Teachers not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Aboriginal Education Teacher (Aus)

Distance Education Teacher (Aus) / Correspondence School Teacher (NZ)

Migrant Teacher



## MAJOR GROUP 2 *continued*

### MINOR GROUP 242 TERTIARY EDUCATION TEACHERS

TERTIARY EDUCATION TEACHERS educate tertiary students in one or more subjects within a prescribed course of study at universities, polytechnics, technical and further education (TAFE) institutes and other vocational training providers, and teach adult and community education courses.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks 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 Education Managers, Librarians, Student Counsellors 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 (Aus) / Polytechnic Teachers (NZ)

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.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- preparing and delivering lectures, and conducting tutorials, seminars and laboratory sessions
- preparing and marking essays, assignments and examinations
- advising students on academic and related matters
- attending departmental and faculty meetings, conferences and seminars
- supervising work programs of postgraduate and honours students and tutorial staff
- participating in setting course and degree requirements, curriculum revision and academic planning
- serving on council, senate, faculty and other committees and professorial boards
- conducting research and undertaking consultancies in a particular field of knowledge
- stimulating and guiding class discussions
- compiling bibliographies of specialised materials for reading assignments

Occupations:

242111 University Lecturer

242112 University Tutor

**242111 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. Registration or licensing may be required.

Skill Level: 1

**242112 UNIVERSITY TUTOR**

Conducts tutorials in one or more subjects within a prescribed course of study at a university. Registration or licensing may be required.

Skill Level: 1

Specialisation:

University Demonstrator

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2422 VOCATIONAL EDUCATION TEACHERS (AUS) / POLYTECHNIC TEACHERS (NZ)

VOCATIONAL EDUCATION TEACHERS (AUS) / POLYTECHNIC TEACHERS (NZ) teach one or more subjects within a prescribed course of study at technical and further education (TAFE) institutes, polytechnics and other training institutes to tertiary students for vocational education and training purposes.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification or a postgraduate diploma in adult education. In some instances relevant industry and vocational education experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### *Tasks Include:*

- identifying the various needs of students and creating effective learning options to meet these needs
- liaising with individuals, industry and education sectors to ensure provision of relevant programs and services
- planning, designing and developing course curriculum and method of instruction
- advising students on courses and related matters
- teaching students using teaching aids including presentation of lesson materials, discussions, workshops, laboratory sessions, multimedia aids and computer tutorials
- marking and grading students' assignments, papers and exams and providing feedback to students about their progress
- maintaining records of students' progress, attendance and training activities
- consulting with Education Managers, Librarians, Student Counsellors and other support staff

Occupation:

242211 Vocational Education Teacher (Aus) / Polytechnic Teacher (NZ)

#### **242211 VOCATIONAL EDUCATION TEACHER (AUS) / POLYTECHNIC TEACHER (NZ)**

Teaches one or more subjects within a prescribed course of study at a technical and further education (TAFE) institute, polytechnic or other training institute to tertiary students for vocational education and training purposes. Registration or licensing is required.

Skill Level: 1

Specialisations:

Adult Education Teacher  
TAFE Lecturer  
TAFE Teacher  
Workplace Trainer and Assessor

## MAJOR GROUP 2 *continued*

### MINOR GROUP 249 MISCELLANEOUS EDUCATION PROFESSIONALS

This minor group covers Education Professionals not elsewhere classified.

It includes Education Advisers and Reviewers, Private Tutors and Teachers, and Teachers of English to Speakers of Other Languages.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

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

2491 Education Advisers and Reviewers

2492 Private Tutors and Teachers

2493 Teachers of English to Speakers of Other Languages

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2491 EDUCATION ADVISERS AND REVIEWERS

EDUCATION ADVISERS AND REVIEWERS conduct educational research, develop course curricula and associated teaching materials for use by educational institutions, and review and examine the work of teachers and the results from curriculum programs in school settings.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- consulting with teachers, principals and administrative officials of educational institutions to coordinate educational programs and provide advice
- identifying and evaluating developments in education by conducting research into educational systems
- serving on committees to identify present and future needs within the educational system, and planning, developing and modifying 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
- visiting schools and observing teachers in the classroom, noting pupil response, motivation and teaching techniques
- discussing programs, records and teachers with School Principals to record academic performance of schools, welfare of pupils and performance of individual teachers
- making suggestions to government officials about improvements to educational facilities, equipment, buildings and staff to ensure continued standards of education

Occupations:

249111 Education Adviser

249112 Education Reviewer

#### **249111 EDUCATION ADVISER**

Conducts educational research and develops course curricula and associated teaching materials for use by educational institutions.

Skill Level: 1

Specialisations:

Curriculum Advisory Teacher

Education Officer

Home-School Liaison Officer

Preschool Adviser

#### **249112 EDUCATION REVIEWER**

Reviews and examines the work of teachers in classrooms and schools, and observes the results of the application of curriculum programs in primary, middle or intermediate school, or secondary educational institutions.

Skill Level: 1

Specialisation:

School Inspector

### UNIT GROUP 2492 PRIVATE TUTORS AND TEACHERS

PRIVATE TUTORS AND TEACHERS teach students in the practice, theory and performance of subjects, such as art, dance, drama and music, in private training establishments.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*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
- revising curricula, course content, course materials and methods of instruction
- preparing students for examinations, performance and assessments
- keeping abreast of developments in the subject area by attending professional conferences, seminars and courses, reading current literature, and talking with colleagues
- may arrange visits and tours to professional exhibitions and performances
- may organise for exhibitions or performances of students' work

Occupations:

- 249211 Art Teacher (Private Tuition)
- 249212 Dance Teacher (Private Tuition)
- 249213 Drama Teacher (Private Tuition)
- 249214 Music Teacher (Private Tuition)
- 249299 Private Tutors and Teachers nec

**249211 ART TEACHER (PRIVATE TUITION)**

Teaches students in the practice and theory of art in private training establishments.

Skill Level: 1

**249212 DANCE TEACHER (PRIVATE TUITION)**

Teaches students in the practice, theory and performance of dance in private training establishments.

Skill Level: 1

Specialisation:

- Ballet Teacher (Private Tuition)

**249213 DRAMA TEACHER (PRIVATE TUITION)**

Teaches students in the practice, theory and performance of drama in private training establishments.

Skill Level: 1

Specialisation:

- Elocution Teacher

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2492 PRIVATE TUTORS AND TEACHERS *continued*

#### 249214 MUSIC TEACHER (PRIVATE TUITION)

Teaches students in the practice, theory and performance of music in private training establishments.

Skill Level: 1

Specialisation:

Singing Teacher (Private Tuition)

#### 249299 PRIVATE TUTORS AND TEACHERS NEC

This occupation group covers Private Tutors and Teachers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Dressmaking Teacher (Private Tuition)

Handicrafts Teacher (Private Tuition)

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2493 TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES

TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES teach classes in English to students whose first language is a language other than English.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- assessing the extent of language difficulties in students for whom English is a second language
- teaching students individually and in small groups out of the regular classroom, and assisting students within normal classroom settings
- teaching students English language skills using a variety of methods including lecture and visual demonstration
- providing assistance to other classroom teachers by designing special teaching programs for students with English language difficulties
- designing and producing teaching materials and adapting existing materials
- preparing course outlines and goals
- assigning lessons, correcting homework, and preparing and grading exams
- analysing, recording and reporting progress to regular classroom teachers, parents and students

Occupation:

249311 Teacher of English to Speakers of Other Languages

#### **249311 TEACHER OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES**

Alternative Title:

English as a Second Language Teacher

Teaches classes in English to students whose first language is a language other than English.

Skill Level: 1



## MAJOR GROUP 2 *continued*

### SUB-MAJOR GROUP 25 HEALTH PROFESSIONALS

HEALTH PROFESSIONALS develop health care programs and policies, conduct tests and diagnose and treat physical and physiological disorders, and provide nursing care, advice and counselling to patients to maintain, promote and restore good health and safe and healthy working environments.

#### *Indicative Skill Level:*

In Australia and New Zealand:

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 and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks 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 and corrective devices
- providing remedial therapy, rehabilitation and nursing care
- advising on individual, community and population health measures and health promotion, and safe working environments

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

- 251 Health Diagnostic and Promotion Professionals
- 252 Health Therapy Professionals
- 253 Medical Practitioners
- 254 Midwifery and Nursing Professionals

## MAJOR GROUP 2 *continued*

### MINOR GROUP 251 HEALTH DIAGNOSTIC AND PROMOTION PROFESSIONALS

HEALTH DIAGNOSTIC AND PROMOTION PROFESSIONALS conduct diagnostic tests and operate equipment to assess illnesses, incapacities and disabilities, provide health advice and develop programs and policies which promote good health, safe and healthy working environments, and administer pharmaceuticals.

Chiropractors and Osteopaths, Complementary Health Therapists, Dental Practitioners, Occupational Therapists, Physiotherapists, Podiatrists, and Speech Professionals and Audiologists are excluded from this minor group. They are included in Minor Group 252 Health Therapy Professionals.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- developing, implementing, reviewing, examining, testing and raising awareness of diets, menus and nutrition intervention programs, the nature and extent of vision problems, and patients' medicine therapy
- planning, implementing and reviewing strategies and procedures for safe, economic and suitable disposal of various wastes, and for safe work practices
- conducting research and assessing data relating to health and nutrition status of individuals, groups and communities, and to develop and improve pharmaceuticals, cosmetics and related chemical products
- producing images to assist Medical Practitioners diagnose patients' illnesses and diseases, and administering radiation treatment
- consulting with other Health Professionals, Chemists, Engineering Professionals and other professionals

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

- 2511 Dietitians
- 2512 Medical Imaging Professionals
- 2513 Occupational and Environmental Health Professionals
- 2514 Optometrists and Orthoptists
- 2515 Pharmacists
- 2519 Other Health Diagnostic and Promotion Professionals

UNIT GROUP 2511 DIETITIANS

DIETITIANS apply the science of human nutrition to help people understand the relationship between food and health and make appropriate dietary choices to attain and maintain health, and to prevent and treat illness and disease.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- planning diets and menus, and instructing people on the requirements and importance of diet and on the planning and preparation of food
- supervising the preparation and serving of meals
- collecting, organising and assessing data relating to health and nutritional status of individuals, groups and communities
- monitoring food intake and quality to provide nutritional care
- calculating nutritional values of food served
- planning, conducting and evaluating nutrition intervention programs and compiling educational material
- providing nutrition assessments, nutrition management, and nutrition education, research and training
- consulting with other Health Professionals and related workers to manage the dietary and nutritional needs of patients

Occupation:

251111 Dietitian

**251111 DIETITIAN**

Alternative Title:

Nutritionist

Applies the science of human nutrition to help people understand the relationship between food and health and make appropriate dietary choices to attain and maintain health, and to prevent and treat illness and disease.

Skill Level: 1

UNIT GROUP 2512 MEDICAL IMAGING PROFESSIONALS

MEDICAL IMAGING PROFESSIONALS operate X-ray and other radiation producing and imaging equipment for diagnostic, monitoring and treatment purposes under the direction of Radiologists and other Medical Practitioners.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- receiving referrals from Medical Practitioners to perform medical imaging and radiation treatment of patients
- determining the appropriate equipment to use, such as X-ray equipment, radiation scanners, fluoroscopes, ultrasound equipment, nuclear instrumentation, angiography equipment and computed tomography (CT) equipment, and selecting the appropriate equipment settings to provide the diagnostic information requested by Medical Practitioners
- calculating details of procedures such as length and intensity of exposure to radiation, size and strength of dosage of isotopes, and settings of recording equipment
- explaining procedures to patients and answering patients' inquiries about processes
- ensuring patients' welfare during procedures
- positioning patients, screens and equipment preparatory to procedures
- viewing the screen and deciding if images are satisfactory for diagnostic purposes, and selecting images to show Medical Practitioners
- conveying findings of procedures to Medical Practitioners

Occupations:

- 251211 Medical Diagnostic Radiographer
- 251212 Medical Radiation Therapist
- 251213 Nuclear Medicine Technologist
- 251214 Sonographer

**251211 MEDICAL DIAGNOSTIC RADIOGRAPHER**

Alternative Title:

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 Practitioners. Registration or licensing is required.

Skill Level: 1

Specialisation:

Magnetic Resonance Technologist

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2512 MEDICAL IMAGING PROFESSIONALS *continued*

#### 251212 MEDICAL 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 specialist Medical Practitioners. Registration or licensing is required.

Skill Level: 1

#### 251213 NUCLEAR MEDICINE TECHNOLOGIST

Performs or assists in performing diagnostic examinations using radionuclides and radiopharmaceuticals, and administers radionuclides and radiopharmaceuticals for therapeutic purposes under the direction of Nuclear Medicine Specialists or other specialist Medical Practitioners. Registration or licensing is required.

Skill Level: 1

#### 251214 SONOGRAPHER

Alternative Title:

Ultrasonographer

Operates ultrasound equipment to acquire, interpret and selectively record anatomical images, physical data and real-time physiological information for medical diagnostic purposes in conjunction with other Medical Practitioners.

Skill Level: 1

UNIT GROUP 2513 OCCUPATIONAL AND ENVIRONMENTAL HEALTH PROFESSIONALS

OCCUPATIONAL AND ENVIRONMENTAL HEALTH PROFESSIONALS develop, implement and evaluate policies and programs to monitor environmental health and occupational health and safety and related legislation to ensure safe and healthy working conditions, and assist injured staff through the workers' compensation and rehabilitation process.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- developing, implementing and reviewing environmental health management plans and occupational health and safety plans
- preparing and implementing plans and strategies for the safe, economic and suitable disposal of commercial, industrial, medical and household wastes
- advising on and enforcing legislation, implementing prevention programs and strategies for communicable diseases, food safety, waste water treatment and disposal systems, recreation and domestic water quality, contaminated and hazardous substances, and minimising air, sea, water and noise pollution to improve health outcomes
- identifying hazards, and assessing and controlling risks in the workplace
- developing, implementing and monitoring programs minimising workplace and environmental pollution involving chemical and physical hazards
- promoting ergonomic principles within the workplace such as matching furniture, equipment and work activities to the needs of employees
- inspecting and auditing workplaces, processes, plant, and chemical and physical hazards for legislative compliance
- training employees in personal protective equipment and safe working procedures
- recording and investigating injuries and equipment damage, and reporting safety performance
- coordinating the return of injured workers into the workplace

Occupations:

251311 Environmental Health Officer

251312 Occupational Health and Safety Adviser

**251311 ENVIRONMENTAL HEALTH OFFICER**

Develops, enforces and evaluates environmental health policies, programs and strategies to improve health outcomes, and oversees the implementation and monitoring of environmental health legislation. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Food Safety Auditor

Food Safety Officer

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2513 OCCUPATIONAL AND ENVIRONMENTAL HEALTH PROFESSIONALS *continued*

#### 251312 OCCUPATIONAL HEALTH AND SAFETY ADVISER

Alternative Titles:

Occupational Health and Safety Coordinator

Occupational Health and Safety Officer

Develops, implements and evaluates risk management policies and programs, trains employees in occupational health and safety procedures, monitors and audits the workplace, and records and investigates incidents to ensure safe and healthy working conditions.

Skill Level: 1

Specialisations:

Occupational Hygienist

Workplace Rehabilitation Officer

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2514 OPTOMETRISTS AND ORTHOPTISTS

OPTOMETRISTS AND ORTHOPTISTS perform eye examinations and vision tests, prescribe lenses, other optical aids and therapy, and diagnose and manage eye movement disorders and associated sensory problems.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

#### *Tasks Include:*

- examining patients' eyes and setting tests to determine the nature and extent of vision problems and abnormalities
- assessing ocular health and visual function by measuring visual acuity and refractive error, and testing the function of visual pathways, visual fields, eye movements, freedom of vision and intraocular pressure, and performing other tests using special eye test equipment
- detecting, diagnosing and managing eye disease, referring patients to, and receiving referrals from other health providers, and prescribing medications for the treatment of eye disease
- diagnosing eye movement disorders and defects of binocular function
- prescribing lenses, contact lenses and low vision aids, and checking suitability and comfort
- prescribing exercises to coordinate movement and focusing of eyes
- managing programs for eye movement disorders, and instructing and counselling patients in the use of corrective techniques and eye exercises
- advising on visual health matters such as contact lens care, vision care for the elderly, optics, visual ergonomics, and occupational and industrial eye safety
- conducting preventative screening programs
- conducting rehabilitation programs for the visually impaired

Occupations:

251411 Optometrist

251412 Orthoptist

#### **251411 OPTOMETRIST**

Performs eye examinations and vision tests to determine the presence of visual, ocular and other abnormalities, ocular diseases and systemic diseases with ocular manifestations, and prescribes lenses, other optical aids, therapy and medication to correct and manage vision problems and eye diseases. Registration or licensing is required.

Skill Level: 1

#### **251412 ORTHOPTIST**

Diagnoses and manages eye movement disorders and associated sensory deficiencies. Registration or licensing is required.

Skill Level: 1



UNIT GROUP 2515 PHARMACISTS

PHARMACISTS ensure safe and quality use of medicines, and optimise health outcomes by contributing to selecting, prescribing, monitoring and evaluating medicine therapy, and researching, testing and developing pharmaceuticals and medical products.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and a one year traineeship (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- receiving prescriptions, checking patients' medicine histories, and ensuring optimal dosage and methods of administration and drug compatibility before dispensing
- preparing or supervising the preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions
- advising prescribers on drug incompatibility and contra-indications
- reviewing and monitoring the medicine therapy of individual patients, and assessing the effectiveness of the total medicine therapy
- maintaining prescription files and recording issue of narcotics, poisons and habit-forming drugs
- storing and preserving vaccines, serums and other drugs subject to deterioration
- supplying non-prescription medicines, and diagnostic and therapeutic aids
- supervising and coordinating the work of Pharmacy Technicians, pharmacy interns and Pharmacy Sales Assistants
- conducting research to develop and improve pharmaceuticals, cosmetics and related chemical products
- conferring with Chemists, Engineering Professionals and other professionals about manufacturing techniques and ingredients
- testing and analysing drugs to determine their identity, purity and strength in relation to specified standards
- developing standards for drugs used in pharmaceuticals

Occupations:

251511 Hospital Pharmacist

251512 Industrial Pharmacist

251513 Retail Pharmacist

**251511 HOSPITAL PHARMACIST**

Prepares and dispenses pharmaceuticals, drugs and medicines in a hospital pharmacy. Registration or licensing is required.

Skill Level: 1

Specialisation:

Pharmaceutical Officer (Army)

**251512 INDUSTRIAL PHARMACIST**

Undertakes research, testing and analysis related to the development, production, storage, quality control and distribution of drugs and related supplies. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2515 PHARMACISTS *continued*

#### 251513 RETAIL PHARMACIST

Alternative Title:

Community Pharmacist

Dispenses prescribed pharmaceuticals to the public, educates customers on health promotion, disease prevention and the proper use of medicines, and sells non-prescription medicines and related goods in a community pharmacy. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2519 OTHER HEALTH DIAGNOSTIC AND PROMOTION PROFESSIONALS

This unit group covers Health Diagnostic and Promotion Professionals not elsewhere classified.

It includes Health Promotion Officers and Orthotists or Prosthetists.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

Occupations:

251911 Health Promotion Officer

251912 Orthotist or Prosthetist

251999 Health Diagnostic and Promotion Professionals nec

#### **251911 HEALTH PROMOTION OFFICER**

Alternative Titles:

Community Health Worker

Health Educator

Assists health and community groups to improve the health of individuals and the community by raising awareness of healthy lifestyles, disease and disability, and other health-related issues.

Skill Level: 1

Specialisations:

Asthma Educator

Childbirth Educator

Diabetes Educator

#### **251912 ORTHOTIST OR PROSTHETIST**

Designs, builds, fits and repairs splints, braces, callipers, artificial limbs and related appliances to restore function or compensate for muscular and skeletal disabilities. Registration or licensing may be required.

Skill Level: 1

#### **251999 HEALTH DIAGNOSTIC AND PROMOTION PROFESSIONALS NEC**

This occupation group covers Health Diagnostic and Promotion Professionals not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Genetic Counsellor

## MAJOR GROUP 2 *continued*

### MINOR GROUP 252 HEALTH THERAPY PROFESSIONALS

HEALTH THERAPY PROFESSIONALS assess, diagnose and treat illnesses and disabilities, and provide therapeutic services such as chiropractic, osteopathy, complementary health, dentistry, occupational therapy, physical therapy, podiatry, speech pathology and audiology.

Dietitians, Medical Imaging Professionals, Occupational and Environmental Health Professionals, Optometrists and Orthoptists, Pharmacists, Health Promotion Officers, and Orthotists or Prosthetists are excluded from this minor group. They are included in Minor Group 251 Health Diagnostic and Promotion Professionals.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- questioning, examining, observing and testing patients to identify and determine nature of disease, disorder, illness or problem
- designing, developing and implementing treatment plans to address patients' problems
- providing exercise, dietary, lifestyle and hygiene guidelines and advice, adaptive equipment and correctional aids
- recording patients' medical histories such as previous injuries, surgeries, general health and lifestyle
- evaluating and documenting patients' treatment response and progress

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

- 2521 Chiropractors and Osteopaths
- 2522 Complementary Health Therapists
- 2523 Dental Practitioners
- 2524 Occupational Therapists
- 2525 Physiotherapists
- 2526 Podiatrists
- 2527 Speech Professionals and Audiologists

UNIT GROUP 2521 CHIROPRACTORS AND OSTEOPATHS

CHIROPRACTORS AND OSTEOPATHS diagnose and treat physiological and mechanical disorders of the locomotor system and tissue strain, stress and dysfunction that impede normal neural, vascular and biochemical mechanisms, and provide advice on preventing these disorders.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- administering a variety of neurological, musculoskeletal and functional tests to identify and assess physical problems and ailments of patients
- planning and discussing effective management of patients' dysfunction
- designing, reviewing, monitoring, assessing and evaluating treatment programs
- assisting and improving the function of all body systems such as musculoskeletal, neurological, cardiovascular, respiratory, gastrointestinal, endocrine and genitourinary systems
- recording detailed patient medical histories, treatments delivered and the patients' responses and progress to treatments
- referring patients to specialists and liaising with other Health Professionals in relation to patients' problems, needs and progress
- educating patients, their partners, family and friends in therapeutic procedures, such as home exercises and lifestyle changes, to enhance patients' health and wellbeing

Occupations:

252111 Chiropractor

252112 Osteopath

**252111 CHIROPRACTOR**

Diagnoses and treats physiological and mechanical disorders of the human locomotor system, particularly neuromuscular skeletal disorders, and provides advice on preventing these disorders. Registration or licensing is required.

Skill Level: 1

**252112 OSTEOPATH**

Diagnoses and treats tissue strains, stresses and dysfunctions which impede normal neural, vascular and biochemical mechanisms, and provides advice on preventing these disorders. Registration or licensing is required.

Skill Level: 1

UNIT GROUP 2522 COMPLEMENTARY HEALTH THERAPISTS

COMPLEMENTARY HEALTH THERAPISTS treat patients with physical, mental, spiritual and emotional needs by considering the whole person rather than focusing on specific symptoms and by using various therapies, techniques and practices.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- assessing patients to determine the nature of the disorder, illness, problem or need by questioning, examining and observing
- developing and implementing treatment plans using applications such as acupuncture, homoeopathic and herbal medicine, and dance, drama, hypnotic and music therapies
- evaluating and documenting patients' progress through treatment plans
- providing dietary and lifestyle advice and guidelines
- prescribing natural medicines, such as herbal, mineral and animal extracts, to stimulate the body's capacity for self-healing

Occupations:

- 252211 Acupuncturist
- 252212 Homoeopath
- 252213 Naturopath
- 252214 Traditional Chinese Medicine Practitioner
- 252215 Traditional Māori Health Practitioner
- 252299 Complementary Health Therapists nec

**252211 ACUPUNCTURIST**

Treats disorders and illnesses by stimulating the body's defence mechanisms through inserting fine needles into the skin. Registration or licensing may be required.

Skill Level: 1

**252212 HOMOEOPATH**

Treats the body's immune and defence systems by assessing the whole person and using minute amounts of natural remedies made from substances such as plants, minerals and animal sources. Registration or licensing may be required.

Skill Level: 1

**252213 NATUROPATH**

Treats internal health problems, metabolic disorders and imbalances through treatment of the whole person using natural therapies. Registration or licensing may be required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2522 COMPLEMENTARY HEALTH THERAPISTS *continued*

#### 252214 TRADITIONAL CHINESE MEDICINE PRACTITIONER

Alternative Titles:

Chinese Medicine Practitioner

Oriental Medicine Practitioner

Treats imbalances of energy flows through the body by assessing the whole person and using techniques and methods such as acupuncture, Chinese herbal medicine, massage, diet, exercise and breathing therapy.

Registration or licensing may be required.

Skill Level: 1

Specialisation:

Chinese Herbalist

#### 252215 TRADITIONAL MĀORI HEALTH PRACTITIONER

Diagnoses, assesses and treats patients in accordance with Tikanga Māori (Māori culture and custom) and with the participation of whanau (family).

Skill Level: 1

#### 252299 COMPLEMENTARY HEALTH THERAPISTS NEC

This occupation group covers Complementary Health Therapists not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Dance Therapist

Drama Therapist

Hypnotherapist

Music Therapist

UNIT GROUP 2523 DENTAL PRACTITIONERS

DENTAL PRACTITIONERS diagnose and treat dental disease, restore normal oral function using a broad range of treatments, such as surgery and other specialist techniques, and advise on oral health.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- diagnosing dental diseases using a range of methods such as radiographs, salivary tests and medical histories
- providing preventative oral health care such as periodontal treatments, fluoride applications and oral health promotion
- providing restorative oral care such as implants, complex crown and bridge restorations, and orthodontics, and repairing damaged and decayed teeth
- providing oral surgical treatments such as biopsy of tissue and prescription of medication
- performing routine orthodontic treatment
- restoring oral function with removable and fixed oral prostheses
- assisting in diagnosing general diseases having oral manifestations such as diabetes
- educating patients to take care of their mouth and teeth
- leading a dental team which may comprise Dental Hygienists, Dental Therapists, Dental Assistants and other Dental Specialists

Occupations:

252311 Dental Specialist

252312 Dentist

**252311 DENTAL SPECIALIST**

Diagnoses and treats diseases, injuries, irregularities and malformations of teeth and associated structures in the mouth and jaw using surgery and other specialist techniques. Registration or licensing is required.

Skill Level: 1

Specialisations:

Endodontist  
Oral and Maxillofacial Surgeon  
Oral Pathologist  
Orthodontist  
Paedodontist  
Periodontist  
Prosthodontist



**MAJOR GROUP 2** *continued*

**UNIT GROUP 2523 DENTAL PRACTITIONERS** *continued*

**252312 DENTIST**

Alternative Titles:

Dental Practitioner

Dental Surgeon

Diagnoses and treats dental disease, injuries, decay and malformations of the teeth, periodontal tissue (gums), hard and soft tissue found on the mouth and other dento-facial structures using surgery and other techniques. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2524 OCCUPATIONAL THERAPISTS

OCCUPATIONAL THERAPISTS assess functional limitations of people resulting from illnesses and disabilities, and provide therapy to enable people to perform their daily activities and occupations.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- assessing clients' emotional, psychological, developmental and physical capabilities using clinical observations and standardised tests
- assessing clients' functional potential in their home, leisure, work and school environments, and recommending environmental adaptations to maximise their performance
- planning and directing programs through the use of vocational, recreational, remedial, social and educational activities on an individual and group basis
- providing advice to family members, carers, employers and teachers about adapting clients' home, leisure, work and school environments
- providing adaptive equipment, such as wheel chairs and splints, to assist clients to overcome their functional limitations
- working with other Health Professionals in overall case management of clients
- working with other professionals in providing specialist advice to specific client groups such as those requiring driver rehabilitation, third-party compensation and medico-legal representation
- recording clients' progress and maintaining professional relationships in accordance with relevant legislative requirements and ethical guidelines

Occupation:

252411 Occupational Therapist

#### **252411 OCCUPATIONAL THERAPIST**

Assesses functional limitations of people resulting from illnesses and disabilities, and provides therapy to enable people to perform their daily activities and occupations. Registration or licensing may be required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2525 PHYSIOTHERAPISTS

PHYSIOTHERAPISTS assess, treat and prevent disorders in human movement caused by injury or disease.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- administering muscle, nerve, joint and functional ability tests to identify and assess physical problems of patients
- designing treatment programs to address patients' problems
- treating patients to reduce pain, improve circulation, strengthen muscles, improve cardiothoracic, cardiovascular and respiratory functions, restore joint mobility, and improve balance and coordination
- using the therapeutic properties of exercise, heat, cold, massage, manipulation, hydrotherapy, electrotherapy, ultraviolet and infra-red light and ultrasound in the treatment of patients
- reviewing, continually monitoring, assessing and evaluating programs and treatments
- consulting with other Health Professionals as required about patients' problems, needs and progress
- instructing patients and their families in procedures to be continued at home
- recording treatments given and patients' responses and progress
- developing and implementing screening and preventative health promotion programs

Occupation:

252511 Physiotherapist

#### **252511 PHYSIOTHERAPIST**

Alternative Title:

Physical Therapist

Assesses, treats and prevents disorders in human movement caused by injury or disease. Registration or licensing is required.

Skill Level: 1

Specialisations:

Aquatic Physiotherapist  
Cardiothoracic Physiotherapist  
Continence and Women's Health Physiotherapist  
Gerontological Physiotherapist  
Māori Physiotherapist (NZ)  
Musculoskeletal Physiotherapist  
Neurological Physiotherapist  
Occupational Health Physiotherapist  
Paediatric Physiotherapist  
Sports Physiotherapist

UNIT GROUP 2526 PODIATRISTS

PODIATRISTS prevent, diagnose and treat disorders of the feet.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- examining patients' feet to determine the nature and extent of conditions, deformities and injuries
- examining and treating foot disabilities caused by diseases such as diabetes, peripheral vascular disorders, rheumatoid arthritis and other neuropathies
- prescribing and arranging the fabrication of footwear to correct foot abnormalities
- performing minor surgery to remove and improve 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
- may provide rehabilitation services to the physically handicapped
- may refer patients to or have patients referred from Medical Practitioners

Occupation:

252611 Podiatrist

**252611 PODIATRIST**

Prevents, diagnoses and treats disorder of the feet. Registration or licensing is required.

Skill Level: 1

Specialisation:

Podiatric Surgeon

UNIT GROUP 2527 SPEECH PROFESSIONALS AND AUDIOLOGISTS

SPEECH PROFESSIONALS AND AUDIOLOGISTS provide diagnostic assessment and rehabilitation services related to human hearing defects, and assess and treat people with communication disorders and physical problems associated with eating and swallowing.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- administering and interpreting a wide range of audiometric tests to determine hearing efficiency and locate sites of detected hearing problems
- interpreting audiometric test results alongside other medical, social and behavioural diagnostic data
- evaluating total response pattern and acoustic tests to distinguish between organic and non-organic hearing loss
- planning, directing and participating in counselling, speech reading and other rehabilitation programs
- prescribing appropriate hearing aids and instructing patients in use
- administering tests and observing patients to determine nature and extent of disorders
- planning and conducting programs of remedial exercise to correct disorders such as stuttering and abnormal articulation
- administering individual and group therapy for rehabilitation of patients with communication problems caused by defective hearing, cerebral palsy, surgery and injury
- advising on treatment for children with difficulties in learning to speak
- counselling and guiding language-handicapped individuals, their families, teachers and employers

Occupations:

252711 Audiologist

252712 Speech Pathologist (Aus) / Speech Language Therapist (NZ)

**252711 AUDIOLOGIST**

Provides diagnostic assessment and rehabilitative services related to human hearing defects. Registration or licensing is required.

Skill Level: 1

**252712 SPEECH PATHOLOGIST (AUS) / SPEECH LANGUAGE THERAPIST (NZ)**

Alternative Title:

Speech Therapist

Assesses and treats people with communication disorders, such as speech, language, voice, fluency and literacy difficulties, and people who have physical problems with eating or swallowing. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### MINOR GROUP 253 MEDICAL PRACTITIONERS

MEDICAL PRACTITIONERS diagnose physical and mental illnesses, disorders and injuries, provide medical care to patients, and prescribe and perform medical and surgical treatments to promote and restore good health.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification and one to two years hospital-based training. In some instances at least five years specialist study and training is also required (ANZSCO Skill Level 1).

#### *Tasks Include:*

- examining patients to establish the nature of their complaints, and performing and ordering tests, X-rays and other diagnostic procedures
- determining diagnosis based on examination and results of tests
- selecting and administering appropriate treatments and therapies, and advising patients of further treatment options and preventative and therapeutic measures
- prescribing, administering, preparing and dispensing medication and prosthetic and corrective devices
- monitoring patients' progress and response to treatment
- recording patients' illnesses, treatment given and patients' responses and progress
- advising on diet, exercise and other measures to prevent and aid treatment of diseases and disorders

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

- 2531 Generalist Medical Practitioners
- 2532 Anaesthetists
- 2533 Internal Medicine Specialists
- 2534 Psychiatrists
- 2535 Surgeons
- 2539 Other Medical Practitioners

UNIT GROUP 2531 GENERALIST MEDICAL PRACTITIONERS

GENERALIST MEDICAL PRACTITIONERS diagnose and treat physical and mental illnesses, disorders and injuries, recommend preventative action and refer patients to specialist Medical Practitioners, other health care workers, and social, welfare and support workers.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least one year of hospital-based training (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- conducting examinations and questioning patients to determine the nature of disorders and illnesses, and recording patients' medical information
- ordering laboratory tests, X-rays and other diagnostic procedures, and interpreting findings to assist in diagnosis
- providing overall care for patients, and prescribing and administering treatments, medications and other remedial measures
- monitoring patients' progress and response to treatment
- advising on diet, exercise and other habits which aid prevention and treatment of disease and disorders
- referring patients to, and exchanging medical information with, specialist Medical Practitioners
- reporting births, deaths and notifiable diseases to government authorities
- arranging the admission of patients to hospitals

Occupations:

253111 General Medical Practitioner

253112 Resident Medical Officer

**253111 GENERAL MEDICAL PRACTITIONER**

Alternative Title:

General Practitioner

Diagnoses, treats and prevents human physical and mental disorders and injuries. Registration or licensing is required.

Skill Level: 1

Specialisation:

Medical Officer (Navy)

**253112 RESIDENT MEDICAL OFFICER**

Diagnoses, treats and prevents human physical and mental disorders and injuries under the supervision of medical specialists or senior general practitioners. Registration or licensing is required.

Skill Level: 1

Specialisation:

Medical Intern

UNIT GROUP 2532 ANAESTHETISTS

ANAESTHETISTS provide direct medical care to patients requiring general or local anaesthesia for surgical, diagnostic and other procedures such as prevention of pain and maintenance of body function. Anaesthetic Registrars training as Anaesthetists are included in this unit group.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification, two years hospital-based training, and at least five years specialist study and training (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- performing pre-operative examinations of patients to determine appropriate anaesthetic and sedation in concurrence with Internal Medicine Specialists and Surgeons
- discussing the anaesthetic process with patients and obtaining their informed consent prior to surgery
- administering local, regional and general anaesthetics using a variety of methods such as inhalational and intravenous administration
- supervising the transfer of patients to operating theatres, positioning on operating tables, keeping patients warm, and responding quickly and accurately if any problems arise
- monitoring patients throughout surgical procedures and in immediate post-operative procedures
- recording details of anaesthetic and sedation administered, and the condition of patients before, during and after anaesthesia
- liaising with other health care workers to provide diagnosis and treatment for patients with chronic pain, and to diagnose and treat patients requiring intensive care or resuscitation
- may instruct medical, nursing, student and ancillary staff on the signs, symptoms and diagnosis of allergic and anaphylactic reactions to anaesthetic agents, and supervision and treatment of life threatening emergencies

Occupation:

253211 Anaesthetist

**253211 ANAESTHETIST**

Provides direct medical care to patients requiring general or local anaesthesia for surgical, diagnostic and other procedures such as prevention of pain and maintenance of body function. Registration or licensing is required.

Skill Level: 1

Specialisations:

Intensive Care Anaesthetist

Obstetric Anaesthetist

Pain Management Specialist



UNIT GROUP 2533 INTERNAL MEDICINE SPECIALISTS

INTERNAL MEDICINE SPECIALISTS diagnose and treat internal human disorders and diseases using specialist testing, diagnostic and medical techniques. Medical Registrars training as Internal Medicine Specialists are included in this unit group.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification, two years hospital-based training, and at least five years specialist study and training (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- examining patients to determine the nature and extent of problems after referral from General Medical Practitioners and other medical specialists, and undertaking laboratory tests and diagnostic procedures
- analysing test results and other medical information to make diagnoses
- prescribing and administering drugs, and remedial and therapeutic treatment and procedures
- recording medical information and data
- reporting specified contagious and notifiable diseases to government health and immigration authorities
- may admit or refer patients to hospitals
- may consult other medical specialists

Occupations:

- 253311 Specialist Physician (General Medicine)
- 253312 Cardiologist
- 253313 Clinical Haematologist
- 253314 Clinical Oncologist
- 253315 Endocrinologist
- 253316 Gastroenterologist
- 253317 Intensive Care Specialist
- 253318 Neurologist
- 253321 Paediatrician
- 253322 Renal Medicine Specialist
- 253323 Rheumatologist
- 253324 Thoracic Medicine Specialist
- 253399 Internal Medicine Specialists nec

**253311 SPECIALIST PHYSICIAN (GENERAL MEDICINE)**

Investigates and diagnoses internal human disorders and diseases, and administers treatment. Registration or licensing is required.

Skill Level: 1

**253312 CARDIOLOGIST**

Investigates, diagnoses and treats diseases of the human heart. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2533 INTERNAL MEDICINE SPECIALISTS *continued*

#### 253313 CLINICAL HAEMATOLOGIST

Investigates and diagnoses blood and other genetic disorders by studying cellular composition of blood and blood-producing tissues. Registration or licensing is required.

Skill Level: 1

#### 253314 CLINICAL ONCOLOGIST

Manages and treats patients with cancer and tumours. Registration or licensing is required.

Skill Level: 1

#### 253315 ENDOCRINOLOGIST

Investigates, diagnoses and treats disorders of the human glandular and hormonal systems. Registration or licensing is required.

Skill Level: 1

Specialisation:

Diabetologist

#### 253316 GASTROENTEROLOGIST

Investigates, diagnoses and treats diseases and disorders of the human liver, stomach and associated organs. Registration or licensing is required.

Skill Level: 1

#### 253317 INTENSIVE CARE SPECIALIST

Alternative Titles:

Intensive Care Medicine Specialist

Intensivist

Investigates, diagnoses and treats patients in need of intensive and critical care. Registration or licensing is required.

Skill Level: 1

#### 253318 NEUROLOGIST

Investigates, diagnoses and treats diseases and injuries of the human brain, spinal cord, nervous system and muscle tissue. Registration or licensing is required.

Skill Level: 1

#### 253321 PAEDIATRICIAN

Investigates, diagnoses and treats internal diseases and disorders in children from birth up to, and including, adolescence. Registration or licensing is required.

Skill Level: 1

Specialisations:

Neonatologist

Paediatric Thoracic Physician

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2533 INTERNAL MEDICINE SPECIALISTS *continued*

#### 253322 RENAL MEDICINE SPECIALIST

Alternative Titles:

Nephrologist

Renal Medicine Physician

Investigates, diagnoses and treats disorders of the human kidney. Registration or licensing is required.

Skill Level: 1

#### 253323 RHEUMATOLOGIST

Investigates, diagnoses and treats diseases, injuries and deficiencies of human joints, muscles and soft tissue.

Registration or licensing is required.

Skill Level: 1

#### 253324 THORACIC MEDICINE SPECIALIST

Alternative Titles:

Respiratory Medicine Physician

Thoracic Medicine Physician

Investigates, diagnoses and treats diseases and disorders of the human respiratory system. Registration or licensing is required.

Skill Level: 1

Specialisations:

Pulmonary Specialist

Respiratory Physician

#### 253399 INTERNAL MEDICINE SPECIALISTS NEC

This occupation group covers Internal Medicine Specialists not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Clinical Allergist

Clinical Geneticist

Clinical Immunologist

Clinical Pharmacologist

Geriatrician

Industrial Medicine Specialist

Infectious Diseases Specialist

Palliative Medicine Specialist

Rehabilitation Medicine Physician (Aus) / Musculoskeletal Specialist (NZ)

Sexual Health Physician

Sleep Medicine Specialist

UNIT GROUP 2534 PSYCHIATRISTS

PSYCHIATRISTS diagnose, assess, treat and prevent human mental, emotional and behavioural disorders. Psychiatric Registrars training as Psychiatrists are included in this unit group.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification, two years hospital-based training, and at least five years specialist study and training (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- assessing patients' mental and physical status to determine the nature and extent of mental, emotional and behavioural disorders
- assessing patients' medical, psychiatric and psychological histories
- examining patients to determine general physical condition
- ordering laboratory tests, imaging, neuropsychological tests and other diagnostic procedures
- examining the results of tests and examinations to determine the most appropriate forms of treatment
- prescribing and administering medication, psychotherapy, and other physical treatments and rehabilitation programs
- arranging admission to hospitals and providing in-patient treatment
- consulting, supervising and working with other Medical Practitioners and Health Professionals
- determining whether patients require involuntary treatment in accordance with relevant mental health acts
- assisting courts and other statutory bodies in managing patients in legal and forensic settings
- teaching medical students and registrars, and assessing their progress by administering tests

Occupation:

253411 Psychiatrist

**253411 PSYCHIATRIST**

Diagnoses, assesses, treats and prevents human mental, emotional and behavioural disorders. Registration or licensing is required.

Skill Level: 1

Specialisations:

Adolescent Psychiatrist  
Child and Adolescent Psychiatrist  
Child Psychiatrist  
Forensic Psychiatrist  
Geriatric Psychiatrist  
Medical Psychotherapist

UNIT GROUP 2535 SURGEONS

SURGEONS perform surgery to correct deformities, repair injuries, prevent and treat diseases, and improve human functioning and appearance. Medical Registrars training as Surgeons are included in this unit group.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification, two years hospital-based training, and at least five years specialist study and training (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- examining patients to determine the necessity of operations, estimating and explaining risks to patients, and selecting the best operational procedures
- reviewing reports on patients' general physical condition, reactions to medications and medical histories
- consulting with Anaesthetists regarding the correct anaesthesia for patients
- performing surgical operations
- examining instruments, equipment, and surgical set-up to ensure that antiseptic and aseptic methods have been followed
- instructing other medical, nursing and associated staff regarding the preparation of patients and instrument and equipment requirements
- prescribing post-operative care, and observing and investigating patients' progress
- maintaining records of operations performed
- may specialise in particular types of operations

Occupations:

- 253511 Surgeon (General)
- 253512 Cardiothoracic Surgeon
- 253513 Neurosurgeon
- 253514 Orthopaedic Surgeon
- 253515 Otorhinolaryngologist
- 253516 Paediatric Surgeon
- 253517 Plastic and Reconstructive Surgeon
- 253518 Urologist
- 253521 Vascular Surgeon

**253511 SURGEON (GENERAL)**

Performs surgery to correct diseases and disorders covering a broad range of medical conditions. Registration or licensing is required.

Skill Level: 1

**253512 CARDIOTHORACIC SURGEON**

Performs heart and lung surgery. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2535 SURGEONS *continued*

#### 253513 NEUROSURGEON

Performs surgery to correct disorders of the brain, spine and nervous system. Registration or licensing is required.

Skill Level: 1

#### 253514 ORTHOPAEDIC SURGEON

Performs surgery to treat muscular and skeletal diseases and injuries. Registration or licensing is required.

Skill Level: 1

#### 253515 OTORHINOLARYNGOLOGIST

Alternative Titles:

Ear, Nose and Throat Specialist

Head and Neck Surgeon

Performs surgery to correct diseases and disorders of the ear, nose and throat. Registration or licensing is required.

Skill Level: 1

Specialisations:

Laryngologist

Otologist

Rhinologist

#### 253516 PAEDIATRIC SURGEON

Provides surgical care and treatment to children from birth up to, and including, adolescence. Registration or licensing is required.

Skill Level: 1

#### 253517 PLASTIC AND RECONSTRUCTIVE SURGEON

Performs surgery to repair and reconstruct muscle and tissue injuries and congenital deformities. Registration or licensing is required.

Skill Level: 1

#### 253518 UROLOGIST

Provides medical and surgical treatment to patients with disorders of the kidney, urinary bladder and urethra, and treats disorders of the male sex organs. Registration or licensing is required.

Skill Level: 1

#### 253521 VASCULAR SURGEON

Performs surgery to treat patients with conditions affecting their arteries and veins. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2539 OTHER MEDICAL PRACTITIONERS

This unit group covers Medical Practitioners not elsewhere classified.

It includes Dermatologists, Emergency Medicine Specialists, Obstetricians and Gynaecologists, Ophthalmologists, Pathologists and Radiologists. Medical Registrars training in these specialties are included in this unit group.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification, two years hospital-based training, and at least five years specialist study and training (ANZSCO Skill Level 1).

Registration or licensing is required.

Occupations:

- 253911 Dermatologist
- 253912 Emergency Medicine Specialist
- 253913 Obstetrician and Gynaecologist
- 253914 Ophthalmologist
- 253915 Pathologist
- 253916 Radiologist
- 253999 Medical Practitioners nec

#### **253911 DERMATOLOGIST**

Provides diagnostic, treatment and preventative medical services related to disorders of the human skin. Registration or licensing is required.

Skill Level: 1

#### **253912 EMERGENCY MEDICINE SPECIALIST**

Alternative Title:

Emergency Physician

Provides diagnostic medical services, and manages patients with acute and urgent illness and injury. Registration or licensing is required.

Skill Level: 1

#### **253913 OBSTETRICIAN AND GYNAECOLOGIST**

Provides diagnostic, treatment and preventative medical and surgical services related to the care of women, fetuses and children during pregnancy and childbirth, and to disorders of the female genital, urinary, rectal and reproductive organs. Registration or licensing is required.

Skill Level: 1

Specialisations:

- Gynaecological Oncologist
- Reproductive Endocrinologist
- Urogynaecologist

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2539 OTHER MEDICAL PRACTITIONERS *continued*

#### 253914 OPHTHALMOLOGIST

Alternative Titles:

Eye Specialist

Eye Surgeon

Provides diagnostic, treatment and preventative medical services related to diseases, injuries and deficiencies of the human eye and associated structures. Registration or licensing is required.

Skill Level: 1

#### 253915 PATHOLOGIST

Identifies the cause and processes of disease and illness by examining changes in body tissue and in blood and other body fluids, and conducts tests on samples of tissues, blood and body secretions. Registration or licensing is required.

Skill Level: 1

Specialisations:

Clinical Cytopathologist

Forensic Pathologist

Immunologist

#### 253916 RADIOLOGIST

Provides diagnostic medical services, and medical care and management of patients utilising radiant energy techniques such as general radiography, angiography, fluoroscopy, mammography, ultrasound, computed tomography, magnetic resonance imaging, nuclear medicine and bone densitometry. Registration or licensing is required.

Skill Level: 1

Specialisations:

Diagnostic Radiologist

Medical Imaging Specialist

Nuclear Medicine Specialist

Radiation Oncologist

#### 253999 MEDICAL PRACTITIONERS NEC

This occupation group covers Medical Practitioners not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Occupational Medicine Specialist

Public Health Physician

Sports Physician



## MAJOR GROUP 2 *continued*

### MINOR GROUP 254 MIDWIFERY AND NURSING PROFESSIONALS

MIDWIFERY AND NURSING PROFESSIONALS provide care to mothers and their babies, the elderly, and physically and mentally ill patients in hospitals, nursing homes, medical centres and the community; provide clinical education to midwives and nurses; conduct research into clinical nursing practice; and manage health service units and sub-units.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- assisting in examining patients, administering prescribed treatment, monitoring patients' progress, and facilitating lifestyle options and treatment plans in conjunction with patients' families, other carers and the community
- evaluating nurses' ongoing educational needs and planning relevant syllabus structures
- directing and controlling the allocation of human and material resources for a health service unit such as recruiting staff, human resource management, preparing budgets and financial management
- providing care and management of pregnancy and birth
- undertaking and promoting nursing and interdisciplinary research projects, and promoting uptake of findings into clinical nursing practice and patient management

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

- 2541 Midwives
- 2542 Nurse Educators and Researchers
- 2543 Nurse Managers
- 2544 Registered Nurses

UNIT GROUP 2541 MIDWIVES

MIDWIVES provide care and advice to women during pregnancy, labour and childbirth, and postnatal care for women and babies in a range of settings such as the home, community, hospitals, clinics and health units.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- providing advice and support during pre-conception, intrapartum, antenatal and postnatal periods in partnership with women
- providing care and management of pregnancy and birth
- assessing progress and recognising warning signs of abnormal and potentially abnormal pregnancies requiring referral to an Obstetrician
- monitoring the condition of women and fetuses during pregnancy and throughout labour
- conducting health education classes and seminars to promote the health of mothers and babies such as reproductive health, antenatal education, preparation for parenthood and breastfeeding
- providing advice on nutrition, childcare and family planning

Occupation:

254111 Midwife

**254111 MIDWIFE**

Alternative Titles:

Certified Midwife

Registered Midwife

Provides care and advice to women during pregnancy, labour and childbirth, and postnatal care for women and babies in a range of settings such as the home, community, hospitals, clinics and health units. Registration or licensing is required.

Skill Level: 1

Specialisations:

Community Midwife

Midwife Practitioner

UNIT GROUP 2542 NURSE EDUCATORS AND RESEARCHERS

NURSE EDUCATORS AND RESEARCHERS provide clinical and theoretical education to and promote professional development of nurses and midwives, and conduct research into nursing practice.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years relevant experience (ANZSCO Skill Level 1).

*Tasks Include:*

- researching, planning, developing and implementing nursing curricula
- facilitating practical experience for general and specialist nurses
- evaluating ongoing and changing educational needs and monitoring course outcomes
- participating in developing and implementing policies affecting nursing, nurse education and health
- undertaking and promoting nursing and interdisciplinary research projects, and disseminating research information
- promoting utilisation of current research findings into clinical nursing practice and patient management
- promoting the implementation of research and research findings into organisation-wide functions such as safety, quality and risk management
- providing support and education for other nurses undertaking research

Occupations:

254211 Nurse Educator

254212 Nurse Researcher

**254211 NURSE EDUCATOR**

Alternative Titles:

Clinical Nurse Educator

Staff Development Nurse

Designs, plans, implements and evaluates the delivery of nursing education and staff development programs, and manages educational resources.

Skill Level: 1

**254212 NURSE RESEARCHER**

Designs, conducts and evaluates nursing and interdisciplinary research projects, and promotes the implementation of research findings into clinical nursing practice.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2543 NURSE MANAGERS

NURSE MANAGERS manage health service units and sub-units of hospitals, aged care and community health care facilities, supervise nursing staff and financial resources to enable the provision of safe, cost effective nursing care within specified fields or for particular units, and monitor quality, clinical standards and professional development of nurses.

Directors of Nursing are excluded from this unit group. Directors of Nursing are included in Unit Group 1342 Health and Welfare Services Managers.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years relevant experience (ANZSCO Skill Level 1).

Registration or licensing is required.

#### *Tasks Include:*

- developing, implementing and monitoring policies and objectives of nursing care as they apply to units, staff and community groups
- coordinating the allocation of human and material resources for a health service unit such as recruitment of staff, human resource management, preparation of budgets and fiscal management
- monitoring and controlling the performance of nursing and support staff within the unit, and providing leadership
- initiating studies to evaluate the effectiveness of nursing services in the unit in relation to objectives, costs and nursing care
- promoting working relationships with community agencies and health and education providers
- contributing to organisational objectives in relation to quality, safety and risk management

Occupation:

254311 Nurse Manager

#### **254311 NURSE MANAGER**

Alternative Titles:

Charge Nurse

Nurse Supervisor

Nurse Unit Manager

Manages a health service unit or sub-unit of a hospital, aged care or community health care facility, supervises nursing staff and financial resources to enable the provision of safe, cost effective nursing care within a specified field or for a particular unit, and monitors quality, clinical standards and professional development of nurses. Registration or licensing is required.

Skill Level: 1

UNIT GROUP 2544 REGISTERED NURSES

REGISTERED NURSES provide nursing care to patients in hospitals, aged care and other health care facilities, and in the community.

*Indicative Skill Level:*

In Australia and New Zealand:

Occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*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, and coordinating the care of patients
- providing interventions, treatments and therapies such as medications, and monitoring responses to treatment and care plan
- promoting health and assisting in preventing ill health by participating in health education and other health promotion activities
- answering questions and providing information to patients and families about treatment and care
- supervising and coordinating the work of Enrolled Nurses and other health care workers

Occupations:

- 254411 Nurse Practitioner
- 254412 Registered Nurse (Aged Care)
- 254413 Registered Nurse (Child and Family Health)
- 254414 Registered Nurse (Community Health)
- 254415 Registered Nurse (Critical Care and Emergency)
- 254416 Registered Nurse (Developmental Disability)
- 254417 Registered Nurse (Disability and Rehabilitation)
- 254418 Registered Nurse (Medical)
- 254421 Registered Nurse (Medical Practice)
- 254422 Registered Nurse (Mental Health)
- 254423 Registered Nurse (Perioperative)
- 254424 Registered Nurse (Surgical)
- 254499 Registered Nurses nec

**254411 NURSE PRACTITIONER**

Provides advanced and extended nursing care to patients, such as ordering diagnostic tests, undertaking diagnosis and health assessments, prescribing patient care management, medicines and therapies, as authorised in relevant nursing legislation, and referring to specialist Medical Practitioners and other Health Professionals in a range of health, welfare and community settings. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2544 REGISTERED NURSES *continued*

#### 254412 REGISTERED NURSE (AGED CARE)

Provides nursing care to the elderly in community settings, residential aged care facilities, retirement villages and health care facilities. Registration or licensing is required.

Skill Level: 1

Specialisation:

Registered Nurse (Gerontology)

#### 254413 REGISTERED NURSE (CHILD AND FAMILY HEALTH)

Provides nursing care to children from birth to school age and their families with an emphasis on the prevention, early detection of, and early intervention in, physical, emotional and social problems affecting children and their families such as assistance with parentcraft, immunisation and developmental milestones. Registration or licensing is required.

Skill Level: 1

#### 254414 REGISTERED NURSE (COMMUNITY HEALTH)

Provides nursing care, health counselling, screening and education to individuals, families and groups in the wider community with a focus on patient independence and health promotion. Registration or licensing is required.

Skill Level: 1

Specialisations:

Registered Nurse (Health Education and Promotion)

Registered Nurse (Public Health)

Registered Nurse (School Nurse)

#### 254415 REGISTERED NURSE (CRITICAL CARE AND EMERGENCY)

Provides nursing care to critically ill patients and patients with unstable health following injury, surgery or during the acute phase of diseases, integrating new technological equipment into care in settings such as high dependency units, intensive care units, emergency departments or retrieval services. Registration or licensing is required.

Skill Level: 1

Specialisations:

Registered Nurse (Acute Care)

Registered Nurse (Emergency/Trauma)

Registered Nurse (High Dependency)

Registered Nurse (Neonatal Intensive Care)

Registered Nurse (Paediatric Intensive Care)

#### 254416 REGISTERED NURSE (DEVELOPMENTAL DISABILITY)

Alternative Title:

Mental Retardation Nurse

Provides nursing care to people with intellectual and development disabilities in a range of health, welfare and community settings. Registration or licensing is required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2544 REGISTERED NURSES *continued*

#### 254417 REGISTERED NURSE (DISABILITY AND REHABILITATION)

Provides nursing care to patients recovering from injury and illness, and assists and facilitates patients with disabilities to live more independently. Registration or licensing is required.

Skill Level: 1

Specialisation:

Registered Nurse (Rehabilitation)

#### 254418 REGISTERED NURSE (MEDICAL)

Provides nursing care to patients with conditions, such as infections, metabolic disorders and degenerative conditions, which require medical intervention in a range of health, aged care and community settings. Registration or licensing is required.

Skill Level: 1

#### 254421 REGISTERED NURSE (MEDICAL PRACTICE)

Alternative Titles:

Practice Nurse

Primary Health Care Nurse (NZ)

Provides clinical care to patients, undertakes clinical organisation and practice administration, and facilitates communication within a general practice environment and between the practice and outside organisations and individuals. Registration or licensing is required.

Skill Level: 1

#### 254422 REGISTERED NURSE (MENTAL HEALTH)

Alternative Title:

Psychiatric Nurse

Provides nursing care to patients with mental health illness, disorder and dysfunction, and those experiencing emotional difficulties, distress and crisis in health, welfare and aged care facilities, correctional services and the community. Registration or licensing is required.

Skill Level: 1

Specialisations:

Psychopaedic Nurse (NZ)

Registered Nurse (Child and Adolescence Mental Health)

Registered Nurse (Drug and Alcohol)

Registered Nurse (Psychiatric Rehabilitation)

Registered Nurse (Psychogeriatric Care)

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2544 REGISTERED NURSES *continued*

#### 254423 REGISTERED NURSE (PERIOPERATIVE)

Alternative Title:

Operating Room Nurse

Provides nursing care to patients before, during and immediately after surgery, assesses patients' condition, plans nursing care for surgical intervention, maintains a safe and comfortable environment, assists Surgeons and Anaesthetists during surgery, and monitors patients' recovery from anaesthetic, prior to return to, or discharge from, ward. Registration or licensing is required.

Skill Level: 1

Specialisations:

Registered Nurse (Anaesthetic)

Registered Nurse (Operating Room)

Registered Nurse (Recovery)

#### 254424 REGISTERED NURSE (SURGICAL)

Provides nursing care to patients with injuries and illness that require surgical intervention. Registration or licensing is required.

Skill Level: 1

#### 254499 REGISTERED NURSES NEC

This occupation group covers Registered Nurses not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Nursing Officer (Defence Forces)

Registered Nurse (Infection Control)

Registered Nurse (Paediatrics)

Registered Nurse (Remote or Rural Area)



### SUB-MAJOR GROUP 26 ICT PROFESSIONALS

ICT PROFESSIONALS perform analytical, conceptual and practical tasks which support the efficient and secure provision of information and communication technology (ICT) services to government, commercial and industrial organisations, and individuals.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- developing and documenting strategies, policies and procedures relating to the use of ICT technologies and services
- planning, analysing, designing, developing, implementing, testing, operating, maintaining and assisting with the use of technologies and services that enable information, such as voice, image and data, to be accessed, networked, stored, processed, transformed, manipulated and transmitted over a variety of media
- assessing the performance of ICT technologies and services, identifying limitations and inefficiencies, and recommending and implementing solutions
- providing troubleshooting and service support in diagnosing, resolving and correcting problems associated with the use of ICT technologies and service

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

- 261 Business and Systems Analysts, and Programmers
- 262 Database and Systems Administrators, and ICT Security Specialists
- 263 ICT Network and Support Professionals

## MAJOR GROUP 2 *continued*

### MINOR GROUP 261 BUSINESS AND SYSTEMS ANALYSTS, AND PROGRAMMERS

BUSINESS AND SYSTEMS ANALYSTS, AND PROGRAMMERS work with users to formulate system requirements, develop system plans and documentation, review and evaluate existing systems, and design and modify systems to meet users' business needs, create audiovisual applications, and develop, test and maintain code for computer applications and web sites.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- identifying, formulating and documenting user ICT requirements
- providing advice, guidance, expertise and assistance in the system project decision making process and in the development of system proposals and strategies
- identifying and evaluating inefficiencies, deficiencies and limitations in existing systems and associated processes, procedures and methods, and recommending optimal business practices, and system functionality and behaviour
- testing, debugging, diagnosing and correcting problems to ensure acceptable quality and integrity of the system, and that programs and applications perform to specification
- designing and developing digital animations, imaging, presentations, games, video clips, and Internet applications using multimedia software, tools and utilities, interactive graphics and programming language

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

- 2611 ICT Business and Systems Analysts
- 2612 Multimedia Specialists and Web Developers
- 2613 Software and Applications Programmers

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2611 ICT BUSINESS AND SYSTEMS ANALYSTS

ICT BUSINESS AND SYSTEMS ANALYSTS work with users to formulate system requirements, develop system plans and documentation, review and evaluate existing systems, and design and modify systems to meet users' business needs.

Non-ICT Business Analysts (for example, Management Consultants) are excluded from this unit group. Non-ICT Business Analysts are included in Unit Group 2247 Management and Organisation Analysts.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- working with users to formulate and document business requirements
- identifying, investigating, and analysing business processes, procedures and work practices
- identifying and evaluating inefficiencies and recommending optimal business practices, and system functionality and behaviour
- using project management methodologies, principles and techniques to develop project plans and to cost, resource and manage projects
- taking responsibility for deploying functional solutions, such as creating, adopting and implementing system test plans, which ensure acceptable quality and integrity of the system
- creating user and training documentation, and conducting formal training classes
- developing functional specifications for use by system developers
- using data and process modelling techniques to create clear system specifications for the design and development of system software
- acting as a central reference and information source, providing guidance and assistance in the system project decision making process

Occupations:

- 261111 ICT Business Analyst
- 261112 Systems Analyst

#### **261111 ICT BUSINESS ANALYST**

Alternative Titles:

- BA (ICT)
- Business Consultant (ICT)

Identifies and communicates with users to formulate and produce a requirements specification to create system and software solutions.

Skill Level: 1

Specialisation:

- Business Systems Analyst

#### **261112 SYSTEMS ANALYST**

Evaluates processes and methods used in existing ICT systems, proposes modifications, additional system components or new systems to meet user needs as expressed in specifications and other documentation.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2612 MULTIMEDIA SPECIALISTS AND WEB DEVELOPERS

MULTIMEDIA SPECIALISTS AND WEB DEVELOPERS create computer animation, audio, video and graphic image files for multimedia presentations, games, motion pictures, CD-ROMs, information kiosks and the web, and plan, produce and maintain web sites and web applications using web programming, scripting, authoring, content management and file transfer software.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- analysing, designing and developing Internet sites applying a mixture of artistry and creativity with software programming and scripting languages and interfacing with operating environments
- designing and developing digital animations, imaging, presentations, games, audio and video clips, and Internet applications using multimedia software, tools and utilities, interactive graphics and programming languages
- communicating with network specialists regarding web-related issues, such as security and hosting web sites, to control and enforce Internet and web server security, space allocation, user access, business continuity, web site backup and disaster recovery planning
- designing, developing and integrating computer code with other specialised inputs, such as image files, audio files and scripting languages, to produce, maintain and support web sites
- assisting in analysing, specifying and developing Internet strategies, web-based methodologies and development plans

#### Occupations:

- 261211 Multimedia Specialist
- 261212 Web Developer

#### **261211 MULTIMEDIA SPECIALIST**

##### Alternative Titles:

- Multimedia Developer
- Multimedia Programmer

Creates and manipulates computer animation, audio, video and graphic image files into multimedia programs to produce data and content for CD-ROMs, information kiosks, multimedia presentations, web sites, mobile telephone resources, electronic gaming environments, e-commerce and e-security solutions, and entertainment and education products.

Skill Level: 1

#### **261212 WEB DEVELOPER**

##### Alternative Title:

- Web Programmer

Plans, produces and maintains web sites using web programming languages, software applications, technologies and databases together with specifications of user needs, often in conjunction with other ICT Professionals such as Business Analysts, Web Designers and network and usability specialists.

Skill Level: 1

UNIT GROUP 2613 SOFTWARE AND APPLICATIONS PROGRAMMERS

SOFTWARE AND APPLICATIONS PROGRAMMERS design, develop, test, maintain and document program code in accordance with user requirements, and system and technical specifications.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- researching, consulting, analysing and evaluating system program needs
- identifying technology limitations and deficiencies in existing systems and associated processes, procedures and methods
- testing, debugging, diagnosing and correcting errors and faults in an applications programming language within established testing protocols, guidelines and quality standards to ensure programs and applications perform to specification
- writing and maintaining program code to meet system requirements, system designs and technical specifications in accordance with quality accredited standards
- writing, updating and maintaining technical program, end user documentation and operational procedures
- providing advice, guidance and expertise in developing proposals and strategies for software design activities such as financial evaluation and costings for recommending software purchases and upgrades

Occupations:

- 261311 Analyst Programmer
- 261312 Developer Programmer
- 261313 Software Engineer
- 261399 Software and Applications Programmers nec

**261311 ANALYST PROGRAMMER**

Alternative Title:

Programmer Analyst

Analyses user needs, produces requirements documentation and system plans, and encodes, tests, debugs, maintains and documents programs and applications.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2613 SOFTWARE AND APPLICATIONS PROGRAMMERS *continued*

#### 261312 DEVELOPER PROGRAMMER

Alternative Titles:

Applications Developer

ICT Developer

ICT Programmer

Interprets specifications, technical designs and flow charts, builds, maintains and modifies the code for software applications, constructs technical specifications from a business functional model, and tests and writes technical documentation.

Skill Level: 1

Specialisations:

Communications Programmer (Systems)

Database Developer

Database Programmer (Systems)

Network Programmer

Software Developer

Software Programmer

#### 261313 SOFTWARE ENGINEER

Alternative Titles:

Software Architect

Software Designer

Designs, develops, modifies, documents, tests, implements, installs and supports software applications and systems.

Skill Level: 1

Specialisations:

Database Designer

Systems Architect

#### 261399 SOFTWARE AND APPLICATIONS PROGRAMMERS NEC

This occupation group covers Software and Applications Programmers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

Software Tester

## MAJOR GROUP 2 *continued*

### MINOR GROUP 262 DATABASE AND SYSTEMS ADMINISTRATORS, AND ICT SECURITY SPECIALISTS

DATABASE AND SYSTEMS ADMINISTRATORS, AND ICT SECURITY SPECIALISTS plan, develop, maintain, manage and administer organisations' database management systems, operating systems and security policies and procedures to ensure optimal database and system integrity, security, backup, reliability and performance.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- designing and maintaining database architecture, data structures, tables, dictionaries and naming conventions to ensure the accuracy and completeness of all data master files
- performing the operational establishment and preventive maintenance of backups, recovery procedures, and enforcing security and integrity controls
- implementing and administering database documentation, guidelines, policies and procedures
- testing database systems and upgrades, such as debugging, tracking, reproduction, logging and resolving all identified problems, according to approved quality testing scripts, procedures and processes
- accepting responsibility for the processes, procedures and operational management associated with system security and disaster recovery planning
- liaising with security vendors, suppliers, service providers and external resources; analysing, recommending, installing and maintaining software security applications; and monitoring contractual obligations, performance delivery and service level agreements
- troubleshooting and providing service support in diagnosing, resolving and repairing server-related hardware and software malfunctions, encompassing workstations and communication infrastructure
- preparing and maintaining documentation, policies and instructions, and recording and detailing operational procedures and system logs
- ensuring that the design of computer sites allows all components to fit together and work properly, and monitoring and adjusting the performance of networks
- continually surveying the current computer site to determine future network needs and making recommendations for enhancements in the implementation of future servers and networks

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

2621 Database and Systems Administrators, and ICT Security Specialists

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2621 DATABASE AND SYSTEMS ADMINISTRATORS, AND ICT SECURITY SPECIALISTS

DATABASE AND SYSTEMS ADMINISTRATORS, AND ICT SECURITY SPECIALISTS plan, develop, maintain, manage and administer organisations' database management systems, operating systems and security policies and procedures to ensure optimal database and system integrity, security, backup, reliability and performance.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- designing and maintaining database architecture, data structures, tables, dictionaries and naming conventions to ensure the accuracy and completeness of all data master files
- performing the operational establishment and preventive maintenance of backups, recovery procedures, and enforcing security and integrity controls
- implementing and administering database documentation, guidelines, policies and procedures
- testing database systems and upgrades, such as debugging, tracking, reproduction, logging and resolving all identified problems, according to approved quality testing scripts, procedures and processes
- accepting responsibility for the processes, procedures and operational management associated with system security and disaster recovery planning
- liaising with security vendors, suppliers, service providers and external resources; analysing, recommending, installing and maintaining software security applications; and monitoring contractual obligations, performance delivery and service level agreements
- troubleshooting and providing service support in diagnosing, resolving and repairing server-related hardware and software malfunctions, encompassing workstations and communication infrastructure
- preparing and maintaining documentation, policies and instructions, and recording and detailing operational procedures and system logs
- ensuring that the design of computer sites allows all components to fit together and work properly, and monitoring and adjusting the performance of networks
- continually surveying the current computer site to determine future network needs and making recommendations for enhancements in the implementation of future servers and networks

#### Occupations:

- 262111 Database Administrator
- 262112 ICT Security Specialist
- 262113 Systems Administrator



## MAJOR GROUP 2 *continued*

### UNIT GROUP 2621 DATABASE AND SYSTEMS ADMINISTRATORS, AND ICT SECURITY SPECIALISTS *continued*

#### 262111 DATABASE ADMINISTRATOR

Alternative Titles:

Database Operator

Database Specialist

Database Support

DBA

Plans, develops, configures, maintains and supports an organisation's database management system in accordance with user requirements ensuring optimal database integrity, security, backup, reliability and performance.

Skill Level: 1

Specialisation:

Database Analyst

#### 262112 ICT SECURITY SPECIALIST

Alternative Title:

Security Administrator

Establishes, manages and administers an organisation's ICT security policy and procedures to ensure preventive and recovery strategies are in place, and minimise the risk of internal and external security threats.

Skill Level: 1

Specialisation:

Information Technology Security Manager

#### 262113 SYSTEMS ADMINISTRATOR

Alternative Title:

Systems Manager

Plans, develops, installs, troubleshoots, maintains and supports an operating system and associated server hardware, software and databases ensuring optimum system integrity, security, backup and performance.

Skill Level: 1

MINOR GROUP 263 ICT NETWORK AND SUPPORT PROFESSIONALS

ICT NETWORK AND SUPPORT PROFESSIONALS research, analyse, plan, design, install, monitor and maintain ICT systems to support the business needs of organisations and individuals.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- planning, designing, developing, configuring and commissioning networks and systems
- analysing, evaluating and monitoring network infrastructure to ensure networks are configured to operate at optimal performance
- troubleshooting and diagnosing network and system problems, and determining the most appropriate means of resolving problems and issues to improve system performance
- monitoring the overall performance of systems to assess the need for updates, upgrades, enhancements, preventive maintenance and new systems, and recommending options for upgrading and improving the performance of systems
- scheduling and conducting quality audit inspections

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

- 2631 Computer Network Professionals
- 2632 ICT Support and Test Engineers
- 2633 Telecommunications Engineering Professionals

UNIT GROUP 2631 COMPUTER NETWORK PROFESSIONALS

COMPUTER NETWORK PROFESSIONALS research, analyse and recommend strategies for network architecture and development, implement, manage, maintain and configure network hardware and software, and monitor and optimise performance, and troubleshoot and provide user support.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- analysing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams in the development, configuration and integration of computer systems
- researching, analysing, evaluating and monitoring network infrastructure to ensure networks are configured to operate at optimal performance
- assessing and recommending improvements to network operations and integrated hardware, software, communications and operating systems
- providing specialist skills in supporting and troubleshooting network problems and emergencies
- installing, configuring, testing, maintaining and administering new and upgraded networks, software database applications, servers and workstations
- providing network programming in support of specific business needs and requirements
- preparing and maintaining procedures and documentation for network inventory, and recording diagnosis and resolution of network faults, enhancements and modifications to networks, and maintenance instructions
- monitoring network traffic, and activity, capacity and usage to ensure continued integrity and optimal network performance

Occupations:

263111 Computer Network and Systems Engineer

263112 Network Administrator

263113 Network Analyst

**263111 COMPUTER NETWORK AND SYSTEMS ENGINEER**

Plans, develops, deploys, tests and optimises network and system services, taking responsibility for configuration management and overall operational readiness of network systems, especially environments with multiple operating systems and configurations, and provides troubleshooting and fault-finding services for network problems.

Skill Level: 1

Specialisations:

Computer Network Engineer

Computer Systems Integrator

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2631 COMPUTER NETWORK PROFESSIONALS *continued*

#### 263112 NETWORK ADMINISTRATOR

Alternative Titles:

Network Specialist

Network Support

Installs and maintains hardware and software, documents diagnosis and resolution of faults, manages user passwords, security and inventory documentation, ensures the efficient performance of servers, printers and personal computers, and attends to other operational tasks. May also perform tasks such as help desk support and user training.

Skill Level: 1

Specialisation:

LAN Administrator

#### 263113 NETWORK ANALYST

Alternative Titles:

Network Consultant

Network Designer

Network Strategist

Researches and analyses network architecture, and recommends policies and strategies for designing, planning and coordinating an organisation's network such as the total system environment and architecture. May also perform operational tasks such as monitoring system performance, software and hardware upgrades, backups, support and network maintenance.

Skill Level: 1

Specialisation:

Network Architect

UNIT GROUP 2632 ICT SUPPORT AND TEST ENGINEERS

ICT SUPPORT AND TEST ENGINEERS develop procedures and strategies to support, create, maintain and manage technical quality assurance processes and guidelines and systems infrastructure, investigate, analyse and resolve system problems and performance issues, and test the behaviour, functionality and integrity of systems.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- scheduling and conducting quality audit inspections, and analysing and reviewing systems, data and documentation
- identifying variations and potential high risk areas in securing adherence to standards and procedures
- recommending corrective action plans and improvements in the resolution of non-compliance with standards detected through monitoring and auditing of processes and procedures
- communicating, educating and liaising with users and management to ensure awareness and adherence to standards, procedures and quality control issues and activities
- assisting in troubleshooting, diagnosing, testing and resolving system problems and issues
- developing, conducting and providing technical guidance and training in application software and operational procedures
- analysing, evaluating and diagnosing technical problems and issues such as installation, maintenance, repair, upgrade and configuration and troubleshooting of desktops, software, hardware, printers, Internet, email, databases, operating systems and security systems
- testing, identifying and diagnosing functionality errors and faults in systems, and programming code within established testing protocols, guidelines and quality standards to ensure systems perform to specification
- performing organisational systems architecture reviews and assessments, and recommending current and future hardware and software strategies and directions
- creating and reviewing technical documentation such as procedural, instructional and operational guides and manuals, technical reports and specifications and maintenance inventory systems

Occupations:

- 263211 ICT Quality Assurance Engineer
- 263212 ICT Support Engineer
- 263213 ICT Systems Test Engineer
- 263299 ICT Support and Test Engineers nec

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2632 ICT SUPPORT AND TEST ENGINEERS *continued*

#### 263211 ICT QUALITY ASSURANCE ENGINEER

Alternative Titles:

- Quality Analyst (ICT)
- Quality Manager (ICT)
- Quality Specialist (ICT)

Creates, maintains and manages technical quality assurance processes and procedures to assess efficiency, validity, value and functional performance of computer systems and environments, and audits systems to ensure compliance with, and adherence to, accredited internal and external industry quality standards and regulations. May supervise the work of ICT quality assurance teams.

Skill Level: 1

Specialisations:

- Computer Systems Auditor
- Systems Auditor (ICT)

#### 263212 ICT SUPPORT ENGINEER

Alternative Titles:

- Support Analyst
- Support Architect

Develops support procedures and strategies for systems, networks, operating systems and applications development, solves problems and provides technical expertise and direction in support of system infrastructure and process improvements, and diagnoses and resolves complex system problems.

Skill Level: 1

#### 263213 ICT SYSTEMS TEST ENGINEER

Alternative Titles:

- Systems Tester
- Test Analyst (ICT)

Specifies, develops and writes test plans and test scripts, produces test cases, carries out regression testing, and uses automated test software applications to test the behaviour, functionality and integrity of systems, and documents the results of tests in defect reports and related documentation.

Skill Level: 1

#### 263299 ICT SUPPORT AND TEST ENGINEERS NEC

This occupation group covers ICT Support and Test Engineers not elsewhere classified.

Skill Level: 1

Occupations in this group include:

- Usability Specialist

UNIT GROUP 2633 TELECOMMUNICATIONS ENGINEERING PROFESSIONALS

TELECOMMUNICATIONS ENGINEERING PROFESSIONALS design, construct, install, service and support telecommunications equipment, systems and facilities.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience and/or relevant vendor certification may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- planning, designing, building, configuring and commissioning telecommunications devices, networks and systems, such as voice, radio, two-way, data, microwave, satellite and digital data systems, and ensuring telecommunications systems interconnect with equipment from different manufacturers, service providers and users
- compiling engineering project proposals to define goals, identify scope, background and need, and ascertain cost of equipment, parts and services
- evaluating and procuring new products and services from vendors
- ensuring compliance with laws, regulations, policies and procedures in the provision of telecommunications systems
- selecting and developing new telecommunications sites by locating sites, filing documents, drawing up documents for approval, drafting construction drawings and following through to approval
- determining appropriate configurations of telecommunications hardware and software, ensuring desired performance of telecommunications equipment
- preparing and interpreting specifications, drawings and regulations for the use of telecommunications equipment
- determining the type and arrangement of circuits, transformers, circuit-breakers, transmission lines and equipment
- identifying and analysing problems and needs of existing telecommunications systems, such as interference, intelligibility and clarity, to determine the most appropriate means of reducing, eliminating and avoiding current and future problems and improve communications
- monitoring telecommunications systems to assess need for updates, upgrades, enhancements, preventive maintenance and new systems
- assessing performance levels of system hardware and software to project future needs, and developing short- and long-terms plans for updating equipment, adding capabilities, enhancing existing systems and providing improved telecommunications

Occupations:

263311 Telecommunications Engineer

263312 Telecommunications Network Engineer

**263311 TELECOMMUNICATIONS ENGINEER**

Designs and develops telecommunications systems, devices and products.

Skill Level: 1

Specialisation:

Signals Corps Officer (Army) (Aus) / Signals Officer (Army) (NZ)

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2633 TELECOMMUNICATIONS ENGINEERING PROFESSIONALS *continued*

#### 263312 TELECOMMUNICATIONS NETWORK ENGINEER

Alternative Titles:

Communications Consultant

Communications Specialist (ICT)

Telecommunications Consultant

Telecommunications Specialist

Plans, designs, and monitors complex telecommunications networks and associated broadcasting equipment.

Skill Level: 1



## MAJOR GROUP 2 *continued*

### SUB-MAJOR GROUP 27 LEGAL, SOCIAL AND WELFARE PROFESSIONALS

LEGAL, SOCIAL AND WELFARE PROFESSIONALS provide legal, social, vocational and spiritual advice to clients and the community, administer justice, and study human behaviour, society and institutions from current and historical perspectives.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- assessing, discussing and assisting with the legal, social, vocational and spiritual needs of individuals and the community
- providing legal advice and written opinions on points of law
- presiding over judicial proceedings and pronouncing judgments
- assessing resources for health, welfare, recreation, housing, employment and other community services
- developing, administering and evaluating individual and group treatment programs
- assisting clients to understand and resolve problems
- preparing and conducting services of public worship and acknowledgements of faith in accordance with accepted ceremonial requirements
- undertaking historical and cultural research into human activity, and preparing reports of research findings

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

- 271 Legal Professionals
- 272 Social and Welfare Professionals

## MAJOR GROUP 2 *continued*

### MINOR GROUP 271 LEGAL PROFESSIONALS

LEGAL PROFESSIONALS provide legal advice, prepare and draft legal documents, conduct negotiations on behalf of clients, plead cases in courts and tribunals, hear legal and other matters in courts and tribunals, and interpret, analyse, administer and review the law.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- receiving written information in the form of briefs and verbal instructions concerning legal cases
- researching statutes and previous court decisions relevant to cases
- providing advice and written opinions on points of law
- interviewing clients, and recommending and 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
- presiding over judicial proceedings and pronouncing judgments in courts of law
- acting individually and as members of administrative and industrial tribunals to resolve disputes

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

2711 Barristers

2712 Judicial and Other Legal Professionals

2713 Solicitors

UNIT GROUP 2711 BARRISTERS

BARRISTERS plead cases before civil, criminal and industrial courts and other tribunals.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- receiving written information in the form of briefs and verbal instructions concerning cases from Solicitors, other specialist Legal Professionals and clients
- providing advice and written opinions on points of law
- conferring with clients and witnesses in preparation for court proceedings
- drawing up pleadings, affidavits and other court documents
- researching statutes and previous court decisions relevant to cases
- outlining the facts to the court, calling and questioning witnesses, and making addresses to the court to argue a client's case
- providing opinion on complex legal issues
- may draw up or settle documents

Occupation:

271111 Barrister

**271111 BARRISTER**

Pleads cases before civil, criminal and industrial courts and other tribunals. Registration or licensing is required.

Skill Level: 1

Specialisations:

Queen's Counsel

Senior Counsel (Aus)

UNIT GROUP 2712 JUDICIAL AND OTHER LEGAL PROFESSIONALS

JUDICIAL AND OTHER LEGAL PROFESSIONALS hear legal and other matters in courts and tribunals; interpret, analyse, administer and provide advice on the law; and draft legislation.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification and at least five years of relevant experience. Judges require appointment by the government or crown and must have been a Magistrate or an experienced legal practitioner of at least seven years standing. Magistrates must have been a legal practitioner of at least five years standing (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- researching statutes and previous court decisions relevant to cases
- conducting trials and hearings
- calling and questioning witnesses
- hearing and evaluating arguments and evidence in civil and criminal summary matters
- deciding penalties and sentences within statutory limits, such as fines, bonds and detention, awarding damages in civil matters, and issuing court orders
- exercising arbitral powers if resolution is not achieved or seems improbable through conciliation
- preparing settlement memoranda and obtaining signatures of parties
- advising government of legal, constitutional and parliamentary matters and drafting bills and attending committee meetings during consideration of bills
- advising clients and agents on legal and technical matters

Occupations:

- 271211 Judge
- 271212 Magistrate
- 271213 Tribunal Member
- 271299 Judicial and Other Legal Professionals nec

**271211 JUDGE**

Presides over civil and criminal proceedings in a court of law.

Skill Level: 1

Specialisations:

- District Court Judge
- Family Court Justice
- High Court Justice
- Supreme Court Judge
- Youth Court Judge (NZ)

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2712 JUDICIAL AND OTHER LEGAL PROFESSIONALS *continued*

#### 271212 MAGISTRATE

Alternative Title:

Chamber Magistrate

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

Skill Level: 1

Specialisations:

Children's Court Magistrate

Industrial Court Magistrate

Licensing Court Magistrate

#### 271213 TRIBUNAL MEMBER

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

Skill Level: 1

Specialisations:

Administrative Appeals Tribunal Member

Industrial Relations Commissioner

Waitangi Tribunal Member (NZ)

#### 271299 JUDICIAL AND OTHER LEGAL PROFESSIONALS NEC

This occupation group covers Judicial and Other Legal Professionals not elsewhere classified. Registration or licensing may be required.

Skill Level: 1

Occupations in this group include:

Administrative Lawyer

Family Court Registrar (Aus)

Judicial Registrar (Aus)

Law Researcher

Legal Officer

Parliamentary Counsel

Patent Attorney

Trade Mark Attorney

UNIT GROUP 2713 SOLICITORS

SOLICITORS provide legal advice, prepare and draft legal documents, and conduct negotiations on behalf of clients on matters associated with the law.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

Registration or licensing is required.

*Tasks Include:*

- interviewing clients to determine the nature of problems, and recommending and undertaking appropriate legal action
- preparing cases for court by conducting investigations, undertaking research, arranging witness preparation and attendance, and giving notice of court actions
- representing clients in court
- managing conveyancing and other property matters by preparing contracts of sale, mortgage documents, lease documents and other documents relating to the transfer of land and buildings
- preparing and critically reviewing contracts between parties
- preparing wills
- providing advice on family law, company law, partnerships, commercial law and trusts
- may act as trustee or guardian
- may act as executor of clients' wills

Occupation:

271311 Solicitor

**271311 SOLICITOR**

Provides legal advice, prepares and drafts legal documents, and conducts negotiations on behalf of clients on matters associated with the law. Registration or licensing is required.

Skill Level: 1

MINOR GROUP 272 SOCIAL AND WELFARE PROFESSIONALS

SOCIAL AND WELFARE PROFESSIONALS provide guidance to clients and the community in social, educational, vocational, relationship and spiritual matters to enable them to overcome difficulties and to find and use resources to achieve particular goals; and study human behaviour, society and institutions from current and historical perspectives.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks 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
- preparing and conducting services of public worship and acknowledgments of faith, and performing marriages, funerals and special memorial services according to tradition and ecclesiastical and civil law
- undertaking historical and cultural research into human activity, and preparing reports of research findings

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

- 2721 Counsellors
- 2722 Ministers of Religion
- 2723 Psychologists
- 2724 Social Professionals
- 2725 Social Workers
- 2726 Welfare, Recreation and Community Arts Workers

UNIT GROUP 2721 COUNSELLORS

COUNSELLORS provide information on vocational, relationship, social and educational difficulties and issues, and work with people to help them to identify and define their emotional issues through therapies such as cognitive behaviour therapy, interpersonal therapy and other talking therapies.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- working with clients on career, study and employment options by obtaining and examining information relevant to their abilities and needs
- providing information and resources to assist clients with job-seeking skills
- assessing client needs in relation to treatment for drug and alcohol abuse
- conducting counselling interviews with individuals, couples and family groups
- assisting the understanding and adjustment of attitudes, expectations and behaviour to develop more effective interpersonal and marital relationships
- presenting alternative approaches and discussing potential for attitude and behaviour change
- consulting with clients to develop rehabilitation plans taking account of vocational and social needs
- 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
- may work in a call centre

Occupations:

- 272111 Careers Counsellor
- 272112 Drug and Alcohol Counsellor
- 272113 Family and Marriage Counsellor
- 272114 Rehabilitation Counsellor
- 272115 Student Counsellor
- 272199 Counsellors nec

**272111 CAREERS COUNSELLOR**

Alternative Title:

Careers Adviser

Provides individuals and groups with information about career choices and assists individuals with self-development.

Skill Level: 1

**272112 DRUG AND ALCOHOL COUNSELLOR**

Provides support and treatment for people with drug and alcohol dependency problems, develops strategies which assist them to set goals and affect and maintain change, and provides community education. May work in a call centre.

Skill Level: 1



## MAJOR GROUP 2 *continued*

### UNIT GROUP 2721 COUNSELLORS *continued*

#### 272113 FAMILY AND MARRIAGE COUNSELLOR

Assists individuals, couples and families with marriage and relationship difficulties. May work in a call centre.

Skill Level: 1

Specialisations:

Family Court Counsellor

Family Mediator

#### 272114 REHABILITATION COUNSELLOR

Assists physically, mentally and socially disadvantaged people to reintegrate into work and the community.

Skill Level: 1

#### 272115 STUDENT COUNSELLOR

Alternative Title:

School Counsellor

Provides information and assistance to students, parents and teachers about a wide range of matters such as students' personal problems, learning difficulties and special requirements.

Skill Level: 1

#### 272199 COUNSELLORS NEC

This occupation group covers Counsellors not elsewhere classified. Occupations in this group may work in a call centre.

Skill Level: 1

Occupations in this group include:

Gambling Counsellor

Grief Counsellor

Life Coach

Rape Crisis Counsellor

Trauma Counsellor

UNIT GROUP 2722 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 congregations and parishes, and the wider community.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. The occupation in this unit group requires high levels of personal commitment and interest as well as, or in place of, formal qualifications or experience (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- preparing and conducting services of public worship and 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 premarital and family counselling and referring people to professional service agencies where necessary
- performing marriages, funerals and special memorial services according to tradition and ecclesiastical and civil law
- visiting members of the community in their homes, hospitals and other institutions to provide advice and religious comfort
- keeping records as required by the church and civil law

Occupation:

272211 Minister of Religion

**272211 MINISTER OF RELIGION**

Performs spiritual functions associated with beliefs and practices of a religious faith, and provides motivation, guidance and training in religious life for the people of a congregation or parish, and the wider community. This occupation requires high levels of personal commitment and interest as well as, or in place of, formal qualifications or experience. Registration or licensing may be required.

Skill Level: 1

Specialisations:

Aboriginal Ceremonial Celebrant (Aus)  
Chaplain  
Imam  
Monk  
Priest  
Rabbi  
Salvation Army Officer

UNIT GROUP 2723 PSYCHOLOGISTS

PSYCHOLOGISTS investigate, assess and provide treatment and counselling to foster optimal personal, social, educational and occupational adjustment and development.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- collecting data about clients and assessing their cognitive, behavioural and emotional disorders
- administering and interpreting diagnostic tests and formulating plans for treatment
- developing, administering and evaluating individual and group treatment programs
- consulting with other professionals on details of cases and treatment plans
- 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 workplace selection, placement, appraisal and promotion
- conducting surveys and research studies on job design, work groups, morale, motivation, supervision and management
- performing job analyses and establishing job requirements by observing and interviewing employees and managers

Occupations:

- 272311 Clinical Psychologist
- 272312 Educational Psychologist
- 272313 Organisational Psychologist
- 272314 Psychotherapist
- 272399 Psychologists nec

**272311 CLINICAL PSYCHOLOGIST**

Consults with individuals and groups, assesses psychological disorders and administers programs of treatment. Registration or licensing is required.

Skill Level: 1

Specialisations:

- Forensic Psychologist
- Health Psychologist
- Neuropsychologist

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2723 PSYCHOLOGISTS *continued*

#### 272312 EDUCATIONAL PSYCHOLOGIST

Investigates learning and teaching, and develops psychological techniques to foster the development and skills of individuals and groups in educational settings. Registration or licensing is required.

Skill Level: 1

#### 272313 ORGANISATIONAL PSYCHOLOGIST

Alternative Titles:

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. Registration or licensing is required.

Skill Level: 1

#### 272314 PSYCHOTHERAPIST

Provides diagnosis and treatment of mental and emotional disorders using psychotherapeutic methods such as behavioural therapy, biofeedback, relaxation therapy and other techniques.

Skill Level: 1

Specialisation:

Art Psychotherapist or Therapist

#### 272399 PSYCHOLOGISTS NEC

This occupation group covers Psychologists not elsewhere classified. Registration or licensing is required.

Skill Level: 1

Occupations in this group include:

Community Psychologist

Counselling Psychologist

Sport Psychologist

UNIT GROUP 2724 SOCIAL PROFESSIONALS

SOCIAL PROFESSIONALS research and study human behaviour, society and institutions from current and historical perspectives, and verbally render spoken statements, and transcribe text and recorded spoken material from one language into another.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification (ANZSCO Skill Level 1).

*Tasks Include:*

- assembling historical data by consulting sources of information such as historical indexes and catalogues, archives, court records, diaries, newspaper files and other materials
- organising, authenticating, evaluating and interpreting historical, political, sociological, anthropological and linguistic data
- undertaking historical and cultural research into human activity, and preparing and presenting research findings
- providing simultaneous and consecutive verbal or signed renditions of speeches into another language
- rendering the meaning and feeling of what is said and signed into another language in the appropriate register and style in a range of settings such as courts, hospitals, schools, workplaces and conferences
- studying original texts and transcripts of recorded spoken material to comprehend subject matter and translating them into another language
- rendering the meaning and feeling of written material, such as literary, legal, technical and scientific texts, into another language in the appropriate register and style, so that it will read as an original piece rather than as a translation

Occupations:

- 272411 Historian
- 272412 Interpreter
- 272413 Translator
- 272499 Social Professionals nec

**272411 HISTORIAN**

Researches the history of human activity and prepares accounts of findings.

Skill Level: 1

Specialisations:

- Art Historian
- Cultural Historian
- Economic Historian
- Geographical Historian

**272412 INTERPRETER**

Transfers a spoken or signed language into another spoken or signed language, usually within a limited time frame in the presence of the participants requiring the translation.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2724 SOCIAL PROFESSIONALS *continued*

#### 272413 TRANSLATOR

Transfers a source text from one language into another, usually within an extended time frame to allow for corrections and modifications and without the presence of the participants requiring the translation.

Skill Level: 1

#### 272499 SOCIAL PROFESSIONALS NEC

This occupation group covers Social Professionals not elsewhere classified.

Skill Level: 1

Occupations in this group include:

- Anthropologist
- Archaeologist
- Criminologist
- Ethnographer
- Geographer
- Heritage Consultant
- Linguist
- Parole Board Member
- Political Scientist
- Prehistorian
- Sociologist
- Transport Analyst

UNIT GROUP 2725 SOCIAL WORKERS

SOCIAL WORKERS assess the social needs of individuals, families and groups, assist and empower people to develop and use the skills and resources needed to resolve social and other problems, and further human wellbeing and human rights, social justice and social development.

*Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

Registration or licensing may be required.

*Tasks Include:*

- acting as a facilitator 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, and planning and implementing research projects to address client needs, organisation goals and social policy
- cooperating with community organisations, social agencies and voluntary groups to improve services and develop new services
- conducting individual and family case interviews to identify the nature and extent of clients' problems
- assisting clients to understand and resolve problems by providing information, acting as a mediator and referring them to community and self-help agencies
- analysing, developing, promoting and implementing social policies through the use of practice experience, research, analytic frameworks, and negotiation skills to respond to social need through a fair, equitable and effective allocation of social resources
- monitoring the progress of clients by maintaining contact
- compiling case records and reports

Occupation:

272511 Social Worker

**272511 SOCIAL WORKER**

Assesses the social needs of individuals, families and groups, assists and empowers people to develop and use the skills and resources needed to resolve social and other problems, and furthers human wellbeing and human rights, social justice and social development. Registration or licensing may be required.

Skill Level: 1

## MAJOR GROUP 2 *continued*

### UNIT GROUP 2726 WELFARE, RECREATION AND COMMUNITY ARTS WORKERS

WELFARE, RECREATION AND COMMUNITY ARTS WORKERS design and implement strategies and programs to meet community and individual needs and 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.

#### *Indicative Skill Level:*

In Australia and New Zealand:

Most occupations in this unit group have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification (ANZSCO Skill Level 1).

#### *Tasks Include:*

- researching and analysing community issues, needs and problems
- developing, evaluating and maintaining community resources and programs
- evaluating data and writing reports such as submissions requesting funding for continuing programs and new projects
- identifying issues of local need, concerns and aspirations through community consultation
- organising local sporting, cultural and recreational events and activities such as community functions, hobby classes, community arts projects and sporting competitions
- providing support while exploring alternatives with clients who experience difficulties such as marital problems, unemployment, illness and drug abuse
- assessing risks and providing intensive short-term crisis counselling for victims of domestic violence, child abuse, disasters and other crises
- assisting to establish and administer neighbourhood houses, community groups, employment training programs and other services

#### Occupations:

272611 Community Arts Worker

272612 Recreation Officer (Aus) / Recreation Coordinator (NZ)

272613 Welfare Worker

#### **272611 COMMUNITY ARTS WORKER**

##### Alternative Titles:

Community Artist

Community Arts Officer

Identifies issues of local need, concerns and aspirations through community consultation, and designs and implements strategies to facilitate and encourage community arts projects and happenings, and promote the value of community cultural development.

Skill Level: 1

##### Specialisation:

Community Cultural Development Officer



## MAJOR GROUP 2 *continued*

### UNIT GROUP 2726 WELFARE, RECREATION AND COMMUNITY ARTS WORKERS *continued*

#### 272612 RECREATION OFFICER (AUS) / RECREATION COORDINATOR (NZ)

Alternative Title:

Recreation Adviser

Plans, organises and coordinates recreation facilities and programs through organisations such as local governments, schools, church bodies and youth organisations.

Skill Level: 1

#### 272613 WELFARE WORKER

Alternative Title:

Welfare Case Worker

Assists individuals, families and groups with social, emotional or financial difficulties to improve quality of life, by educating and supporting them and working towards change in their social environment.

Skill Level: 1

## MAJOR GROUP **3**      **TECHNICIANS AND TRADES WORKERS** .....

TECHNICIANS AND TRADES WORKERS perform a variety of skilled tasks, applying broad or in-depth technical, trade or industry specific knowledge, often in support of scientific, engineering, building and manufacturing activities.

### *Indicative Skill Level:*

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

- AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of experience (ANZSCO Skill Level 2); or
- AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV or at least three years of relevant experience (ANZSCO Skill Level 3)

#### *In New Zealand:*

- NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or
- NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

### *Tasks Include:*

- carrying out tests and experiments, and providing technical support to Health Professionals, Natural and Physical Science Professionals and Engineering Professionals
- providing technical support to users of computer hardware and software
- fabricating, repairing and maintaining metal, wood, glass and textile products
- repairing and maintaining motor vehicles, aircraft, marine craft and electrical and electronic machines and equipment
- constructing, repairing, fitting-out and finishing buildings and other structures
- operating printing and binding equipment
- preparing and cooking food
- shearing, caring for, training and grooming animals, and assisting Veterinarians
- propagating and cultivating plants, and establishing and maintaining turf surfaces for sporting events
- cutting and styling hair
- operating chemical, gas, petroleum and power generation equipment
- providing technical assistance for the production, recording and broadcasting of artistic performances

## MAJOR GROUP 3 *continued*

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

- 31 Engineering, ICT and Science Technicians
- 32 Automotive and Engineering Trades Workers
- 33 Construction Trades Workers
- 34 Electrotechnology and Telecommunications Trades Workers
- 35 Food Trades Workers
- 36 Skilled Animal and Horticultural Workers
- 39 Other Technicians and Trades Workers

## MAJOR GROUP 3 *continued*

### SUB-MAJOR GROUP 31 ENGINEERING, ICT AND SCIENCE TECHNICIANS

ENGINEERING, ICT AND SCIENCE TECHNICIANS perform tests and experiments, and provide technical support to Professionals engaged in research, design and development in the areas of agriculture, medicine, science, building, engineering, ICT and telecommunications.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- performing scientific tests, experiments and computations and collating and analysing the results
- inspecting animals, plants and agricultural produce to ensure compliance with government and industry standards
- 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
- estimating quantities and costs of materials
- providing technical support for telecommunications networks, and to users of computer hardware and software

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

- 311 Agricultural, Medical and Science Technicians
- 312 Building and Engineering Technicians
- 313 ICT and Telecommunications Technicians

## MAJOR GROUP 3 *continued*

### MINOR GROUP 311 AGRICULTURAL, MEDICAL AND SCIENCE TECHNICIANS

AGRICULTURAL, MEDICAL AND SCIENCE TECHNICIANS perform tests and experiments, and provide support to Professionals engaged in agriculture, medicine and science including inspecting animals, plants and agricultural produce.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- collecting information and samples and conducting field and laboratory experiments, tests and analyses
- presenting results in graphic and written form by preparing maps, charts, sketches, diagrams and reports
- inspecting animals, plants, agricultural produce and facilities to ensure compliance with government and industry standards with respect to quality, health and licensing
- testing samples of produce for quality, size and purity
- undertaking and assisting in medical analytical procedures, and assisting Anaesthetists, surgical teams and Pharmacists
- checking, calibrating and maintaining test equipment

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

- 3111 Agricultural Technicians
- 3112 Medical Technicians
- 3113 Primary Products Inspectors
- 3114 Science Technicians

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3111 AGRICULTURAL TECHNICIANS

AGRICULTURAL TECHNICIANS perform tests and experiments, and provide technical support to assist Agricultural Scientists in areas such as research, production, servicing and marketing.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- examining topographical, physical and soil characteristics of farmland to determine its most effective use and identify nutrient deficiencies
- assisting in developing new methods of planting, fertilising, harvesting and processing crops to achieve optimum land usage
- identifying pathogenic micro-organisms and insects, parasites, fungi and weeds harmful to crops and livestock, and assisting in devising methods of control
- analysing produce to set and maintain standards of quality
- inspecting livestock to gauge the effectiveness of feed formulae
- assisting in controlled breeding experiments to develop improved crop and livestock strains
- arranging the supply of drugs, vaccines and other chemicals to Farmers and Farm Managers, and giving advice on their use
- collecting and collating data for research
- planning slaughtering, harvesting and other aspects of production processes
- may advise producers on farming techniques and management

Occupation:

311111 Agricultural Technician

#### 311111 AGRICULTURAL TECHNICIAN

Alternative Title:

Agricultural Technical Officer

Performs tests and experiments, and provides technical support to assist Agricultural Scientists in areas such as research, production, servicing and marketing.

Skill Level: 2

Specialisations:

Agriculture Laboratory Technician  
Artificial Insemination Technical Officer  
Dairy Technician  
Field Crop Technical Officer  
Herd Tester  
Horticultural Technical Officer  
Poultry Technical Officer

UNIT GROUP 3112 MEDICAL TECHNICIANS

MEDICAL TECHNICIANS operate anaesthetic, cardiac, operating theatre and medical testing equipment, perform and assist with laboratory tests, and fill prescriptions in support of Health Professionals.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- operating equipment used in diagnosing and monitoring disorders of the heart, kidneys, nervous system and hearing, and in anaesthesia
- undertaking and assisting with medical analytical procedures and assisting Anaesthetists and surgical teams
- recording the electrical activity of the heart, from which the heart rate is measured and pattern and rhythm interpreted
- preparing and staining slides and tissue sections to study the cells of blood and for histological examination
- performing diagnostic tests on tissues and body fluids and analysing the chemical constituents of blood, urine, faeces and tissues
- testing for diseases by looking for the presence of antibodies and the products of immune response in samples
- setting up, checking and maintaining operating theatres, anaesthetic workstations, life support machines and associated equipment
- referring prescriptions to Pharmacists and assisting in preparing medications

Occupations:

- 311211 Anaesthetic Technician
- 311212 Cardiac Technician
- 311213 Medical Laboratory Technician
- 311214 Operating Theatre Technician
- 311215 Pharmacy Technician
- 311299 Medical Technicians nec

**311211 ANAESTHETIC TECHNICIAN**

Prepares and maintains anaesthetic equipment for operating theatres or clinics, and assists Anaesthetists during anaesthetic procedures.

Skill Level: 2

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3112 MEDICAL TECHNICIANS *continued*

#### 311212 CARDIAC TECHNICIAN

Conducts tests on patients to record heart activity using specialised equipment, recording devices and laboratory instruments in support of Cardiologists and other Medical Practitioners engaged in diagnosing, monitoring and treating heart disease.

Skill Level: 2

Specialisations:

Cardiac Technologist

Electrocardiographic Technician

#### 311213 MEDICAL LABORATORY TECHNICIAN

Alternative Title:

Medical Laboratory Technical Officer

Performs routine medical laboratory tests and operates diagnostic laboratory equipment under the supervision of Medical Laboratory Scientists and Pathologists. Registration or licensing may be required.

Skill Level: 2

#### 311214 OPERATING THEATRE TECHNICIAN

Prepares and maintains an operating theatre and its equipment, assists the surgical team during operations and provides support to patients in the recovery room.

Skill Level: 2

#### 311215 PHARMACY TECHNICIAN

Alternative Title:

Dispensary Technician

Fills and labels patients' prescriptions under the supervision of a Pharmacist. May record details of, place orders for, take stock of, and store medications and medical supplies and deliver them to patients.

Skill Level: 2

#### 311299 MEDICAL TECHNICIANS NEC

This occupation group covers Medical Technicians not elsewhere classified.

Skill Level: 2

Occupations in this group include:

Audiometrist

Dialysis Technician

Electroencephalographic Technician

Mortuary Technician

Neurophysiological Technician

Orthotic and Prosthetic Technician

Perfusionist

Renal Technician

Sleep Technician



## MAJOR GROUP 3 *continued*

### UNIT GROUP 3113 PRIMARY PRODUCTS INSPECTORS

PRIMARY PRODUCTS INSPECTORS inspect animals, plants and agricultural produce and facilities to ensure compliance with government and industry standards with respect to quality, health and licensing.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- inspecting animals, plants and agricultural produce to identify product quality issues, and providing advice to producers
- auditing and monitoring quality procedures at farms and food handling and processing facilities to ensure compliance with required standards
- testing samples of produce for quality, size and purity
- ensuring that required standards of hygiene are observed at storage, processing and packing facilities and in transport vehicles
- advising primary producers on economic aspects of disease eradication and informing producers and the general public of the health implications of diseases and impurities
- advising on the identification of pests and diseases and on regulations pertaining to grading, packing and loading of products
- examining imported plants and animals, and products, such as timber, seeds and dried fruits, and making quarantine arrangements
- patrolling and investigating waterways for unlawful fishing activities and the removal of protected marine life
- educating, advising and providing information on a wide range of topics relating to fish and their protection
- may initiate or assist in legal action to enforce regulations

Occupations:

311311 Fisheries Officer

311312 Meat Inspector

311313 Quarantine Officer

311399 Primary Products Inspectors nec

#### **311311 FISHERIES OFFICER**

Alternative Title:

Fisheries Inspector

Inspects fishing vessels, gear, licences and catches to ensure that fisheries laws and regulations are obeyed.

Skill Level: 2

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3113 PRIMARY PRODUCTS INSPECTORS *continued*

#### 311312 MEAT INSPECTOR

Inspects animal carcasses, internal organs and meat processing facilities for disease to ensure compliance with government and industry standards with respect to quality and health.

Skill Level: 2

#### 311313 QUARANTINE OFFICER

Alternative Titles:

Biosecurity Officer (Ministry of Agriculture and Forestry) (NZ)

Quarantine Inspector

Inspects incoming animals, plants, and animal and plant products to ensure compliance with laws and regulations to prevent the spread of exotic pests and diseases.

Skill Level: 2

#### 311399 PRIMARY PRODUCTS INSPECTORS NEC

This occupation group covers Primary Products Inspectors not elsewhere classified.

Skill Level: 2

Occupations in this group include:

Dairy Quality Assurance Officer

Fruit and Vegetable Inspector

UNIT GROUP 3114 SCIENCE TECHNICIANS

SCIENCE TECHNICIANS perform tests and experiments, and provide technical support functions to assist with research, design, production and teaching in chemistry, earth sciences, life sciences, and physical sciences.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- preparing materials for experimentation such as freezing and slicing specimens and mixing chemicals
- collecting information and samples
- conducting field and laboratory experiments, tests and analyses
- presenting results in graphic and written form by preparing maps, charts, sketches, diagrams and reports
- performing routine mathematical calculations, and computations of measurements
- controlling the quality and quantity of laboratory supplies by testing samples and monitoring usage
- checking, calibrating and maintaining test equipment
- participating in fabricating, installing and modifying equipment to ensure that critical standards are met
- preparing experiments and demonstrations for science classes

Occupations:

- 311411 Chemistry Technician
- 311412 Earth Science Technician
- 311413 Life Science Technician
- 311414 School Laboratory Technician
- 311499 Science Technicians nec

**311411 CHEMISTRY TECHNICIAN**

Alternative Title:

Chemistry Technical Officer

Performs laboratory tests on organic and inorganic chemicals, analyses test data and carries out technical functions in support of Chemists or Chemical Engineers in a wide variety of areas such as fuels, agricultural products, food, pharmaceuticals, paints, metals, plastics, textiles, detergents, paper, fertilisers and cosmetics.

Skill Level: 2

Specialisations:

- Chemical Instrumentation Officer
- Chemical Process Analyst
- Chemistry Laboratory Technician
- Dairy Laboratory Technician
- Petroleum Laboratory Technician
- Sugar Laboratory Assistant

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3114 SCIENCE TECHNICIANS *continued*

#### 311412 EARTH SCIENCE TECHNICIAN

Alternative Title:

Earth Science Technical Officer

Collects and tests earth and water samples, records observations and analyses data in support of Geologists or Geophysicists.

Skill Level: 2

Specialisations:

Earth Science Laboratory Technician

Geochemical Laboratory Technician

Geological Technical Officer

Geoscience Laboratory Technician

Hydrographer

Hydrographical Technical Officer

Hydrological Technical Officer

Meteorological Observer

Seismology Technical Officer

Soil Science Technical Officer

Water Resources Technical Officer

#### 311413 LIFE SCIENCE TECHNICIAN

Alternative Title:

Life Science Technical Officer

Identifies and collects living organisms and conducts field and laboratory studies in support of Life Scientists or Environmental Scientists.

Skill Level: 2

Specialisations:

Biological Technical Officer

Botanical Technical Officer

Ecological Technical Officer

Environmental Technical Officer

Fisheries Technical Officer

Forestry Technical Officer

Wood Technologist

Zoology Technical Officer

#### 311414 SCHOOL LABORATORY TECHNICIAN

Prepares experiments and demonstrations, makes up solutions, prepares slides, orders books and equipment, and tidies up laboratories in support of teaching chemistry, earth sciences, life sciences and physical sciences.

Skill Level: 2

## MAJOR GROUP 3 *continued*

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### UNIT GROUP 3114 SCIENCE TECHNICIANS *continued*

#### 311499 SCIENCE TECHNICIANS NEC

This occupation group covers Science Technicians not elsewhere classified.

Skill Level: 2

Occupations in this group include:

- Fibre Technologist
- Optics Technical Officer
- Physics Technical Officer
- Textile Technical Officer

## MAJOR GROUP 3 *continued*

### MINOR GROUP 312 BUILDING AND ENGINEERING TECHNICIANS

BUILDING AND ENGINEERING TECHNICIANS perform tests and provide technical support to Construction Managers, Architects and Engineering Professionals in research, design, construction, operation and maintenance of equipment, distribution systems and installations, and resource estimation and site inspection.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks 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
- estimating quantities and costs of materials
- inspecting buildings, plumbing work, machines, equipment, working conditions and public places to ensure compliance with relevant laws, standards and regulations
- planning, scheduling, coordinating and monitoring maintenance of plant equipment
- testing materials
- overseeing the safety of mining operations and supervising Miners

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

- 3121 Architectural, Building and Surveying Technicians
- 3122 Civil Engineering Draftspersons and Technicians
- 3123 Electrical Engineering Draftspersons and Technicians
- 3124 Electronic Engineering Draftspersons and Technicians
- 3125 Mechanical Engineering Draftspersons and Technicians
- 3126 Safety Inspectors
- 3129 Other Building and Engineering Technicians

UNIT GROUP 3121 ARCHITECTURAL, BUILDING AND SURVEYING  
TECHNICIANS

ARCHITECTURAL, BUILDING AND SURVEYING TECHNICIANS perform technical functions to assist Construction Managers, Architects and Surveyors by supervising and inspecting construction sites, estimating time, costs and resources, inspecting plumbing work, and collecting and evaluating survey data and preparing maps and plans.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- assisting Construction Managers, 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
- coordinating works programs
- inspecting work and materials for compliance with specifications, regulations and standards
- calculating costs and estimating time scales
- collecting data using surveying instruments and photogrammetric equipment
- performing routine computations and plotting preliminary data

Occupations:

- 312111 Architectural Draftsperson
- 312112 Building Associate
- 312113 Building Inspector
- 312114 Construction Estimator
- 312115 Plumbing Inspector
- 312116 Surveying and Cartographic Technician

**312111 ARCHITECTURAL DRAFTSPERSON**

Alternative Title:

Architectural Associate

Completes Architects' concepts by preparing drawings and plans, and liaising with builders and contractors.

Skill Level: 2

Specialisation:

Building Drafting Officer

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3121 ARCHITECTURAL, BUILDING AND SURVEYING TECHNICIANS *continued*

#### 312112 BUILDING ASSOCIATE

Supervises construction sites, and organises and coordinates the material and human resources required.  
Registration or licensing may be required.

Skill Level: 2

Specialisations:

Building Construction Supervisor

Clerk of Works

#### 312113 BUILDING INSPECTOR

Alternative Titles:

Building Certifier

Building Surveyor

Inspects buildings to ensure compliance with laws and regulations and advises on building requirements.  
Registration or licensing may be required.

Skill Level: 2

Specialisation:

Electrical Installation Inspector

#### 312114 CONSTRUCTION ESTIMATOR

Alternative Title:

Building Estimator

Prepares and delivers estimates and cost plans for construction projects up to the tender settlement stage.

Skill Level: 2

#### 312115 PLUMBING INSPECTOR

Inspects plumbing work to ensure compliance with relevant standards and regulations. Registration or licensing is required.

Skill Level: 2

Specialisations:

Drainage Inspector

Gas Plumbing Inspector

Sanitary Plumbing and Water Supply Inspector



## MAJOR GROUP 3 *continued*

### UNIT GROUP 3121 ARCHITECTURAL, BUILDING AND SURVEYING TECHNICIANS *continued*

#### 312116 SURVEYING OR CARTOGRAPHIC TECHNICIAN

Alternative Title:

Surveying Technologist

Collects, records and evaluates survey data and prepares maps, charts and plans in support of Surveyors or Cartographers. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Aerial Survey Technician

Engineering Survey Drafting Technician

Photogrammetrist

Topographic Drafting Officer

UNIT GROUP 3122 CIVIL ENGINEERING DRAFTSPERSONS AND TECHNICIANS

CIVIL ENGINEERING DRAFTSPERSONS AND TECHNICIANS assist in civil engineering research, design, construction, operations and maintenance.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- preparing sketches, charts, tabulations, plans and designs for civil engineering works such as drainage, water supply, sewerage reticulation systems, roads, airports, dams, bridges and other structures
- performing and directing fieldwork and laboratory testing
- interpreting work assignment instructions, applying appropriate procedures and selecting equipment
- collecting and analysing data, and carrying out computations
- 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
- conducting field and laboratory tests of construction materials and soils, and collecting data for traffic surveys

Occupations:

312211 Civil Engineering Draftsperson

312212 Civil Engineering Technician

**312211 CIVIL ENGINEERING DRAFTSPERSON**

Prepares detailed drawings and plans for civil engineering work in support of Civil Engineering Professionals and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Civil Engineering Design Draftsperson

Plumbing Engineering Draftsperson

Road Design Draftsperson

Sewage Reticulation Drafting Officer

Structural Engineering Drafting Officer

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3122 CIVIL ENGINEERING DRAFTSPERSONS AND TECHNICIANS *continued*

#### 312212 CIVIL ENGINEERING TECHNICIAN

Conducts tests of construction materials, prepares sketches and tabulations, and assists in estimating costs in support of Civil Engineering Professionals and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Civil Engineering Assistant

Civil Laboratory Technician

Geotechnical Laboratory Technician

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3123 ELECTRICAL ENGINEERING DRAFTSPERSONS AND TECHNICIANS

ELECTRICAL ENGINEERING DRAFTSPERSONS AND TECHNICIANS assist in electrical engineering research, design, manufacture, assembly, construction, operation and maintenance of equipment, facilities and distribution systems.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- preparing drawings, plans and diagrams of electrical installations and circuitry
- assisting Electrical Engineers and Engineering Technologists in design and layout of electrical installations and circuitry on substations, switchgear, cabling systems and motor control systems
- collecting data, performing tests and complex calculations, graphing results, and 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
- undertaking electrical workshop functions such as installing assemblies for protection relays, metering and indicating devices
- assisting with research and experimentation programs

Occupations:

312311 Electrical Engineering Draftsperson

312312 Electrical Engineering Technician

#### **312311 ELECTRICAL ENGINEERING DRAFTSPERSON**

Prepares detailed drawings and plans of electrical installations and circuitry in support of Electrical Engineers and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Electrical Engineering Design Draftsperson

Electrical Engineering Drafting Officer

Relays Draftsperson

Substation Design Draftsperson

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3123 ELECTRICAL ENGINEERING DRAFTSPERSONS AND TECHNICIANS *continued*

#### 312312 ELECTRICAL ENGINEERING TECHNICIAN

Alternative Title:

Electrical Engineering Technical Officer

Conducts tests of electrical systems, prepares charts and tabulations, and assists in estimating costs in support of Electrical Engineers and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Electrical Engineering Detail Draftsperson

Electrical Engineering Laboratory Technician

Electrical Instrument Technician

UNIT GROUP 3124 ELECTRONIC ENGINEERING DRAFTSPERSONS AND  
TECHNICIANS

ELECTRONIC ENGINEERING DRAFTSPERSONS AND TECHNICIANS assist in electronic engineering research, design, manufacture, assembly, construction, operation and maintenance of equipment, facilities and distribution systems.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- preparing drawings, plans and diagrams for electronic engineering work
- developing, constructing and testing electronic equipment and associated circuitry in accordance with technical manuals and instructions of Electronics Engineers and Engineering Technologists
- 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, drawings, contracts and regulations
- installing, testing, repairing and modifying electronic equipment

Occupations:

312411 Electronic Engineering Draftsperson

312412 Electronic Engineering Technician

**312411 ELECTRONIC ENGINEERING DRAFTSPERSON**

Prepares detailed drawings and plans of electronic engineering work in support of Electronics Engineers and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Communications and Data Systems Drafting Officer

Control Systems Drafting Officer

Electronics Detail Draftsperson

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3124 ELECTRONIC ENGINEERING DRAFTSPERSONS AND TECHNICIANS *continued*

#### 312412 ELECTRONIC ENGINEERING TECHNICIAN

Conducts tests of electronic systems, collects and analyses data, and assembles circuitry in support of Electronics Engineers and Engineering Technologists. Registration or licensing may be required.

Skill Level: 2

Specialisations:

- Aircraft Electronics Technical Officer
- Communications Engineering Technical Officer
- Communications Engineering Technician
- Computer Numeric Control Technical Officer
- Digital Controls Technical Officer
- Flight Surveyor
- Printed Circuit Board Designer
- Process Control Technician
- Telemetry Technician

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3125 MECHANICAL ENGINEERING DRAFTSPERSONS AND TECHNICIANS

MECHANICAL ENGINEERING DRAFTSPERSONS AND TECHNICIANS assist in mechanical engineering research, design, manufacture, construction, operation and maintenance of machines, manufacturing equipment, mechanical installations and facilities.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- preparing drawings, plans and designs for mechanical engineering work under the direction of Mechanical Engineers and Engineering Technologists
- assisting Mechanical Engineers and Engineering Technologists in the design of mechanical equipment and plant
- selecting tools and equipment
- assembling and installing new and modified mechanical assemblies, components, machine tools and controls, and hydraulic power systems
- estimating material costs and quantities, and machine requirements
- performing and directing field and laboratory tests
- collecting and analysing data, carrying out complex computations and preparing diagrams
- organising and supervising inspection and maintenance of machines and plant
- ensuring that designs and finished work are within specifications, regulations and contract provisions

Occupations:

312511 Mechanical Engineering Draftsperson

312512 Mechanical Engineering Technician

#### **312511 MECHANICAL ENGINEERING DRAFTSPERSON**

Prepares detailed drawings and plans of mechanical engineering work in support of Mechanical Engineers and Engineering Technologists.

Skill Level: 2

Specialisations:

Airconditioning Drafting Officer

Heating and Ventilating Technical Officer

Tool Design Draftsperson

Tool Designer



## MAJOR GROUP 3 *continued*

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### UNIT GROUP 3125 MECHANICAL ENGINEERING DRAFTSPERSONS AND TECHNICIANS *continued*

#### 312512 MECHANICAL ENGINEERING TECHNICIAN

Conducts tests of mechanical systems, collects and analyses data, and assembles and installs mechanical assemblies in support of Mechanical Engineers and Engineering Technologists.

Skill Level: 2

Specialisations:

- Boiler Testing Technician
- Hydraulic Controls Technician
- Mechanical Laboratory Technician
- Pipe Testing Technician

UNIT GROUP 3126 SAFETY INSPECTORS

SAFETY INSPECTORS inspect machines, equipment, working conditions and public places to ensure compliance with government and industry standards and regulations, in relation to occupational health and safety.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- examining equipment specifications, and inspecting and testing machines, equipment and clothing to ensure compliance with safety standards and serviceability
- inspecting factories and other work sites to ensure compliance with government and industry standards and regulations
- observing 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
- conducting tests in work areas to detect toxic fumes, explosive gas-air mixtures and other work hazards
- ensuring fire prevention equipment and other safety supplies, such as first aid kits, stretchers and blankets, conform to standards
- assisting in conducting safety meetings and campaigns, and organising training in general safety principles in keeping with regulations
- advising organisations on ways to comply with occupational health and safety legislative requirements
- investigating incidents and fatalities, to determine causes and to collect evidence of non-compliance with occupational health and safety legislation

Occupation:

312611 Safety Inspector

**312611 SAFETY INSPECTOR**

Inspects machines, equipment, working conditions and public places to ensure compliance with government and industry standards and regulations, in relation to occupational health and safety. Registration or licensing may be required.

Skill Level: 2

Specialisations:

Boilers and Pressure Vessels Inspector

Gas Examiner

Lifts and Cranes Inspector

Mines Inspector

Occupational Health and Safety Inspector

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3129 OTHER BUILDING AND ENGINEERING TECHNICIANS

This unit group covers Building and Engineering Technicians not elsewhere classified.

It includes Maintenance Planners, Metallurgical or Materials Technicians, and Mine Deputies.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

Occupations:

- 312911 Maintenance Planner
- 312912 Metallurgical or Materials Technician
- 312913 Mine Deputy
- 312999 Building and Engineering Technicians nec

#### **312911 MAINTENANCE PLANNER**

Alternative Titles:

- Maintenance Scheduler
- Shutdown Coordinator
- Shutdown Planner

Develops maintenance planning strategies, and schedules, coordinates and monitors the maintenance of all plant equipment.

Skill Level: 2

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3129 OTHER BUILDING AND ENGINEERING TECHNICIANS

*continued*

#### 312912 METALLURGICAL OR 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 Materials Engineers. Registration or licensing may be required.

Skill Level: 2

Specialisations:

- Dye Penetrant Testing Technician
- Heat Treatment Technician
- Magnetic Testing Technician
- Metallurgy Laboratory Technician
- Non-destructive Testing Technician
- Petroleum Products Laboratory Technician
- Petroleum Refinery Laboratory Technician
- Pressure Testing Technician
- Ultrasound Technician

#### 312913 MINE DEPUTY

Oversees the safety of mining operations and supervises Miners. Registration or licensing is required.

Skill Level: 2

Specialisations:

- Mining Technician
- Open Cut Examiner

#### 312999 BUILDING AND ENGINEERING TECHNICIANS NEC

This occupation group covers Building and Engineering Technicians not elsewhere classified. Registration or licensing may be required.

Skill Level: 2

Occupations in this group include:

- Aircraft Detail Draftsperson
- Aircraft Systems Technician (Air Force)
- Airframe Technical Officer
- Avionics Systems Technician (Air Force)
- Biomedical Engineering Associate
- Mining Detail Draftsperson
- Shipbuilding Draftsperson

MINOR GROUP 313 ICT AND TELECOMMUNICATIONS TECHNICIANS

ICT AND TELECOMMUNICATIONS TECHNICIANS provide support to the development and maintenance of computer infrastructure, web technology and telecommunications networks, and the diagnosis and resolution of technical problems.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- determining software and hardware requirements to provide solutions for problems
- responding to inquiries about software and hardware problems
- repairing and replacing peripheral equipment such as terminals, printers and modems
- installing and downloading appropriate software, and adapting existing programs to meet users' requirements
- implementing computer networks, and ensuring efficient use of applications and equipment
- designing and maintaining web sites
- installing and maintaining microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communication systems
- configuring and integrating network and telecommunications technology with computer software, hardware, peripherals and operating systems
- planning the development of customer access telecommunications network infrastructure

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

3131 ICT Support Technicians

3132 Telecommunications Technical Specialists

UNIT GROUP 3131 ICT SUPPORT TECHNICIANS

ICT SUPPORT TECHNICIANS provide support for the deployment and maintenance of computer infrastructure and web technology and the diagnosis and resolution of technical problems.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or relevant vendor certification may be required in addition to the formal qualification.

*Tasks Include:*

- determining software and hardware requirements to provide solutions to problems
- responding to inquiries about software and hardware problems
- adapting existing programs to meet users' requirements
- installing and downloading appropriate software
- ensuring efficient use of applications and equipment
- implementing computer networks
- designing and maintaining web sites
- repairing and replacing peripheral equipment such as terminals, printers and modems
- may work in a call centre

Occupations:

313111 Hardware Technician

313112 ICT Customer Support Officer

313113 Web Administrator

313199 ICT Support Technicians nec

**313111 HARDWARE TECHNICIAN**

Supports and maintains computer systems and peripherals by installing, configuring, testing, troubleshooting, and repairing hardware.

Skill Level: 2

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3131 ICT SUPPORT TECHNICIANS *continued*

#### 313112 ICT CUSTOMER SUPPORT OFFICER

Alternative Titles:

ICT Help Desk Officer

ICT Help Desk Technician

Systems Support Officer

Provides support, education and guidance in the deployment and maintenance of computer infrastructure and the diagnosis and resolution of technical problems and issues. May work in a call centre.

Skill Level: 2

Specialisations:

Network Support Technician

Operator Command Support Systems (Army)

#### 313113 WEB ADMINISTRATOR

Alternative Title:

Web Master

Designs, builds and maintains web sites, and provides web technology solutions and services.

Skill Level: 2

#### 313199 ICT SUPPORT TECHNICIANS NEC

This occupation group covers ICT Support Technicians not elsewhere classified.

Skill Level: 2

Occupations in this group include:

Applications Packager

Computer Systems Technician

Telecommunications Computer Systems Technician

UNIT GROUP 3132 TELECOMMUNICATIONS TECHNICAL SPECIALISTS

TELECOMMUNICATIONS TECHNICAL SPECIALISTS develop, monitor and carry out technical support functions for telecommunications networks and install computer equipment, computer systems and microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communication systems.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience and/or relevant vendor certification may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- installing, maintaining, repairing and diagnosing malfunctions of microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communication systems
- configuring and integrating network and telecommunications technology with computer software, hardware, desktops, peripherals, databases and operating systems
- developing and recording logs of the details, locations and status of inventories, parts, equipment and instruments and maintaining the documentation of communication policies, procedures, guidelines and regulations, and quality standards
- providing technical advice and information, and monitoring the performance of complex telecommunications networks and equipment
- planning the development of customer access telecommunications network infrastructure
- liaising with vendors, suppliers, service providers and external resources and monitoring contractual obligations and performance delivery
- providing ongoing operational support in designing, optimising, troubleshooting, diagnosing, repairing and resolving of telecommunications network performance malfunctions, defects and faults

Occupations:

- 313211 Radiocommunications Technician
- 313212 Telecommunications Field Engineer
- 313213 Telecommunications Network Planner
- 313214 Telecommunications Technical Officer or Technologist

**313211 RADIOCOMMUNICATIONS TECHNICIAN**

Installs, maintains, repairs and diagnoses malfunctions of microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communication systems.

Skill Level: 2



## MAJOR GROUP 3 *continued*

### UNIT GROUP 3132 TELECOMMUNICATIONS TECHNICAL SPECIALISTS *continued*

#### 313212 TELECOMMUNICATIONS FIELD ENGINEER

Plans, designs, commissions and monitors complex telecommunications networks and associated equipment, provides technical advice and information, and identifies complex problems and initiates action to resolve them.

Skill Level: 2

#### 313213 TELECOMMUNICATIONS NETWORK PLANNER

Plans the development of customer access telecommunications network infrastructure.

Skill Level: 2

#### 313214 TELECOMMUNICATIONS TECHNICAL OFFICER OR TECHNOLOGIST

Carries out specialised design and support functions in telecommunications engineering including optimisation and performance monitoring of telecommunications networks, diagnosis and repair of faults, and the selection and installation of equipment.

Skill Level: 2

## MAJOR GROUP 3 *continued*

### SUB-MAJOR GROUP 32 AUTOMOTIVE AND ENGINEERING TRADES WORKERS

AUTOMOTIVE AND ENGINEERING TRADES WORKERS construct, repair and maintain motor vehicles and aircraft structures and systems, and cut, shape, cast, join and finish metal, metal parts, subassemblies and precision instruments.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- diagnosing electrical and mechanical faults in motor vehicles and aircraft
- dismantling engines and electrical systems, and removing damaged panels and interior trim
- repairing and replacing worn and defective parts
- painting repaired vehicle surfaces
- constructing, modifying, painting and upholstering prototype and specialised vehicle bodies
- marking and cutting out metal stock
- shaping stock using hand and machine tools
- shaping metal in moulds
- joining stock and components by welding, soldering, brazing, riveting, bolting, screwing and gluing
- fitting and testing components, and applying protective and decorative finishes to metal products

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

- 321 Automotive Electricians and Mechanics
- 322 Fabrication Engineering Trades Workers
- 323 Mechanical Engineering Trades Workers
- 324 Panelbeaters, and Vehicle Body Builders, Trimmers and Painters

## MAJOR GROUP 3 *continued*

### MINOR GROUP 321 AUTOMOTIVE ELECTRICIANS AND MECHANICS

AUTOMOTIVE ELECTRICIANS AND MECHANICS repair and maintain automotive electrical systems and motor vehicle and other internal combustion engines.

Mechanical Engineering Trades Workers are excluded from this minor group. Mechanical Engineering Trades Workers are included in Minor Group 323 Mechanical Engineering Trades Workers.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- diagnosing electrical and mechanical faults in motor vehicles and small engines
- dismantling engines and electrical systems
- repairing and replacing worn and defective parts
- installing electrical equipment and electronic components in motor vehicles
- testing and adjusting electrical and mechanical systems and parts after repair for proper performance
- performing scheduled maintenance on motor vehicles

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

- 3211 Automotive Electricians
- 3212 Motor Mechanics

UNIT GROUP 3211 AUTOMOTIVE ELECTRICIANS

AUTOMOTIVE ELECTRICIANS install, maintain and repair electrical wiring and electronic components in motor vehicles.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- using test equipment to locate electrical and electronic malfunctions
- dismantling and removing electrical and electronic assemblies and components
- installing electrical equipment and electronic components in motor vehicles
- connecting power-operated vehicle equipment and accessories to power supply
- adjusting engine control systems and timing
- testing and replacing defective alternators, generators, voltage regulators and starter motors
- repairing and replacing faulty ignition and electrical wiring
- replacing defective parts such as fuses, lamps and switches

Occupation:

321111 Automotive Electrician

**321111 AUTOMOTIVE ELECTRICIAN**

Alternative Title:

Automotive Electrical Fitter

Installs, maintains and repairs electrical wiring and electronic components in motor vehicles. Registration or licensing may be required.

Skill Level: 3

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3212 MOTOR MECHANICS

MOTOR MECHANICS repair, maintain and test motor vehicle and other internal combustion engines and related mechanical components.

Motor Vehicle Parts and Accessories Fitters are excluded from this unit group. Motor Vehicle Parts and Accessories Fitters are included in Unit Group 8994 Motor Vehicle Parts and Accessories Fitters.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

#### *Tasks Include:*

- detecting and diagnosing faults in engines and parts
- dismantling and removing engine assemblies, transmissions, steering mechanisms and other components, and checking parts
- repairing and replacing worn and defective parts and reassembling mechanical components, and referring to service manuals as needed
- performing scheduled maintenance services, such as oil changes, lubrications and engine tune-ups, to achieve smoother running of vehicles and ensure compliance with pollution regulations
- reassembling engines and parts after being repaired
- testing and adjusting mechanical parts after being repaired for proper performance
- diagnosing and testing parts with the assistance of computers
- may inspect vehicles and issue roadworthiness certificates or detail work required to achieve roadworthiness

Occupations:

- 321211 Motor Mechanic (General)
- 321212 Diesel Motor Mechanic
- 321213 Motorcycle Mechanic
- 321214 Small Engine Mechanic

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3212 MOTOR MECHANICS *continued*

#### **321211 MOTOR MECHANIC (GENERAL)**

Maintains, tests and repairs petrol engines and the mechanical parts of lightweight motor vehicles such as transmissions, suspension, steering and brakes. Registration or licensing may be required.

Skill Level: 3

Specialisations:

- Automatic Transmission Mechanic
- Automotive Airconditioning Mechanic
- Brake Mechanic
- Ground Support Equipment Fitter (Air Force)
- Marine Technician (Navy)
- Vehicle Mechanic (Army)

#### **321212 DIESEL MOTOR MECHANIC**

Maintains, tests and repairs diesel motors and the mechanical parts of trucks, buses and other heavy vehicles such as transmissions, suspension, steering and brakes. Registration or licensing may be required.

Skill Level: 3

#### **321213 MOTORCYCLE MECHANIC**

Maintains, tests and repairs the mechanical parts of motorcycles. Registration or licensing may be required.

Skill Level: 3

#### **321214 SMALL ENGINE MECHANIC**

Maintains, tests and repairs engines of chainsaws, lawn mowers, garden tractors and other equipment with small engines. Registration or licensing may be required.

Skill Level: 3

Specialisations:

- Chainsaw Mechanic
- Lawnmower Mechanic
- Outboard Motor Mechanic

## MAJOR GROUP 3 *continued*

### MINOR GROUP 322 FABRICATION ENGINEERING TRADES WORKERS

FABRICATION ENGINEERING TRADES WORKERS cast, shape, cut, join and finish metal.

Panel Beaters and Vehicle Body Builders are excluded from this minor group. Panel Beaters and Vehicle Body Builders are included in Minor Group 324 Panelbeaters, and Vehicle Body Builders, Trimmers and Painters.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- studying blueprints, drawings and specifications to determine requirements and material, and selecting metal stock
- moulding molten metal, and applying protective and decorative finishes to metal products
- drawing and marking out patterns
- heating metal stock and shaping it using hammers
- cutting stock and moulding components to shape using hand tools, cutting torches and machine tools
- joining components by welding, soldering, brazing, riveting, bolting, screwing and gluing
- finishing products by cleaning, filing, sanding and polishing, and applying protective finishes

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

- 3221 Metal Casting, Forging and Finishing Trades Workers
- 3222 Sheetmetal Trades Workers
- 3223 Structural Steel and Welding Trades Workers

UNIT GROUP 3221 METAL CASTING, FORGING AND FINISHING TRADES WORKERS

METAL CASTING, FORGING AND FINISHING TRADES WORKERS fabricate mould patterns and form sand moulds and cores for the production of metal castings, heat and hammer metal into shape, and make, repair, coat and polish metal parts and articles.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- selecting metal stock for job requirements
- heating metal in forges and furnaces and hammering, punching and cutting metal using hand tools and machine presses
- tempering and hardening finished articles by quenching in oil or water baths or by cooling gradually in air
- preparing electrolytic and silver solutions for electroforming, and applying solution to the objects to be coated
- setting and adjusting controls to regulate electric current and depositing of coating on objects
- preparing horses' hooves for shoeing, nailing horseshoes to hooves, and trimming hooves
- cutting, trimming, shaping and smoothing stock to form mould patterns
- filling boxes with sand and setting patterns in place, and pouring molten metal into moulds
- applying refractory paint and positioning cores in moulds
- finishing metal and articles by polishing and buffing and applying shellac, lacquer, paint and other finishes

Occupations:

- 322111 Blacksmith
- 322112 Electroplater
- 322113 Farrier
- 322114 Metal Casting Trades Worker
- 322115 Metal Polisher

**322111 BLACKSMITH**

Shapes bars, rods and blocks of metal by heating and hammering to produce or repair metal articles.

Skill Level: 3

Specialisations:

- Hammer Smith
- Spring Maker
- Tool Smith



## MAJOR GROUP 3 *continued*

### UNIT GROUP 3221 METAL CASTING, FORGING AND FINISHING TRADES WORKERS *continued*

#### 322112 ELECTROPLATER

Controls plating processes and maintains solutions used to coat metal articles and other parts with non-ferrous metals.

Skill Level: 3

Specialisations:

Anodiser

Electroformer

#### 322113 FARRIER

Inspects, trims and shapes horses' hooves, and forms, fits and nails horseshoes.

Skill Level: 3

#### 322114 METAL CASTING TRADES WORKER

Forms sand moulds and cores for the production of metal castings.

Skill Level: 3

Specialisations:

Coremaker

Metal Moulder

#### 322115 METAL POLISHER

Polishes metal to impart smooth, reflective and other finishes.

Skill Level: 3

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3222 SHEETMETAL TRADES WORKERS

SHEETMETAL TRADES WORKERS mark out, shape, form and join sheetmetal and other materials to make products and components.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- studying blueprints, drawings and specifications to determine job, material and equipment requirements
- selecting metal stock, such as stainless steel, galvanised iron, mild steel, aluminium and copper, and checking sizes, gauges and other dimensions of metal stock against specifications
- marking out metal stock with reference points and lines, using templates, gauges and other measuring instruments
- cutting metal stock along guidelines using hand and power shears, guillotines and drills
- shaping and forming cut metal stock into products using folding and bending machines, rollers, presses and hammers
- fitting and assembling components into final products by welding, riveting, soldering, brazing and otherwise joining
- finishing products by polishing, filing, sanding and cleaning 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

Occupation:

322211 Sheetmetal Trades Worker

#### **322211 SHEETMETAL TRADES WORKER**

Marks out, shapes, forms and joins sheetmetal and other materials to make products and components.

Skill Level: 3

Specialisations:

Metal Spinner

Sheetmetal Patternmaker

UNIT GROUP 3223 STRUCTURAL STEEL AND WELDING TRADES WORKERS

STRUCTURAL STEEL AND WELDING TRADES WORKERS cut, shape, join and repair metal components of iron and steel structures, boilers, pressure vessels and pipes, ships and other vessels.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- studying blueprints, drawings and specifications to determine job requirements
- selecting, cleaning and preparing metal stock
- cutting marked-out metal sections and shapes using hand tools, flame cutting torches and metal cutting machines
- shaping and bending metal sections and pipes using hand and machine tools, and by heating and hammering
- aligning parts to be joined using hand tools and measuring instruments
- joining metal sections using various welding techniques, bolting and riveting
- examining welds for width of bead, penetration and precision
- finishing products by cleaning, polishing, filing and bathing in acidic solutions
- cleaning and smoothing welds by filing, chiselling and grinding

Occupations:

322311 Metal Fabricator

322312 Pressure Welder

322313 Welder (First Class) (Aus) / Welder (NZ)

**322311 METAL FABRICATOR**

Marks off and fabricates structural steel and other metal stock to make or repair metal products and structures such as boilers and pressure vessels.

Skill Level: 3

Specialisations:

Boilermaker-Welder

Brass Finisher

Metal Fabricator-Welder

Metal Template Maker

Structural Steel Trades Worker

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3223 STRUCTURAL STEEL AND WELDING TRADES WORKERS *continued*

#### **322312 PRESSURE WELDER**

Assembles, welds and repairs pressure vessels and pipes to relevant standards.

Skill Level: 3

#### **322313 WELDER (FIRST CLASS) (AUS) / WELDER (NZ)**

Fabricates and repairs metal products using various welding techniques.

Skill Level: 3

Specialisation:

Special Class Welder

## MAJOR GROUP 3 *continued*

### MINOR GROUP 323 MECHANICAL ENGINEERING TRADES WORKERS

MECHANICAL ENGINEERING TRADES WORKERS machine and prepare aircraft systems, metal parts, subassemblies and precision instruments.

Motor Mechanics are excluded from this minor group. Motor Mechanics are included in Minor Group 321 Automotive Electricians and Mechanics.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- forming metal stock and castings to fine tolerances using machine tools to press, cut, grind, plane, bore and drill metal
- checking fabricated and assembled metal parts for fit
- fitting parts into machines using hand tools
- dismantling, repairing and replacing defective parts, and testing and reassembling aircraft components and systems and precision instruments
- assembling parts and subassemblies of precision implements, locks, timepieces and firearms
- testing circuits in electronic timepieces and manufactured articles
- making and repairing tools, equipment and engineering patterns

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

- 3231 Aircraft Maintenance Engineers
- 3232 Metal Fitters and Machinists
- 3233 Precision Metal Trades Workers
- 3234 Toolmakers and Engineering Patternmakers

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3231 AIRCRAFT MAINTENANCE ENGINEERS

AIRCRAFT MAINTENANCE ENGINEERS maintain and repair aircraft structures, and avionic and mechanical systems.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

#### *Tasks Include:*

- dismantling, inspecting, testing, repairing and reassembling aircraft engines, ancillary motors and engine accessories, electrical systems, and subassemblies of aircraft frames
- installing electrical circuits and equipment
- testing aircraft communication equipment, aircraft instrumentation and electronic systems using electronic testing equipment and specialised test apparatus
- replacing and testing aircraft oxygen system components
- assembling parts and subassemblies of aircraft frames
- conducting routine pre-flight inspections of engines, aircraft frames and mechanical systems
- maintaining records of action taken
- may manufacture aircraft electrical, instrument and radio hardware components

Occupations:

- 323111 Aircraft Maintenance Engineer (Avionics)
- 323112 Aircraft Maintenance Engineer (Mechanical)
- 323113 Aircraft Maintenance Engineer (Structures)

#### **323111 AIRCRAFT MAINTENANCE ENGINEER (AVIONICS)**

Inspects, tests, aligns, repairs and installs aircraft electrical and avionic system components. Registration or licensing may be required.

Skill Level: 3

Specialisations:

- Aircraft Maintenance Engineer (Electrical)
- Aircraft Maintenance Engineer (Instruments)
- Aircraft Maintenance Engineer (Radio)
- Avionics Technician (Defence)
- Licensed Aircraft Maintenance Engineer (Electrical)
- Licensed Aircraft Maintenance Engineer (Instruments)
- Licensed Aircraft Maintenance Engineer (Radio)

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3231 AIRCRAFT MAINTENANCE ENGINEERS *continued*

#### 323112 AIRCRAFT MAINTENANCE ENGINEER (MECHANICAL)

Inspects, tests, repairs and installs aircraft hydromechanical and flight system components and aircraft engines, subassemblies and components. Registration or licensing may be required.

Skill Level: 3

Specialisations:

- Aircraft Maintenance Engineer (Airframes)
- Aircraft Maintenance Engineer (Engines)
- Aircraft Technician (Air Force, Army)
- Aviation Technician (Navy)
- Licensed Aircraft Maintenance Engineer (Airframes)
- Licensed Aircraft Maintenance Engineer (Engines)

#### 323113 AIRCRAFT MAINTENANCE ENGINEER (STRUCTURES)

Inspects, dismantles and reassembles aircraft structures, and repairs and replaces components of aircraft frames. Works with both metal and carbon fibre composite materials. Registration or licensing may be required.

Skill Level: 3

Specialisation:

- Aircraft Structural Fitter (Air Force, Army)

UNIT GROUP 3232 METAL FITTERS AND MACHINISTS

METAL FITTERS AND MACHINISTS fit and assemble fabricated metal parts into products, set up machining tools, production machines and textile machines, and operate machining tools and machines to shape metal stock and castings.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- studying drawings and specifications to determine suitable material, method and sequence of operations, and machine settings
- fitting fabricated metal parts into products and assembling metal parts and subassemblies to produce machines and equipment
- checking fabricated and assembled metal parts for accuracy, clearance and fit using precision measuring instruments
- setting guides, stops and other controls on machining tools, setting up prescribed cutting and shaping tools and dies in machines and presses, and setting controls for textile machines
- forming metal stock and castings to fine tolerances using machining tools to press, cut, grind, plane, bore and drill metal
- cutting, threading, bending and installing hydraulic and pneumatic pipes and lines
- preparing pattern mechanisms to control the operation of textile machines used to spin, weave, knit, sew and tuft fabric
- diagnosing faults and performing operational maintenance of machines, and overhauling and repairing mechanical parts and fluid power equipment
- may erect machines and equipment on-site

Occupations:

- 323211 Fitter (General)
- 323212 Fitter and Turner
- 323213 Fitter-Welder
- 323214 Metal Machinist (First Class)
- 323215 Textile, Clothing and Footwear Mechanic
- 323299 Metal Fitters and Machinists nec



## MAJOR GROUP 3 *continued*

### UNIT GROUP 3232 METAL FITTERS AND MACHINISTS *continued*

#### 323211 FITTER (GENERAL)

Fits and assembles metal parts and subassemblies to fabricate production machines and other equipment.

Skill Level: 3

Specialisations:

Computer Numeric Control Setter

Diesel Fitter-Mechanic

Fitter-Machinist

Fitter-Mechanic

Maintenance Fitter

Mechanic (Diesel and Heavy Earthmoving Equipment)

Plant Mechanic

#### 323212 FITTER AND TURNER

Fits, assembles, grinds and shapes metal parts and subassemblies to fabricate production machines and other equipment.

Skill Level: 3

Specialisation:

Fitter Armament (Army)

#### 323213 FITTER-WELDER

Fits, assembles and welds metal parts and subassemblies to fabricate production machines and other equipment.

Skill Level: 3

#### 323214 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: 3

Specialisations:

Aircraft Machinist

Automotive Machinist

Metal Machine Setter

Metal Turner

Milling Machinist

Vertical Borer

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3232 METAL FITTERS AND MACHINISTS *continued*

#### 323215 TEXTILE, CLOTHING AND FOOTWEAR MECHANIC

Sets up, adjusts and maintains industrial or domestic sewing machines, or machines used in the production of yarn, textiles or footwear.

Skill Level: 3

Specialisations:

Loom Tuner

Sewing Machine Mechanic

Textile Machine Mechanic

#### 323299 METAL FITTERS AND MACHINISTS NEC

This occupation group covers Metal Fitters and Machinists not elsewhere classified.

Skill Level: 3

Occupations in this group include:

Printing Engineer

UNIT GROUP 3233 PRECISION METAL TRADES WORKERS

PRECISION METAL TRADES WORKERS fabricate, assemble, maintain and repair metal precision instruments.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- assembling parts and subassemblies of precision instruments, locks, timepieces and firearms
- dismantling precision instruments, locks, timepieces and firearms, repairing and replacing defective parts, and reassembling articles using hand and power tools and specially designed machines
- inscribing letters, figures and designs on surfaces of jewellery, trophies and other ornamental items
- installing security systems, changing tumblers in locks, changing locks, cutting keys and opening locks by manipulation
- calibrating precision instruments using standard weights and measures, jigs and fixtures, and hand tools to adjust and align parts and small balancing weights
- making blades for circular, band and other power saws and repairing, setting and sharpening blades for hand and power saws
- testing circuits in electronic timepieces
- may estimate costs and prepare quotes for repairs

Occupations:

- 323311 Engraver
- 323312 Gunsmith
- 323313 Locksmith
- 323314 Precision Instrument Maker and Repairer
- 323315 Saw Maker and Repairer
- 323316 Watch and Clock Maker and Repairer

**323311 ENGRAVER**

Inscribes letters, figures and designs on metal, glass, wood, rubber, plastic and other surfaces.

Skill Level: 3

**323312 GUNSMITH**

Modifies, services and repairs rifles, revolvers and other firearms. Registration or licensing is required.

Skill Level: 3

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3233 PRECISION METAL TRADES WORKERS *continued*

#### 323313 LOCKSMITH

Installs and maintains locks and related security devices and systems. Registration or licensing is required.

Skill Level: 3

Specialisation:

Safemaker

#### 323314 PRECISION INSTRUMENT MAKER AND REPAIRER

Assembles, calibrates, installs and overhauls mechanical precision instruments and equipment.

Skill Level: 3

Specialisations:

Camera Repairer

Scalemaker

Scientific Instrument Maker and Repairer

#### 323315 SAW MAKER AND REPAIRER

Makes, repairs, sets and sharpens blades for circular, band and other saws.

Skill Level: 3

Specialisation:

Saw Sharpener

#### 323316 WATCH AND CLOCK MAKER AND REPAIRER

Makes, repairs, cleans and adjusts watches and clocks.

Skill Level: 3

UNIT GROUP 3234 TOOLMAKERS AND ENGINEERING PATTERNMAKERS

TOOLMAKERS AND ENGINEERING PATTERNMAKERS make and repair tools, dies, jigs, fixtures and other precision parts and equipment to fine tolerances for machine tools and other production machinery, and construct full-size engineering, visual and experimental models and models for the manufacture of prototype developmental products.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- studying drawings and specifications to determine dimensions and tolerances of articles to be manufactured and models to be constructed
- measuring and marking out metal stock and castings using various gauges
- shaping metal and wood stock using machine tools
- checking accuracy of manufactured articles and finished patterns to fine tolerances, using precision measuring instruments
- testing and modifying manufactured articles
- applying protective finishes to patterns and painting pattern sections to indicate method of assembly
- assembling pattern sections and shaping work pieces to specified finish
- pouring and spreading materials into moulds and over models of patterns, and building laminations of fibreglass cloth and plastic resin to fabricate patterns
- repairing broken and damaged patterns and correcting patterns to compensate for defects in casting
- constructing templates for layout and inspection

Occupations:

323411 Engineering Patternmaker

323412 Toolmaker

**323411 ENGINEERING PATTERNMAKER**

Constructs full-size engineering models usually made out of timber, which are used in manufacturing to produce metal castings, copy models, vacuum form tooling and tooling for the automotive, aircraft or fibreglass industries.

Skill Level: 3

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3234 TOOLMAKERS AND ENGINEERING PATTERNMAKERS

*continued*

#### 323412 TOOLMAKER

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: 3

Specialisations:

Die Caster

Die Sinker

Jigmaker (Metal)

Plastic Mould Maker

Press-tool Maker

**MINOR GROUP 324 PANELBEATERS, AND VEHICLE BODY BUILDERS,  
TRIMMERS AND PAINTERS**

PANELBEATERS, AND VEHICLE BODY BUILDERS, TRIMMERS AND PAINTERS repair damage to motor vehicle bodies; construct purpose-built vehicle bodies; fit, repair and replace interior trim and upholstery in vehicles; and paint vehicles.

Fabrication Engineering Trades Workers are excluded from this minor group. Fabrication Engineering Trades Workers are included in Minor Group 322 Fabrication Engineering Trades Workers.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- removing, replacing and repairing damaged panels and parts using mechanical and hydraulic equipment
- filling depressions with plastic filler and chiselling and sanding surfaces
- constructing framework sections in metal, wood, fibreglass and other materials using stretching and shrinking machines and welding equipment
- bolting, screwing, riveting and welding sections together to form complete frameworks
- cutting and shaping panels of sheetmetal, aluminium and reinforced plastic and attaching to frameworks using hand and power tools
- preparing new vehicle trim work according to drawings and sketches, and removing old coverings and fittings from vehicles and taking new measurements
- selecting and cutting pieces of fabric, vinyl and leather and sewing pieces together using heavy-duty sewing machines
- installing and attaching interior lining, floor coverings, armrests, door trims, rubber seals, locks and handles
- masking areas not to be painted by covering with masking tape and paper
- selecting and mixing paint shades to match vehicle colour
- applying primer and finish coats with spray-guns, and sanding surfaces between coats

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

- 3241 Panelbeaters
- 3242 Vehicle Body Builders and Trimmers
- 3243 Vehicle Painters

UNIT GROUP 3241 PANELBEATERS

PANELBEATERS repair damage to metal, fibreglass and plastic body work on vehicles, and form replacement vehicle panels.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- removing damaged panels and parts, and removing upholstery and accessories to gain access
- removing dents by hammering panels
- straightening damaged vehicles and parts using mechanical and hydraulic equipment
- replacing badly damaged sections with new or second-hand panels
- filling depressions with plastic filler, and filing, grinding and sanding repaired surfaces
- cutting and joining replacement sections using welding equipment
- fitting repaired or replacement panels on vehicles and refitting body hardware such as door locks and trims
- may assist vehicle body builders in constructing and restoring custom-designed, vintage and other specialty vehicles
- may spray-paint vehicles

Occupation:

324111 Panelbeater

**324111 PANELBEATER**

Alternative Title:

Vehicle Refinisher

Repairs damage to metal, fibreglass and plastic body work on vehicles and forms replacement vehicle panels.

Registration or licensing may be required.

Skill Level: 3



## MAJOR GROUP 3 *continued*

### UNIT GROUP 3242 VEHICLE BODY BUILDERS AND TRIMMERS

VEHICLE BODY BUILDERS AND TRIMMERS manufacture and repair prototype production units and purpose-built vehicle bodies, and install, repair and replace the interior trim of vehicles.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- constructing framework sections in metal, wood, fibreglass and other materials using shaping machines and cutting and welding equipment
- bolting, screwing, riveting and welding sections together to form complete frameworks
- cutting and shaping panels of sheetmetal, aluminium and reinforced plastic and attaching to frameworks using hand and power tools
- modifying assembly line vehicles to special requirements
- preparing new vehicle trim work according to drawings and sketches, and removing old coverings and fittings from vehicles and taking new measurements
- selecting and cutting pieces of fabric, vinyl and 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:

324211 Vehicle Body Builder

324212 Vehicle Trimmer

#### 324211 VEHICLE BODY BUILDER

Alternative Title:

Vehicle Body Maker

Manufactures and repairs prototype production units and purpose-built vehicle bodies such as buses, trucks, fire engines and caravans. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Coach Builder

## MAJOR GROUP 3 *continued*

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### UNIT GROUP 3242 VEHICLE BODY BUILDERS AND TRIMMERS *continued*

#### 324212 VEHICLE TRIMMER

Installs, repairs and replaces the interior trim of vehicles such as seats, linings, floor coverings and door trims.  
Registration or licensing may be required.

Skill Level: 3

Specialisation:

Vehicle Upholsterer

UNIT GROUP 3243 VEHICLE PAINTERS

VEHICLE PAINTERS prepare surfaces of vehicles, match and mix colours and apply paint.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- removing rough spots on vehicle panels
- sanding surfaces by hand and with power sanders
- masking areas not to be painted with tape and paper
- colour matching and mixing paints to match paint shades, and selecting pre-mixed paint
- applying primer and finishing coats using spray-guns, and sanding surfaces between coats
- touching up paintwork and applying polish to vehicles
- removing masking papers, and waxing and polishing finished paintwork
- painting signs and artwork on vehicles
- treating vehicles with rust-proofing chemicals

Occupation:

324311 Vehicle Painter

**324311 VEHICLE PAINTER**

Prepares surfaces of vehicles, matches and mixes colours and applies paint. Registration or licensing may be required.

Skill Level: 3

SUB-MAJOR GROUP 33 CONSTRUCTION TRADES WORKERS

CONSTRUCTION TRADES WORKERS construct and repair buildings and other structures, apply final finishes such as plaster, painting and flooring, make and install glass products, and provide plumbing, drainage and mechanical services.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- studying drawings and plans, and estimating quantities of materials required
- laying bricks and blocks, spreading mortar between joints, and removing excess mortar
- erecting frameworks, roof frames, roofs and walls
- laying flooring, carpets and tiles
- painting and wallpapering surfaces
- applying plaster and cement coatings to walls
- building and installing fittings
- making and installing glass products
- installing plumbing and drainage systems, guttering and other rainwater systems
- installing gas appliances and airconditioning piping and ducting

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

- 331 Bricklayers, and Carpenters and Joiners
- 332 Floor Finishers and Painting Trades Workers
- 333 Glaziers, Plasterers and Tilers
- 334 Plumbers

## MAJOR GROUP 3 *continued*

### MINOR GROUP 331 BRICKLAYERS, AND CARPENTERS AND JOINERS

BRICKLAYERS, CARPENTERS AND JOINERS construct and erect buildings and other structures of brick, stone and timber.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- studying plans and specifications to determine materials required, dimensions and installation procedures
- erecting frameworks, roof framing and scaffolding, and laying sub-floors and floorboards
- operating machines and hand tools to cut and shape stones, bricks and timber
- laying bricks and stone blocks in rows and securing with mortar to construct walls
- assembling prepared wood to form structures ready to install
- nailing fascia panels, sheathing roofs, and fitting wall cladding and door and window frames
- checking vertical and horizontal alignment

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

3311 Bricklayers and Stonemasons

3312 Carpenters and Joiners

UNIT GROUP 3311 BRICKLAYERS AND STONEMASONS

BRICKLAYERS AND STONEMASONS lay bricks, pre-cut stones and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures, and cut and shape hard and soft stone blocks and masonry slabs for the construction and renovation of stone structures and monumental masonry.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- studying plans and specifications to determine materials required, dimensions and installation procedures
- erecting and dismantling restricted height scaffolding
- sealing foundations with damp-resistant materials and spreading layers of mortar to serve as base and binder for blocks using trowels
- laying bricks in rows, designs and shapes, and spreading mortar between joints
- embedding blocks in mortar and removing excess mortar
- checking vertical and horizontal alignment
- cutting, shaping and polishing stones and bricks using machines and hand tools, and shaping bricks to fit irregular spaces
- repairing and maintaining bricks, cement blocks and related structures
- designing and cutting monumental masonry and lettering
- constructing walls using stone slabs and large masonry slab blocks

Occupations:

331111 Bricklayer

331112 Stonemason

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3311 BRICKLAYERS AND STONEMASONS *continued*

#### 331111 BRICKLAYER

Alternative Title:

Blocklayer

Lays bricks, pre-cut stone and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Arch Builder

Chimney Builder

Refractory Bricklayer

Retort Setter (Bricklaying)

Tuckpointer

#### 331112 STONEMASON

Cuts and shapes hard and soft stone blocks and masonry slabs to construct and renovate stone structures and monumental masonry. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Construction Stonemason

Monumental Stonemason

UNIT GROUP 3312 CARPENTERS AND JOINERS

CARPENTERS AND JOINERS construct, erect, install, renovate and repair structures and fixtures made of wood, plywood, wallboard and other materials, and cut, shape and fit timber parts to form structures and fittings.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- studying drawings and specifications to determine materials required, dimensions and installation procedures
- ordering and selecting timbers and materials, and preparing layouts
- cutting materials, and assembling and nailing cut and shaped parts
- erecting framework and roof framing, laying sub-flooring and floorboards and verifying trueness of structures
- nailing fascia panels, sheathing roofs, and fitting exterior wall cladding and door and window frames
- assembling prepared wood to form structures and fittings ready to install
- cutting wood joints
- may construct concrete formwork
- may repair existing fittings
- may work with plastic laminates, perspex and metals

Occupations:

331211 Carpenter and Joiner

331212 Carpenter

331213 Joiner

**331211 CARPENTER AND JOINER**

Constructs and installs structures and fixtures of wood, plywood, and wallboard, and cuts, shapes and fits timber parts to form structures and fittings. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Shopfitter



## MAJOR GROUP 3 *continued*

### UNIT GROUP 3312 CARPENTERS AND JOINERS *continued*

#### 331212 CARPENTER

Constructs, erects, installs, renovates and repairs structures and fixtures of wood, plywood, wallboard and other materials. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Fixing Carpenter

Formwork Carpenter

Prop and Scenery Maker

#### 331213 JOINER

Cuts, shapes and fits timber parts in workshops to form structures and fittings, ready for installation.

Registration or licensing may be required.

Skill Level: 3

Specialisations:

Joinery Machinist

Joinery Patternmaker

Joinery Setter-out

## MAJOR GROUP 3 *continued*

### MINOR GROUP 332 FLOOR FINISHERS AND PAINTING TRADES WORKERS

FLOOR FINISHERS AND PAINTING TRADES WORKERS install and repair soft and resilient floor coverings, and apply paint, varnish, wallpaper and other finishes to protect, maintain and decorate the surfaces of buildings and structures.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- measuring areas to be covered and consulting plans to estimate quantities of floor covering materials required
- preparing surfaces by removing old floor coverings, paint and wallpaper, fixing woodwork, filling holes and cracks, smoothing and sealing surfaces, and removing baseboard trims
- measuring, cutting and fixing underlay materials
- laying underlay and covering materials on floors, matching patterns, cutting shapes around fixtures and trimming edges
- selecting and preparing paints to required colours by mixing portions of pigment, oil, thinning and drying additives
- applying paints, varnishes and stains to surfaces using brushes, rollers and sprays, and hanging wallpaper

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

3321 Floor Finishers

3322 Painting Trades Workers

UNIT GROUP 3321 FLOOR FINISHERS

FLOOR FINISHERS measure, cut, install and repair soft and resilient floor coverings.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- measuring areas to be covered and consulting plans to estimate quantities of floor covering materials required
- preparing surfaces for covering and removing baseboard trims
- measuring, cutting and fixing underlay materials
- laying coverings, such as carpets, linoleum, parquetry blocks, cork tiles and other resilient flooring materials, over floors, matching patterns, cutting shapes around fixtures and trimming edges
- securing floor coverings and fitting edge trims in doorways
- sanding, staining and applying finishing coatings to timber floors
- may install wall, ceiling, counter and bench coverings

Occupation:

332111 Floor Finisher

**332111 FLOOR FINISHER**

Measures, cuts, installs and repairs soft and resilient floor coverings. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Carpet Layer

Parquetry Layer

UNIT GROUP 3322 PAINTING TRADES WORKERS

PAINTING TRADES WORKERS apply paint, varnish, wallpaper and other finishes to protect, maintain and decorate surfaces of buildings and structures.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*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, and thinning and drying additives
- applying paints, varnishes and stains to surfaces using brushes, rollers and sprays
- hanging wallpaper, matching patterns and trimming edges
- cleaning equipment and work areas
- may repair windows and replace glass in wooden and metal frames
- may lay and repair wall and floor tiles

Occupation:

332211 Painting Trades Worker

**332211 PAINTING TRADES WORKER**

Applies paint, varnish, wallpaper and other finishes to protect, maintain and decorate surfaces of buildings and structures. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Paperhanger

MINOR GROUP 333 GLAZIERS, PLASTERERS AND TILERS

GLAZIERS, PLASTERERS AND TILERS cut and install flat glass, apply plaster and secure plasterboard and suspended ceilings, and lay tiles on roofs, walls and floors.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- studying drawings and taking measurements to determine materials required
- preparing surfaces and materials by removing old tiles, grout and adhesive, mixing plaster and cement, and marking and cutting glass
- installing glass and mirrors in windows, skylights, display cases, interior walls and ceilings
- measuring, marking and cutting plasterboard, lifting and positioning panels, and securing them to walls, ceilings and battens
- applying coats of plaster to structures using trowels, and levelling and smoothing coats to uniform thickness
- aligning starter rows of roofing material with edges of roofs, securing with wire, staples or nails, and overlapping successive layers of tiles
- spreading adhesive onto prepared surfaces and tiles, and setting tiles in position
- grouting tiles, and ensuring surfaces are waterproof

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

- 3331 Glaziers
- 3332 Plasterers
- 3333 Roof Tilers
- 3334 Wall and Floor Tilers

UNIT GROUP 3331 GLAZIERS

GLAZIERS measure, cut, finish, fit and install flat glass and mirrors.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- determining type and dimensions of glass required
- laying glass over patterns on padded tables and in jigs
- measuring and marking glass for cutting
- examining glass and marking defective areas
- cutting along patterns and templates
- breaking off sheets and excess glass with notched tools and glass pliers
- installing glass and mirrors in windows, skylights, display cases, interior walls and ceilings
- smoothing rough edges using belt sanders and smoothing wheels
- may coat, cut, etch, trim and treat glass to achieve special effects

Occupation:

333111 Glazier

**333111 GLAZIER**

Measures, cuts, finishes, fits and installs flat glass and mirrors.

Skill Level: 3

Specialisations:

Glass Beveller  
Glass Embosser  
Glass Etcher  
Glass Silverer

UNIT GROUP 3332 PLASTERERS

PLASTERERS apply and fix plasterboard partitions, suspended ceilings, fire rating systems, acoustic tiles, and composite wall linings to buildings, and apply decorative and protective coverings of plaster, cement and similar materials to the interiors and exteriors of structures.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*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, ceilings and battens
- preparing corner beads and securing them in position
- fixing pre-cast cornices, panel mouldings, ceiling centres and other plaster fittings
- covering joints and nail holes with wet plaster and sealing compounds, and smoothing them using wet brushes and sand paper
- mixing and applying coats of plaster, cement and render 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:

333211 Fibrous Plasterer

333212 Solid Plasterer

**333211 FIBROUS PLASTERER**

Applies and fixes plasterboard partitions, suspended ceilings, fire rating systems, acoustic tiles, and composite wall linings to buildings. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Dry Wall Plasterer

**333212 SOLID PLASTERER**

Applies decorative and protective coverings of plaster, cement and similar materials to the interiors and exteriors of structures. Registration or licensing may be required.

Skill Level: 3

UNIT GROUP 3333 ROOF TILERS

ROOF TILERS cover roofs with tiles, sheets and shingles to form a waterproof surface.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- studying drawings, specifications and work sites to determine materials required
- erecting ladders and scaffolds
- placing and securing waterproof sheets over eaves
- nailing and stapling roofing underlay to roofs
- aligning starter rows of roofing material with edges of roofs, securing with wire, staples and 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
- slipping roofing material under pre-fabricated flashing and nailing it down
- caulking and flashing exposed nail heads to prevent leaks

Occupation:

333311 Roof Tiler

**333311 ROOF TILER**

Cover roofs with tiles, sheets and shingles to form a waterproof surface. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Roof Fixer  
Roof Shingler  
Roof Slater



UNIT GROUP 3334 WALL AND FLOOR TILERS

WALL AND FLOOR TILERS lay ceramic, clay, slate, marble and glass tiles on external and internal walls and floors to provide protective and decorative finishes.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- examining plans, measuring and marking surfaces and laying out work
- preparing wall and floor surfaces by removing old tiles, grout and adhesive, filling holes and cracks, and cleaning surfaces
- spreading adhesive onto prepared surfaces and tiles, and setting tiles in position
- using tile-cutting tools to cut and shape tiles needed for edges and corners, and around objects such as fittings and pipes
- ensuring tiles are correctly aligned and spaced
- grouting tiles, and cleaning and removing excess grout
- applying waterproofing systems
- may lay floors of granolithic, terrazzo, cement or similar composition
- may lay coloured tiles in patterns to create mosaics

Occupation:

333411 Wall and Floor Tiler

**333411 WALL AND FLOOR TILER**

Lays ceramic, clay, slate, marble and glass tiles on external and internal walls and floors to provide protective and decorative finishes. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Ceramic Tiler

Mosaic Tiler

MINOR GROUP 334 PLUMBERS

PLUMBERS install, maintain and repair pipes, drains, guttering and metal roofing, mechanical services and related equipment for water supply, gas, drainage, sewerage, heating, cooling and ventilation systems.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- studying blueprints, drawings and specifications to determine the layout of plumbing systems and materials required
- setting out and installing hot and cold water systems and associated equipment
- installing water-based fire protections systems, including fire hydrants, hose reels and sprinkler systems
- designing and installing sanitary plumbing and water supply systems, discharge pipes and sanitary fixtures
- fabricating and installing soil and waste stacks
- assembling and installing mechanical services plant, air handling and conditioning equipment and small bore heating systems
- installing sewerage and effluent pumping equipment and disposal systems
- installing below-ground drainage systems and associated ground support systems
- installing gas appliances, flues and pressure regulating devices
- fabricating and installing metal roofing, rainwater goods and flashings

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

3341 Plumbers

UNIT GROUP 3341 PLUMBERS

PLUMBERS install, maintain and repair pipes, drains, guttering and metal roofing, mechanical services and related equipment for water supply, gas, drainage, sewerage, heating, cooling and ventilation systems.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- studying blueprints, drawings and specifications to determine the layout of plumbing systems and materials required
- setting out and installing hot and cold water systems and associated equipment
- installing water-based fire protections systems, including fire hydrants, hose reels and sprinkler systems
- designing and installing sanitary plumbing and water supply systems, discharge pipes and sanitary fixtures
- fabricating and installing soil and waste stacks
- assembling and installing mechanical services plant, air handling and conditioning equipment and small bore heating systems
- installing sewerage and effluent pumping equipment and disposal systems
- installing below-ground drainage systems and associated ground support systems
- installing gas appliances, flues and pressure regulating devices
- fabricating and installing metal roofing, rainwater goods and flashings

Occupations:

- 334111 Plumber (General)
- 334112 Airconditioning and Mechanical Services Plumber
- 334113 Drainer (Aus) / Drainlayer (NZ)
- 334114 Gasfitter
- 334115 Roof Plumber

**334111 PLUMBER (GENERAL)**

Installs and repairs water, drainage, gas and sewerage pipes and systems. Registration or licensing is required.

Skill Level: 3

Specialisations:

- Fire Services Plumber
- Sanitary Plumber
- Water Plumber

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3341 PLUMBERS *continued*

#### 334112 AIRCONDITIONING AND MECHANICAL SERVICES PLUMBER

Installs, maintains and repairs piping, ducting and equipment for heating, cooling and ventilation of buildings or vessels. Registration or licensing is required.

Skill Level: 3

Specialisation:

Ductfixing Plumber

#### 334113 DRAINER (AUS) / DRAINLAYER (NZ)

Installs, maintains and designs below-ground drainage systems and associated sewerage or effluent disposal systems. Registration or licensing is required.

Skill Level: 3

Specialisation:

Septic Tank Installer

#### 334114 GASFITTER

Installs, maintains and repairs gas mains, piping systems downstream of the billing meter, and appliances and ancillary equipment associated with the use of fuel gases, including liquefied petroleum gas systems. Registration or licensing is required.

Skill Level: 3

Specialisations:

Gas Main and Line Fitter

Liquefied Petroleum Gasfitter

#### 334115 ROOF PLUMBER

Installs, maintains and repairs flashings, metallic roof and wall claddings and rainwater products such as gutters and downpipes. Registration or licensing is required.

Skill Level: 3

Specialisation:

Industrial Roof Plumber

**SUB-MAJOR GROUP 34 ELECTROTECHNOLOGY AND TELECOMMUNICATIONS  
TRADES WORKERS**

ELECTROTECHNOLOGY AND TELECOMMUNICATIONS TRADES WORKERS assemble, install, test and repair electrical appliances, networks and circuits, electronic systems and equipment, lifts, refrigeration and airconditioning equipment, electrical distribution networks, and telecommunications equipment.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- examining blueprints, wiring diagrams and specifications to determine location and connections for installations
- testing for, locating and repairing electrical malfunctions
- cutting and connecting wiring and cables
- assembling, fabricating and installing electrical and electronic systems, networks, components and appliances
- installing, testing and adjusting electrical and mechanical parts of lifts
- installing and maintaining refrigeration and airconditioning equipment, and connecting electrical systems and appliances to power supplies
- installing, maintaining and repairing telecommunications and data transmission equipment
- transmitting and receiving radio messages

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

341 Electricians

342 Electronics and Telecommunications Trades Workers

MINOR GROUP 341 ELECTRICIANS

ELECTRICIANS design, assemble, install, test, commission, diagnose, maintain and repair electrical networks, systems, circuits, equipment, components, appliances and facilities for industrial, commercial and domestic purposes, and service and repair lifts, escalators and related equipment.

Automotive Electricians are excluded from this minor group. Automotive Electricians are included in Minor Group 321 Automotive Electricians and Mechanics.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- examining blueprints, wiring diagrams and specifications to determine sequences and methods of operation
- measuring and laying out installation reference points
- selecting, cutting and connecting wire and cable to terminals and connectors
- using electrical and electronic test instruments to trace and diagnose faults
- repairing or replacing faulty wiring and defective parts
- positioning and installing electrical switchboards
- connecting electrical systems to power supply
- testing continuity of circuit
- installing, testing and adjusting electric and mechanical parts of lifts

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

3411 Electricians

UNIT GROUP 3411 ELECTRICIANS

ELECTRICIANS design, assemble, install, test, commission, diagnose, maintain and repair electrical networks, systems, circuits, equipment, components, appliances and facilities for industrial, commercial and domestic purposes, and service and repair lifts, escalators and related equipment.

Automotive Electricians are excluded from this unit group. Automotive Electricians are included in Unit Group 3211 Automotive Electricians.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- examining blueprints, wiring diagrams and specifications to determine sequences and methods of operation
- measuring and laying out installation reference points
- selecting, cutting and connecting wire and cable to terminals and connectors
- using electrical and electronic test instruments to trace and diagnose faults
- repairing and replacing faulty wiring and defective parts
- positioning and installing electrical switchboards
- connecting electrical systems to power supply
- testing continuity of circuit
- installing, testing and adjusting electric and mechanical parts of lifts

Occupations:

341111 Electrician (General)

341112 Electrician (Special Class)

341113 Lift Mechanic

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3411 ELECTRICIANS *continued*

#### 341111 ELECTRICIAN (GENERAL)

Alternative Title:

Electrical Fitter

Installs, tests, connects, commissions, maintains and modifies electrical equipment, wiring and control systems. Registration or licensing is required.

Skill Level: 3

Specialisations:

Armature Winder

Electrical Contractor

Heavy Coil Winder

Railway Signal Electrician

#### 341112 ELECTRICIAN (SPECIAL CLASS)

Services and repairs intricate and complex electrical and electronic circuitry. Registration or licensing is required.

Skill Level: 3

#### 341113 LIFT MECHANIC

Alternative Title:

Lift Electrician

Designs, installs, maintains, services and repairs electric and hydraulic passenger and freight lifts, escalators, moving walkways and other lift equipment. Registration or licensing is required.

Skill Level: 3



**MINOR GROUP 342 ELECTRONICS AND TELECOMMUNICATIONS TRADES WORKERS**

ELECTRONICS AND TELECOMMUNICATIONS TRADES WORKERS assemble, install, test and repair electronic systems and equipment, electrical distribution and telecommunications networks, airconditioning and refrigeration equipment, business machines and telecommunications equipment, and transmit and receive radio messages.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- examining blueprints, wiring diagrams and specifications to determine job requirements
- testing for, locating, diagnosing and repairing electrical malfunctions
- cutting and connecting wiring and cables
- installing and maintaining airconditioning and refrigeration equipment, and connecting electrical systems and appliances to power supplies
- installing conductors, aerial and underground cables, and equipment associated with electrical supply
- installing, modifying, maintaining, adjusting and repairing business machines, radio and television receivers, audio and visual reproduction equipment, and electronic instruments and control systems
- transmitting and receiving radio messages
- installing, maintaining and repairing telecommunications and voice and data transmission equipment and appliances

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

- 3421 Airconditioning and Refrigeration Mechanics
- 3422 Electrical Distribution Trades Workers
- 3423 Electronics Trades Workers
- 3424 Telecommunications Trades Workers

UNIT GROUP 3421 AIRCONDITIONING AND REFRIGERATION MECHANICS

AIRCONDITIONING AND REFRIGERATION MECHANICS assemble, install, maintain and repair industrial, commercial and domestic airconditioning and refrigeration systems and equipment.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- establishing job requirements from drawings and specifications, and laying out installation reference points
- drilling holes, installing mounting brackets and cutting, bending and threading piping
- installing and repairing components such as compressors, motors, condensers, evaporators, switches and gauges, and copper lines for steam, gas, refrigerant, compressed air, oil and chilled water
- bolting, soldering, riveting, welding and brazing pipes to connect equipment, and checking alignment and accuracy of fit
- filling systems with gas or fluid to check for leaks
- test-operating refrigeration systems, checking mechanisms and making adjustments
- removing test gas and fluid using vacuum pumps, and filling with refrigerant
- checking and overhauling refrigeration systems, diagnosing faults and repairing and replacing defective components
- adjusting system controls and mechanisms and reassembling systems
- recording causes of malfunctioning and action taken

Occupation:

342111 Airconditioning and Refrigeration Mechanic

**342111 AIRCONDITIONING AND REFRIGERATION MECHANIC**

Assembles, installs, maintains and repairs industrial, commercial and domestic airconditioning and refrigeration systems and equipment. Registration or licensing may be required.

Skill Level: 3

UNIT GROUP 3422 ELECTRICAL DISTRIBUTION TRADES WORKERS

ELECTRICAL DISTRIBUTION TRADES WORKERS prepare, install, repair, maintain and patrol electric power distribution networks.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- installing conductors and aerial equipment, and underground cables and equipment
- installing and maintaining equipment associated with electrical supply such as transformers
- attending to electrical breakdown and emergencies
- maintaining poles and associated hardware, and continuity of electrical supply and street lighting
- conducting routine maintenance on the aerial and underground electricity supply network
- conducting low-voltage switching operations
- fitting pole hardware and crossarms
- preparing low- and high-voltage cable joints and cable terminations while connecting and installing electrical equipment and overhead lines
- using heavy plant equipment such as elevated work platforms and portable equipment such as hydraulic drills
- may undertake substation installation and maintenance, and specialised testing and revenue meter installation

Occupations:

342211 Electrical Linesworker (Aus) / Electrical Line Mechanic (NZ)

342212 Technical Cable Joiner

**342211 ELECTRICAL LINESWORKER (AUS) / ELECTRICAL LINE MECHANIC (NZ)**

Installs, maintains, repairs and patrols electrical sub-transmission and distribution systems. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Electrical Linesworker (Distribution) (Aus) / Electrical Line Mechanic (Distribution) (NZ)

Electrical Linesworker (Transmission) (Aus) / Electrical Line Mechanic (Transmission) (NZ)

Railway Traction Line Worker

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3422 ELECTRICAL DISTRIBUTION TRADES WORKERS *continued*

#### 342212 TECHNICAL 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. Registration or licensing may be required.

Skill Level: 3

UNIT GROUP 3423 ELECTRONICS TRADES WORKERS

ELECTRONICS TRADES WORKERS maintain, adjust and repair electronic equipment such as commercial and office machines, video and audio equipment, and electronic instruments and control systems, and transmit and receive radio messages.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- examining and testing machines, equipment, instruments and control systems to diagnose faults
- adjusting, repairing, and replacing worn and defective parts and wiring, and maintaining machines, equipment and instruments
- reassembling, test operating and adjusting equipment
- advising users of correct operating procedures to prevent malfunctions
- receiving messages by interpreting code and converting to plain language, and writing and typing messages for transmission
- monitoring radio traffic, and transmitting and receiving voice messages
- installing electronic instruments and control systems
- applying knowledge of electrical, electronic, mechanical, hydraulic and pneumatic principles in commissioning and maintaining control systems

Occupations:

- 342311 Business Machine Mechanic
- 342312 Communications Operator
- 342313 Electronic Equipment Trades Worker
- 342314 Electronic Instrument Trades Worker (General)
- 342315 Electronic Instrument Trades Worker (Special Class)

**342311 BUSINESS MACHINE MECHANIC**

Maintains, adjusts and repairs computers, photocopiers, fax machines, cash registers and other electronic commercial and office machines.

Skill Level: 3

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3423 ELECTRONICS TRADES WORKERS *continued*

#### 342312 COMMUNICATIONS OPERATOR

Transmits and receives radio messages by use of morse code, voice and radio teletype.

Skill Level: 3

Specialisations:

Communication Information Systems Sailor (Navy)

Communications and Information Systems Controller (Air Force)

Operator Specialist Communications (Army)

#### 342313 ELECTRONIC EQUIPMENT TRADES WORKER

Maintains, adjusts and repairs radio and television receivers, and related audio and visual reproduction equipment such as video cameras, digital versatile disc players, compact disc players and video cassette recorders.

Skill Level: 3

#### 342314 ELECTRONIC INSTRUMENT TRADES WORKER (GENERAL)

Alternative Title:

Instrument and Control Service Person

Installs, modifies, maintains and repairs electronic instruments and control systems. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Communication Electronic Technician (Air Force)

Electronic Technician (Navy)

#### 342315 ELECTRONIC INSTRUMENT TRADES WORKER (SPECIAL CLASS)

Alternative Title:

Industrial Measurement and Control Technician

Installs, modifies, maintains and repairs complex electronic instruments and control systems which involve a combination of electrical, electronic, mechanical, hydraulic and pneumatic principles. Registration or licensing may be required.

Skill Level: 3

UNIT GROUP 3424 TELECOMMUNICATIONS TRADES WORKERS

TELECOMMUNICATIONS TRADES WORKERS install, maintain and repair data transmission equipment, aerial lines, conduits, cables, radio antennae and telecommunications equipment and appliances.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or relevant vendor certification may be 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
- locating faults in telecommunications equipment using instruments such as ohmmeters, voltmeters, ammeters and transmission measuring equipment
- attaching wires and cables to appliances
- adjusting, replacing and repairing faulty items, and testing equipment using electronic instruments
- installing cabling for telephone, radio, pay TV and computer transmission
- joining cables and sealing sheaths with lead and thermoplastic
- erecting, testing and maintaining aerial and underground wires and cables, and radio and mobile phone antennae
- installing telecommunications equipment and appliances such as telephones, switchboards and data transmission equipment

Occupations:

342411 Cabler (Data and Telecommunications)

342412 Telecommunications Cable Joiner

342413 Telecommunications Linesworker (Aus) / Telecommunications Line Mechanic (NZ)

342414 Telecommunications Technician

**342411 CABLER (DATA AND TELECOMMUNICATIONS)**

Installs internal telecommunications and data cabling, equipment and peripherals for computer networks, telephony, cable television and monitored security and fire alarms.

Skill Level: 3

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3424 TELECOMMUNICATIONS TRADES WORKERS *continued*

#### 342412 TELECOMMUNICATIONS CABLE JOINTER

Joints, terminates and repairs copper and fibre optic telecommunications cables installed in underground pipes, trenches and overhead systems.

Skill Level: 3

Specialisations:

Fibre Optic Cable Splicer

Fibre Optics Joiner

#### 342413 TELECOMMUNICATIONS LINESWORKER (AUS) / TELECOMMUNICATIONS LINE MECHANIC (NZ)

Installs, maintains and repairs external telecommunication equipment such as aerial lines, conduits and underground cables, radio and mobile phone antennae, and limited items of terminal equipment.

Skill Level: 3

Specialisation:

Operator Bearer Systems (Army)

#### 342414 TELECOMMUNICATIONS TECHNICIAN

Alternative Title:

Communications Technician

Installs, maintains and repairs telecommunications equipment and appliances, such as telephones, mobile telephones, switchboards and data transmission equipment, in homes, businesses, telephone exchanges and other network sites.

Skill Level: 3

Specialisation:

Technician Telecommunication Systems (Army)



## MAJOR GROUP 3 *continued*

### SUB-MAJOR GROUP 35 FOOD TRADES WORKERS

FOOD TRADES WORKERS bake bread and pastry goods, prepare meat for sale, and plan, organise, prepare and cook food for dining and catering establishments.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

#### *In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- checking the cleanliness and operation of equipment and premises before production runs to ensure compliance with occupational health and safety regulations
- planning menus, estimating food and labour costs, and ordering food supplies
- monitoring quality of food at all stages of preparation and presentation
- preparing meat for sale and baking bread, cakes and pastries
- preparing food and cooking using ovens, hotplates, grills and similar equipment
- portioning food, placing it in dishes, and adding gravies, sauces and garnishes

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

351 Food Trades Workers

MINOR GROUP 351 FOOD TRADES WORKERS

FOOD TRADES WORKERS bake bread and pastry goods, prepare meat for sale, and plan, organise, prepare and cook food for dining and catering establishments.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

*In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- checking the cleanliness and operation of equipment and premises before production runs to ensure compliance with occupational health and safety regulations
- planning menus, estimating food and labour costs, and ordering food supplies
- monitoring quality of food at all stages of preparation and presentation
- preparing meat for sale and baking bread, cakes and pastries
- preparing food and cooking using ovens, hotplates, grills and similar equipment
- portioning food, placing it in dishes, and adding gravies, sauces and garnishes

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

3511 Bakers and Pastrycooks

3512 Butchers and Smallgoods Makers

3513 Chefs

3514 Cooks

UNIT GROUP 3511 BAKERS AND PASTRYCOOKS

BAKERS AND PASTRYCOOKS prepare and bake bread loaves and rolls, buns, cakes, biscuits and pastry goods.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- checking the cleanliness of equipment and operation of premises before production runs to ensure compliance with occupational health and safety regulations
- checking the quality of raw materials and weighing ingredients
- kneading, maturing, cutting, moulding, mixing and shaping dough and pastry goods
- preparing pastry fillings
- monitoring oven temperatures and product appearance to determine baking times
- coordinating the forming, loading, baking, unloading, de-panning and cooling of batches of bread, rolls and pastry products
- glazing buns and pastries, and decorating cakes with cream and icing
- operating machines which roll and mould dough and cut biscuits
- emptying, cleaning and greasing baking trays, tins and other cooking equipment

Occupations:

351111 Baker

351112 Pastrycook

**351111 BAKER**

Prepares and bakes bread loaves and rolls.

Skill Level: 3

Specialisation:

Doughmaker

**351112 PASTRYCOOK**

Prepares and bakes buns, cakes, biscuits and pastry goods.

Skill Level: 3

Specialisation:

Cake Decorator

UNIT GROUP 3512 BUTCHERS AND SMALLGOODS MAKERS

BUTCHERS AND SMALLGOODS MAKERS select, cut trim, prepare and arrange meat for sale and supply, operate meat and smallgoods processing machines, and manage the processes in the production of smallgoods.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- preparing meat for sale by removing bones, trimming fat and cutting, mincing and grinding meat to shape and size for display or as ordered
- preparing crumbed cuts of meat, and marinating, seasoning and curing special cuts
- selecting and preparing meat to produce smallgoods
- operating machines to grind, mix, mince and tenderise meat
- making seasonings and pickles by mixing spices, salt and other ingredients
- operating sausage filling machines, smoking chambers, and cooking kettles and vats
- advising customers on the suitability and uses of cuts of meat
- may assist in menu planning and scheduling, and in estimating food production costs

Occupation:

351211 Butcher or Smallgoods Maker

**351211 BUTCHER OR SMALLGOODS MAKER**

Selects, cuts, trims, prepares and arranges meat for sale or supply, operates meat or smallgoods processing machines, or manages the processes in the production of smallgoods.

Skill Level: 3

UNIT GROUP 3513 CHEFS

CHEFS plan and organise the preparation and cooking of food in dining and catering establishments.

Cooks, Fast Food Cooks and Kitchenhands are excluded from this unit group. Cooks are included in Unit Group 3514 Cooks. Fast Food Cooks and Kitchenhands are included in Minor Group 851 Food Preparation Assistants.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- planning menus, estimating food and labour costs, and ordering food supplies
- monitoring quality of dishes at all stages of preparation and presentation
- discussing food preparation issues with Managers, Dietitians and kitchen and waiting staff
- demonstrating techniques and advising on cooking procedures
- preparing and cooking food
- explaining and enforcing hygiene regulations
- may select and train staff
- may freeze and preserve foods

Occupation:

351311 Chef

**351311 CHEF**

Plans and organises the preparation and cooking of food in a dining or catering establishment.

Skill Level: 2

Specialisations:

Chef de Partie

Commis Chef

Demi Chef

Second Chef

Sous Chef

UNIT GROUP 3514 COOKS

COOKS prepare, season and cook food in dining and catering establishments.

Chefs, Fast Food Cooks and Kitchenhands are excluded from this unit group. Chefs are included in Unit Group 3513 Chefs. Fast Food Cooks and Kitchenhands are included in Minor Group 851 Food Preparation Assistants.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be 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 on plates, and adding gravies, sauces and garnishes
- storing food in temperature controlled facilities
- preparing food to meet special dietary requirements
- may plan menus and estimate food requirements
- may train other kitchen staff and apprentices

Occupation:

351411 Cook

**351411 COOK**

Prepares, seasons and cooks food in a dining or catering establishment.

Skill Level: 3

## MAJOR GROUP 3 *continued*

### SUB-MAJOR GROUP 36 SKILLED ANIMAL AND HORTICULTURAL WORKERS

SKILLED ANIMAL AND HORTICULTURAL WORKERS care for, groom, train and shear animals, assist Veterinarians, establish and maintain gardens, parks and surfaces used for sport, and prepare and sell floral arrangements and flowers.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- caring for and grooming animals
- training animals to obey commands and perform in competitions
- shearing wool and hair from animals
- assisting Veterinarians to perform procedures and operations
- arranging supply and storage of flowers and selecting, trimming and arranging flowers and decorations
- planning, constructing and maintaining gardens, parks and surfaces used for sports
- selecting seeds, bulbs and cuttings, and planting them in beds, lawn areas and tubs

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

- 361 Animal Attendants and Trainers, and Shearers
- 362 Horticultural Trades Workers

## MAJOR GROUP 3 *continued*

### MINOR GROUP 361 ANIMAL ATTENDANTS AND TRAINERS, AND SHEARERS

ANIMAL ATTENDANTS AND TRAINERS, AND SHEARERS care for, groom, train and shear animals, and assist Veterinarians.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- training animals to obey commands and perform in competitions
- bathing, cutting, combing, blow-drying and styling pets' coats, clipping their nails and cleaning their ears
- inspecting, preparing, cleaning, disinfecting and maintaining comfortable animal cages and enclosures
- filling water troughs and feeding animals according to their individual needs
- shearing wool and hair from animals
- assisting Veterinarians to perform procedures and operations
- maintaining animal health records and monitoring animal health conditions and recovery after operations

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

- 3611 Animal Attendants and Trainers
- 3612 Shearers
- 3613 Veterinary Nurses



## MAJOR GROUP 3 *continued*

### UNIT GROUP 3611 ANIMAL ATTENDANTS AND TRAINERS

ANIMAL ATTENDANTS AND TRAINERS train, feed, groom and care for animals.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- teaching animals to obey verbal and non-verbal commands and addressing behavioural problems
- training animals to accept riders and pull vehicles
- training animals to perform in competitions
- bathing, cutting, combing, blow-drying and styling pets' coats, clipping their nails and cleaning their ears
- inspecting, preparing, cleaning, disinfecting and maintaining comfortable animal cages and enclosures
- transporting food, filling water troughs and feeding animals according to their individual needs
- maintaining animal health records, treating minor injuries and reporting serious conditions to Veterinarians
- exercising and playing with animals, answering visitor questions, and transferring animals between enclosures by leading or carrying them
- dusting and spraying insecticides on animals and immersing them in insecticide baths, to control insect pests

Occupations:

- 361111 Dog Trainer or Handler
- 361112 Horse Trainer
- 361113 Pet Groomer
- 361114 Zookeeper
- 361199 Animal Attendants and Trainers nec

#### **361111 DOG HANDLER OR TRAINER**

Teaches dogs to obey commands and undertake specific tasks.

Skill Level: 3

#### **361112 HORSE TRAINER**

Prepares horses for riding, breeding, racing, work, show or competitions. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Horse Breaker

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3611 ANIMAL ATTENDANTS AND TRAINERS *continued*

#### 361113 PET GROOMER

Washes, dries, brushes, combs, cuts and styles pets' coats, clips their nails and cleans their ears.

Skill Level: 3

#### 361114 ZOOKEEPER

Feeds, provides water for and monitors the health of animals in zoos, aquaria and wildlife parks, cleans, fixes and maintains animal cages, and informs visitors about animals.

Skill Level: 3

Specialisation:

Aquarist

#### 361199 ANIMAL ATTENDANTS AND TRAINERS NEC

This occupation group covers Animal Attendants and Trainers not elsewhere classified.

Skill Level: 3

Occupations in this group include:

Crutching Contractor

Kennel Hand

Muleser

UNIT GROUP 3612 SHEARERS

SHEARERS remove wool and hair from sheep, goats, alpacas and other animals.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal 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 and diseased animals
- treating skin cuts
- returning shorn animals to let-out pens for counting and checking
- may service, maintain and repair shearing equipment
- may shear stud animals with hand shears or special combs

Occupation:

361211 Shearer

**361211 SHEARER**

Removes wool and hair from sheep, goats, alpacas and other animals.

Skill Level: 3

UNIT GROUP 3613 VETERINARY NURSES

VETERINARY NURSES care for animals under treatment and in temporary residence at veterinary facilities and assist Veterinarians to perform procedures and operations.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*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 Veterinarians to administer anaesthetics and oxygen during operations
- placing animals in cages for recovery from operations and monitoring their condition
- giving medications to animals
- maintaining stock control and records
- providing animal care advice, and preparing, delivering, and reviewing animal care education programs
- may perform diagnostic laboratory tests
- may act as receptionist, accept payments and undertake clerical work

Occupation:

361311 Veterinary Nurse

**361311 VETERINARY NURSE**

Alternative Titles:

Animal Nurse

Veterinary Assistant

Cares for animals under treatment or in temporary residence at veterinary facilities and assists Veterinarians to perform procedures and operations.

Skill Level: 3

MINOR GROUP 362 HORTICULTURAL TRADES WORKERS

HORTICULTURAL TRADES WORKERS prepare and sell floral arrangements and flowers, establish and maintain gardens, parks and surfaces used for sport, and plant, cultivate and maintain plants and trees.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- arranging supply and storage of flowers and selecting, trimming and arranging flowers and decorations
- preparing plans and drawings, selecting materials and plants, and scheduling landscape construction
- preparing soil, potting media, growing sites and seedbeds before planting seeds, bulbs and new turf
- maintaining parks, gardens, surfaces used for sport, and plants in nurseries
- applying pesticides, fertilisers and other chemicals to control pests, diseases, weeds and nutritional and environmental plant disorders
- examining trees to assess their condition and determine treatment

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

- 3621 Florists
- 3622 Gardeners
- 3623 Greenkeepers
- 3624 Nurserypersons

UNIT GROUP 3621 FLORISTS

FLORISTS prepare and sell floral arrangements.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- planning and designing floral arrangements
- arranging supply and storage of flowers, greenery, decorations and other items
- treating flowers to extend their life
- selecting, trimming and arranging flowers and other materials
- packing, wrapping, and attaching message cards to, and organising delivery of, completed arrangements
- serving customers and accepting payments
- advising customers on the selection of flowers and floral arrangements
- may decorate hotels, churches, halls and other facilities for special events

Occupation:

362111 Florist

**362111 FLORIST**

Prepares and sells floral arrangements.

Skill Level: 3

UNIT GROUP 3622 GARDENERS

GARDENERS plant, cultivate, maintain, plan and construct parks, gardens and landscapes, and inspect, diagnose and treat trees and shrubs.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- preparing and maintaining seedbeds and growing sites
- propagating and planting trees, bushes, hedges, flowers and bulbs
- preparing lawn areas by spreading top soil and planting grass, and by laying instant turf
- maintaining planted and grassed areas by weeding, trimming, fertilising, watering and mowing
- pruning trees and hedges, and installing plant support and protection devices
- preparing plans and drawings, selecting materials and plants, and scheduling landscape construction
- setting out and installing hardscape and softscape structures
- constructing gravel and paved areas, walls, fences, pergolas, ponds, barbecues and garden furniture
- examining trees to assess their condition and determine treatment
- lopping limbs off trees and shaping branches using chain and handsaws
- spraying and dusting plants and trees to control insects and disease, and felling diseased trees

Occupations:

362211 Gardener (General)

362212 Arborist

362213 Landscape Gardener

**362211 GARDENER (GENERAL)**

Plants, cultivates and maintains parks and gardens.

Skill Level: 3

**362212 ARBORIST**

Alternative Title:

Tree Surgeon

Maintains and cares for trees and shrubs by lopping limbs and shaping branches, treating trees with fertilisers and insecticides, removing dead or decaying trees, and advising on general tree care.

Skill Level: 3

**362213 LANDSCAPE GARDENER**

Plans and constructs garden landscapes.

Skill Level: 3

UNIT GROUP 3623 GREENKEEPERS

GREENKEEPERS establish and maintain fine turf, grassed areas and synthetic surfaces used for sporting events.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- preparing seedbeds for new turf
- establishing and maintaining turf by watering, over sowing or over seeding, and repairing green damage
- mowing, rolling and levelling turf
- pegging and marking out lines and logos, installing nets, posts and stumps, and placing other sports equipment on playing areas
- operating and maintaining hand and power driven equipment such as mowers, aerators, cultivators, corers and line marking equipment
- constructing cricket wickets, tennis courts, and bowling, croquet and golf greens
- replanting, repairing, aerating, fertilising and top dressing lawns
- installing and maintaining synthetic surfaces
- may maintain buildings, fences and surrounding gardens

Occupation:

362311 Greenkeeper

**362311 GREENKEEPER**

Alternative Title:

Turf Keeper

Establishes and maintains fine turf, grassed areas and synthetic surfaces used for sporting events.

Skill Level: 3



UNIT GROUP 3624 NURSERYPERSONS

NURSERYPERSONS propagate and cultivate trees, shrubs, and ornamental and flowering plants in plant nurseries.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- preparing potting media and containers before planting
- selecting seeds, bulbs and cuttings, and planting them in beds, lawn areas and tubs
- budding and grafting vegetative material onto root stock
- 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
- selecting plants and packaging them for presentation and delivery
- advising customers on plant care and appropriate plants for local conditions
- may plan sales area layouts and visual merchandise presentation

Occupation:

362411 Nurseryperson

**362411 NURSERYPERSON**

Propagates and cultivates trees, shrubs, and ornamental and flowering plants in a plant nursery.

Skill Level: 3

Specialisation:

Plant Propagator

## MAJOR GROUP 3 *continued*

### SUB-MAJOR GROUP 39 OTHER TECHNICIANS AND TRADES WORKERS

This sub-major group covers Technicians and Trades Workers not elsewhere classified.

It includes Hairdressers, Printing Trades Workers, Textile, Clothing and Footwear Trades Workers, and Wood Trades Workers.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

*In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

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

- 391 Hairdressers
- 392 Printing Trades Workers
- 393 Textile, Clothing and Footwear Trades Workers
- 394 Wood Trades Workers
- 399 Miscellaneous Technicians and Trades Workers

MINOR GROUP 391 HAIRDRESSERS

HAIRDRESSERS cut, style, colour, straighten and permanently wave hair, and treat hair and scalp conditions.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- providing advice on hair care, beauty products and hairstyles
- shampooing hair and conditioning scalps
- colouring, straightening and permanently waving hair with chemical solutions
- cutting hair with scissors, clippers and razors
- styling hair into dreadlocks and braids and adding hair extensions
- shaving and trimming beards and moustaches
- cleaning work areas and sanitising instruments
- arranging appointments and collecting payments
- may clean, colour, cut and style wigs and hairpieces

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

3911 Hairdressers

UNIT GROUP 3911 HAIRDRESSERS

HAIRDRESSERS cut, style, colour, straighten and permanently wave hair, and treat hair and scalp conditions.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- providing advice on hair care, beauty products and hairstyles
- shampooing hair and conditioning scalps
- colouring, straightening and permanently waving hair with chemical solutions
- cutting hair with scissors, clippers and razors
- styling hair into dreadlocks and braids and adding hair extensions
- shaving and trimming beards and moustaches
- cleaning work areas and sanitising instruments
- arranging appointments and collecting payments
- may clean, colour, cut and style wigs and hairpieces

Occupation:

391111 Hairdresser

**391111 HAIRDRESSER**

Cuts, styles, colours, straightens and permanently waves hair, and treats hair and scalp conditions.

Skill Level: 3

Specialisation:

Barber

## MAJOR GROUP 3 *continued*

### MINOR GROUP 392 PRINTING TRADES WORKERS

PRINTING TRADES WORKERS compose and set type prior to printing, set up and operate printing presses, bind and finish printed products, and prepare stencils and operate screen printing equipment.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- operating graphic cameras and other photographic equipment to reproduce camera-ready copy onto films, plates and digital output devices
- operating computer screen-based equipment for scanning, colour separation and correction, retouching and other processes used to transfer copy to film and produce film for plate, cylinder and digital output 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
- preparing stencils and operating screen printing equipment

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

- 3921 Binders, Finishers and Screen Printers
- 3922 Graphic Pre-press Trades Workers
- 3923 Printers

UNIT GROUP 3921 BINDERS, FINISHERS AND SCREEN PRINTERS

BINDERS, FINISHERS AND SCREEN PRINTERS bind books and other publications, finish printed products by hand and machine, prepare stencils, and set up and operate power-driven and hand-operated screen print equipment.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- setting up and supervising the operation of automatic binding and finishing equipment
- binding full, half and limp-bound books, and repairing bindings
- folding, collating and sewing signatures by machine and hand
- operating paper guillotines for pre-press and post-press paper cutting and trimming, and programming electronically operated units
- operating systems to insert printed material into newspapers, magazines and envelopes
- embellishing printed products automatically and manually
- operating photographic and electronic reproduction devices
- preparing stencils using computer and hand-cut methods
- selecting, mixing and matching coloured inks and loading into screen printing presses
- loading printed items into drying racks, and unloading and stacking dry items

Occupations:

392111 Binder and Finisher

392112 Screen Printer

**392111 BINDER AND FINISHER**

Alternative Title:

Print Finisher

Binds books and other publications, and finishes printed products by hand or machine.

Skill Level: 3

Specialisations:

Mailhouse Operator (Aus)

Paper Guillotine Operator (Bookbinding)

## MAJOR GROUP 3 *continued*

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### UNIT GROUP 3921 BINDERS, FINISHERS AND SCREEN PRINTERS *continued*

#### 392112 SCREEN PRINTER

Prepares stencils, and sets up and operates power-driven or hand-operated screen print equipment.

Skill Level: 3

Specialisations:

Screen Printing Stencil Preparer

Textiles Printer

UNIT GROUP 3922 GRAPHIC PRE-PRESS TRADES WORKERS

GRAPHIC PRE-PRESS TRADES WORKERS manipulate, set and compose text and graphics into a format suitable for printing and other visual media.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- operating graphic cameras and other photographic equipment to reproduce camera-ready copy onto films, plates and digital output devices
- using computer applications to generate images, text, layouts and impositions for print and other visual media displays
- operating plate making equipment to reproduce images from film to printing plates, digital output devices and presses
- operating computer screen-based equipment for scanning, colour separation, colour correction, masking, creative design, combining, imposing, retouching, and other processes used to transfer copy to film and produce film for plate, digital output and cylinder productions
- carrying out digital and chemical proofing from digital systems, and negative and positive films
- evaluating printed proofs, checking and correcting them for quality
- preparing and exposing carbon tissue for laying on cylinders by transfer method, and developing images

Occupation:

392211 Graphic Pre-press Trades Worker

**392211 GRAPHIC PRE-PRESS TRADES WORKER**

Manipulates, sets and composes text and graphics into a format suitable for printing and other visual media.

Skill Level: 3

Specialisation:

Desktop Publishing Operator



UNIT GROUP 3923 PRINTERS

PRINTERS set up and operate letterpress, lithographic, flexographic, gravure, newspaper, instant, digital and offset printing presses.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- setting, adjusting and monitoring substrate-feed mechanisms, delivery mechanisms, inking systems and other printing machine functions
- mixing ink and solvents to standard, and regulating paper and ink supply during print runs
- monitoring, evaluating and determining press operations manually and by computer to check print quality standards against proofs and detect malfunctions
- producing a variety of printed products using relief, lithographic, flexographic and gravure printing presses, and in-line finishing systems
- preparing plates, blankets and impression cylinders on small offset lithographic printing presses
- loading paper into feeding mechanisms
- monitoring machine operations and quality of printing
- undertaking maintenance, adjustment, repair and cleaning of machines
- producing and managing digital print images, and transferring and outputting images
- may set up and operate paper and bookbinding guillotines

Occupations:

392311 Printing Machinist

392312 Small Offset Printer

**392311 PRINTING MACHINIST**

Produces books, magazines, newspapers, brochures, posters, leaflets, packaging materials and stationery using printing presses.

Skill Level: 3

Specialisations:

Flexographic Printing Machinist

Gravure Printing Machinist

Label Printing Machinist

Letterpress Printing Machinist

Lithographic Printing Machinist

Reel Fed Printer

Sheet Fed Printer

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3923 PRINTERS *continued*

#### 392312 SMALL OFFSET PRINTER

Alternative Title:

Instant Printer Operator

Sets up and operates small offset printing presses used in instant print shops or for in-house printing.

Skill Level: 3

Specialisation:

Digital Printer

MINOR GROUP 393 TEXTILE, CLOTHING AND FOOTWEAR TRADES WORKERS

TEXTILE, CLOTHING AND FOOTWEAR TRADES WORKERS prepare patterns and materials for fabricating and repairing garments, shoes, covers for furniture and other fabric, leather and canvas goods.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- conferring with clients to determine styles, designs and articles to be fabricated
- cutting out master patterns
- cutting and preparing leather, canvas and sailcloth
- sewing, gluing and riveting leather and canvas
- lasting shoes and providing modifications and repairs to footwear
- sewing, fitting and altering garments
- measuring, cutting and covering furniture with materials
- padding and covering spring units to upholster mattresses

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

- 3931 Canvas and Leather Goods Makers
- 3932 Clothing Trades Workers
- 3933 Upholsterers

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3931 CANVAS AND LEATHER GOODS MAKERS

CANVAS AND LEATHER GOODS MAKERS make and repair boots, shoes, leather goods, canvas and sailcloth articles, and related products.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- cutting and preparing canvas, leather and sailcloth to design specifications, patterns and drawings
- sewing, gluing and 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
- joining parts of leather articles using rivets, hand sewing, sewing machines, tools and adhesive
- restoring and repairing leather articles
- fabricating sails
- designing patterns and prototypes of boots and shoes
- making and grading patterns using manual and computerised methods
- clicking synthetics, corrected grains, leather linings and leather outers by hand and machine
- altering and repairing footwear

Occupations:

393111 Canvas Goods Maker

393112 Leather Goods Maker

393113 Sail Maker

393114 Shoemaker

#### **393111 CANVAS GOODS MAKER**

Fabricates and repairs canvas and related products such as awnings, tents, tarpaulins, horse rugs and caravan annexes.

Skill Level: 3

#### **393112 LEATHER GOODS MAKER**

Fabricates and repairs leather articles such as wallets, cases, harnesses and saddlery.

Skill Level: 3

Specialisation:

Saddler

## MAJOR GROUP 3 *continued*

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### UNIT GROUP 3931 CANVAS AND LEATHER GOODS MAKERS *continued*

#### 393113 SAIL MAKER

Fabricates and repairs sails and other articles from sailcloth.

Skill Level: 3

#### 393114 SHOEMAKER

Makes and repairs boots or shoes.

Skill Level: 3

Specialisations:

Medical Grade Shoemaker

Shoe Repairer

UNIT GROUP 3932 CLOTHING TRADES WORKERS

CLOTHING TRADES WORKERS prepare and cut garment patterns and fabric, and make and repair garments.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal 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 and draping garment parts
- sewing garments
- fitting basted garments on customers and marking areas requiring alteration
- sewing buttonholes, and sewing on buttons, hooks, eyes and press fasteners to finish garments
- pressing and finishing work

Occupations:

393211 Apparel Cutter  
393212 Clothing Patternmaker  
393213 Dressmaker or Tailor  
393299 Clothing Trades Workers nec

**393211 APPAREL CUTTER**

Lays out, marks and cuts fabric to form parts of garments.

Skill Level: 3

**393212 CLOTHING PATTERNMAKER**

Draws sets of master patterns following sketches, sample articles and design specifications, and cuts out patterns for garments.

Skill Level: 3

Specialisations:

Pattern Grader (Clothing)  
Patternmaker-Grader

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3932 CLOTHING TRADES WORKERS *continued*

#### 393213 DRESSMAKER OR TAILOR

Makes, alters and repairs women's and men's tailored garments, formal wear, couturier clothing, and special occasion wear such as suits, dresses, coats, evening wear and bridal wear.

Skill Level: 3

Specialisations:

Costume Maker

Wardrobe Assistant

Wardrobe Coordinator

#### 393299 CLOTHING TRADES WORKERS NEC

This occupation group covers Clothing Trades Workers not elsewhere classified.

Skill Level: 3

Occupations in this group include:

Fur Cutter

Fur Matcher

Furrier

Milliner

UNIT GROUP 3933 UPHOLSTERERS

UPHOLSTERERS make, rebuild and repair upholstered articles such as chairs, sofas, beds and mattresses.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal 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
- securing material, padding, springs and webbing to articles to be upholstered
- measuring and cutting materials and covering furniture
- seaming cushions and joining sections of covering material
- attaching ornamental trims, braids and buttons
- padding and covering spring units to upholster mattresses
- may finish wooden surfaces on furniture
- may remove stains from fabric

Occupation:

393311 Upholsterer

**393311 UPHOLSTERER**

Makes, rebuilds and repairs upholstered articles such as chairs, sofas, beds and mattresses.

Skill Level: 3

Specialisations:

Furniture Upholsterer

Mattress Maker



MINOR GROUP 394 WOOD TRADES WORKERS

WOOD TRADES WORKERS fabricate, repair and finish wooden furniture and fit and assemble prepared wooden parts to make furniture, set up and operate woodworking machines and wood turning lathes to shape wood stock, and make picture frames and other wood products.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- examining drawings, work orders and 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 machines
- determining tooling and machine requirements
- assembling parts to form sections of furniture and completed articles
- repairing and finishing furniture
- fitting hinges, locks, catches, drawers and shelves
- making picture frames and other wood products.

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

3941 Cabinetmakers

3942 Wood Machinists and Other Wood Trades Workers

UNIT GROUP 3941 CABINETMAKERS

CABINETMAKERS fabricate and repair wooden furniture, and fit and assemble prepared wooden parts to make furniture.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- examining drawings, work orders and 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 and specifications to make furniture
- making fittings for boats, caravans and other items where fine detail is required
- assembling parts to form sections of furniture and completed articles
- fitting hinges, locks, catches, drawers and shelves
- making frames for chairs and couches
- may repair and refurbish furniture and antiques

Occupation:

394111 Cabinetmaker

**394111 CABINETMAKER**

Fabricates or repairs wooden furniture, and fits and assembles prepared wooden parts to make furniture.

Skill Level: 3

Specialisations:

Antique Furniture Reproducer  
Antique Furniture Restorer  
Chair and Couch Maker  
Coffin Maker

UNIT GROUP 3942 WOOD MACHINISTS AND OTHER WOOD TRADES WORKERS

WOOD MACHINISTS AND OTHER WOOD TRADES WORKERS set up and operate woodworking machines and wood turning lathes to shape wood stock, finish and polish furniture, and make picture frames and frame paintings, photographs and other artwork.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- studying drawings, work orders and sample parts to determine specifications
- determining tooling and machine requirements and sequence of operations
- setting up woodworking machines and wood stock for correct cutting, planning, turning, shaping and sanding
- operating machines to cut, plane, turn, shape and sand work pieces
- removing old finishes by stripping with steel wool and glasspaper, and by applying solvents and paint strippers, and removing softened finishes by scraping
- applying varnish, shellac, lacquer, stains and paint to surfaces and polishing and waxing finished surfaces
- fitting and fastening frame pieces
- mounting backing materials and subjects for framing

Occupations:

394211 Furniture Finisher

394212 Picture Framer

394213 Wood Machinist

394214 Wood Turner

394299 Wood Machinists and Other Wood Trades Workers nec

**394211 FURNITURE FINISHER**

Applies finishes, such as stain, lacquer, paint, oil and varnish, to furniture, and polishes and waxes finished furniture surfaces.

Skill Level: 3

Specialisation:

French Polisher

**394212 PICTURE FRAMER**

Cuts out and assembles mouldings to make picture frames, and frames paintings, photographs, needlework and other artwork.

Skill Level: 3

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3942 WOOD MACHINISTS AND OTHER WOOD TRADES WORKERS *continued*

#### 394213 WOOD MACHINIST

Cuts, planes, turns, shapes and sands wood stock to specifications.

Skill Level: 3

Specialisations:

Automatic Profile Sander Operator

Copy Lathe Operator

Edge Bander Operator

Jigmaker (Wood)

Panel Saw Operator

Woodworking Machine Setter

#### 394214 WOOD TURNER

Operates wood turning lathes to turn and shape wood stock.

Skill Level: 3

#### 394299 WOOD MACHINISTS AND OTHER WOOD TRADES WORKERS NEC

This occupation group covers Wood Machinists and Wood Trades Workers not elsewhere classified.

Skill Level: 3

Occupations in this group include:

Cane Furniture Maker

Cooper

Wood Model Maker

## MAJOR GROUP 3 *continued*

### MINOR GROUP 399 MISCELLANEOUS TECHNICIANS AND TRADES WORKERS

This minor group covers Technicians and Trades Workers not elsewhere classified.

It includes Boat Builders and Shipwrights; Chemical, Gas Petroleum and Power Generation Plant Operators; Gallery, Library and Museum Technicians; Jewellers; Performing Arts Technicians; and Signwriters.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

#### *In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

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

- 3991 Boat Builders and Shipwrights
- 3992 Chemical, Gas, Petroleum and Power Generation Plant Operators
- 3993 Gallery, Library and Museum Technicians
- 3994 Jewellers
- 3995 Performing Arts Technicians
- 3996 Signwriters
- 3999 Other Miscellaneous Technicians and Trades Workers

UNIT GROUP 3991 BOAT BUILDERS AND SHIPWRIGHTS

BOAT BUILDERS AND SHIPWRIGHTS construct, fit out and repair boats and ships.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- studying plans and specifications, and preparing templates and scale plans for fabrication and cutting of hull sections
- marking reference points and lines on dry docks and slipways
- checking position and functioning of slipway apparatus
- assembling shells of boats and erecting hull sections of ship
- erecting and preparing launching platforms, conducting pre-launch tests and supervising launching procedures
- installing masts, frames, decking, fittings, machines, shafts and safety equipment
- building and installing structures such as cabins, machine mountings, propeller supports and rudders
- determining repair requirements and procedures
- may make hull moulds and fabricate and repair vessels using materials such as aluminium, wood, glass, reinforced plastics, carbon fibre, Kevlar, fibreglass and concrete

Occupations:

399111 Boat Builder and Repairer

399112 Shipwright

**399111 BOAT BUILDER AND REPAIRER**

Builds, repairs and modifies boats. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Composite Boat Builder

Rigger (Boat)

Sparmaker

Wooden Boat Builder

Yacht Builder

**MAJOR GROUP 3** *continued*

**UNIT GROUP 3991 BOAT BUILDERS AND SHIPWRIGHTS** *continued*

**399112 SHIPWRIGHT**

Constructs, fits out and repairs ships. Registration or licensing is required.

Skill Level: 3

Specialisations:

Loftsman/woman (Marine)

Ship's Carpenter

UNIT GROUP 3992 CHEMICAL, GAS, PETROLEUM AND POWER GENERATION  
PLANT OPERATORS

CHEMICAL, GAS, PETROLEUM AND POWER PLANT OPERATORS control the operation of chemical production equipment, pump gas and oil from wellheads, refine and process petroleum products, and operate boilers, turbogenerators and associated plant to generate electrical power.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- controlling equipment performing continuous and batch processes to process chemicals and natural gas, manufacture refined petroleum products, and 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
- operating power generation plant controls to produce required load
- monitoring operation of power generation 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:

399211 Chemical Plant Operator

399212 Gas or Petroleum Operator

399213 Power Generation Plant Operator



## MAJOR GROUP 3 *continued*

### UNIT GROUP 3992 CHEMICAL, GAS, PETROLEUM AND POWER GENERATION PLANT OPERATORS *continued*

#### 399211 CHEMICAL PLANT OPERATOR

Controls the operation of chemical production plant.

Skill Level: 3

Specialisations:

- Chemicals Distiller
- Chemicals Fermentation Operator
- Industrial Gas Production Operator
- Paint Maker
- Pharmaceutical Plant Operator
- Pilot Plant Operator

#### 399212 GAS OR PETROLEUM OPERATOR

Alternative Titles:

- 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: 3

Specialisations:

- Gas Compressor Turbine Operator
- Petroleum Blending Plant Operator
- Petroleum Terminal Plant Operator
- Refinery Pipeline Operator

#### 399213 POWER GENERATION PLANT OPERATOR

Operates boilers, turbogenerators and associated plant to generate electrical power. Registration or licensing is required.

Skill Level: 3

Specialisations:

- Hydro-electric Station Operator
- Power Generation Turbine Room Operator

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3993 GALLERY, LIBRARY AND MUSEUM TECHNICIANS

GALLERY, LIBRARY AND MUSEUM TECHNICIANS prepare artworks, specimens and artefacts for collections, arrange and construct gallery exhibits, and assist Librarians to organise and operate systems for handling recorded material and files.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- mounting and preparing objects for display
- designing and arranging exhibit furnishings, display cases and display areas
- assisting in setting up lighting and display equipment
- receiving, shipping, packing and unpacking exhibits
- ordering new library materials and maintaining library records and circulation systems
- cataloguing printed and recorded material
- entering data into databases and editing computer records
- operating audiovisual and reprographic equipment
- searching and verifying bibliographic data

Occupations:

399311 Gallery or Museum Technician

399312 Library Technician

#### **399311 GALLERY OR MUSEUM TECHNICIAN**

Prepares artworks, specimens and artefacts for collections, and arranges and constructs gallery or museum exhibits.

Skill Level: 2

Specialisation:

Taxidermist

#### **399312 LIBRARY TECHNICIAN**

Assists Librarians and other information managers in organising and operating systems for handling recorded material and files.

Skill Level: 2

UNIT GROUP 3994 JEWELLERS

JEWELLERS make and repair jewellery such as rings, brooches, chains and bracelets, craft objects out of precious metals, and cut, shape and polish rough gemstones to produce fashion and industrial jewels.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- examining designs and specifications for jewellery and precious metal objects
- shaping moulded metal by cutting, filing, beating, turning and bending, using specialised hand and power tools
- assembling articles by soldering, screwing, riveting and otherwise joining
- securing precious stones in retaining prongs and ridges, and smoothing and checking final settings
- engraving designs on ring settings, brooches, bracelets and other articles
- repairing jewellery by soldering, replacing and rebuilding worn and broken parts
- appraising the quality and value of jewellery
- cutting and dividing stones to approximate final shape, using precision hand and power tools and jigs
- securing stones and shapes, cutting angles, smoothing and polishing
- finishing articles using files, emery paper and buffing machines
- restyling old jewellery

Occupation:

399411 Jeweller

**399411 JEWELLER**

Makes and repairs jewellery such as rings, brooches, chains and bracelets, crafts objects out of precious metals, or cuts, shapes and polishes rough gemstones to produce fashion or industrial jewels.

Skill Level: 3

Specialisations:

Diamond Cutter  
Faceter  
Gem Setter  
Goldsmith  
Lapidary  
Opal Polisher  
Ring Maker  
Silversmith

UNIT GROUP 3995 PERFORMING ARTS TECHNICIANS

PERFORMING ARTS TECHNICIANS provide technical and other assistance for the production, recording and broadcasting of artistic performances.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- operating microwave equipment to transmit video information to transmitter sites and receiving video signals from remote locations
- maintaining and repairing radio and television transmitters and associated equipment
- selecting and attaching equipment to cameras, positioning cameras, and following the action of scenes being photographed while adjusting controls
- positioning equipment, such as spotlights, floodlights and cables, and operating lights during filming, broadcasting and stage performances
- applying and retouching make up during shooting and performance, including special effects make up such as scars and wounds
- designing and making musical instruments and instrument parts using specially selected materials and techniques similar to those used in cabinetmaking, metal pipe making, silversmithing and wood carving, and tuning and repairing musical instruments
- setting up and adjusting equipment such as microphones, and operating sound mixing consoles and associated equipment to regulate volume and sound quality
- selecting and setting up television recording, editing and mixing equipment, and adjusting and monitoring their operation

Occupations:

- 399511 Broadcast Transmitter Operator
- 399512 Camera Operator (Film, Television or Video)
- 399513 Light Technician
- 399514 Make Up Artist
- 399515 Musical Instrument Maker or Repairer
- 399516 Sound Technician
- 399517 Television Equipment Operator
- 399599 Performing Arts Technicians nec

**399511 BROADCAST TRANSMITTER OPERATOR**

Operates consoles to control radio or television broadcast transmitters.

Skill Level: 3

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3995 PERFORMING ARTS TECHNICIANS *continued*

#### **399512 CAMERA OPERATOR (FILM, TELEVISION OR VIDEO)**

Sets up and operates cameras to photograph scenes for film, television or video productions.

Skill Level: 3

Specialisation:

Focus Puller (Film)

#### **399513 LIGHT TECHNICIAN**

Positions and controls lighting equipment for film, television or video productions or stage performances.

Skill Level: 3

#### **399514 MAKE UP ARTIST**

Designs and applies make up to actors, presenters and other performing artists.

Skill Level: 3

#### **399515 MUSICAL INSTRUMENT MAKER OR REPAIRER**

Builds, repairs and restores musical instruments, and modifies and tunes them to owners' specifications.

Skill Level: 3

Specialisation:

Piano Tuner

#### **399516 SOUND TECHNICIAN**

Operates audio equipment to record, enhance, mix and amplify sound in support of television, radio, film or video productions, or stage performances.

Skill Level: 3

Specialisations:

Audio Operator

Dubbing Machine Operator

Foley Artist

Re-recording Mixer

Sound Editor

Sound Effects Person

Sound Mixer

Sound Recordist

Video and Sound Recorder

#### **399517 TELEVISION EQUIPMENT OPERATOR**

Operates television equipment to record, edit, mix and prepare material for broadcast.

Skill Level: 3

Specialisation:

Vision Mixer

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3995 PERFORMING ARTS TECHNICIANS *continued*

#### 399599 PERFORMING ARTS TECHNICIANS NEC

This occupation group covers Performing Arts Technicians not elsewhere classified.

Skill Level: 3

Occupations in this group include:

- Continuity Person
- Microphone Boom Operator
- Performing Arts Road Manager
- Special Effects Person
- Theatrical Dresser

UNIT GROUP 3996 SIGNWRITERS

SIGNWRITERS design, fabricate and paint signs for displays, buildings, hoardings, boats and structures.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- conferring with clients and responding to proposals, sketches and written instructions to determine composition of signs
- designing and creating signs and graphics using computer software and signmaking machines
- designing and creating signs by measuring and calculating letter size, preparing the surface, applying background paint using brushes, sprays and rollers, and creating the letters using brushes, stencils, enamel paint and decals
- designing and creating wall murals, screen prints, gold leaf work and custom vehicle art
- painting signs and lettering using lacquers, varnishes, paints and other materials
- painting signs on brick, metal, timber, glass, plastic and other surfaces
- making and erecting three dimensional signs
- preparing cost estimates for labour and materials
- may erect and work on scaffolding
- may install signs on-site

Occupation:

399611 Signwriter

**399611 SIGNWRITER**

Designs, fabricates and paints signs for displays, buildings, hoardings, boats and structures. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Sign Manufacturer

**UNIT GROUP 3999 OTHER MISCELLANEOUS TECHNICIANS AND TRADES WORKERS**

This unit group covers Technicians and Trades Workers not elsewhere classified.

It includes Divers, Interior Decorators, Optical Dispensers / Dispensing Opticians, Optical Mechanics, Photographer's Assistants, Plastics Technicians and Wool Classers.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

The occupation Interior Decorator has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

Occupations:

- 399911 Diver
- 399912 Interior Decorator
- 399913 Optical Dispenser (Aus) / Dispensing Optician (NZ)
- 399914 Optical Mechanic
- 399915 Photographer's Assistant
- 399916 Plastics Technician
- 399917 Wool Classer
- 399999 Technicians and Trades Workers nec



## MAJOR GROUP 3 *continued*

### UNIT GROUP 3999 OTHER MISCELLANEOUS TECHNICIANS AND TRADES WORKERS *continued*

#### 399911 DIVER

Swims underwater to undertake tasks such as seafood gathering, research, salvage and construction.  
Registration or licensing may be required.

Skill Level: 3

Specialisations:

- Abalone Diver
- Clearance Diver (Navy)
- Fisheries Diver
- Hyperbaric Welder Diver
- Offshore Diver
- Onshore Diver
- Pearl Diver
- Saturation Diver
- Scientific Diver

#### 399912 INTERIOR DECORATOR

Plans the interior design of commercial or residential premises and arranges for decorating work to be done.

Skill Level: 2

#### 399913 OPTICAL DISPENSER (AUS) / DISPENSING OPTICIAN (NZ)

Interprets optical prescriptions, and fits and services optical appliances such as spectacle frames and lenses.  
Registration or licensing may be required.

Skill Level: 3

#### 399914 OPTICAL MECHANIC

Operates machines to grind, polish and surface optical lenses to meet prescription requirements, and fits lenses to spectacle frames.

Skill Level: 3

#### 399915 PHOTOGRAPHER'S ASSISTANT

Assists Photographers in taking and developing photographs.

Skill Level: 3

#### 399916 PLASTICS TECHNICIAN

Alternative Title:

Plastics Fitter

Sets up, adjusts, repairs and troubleshoots machines which manufacture plastics products.

Skill Level: 3

#### 399917 WOOL CLASSER

Classifies wool to industry standards or market requirements.

Skill Level: 3

## MAJOR GROUP 3 *continued*

### UNIT GROUP 3999 OTHER MISCELLANEOUS TECHNICIANS AND TRADES WORKERS *continued*

#### 399999 TECHNICIANS AND TRADES WORKERS NEC

This occupation group covers Technicians and Trades Workers not elsewhere classified.

Skill Level: 3

Occupations in this group include:

- Airborne Electronics Analyst (Air Force)
- Architectural Model Maker
- Canoe Maker
- Fire Alarm Technician
- Fire Extinguisher Technician
- Glass Blower
- Hide and Skin Classer
- Kayak Maker
- Micrographic Technician
- Milking Machine Technician
- Parachute Rigger
- Pearl Technician
- Pyrotechnician
- Surfboard Maker

## MAJOR GROUP **4** COMMUNITY AND PERSONAL SERVICE WORKERS

COMMUNITY AND PERSONAL SERVICE WORKERS assist Health Professionals in the provision of patient care, provide information and support on a range of social welfare matters, and provide other services in the areas of aged care and childcare, education support, hospitality, defence, policing and emergency services, security, travel and tourism, fitness, sports and personal services.

### *Indicative Skill Level:*

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

- AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or
- AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

- NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or
- NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

### *Tasks Include:*

- attending accidents, planning and implementing leisure activities for individuals in health care and the community, and providing nursing care for patients
- advising clients on emotional, financial, recreational, health, housing and other social welfare matters
- planning, conducting and participating in educational and recreational activities to encourage the physical, social, emotional and intellectual development of children
- assisting Professionals in the provision of care and support to aged and disabled persons, patients in hospitals, clinics and nursing homes, and children in residential care establishments
- serving and selling food and beverages in bars, cafes and restaurants, supervising staff in hotels, carrying luggage and escorting guests
- maintaining public order and safety and providing specialised military services to the defence forces
- protecting, patrolling and guarding properties and advising clients on security requirements
- providing a range of personal services such as beauty therapy, teaching people to drive, arranging funerals, and organising and providing advice about travel and accommodation

## MAJOR GROUP 4 *continued*

- organising and supervising groups and individuals pursuing physical fitness goals and outdoor adventure, participating in and officiating at sporting competitions, and coaching and training sporting competitors

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

- 41 Health and Welfare Support Workers
- 42 Carers and Aides
- 43 Hospitality Workers
- 44 Protective Service Workers
- 45 Sports and Personal Service Workers

## MAJOR GROUP 4 *continued*

### SUB-MAJOR GROUP 41 HEALTH AND WELFARE SUPPORT WORKERS

HEALTH AND WELFARE SUPPORT WORKERS assist Health Professionals in the provision of patient care in hospitals, nursing homes and other health and community-based care facilities, and provide support, information and advice to clients on a range of social welfare matters.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

#### *In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- attending accidents and providing pre-hospital care and transport
- examining and treating ailments of the teeth and gums, and constructing and repairing dental devices
- planning and implementing leisure activity programs for individuals in health care and in the community to assist in their social development and promote a sense of wellbeing
- assessing, planning and implementing nursing care for patients according to accepted nursing practice and standards
- providing advice, training and support to parents of newborn infants
- acting as an advocate, interpreter and educator to assist in the provision and coordination of health care delivery to Indigenous communities
- utilising a range of techniques such as soft tissue massage to assist healing, prevent injury and promote relaxation
- advising clients on emotional, financial, recreational, health, housing and other social welfare matters

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

411 Health and Welfare Support Workers

MINOR GROUP 411 HEALTH AND WELFARE SUPPORT WORKERS

HEALTH AND WELFARE SUPPORT WORKERS assist Health Professionals in the provision of patient care in hospitals, nursing homes and other health and community-based care facilities, and provide support, information and advice to clients on a range of social welfare matters.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

*In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- attending accidents and providing pre-hospital care and transport
- examining and treating ailments of the teeth and gums, and constructing and repairing dental devices
- planning and implementing leisure activity programs for individuals in health care and in the community to assist in their social development and promote a sense of wellbeing
- assessing, planning and implementing nursing care for patients according to accepted nursing practice and standards
- providing advice, training and support to parents of newborn infants
- acting as an advocate, interpreter and educator to assist in the provision and coordination of health care delivery to Indigenous communities
- utilising a range of techniques such as soft tissue massage to assist healing, prevent injury and promote relaxation
- advising clients on emotional, financial, recreational, health, housing and other social welfare matters

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

- 4111 Ambulance Officers and Paramedics
- 4112 Dental Hygienists, Technicians and Therapists
- 4113 Diversional Therapists
- 4114 Enrolled and Mothercraft Nurses
- 4115 Indigenous Health Workers
- 4116 Massage Therapists
- 4117 Welfare Support Workers

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4111 AMBULANCE OFFICERS AND PARAMEDICS

AMBULANCE OFFICERS AND PARAMEDICS provide emergency health care and transport for injured, sick, infirm and aged persons to medical facilities.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

#### *Tasks Include:*

- attending accidents, emergencies and requests for medical assistance
- assessing health of patients, determining need for assistance, and assessing specialised needs and factors affecting patients' conditions
- performing therapies and administering drugs according to protocol
- resuscitating and defibrillating patients and operating life-support equipment
- transporting accident victims to medical facilities
- transporting sick and disabled persons to and from medical facilities for specialised treatment and 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
- ensuring that ambulances are adequately maintained and stocked with medical supplies, and that equipment is in good working order
- preparing written reports on the state of patients' injuries and treatment provided

Occupations:

411111 Ambulance Officer

411112 Intensive Care Ambulance Paramedic (Aus) / Ambulance Paramedic (NZ)

#### **411111 AMBULANCE OFFICER**

Alternative Title:

Paramedic (Aus)

Provides specialised transport services and emergency health care for injured, sick, infirm and aged persons. Registration or licensing is required.

Skill Level: 2

Specialisation:

Patient Transport Officer (Aus)

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4111 AMBULANCE OFFICERS AND PARAMEDICS *continued*

#### 411112 INTENSIVE CARE AMBULANCE PARAMEDIC (AUS) / AMBULANCE PARAMEDIC (NZ)

Provides intensive pre-hospital health care to injured, sick, infirm and aged persons and emergency transport to medical facilities. Registration or licensing is required.

Skill Level: 2



UNIT GROUP 4112 DENTAL HYGIENISTS, TECHNICIANS AND THERAPISTS

DENTAL HYGIENISTS, TECHNICIANS AND THERAPISTS provide supportive dental services in preventative and restorative dental procedures, and construct and repair dental appliances.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- providing educational programs to motivate children, parents and the community in matters relating to oral health
- providing fluoride therapy by applying remineralising solutions and desensitising agents
- removing deposits from teeth
- applying non-invasive fissure sealants to teeth
- taking impressions of the mouth
- taking dental radiographs
- administering local anaesthesia by infiltration and mandibular nerve block
- fabricating full and partial dentures
- constructing mouth guards, crowns, metal clasps, inlays, bridgework and other aids
- repairing and relining denture bases

Occupations:

411211 Dental Hygienist

411212 Dental Prosthetist

411213 Dental Technician

411214 Dental Therapist

**411211 DENTAL HYGIENIST**

Carries out preventative dental procedures under the direction of a Dentist. Registration or licensing is required.

Skill Level: 2

**411212 DENTAL PROSTHETIST**

Alternative Title:

Clinical Dental Technician

Designs, constructs, repairs and fits dentures and mouthguards. Registration or licensing is required.

Skill Level: 2

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4112 DENTAL HYGIENISTS, TECHNICIANS AND THERAPISTS *continued*

#### 411213 DENTAL TECHNICIAN

Constructs and repairs dentures and other dental appliances. Registration or licensing may be required.

Skill Level: 2

#### 411214 DENTAL THERAPIST

Examines and treats diseases of the teeth in preschool, primary and secondary school children under the general supervision of a Dentist. Registration or licensing is required.

Skill Level: 2

Specialisation:

Oral Health Therapist

UNIT GROUP 4113 DIVERSIONAL THERAPISTS

DIVERSIONAL THERAPISTS plan, design, coordinate and implement recreation and leisure-based activity programs to support, challenge and enhance the psychological, spiritual, social, emotional and physical wellbeing of individuals.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- planning and implementing leisure activity programs for individuals in health care and in the community to assist in their social development, and promote their sense of wellbeing
- identifying individual needs through task analysis
- evaluating and assessing clients' levels of abilities, interests, needs, strengths and weaknesses, and their ability to carry out a range of tasks and interact with others
- maintaining a knowledge of resources available within a facility and within the community
- organising leisure and recreational events
- assisting with training and supervising volunteers and staff
- providing information on available support resources within the local community
- encouraging and supporting clients to take part in activities suited to their particular needs and interests
- adapting programs to suit individual clients' needs, interests, skills and abilities

Occupation:

411311 Diversional Therapist

**411311 DIVERSIONAL THERAPIST**

Alternative Title:

Recreational Therapist

Plans, designs, coordinates and implements recreation and leisure-based activity programs to support, challenge and enhance the psychological, spiritual, social, emotional and physical wellbeing of individuals.

Registration or licensing may be required.

Skill Level: 3

Specialisations:

Activities Coordinator

Activities Officer

UNIT GROUP 4114 ENROLLED AND MOTHERCRAFT NURSES

ENROLLED AND MOTHERCRAFT NURSES provide nursing care to patients in hospitals, aged care and other health care facilities and in the community, and assist parents in providing care to newborn infants under the supervision of a Registered Nurse or Midwife.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- assessing, planning and implementing nursing care for patients according to accepted nursing practice and standards
- providing interventions, treatments and therapies such as administering medications, and monitoring responses to treatments and care plans
- assisting Registered Nurses and other team members to coordinate and evaluate care provided
- promoting and assisting in health education activities for the prevention of ill health
- bathing, feeding, changing and settling newborn infants
- providing advice and training on infant care to parents of newborn infants
- providing emotional support to parents of newborn infants

Occupations:

411411 Enrolled Nurse

411412 Mothercraft Nurse

**411411 ENROLLED NURSE**

Alternative Title:

Nursing Assistant (NZ)

Provides nursing care to patients in a variety of health, aged care, welfare and community settings under the supervision of Registered Nurses. Registration or licensing is required.

Skill Level: 2

Specialisation:

Medical Assistant (Defence)

**411412 MOTHERCRAFT NURSE**

Provides care to newborn infants, and provides advice and training on infant care to parents of newborn infants. Registration or licensing is required.

Skill Level: 2

UNIT GROUP 4115 INDIGENOUS HEALTH WORKERS

INDIGENOUS HEALTH WORKERS assist with the coordination and provision of health care delivery to Indigenous communities.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*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 workers
- providing clinical functions, such as case management and follow-up, independently or in consultation with other health care providers
- providing health education to individual clients and staff in health facilities
- providing cultural education to persons outside the cultural community and life skills education to the community they serve
- providing counselling and referring clients to other health care providers where necessary

Occupations:

411511 Aboriginal and Torres Strait Islander Health Worker

411512 Kaiāwhina (Hauora) (Māori Health Assistant)

**411511 ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH WORKER**

Liaises with patients, clients, visitors to hospitals and other medical facilities and staff at 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. Registration or licensing may be required.

Skill Level: 2

**411512 KAIĀWHINA (HAUORA) (MĀORI HEALTH ASSISTANT)**

Assists with health care delivery to patients and clients in accordance with Tikanga Māori (Māori culture and custom).

Skill Level: 2

UNIT GROUP 4116 MASSAGE THERAPISTS

MASSAGE THERAPISTS perform therapeutic massage and administer body treatments for health, fitness and remedial purposes.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- massaging the soft tissues of the body, such as muscles, tendons and ligaments, to assist healing
- utilising a range of massage techniques to enhance sports performance and prevent injury
- administering treatments to promote relaxation, improve circulation and relieve muscle tension
- assessing and treating specific soft tissue dysfunction and providing rehabilitation advice
- employing other techniques, such as acupressure or Shiatsu, and complementary aids, such as infra-red lamps, wet compresses, ice, essential oils and herbal and mineral therapies, to assist recovery
- assessing client's physical condition and case history and advising on stretching exercises and relaxation techniques

Occupation:

411611 Massage Therapist

**411611 MASSAGE THERAPIST**

Performs therapeutic massage and administers body treatments for relaxation, health, fitness and remedial purposes.

Skill Level: 2

Specialisations:

Chinese (Tui-Na) Masseur  
Remedial Masseur  
Shiatsu Therapist  
Sports Medicine Masseur

UNIT GROUP 4117 WELFARE SUPPORT WORKERS

WELFARE SUPPORT WORKERS 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.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- assessing clients' needs and planning, developing and implementing educational, training and support programs
- interviewing clients and assessing the nature and extent of difficulties
- monitoring and reporting on the progress of clients
- referring clients to agencies that can provide additional help
- assessing community need and resources for health, welfare, housing, employment, training and other facilities and services
- liaising with community groups, welfare agencies, government bodies and private businesses about community issues and promoting awareness of community resources and services
- supporting families and providing education and care for children and disabled persons in adult service units, group housing and government institutions
- supervising offenders on probation and parole
- assisting young people to solve social, emotional and financial problems
- preparing submissions for funding and resources, and reports to government bodies and other agencies

Occupations:

- 411711 Community Worker
- 411712 Disabilities Services Officer
- 411713 Family Support Worker
- 411714 Parole or Probation Officer
- 411715 Residential Care Officer
- 411716 Youth Worker

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4117 WELFARE SUPPORT WORKERS *continued*

#### 411711 COMMUNITY WORKER

Facilitates community development initiatives and collective solutions within a community to address issues, needs and problems associated with recreational, health, housing, employment and other welfare matters.

Skill Level: 2

Specialisations:

Community Development Officer

Community Support Worker

Housing Officer

#### 411712 DISABILITIES SERVICES OFFICER

Works in a range of service units which provide education and community access to people with intellectual, physical, social and emotional disabilities.

Skill Level: 2

#### 411713 FAMILY SUPPORT WORKER

Assists the work of Social Workers and Welfare Workers by providing services and support to families.

Skill Level: 2

#### 411714 PAROLE OR PROBATION OFFICER

Supervises offenders who have been placed on probation by court order or released conditionally from corrective service institutions.

Skill Level: 2

#### 411715 RESIDENTIAL CARE OFFICER

Provides care and supervision for children or disabled persons in group housing or institutional care.

Skill Level: 2

#### 411716 YOUTH WORKER

Alternative Titles:

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: 2

Specialisations:

Juvenile Justice Officer

Youth Accommodation Support Worker

Youth Liaison Officer



SUB-MAJOR GROUP 42 CARERS AND AIDES

CARERS AND AIDES provide basic care, supervision and other support services to individuals for the enhancement of their education, health, welfare and comfort.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- planning, conducting and participating in educational and recreational activities to encourage the physical, social, emotional and intellectual development of children
- supervising children in recreational activities
- preparing and distributing educational aids
- assisting children with intellectual, physical and behavioural difficulties with their academic studies
- assisting Professionals in the provision of care and support to aged and disabled persons, patients in hospitals, clinics and nursing homes, and children in residential care establishments
- assisting patients and clients with personal care needs, rehabilitative exercises and providing emotional support

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

- 421 Child Carers
- 422 Education Aides
- 423 Personal Carers and Assistants

MINOR GROUP 421 CHILD CARERS

CHILD CARERS provide care and supervision for children in residential homes and non-residential childcare centres.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- assisting in the preparation of materials and equipment for children's education and recreational activities
- managing children's behaviour and guiding children's social development
- preparing and conducting activities for children
- entertaining children by reading and playing games
- supervising children in recreational activities
- supervising the daily routine of children
- supervising the hygiene of children

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

4211 Child Carers

UNIT GROUP 4211 CHILD CARERS

CHILD CARERS provide care and supervision for children in residential homes and non-residential childcare centres.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- assisting in the preparation of materials and equipment for children's education and recreational activities
- managing children's behaviour and guiding children's social development
- preparing and conducting activities for children
- entertaining children by reading and playing games
- supervising children in recreational activities
- supervising the daily routine of children
- supervising the hygiene of children

Occupations:

- 421111 Child Care Worker
- 421112 Family Day Care Worker
- 421113 Nanny
- 421114 Out of School Hours Care Worker

**421111 CHILD CARE WORKER**

Alternative Title:

Child Care Aide

Provides care and supervision for children in programs, such as long day care and occasional care, in childcare centres, hospitals and educational centres. Registration or licensing may be required.

Skill Level: 4

Specialisations:

- Children's Nursery Assistant
- Creche Attendant

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4211 CHILD CARERS *continued*

#### 421112 FAMILY DAY CARE WORKER

Alternative Title:

Family Day Carer

Provides care and supervision for babies and children, usually in the carer's own home and under local government or community-based schemes. Registration or licensing may be required.

Skill Level: 4

#### 421113 NANNY

Assists parents in the provision of ongoing care and supervision for babies and children, usually in the child's home.

Skill Level: 4

Specialisation:

Governess

#### 421114 OUT OF SCHOOL HOURS CARE WORKER

Provides care for school age children in an out of school hours care program. Registration or licensing may be required.

Skill Level: 4

## MAJOR GROUP 4 *continued*

### MINOR GROUP 422 EDUCATION AIDES

EDUCATION AIDES perform non-teaching duties to assist teaching staff in schools, provide care and supervision for children in preschools, and provide assistance to Aboriginal, Torres Strait Islander and Māori students and their teachers.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- demonstrating, supervising and participating in activities which enhance the physical, social, emotional and intellectual development of children in schools and preschool centres
- preparing indoor and outdoor areas for learning and recreational activities
- assisting children with intellectual, physical and behavioural difficulties with their academic studies
- assisting children individually to learn social skills
- assisting with preparing teaching aids, and copying and collating written and printed material
- distributing and collecting lesson material
- providing assistance to small groups of Aboriginal, Torres Strait Islander and Māori students
- providing home-school liaison and counselling for Aboriginal, Torres Strait Islander and Māori students and their families

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

4221 Education Aides

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4221 EDUCATION AIDES

EDUCATION AIDES perform non-teaching duties to assist teaching staff in schools, provide care and supervision for children in preschools, and provide assistance to Aboriginal, Torres Strait Islander and Māori students and their teachers.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- demonstrating, supervising and participating in activities which enhance the physical, social, emotional and intellectual development of children in schools and preschool centres
- preparing indoor and outdoor areas for learning and recreational activities
- assisting children with intellectual, physical and behavioural difficulties with their academic studies
- assisting children individually to learn social skills
- assisting with preparing teaching aids, and copying and collating written and printed material
- distributing and collecting lesson material
- providing assistance to small groups of Aboriginal, Torres Strait Islander and Māori students
- providing home-school liaison and counselling for Aboriginal, Torres Strait Islander and Māori students and their families

Occupations:

- 422111 Aboriginal and Torres Strait Islander Education Worker
- 422112 Integration Aide
- 422113 Kaiāwhina Kōhanga Reo (Māori Language Nest Assistant)
- 422114 Kaiāwhina Kura Kaupapa Māori (Māori-medium School Assistant)
- 422115 Preschool Aide
- 422116 Teachers' Aide

#### **422111 ABORIGINAL AND TORRES STRAIT ISLANDER EDUCATION WORKER**

Assists Aboriginal and Torres Strait Islander students in their education, provides feedback to parents or guardians and teachers about students' progress, and liaises with educational bodies, government agencies and committees.

Skill Level: 4

Specialisations:

- Aboriginal Education Worker Coordinator
- Aboriginal Home-School Liaison Officer

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4221 EDUCATION AIDES *continued*

#### 422112 INTEGRATION AIDE

Assists children with developmental disabilities in mainstream schools

Skill Level: 4

#### 422113 KAIĀWHINA KŌHANGA REO (MĀORI LANGUAGE NEST ASSISTANT)

Assists Kaiako Kōhanga Reo (Māori Language Nest Teachers) with teaching duties and activities in the Māori language for children at pre-primary or early childhood level with emphasis given to Tikanga Māori (Māori custom).

Skill Level: 4

#### 422114 KAIĀWHINA KURA KAUPAPA MĀORI (MĀORI-MEDIUM SCHOOL ASSISTANT)

Assists Kaiako Kura Kaupapa Māori (Māori-medium Primary School Teachers) with teaching duties and activities in the Māori language for children at primary school level with emphasis given to Tikanga Māori (Māori custom).

Skill Level: 4

#### 422115 PRESCHOOL AIDE

Provides care and supervision for children at preschool centres under the direction of Early Childhood (Pre-primary School) Teachers.

Skill Level: 4

Specialisation:

Kindergarten Assistant

#### 422116 TEACHERS' AIDE

Assists teaching staff in preparing teaching materials and with general classroom tasks.

Skill Level: 4

Specialisations:

School Services Officer

Student Liaison Officer

Teachers' Assistant

## MAJOR GROUP 4 *continued*

### MINOR GROUP 423 PERSONAL CARERS AND ASSISTANTS

PERSONAL CARERS AND ASSISTANTS provide basic care, supervision and other support services to individuals for the enhancement of their health, welfare and comfort.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- providing assistance, support, care and companionship to aged and disabled persons and others in need of care and in therapy programs
- assisting Dental Practitioners
- assisting in caring for patients in hospitals, clinics and nursing homes
- caring for and supervising children in residential childcare establishments and correctional institutions
- caring for people in refuges

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

- 4231 Aged and Disabled Carers
- 4232 Dental Assistants
- 4233 Nursing Support and Personal Care Workers
- 4234 Special Care Workers



## MAJOR GROUP 4 *continued*

### UNIT GROUP 4231 AGED AND DISABLED CARERS

AGED AND DISABLED CARERS provide general household assistance, emotional support, care and companionship for aged and disabled persons in their own homes.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- accompanying aged and disabled persons during daily activities
- assisting clients with their mobility
- preparing food for clients
- arranging social activities
- performing housekeeping tasks such as vacuuming and cleaning
- assisting in personal hygiene and dressing
- providing companionship, friendship and emotional support
- may do shopping and run errands
- may live in with the person

Occupation:

423111 Aged or Disabled Carer

#### 423111 AGED OR DISABLED CARER

Alternative Titles:

Home Support Worker

Personal Carer

Personal Care Worker

Provides general household assistance, emotional support, care and companionship for aged or disabled people in their own homes.

Skill Level: 4

UNIT GROUP 4232 DENTAL ASSISTANTS

DENTAL ASSISTANTS prepare patients for dental examination and assist Dental Practitioners, Hygienists and Therapists in providing care and treatment.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- receiving and preparing patients
- arranging and handing instruments, medication, and other dental requisites to Dental Practitioners
- preparing dental materials and processing X-rays
- using suction devices and water sprays
- performing routine maintenance on equipment
- sterilising and preventing cross infection of equipment
- may advise patients on dental health education and post-operative care and procedures
- may act as receptionist for Dental Practitioners
- may perform billing and other clerical tasks

Occupation:

423211 Dental Assistant

**423211 DENTAL ASSISTANT**

Alternative Titles:

Dental Chairside Assistant

Dental Nurse

Prepares patients for dental examination and assists Dental Practitioners, Hygienists and Therapists in providing care and treatment.

Skill Level: 4

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4233 NURSING SUPPORT AND PERSONAL CARE WORKERS

NURSING SUPPORT AND PERSONAL CARE WORKERS provide assistance, support and direct care to patients in a variety of health, welfare and community settings.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- assisting patients with their personal care needs such as showering, dressing and eating
- assisting patients with their mobility and communication needs
- participating in planning the care of individuals
- following therapy plans such as interventions to assist those with dementia and behavioural problems
- observing and reporting changes in patients' condition, and reporting complaints about care
- assisting with rehabilitation exercises, basic treatment and delivering medications
- providing direct support and assistance to therapists

Occupations:

- 423311 Hospital Orderly
- 423312 Nursing Support Worker
- 423313 Personal Care Assistant
- 423314 Therapy Aide

#### **423311 HOSPITAL ORDERLY**

Alternative Titles:

- Patient Services Assistant
- Wardsperson

Assists with the provision of care to patients in a hospital by ensuring wards are neat and tidy, lifting and turning patients and transporting them in wheelchairs or on movable beds, and providing direct care and support.

Skill Level: 4

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4233 NURSING SUPPORT AND PERSONAL CARE WORKERS *continued*

#### 423312 NURSING SUPPORT WORKER

Alternative Titles:

Assistant in Nursing

Nurses' Aide (NZ)

Provides limited patient care under the direction of nursing staff.

Skill Level: 4

Specialisation:

Paramedical Aide

#### 423313 PERSONAL CARE ASSISTANT

Provides routine personal care services to people in a range of health care facilities or in a person's home.

Skill Level: 4

#### 423314 THERAPY AIDE

Alternative Title:

Therapist's Assistant

Assists therapists in providing therapy programs and in the direct care of their patients in a variety of health, welfare and community settings. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Diversional Therapist's Assistant

Occupational Therapist's Assistant

Physiotherapist's Assistant

UNIT GROUP 4234 SPECIAL CARE WORKERS

SPECIAL CARE WORKERS provide care and supervision for children in residential childcare establishments and correctional institutions, and provide care and support to people in refuges.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- planning and implementing programs of supervision and care for children in residential care
- supervising and arranging activities to enhance the physical, social, emotional and intellectual development of children in residential care
- 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
- maintaining discipline, enforcing regulations and behaviour standards, compiling disciplinary reports and assisting in implementing remedial measures
- organising refuge accommodation
- providing emotional support to residents of refuges
- referring residents of refuges for health and welfare assistance
- ensuring security of refuge

Occupations:

423411 Child or Youth Residential Care Assistant

423412 Hostel Parent

423413 Refuge Worker

**423411 CHILD OR YOUTH RESIDENTIAL CARE ASSISTANT**

Alternative Title:

Residential Care Worker

Provides care and supervision for children in correctional services institutions. Registration or licensing may be required.

Skill Level: 4

**MAJOR GROUP 4** *continued*

**UNIT GROUP 4234 SPECIAL CARE WORKERS** *continued*

**423412 HOSTEL PARENT**

Alternative Title:

House Parent

Operates a residential childcare establishment which provides a home environment for children. Registration or licensing may be required.

Skill Level: 4

**423413 REFUGE WORKER**

Provides services and support to people seeking assistance in a refuge.

Skill Level: 4

SUB-MAJOR GROUP 43 HOSPITALITY WORKERS

HOSPITALITY WORKERS provide services to patrons of hotels, bars, cafes, restaurants, casinos and similar establishments.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

- AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

- NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

*Tasks Include:*

- serving and selling beverages
- taking food orders and serving food
- clearing used dishes, cutlery and glassware from dining and drinking areas
- providing gaming services within casinos and other gaming establishments
- supervising and coordinating the activities of hotel porters and other hotel staff
- explaining and enforcing safety regulations in hotels
- carrying luggage and escorting guests
- may book tours, taxis and restaurants for guests

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

431 Hospitality Workers

## MAJOR GROUP 4 *continued*

### MINOR GROUP 431 HOSPITALITY WORKERS

HOSPITALITY WORKERS provide services to patrons of hotels, bars, cafes, restaurants, casinos and similar establishments.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

- AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

*In New Zealand:*

- NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

*Tasks Include:*

- serving and selling beverages
- taking food orders and serving food
- clearing used dishes, cutlery and glassware from dining and drinking areas
- providing gaming services within casinos and other gaming establishments
- supervising and coordinating the activities of hotel porters and other hotel staff
- explaining and enforcing safety regulations in hotels
- carrying luggage and escorting guests
- may book tours, taxis and restaurants for guests

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

- 4311 Bar Attendants and Baristas
- 4312 Cafe Workers
- 4313 Gaming Workers
- 4314 Hotel Service Managers
- 4315 Waiters
- 4319 Other Hospitality Workers



UNIT GROUP 4311 BAR ATTENDANTS AND BARISTAS

BAR ATTENDANTS AND BARISTAS prepare, mix and serve alcoholic and non-alcoholic drinks to patrons in bars in licensed establishments, and prepare and serve espresso coffee and other hot beverages to patrons in cafes, coffee shops and dining establishments.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- preparing, serving and selling cocktails, mixed drinks, bottled, canned and other alcoholic and non-alcoholic beverages, and a variety of coffee beverages such as lattes, cappuccinos and other espresso-based beverages
- cleaning and maintaining bar service areas, coffee-making areas and espresso machines
- collecting payment for sales and operating cash registers
- promoting services and products
- washing glassware and arranging bottles and glasses
- tapping kegs and attaching supply lines
- replenishing drink dispensers, shelves and refrigerators
- selling light snacks
- selecting and grinding coffee

Occupations:

431111 Bar Attendant

431112 Barista

**431111 BAR ATTENDANT**

Alternative Title:

Bar Steward

Prepares, mixes and serves alcoholic and non-alcoholic drinks to patrons in a bar in a licensed establishment.

Skill Level: 4

**431112 BARISTA**

Prepares and serves espresso coffee and other hot beverages to patrons in a cafe, coffee shop, restaurant or dining establishment.

Skill Level: 4

UNIT GROUP 4312 CAFE WORKERS

CAFE WORKERS sell and serve food and beverages for consumption on premises in cafes and similar establishments.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- preparing and serving food and beverages for consumption on the premises
- taking customers' food and beverage orders
- operating cash registers, accepting payments and preparing sales invoices
- clearing away used dishes and cutlery from tables when customers are finished
- cleaning and preparing tables for use
- washing dishes, cutlery and cooking utensils
- cleaning cafe equipment such as coffee grinders, espresso machines and ice makers
- participating in stocktakes and assisting in putting away new stock
- providing backup to other cafe employees

Occupation:

431211 Cafe Worker

**431211 CAFE WORKER**

Alternative Titles:

Cafe Assistant  
Cafe Attendant

Sells and serves food and beverages for consumption on premises in a cafe or similar establishment.

Skill Level: 5

Specialisation:

Canteen Attendant

UNIT GROUP 4313 GAMING WORKERS

GAMING WORKERS provide gaming services within casinos and other gambling establishments.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- ensuring that games operating in the casino pit run smoothly
- monitoring cash drops to cashiers and chip transactions
- observing incidents and settling disputes arising at gaming tables
- dealing games in accordance with casino rules, policies and procedures and ensuring that bets are placed within the rules of the game
- checking that appropriate betting limit signs are in place
- checking playing cards
- verifying cash and colour chip change involving larger amounts with the casino gaming inspector
- advising patrons about the rules and etiquette of games
- counting the amount of cash chips in the float and entering a closer slip with the corresponding amount in the cash total
- calculating and paying winning bets

Occupation:

431311 Gaming Worker

**431311 GAMING WORKER**

Alternative Title:

Croupier

Provides gaming services within a casino or other gambling establishment.

Skill Level: 4

Specialisations:

Casino Gaming Inspector

Gaming Pit Boss

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4314 HOTEL SERVICE MANAGERS

HOTEL SERVICE MANAGERS supervise and coordinate the activities of hotel service workers.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- determining work requirements and allocating duties to Commercial 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 hotel reception duties

Occupation:

431411 Hotel Service Manager

#### **431411 HOTEL SERVICE MANAGER**

Alternative Title:

Hotel Service Supervisor

Supervises and coordinates the activities of hotel service workers.

Skill Level: 3

Specialisations:

Front Office Manager (Hotel)

Head Housekeeper

Head Porter (Hotel)

Hotel Concierge

Hotel Office Manager

UNIT GROUP 4315 WAITERS

WAITERS serve food and beverages in hotels, restaurants, clubs and dining establishments.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- setting and arranging tables
- greeting customers and presenting them with menus and beverage lists
- taking orders and relaying them to kitchen and bar staff
- serving food and beverages
- opening bottles and pouring beverages
- clearing tables and returning dishes and cutlery to kitchen
- removing empty bottles and used glasses from tables, and refilling and replacing glasses
- collecting payments for sales and operating point of sales machines and cash registers
- may recommend wines to complement food

Occupation:

431511 Waiter

**431511 WAITER**

Alternative Title:

Food and Beverage Attendant

Serves food and beverages in a hotel, restaurant, club or dining establishment.

Skill Level: 4

Specialisations:

Drink Waiter

Formal Service Waiter

Silver Service Waiter

Sommelier

Wine Steward

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4319 OTHER HOSPITALITY WORKERS

This unit group covers Hospitality Workers not elsewhere classified.

It includes Bar Usefuls or Bussers, and Doorpersons or Luggage Porters.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

Occupations:

431911 Bar Useful or Busser

431912 Doorperson or Luggage Porter

431999 Hospitality Workers nec

#### **431911 BAR USEFUL OR BUSSER**

Alternative Titles:

Bar Back

Glassie

Cleans and maintains public areas in a bar, club or dining establishment by collecting and returning dishes, cutlery and glasses to the kitchen or bar, wiping tables, bars and spillages, and emptying bins and ashtrays.

Skill Level: 5

#### **431912 DOORPERSON OR LUGGAGE PORTER**

Assists guests in an accommodation establishment or passengers in a transport terminal by attending to and carrying luggage, welcoming and escorting guests, and attending to their general needs on arrival and departure.

Skill Level: 5

#### **431999 HOSPITALITY WORKERS NEC**

This occupation group covers Hospitality Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Cloakroom Attendant

Hospitality Trainee

Hotel Cellar Hand

Property Steward

Uniform Room Attendant

## MAJOR GROUP 4 *continued*

### SUB-MAJOR GROUP 44 PROTECTIVE SERVICE WORKERS

PROTECTIVE SERVICE WORKERS protect and preserve property, public order and safety through the provision of defence, firefighting, police, custodial and security services.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- providing specialised military services to the defence forces
- controlling and extinguishing fires
- maintaining public order and safety through the enforcement of laws
- observing the conduct and behaviour of prisoners to prevent disturbances and escapes
- patrolling and guarding properties, and checking for unauthorised entry
- conducting investigations for clients
- advising clients on security requirements, and recommending and designing security specifications

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

441 Defence Force Members, Fire Fighters and Police

442 Prison and Security Officers

## MAJOR GROUP 4 *continued*

### MINOR GROUP 441 DEFENCE FORCE MEMBERS, FIRE FIGHTERS AND POLICE

DEFENCE FORCE MEMBERS, FIRE FIGHTERS AND POLICE protect and preserve property, public order and safety through the provision of specialised military services to the defence forces, the enforcement of laws, attendance at emergencies, and control and extinguishment of fires.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

#### *In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- performing specialised military services for the defence forces
- controlling and extinguishing fires
- rescuing people stranded or trapped in dangerous situations
- 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 groups:

4411 Defence Force Members - Other Ranks

4412 Fire and Emergency Workers

4413 Police



## MAJOR GROUP 4 *continued*

### UNIT GROUP 4411 DEFENCE FORCE MEMBERS - OTHER RANKS

DEFENCE FORCE MEMBERS - OTHER RANKS provide specialised military services to the Australian and New Zealand Defence Forces.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- guarding airfields and other defence force bases
- serving as an infantry soldier
- erecting bridges, building field defences, constructing temporary roads, clearing minefields, repairing airfields and demolishing targets using explosives
- crewing armoured fighting vehicles
- operating artillery, ground and surface-based defence systems, shipboard weapons and other advanced specialist military weapons and equipment
- providing firepower and ground-based air defence
- establishing and maintaining command, control and communications equipment and facilities
- conducting surveillance, reconnaissance and boarding operations
- maintaining personal arms and ammunition

Occupation:

441111 Defence Force Member - Other Ranks

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4411 DEFENCE FORCE MEMBERS - OTHER RANKS *continued*

#### 441111 DEFENCE FORCE MEMBER - OTHER RANKS

Provides specialised military services to the Australian or New Zealand Defence Forces.

This occupation includes the following ranks:

Air Force: Aircraftman/Aircraftwoman, Corporal, Leading Aircraftman/Aircraftwoman

Army: Corporal, Lance Corporal, Private

Navy: Able Seaman, Leading Seaman, Seaman

This occupation excludes Defence Force Members - Other Ranks performing duties for which there is a civilian equivalent. These members are included with the closest civilian occupation. For example, Mechanic Recovery is included in Occupation 733115 Tow Truck Driver.

Skill Level: 3

Specialisations:

- Aircraft Life Support Fitter (Air Force)
- Airfield Defence Guard (Air Force)
- Air Surveillance Operator (Air Force)
- Geospatial Imagery Intelligence Analyst (Air Force)
- Security Police (Air Force)
- Signal Operator Linguist (Air Force)
- Signal Operator Technical (Air Force)
- Aircraft Life Support Fitter (Army)
- Air Dispatcher (Army)
- Combat Engineer (Army)
- Commando (Army)
- Crewman Armoured Personnel Carrier M113 (Army)
- Crewman Australian Light Armoured Vehicle (ASLAV) (Army)
- Crewman Main Battle Tank (Army)
- Ground Crewman Mission Support (Army)
- Gun Number (Army)
- Marine Specialist (Army)
- Operator Artillery Meteorology and Surveyor (Army)
- Operator Electronic Warfare (Army)
- Operator Ground Based Air Defence (Army)
- Operator Weapon Locating Radar (Army)
- Rifleman (Army)
- Acoustic Warfare Analyst (Navy)
- Aircrewman (Navy)
- Boatswains Mate (Navy)
- Combat Systems Operator (Navy)
- Combat Systems Operator Mine Warfare (Navy)
- Electronic Warfare - Linguist (Navy)
- Electronic Warfare - Technical (Navy)
- Naval Police Coxswain (Navy)

UNIT GROUP 4412 FIRE AND EMERGENCY WORKERS

FIRE AND EMERGENCY WORKERS attend emergencies to minimise risk to community safety and security and protect life and property.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- attending the scene of fires and other emergencies reported to authorities
- rescuing and evacuating people stranded or trapped in dangerous situations
- operating pumps, spraying water, foam and chemicals from hoses, portable extinguishers and other appliances to extinguish fires and to disperse or neutralise dangerous substances
- cutting openings in buildings and crashed vehicles to free occupants
- maintaining site security systems
- administering first aid
- attending and participating in training activities, rescue classes, drills, demonstrations and courses in emergency and fire-fighting techniques
- training recruits in emergency procedures and practices
- visiting buildings and potential fire hazards to study access points and locations of hydrants
- maintaining tools and equipment

Occupations:

441211 Emergency Service Worker

441212 Fire Fighter

**441211 EMERGENCY SERVICE WORKER**

Alternative Title:

Emergency Response Officer

Attends the scene of emergencies to minimise risk to community safety and security.

Skill Level: 3

Specialisation:

Industrial Paramedic

**MAJOR GROUP 4** *continued*

**UNIT GROUP 4412 FIRE AND EMERGENCY WORKERS** *continued*

**441212 FIRE FIGHTER**

Responds to fire alarms and emergency calls, controls and extinguishes fires, and protects life and property.  
Registration or licensing is required.

Skill Level: 3

Specialisations:

Fire Engineer (Army)

Fire Prevention Officer

UNIT GROUP 4413 POLICE

POLICE protect and preserve property, public order and safety through the enforcement of laws.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- investigating and prosecuting offences committed in areas such as organised, corporate and computer crime, environmental offences, drug trafficking, fraud, counterfeiting and terrorism
- securing and examining scenes of crimes and accidents to locate and obtain evidence for analysis
- protecting witnesses and investigating official corruption
- 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, and pursuing, arresting and interviewing suspected offenders
- testing persons suspected of driving under the influence of alcohol and drugs and issuing infringement notices for traffic offences
- directing and re-routing traffic at congested areas
- attending community meetings and answering inquiries from the public where necessary
- providing advice and assistance to victims of crime and their families
- maintaining records and preparing reports

Occupations:

441311 Detective

441312 Police Officer

**441311 DETECTIVE**

Alternative Title:

Plain Clothes Police Officer

Investigates serious crimes, such as terrorism, homicide, armed robbery, vice and arson, and gathers evidence to arrest and prosecute suspected offenders.

Skill Level: 2

Specialisation:

Detective Sergeant

## MAJOR GROUP 4 *continued*

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### UNIT GROUP 4413 POLICE *continued*

#### 441312 POLICE OFFICER

Maintains public order, and enforces laws by investigating crimes, patrolling public areas and arresting suspected offenders.

Skill Level: 2

Specialisations:

- Bomb Squad Officer

- Mounted Police Officer

- Search and Rescue Officer

- Tactical Response Group Officer

## MAJOR GROUP 4 *continued*

### MINOR GROUP 442 PRISON AND SECURITY OFFICERS

PRISON AND SECURITY OFFICERS supervise and control the activities of inmates in correctional institutions, and provide security and investigative services to organisations and individuals.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

- AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

- NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- observing the conduct and behaviour of prisoners to prevent disturbances and escapes
- supervising prisoners during work assignments, recreational periods, sporting activities and meals
- patrolling and guarding properties, and checking for unauthorised entry
- providing armed escort for the transport of cash and other valuables
- maintaining order at venues where there are large gatherings of people
- conducting investigations for clients
- advising clients on security requirements and recommending and designing security specifications

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

- 4421 Prison Officers
- 4422 Security Officers and Guards

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4421 PRISON OFFICERS

PRISON OFFICERS supervise and control the activities of inmates in prisons and other correctional institutions.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*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, sporting activities and meals
- assisting with the implementation of education, rehabilitation and other programs organised for prisoners
- searching prisoners and cells for weapons, drugs and other contraband items
- patrolling assigned areas and reporting breaches of rules, unsatisfactory attitudes and prisoner adjustment problems
- requisitioning prisoners' clothing, toiletries, reading material and other allowable items
- supervising prisoners in transit between courts, prisons and other facilities

Occupation:

442111 Prison Officer

#### 442111 PRISON OFFICER

Alternative Title:

Custodial Officer

Supervises and controls the activities of inmates in a prison or other correctional institution.

Skill Level: 4



UNIT GROUP 4422 SECURITY OFFICERS AND GUARDS

SECURITY OFFICERS AND GUARDS provide security and investigative services to organisations and individuals.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

Registration or licensing may be required.

The occupation Security Consultant has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

The occupations Crowd Controller and Private Investigator have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4422 SECURITY OFFICERS AND GUARDS *continued*

#### *Tasks Include:*

- patrolling property and checking doors, windows and gates for unauthorised entry
- watching for irregularities such as fire hazards, malfunctions of machines and equipment, lights left on, leaking water pipes and unlocked security doors
- issuing security passes to authorised visitors and giving directions
- monitoring alarms and contacting supervisors, police and fire brigades by radio or phone if security is breached or fire is detected
- picking up and ensuring the safe delivery of cash, payrolls and valuables
- operating coin and currency counting machines, and carrying out cash counting and packaging functions
- maintaining order at venues where there are large gatherings of people
- conducting investigations for clients and preparing evidence for court proceedings
- detecting and investigating theft and other unlawful acts carried out in retail establishments
- advising clients on security requirements and designing security specifications

#### *Occupations:*

- 442211 Alarm, Security or Surveillance Monitor
- 442212 Armoured Car Escort
- 442213 Crowd Controller
- 442214 Private Investigator
- 442215 Retail Loss Prevention Officer
- 442216 Security Consultant
- 442217 Security Officer
- 442299 Security Officers and Guards nec

#### **442211 ALARM, SECURITY OR SURVEILLANCE MONITOR**

Monitors security alarms and surveillance equipment, and contacts supervisors, police or fire brigades if security is breached or fire is detected. Registration or licensing may be required.

Skill Level: 5

#### **442212 ARMOURED CAR ESCORT**

Provides armed escort for transportation and delivery of cash and other valuables. Registration or licensing may be required.

Skill Level: 5

#### **442213 CROWD CONTROLLER**

Alternative Title:

Bouncer

Carries out crowd control duties at entertainment, sporting or recreational venues. Registration or licensing may be required.

Skill Level: 4

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4422 SECURITY OFFICERS AND GUARDS *continued*

#### 442214 PRIVATE INVESTIGATOR

Alternative Title:

Private Inquiry Agent

Conducts investigations for clients and prepares evidence for court proceedings. Registration or licensing is required.

Skill Level: 4

#### 442215 RETAIL LOSS PREVENTION OFFICER

Detects and investigates shoplifting, fraud and other unlawful acts of employees or customers of a retail establishment. Registration or licensing may be required.

Skill Level: 5

#### 442216 SECURITY CONSULTANT

Advises clients on security requirements, and recommends and designs security specifications. Registration or licensing may be required.

Skill Level: 3

#### 442217 SECURITY OFFICER

Alternative Title:

Security Guard

Patrols and guards industrial and commercial property, railway yards, stations and other facilities. Registration or licensing may be required.

Skill Level: 5

Specialisations:

Mobile Patrol Officer

Railway Patrol Officer

#### 442299 SECURITY OFFICERS AND GUARDS NEC

This occupation group covers Security Officers and Guards not elsewhere classified. Registration or licensing may be required.

Skill Level: 5

Occupations in this group include:

Bodyguard

## MAJOR GROUP 4 *continued*

### SUB-MAJOR GROUP 45 SPORTS AND PERSONAL SERVICE WORKERS

SPORTS AND PERSONAL SERVICE WORKERS participate in, and instruct people in, sports and fitness, and provide travel, tourism and other personal services to individuals.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- providing beauty therapy and personal care services
- instructing individuals and groups in the theory and application of driving
- preparing bodies for burial and arranging and conducting funerals
- escorting people on tours
- planning, organising and providing advice about travel and accommodation for clients
- providing services for the safety and comfort of passengers in aircraft, ships and railway sleeping cars
- delivering group exercise classes and one-to-one tuition in a variety of fitness activities
- organising and supervising groups involved in outdoor adventures such as bungy jumping, fishing and hunting, mountaineering, trekking and whitewater rafting
- participating in and officiating at sporting competitions, and coaching and training sporting competitors
- promoting sports and sports skill development

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

451 Personal Service and Travel Workers

452 Sports and Fitness Workers

## MAJOR GROUP 4 *continued*

### MINOR GROUP 451 PERSONAL SERVICE AND TRAVEL WORKERS

PERSONAL SERVICE AND TRAVEL WORKERS provide beauty and personal care services, travel and tourism services, driving instruction, and funereal and other personal services to clients.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- providing beauty therapy and personal care services
- instructing individuals and groups in the theory and application of driving
- preparing bodies for burial and arranging and conducting funerals
- conducting civil marriage and other ceremonies
- escorting people on tours
- planning and organising travel and accommodation for clients
- providing travel and accommodation advice
- providing services for the safety and comfort of passengers in aircraft, ships and railway sleeping cars
- providing sexual services and social companionship to clients

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

- 4511 Beauty Therapists
- 4512 Driving Instructors
- 4513 Funeral Workers
- 4514 Gallery, Museum and Tour Guides
- 4515 Personal Care Consultants
- 4516 Tourism and Travel Advisers
- 4517 Travel Attendants
- 4518 Other Personal Service Workers

UNIT GROUP 4511 BEAUTY THERAPISTS

BEAUTY THERAPISTS provide skin analyses, facial therapies, skin-care treatments and body treatments such as massage to clients.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- discussing client needs, analysing 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 such as massages
- treating unwanted hair through waxing, bleaching, tinting, depilation and electrolysis
- evaluating beauty therapy processes and products
- receiving bookings, arranging appointments and maintaining client records
- providing advice on and selling cosmetic products

Occupation:

451111 Beauty Therapist

**451111 BEAUTY THERAPIST**

Provides skin analyses, facial therapies, skin-care treatments and body treatments such as massage to clients.

Skill Level: 4

Specialisations:

Electrologist (Hair Remover)

Manicurist

Nail Technician

UNIT GROUP 4512 DRIVING INSTRUCTORS

DRIVING INSTRUCTORS instruct individuals and groups in the theory and application of driving motor vehicles.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- instructing students under actual driving conditions, and explaining and demonstrating the operation of brakes, clutch, gear selection, automatic transmission, signals and lights
- teaching road traffic regulations
- teaching road craft and road safety
- advising students when they are ready to undergo driving examination
- may advise on and teach advanced driving techniques required for emergency situations
- may illustrate and explain handling and mechanical operation of motor vehicles and driving techniques using blackboard diagrams and audiovisual aids

Occupation:

451211 Driving Instructor

**451211 DRIVING INSTRUCTOR**

Instructs individuals and groups in the theory and application of driving motor vehicles. Registration or licensing is required.

Skill Level: 3

Specialisation:

Motorcycle Riding Instructor

UNIT GROUP 4513 FUNERAL WORKERS

FUNERAL WORKERS prepare bodies for viewing and burial, arrange and conduct funerals, and perform other specialist funereal services.

*Indicative Skill Level:*

The occupation Funeral Director has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

The occupation Funeral Workers nec has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- interviewing families and associates of the deceased to assist with funeral arrangements such as the selection of coffin, type of service and publication of death notices
- advising on funeral costs and welfare provisions
- collecting bodies from mortuaries
- ensuring death certificates have been issued, burial and cremation certificates processed and that other legal requirements are met
- preparing bodies for viewing and burial by washing, draining body fluids, applying padding and cosmetics, dressing bodies and placing them in coffins
- liaising with clergy and cemetery and crematorium staff
- coordinating the movement of coffins and funeral cars, arranging floral displays and collecting attendance and tribute cards
- arranging the placement of coffins at funeral sites, and placing and adjusting floral displays and lighting
- keeping records and accounts of transactions and services performed
- may arrange the construction of memorials and the disposal of ashes

Occupations:

451311 Funeral Director

451399 Funeral Workers nec



**MAJOR GROUP 4** *continued*

**UNIT GROUP 4513 FUNERAL WORKERS** *continued*

**451311 FUNERAL DIRECTOR**

Alternative Titles:

Mortician

Undertaker

Plans and coordinates arrangements for funerals according to the wishes of the deceased or their relatives.

Registration or licensing may be required.

Skill Level: 2

**451399 FUNERAL WORKERS NEC**

This occupation group covers Funeral Workers not elsewhere classified. Registration or licensing may be required.

Skill Level: 3

Occupations in this group include:

Chapel or Memorial Attendant

Embalmer

Funeral Director's Assistant

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4514 GALLERY, MUSEUM AND TOUR GUIDES

GALLERY, MUSEUM AND TOUR GUIDES direct and guide visitors in galleries and museums, and escort visitors on sightseeing, educational and other tours.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- meeting and greeting visitors
- controlling visitors' access to exhibits
- ensuring safety of collections
- maintaining attendance records
- planning and rearranging schedules and itineraries
- planning, organising and conducting tours
- arranging transportation and accommodation for visitors following planned itineraries
- arranging entry to places of interest
- answering questions, providing commentaries, issuing brochures and tour literature, showing audiovisual presentations, and explaining features and procedures at tour sites
- may assist with installing and dismantling exhibits

Occupations:

451411 Gallery or Museum Guide

451412 Tour Guide

#### **451411 GALLERY OR MUSEUM GUIDE**

Alternative Title:

Gallery or Museum Attendant

Answers inquiries and directs and guides visitors in a gallery or museum.

Skill Level: 4

#### **451412 TOUR GUIDE**

Alternative Titles:

Tour Escort

Tour Leader

Escorts visitors on sightseeing, educational and other tours, and describes and explains points of interest.

Skill Level: 4

Specialisation:

Regional Guide

UNIT GROUP 4515 PERSONAL CARE CONSULTANTS

PERSONAL CARE CONSULTANTS provide personal care services, such as natural relaxation and health treatments, and weight loss advice.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- interviewing clients to work out their needs
- treating emotional, psychological and physical imbalances of the body using natural techniques and diagnostic methods
- monitoring and correcting imbalances in the body using muscle testing techniques
- advising clients on dietary requirements and exercise programs
- recording clients' weight and measurements
- instructing clients on the use of exercise equipment
- providing support and counselling

Occupations:

451511 Natural Remedy Consultant

451512 Weight Loss Consultant

**451511 NATURAL REMEDY CONSULTANT**

Uses natural techniques and diagnostic methods for treatment, relaxation and health purposes.

Skill Level: 4

Specialisations:

Aromatherapist  
Herbalist (Western)  
Holistic Pulser  
Iridologist  
Kinesiologist  
Reflexologist

**451512 WEIGHT LOSS CONSULTANT**

Assists clients with advice and practical solutions for losing weight or body fat.

Skill Level: 4

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4516 TOURISM AND TRAVEL ADVISERS

TOURISM AND TRAVEL ADVISERS plan and organise travel and accommodation for clients, and provide travel and accommodation information to tourists.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- determining clients' requirements for travel, accommodation and special interests
- suggesting itineraries based on available travel routes and cost, availability and convenience of transport
- making and confirming travel and accommodation reservations and informing clients of bus, plane, ship and train connections
- notifying clients of travel dates, baggage limits, and medical and visa requirements
- providing information on tourist attractions and tour availability, and procedures for dealing with lost and stolen documents
- assisting with travel clearances
- collecting payments and issuing clients' itineraries, relevant documentation, tickets for travel and vouchers for accommodation
- providing information on travel insurance, relevant government regulations such as customs regulations, and use of credit cards and traveller's cheques
- answering inquiries from tourists and offering suggestions about tours, travel routes, accommodation and local customs
- providing literature and information on local and interstate tours and places of interest
- discussing transport availability and cost
- may work in a call centre

Occupations:

451611 Tourist Information Officer

451612 Travel Consultant

#### **451611 TOURIST INFORMATION OFFICER**

Alternative Title:

Tourist Adviser

Provides travel and accommodation information to tourists. May work in a call centre.

Skill Level: 4

**MAJOR GROUP 4** *continued*

**UNIT GROUP 4516 TOURISM AND TRAVEL ADVISERS** *continued*

**451612 TRAVEL CONSULTANT**

Alternative Title:

Travel Agent

Plans travel, accommodation and associated arrangements for clients and makes travel bookings. May work in a call centre.

Skill Level: 4

Specialisations:

Business Travel Consultant

Domestic Travel Consultant

International Travel Consultant

UNIT GROUP 4517 TRAVEL ATTENDANTS

TRAVEL ATTENDANTS provide services for the safety and comfort of passengers in aircraft, ships and railway sleeping cars.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- 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 seats and cabins
- tidying aircraft, ship and railway cabins, and receiving and stowing food, equipment and cabin baggage
- operating galleys, preparing and heating food for passengers, and serving refreshments and meals
- distributing reading material, pillows, blankets and other amenities for the comfort of passengers

Occupations:

451711 Flight Attendant

451799 Travel Attendants nec

**451711 FLIGHT ATTENDANT**

Provides services for the safety and comfort of aircraft passengers.

Skill Level: 3

Specialisations:

Cabin Supervisor (Aircraft)

Crew Attendant (Air Force)

**451799 TRAVEL ATTENDANTS NEC**

This occupation group covers Travel Attendants not elsewhere classified.

Skill Level: 3

Occupations in this group include:

Cabin Steward

Marine Steward

Railway Sleeping Car Conductor

Railway Steward

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4518 OTHER PERSONAL SERVICE WORKERS

This unit group covers Personal Service Workers not elsewhere classified.

It includes Civil Celebrants, Hair or Beauty Salon Assistants and Sex Workers or Escorts.

#### *Indicative Skill Level:*

The occupations Civil Celebrant and Personal Service Workers nec have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

The occupations Hair or Beauty Salon Assistant and Sex Worker or Escort have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

Occupations:

- 451811 Civil Celebrant
- 451812 Hair or Beauty Salon Assistant
- 451813 Sex Worker or Escort
- 451899 Personal Service Workers nec

#### **451811 CIVIL CELEBRANT**

Conducts civil marriage ceremonies, funerals, commitment ceremonies, namings and other ceremonies, and maintains appropriate records. Registration or licensing is required.

Skill Level: 4

#### **451812 HAIR OR BEAUTY SALON ASSISTANT**

Assists Hairdressers or Beauty Therapists by performing routine tasks in a hairdressing or beauty salon.

Skill Level: 5

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4518 OTHER PERSONAL SERVICE WORKERS *continued*

#### 451813 SEX WORKER OR ESCORT

Alternative Title:

Prostitute

Provides clients with sexual services or social companionship.

Skill Level: 5

Specialisations:

Dominatrix

Telephone Sex Worker

#### 451899 PERSONAL SERVICE WORKERS NEC

This occupation group covers Personal Service Workers not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Astrologer

Blood Bank Aide

Bus Escort

Butler

Dog Walker

First Aid Attendant

Gymnasium Attendant

Horse Racing Analyst

Red Cross Aide

School Bus Warden

Tattoo Artist



MINOR GROUP 452 SPORTS AND FITNESS WORKERS

SPORTS AND FITNESS WORKERS direct, instruct and guide individuals and groups in physical fitness and outdoor adventure activities, coach, train and instruct sporting competitors, and participate in and officiate at sporting events.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

*In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- developing and designing fitness programs
- delivering group exercise classes and personal tuition in a variety of fitness activities
- organising and supervising groups involved in outdoor adventures such as bungy jumping, fishing and hunting, mountaineering, trekking and whitewater rafting
- demonstrating and providing instruction in the use of outdoor adventure equipment and techniques required for participation
- 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 sports 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
- competing in and training for sporting events

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

4521 Fitness Instructors

4522 Outdoor Adventure Guides

4523 Sports Coaches, Instructors and Officials

4524 Sportspersons

UNIT GROUP 4521 FITNESS INSTRUCTORS

FITNESS INSTRUCTORS direct, instruct and guide individuals and groups in the pursuit of physical fitness and wellbeing.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- consulting with various Health Professionals to develop and design fitness programs
- designing individual fitness programs based on assessment of the client's age, level of fitness, goals and abilities
- delivering group exercise classes and personal tuition in a variety of fitness activities in a safe and creative manner
- demonstrating and teaching body movements and skills used in fitness routines
- setting up and monitoring fitness equipment and ensuring that equipment is safe, clean and in working condition
- teaching and advising on the use of fitness equipment
- ensuring clients are aware of and adhere to safety and injury prevention procedures
- reporting accidents and preparing accident reports
- maintaining a working knowledge of current health and safety standards and ensuring working practices and procedures conform to current legislation
- maintaining current first aid certificates

Occupation:

452111 Fitness Instructor

**452111 FITNESS INSTRUCTOR**

Directs, instructs and guides individuals or groups in the pursuit of physical fitness and wellbeing.

Skill Level: 4

Specialisations:

Aerobics Instructor

Gym Instructor

Physical Fitness Trainer

UNIT GROUP 4522 OUTDOOR ADVENTURE GUIDES

OUTDOOR ADVENTURE GUIDES direct, instruct and guide individuals and groups in outdoor adventure activities such as bungy jumping, fishing and hunting, mountaineering, trekking and whitewater rafting.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- meeting members of a tour on arrival and making introductions
- organising and supervising groups involved in outdoor adventures such as bungy jumping, fishing and hunting, mountaineering, trekking and whitewater rafting
- setting up and maintaining equipment, and ensuring that equipment is safe and in working condition
- demonstrating and providing instruction in the use of equipment and techniques required for participation
- providing advice on safety measures, and ensuring that activities are conducted in a manner to minimise risk to participants
- responding to emergencies by providing first aid assistance and taking appropriate further action if required
- answering questions and advising on local interest points within a specific region
- may maintain written reports of daily activities and carry out other administrative work

Occupations:

452211 Bungy Jump Master

452212 Fishing Guide

452213 Hunting Guide

452214 Mountain or Glacier Guide

452215 Outdoor Adventure Instructor

452216 Trekking Guide

452217 Whitewater Rafting Guide

452299 Outdoor Adventure Guides nec

**452211 BUNGY JUMP MASTER**

Directs, supervises and controls bungy jumping activities for individuals.

Skill Level: 4

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4522 OUTDOOR ADVENTURE GUIDES *continued*

#### 452212 FISHING GUIDE

Plans, organises and provides guided fishing trips for individuals or groups.

Skill Level: 4

Specialisations:

Fly Fishing Guide

Ocean Fishing Guide

#### 452213 HUNTING GUIDE

Plans, organises and provides guided hunting trips for individuals or groups.

Skill Level: 4

#### 452214 MOUNTAIN OR GLACIER GUIDE

Plans, organises and provides guided trips for individuals or groups on mountains or glaciers.

Skill Level: 4

Specialisations:

Climbing Guide

Ski Guide

#### 452215 OUTDOOR ADVENTURE INSTRUCTOR

Alternative Title:

Outdoor Adventure Leader

Provides adventure-based experiential education in outdoor adventure and bushcraft.

Skill Level: 4

Specialisations:

Abseiling Instructor

Adventure Challenge Instructor

Hang-gliding Instructor

Outdoor Education Teacher

Outdoor Pursuits Instructor

Paragliding Instructor

Rock Climbing Instructor

#### 452216 TREKKING GUIDE

Alternative Title:

Bushwalking Guide

Plans, organises and provides guided bushwalking and trekking trips for individuals or groups.

Skill Level: 4

#### 452217 WHITEWATER RAFTING GUIDE

Plans, organises and provides guided rafting and kayaking trips for individuals or groups on whitewater rivers.

Skill Level: 4

**MAJOR GROUP 4** *continued*

**UNIT GROUP 4522 OUTDOOR ADVENTURE GUIDES** *continued*

**452299 OUTDOOR ADVENTURE GUIDES NEC**

This occupation group covers Outdoor Adventure Guides not elsewhere classified.

Skill Level: 4

Occupations in this group include:

- Caving Guide
- Cycle Touring Guide
- Horse Trekking Guide
- Sea Kayaking Guide

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4523 SPORTS COACHES, INSTRUCTORS AND OFFICIALS

SPORTS COACHES, INSTRUCTORS AND OFFICIALS coach, train and instruct participants in sports, and officiate at sporting events.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

The occupation Sports Development Officer has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

#### *Tasks Include:*

- coaching, training and instructing sportspersons by analysing performances and developing abilities
- planning and directing game strategies, developing play patterns and analysing game progress
- motivating Sportspersons and supervising practice sessions
- recruiting players and other coaching staff
- arranging entries into sporting competitions
- 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

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4523 SPORTS COACHES, INSTRUCTORS AND OFFICIALS *continued*

#### Occupations:

- 452311 Diving Instructor (Open Water)
- 452312 Gymnastics Coach or Instructor
- 452313 Horse Riding Coach or Instructor
- 452314 Snowsport Instructor
- 452315 Swimming Coach or Instructor
- 452316 Tennis Coach
- 452317 Other Sports Coach or Instructor
- 452318 Dog and Horse Racing Official
- 452321 Sports Development Officer
- 452322 Sports Umpire
- 452323 Other Sports Official

#### **452311 DIVING INSTRUCTOR (OPEN WATER)**

Trains and instructs recreational or commercial open water divers in diving techniques, safety and the correct use of diving equipment. Registration or licensing is required.

Skill Level: 3

#### Specialisations:

- Dive Master
- Scuba Instructor
- Snorkelling Instructor
- Surface Supply Breathing Apparatus (SSBA) Instructor

#### **452312 GYMNASTICS COACH OR INSTRUCTOR**

Coaches, trains and instructs participants in gymnastics by analysing their performances and developing their abilities. Registration or licensing is required.

Skill Level: 3

#### Specialisations:

- Callisthenics Instructor
- Rhythmic Gymnastics Coach

#### **452313 HORSE RIDING COACH OR INSTRUCTOR**

Coaches, trains and instructs participants in horse riding by analysing their performances and developing their abilities. Registration or licensing is required.

Skill Level: 3

#### Specialisations:

- Dressage Instructor
- Polo Coach
- Show Jumping Instructor

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4523 SPORTS COACHES, INSTRUCTORS AND OFFICIALS *continued*

#### 452314 SNOWSPORT INSTRUCTOR

Coaches, trains and instructs participants in snow skiing, snowboarding or other snowsports by analysing their performances and developing their abilities. Registration or licensing is required.

Skill Level: 3

Specialisations:

Skiing Instructor

Snowboarding Instructor

#### 452315 SWIMMING COACH OR INSTRUCTOR

Coaches, trains and instructs participants in swimming by analysing their performances and developing their abilities. Registration or licensing is required.

Skill Level: 3

Specialisations:

Diving Coach

Learn to Swim Instructor

#### 452316 TENNIS COACH

Coaches, trains and instructs participants in tennis by analysing their performances and developing their abilities. Registration or licensing is required.

Skill Level: 3

#### 452317 OTHER SPORTS COACH OR INSTRUCTOR

Coaches, trains and instructs participants in other sports by analysing their performances and developing their abilities. Registration or licensing may be required.

Skill Level: 3

Specialisations:

Basketball Coach

Cricket Coach

Football Coach

Sports Trainer

Windsurfing Instructor

#### 452318 DOG OR HORSE RACING OFFICIAL

Alternative Title:

Race Steward

Coordinates and directs horse or dog racing activities, and liaises with other officials to interpret and enforce racing rules and regulations. Registration or licensing is required.

Skill Level: 3

Specialisation:

Handicapper (Racing)



## MAJOR GROUP 4 *continued*

### UNIT GROUP 4523 SPORTS COACHES, INSTRUCTORS AND OFFICIALS *continued*

#### 452321 SPORTS DEVELOPMENT OFFICER

Promotes sports and skills development, and oversees the participation of young people and other special groups in sport. Registration or licensing is required.

Skill Level: 2

#### 452322 SPORTS UMPIRE

Alternative Title:

Referee

Officiates at sporting events, such as netball, hockey, football, basketball, cricket, boxing and wrestling matches, by interpreting and enforcing match rules. Registration or licensing is required.

Skill Level: 3

Specialisation:

Linesperson (Sport)

#### 452323 OTHER SPORTS OFFICIAL

Coordinates and directs sporting activities, and liaises with other officials to interpret and enforce sporting rules and regulations. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Timekeeper (Sports)

UNIT GROUP 4524 SPORTSPERSONS

SPORTSPERSONS participate in sporting events for monetary gain either as individuals or as members of a team.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

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.

Registration or licensing may be required.

*Tasks Include:*

- maintaining a high degree of expertise in a particular sport
- attending regular practice sessions and undertaking private training to maintain the required standard of fitness
- deciding on strategies in consultation with coaches
- assessing other competitors and conditions at venues
- competing in sporting events
- adhering to the rules and regulations associated with a specific sport
- promoting water safety awareness and undertaking rescue of persons in difficulty in the water
- undertaking sports promotional activities and television appearances

Occupations:

- 452411 Footballer
- 452412 Golfer
- 452413 Jockey
- 452414 Lifeguard
- 452499 Sportspersons nec

## MAJOR GROUP 4 *continued*

### UNIT GROUP 4524 SPORTSPERSONS *continued*

#### 452411 FOOTBALLER

Plays football professionally in competitions. 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.

Skill Level: 3

Specialisations:

- Australian Rules Footballer
- Rugby League Footballer
- Rugby Union Footballer
- Soccer Player

#### 452412 GOLFER

Plays golf professionally in tournaments or as a resident professional, and organises golf-related activities. 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.

Skill Level: 3

#### 452413 JOCKEY

Rides horses in competitive races, race trials, and in exercise. 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.

Skill Level: 3

Specialisations:

- Apprentice Jockey
- Steeplechase Jockey

#### 452414 LIFEGUARD

Looks after the safety of people at beaches or swimming pools through accident prevention and rescue, and educating the public on water safety. 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.

Skill Level: 3

#### 452499 SPORTSPERSONS NEC

This occupation groups covers Sportspersons not elsewhere classified. This occupation group 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.

Skill Level: 3

Occupations in this group include:

- Athlete
- Cricketer
- Cyclist
- Racing Driver
- Surfer
- Tennis Player

## MAJOR GROUP **5** **CLERICAL AND ADMINISTRATIVE WORKERS** .....

CLERICAL AND ADMINISTRATIVE WORKERS provide support to Managers, Professionals and organisations by organising, storing, manipulating and retrieving information.

### *Indicative Skill Level:*

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

### *Tasks Include:*

- administering contracts, programs and projects
- setting, reviewing and controlling office functions
- performing clerical, secretarial, organisational and other administrative functions
- entering, processing and editing text and data
- greeting clients and visitors, and responding to inquiries and requests for information
- producing, recording and evaluating financial, production, stock and statistical information
- receiving, processing and sending mail, documents and information

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

- 51 Office Managers and Program Administrators
- 52 Personal Assistants and Secretaries
- 53 General Clerical Workers
- 54 Inquiry Clerks and Receptionists
- 55 Numerical Clerks
- 56 Clerical and Office Support Workers
- 59 Other Clerical and Administrative Workers

## MAJOR GROUP 5 *continued*

### SUB-MAJOR GROUP 51 OFFICE MANAGERS AND PROGRAM ADMINISTRATORS

OFFICE MANAGERS AND PROGRAM ADMINISTRATORS plan and undertake administration of organisational programs and projects, and organise and manage the activities of offices and practices.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- coordinating activities to ensure that objectives of the organisation and office are met
- liaising with professionals, owners, other departments and personnel to ensure that goals are met
- advising senior management on matters requiring attention and implementing their decisions
- managing paperwork, records and information associated with undertaking projects and running offices and practices
- responding to inquiries concerning programs and services
- setting, reviewing and controlling office functions

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

- 511 Contract, Program and Project Administrators
- 512 Office and Practice Managers

## MAJOR GROUP 5 *continued*

### MINOR GROUP 511 CONTRACT, PROGRAM AND PROJECT ADMINISTRATORS

CONTRACT, PROGRAM AND PROJECT ADMINISTRATORS plan and undertake administration of contracts, organisational programs, special projects and support services.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- negotiating, developing and reviewing contracts, programs, projects and services
- responding to inquiries and resolving problems concerning contracts, programs, projects, services provided, and persons affected
- managing paperwork associated with contracts, programs, projects and services provided
- working with Project Managers, Architects, Engineering Professionals, owners and others to ensure that goals are met
- advising senior management on matters requiring attention and implementing their decisions
- overseeing work by contractors and reporting on variations to work orders
- preparing and reviewing submissions and reports concerning the organisation's activities
- collecting and analysing data associated with projects undertaken, and reporting on project outcomes
- reviewing and arranging new office accommodation

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

5111 Contract, Program and Project Administrators

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5111 CONTRACT, PROGRAM AND PROJECT ADMINISTRATORS

CONTRACT, PROGRAM AND PROJECT ADMINISTRATORS plan and undertake administration of contracts, organisational programs, special projects and support services.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- developing, reviewing and negotiating variations to contracts, programs, projects and services
- responding to inquiries and resolving problems concerning contracts, programs, projects, services provided, and persons affected
- managing paperwork associated with contracts, programs, projects and services provided
- working with Project Managers, Architects, Engineering Professionals, owners and others to ensure that goals are met
- advising senior management on matters requiring attention and implementing their decisions
- overseeing work by contractors and reporting on variations to work orders
- preparing and reviewing submissions and reports concerning the organisation's activities
- collecting and analysing data associated with projects undertaken, and reporting on project outcomes
- reviewing and arranging new office accommodation

Occupations:

511111 Contract Administrator

511112 Program or Project Administrator

#### **511111 CONTRACT ADMINISTRATOR**

Alternative Title:

Contract Officer

Prepares, interprets, maintains, reviews and negotiates variations to contracts on behalf of an organisation.

Skill Level: 2

#### **511112 PROGRAM OR PROJECT ADMINISTRATOR**

Alternative Title:

Project Coordinator

Plans and undertakes administration of organisational programs, special projects and support services.

Skill Level: 2

## MAJOR GROUP 5 *continued*

### MINOR GROUP 512 OFFICE AND PRACTICE MANAGERS

OFFICE AND PRACTICE MANAGERS organise and manage the functions and resources of offices and professional practices such as administrative systems and office personnel.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- contributing to the planning and review of office services, and setting priorities and office service standards
- allocating human resources, space and equipment
- assigning work to and monitoring work performance of staff
- managing records and accounts of the office
- liaising with Professionals to coordinate office business and to facilitate resolution of problems
- managing physical facilities and ensuring buildings and equipment are maintained
- ensuring compliance with occupational health and safety regulations
- ensuring work complies with relevant government legislation, policies and procedures
- coordinating personnel activities such as hiring, promotions, performance appraisals, payroll, training and supervision

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

5121 Office Managers

5122 Practice Managers



## MAJOR GROUP 5 *continued*

### UNIT GROUP 5121 OFFICE MANAGERS

OFFICE MANAGERS organise and control the functions and resources of offices such as administrative systems and office personnel.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- contributing to the planning and review of office services, and setting priorities and office service standards
- allocating human resources, space and equipment
- assigning work to and monitoring work performance of staff
- managing records and accounts of the office
- liaising with Professionals to coordinate office business and to facilitate resolution of problems
- managing physical facilities and ensuring buildings and equipment are maintained
- ensuring compliance with occupational health and safety regulations
- ensuring work complies with relevant government legislation, policies and procedures
- coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision

Occupation:

512111 Office Manager

#### **512111 OFFICE MANAGER**

Organises and controls the functions and resources of an office such as administrative systems and office personnel.

Skill Level: 2

UNIT GROUP 5122 PRACTICE MANAGERS

PRACTICE MANAGERS organise and control the functions and resources of professional practices such as administrative systems and practice personnel.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advance Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- contributing to the planning and review of office services, and setting priorities and office service standards
- allocating human resources, space and equipment
- assigning work to and monitoring work performance of staff
- managing records and accounts of the practice
- liaising with Professionals to coordinate practice business and to facilitate resolution of problems
- managing physical facilities and ensuring buildings and equipment are maintained
- ensuring compliance with occupational health and safety regulations
- ensuring work complies with relevant government legislation, policies and procedures
- coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision

Occupations:

512211 Health Practice Manager

512299 Practice Managers nec

**512211 HEALTH PRACTICE MANAGER**

Organises and controls the functions and resources of a health practice such as administrative systems and practice personnel.

Skill Level: 2

Specialisations:

Chiropractic Practice Manager

Dental Practice Manager

Medical Practice Manager

Physiotherapy Practice Manager

**MAJOR GROUP 5** *continued*

**UNIT GROUP 5122 PRACTICE MANAGERS** *continued*

**512299 PRACTICE MANAGERS NEC**

This occupation group covers Practice Managers not elsewhere classified.

Skill Level: 2

Occupations in this group include:

- Accounting Practice Manager
- Architectural Practice Manager
- Legal Practice Manager
- Veterinary Practice Manager

## MAJOR GROUP 5 *continued*

### SUB-MAJOR GROUP 52 PERSONAL ASSISTANTS AND SECRETARIES

PERSONAL ASSISTANTS AND SECRETARIES perform organisational, clerical, secretarial and other administrative tasks in support of Managers and Professionals.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- liaising with other staff about a range of matters relating to the organisation's operations
- drafting and preparing documents such as briefing notes, memoranda and correspondence
- maintaining appointment diaries and making travel arrangements
- processing mail, filing correspondence and maintaining records
- answering telephone calls and inquiries
- taking and transcribing dictation of letters and other documents

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

521 Personal Assistants and Secretaries

## MAJOR GROUP 5 *continued*

### MINOR GROUP 521 PERSONAL ASSISTANTS AND SECRETARIES

PERSONAL ASSISTANTS AND SECRETARIES perform organisational, clerical, secretarial and other administrative tasks in support of Managers and Professionals.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- liaising with other staff about a range of matters relating to the organisation's operations
- drafting and preparing documents such as briefing notes, memoranda and correspondence
- maintaining appointment diaries and making travel arrangements
- processing mail, filing correspondence and maintaining records
- answering telephone calls and inquiries
- taking and transcribing dictation of letters and other documents

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

- 5211 Personal Assistants
- 5212 Secretaries

UNIT GROUP 5211 PERSONAL ASSISTANTS

PERSONAL ASSISTANTS perform liaison, coordination and organisational tasks in support of Managers and Professionals.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- liaising with other staff on matters relating to the organisation's operations
- researching and preparing reports, briefing notes, memoranda, correspondence and other routine documents
- maintaining confidential files and documents
- attending meetings and acting as secretary as required
- maintaining appointment diaries and making travel arrangements
- processing incoming and outgoing mail, filing correspondence and maintaining records
- screening telephone calls and answering inquiries
- taking and transcribing dictation of letters and other documents
- may supervise other secretarial and clerical staff

Occupation:

521111 Personal Assistant

**521111 PERSONAL ASSISTANT**

Performs liaison, coordination and organisational tasks in support of Managers and Professionals.

Skill Level: 3

UNIT GROUP 5212 SECRETARIES

SECRETARIES perform secretarial, clerical and other administrative tasks in support of Managers, Legal Professionals and other professionals.

Medical Secretaries are excluded from this unit group. Medical Secretaries are included in Unit Group 5421 Receptionists, in Occupation 542114 Medical Receptionist.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- liaising with other staff to arrange meetings, and to gain and provide information
- preparing reports, briefing notes and correspondence, and proofreading work for typographical and grammatical errors
- maintaining appointment diaries and making travel arrangements
- processing incoming and outgoing mail, filing correspondence and maintaining records
- answering telephone calls, responding to inquiries and redirecting callers
- taking and transcribing dictation of letters and other documents
- greeting visitors, ascertaining nature of business and directing visitors to appropriate persons
- may implement management decisions and maintain records of meetings
- may handle bookkeeping and petty cash functions

Occupation:

521211 Secretary (General)

521212 Legal Secretary

**521211 SECRETARY (GENERAL)**

Performs secretarial, clerical and other administrative tasks in support of Managers and Professionals.

Skill Level: 3

**521212 LEGAL SECRETARY**

Performs secretarial, clerical and other administrative tasks in support of Legal Professionals applying knowledge of legal terminology, procedures and documents.

Skill Level: 3

## MAJOR GROUP 5 *continued*

### SUB-MAJOR GROUP 53 GENERAL CLERICAL WORKERS

GENERAL CLERICAL WORKERS perform general administrative, data entry and word processing tasks.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- receiving, sorting, opening, classifying, photocopying and filing information
- entering text and data via keyboards for further processing
- retrieving and updating data in storage and keeping records
- preparing reports, letters and similar matter
- transcribing information, and proofreading and correcting copy

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

- 531 General Clerks
- 532 Keyboard Operators



MINOR GROUP 531 GENERAL CLERKS

GENERAL CLERKS perform a range of clerical and administrative tasks.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- recording, preparing, sorting, classifying and filing information
- sorting, opening and sending mail
- photocopying and faxing documents
- preparing reports of a routine nature
- recording issue of equipment to staff
- receiving letters and telephone messages
- transcribing information onto computers, and proofreading and correcting copy
- may provide customers with information about services
- may perform receptionist duties

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

5311 General Clerks

UNIT GROUP 5311 GENERAL CLERKS

GENERAL CLERKS perform a range of clerical and administrative tasks.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- recording, preparing, sorting, classifying and filing information
- sorting, opening and sending mail
- photocopying and faxing documents
- preparing reports of a routine nature
- recording issue of equipment to staff
- receiving letters and telephone messages
- transcribing information onto computers, and proofreading and correcting copy
- may provide customers with information about services
- may perform receptionist duties

Occupation:

531111 General Clerk

**531111 GENERAL CLERK**

Performs a range of clerical and administrative tasks.

Skill Level: 4

MINOR GROUP 532 KEYBOARD OPERATORS

KEYBOARD OPERATORS input and process text and data, and prepare, edit and generate documents for storage, processing, publication and transmission.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- entering data and codes required to process information
- retrieving, confirming and updating data in storage and keeping records of data input
- taking verbatim records of proceedings in rapid shorthand using computerised equipment and shorthand-writing machines
- transcribing information recorded in shorthand and on sound recording equipment, and proofreading and correcting copy
- reading portions of transcripts during trials and other proceedings on request of Judges and other officials
- reproducing the spoken word, environmental sounds and song lyrics as captions for television programming, and the deaf and hearing impaired
- preparing reports, letters and similar material for publication and electronic transmission
- sorting outgoing material and preparing documents for transmission

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

5321 Keyboard Operators

UNIT GROUP 5321 KEYBOARD OPERATORS

KEYBOARD OPERATORS input and process text and data, and prepare, edit and generate documents for storage, processing, publication and transmission.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- entering data and codes required to process information
- retrieving, confirming and updating data in storage and keeping records of data input
- taking verbatim records of proceedings in rapid shorthand using computerised equipment and shorthand-writing machines
- transcribing information recorded in shorthand and on sound recording equipment, and proofreading and correcting copy
- reading portions of transcripts during trials and other proceedings on request of Judges and other officials
- reproducing the spoken word, environmental sounds and song lyrics as captions for television programming, and the deaf and hearing impaired
- preparing reports, letters and similar material for publication and electronic transmission
- sorting outgoing material and preparing documents for transmission

Occupations:

532111 Data Entry Operator

532112 Machine Shorthand Reporter

532113 Word Processing Operator

**532111 DATA ENTRY OPERATOR**

Alternative Title:

Data Processing Operator

Operates a keyboard to input and transfer data into a computer for storage, processing and transmission.

Skill Level: 4

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5321 KEYBOARD OPERATORS *continued*

#### 532112 MACHINE SHORTHAND REPORTER

Records and reproduces the spoken word in court and parliamentary proceedings, television programming and for the deaf and hearing impaired using handwritten shorthand, stenotype shorthand machines, computer-assisted transcription software and sound recording equipment.

Skill Level: 4

Specialisations:

Braille Transcriber

Court Reporter

Hansard Reporter

Realtime Reporter

Stenocaptioner

#### 532113 WORD PROCESSING OPERATOR

Alternative Title:

Typist

Operates a computer to type, edit and generate a variety of documents and reports.

Skill Level: 4

## MAJOR GROUP 5 *continued*

### SUB-MAJOR GROUP 54 INQUIRY CLERKS AND RECEPTIONISTS

INQUIRY CLERKS AND RECEPTIONISTS respond to requests for information, and receive and greet people.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

*In New Zealand:*

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- answering customer inquiries for information about the organisation and the goods and services it offers
- resolving customer complaints and problems with goods and services provided
- recording information about inquiries and complaints
- greeting and welcoming visitors, and directing them to the appropriate person
- arranging and recording details of appointments
- answering, connecting and transferring telephone calls

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

541 Call or Contact Centre Information Clerks

542 Receptionists

## MAJOR GROUP 5 *continued*

### MINOR GROUP 541 CALL OR CONTACT CENTRE INFORMATION CLERKS

CALL OR CONTACT CENTRE INFORMATION CLERKS provide information to customers about goods and services.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

- AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

#### *In New Zealand:*

- NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- answering customer inquiries for information about goods and services
- resolving customer complaints and problems with goods and services provided
- recording information about inquiries and complaints
- referring complex inquiries to supervisors
- arranging the despatch of information kits and brochures

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

- 5411 Call or Contact Centre Workers
- 5412 Inquiry Clerks

UNIT GROUP 5411 CALL OR CONTACT CENTRE WORKERS

CALL OR CONTACT CENTRE WORKERS respond to telephone, Internet and email inquiries and complaints about an organisation's goods and services, and promote the goods and services.

*Indicative Skill Level:*

The occupation Call or Contact Centre Team Leader has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

The occupation Call or Contact Centre Operator has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- answering incoming calls, emails and messages, and assisting customers with their specific inquiries
- identifying requirements and recording information into computer systems
- coaching staff and assisting call centre operators to resolve problems and customer inquiries
- developing rosters and managing staff numbers to meet work flows
- listening to calls conducted by call centre operators and providing performance feedback
- monitoring and timing calls
- creating further interest in goods and services by offering customers more information about goods and inviting customers to use services on offer
- updating databases to reflect changes to the status of customers and prospective customers
- arranging the despatch of goods, information kits and brochures to customers and interested parties
- undertaking clerical duties, such as faxing, and filling out paperwork, and liaising with other departments associated with completing the customer contact
- issuing invoices and receiving electronic payments for goods and services provided

Occupations:

541111 Call or Contact Centre Team Leader

541112 Call or Contact Centre Operator



## MAJOR GROUP 5 *continued*

### UNIT GROUP 5411 CALL OR CONTACT CENTRE WORKERS *continued*

#### 541111 CALL OR CONTACT CENTRE TEAM LEADER

Alternative Titles:

Call Centre Supervisor

Contact Centre Supervisor

Oversees and determines work requirements, monitors telephone calls, coaches and allocates duties to Call or Contact Centre Operators.

Skill Level: 3

Specialisations:

Call or Contact Centre Coach

Call or Contact Centre Workforce Planner

#### 541112 CALL OR CONTACT CENTRE OPERATOR

Answers customer telephone, Internet and email inquiries about goods and services, and promotes the goods and services.

Skill Level: 4

UNIT GROUP 5412 INQUIRY CLERKS

INQUIRY CLERKS respond to personal, written and telephone inquiries and complaints about the organisation's goods and services, provide information and refer people to other sources.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- answering inquiries about goods and services, and providing information about their availability, location, price and related issues
- responding to inquiries about problems and providing advice, information and assistance
- recording information about inquiries and complaints
- referring complex inquiries to team leaders or expert advisers
- issuing relevant forms, information kits and brochures to interested parties
- accessing and operating computer network systems and communication systems such as public address and paging systems
- may refer inquiries to other sources

Occupation:

541211 Inquiry Clerk

**541211 INQUIRY CLERK**

Alternative Title:

Inquiry Officer (Aus)

Responds to personal, written and telephone inquiries and complaints about the organisation's goods and services, provides information and refers people to other sources.

Skill Level: 4

Specialisation:

Information Clerk

MINOR GROUP 542 RECEPTIONISTS

RECEPTIONISTS receive and welcome visitors, patients, guests and clients, and respond to inquiries and requests.

Medical Secretaries are included in this minor group, in Occupation 542114 Medical Receptionist.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- greeting and welcoming visitors, and directing them to the appropriate person
- arranging and recording details of appointments
- answering inquiries and providing information on the goods, services and activities of the organisation
- answering, connecting and transferring telephone calls
- receiving and resolving complaints from clients and the public
- receiving and distributing correspondence, facsimile messages and deliveries
- maintaining the reception area
- advising on and arranging reservations and accommodation
- may perform other clerical tasks such as word processing, data entry, filing, mail despatch and photocopying

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

5421 Receptionists

UNIT GROUP 5421 RECEPTIONISTS

RECEPTIONISTS receive and welcome visitors, patients, guests and clients, and respond to inquiries and requests.

Medical Secretaries are included in this unit group, in Occupation 542114 Medical Receptionist.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- greeting and welcoming visitors, and directing them to the appropriate person
- arranging and recording details of appointments
- answering inquiries and providing information on the goods, services and activities of the organisation
- answering, connecting and transferring telephone calls
- receiving and resolving complaints from clients and the public
- receiving and distributing correspondence, facsimile messages and deliveries
- maintaining the reception area
- advising on and arranging reservations and accommodation
- may perform other clerical tasks such as word processing, data entry, filing, mail despatch and photocopying

Occupations:

542111 Receptionist (General)

542112 Admissions Clerk

542113 Hotel or Motel Receptionist

542114 Medical Receptionist

**542111 RECEPTIONIST (GENERAL)**

Greets clients and visitors, and responds to personal, telephone, email and written inquiries and requests.

Skill Level: 4

**542112 ADMISSIONS CLERK**

Alternative Title:

Hospital Ward Clerk

Records and processes information required for the admission and discharge of hospital patients and responds to telephone inquiries.

Skill Level: 4

## **MAJOR GROUP 5** *continued*

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### **UNIT GROUP 5421 RECEPTIONISTS** *continued*

#### **542113 HOTEL OR MOTEL RECEPTIONIST**

Greets and checks in guests, and looks after their needs on arrival and during their stay in a hotel or motel.

Skill Level: 4

#### **542114 MEDICAL RECEPTIONIST**

Greets patients and other clients in a health facility, such as a clinic, practice, centre or surgery, and responds to personal, telephone and written inquiries and requests.

Skill Level: 4

SUB-MAJOR GROUP 55 NUMERICAL CLERKS

NUMERICAL CLERKS compile, record and process documents relating to creditors and debtors, operating costs, financial transactions and payrolls, provide financial services to bank customers, and undertake routine statistical and actuarial computations.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- processing accounts payable and receivable, and payment of wages and salaries
- keeping financial records, and maintaining, reconciling and balancing accounts
- processing and authorising credit and loan applications, and processing insurance applications and claims
- accepting money deposited by customers and crediting customers' accounts
- maintaining records of securities registrations and transactions
- compiling financial and statistical data, tables, graphs and charts

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

- 551 Accounting Clerks and Bookkeepers
- 552 Financial and Insurance Clerks

## MAJOR GROUP 5 *continued*

### MINOR GROUP 551 ACCOUNTING CLERKS AND BOOKKEEPERS

ACCOUNTING CLERKS AND BOOKKEEPERS compile, record and process documents relating to creditors and debtors, operating costs, financial transactions and payrolls.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- preparing and processing documentation related to accounts payable and receivable, and wages and salaries
- reconciling invoices and despatching payments
- investigating, compiling and preparing reports of operating cost data
- keeping financial records
- maintaining, reconciling and balancing accounts
- processing payments of accounts, and wages and salaries

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

- 5511 Accounting Clerks
- 5512 Bookkeepers
- 5513 Payroll Clerks

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5511 ACCOUNTING CLERKS

ACCOUNTING CLERKS monitor creditor and debtor accounts, undertake related routine documentation, and calculate and investigate the cost of wages, materials, overheads and other operating costs.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- preparing and processing documentation related to accounts payable and receivable
- reconciling invoices and despatching payments
- calculating, analysing and investigating the costs of proposed expenditure, wages and standard costs
- preparing bank reconciliations
- allocating expenditure to specified budget accounts
- summarising expenditure and receipts
- preparing records of standard costs and values for items such as raw materials and packaging supplies
- recording cost variations and contract price movements
- compiling cost data for preparation of operating budgets, and profit and loss calculations
- investigating the costs of proposed expenditures, quotations and estimates
- preparing reports of total costs, inventory adjustments, selling prices and profits
- may work in a call centre

Occupations:

551111 Accounts Clerk

551112 Cost Clerk

#### 551111 ACCOUNTS CLERK

Alternative Title:

Accounts Payable or Receivable Clerk

Monitors creditor and debtor accounts, and undertakes related routine documentation. May work in a call centre.

Skill Level: 4

Specialisations:

Audit Clerk

Investment Accounting Clerk

#### 551112 COST CLERK

Calculates and investigates the cost of wages, materials, overheads and other operating expenses.

Skill Level: 4



UNIT GROUP 5512 BOOKKEEPERS

BOOKKEEPERS maintain and evaluate records of financial transactions in account books and computerised accounting systems.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- keeping financial records, and maintaining and balancing accounts using manual and computerised systems
- monitoring cash flow and lines of credit
- preparing and producing financial statements, budget and expenditure reports and analyses using account books, ledgers and accounting software packages
- preparing invoices, purchase orders and bank deposits
- reconciling accounts against monthly bank statements
- verifying recorded transactions and reporting irregularities to management
- may be required to prepare forms reporting business tax entitlements and obligations such as the amount of goods and services tax paid and collected

Occupation:

551211 Bookkeeper

**551211 BOOKKEEPER**

Maintains and evaluates records of financial transactions in account books and computerised accounting systems.

Skill Level: 4

Specialisation:

Financial Administration Officer

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5513 PAYROLL CLERKS

PAYROLL CLERKS prepare payrolls and related records for employee salaries and statutory record-keeping purposes.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- creating files for new employees to record payroll data
- maintaining and updating files for existing employees to record information such as employee contact details, leave taken, overtime, promotions, transfers, tax deductions, health insurance payments and superannuation
- preparing payroll data from time sheets and other payroll and personnel records
- processing payment of wages and salaries
- issuing and recording adjustments to employees' pay
- interpreting industrial awards
- providing information to employees and managers about payroll matters such as tax issues, benefits and deductions
- finalising files and arrangements when employees retire, resign or transfer
- may be involved in maintaining superannuation and other deduction and contribution records

Occupation:

551311 Payroll Clerk

#### 551311 PAYROLL CLERK

Alternative Titles:

Pay Clerk

Payroll Officer

Prepares payroll and related records for employee salaries and statutory record-keeping purposes.

Skill Level: 4

MINOR GROUP 552 FINANCIAL AND INSURANCE CLERKS

FINANCIAL AND INSURANCE CLERKS receive deposits and pay out money in financial institutions, process credit, loan and insurance applications, maintain records of securities transactions and registrations, offer odds and accept bets, and compile data and undertake statistical and actuarial computations.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- answering customer inquiries about bank accounts, credit standing and loans
- receiving deposits of money from and paying withdrawals of money to customers, and crediting and debiting their accounts
- processing and authorising the approval of credit and loan applications
- offering and varying odds on sporting events, and accepting and paying out bets
- processing insurance applications, adjustments to cover and claims against policies
- maintaining records of securities registrations and transactions
- compiling tables, graphs and charts

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

- 5521 Bank Workers
- 5522 Credit and Loans Officers
- 5523 Insurance, Money Market and Statistical Clerks

UNIT GROUP 5521 BANK WORKERS

BANK WORKERS receive deposits and pay out money in financial and commercial institutions, keep records of transactions, issue receipts and cash cheques.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- greeting customers, identifying their needs and answering customer inquiries
- ensuring customers' forms are filled in correctly and checking customers' identification
- accepting cash and cheques deposited by customers, verifying records and receipts, and crediting customers' accounts
- paying money to customers according to advice slips, cheques and negotiable documents, and debiting customers' accounts
- providing change, cashing cheques and recording transactions
- opening and closing accounts for customers
- balancing cash and advising supervisors of cash position and discrepancies
- explaining and promoting bank services to customers and referring them to appropriate financial services

Occupation:

552111 Bank Worker

**552111 BANK WORKER**

Receives deposits and pays out money in a financial or commercial institution, keeps records of transactions, issues receipts and cashes cheques.

Skill Level: 4

UNIT GROUP 5522 CREDIT AND LOANS OFFICERS

CREDIT AND LOANS OFFICERS analyse, evaluate and process credit and loan applications.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- analysing information about customers and examining references, credit ratings, investment risks, pay slips and other information against predetermined policy standards
- contacting financial and credit institutions to obtain information about customers
- preparing papers setting out conditions of credit and loans, rates of repayment and loan periods, and providing information about customers' standing to financial and credit institutions
- authorising the approval of credit and loan applications and recommending credit and loan conditions and limits
- keeping records of payments, and preparing routine letters requesting payment for overdue accounts and forwarding these for legal action
- answering inquiries concerning credit standing of customers, loan balances and penalties
- may recommend, approve and arrange mortgages
- may work in a call centre

Occupation:

552211 Credit or Loans Officer

**552211 CREDIT OR LOANS OFFICER**

Alternative Titles:

Credit Clerk  
Finance Clerk  
Lending Consultant  
Loans Consultant  
Loans Officer

Analyses, evaluates and processes credit and loan applications. May work in a call centre.

Skill Level: 4

UNIT GROUP 5523 INSURANCE, MONEY MARKET AND STATISTICAL CLERKS

INSURANCE, MONEY MARKET AND STATISTICAL CLERKS prepare and check documentation associated with insurance, maintain records of securities transactions and registrations, offer odds and accept bets, and compile data and undertake statistical and actuarial computations.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- obtaining information on the form of competitors by research, attending race trials and liaising with contacts
- offering and varying odds on competitors after considering the type of event, handicaps, weather conditions and odds offered by other Bookmakers
- processing insurance applications, adjustments to insurance cover, standard endorsements and insurance claims
- monitoring balances of accounts and summarising reinsurance to determine outstanding risk
- surveying potential risk exposure
- despatching notices of premiums due and forms concerning conservation and transfer of insurance
- reviewing, checking, verifying and issuing transaction documentation for securities
- claiming accruing dividends and processing dividend payments
- compiling statistics from financial records, survey returns and other data sources, and verifying the authenticity of the material
- operating computers to input, manipulate and output information
- compiling results of calculations into tables, graphs and charts to be used in analysis
- may work in a call centre

Occupations:

- 552311 Bookmaker
- 552312 Insurance Consultant
- 552313 Money Market Clerk
- 552314 Statistical Clerk

**552311 BOOKMAKER**

Determines risk, offers odds and accepts bets on the outcome of racing and other events. Registration or licensing is required.

This occupation is illegal in New Zealand.

Skill Level: 4

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5523 INSURANCE, MONEY MARKET AND STATISTICAL CLERKS *continued*

#### 552312 INSURANCE CONSULTANT

Alternative Title:

Insurance Clerk

Prepares and checks documentation associated with insurance. May work in a call centre.

Skill Level: 4

Specialisations:

Health Insurance Assessor

Superannuation Clerk

#### 552313 MONEY MARKET CLERK

Alternative Titles:

Scrip Clerk (Stockbroking)

Securities Clerk

Processes documentation and maintains records of securities transactions and registrations.

Skill Level: 4

#### 552314 STATISTICAL CLERK

Compiles data and undertakes statistical and actuarial computations.

Skill Level: 4

Specialisation:

Actuarial Clerk

## MAJOR GROUP 5 *continued*

### SUB-MAJOR GROUP 56 CLERICAL AND OFFICE SUPPORT WORKERS

CLERICAL AND OFFICE SUPPORT WORKERS perform a range of routine clerical and administrative tasks necessary to support the operation of organisations.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- recording and entering bets, debiting credit and bank accounts electronically, and receiving cash
- sorting documents, mail and parcels, and delivering items to customers
- recording and updating information in record management systems
- interviewing people in surveys and market research to obtain information and their attitudes
- connecting, holding and transferring telephone calls, and providing telephone service information
- receiving advertising copy and entering text and other details
- reading meters

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

561 Clerical and Office Support Workers



## MAJOR GROUP 5 *continued*

### MINOR GROUP 561 CLERICAL AND OFFICE SUPPORT WORKERS

CLERICAL AND OFFICE SUPPORT WORKERS perform a range of routine clerical and administrative tasks necessary to support the operation of organisations.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- recording and entering bets, debiting credit and bank accounts electronically, and receiving cash
- sorting documents, mail and parcels, and delivering items to customers
- recording and updating information in record management systems
- interviewing people in surveys and market research to obtain information and their attitudes
- connecting, holding and transferring telephone calls, and providing telephone service information
- receiving advertising copy and entering text and other details
- reading meters

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

- 5611 Betting Clerks
- 5612 Courier and Postal Deliverers
- 5613 Filing and Registry Clerks
- 5614 Mail Sorters
- 5615 Survey Interviewers
- 5616 Switchboard Operators
- 5619 Other Clerical and Office Support Workers

UNIT GROUP 5611 BETTING CLERKS

BETTING CLERKS take bets from customers at betting agencies, over the telephone and on course.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

Registration or licensing may be required.

*Tasks Include:*

- taking bets and debiting credit accounts and bank accounts electronically, and receiving cash
- recording and entering bets electronically and in transaction ledgers
- issuing tickets and preparing summaries of transactions
- monitoring amounts of money placed on race entrants
- checking details and numbers on winning betting tickets against those in betting ledgers and electronic records, and paying out money on winning tickets
- verifying the identity and account balances of betting agency customers
- answering betting inquiries over the telephone, via email and in person
- may work in a call centre

Occupations:

561111 Betting Agency Counter Clerk

561112 Bookmaker's Clerk

561113 Telephone Betting Clerk

561199 Betting Clerks nec

**561111 BETTING AGENCY COUNTER CLERK**

Records and processes customer bets, payments and payouts over the counter at a betting agency for horse and dog racing, and other sports and events.

Skill Level: 5

**561112 BOOKMAKER'S CLERK**

Alternative Title:

Penciller

Assists Bookmakers to provide oncourse betting services at race meetings. Registration or licensing is required.

This occupation is illegal in New Zealand.

Skill Level: 5

Specialisation:

Bagman/woman (Aus)

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5611 BETTING CLERKS *continued*

#### 561113 TELEPHONE BETTING CLERK

Records and processes customer bets and account details over the telephone for horse and dog racing, and other sports events. May work in a call centre.

Skill Level: 5

#### 561199 BETTING CLERKS NEC

This occupation group covers Betting Clerks not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Bingo Caller

Keno Terminal Operator

UNIT GROUP 5612 COURIERS AND POSTAL DELIVERERS

COURIERS AND POSTAL DELIVERERS deliver small items such as documents, messages, mail and parcels.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- sorting and sequencing items for delivery
- delivering mail, parcels, documents and other items to customers' premises and mailboxes
- receiving orders for deliveries from customers
- collecting signatures and charges for cash-on-delivery orders
- issuing and collecting receipts for pick-up and delivery items
- keeping records of items received and delivered
- maintaining walk books, directories, mail counts, equipment maintenance logs and other delivery records
- loading and unloading mail conveyances and internal mail handling equipment
- assisting with receipting inward mail, checking wrongly addressed, missorted, undelivered and redirected mail, and processing freepost and underpaid mail

Occupations:

561211 Courier

561212 Postal Delivery Officer

**561211 COURIER**

Delivers goods, documents, messages, samples, x-rays and test results.

Skill Level: 5

Specialisations:

Bicycle Courier

Motorbike Courier

Parcel Contractor

Rural Mail Contractor

**561212 POSTAL DELIVERY OFFICER**

Alternative Title:

Postie

Delivers mail on foot, by bicycle or by motorised transport over allocated delivery rounds.

Skill Level: 5

UNIT GROUP 5613 FILING AND REGISTRY CLERKS

FILING AND REGISTRY CLERKS process and handle information and documents to maintain access to and security of database and record management systems.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- sorting information and documents for filing according to database and record management system protocols
- classifying and coding information and documents for inclusion in database and record management systems
- updating and modifying records
- filing information and documents in database and record management systems
- identifying and retrieving information and documents for users
- recording file and document movements
- labelling storage locations, and assembling and labelling new files
- removing inactive and dead files

Occupation:

561311 Filing or Registry Clerk

**561311 FILING OR REGISTRY CLERK**

Alternative Title:

Records Clerk

Processes and handles information and documents to maintain access to and security of database and record management systems.

Skill Level: 5

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5614 MAIL SORTERS

MAIL SORTERS receive, sort and despatch mail in organisations and postal sorting centres.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- receiving and checking incoming mail and mail bags
- assisting with 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 letter indexing and sorting machines, multi-line optical character machines and bar-coding equipment
- investigating complaints regarding lost items

Occupations:

561411 Mail Clerk

561412 Postal Sorting Officer

#### **561411 MAIL CLERK**

Alternative Title:

Mail Officer

Collects, sorts and despatches mail within an organisation.

Skill Level: 5

#### **561412 POSTAL SORTING OFFICER**

Receives, sorts and despatches mail in a post office or postal sorting centre.

Skill Level: 5

Specialisation:

Parcel Post Officer

UNIT GROUP 5615 SURVEY INTERVIEWERS

SURVEY INTERVIEWERS interview people and record their responses to survey and market research questions on a range of topics.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- contacting people face-to-face and via the telephone to conduct surveys
- recording answers to survey questions manually and electronically
- recording the distribution of questionnaires
- collecting questionnaires and returning them to supervisors
- scanning questionnaires to ensure that important questions have been answered
- may interview people at random in crowds and on the street
- may provide self-completion questionnaires
- may encode responses and check their consistency
- may work in a call centre

Occupation:

561511 Survey Interviewer

**561511 SURVEY INTERVIEWER**

Alternative Title:

Interviewer

Interviews people and records their responses to survey and market research questions on a range of topics. May work in a call centre.

Skill Level: 5

Specialisation:

Market Research Interviewer

UNIT GROUP 5616 SWITCHBOARD OPERATORS

SWITCHBOARD OPERATORS operate telecommunication switchboards and consoles to assist callers establish telephone connections, and receive caller inquiries and fault reports.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*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
- may monitor the efficiency of systems and maintain service sampling records

Occupation:

561611 Switchboard Operator

**561611 SWITCHBOARD OPERATOR**

Alternative Title:

Telephone Operator

Operates telecommunication switchboards and consoles to assist callers establish telephone connections, and receive caller inquiries and fault reports.

Skill Level: 5



## MAJOR GROUP 5 *continued*

### UNIT GROUP 5619 OTHER CLERICAL AND OFFICE SUPPORT WORKERS

This unit group covers Clerical and Office Support Workers not elsewhere classified.

It includes Classified Advertising Clerks, Meter Readers and Parking Inspectors.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

Occupations:

561911 Classified Advertising Clerk

561912 Meter Reader

561913 Parking Inspector

561999 Clerical and Office Support Workers nec

#### **561911 CLASSIFIED ADVERTISING CLERK**

Receives and records advertising copy for publication and broadcasting.

Skill Level: 5

#### **561912 METER READER**

Reads electric, gas or water meters, records usage, inspects meters and connections for defects and damage, and reports irregularities.

Skill Level: 5

#### **561913 PARKING INSPECTOR**

Patrols assigned areas and issues parking infringement notices to owners of vehicles that are illegally parked.

Skill Level: 5

#### **561999 CLERICAL AND OFFICE SUPPORT WORKERS NEC**

This occupation group covers Clerical and Office Support Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Media Monitor (Aus)

## MAJOR GROUP 5 *continued*

### SUB-MAJOR GROUP 59 OTHER CLERICAL AND ADMINISTRATIVE WORKERS

This sub-major group covers Clerical and Administrative Workers not elsewhere classified.

It includes Logistics Clerks.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualifications.

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

591 Logistics Clerks

599 Miscellaneous Clerical and Administrative Workers

## MAJOR GROUP 5 *continued*

### MINOR GROUP 591 LOGISTICS CLERKS

LOGISTICS CLERKS coordinate the purchasing, receipt, recording, monitoring, and distribution of goods and services, and the clearance and collection of imported cargo and shipment of cargo for export.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- receiving, checking and processing purchase requests
- verifying incoming and outgoing goods against records
- providing information about price, and calculating storage and clearance charges
- maintaining records of goods received and despatched
- recording customs clearance requirements and authorising collection of cargo
- organising despatch and collection of goods

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

- 5911 Purchasing and Supply Logistics Clerks
- 5912 Transport and Despatch Clerks

UNIT GROUP 5911 PURCHASING AND SUPPLY LOGISTICS CLERKS

PURCHASING AND SUPPLY LOGISTICS CLERKS prepare and process orders for goods and services, monitor stock levels and supply sources and maintain stock and inventory levels, record and coordinate the flow of materials between departments, prepare production schedules, and administer and coordinate storage and distribution operations within organisations.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- requisitioning supplies from stock and sending orders to production departments and other firms
- confirming completion of orders and compliance with details specified, signing tally sheets and attaching to checked items
- receiving and checking purchase requests against inventory records and stock on hand
- examining orders and compiling data for production schedules
- checking inventories and preparing delivery schedules
- examining containers to ensure that they are filled, and recording quantities
- investigating and identifying supply sources and preparing and processing purchase orders
- providing price and other information about goods to prospective customers
- counting incoming stock and reconciling it with requisitions, and updating inventory and stock location records
- establishing and coordinating the operating procedures for receiving, handling, storing and shipping goods

Occupations:

- 591111 Order Clerk
- 591112 Production Clerk
- 591113 Purchasing Officer
- 591114 Sales Clerk
- 591115 Stock Clerk
- 591116 Warehouse Administrator

**591111 ORDER CLERK**

Alternative Title:

Customer Orders Clerk

Receives purchase requests for good and services, checks requests against inventory records and stock, and processes orders.

Skill Level: 4

Specialisation:

Mail Order Clerk

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5911 PURCHASING AND SUPPLY LOGISTICS CLERKS *continued*

#### 591112 PRODUCTION CLERK

Alternative Titles:

Production Recorder

Schedule Clerk

Records and coordinates the flow of work and materials between departments, examines orders for goods, and prepares production schedules.

Skill Level: 4

Specialisations:

Delivery Clerk

Logistics Clerk

#### 591113 PURCHASING OFFICER

Alternative Title:

Procurement Clerk

Prepares purchase orders, monitors supply sources and negotiates contracts with suppliers.

Skill Level: 4

#### 591114 SALES CLERK

Alternative Title:

Internal Salesperson (Aus)

Receives and processes purchase orders for goods and services, and provides information and advice about goods and services.

Skill Level: 4

Specialisations:

Engineering Sales Clerk

Lay-by Clerk (Aus)

#### 591115 STOCK CLERK

Alternative Titles:

Stock Control Clerk

Stores Clerk

Monitors stock levels and maintains stock, order and inventory records.

Skill Level: 4

Specialisations:

Inventory Clerk

Supply Clerk

#### 591116 WAREHOUSE ADMINISTRATOR

Administers and coordinates storage and distribution operations within an organisation.

Skill Level: 4

UNIT GROUP 5912 TRANSPORT AND DESPATCH CLERKS

TRANSPORT AND DESPATCH CLERKS verify and maintain records of incoming and outgoing goods, prepare goods for despatch, arrange clearance and collection of imported cargo from customs and bond stores, and arrange shipment of cargo for export.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- identifying items and 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
- maintaining prescribed records of goods received and despatched
- 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 and collection of goods from customers
- providing information to customers on custom tariffs, tariff classifications and concessions, and methods of clearing goods

Occupations:

591211 Despatching and Receiving Clerk

591212 Import-Export Clerk

**591211 DESPATCHING AND RECEIVING CLERK**

Alternative Titles:

Despatch Clerk

Freight Clerk

Verifies and maintains records of incoming and outgoing goods in a warehouse or distribution centre and prepares goods for despatch.

Skill Level: 4

Specialisations:

Aircraft Load Controller

Shipping and Receiving Clerk

Truck Despatcher

**MAJOR GROUP 5** *continued*

**UNIT GROUP 5912 TRANSPORT AND DESPATCH CLERKS** *continued*

**591212 IMPORT-EXPORT CLERK**

Alternative Title:

Customs Broker

Arranges the clearance and collection of imported cargo from customs and bond stores, and the shipment of cargo for export.

Skill Level: 4

Specialisations:

Bond Clerk

Customs Agent

Wharf Tally Clerk

**MINOR GROUP 599 MISCELLANEOUS CLERICAL AND ADMINISTRATIVE WORKERS**

This minor group covers Clerical and Administrative Workers not elsewhere classified.

It includes Conveyancers and Legal Executives, Court and Legal Clerks, Debt Collectors, Human Resource Clerks, Inspectors and Regulatory Officers, Insurance Investigators, Loss Adjusters and Risk Surveyors, and Library Assistants.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

*In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualifications.

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

- 5991 Conveyancers and Legal Executives
- 5992 Court and Legal Clerks
- 5993 Debt Collectors
- 5994 Human Resource Clerks
- 5995 Inspectors and Regulatory Officers
- 5996 Insurance Investigators, Loss Adjusters and Risk Surveyors
- 5997 Library Assistants
- 5999 Other Miscellaneous Clerical and Administrative Workers



UNIT GROUP 5991 CONVEYANCERS AND LEGAL EXECUTIVES

CONVEYANCERS AND LEGAL EXECUTIVES act for and on behalf of clients in the areas of property transfer, company and business law, trusts, wills, probate and litigation.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- preparing, examining and advising on contracts of sale for properties and businesses
- carrying out title searches and contacting government authorities to find out if any planned development, illegal building work and disputes could affect properties and businesses
- preparing, examining and advising on mortgage documentation
- negotiating the terms and conditions of, and exchanging, contracts of sale, paying deposits, arranging payment of stamp duty, checking for outstanding arrears and land tax obligations, and calculating adjustments for council and water rates
- interviewing clients to determine the nature of issues, and receiving written information concerning cases from Legal Professionals and clients
- conferring with clients and potential witnesses and drawing up statements and proposed affidavits in preparation for court proceedings
- maintaining legal files
- preparing, analysing and interpreting a variety of legal documents
- assisting Legal Professionals to prepare cases for court by conducting investigations, undertaking research, arranging witness preparation and attendance, and preparing and filing court documents
- may supervise Law Clerks and Legal Secretaries and take responsibility for their work

Occupations:

599111 Conveyancer

599112 Legal Executive

**599111 CONVEYANCER**

Alternative Title:

Settlement Agent

Acts for and on behalf of clients in the area of property and business transfers. Registration or licensing may be required.

Skill Level: 2

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5991 CONVEYANCERS AND LEGAL EXECUTIVES *continued*

#### 599112 LEGAL EXECUTIVE

Acts for and on behalf of clients in the areas of property transfer, company and business law, trusts, wills, probate and litigation under the general supervision of a Barrister or Solicitor. Registration or licensing may be required.

Skill Level: 2

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5992 COURT AND LEGAL CLERKS

COURT AND LEGAL CLERKS provide administrative and operational support to Legal Professionals by performing clerical work associated with the functions of courts, legal practices and the administration of trusts and estates.

Legal Secretaries, Court Reporters and Legal Executives are excluded from this unit group. Legal Secretaries are included in Unit Group 5212 Secretaries. Court Reporters are included in Unit Group 5321, in Occupation 532112 Machine Shorthand Reporter. Legal Executives are included in Unit Group 5991 Conveyancers and Legal Executives.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- listing actions for hearing and processing documentation for court actions
- documenting details of court proceedings, actions and decisions
- enforcing the law as an officer of the court by executing court orders such as eviction notices
- serving legal orders and documents such as summonses and subpoenas
- organising jury and witness lists, and summoning and swearing in juries and witnesses
- maintaining order in court and hearing rooms and adjacent areas
- assisting Solicitors in areas of conveyancing, contracts, common law, probate and other legal practice matters
- satisfying statutory requirements, establishing beneficial entitlements and distributing assets
- maintaining probate and trust files, investing trust funds and administering accounts

Occupations:

- 599211 Clerk of Court
- 599212 Court Bailiff or Sheriff (Aus) / Court Collections Officer (NZ)
- 599213 Court Orderly (Aus) / Court Registry Officer (NZ)
- 599214 Law Clerk
- 599215 Trust Officer

#### **599211 CLERK OF COURT**

Administers court registry services and performs administrative functions in support of Judges and Magistrates.

Skill Level: 3

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5992 COURT AND LEGAL CLERKS *continued*

#### **599212 COURT BAILIFF OR SHERIFF (AUS) / COURT COLLECTIONS OFFICER (NZ)**

Implements court orders and serves legal orders and summonses as an officer of the court.

Skill Level: 3

Specialisation:

Sheriff's Officer (Aus)

#### **599213 COURT ORDERLY (AUS) / COURT REGISTRY OFFICER (NZ)**

Alternative Titles:

Court Attendant

Court Officer

Provides operational support to a court or registry.

Skill Level: 3

Specialisation:

Court Usher

#### **599214 LAW CLERK**

Alternative Title:

Legal Clerk

Performs specialised clerical work associated with legal practice and law courts.

Skill Level: 3

#### **599215 TRUST OFFICER**

Alternative Title:

Trust Clerk

Administers trusts, estates and settlements on behalf of beneficiaries.

Skill Level: 3

UNIT GROUP 5993 DEBT COLLECTORS

DEBT COLLECTORS collect consumer, commercial, insurance and other forms of debt for clients, make arrangements to settle overdue accounts, formalise payment arrangements and follow up until accounts are fully paid.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- liaising with clients, credit staff, accounts receivable departments, process servers, Private Investigators, Barristers and Solicitors to find solutions to payment problems
- identifying, locating and notifying debtors of overdue accounts in writing, by telephoning and in person, and arranging for payments to be made
- tracing addresses of debtors who have moved
- arranging new repayment plans for debtors having difficulties making existing repayments
- referring debtors' disputes to creditors
- issuing instructions for the commencement of legal action and enforcement to recover money
- arranging for money and goods collected to be transferred to creditors' possession, and preparing statements of account for creditors
- recording amounts collected and noting any further action required
- complying with debt collection guidelines and relevant legislation

Occupation:

599311 Debt Collector

**599311 DEBT COLLECTOR**

Alternative Titles:

Debt Recovery Officer

Mercantile Agent (Aus)

Collects consumer, commercial, insurance and other forms of debt for clients, makes arrangements to settle overdue accounts, formalises payment arrangements and follows up until accounts are fully paid. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Collection Agent

Collection Officer

Repossession Agent

UNIT GROUP 5994 HUMAN RESOURCE CLERKS

HUMAN RESOURCE CLERKS maintain and update personnel records such as information on transfers and promotions, employee leave taken and accumulated, salaries, superannuation and taxation, qualifications and training.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- updating information on leave taken and accumulated, employment history, salaries, superannuation and taxation, qualifications and training
- raising records for newly appointed workers and checking records for completeness
- processing applications for employment and promotions and advising applicants of results
- receiving and answering inquiries about employment entitlements and conditions
- sending out announcements of job openings and job examinations
- issuing job application forms
- compiling data from personnel records and preparing reports
- storing and retrieving personnel records and files on request

Occupation:

599411 Human Resource Clerk

**599411 HUMAN RESOURCE CLERK**

Alternative Titles:

Employment Office Clerk

Human Resources Records Clerk

Personnel Records Clerk

Maintains and updates personnel records such as information on transfers and promotions, employee leave taken and accumulated, salaries, superannuation and taxation, qualifications and training.

Skill Level: 4

Specialisations:

Psychological Examiner (Army)

Roster Clerk

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5995 INSPECTORS AND REGULATORY OFFICERS

INSPECTORS AND REGULATORY OFFICERS administer and enforce government and corporate regulations and standards.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

#### *Tasks Include:*

- searching aircraft, vehicles, premises and people, and checking documents and goods to detect illegal activities such as undocumented cargo, prohibited goods and illegal aliens
- examining and assessing visas and residency applications
- testing applicants' ability to operate a motor vehicle, assessing applicants' suitability to hold learner's permits and probationary licences, and issuing learner's permits and probationary licences
- identifying pest and weed problems and determining treatments and management
- assessing claims for government benefits
- carrying out random checks of taxation documents to detect non-compliance with taxation legislation
- conducting visual checks of the mechanical, structural, electrical, pneumatic and hydraulic systems of railway wagons, carriages and locomotives for condition and correct classification
- ensuring that train, tram and bus services are provided according to schedule, monitoring the cleanliness, presentation and condition of vehicles, and recommending improvements and changes to services
- receiving and assessing applications for licences to use water, investigating the ability of water resources to meet new requirements, and conducting site inspections

Occupations:

- 599511 Customs Officer
- 599512 Immigration Officer
- 599513 Motor Vehicle Licence Examiner
- 599514 Noxious Weeds and Pest Inspector
- 599515 Social Security Assessor
- 599516 Taxation Inspector
- 599517 Train Examiner
- 599518 Transport Operations Inspector
- 599521 Water Inspector
- 599599 Inspectors and Regulatory Officers nec

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5995 INSPECTORS AND REGULATORY OFFICERS *continued*

#### 599511 CUSTOMS OFFICER

Alternative Title:

Customs Inspector

Administers and enforces customs and related legislation, and assists with customs control of overseas passengers, crew, aircraft, ships, cargo, mail and bond stores.

Skill Level: 4

Specialisation:

Customs Investigator

#### 599512 IMMIGRATION OFFICER

Examines and assesses the entry of people from other countries, administers visas and residency applications according to immigration legislation, rules and policies, and, where necessary, uses legal powers to detain and remove illegal entrants.

Skill Level: 4

#### 599513 MOTOR VEHICLE LICENCE EXAMINER

Tests motor vehicle driving licence applicants and issues learner's permits and probationary licences.

Registration or licensing is required.

Skill Level: 4

#### 599514 NOXIOUS WEEDS AND PEST INSPECTOR

Alternative Title:

Biosecurity Officer (Weeds and Pests)

Inspects and monitors plants, land and water for noxious plants and animal species, and organises for their control or eradication.

Skill Level: 4

#### 599515 SOCIAL SECURITY ASSESSOR

Assesses social welfare claims and entitlements under government legislation and investigates fraud and suspected breaches of legislation.

Skill Level: 4

#### 599516 TAXATION INSPECTOR

Inspects and assesses taxation returns to ensure compliance with government legislation, and investigates suspected breaches of taxation legislation.

Skill Level: 4

#### 599517 TRAIN EXAMINER

Inspects rolling stock in railway yards, terminals and stations to ensure adherence to safety standards and operational rules and regulations.

Skill Level: 4

Specialisation:

Locomotive Inspector



## MAJOR GROUP 5 *continued*

### UNIT GROUP 5995 INSPECTORS AND REGULATORY OFFICERS *continued*

#### 599518 TRANSPORT OPERATIONS INSPECTOR

Monitors scheduled train, tram and bus services and investigates accidents, complaints and service disruptions.

Skill Level: 4

Specialisations:

Bus Inspector

Tram Inspector

#### 599521 WATER INSPECTOR

Monitors the allocation and use of water from water resources such as streams, rivers and underground sources.

Skill Level: 4

Specialisations:

Boring Inspector

Stream Control Officer

#### 599599 INSPECTORS AND REGULATORY OFFICERS NEC

This occupation group covers Inspectors and Regulatory Officers not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Dog Catcher

Technician Preventative Medicine (Army)

Trade Mark Examiner (Aus)

Travel Accommodation Inspector

Weights and Measures Inspector

**UNIT GROUP 5996 INSURANCE INVESTIGATORS, LOSS ADJUSTERS AND RISK SURVEYORS**

INSURANCE INVESTIGATORS, LOSS ADJUSTERS AND RISK SURVEYORS conduct investigations into insurance claims to ensure their validity, inspect and assess the damage and loss to insured properties and businesses, estimate insurance costs, and inspect insured properties to evaluate conditions affecting underwriting standards.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- examining scenes of incidents resulting in insurance claims to determine causes and effects
- interviewing witnesses and claimants to obtain details required to assess the validity of claims and identify the parties responsible for accidents, damage and loss, and preparing statements and reports
- inspecting damaged buildings, equipment and motor vehicles and estimating the cost of repairs
- estimating business losses resulting from fire, theft and other business disruptions
- reporting the extent of damage and estimated costs to the insurer
- 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

Occupations:

599611 Insurance Investigator  
599612 Insurance Loss Adjuster  
599613 Insurance Risk Surveyor

**599611 INSURANCE INVESTIGATOR**

Conducts investigations into insurance claims to ensure their validity. Registration or licensing is required.

Skill Level: 3

**MAJOR GROUP 5** *continued*

**UNIT GROUP 5996 INSURANCE INVESTIGATORS, LOSS ADJUSTERS AND RISK SURVEYORS** *continued*

**599612 INSURANCE LOSS ADJUSTER**

Alternative Title:

Insurance Loss Assessor

Inspects and assesses the damage and loss to insured property and business, estimates insurance costs, and acts to minimise the cost of claims to an insurance company.

Skill Level: 3

**599613 INSURANCE RISK SURVEYOR**

Inspects items and properties to evaluate conditions affecting underwriting standards, and develops and promotes safety programs.

Skill Level: 3

UNIT GROUP 5997 LIBRARY ASSISTANTS

LIBRARY ASSISTANTS issue, receive and shelve library items and maintain associated records.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- issuing library items to borrowers and recording identification data and due dates
- sorting and shelving returned items
- locating and retrieving items on request
- maintaining records and index systems
- receiving overdue items, issuing overdue notices, and receiving fines
- inspecting returned items for damage and making minor repairs
- assisting with the preparation of displays and promotional activities
- may prepare catalogued items for shelving

Occupation:

599711 Library Assistant

**599711 LIBRARY ASSISTANT**

Alternative Titles:

Library Attendant

Library Clerk

Issues, receives and shelves library items and maintains associated records.

Skill Level: 4

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5999 OTHER MISCELLANEOUS CLERICAL AND ADMINISTRATIVE WORKERS

This unit group covers Clerical and Administrative Workers not elsewhere classified.

It includes Coding Clerks, Production Assistants (Film, Television, Radio or Stage), Proof Readers and Radio Despatchers.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

Occupations:

599911 Coding Clerk

599912 Production Assistant (Film, Television, Radio or Stage)

599913 Proof Reader

599914 Radio Despatcher

599999 Clerical and Administrative Workers nec

#### **599911 CODING CLERK**

Translates narrative descriptions and numeric information into classification or record systems.

Skill Level: 4

Specialisations:

Clinical Coder

Medical Record Clerk

#### **599912 PRODUCTION ASSISTANT (FILM, TELEVISION, RADIO OR STAGE)**

Provides technical, administrative and organisational support to producers or directors for film, television, radio or stage productions.

Skill Level: 4

#### **599913 PROOF READER**

Reads draft copies and proofs, detects errors and marks corrections to grammar, typing and composition.

Skill Level: 4

## MAJOR GROUP 5 *continued*

### UNIT GROUP 5999 OTHER MISCELLANEOUS CLERICAL AND ADMINISTRATIVE WORKERS *continued*

#### 599914 RADIO DESPATCHER

Alternative Titles:

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. Registration or licensing may be required.

Skill Level: 4

#### 599999 CLERICAL AND ADMINISTRATIVE WORKERS NEC

This occupation group covers Clerical and Administrative Workers not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Examination Supervisor

Train Planner

Travel Clerk

## MAJOR GROUP **6** **SALES WORKERS** .....

SALES WORKERS sell goods, services and property, and provide sales support in areas such as operating cash registers and displaying and demonstrating goods.

ICT and Technical Sales Representatives are excluded from this major group. ICT Sales Representatives are included in Unit Group 2252 ICT Sales Professionals. Technical Sales Representatives are included in Unit Group 2254 Technical Sales Representatives.

### *Indicative Skill Level:*

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

### *Tasks Include:*

- promoting goods and services, properties and businesses to potential buyers
- selling goods and services, properties and businesses to buyers
- engaging prospective buyers
- determining buyers' requirements
- receiving and processing payments for goods and services, properties and businesses purchased by a variety of payment methods

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

- 61 Sales Representatives and Agents
- 62 Sales Assistants and Salespersons
- 63 Sales Support Workers

## MAJOR GROUP 6 *continued*

### SUB-MAJOR GROUP 61 SALES REPRESENTATIVES AND AGENTS

SALES REPRESENTATIVES AND AGENTS represent companies in selling their goods and services, and sell real estate and other property on behalf of clients.

ICT and Technical Sales Representatives are excluded from this sub-major group. ICT Sales Representatives are included in Unit Group 2252 ICT Sales Professionals. Technical Sales Representatives are included in Unit Group 2254 Technical Sales Representatives.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

#### *In New Zealand:*

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- promoting and selling goods and services, properties and businesses
- engaging prospective clients
- determining the needs of prospective clients and explaining which goods, services and properties meet their needs
- visiting clients to establish selling opportunities
- following up clients and gauging satisfaction with goods and services purchased
- monitoring clients' changing needs and competitor activity

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

611 Insurance Agents and Sales Representatives

612 Real Estate Sales Agents



## MAJOR GROUP 6 *continued*

### MINOR GROUP 611 INSURANCE AGENTS AND SALES REPRESENTATIVES

INSURANCE AGENTS AND SALES REPRESENTATIVES represent companies in selling their goods and services, and sell property on behalf of clients.

ICT and Technical Sales Representatives are excluded from this minor group. ICT Sales Representatives are included in Unit Group 2252 ICT Sales Professionals. Technical Sales Representatives are included in Unit Group 2254 Technical Sales Representatives.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

- AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4)

#### *In New Zealand:*

- NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- assisting clients to sell property by auction, and buy and sell livestock, rural equipment, and goods and services
- compiling lists of prospective clients and making contact to seek interviews and gauge interest
- determining the needs of prospective clients and explaining which goods and services would meet their needs
- informing and supplying details to clients about goods and services for sale
- selling a range of goods and services to clients
- keeping up-to-date with clients' changing needs and competitor activity

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

- 6111 Auctioneers, and Stock and Station Agents
- 6112 Insurance Agents
- 6113 Sales Representatives

## MAJOR GROUP 6 *continued*

### UNIT GROUP 6111 AUCTIONEERS, AND STOCK AND STATION AGENTS

AUCTIONEERS, AND STOCK AND STATION AGENTS sell property at auction, and advise and represent farmers in business transactions such as buying and selling livestock, rural property, and goods and services.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

#### *Tasks Include:*

- appraising and listing property for auction
- organising advertising, catalogues and other publicity for auctions
- consulting vendors and setting reserve prices
- describing property presented and the conditions of sale
- asking for or setting opening bids and determining reserve prices
- accepting bids from potential buyers and closing sales to the highest bidders
- purchasing and selling livestock and rural property on behalf of clients
- selling agricultural supplies, such as seed, grains, feed, sprays, dips, drenches and veterinary products, in accordance with statutory requirements
- acting as an insurance agent for rural clients

Occupations:

611111 Auctioneer

611112 Stock and Station Agent

#### **611111 AUCTIONEER**

Conducts sales of real estate, goods and livestock by taking offers from buyers and accepting the highest purchase price. Registration or licensing is required.

Skill Level: 3

#### **611112 STOCK AND STATION AGENT**

Provides advice to clients and acts on their behalf in relation to the sale and purchase of rural property, livestock, crops and agricultural products and services. Registration or licensing may be required.

Skill Level: 3

UNIT GROUP 6112 INSURANCE AGENTS

INSURANCE AGENTS represent insurance companies in selling insurance to clients.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- interviewing clients to identify their insurance needs
- explaining to clients details of insurance and conditions, risk coverage, premiums and benefits
- assisting clients to determine the type and level of coverage required
- calculating premiums and establishing method of payment
- reviewing clients' circumstances to ensure that the level and coverage of insurance is still appropriate
- settling and monitoring insurance claims to ensure that both client and insurer are satisfied with the outcome
- recording information about clients and their policies
- identifying and drawing up lists of potential clients from a variety of sources and contacting them to arrange interviews
- keeping up-to-date with changes in the insurance industry and informing clients of new developments

Occupation:

611211 Insurance Agent

**611211 INSURANCE AGENT**

Represents insurance companies in selling insurance to clients. Registration or licensing is required.

Skill Level: 3

Specialisations:

Insurance Underwriter

Life Assurance Representative

## MAJOR GROUP 6 *continued*

### UNIT GROUP 6113 SALES REPRESENTATIVES

SALES REPRESENTATIVES represent companies to sell their goods and business services to wholesale and retail establishments.

ICT and Technical Sales Representatives are excluded from this unit group. ICT Sales Representatives are included in Unit Group 2252 ICT Sales Professionals. Technical Sales Representatives are included in Unit Group 2254 Technical Sales Representatives.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- promoting and selling their company's goods and services such as building and plumbing supplies, business services, motor vehicle parts and accessories, and personal and household goods
- acquiring and updating knowledge of employer's and competitors' goods and services, and market conditions
- using directories and other sources to compile lists of prospective business clients
- visiting clients and retail outlets to establish selling opportunities
- quoting prices and credit terms, recording orders and arranging deliveries
- following up clients and ensuring satisfaction with goods and services and resolving any problems
- monitoring clients' changing needs and competitor activity and reporting on these developments to sales and marketing management
- preparing sales reports
- maintaining and submitting records of business expenses incurred

Occupations:

- 611311 Sales Representative (Building and Plumbing Supplies)
- 611312 Sales Representative (Business Services)
- 611313 Sales Representative (Motor Vehicle Parts and Accessories)
- 611314 Sales Representative (Personal and Household Goods)
- 611399 Sales Representatives nec

#### **611311 SALES REPRESENTATIVE (BUILDING AND PLUMBING SUPPLIES)**

Represents their company in selling builders' timber, and building and plumbing hardware and supplies to wholesale and retail establishments.

Skill Level: 4

## MAJOR GROUP 6 *continued*

### UNIT GROUP 6113 SALES REPRESENTATIVES *continued*

#### **611312 SALES REPRESENTATIVE (BUSINESS SERVICES)**

Represents their company in selling financial, advertising and other business services.

Skill Level: 4

Specialisations:

Sales Representative (Advertising)

Sales Representative (Printing)

#### **611313 SALES REPRESENTATIVE (MOTOR VEHICLE PARTS AND ACCESSORIES)**

Represents their company in selling motor vehicle parts and accessories to wholesale and retail establishments.

Skill Level: 4

#### **611314 SALES REPRESENTATIVE (PERSONAL AND HOUSEHOLD GOODS)**

Represents their company in selling consumer goods, such as toys, sporting goods, books, stationery, hardware, floor coverings, furniture, textiles, clothing, footwear, toiletries and groceries, to wholesale and retail establishments.

Skill Level: 4

#### **611399 SALES REPRESENTATIVES NEC**

This occupation group covers Sales Representatives not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Sales Representative (Jewellery and Watches)

Sales Representative (Musical Goods)

Sales Representative (Photographic Equipment and Supplies)

MINOR GROUP 612 REAL ESTATE SALES AGENTS

REAL ESTATE SALES AGENTS sell, lease and manage commercial and private properties, and broker the buying and selling of businesses.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- accepting and listing properties and businesses for sale and lease, conducting inspections, and advising buyers on the merits of properties and businesses and the terms of sale or lease
- advising vendors of sales and marketing options such as sale by auction and open house inspections
- cataloguing and detailing land, buildings and businesses for sale or lease, and arranging advertising
- assessing buyers' needs and locating properties and businesses for their consideration
- offering valuations and advice for buying and selling properties and businesses, and structuring the terms of settlement
- collecting and holding rent monies from tenants, and remitting to owner on agreed basis
- monitoring and addressing non-compliance with terms and conditions of tenancy and pursuing rental arrears
- developing and implementing business plans, budgets, policies and procedures for the agency
- may arrange finance, land brokerage, conveyancing and maintenance of premises

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

6121 Real Estate Sales Agents

UNIT GROUP 6121 REAL ESTATE SALES AGENTS

REAL ESTATE SALES AGENTS sell, lease and manage commercial and private properties, and broker the buying and selling of businesses.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

The occupation Real Estate Agency Principal (Aus) / Real Estate Agency Licensee (NZ) has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- accepting and listing properties and businesses for sale and lease, conducting inspections, and advising buyers on the merits of properties and businesses and the terms of sale or lease
- advising vendors of sales and marketing options such as sale by auction and open house inspections
- cataloguing and detailing land, buildings and businesses for sale or lease and arranging advertising
- assessing buyers' needs and locating properties and businesses for their consideration
- offering valuations and advice for buying and selling properties and businesses, and structuring the terms of settlement
- collecting and holding rent monies from tenants, and remitting to owner on agreed basis
- monitoring and addressing non-compliance with terms and conditions of tenancy and pursuing rental arrears
- developing and implementing business plans, budgets, policies and procedures for the agency
- may arrange finance, land brokerage, conveyancing and maintenance of premises

Occupations:

612111 Business Broker

612112 Property Manager

612113 Real Estate Agency Principal (Aus) / Real Estate Agency Licensee (NZ)

612114 Real Estate Agent

612115 Real Estate Representative

## MAJOR GROUP 6 *continued*

### UNIT GROUP 6121 REAL ESTATE SALES AGENTS *continued*

#### 612111 BUSINESS BROKER

Alternative Title:

Business Agent

Operates as an independent agent in the buying and selling of businesses. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Franchise Broker

#### 612112 PROPERTY MANAGER

Supervises the leasing of rental properties on behalf of owners. Registration or licensing may be required.

Skill Level: 3

Specialisation:

Body Corporate Manager

#### 612113 REAL ESTATE AGENCY PRINCIPAL (AUS) / REAL ESTATE AGENCY LICENSEE (NZ)

Manages the overall activities of a real estate agency. Registration or licensing is required.

Skill Level: 2

#### 612114 REAL ESTATE AGENT

Coordinates the activities of real estate representatives in selling and leasing real estate, ensuring compliance with legislative requirements. Registration or licensing is required.

Skill Level: 3

#### 612115 REAL ESTATE REPRESENTATIVE

Alternative Titles:

Real Estate Salesperson

Real Estate Subagent

Arranges the conduct of real estate transactions such as sales and leasing, and assists buyers to find suitable properties, on behalf of an agency. Registration or licensing is required.

Skill Level: 3

Specialisation:

Property Portfolio Officer



## MAJOR GROUP 6 *continued*

### SUB-MAJOR GROUP 62 SALES ASSISTANTS AND SALESPERSONS

SALES ASSISTANTS AND SALESPERSONS sell a range of goods and services directly to the public on behalf of retail and wholesale establishments.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- determining customer requirements and advising on product range, price, delivery, warranties and product use and care
- demonstrating and explaining to customers the establishment's goods and services
- selling goods and services
- accepting payment for goods and services by a variety of payment methods and preparing sales invoices
- assisting with the ongoing management of stock such as product inventories and participating in stocktakes
- stacking and displaying goods for sale, and wrapping and packing goods sold

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

621 Sales Assistants and Salespersons

MINOR GROUP 621 SALES ASSISTANTS AND SALESPERSONS

SALES ASSISTANTS AND SALESPERSONS sell a range of goods and services directly to the public on behalf of retail and wholesale establishments.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

*Tasks Include:*

- determining customer requirements and advising on product range, price, delivery, warranties and product use and care
- demonstrating and explaining to customers the establishment's goods and services
- selling goods and services
- accepting payment for goods and services by a variety of payment methods and preparing sales invoices
- assisting with the ongoing management of stock such as product inventories and participating in stocktakes
- stacking and displaying goods for sale, and wrapping and packing goods sold

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

- 6211 Sales Assistants (General)
- 6212 ICT Sales Assistants
- 6213 Motor Vehicle and Vehicle Parts Salespersons
- 6214 Pharmacy Sales Assistants
- 6215 Retail Supervisors
- 6216 Service Station Attendants
- 6217 Street Vendors and Related Salespersons
- 6219 Other Sales Assistants and Salespersons

## MAJOR GROUP 6 *continued*

### UNIT GROUP 6211 SALES ASSISTANTS (GENERAL)

SALES ASSISTANTS (GENERAL) sell goods and services, such as food, clothing, hardware, household appliances, office supplies and cosmetics, in retail and wholesale establishments.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- determining customer requirements and advising on product range, price, delivery, warranties and product use and care
- demonstrating and explaining to customers the establishment's goods and services
- selling food, beverages, clothing, footwear and other personal and household goods and services
- accepting payment for goods and services by a variety of payment methods and preparing sales invoices
- assisting with the ongoing management of stock such as product inventories and participating in stocktakes
- stacking and displaying goods for sale, and wrapping and packing goods sold

Occupation:

621111 Sales Assistant (General)

### **621111 SALES ASSISTANT (GENERAL)**

Alternative Title:

Retail Sales Assistant

Sells goods and services, such as food, clothing, hardware, household appliances, office supplies and cosmetics, in a retail or wholesale establishment.

Skill Level: 5

Specialisations:

Clothing Sales Assistant

Cosmetic Sales Assistant

Fast Food Sales Assistant

Hardware Sales Assistant

## MAJOR GROUP 6 *continued*

### UNIT GROUP 6212 ICT SALES ASSISTANTS

ICT SALES ASSISTANTS sell computing and telecommunications related goods and services in retail and wholesale establishments.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- determining customer requirements and advising on product range, price, delivery, warranties and product use and care
- demonstrating and explaining to customers the establishment's goods and services
- selling computers, computer peripherals, software, mobile telephones and telephone accessories and services such as Internet access and mobile telephone plans
- accepting payment for goods and services by a variety of payment methods and preparing sales invoices
- assisting with the ongoing management of stock such as product inventories and participating in stocktakes
- stacking and displaying goods for sale, and wrapping and packing goods sold

Occupation:

621211 ICT Sales Assistant

#### **621211 ICT SALES ASSISTANT**

Sells computing and telecommunications related goods and services in a retail or wholesale establishment.

Skill Level: 5

Specialisation:

Mobile Phone Salesperson

## MAJOR GROUP 6 *continued*

### UNIT GROUP 6213 MOTOR VEHICLE AND VEHICLE PARTS SALESPERSONS

MOTOR VEHICLE AND VEHICLE PARTS SALESPERSONS sell motor vehicles, boats, caravans, earthmoving equipment, vehicle accessories and parts in retail and wholesale establishments.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- determining customer requirements and advising on product range, price, delivery, warranties and product use and care
- showing vehicles to customers and test driving vehicles with customers
- selling motor vehicles and vehicle products such as parts, tyres, lubricating oils, batteries, car stereos and alarms
- taking sales orders and preparing contracts of sale
- receiving orders for parts
- determining part sizes and details such as vehicle make, model, manufacturer and year
- searching lists of parts to identify part numbers, price and availability

Occupations:

621311 Motor Vehicle or Caravan Salesperson

621312 Motor Vehicle Parts Interpreter (Aus) / Automotive Parts Salesperson (NZ)

#### **621311 MOTOR VEHICLE OR CARAVAN SALESPERSON**

Alternative Title:

Motor Vehicle Salesperson

Sells new and used motor cars, motor cycles, trucks, boats, caravans and earthmoving equipment in a retail or wholesale establishment.

Skill Level: 4

Specialisation:

Fleet Salesperson

#### **621312 MOTOR VEHICLE PARTS INTERPRETER (AUS) / AUTOMOTIVE PARTS SALESPERSON (NZ)**

Alternative Title:

Automotive Parts Interpreter

Sells motor vehicle accessories and parts in a retail or wholesale establishment.

Skill Level: 4

UNIT GROUP 6214 PHARMACY SALES ASSISTANTS

PHARMACY SALES ASSISTANTS sell pharmaceutical goods, toiletries and related goods in retail pharmacies.

Pharmacy Technicians are excluded from this unit group. Pharmacy Technicians are included in Unit Group 3112 Medical Technicians.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- accepting prescriptions for filling by Retail Pharmacists
- determining customer requirements and advising customers on the selection, price and usage of non-prescription medicines
- advising customers on the correct application and storage of medicines
- selling goods such as non-prescription drugs, first aid supplies, toiletries and cosmetics
- accepting payment for goods and services by a variety of payment methods and preparing sales invoices
- promoting goods and services that are for sale
- assisting with the ongoing management of stock such as product inventories and participating in stocktakes
- stacking and displaying goods for sale, and wrapping and packing goods sold

Occupation:

621411 Pharmacy Sales Assistant

**621411 PHARMACY SALES ASSISTANT**

Sells pharmaceutical goods, toiletries and related goods in a retail pharmacy.

Skill Level: 5

UNIT GROUP 6215 RETAIL SUPERVISORS

RETAIL SUPERVISORS supervise and coordinate the activities of retail sales workers.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- ensuring that customers receive prompt service and quality goods and services
- responding to customers' inquiries and complaints about goods and services
- planning and preparing work schedules and assigning staff to specific duties
- interviewing, hiring, training, evaluating, dismissing and promoting staff, and resolving staff grievances
- instructing staff on how to handle difficult and complicated sales procedures
- examining returned goods and deciding on appropriate action
- taking inventory of goods for sale and ordering new stock
- ensuring that goods and services are correctly priced and displayed
- ensuring safety and security procedures are enforced

Occupation:

621511 Retail Supervisor

**621511 RETAIL SUPERVISOR**

Alternative Titles:

Checkout Supervisor

Sales Department Supervisor

Supervises and coordinates the activities of retail sales workers.

Skill Level: 4

UNIT GROUP 6216 SERVICE STATION ATTENDANTS

SERVICE STATION ATTENDANTS sell fuel, lubricants and other automotive accessories, and perform minor maintenance on motor vehicles at service stations.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- filling fuel tanks and containers to level specified by customer
- checking and replenishing air pressure in vehicle tyres, and oil and other vehicle fluid levels
- washing vehicle windscreens and windows
- performing minor repair work to vehicles such as replacing tyres, light bulbs and windscreen wiper blades
- maintaining and operating automatic car wash facilities
- collecting payments from customers for purchases
- cleaning petrol pumps and surrounding driveway, shop and facilities
- undertaking stock control and preparing reports on fuel, oil, accessories and other items sold
- replenishing stock of fast foods, newspapers, magazines and grocery items

Occupation:

621611 Service Station Attendant

**621611 SERVICE STATION ATTENDANT**

Alternative Title:

Driveway Attendant

Sells fuel, lubricants and other automotive accessories, and performs minor maintenance on motor vehicles at a service station.

Skill Level: 5



UNIT GROUP 6217 STREET VENDORS AND RELATED SALESPERSONS

STREET VENDORS AND RELATED SALESPERSONS sell goods and services on established routes, door-to-door, and at street and market locations.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- collecting goods and transporting them along established routes, to door-to-door areas, and to street and market locations
- displaying and demonstrating goods, and explaining the qualities of goods to customers
- informing customers of new goods and services
- receiving payments from customers and giving change
- recording transactions on customer receipts and sales records
- wrapping and packaging goods sold
- developing lists of prospective customers and calling on them to obtain new business
- ordering and purchasing goods for sale, and monitoring and maintaining stock levels
- may attract attention by playing music, singing and calling out goods and services for sale

Occupations:

621711 Cash Van Salesperson

621712 Door-to-door Salesperson

621713 Street Vendor

**621711 CASH VAN SALESPERSON**

Drives a van or light truck on established routes to sell goods and services.

Skill Level: 5

Specialisations:

Ice-cream Van Vendor

Milk Vendor

**621712 DOOR-TO-DOOR SALESPERSON**

Sells goods or services from door-to-door.

Skill Level: 5

Specialisations:

Door-to-door Fundraising Collector

Party Plan Salesperson

## MAJOR GROUP 6 *continued*

### UNIT GROUP 6217 STREET VENDORS AND RELATED SALESPERSONS *continued*

#### 621713 STREET VENDOR

Sells goods or services to customers at a street or market location.

Skill Level: 5

Specialisation:

Market Stall Vendor

## MAJOR GROUP 6 *continued*

### UNIT GROUP 6219 OTHER SALES ASSISTANTS AND SALESPERSONS

This unit group covers Sales Assistants and Salespersons not elsewhere classified.

It includes Materials Recyclers and Rental Salespersons.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

Occupations:

621911 Materials Recycler

621912 Rental Salesperson

621999 Sales Assistants and Salespersons nec

#### **621911 MATERIALS RECYCLER**

Alternative Title:

Scrap Materials Buyer

Salvages materials from industrial, commercial and private establishments for resale.

Skill Level: 5

Specialisations:

Automotive Dismantler

Bottle Dealer

Waste Recycler

#### **621912 RENTAL SALESPERSON**

Alternative Title:

Rental Clerk

Rents goods and equipment to individuals and businesses.

Skill Level: 5

Specialisations:

Car Rental Sales Assistant

Industrial Hire Sales Assistant

Video Library Assistant

#### **621999 SALES ASSISTANTS AND SALESPERSONS NEC**

This occupation group covers Sales Assistants and Salespersons not elsewhere classified.

Skill Level: 5

**MAJOR GROUP 6** *continued*

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**UNIT GROUP 6219 OTHER SALES ASSISTANTS AND SALESPERSONS** *continued*

Occupations in this group include:

Carpet Measurer

Lotteries Agent

Stockyard Salesperson

Swimming Pool Salesperson

SUB-MAJOR GROUP 63 SALES SUPPORT WORKERS

SALES SUPPORT WORKERS provide assistance to retailers, wholesalers and sales staff by undertaking support activities such as operating cash registers, and modelling, demonstrating, selecting, buying, promoting and displaying goods.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

- AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

- NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

*Tasks Include:*

- receiving payments from customers for goods and services purchased by a variety of payment methods
- counting and recording money received and balancing against register sales records, and preparing money for deposit in financial institutions
- promoting the organisation's goods and services by telephoning customers, and demonstrating goods to customers
- modelling merchandise and posing for art
- buying goods for resale and negotiating purchase, promotion and supply arrangements with suppliers
- setting up displays of products within stores and shopping centres

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

- 631 Checkout Operators and Office Cashiers
- 639 Miscellaneous Sales Support Workers

## MAJOR GROUP 6 *continued*

### MINOR GROUP 631 CHECKOUT OPERATORS AND OFFICE CASHIERS

CHECKOUT OPERATORS AND OFFICE CASHIERS operate cash registers and receive payments from customers, and issue receipts and return change due.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- scanning, weighing and recording prices of goods
- receiving and processing payments for goods and services by cash, cheques, gift vouchers, credit and debit cards and other payment types
- issuing sales dockets and giving change
- maintaining supplies of change, wrapping and other materials used at checkout
- counting and recording money received and balancing against register sales records, and preparing money for deposit in financial institutions
- recording and balancing petty cash disbursements
- operating a computer terminal to administer the store financial transaction system
- cashing authorised cheques

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

6311 Checkout Operators and Office Cashiers

UNIT GROUP 6311 CHECKOUT OPERATORS AND OFFICE CASHIERS

CHECKOUT OPERATORS AND OFFICE CASHIERS operate cash registers and receive payments from customers, and issue receipts and return change due.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- scanning, weighing and recording prices of goods
- receiving and processing payments for goods and services by cash, cheques, gift vouchers, credit and debit cards and other payment types
- issuing sales dockets and giving change
- maintaining supplies of change, wrapping and other materials used at checkout
- counting and recording money received and balancing against register sales records, and preparing money for deposit in financial institutions
- recording and balancing petty cash disbursements
- operating a computer terminal to administer the store's financial transaction system
- cashing authorised cheques

Occupations:

631111 Checkout Operator

631112 Office Cashier

**631111 CHECKOUT OPERATOR**

Operates cash registers and receives payments for goods purchased by customers.

Skill Level: 5

Specialisation:

Service Station Console Operator

**631112 OFFICE CASHIER**

Alternative Title:

Cashier

Receives payments from customers, issues receipts, returns change due, and meets the public and explains charging and billing policy.

Skill Level: 5

## MAJOR GROUP 6 *continued*

### MINOR GROUP 639 MISCELLANEOUS SALES SUPPORT WORKERS

This minor group covers Sales Support Workers not elsewhere classified.

It includes Models and Sales Demonstrators, Retail and Wool Buyers, Telemarketers, Ticket Salespersons and Visual Merchandisers.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

- AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

- NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or
- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

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

- 6391 Models and Sales Demonstrators
- 6392 Retail and Wool Buyers
- 6393 Telemarketers
- 6394 Ticket Salespersons
- 6395 Visual Merchandisers
- 6399 Other Sales Support Workers



UNIT GROUP 6391 MODELS AND SALES DEMONSTRATORS

MODELS AND SALES DEMONSTRATORS wear and display clothing and accessories and pose for art and photography, and demonstrate goods at commercial premises, exhibitions and private homes.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- modelling garments, footwear and fashion accessories for customers, sales personnel and fashion designers
- posing for television, video and cinema commercials and for still photographs which appear in magazines, newspapers, catalogues and on billboards
- posing as subjects for paintings, sculptures and other types of art
- setting up displays and demonstrating goods to commercial customers and guests in private homes
- answering questions and offering advice on the use of goods
- selling goods or directing purchasers to sales counters
- undertaking merchandising of goods in retail outlets and ensuring there is adequate stock attractively presented for sale
- taking orders and making arrangements for payment, delivery and collection
- offering sample goods and distributing catalogues and other literature advertising goods for sale

Occupations:

639111 Model

639112 Sales Demonstrator

**639111 MODEL**

Wears and displays clothing and accessories, and poses for photographs, paintings, sculptures and other types of art.

Skill Level: 5

**639112 SALES DEMONSTRATOR**

Alternative Title:

Merchandiser

Displays and demonstrates goods at commercial premises, exhibitions and private homes.

Skill Level: 5

UNIT GROUP 6392 RETAIL AND WOOL BUYERS

RETAIL AND WOOL BUYERS select and buy goods for resale in retail establishments, and value and buy wool sold by wool growers.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Level 4 qualification (ANZSCO Skill Level 3)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- monitoring sales data and stock levels, and studying trade, manufacturers' and market information to keep informed of changing market conditions
- negotiating purchase, promotion and supply arrangements with suppliers
- 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
- anticipating consumer trends and determining quantity, style and quality of goods to be purchased
- inspecting, comparing, selecting and valuing wool by determining colour, yield, micron and length
- inspecting and buying wool at auction, in wool brokers' stores and in farm sheds
- receiving samples from scoured wool exchanges
- may visit freezing works to buy slipe wool

Occupations:

639211 Retail Buyer

639212 Wool Buyer

**639211 RETAIL BUYER**

Selects and buys goods for resale in a retail establishment.

Skill Level: 3

Specialisation:

Merchandise Planner

**639212 WOOL BUYER**

Values and buys wool sold by wool growers.

Skill Level: 3

UNIT GROUP 6393 TELEMARKETERS

TELEMARKETERS telephone existing and prospective customers to promote goods and services, and obtain sales and arrange sales visits.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- working from scripts and lists of contacts to promote goods and services by telephone
- creating interest in goods and services, and seeking a sale or agreement to see sales representatives
- arranging processing and despatch of goods and services, information kits and brochures to customers
- arranging appointments for sales representatives
- recording notes for follow-up action and updating marketing databases to reflect changes to the status of each customer
- reporting competitor activities and issues raised by contacts for attention by managers
- maintaining statistics of calls made and successes achieved
- submitting periodic reports on telemarketing activities and results
- may work in a call centre

Occupation:

639311 Telemarketer

**639311 TELEMARKETER**

Telephones existing and prospective customers to promote goods and services, and obtain sales or arrange sales visits. May work in a call centre.

Skill Level: 5

UNIT GROUP 6394 TICKET SALESPERSONS

TICKET SALESPERSONS sell tickets and make reservations for services such as travel and admission to sporting and entertainment venues, and collect fares on transport vehicles.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- receiving customers' requests, accepting payments, collecting fares from passengers, and issuing tickets, receipts and change
- answering inquiries about charges, routes, schedules, reservations, coming attractions and fares
- checking service availability and times, and making reservations
- contacting customers to cancel or confirm reservations
- organising displays of service availability, times and other information
- collecting tickets and change from depot clerks
- signalling drivers to stop and proceed
- overseeing passengers' safety in emergency circumstances, and opening and closing vehicle doors
- assisting passengers to board and alight from vehicles and assisting passengers with baggage

Occupations:

639411 Ticket Seller

639412 Transport Conductor

**639411 TICKET SELLER**

Sells tickets and makes reservations for services such as travel and admission to sporting and entertainment venues. May work in a call centre.

Skill Level: 5

Specialisations:

Booking Clerk

Reservations Clerk

**639412 TRANSPORT CONDUCTOR**

Collects fares and issues tickets on a transport vehicle.

Skill Level: 5

UNIT GROUP 6395 VISUAL MERCHANDISERS

VISUAL MERCHANDISERS plan and install internal, window and fixed displays to show goods to their best advantage.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- determining goods for display in accordance with prospective seasonal and promotional events
- developing overall promotional and display plans for approval
- preparing sketches and models showing layout, colour and other features for approval
- obtaining props and other accessories, and building displays
- setting up fabricated displays in store windows and other areas
- organising the setting out of goods to be shown as part of permanent displays
- arranging ticketing and signage
- arranging lighting to highlight fixtures, displays and goods

Occupation:

639511 Visual Merchandiser

**639511 VISUAL MERCHANDISER**

Alternative Title:

Window Dresser

Plans and installs internal, window and fixed displays to show goods to their best advantage.

Skill Level: 4

## MAJOR GROUP 6 *continued*

### UNIT GROUP 6399 OTHER SALES SUPPORT WORKERS

This unit group covers Sales Support Workers not elsewhere classified.

It includes Other Sales Support Workers.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

Occupation:

639911 Other Sales Support Worker

#### **639911 OTHER SALES SUPPORT WORKER**

This occupation group covers Sales Support Workers not elsewhere classified.

Skill Level: 5

Specialisations:

Mystery Shopper

Personal Shopper

## MAJOR GROUP **7**      **MACHINERY OPERATORS AND DRIVERS** .....

MACHINERY OPERATORS AND DRIVERS operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions, move materials, and transport passengers and freight.

### *Indicative Skill Level:*

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

### *Tasks Include:*

- setting up, controlling and monitoring the operation of machines, plant and equipment
- cleaning machines, plant and equipment and performing minor repairs
- transporting passengers and freight to set destinations
- receiving, loading, unloading and despatching goods

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

- 71 Machine and Stationary Plant Operators
- 72 Mobile Plant Operators
- 73 Road and Rail Drivers
- 74 Storepersons

## MAJOR GROUP 7 *continued*

### SUB-MAJOR GROUP 71 MACHINE AND STATIONARY PLANT OPERATORS

MACHINE AND STATIONARY PLANT OPERATORS operate stationary machines to process, manufacture, treat and finish a range of products, and perform activities such as extracting, loading, unloading, moving, placing, controlling, storing and measuring materials and equipment.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- setting up, starting, controlling and stopping machines and plant
- monitoring machines and plant and adjusting controls to regulate operation and quality of output
- cleaning and performing minor repairs to machines and plant
- checking machines and plant to ensure safe operations

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

711 Machine Operators

712 Stationary Plant Operators



## MAJOR GROUP 7 *continued*

### MINOR GROUP 711 MACHINE OPERATORS

MACHINE OPERATORS operate stationary machines to process, manufacture, treat and finish a range of products.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- fixing attachments to machines, setting controls and loading material to be processed
- starting machines, observing operation and adjusting controls to regulate temperature, pressure, intake of raw materials and speed
- sampling output for defects and variations, and adjusting machine settings accordingly
- unloading and storing output
- cleaning and lubricating machines and performing minor repairs

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

- 7111 Clay, Concrete, Glass and Stone Processing Machine Operators
- 7112 Industrial Spraypainters
- 7113 Paper and Wood Processing Machine Operators
- 7114 Photographic Developers and Printers
- 7115 Plastics and Rubber Production Machine Operators
- 7116 Sewing Machinists
- 7117 Textile and Footwear Production Machine Operators
- 7119 Other Machine Operators

**UNIT GROUP 7111 CLAY, CONCRETE, GLASS AND STONE PROCESSING  
MACHINE OPERATORS**

CLAY, CONCRETE, GLASS AND STONE PROCESSING MACHINE OPERATORS operate machines to manufacture and finish a variety of clay, concrete, glassware and stone products by extruding, shaping, mixing, grinding, cutting and other processes.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- monitoring the flow of clay and other raw materials and products into machines, and adjusting valves and controls to specifications
- positioning clay and stone on machines to be cut and worked
- operating concrete mixing, stacking and splitting machines
- setting up and installing moulds and other machine fixtures
- setting up and operating glass-making machines to produce molten glass, and regulating temperature of molten glass
- pressing and blowing glass into moulds to form glassware products
- collecting and examining samples for conformity to specifications and adjusting machine settings accordingly
- setting grinding and cutting edges
- using hand tools to cut, inscribe and polish roughly hewn stone to finished condition

Occupations:

711111 Clay Products Machine Operator

711112 Concrete Products Machine Operator

711113 Glass Production Machine Operator

711114 Stone Processing Machine Operator

711199 Clay, Concrete, Glass and Stone Processing Machine Operators nec

**711111 CLAY PRODUCTS MACHINE OPERATOR**

Operates machines to manufacture clay products, such as bricks, tiles, insulators, porcelain and pottery, by shaping and firing clay.

Skill Level: 4

Specialisations:

Brick Extruder Operator

Porcelain Turner

Slip Caster

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7111 CLAY, CONCRETE, GLASS AND STONE PROCESSING MACHINE OPERATORS *continued*

#### 711112 CONCRETE PRODUCTS MACHINE OPERATOR

Operates machines to manufacture 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: 4

Specialisations:

- Concrete Pipe Machine Operator
- Concrete Precast Moulder
- Concrete Tile Machine Operator

#### 711113 GLASS PRODUCTION MACHINE OPERATOR

Operates machines to manufacture molten glass and shape glassware products such as containers, sheet glass, structural and stained glass, glass lenses and prisms.

Skill Level: 4

Specialisations:

- Glass Furnace Operator
- Glass Laminating Operator
- Glass Maker
- Glass Melt Operator
- Glass Toughening Operator
- Glassware Maker

#### 711114 STONE PROCESSING MACHINE OPERATOR

Operates machines to cut and finish stones for tiles, building blocks and facings.

Skill Level: 4

Specialisations:

- Marble Cutter
- Stone Polisher
- Stone Sawyer

#### 711199 CLAY, CONCRETE, GLASS AND STONE PROCESSING MACHINE OPERATORS NEC

This occupation group covers Clay, Concrete, Glass and Stone Processing Machine Operators not elsewhere classified.

Skill Level: 4

Occupations in this group include:

- Abrasive Wheel Maker
- Brake Lining Maker
- Fibre Cement Moulder
- Plaster Caster
- Plaster Machine Operator

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7112 INDUSTRIAL SPRAYPAINTERS

INDUSTRIAL SPRAYPAINTERS operate spray painting equipment to paint and apply other industrial coatings to manufactured items.

Vehicle Painters are excluded from this unit group. Vehicle Painters are included in Unit Group 3243 Vehicle Painters.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- grinding, sanding and cleaning surfaces of items to be painted
- loading paint, oil, lacquer, varnish and rustproofing agents into spray equipment
- connecting hoses to spray equipment and adjusting spray nozzles to required pressure
- securing items to be sprayed within spray booths or placing them onto conveyors
- directing spray guns to apply even coatings
- moving items to drying areas and stacking them for further painting and packaging
- starting and monitoring extractor and drying fans, and heaters
- cleaning nozzles, containers and hoses of equipment
- may operate paint dipping baths
- may mix coating solutions and regulate their temperature

Occupation:

711211 Industrial Spraypainter

#### **711211 INDUSTRIAL SPRAYPAINTER**

Operates spray painting equipment to paint and apply other industrial coatings to manufactured items.

Skill Level: 4

Specialisations:

Powder Coater  
Rust Proofer

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7113 PAPER AND WOOD PROCESSING MACHINE OPERATORS

PAPER AND WOOD PROCESSING MACHINE OPERATORS operate machines to manufacture paper packaging and other paper products, fibreboard stock, logs, plywood, particle board, solid laminate and similar timber products.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- setting up printing plates, ink circulation systems, knives, creases, cutting dies, and folding and gluing machines
- loading machines with paper and fibreboard
- operating machines to form cardboard containers, paper plates, egg cartons, tissue paper and other paper products
- adjusting and cleaning machines and performing minor repairs
- securing timber into place and setting saws to produce specified sizes of plank and board to be cut
- starting machines and feeding stock onto cutting saw, and operating automatic feed mechanisms
- raising and lowering saws to trim boards and remove defects such as rot and splits
- controlling lathes and slicing machines to produce veneers, and laminating veneer using glue
- verifying dimensions of cut stock and accuracy of cuts
- checking saws and other machines for safety, sharpness and correct functioning

Occupations:

711311 Paper Products Machine Operator

711312 Wood Processing Machine Operator

#### **711311 PAPER PRODUCTS MACHINE OPERATOR**

Operates machines to manufacture paper packaging and other products from paper and fibreboard stock.

Skill Level: 4

Specialisations:

Carton Making Machinist

Embosser

Paper Bag Making Machinist

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7113 PAPER AND WOOD PROCESSING MACHINE OPERATORS *continued*

#### 711312 WOOD PROCESSING MACHINE OPERATOR

Operates sawing, rolling, pressing and other machines to manufacture logs, timber poles and pieces, plywood, particle board, solid laminate and similar products.

Skill Level: 4

Specialisations:

- Band Saw Operator
- Beam Saw Operator
- Cant Gang Sawyer
- Debarker Operator
- Docking Saw Operator
- Log Preparer
- Plywood and Veneer Repairer
- Resawyer
- Ripsaw Operator
- Sawmill Moulder Operator
- Veneer Production Machine Operator

UNIT GROUP 7114 PHOTOGRAPHIC DEVELOPERS AND PRINTERS

PHOTOGRAPHIC DEVELOPERS AND PRINTERS edit and adjust digital images, develop photographic film, and print photographic images from digital media, negatives and positives using computer software, fully automatic equipment and by separate processes.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- cropping images and adjusting colour, brightness and contrast
- preparing exposed film for different processing batches in dark rooms and dark chambers
- adjusting settings and running automatic developing equipment
- inspecting prints and adjusting settings on print-making equipment to produce required number, size and type of prints
- scanning images onto electronic media
- checking and replenishing chemicals and water supply for chemical and water baths required to produce negative and positive prints
- monitoring and testing photographic processing and printing equipment, and maintaining operational standards
- may prepare chemical solutions for different techniques and effects
- may develop black and white images by separate processes and operate enlargers
- may develop motion picture film

Occupation:

711411 Photographic Developer and Printer

**711411 PHOTOGRAPHIC DEVELOPER AND PRINTER**

Edits and adjusts digital images, develops photographic film, and prints photographic images from digital media, negatives and positives using computer software, fully automatic equipment and by separate processes.

Skill Level: 4

Specialisations:

Copy Camera Operator  
Dark Room Attendant  
Digital Photographic Printer  
Film Process Operator  
Minilab Operator  
Photographic Enlarger Operator  
Silver Recovery Operator (Aus)  
Slide Developer

UNIT GROUP 7115 PLASTICS AND RUBBER PRODUCTION MACHINE OPERATORS

PLASTICS AND RUBBER PRODUCTION MACHINE OPERATORS operate machines to manufacture and finish plastic and rubber products.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- operating controls to regulate temperature, pressure, speed and flow of operation
- measuring and loading materials, items and ingredients for mixing into machines and feeding mechanisms
- monitoring operation, regulating material supply and adding chemicals and colorants to mixture
- threading uncoated wire and cable through plastic coating machines, around take-up reels and through dies and cooling chambers
- laying casings, beads, ply and rubber sheets on moulds
- operating rollers to remove air
- operating vulcaniser presses and controlling curing
- examining output for defects and conformity to specifications
- performing minor repairs and maintaining production records

Occupations:

- 711511 Plastic Cabling Machine Operator
- 711512 Plastic Compounding and Reclamation Machine Operator
- 711513 Plastics Fabricator or Welder
- 711514 Plastics Production Machine Operator (General)
- 711515 Reinforced Plastic and Composite Production Worker
- 711516 Rubber Production Machine Operator
- 711599 Plastics and Rubber Production Machine Operators nec

**711511 PLASTIC CABLEMAKING MACHINE OPERATOR**

Operates extruding machines to encase wire, cord, cable and optic fibre in plastic or rubber.

Skill Level: 4

Specialisations:

- Insulation Extruder Operator
- Optic Fibre Drawer
- Wire Drawer (Plastics)



## MAJOR GROUP 7 *continued*

### UNIT GROUP 7115 PLASTICS AND RUBBER PRODUCTION MACHINE OPERATORS *continued*

#### 711512 PLASTIC COMPOUNDING AND RECLAMATION MACHINE OPERATOR

Operates mixing and grinding machines to prepare plastic powders and liquid blends, and recycle waste plastic materials from factory operations.

Skill Level: 4

Specialisations:

- Pelletising Extruder Operator
- Powder Hand (Plastics)
- Shredder/Granulator Operator

#### 711513 PLASTICS FABRICATOR OR WELDER

Operates machines to measure, cut, shape, fit and assemble plastics materials to produce plastic products.

Skill Level: 4

Specialisations:

- Acrylic Fabricator
- Vinyl Welder and Fabricator

#### 711514 PLASTICS PRODUCTION MACHINE OPERATOR (GENERAL)

Operates extruding, injection moulding and blow moulding machines to produce finished plastic products.

Skill Level: 4

Specialisations:

- Blow Moulding Machine Operator
- Extruding Machine Operator (Plastics)
- Injection Moulding Machine Operator (Plastics)
- Lamination Machine Operator
- Plastic Production Machine Setter

#### 711515 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: 4

Specialisations:

- Fibreglass Gun Hand
- Fibreglass Hand Laminator
- Resin Transfer Moulding Machine Operator

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7115 PLASTICS AND RUBBER PRODUCTION MACHINE OPERATORS *continued*

#### 711516 RUBBER PRODUCTION MACHINE OPERATOR

Operates machines to manufacture rubber products such as tyres.

Skill Level: 4

Specialisations:

- Rubber Belt Splicer
- Rubber Compounder
- Rubber Extrusion Machine Operator
- Rubber Knitting and Reinforcing Machine Operator
- Rubber Moulding Machine Operator
- Rubber Roller Grinder Operator
- Tyre Builder
- Tyre Retreader

#### 711599 PLASTICS AND RUBBER PRODUCTION MACHINE OPERATORS NEC

This occupation group covers Plastics and Rubber Production Machine Operators not elsewhere classified.

Skill Level: 4

Occupations in this group include:

- Rotational Moulding Operator (Plastics)
- Thermoforming Machine Operator

UNIT GROUP 7116 SEWING MACHINISTS

SEWING MACHINISTS operate industrial sewing machines to sew and finish garments and soft furnishings such as curtains.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- threading machines, inserting bobbins and positioning parts to be sewn
- starting, stopping and controlling speed of machines with pedals and knee levers to coordinate actions of presser feet, clothes guides, blades and other attachments, and guiding parts under needles, following edges, seams and markings
- changing needles and adjusting, securing and modifying attachments to machines
- finishing items by cutting excess material and threads
- operating thread trimming and other non-sewing machines
- inspecting stitching for defects and notifying repair mechanics of machine malfunctions
- performing basic maintenance such as lubrication of machines
- may do laying up and bundling tasks
- may ticket, label and finish work

Occupation:

711611 Sewing Machinist

**711611 SEWING MACHINIST**

Operates industrial sewing machines to sew and finish garments and soft furnishings such as curtains.

Skill Level: 4

Specialisation:

Embroiderer

**UNIT GROUP 7117 TEXTILE AND FOOTWEAR PRODUCTION MACHINE OPERATORS**

TEXTILE AND FOOTWEAR PRODUCTION MACHINE OPERATORS operate machines to process raw hides and skins, raw textile fibres, and dye, weave and knit fibres for use in textile and footwear production.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- preparing machines for operation by selecting and installing attachments and 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
- loading drums with hides and skins, textiles, and dyeing and tanning solutions
- cutting and machining leather and synthetic shoe uppers, and making shoes using moulded and cement construction techniques
- threading loom shuttles with cross-yarn arms
- positioning and feeding machines with fibre packages
- repairing broken yarns by tying and splicing ends
- examining finished products for defects and variations, reporting faults in machines, and carrying out quality control procedures

Occupations:

- 711711 Footwear Production Machine Operator
- 711712 Hide and Skin Processing Machine Operator
- 711713 Knitting Machine Operator
- 711714 Textile Dyeing and Finishing Machine Operator
- 711715 Weaving Machine Operator
- 711716 Yarn Carding and Spinning Machine Operator
- 711799 Textile and Footwear Production Machine Operators nec

**711711 FOOTWEAR PRODUCTION MACHINE OPERATOR**

Operates machines to manufacture ready-to-wear footwear.

Skill Level: 4

Specialisations:

- Shoemaking Cutter
- Shoemaking Finisher

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7117 TEXTILE AND FOOTWEAR PRODUCTION MACHINE OPERATORS *continued*

#### 711712 HIDE AND SKIN PROCESSING MACHINE OPERATOR

Alternative Title:

Leather Production Machine Operator

Operates machines to convert raw hides and skins into finished leather for use in clothing, footwear and upholstery.

Skill Level: 4

Specialisations:

Fellmongering Machine Operator

Hide and Skin Fleshing Machine Operator

Sammying Machine Operator

Tanner

#### 711713 KNITTING MACHINE OPERATOR

Alternative Title:

Textile Knitter

Operates machines to knit fabrics, garment parts and other articles from yarns such as cotton, wool, nylon and rayon.

Skill Level: 4

Specialisations:

Flat Bed Knitter

Warp Knitter

#### 711714 TEXTILE DYEING AND FINISHING MACHINE OPERATOR

Operates machines to bleach, dye and finish knitted garments such as hosiery and woollen garments.

Skill Level: 4

Specialisations:

Textile Dyer

Textile Finisher

#### 711715 WEAVING MACHINE OPERATOR

Alternative Title:

Loom Operator

Operates looms to weave yarn into cloth, carpet and other fabrics.

Skill Level: 4

Specialisations:

Beamer

Carpet Weaver

Warper

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7117 TEXTILE AND FOOTWEAR PRODUCTION MACHINE OPERATORS *continued*

#### 711716 YARN CARDING AND SPINNING MACHINE OPERATOR

Operates machines to convert raw textile fibres into continuous untwisted and twisted strands of yarn for use in clothing, carpets, curtains and other fabrics.

Skill Level: 4

Specialisations:

Cotton Ginner

Gill Box Operator

Yarn Comber

Yarn Texture Machine Operator

#### 711799 TEXTILE AND FOOTWEAR PRODUCTION MACHINE OPERATORS NEC

This occupation group covers Textile and Footwear Production Machine Operators not elsewhere classified.

Skill Level: 4

Occupations in this group include:

Cord Making Machine Operator

Feltmaker

Net Maker

Rope Making Machine Operator

Tufting Machine Operator

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7119 OTHER MACHINE OPERATORS

This unit group covers Machine Operators not elsewhere classified.

It includes Chemical Production Machine Operators, Motion Picture Projectionists, Sand Blasters and Sterilisation Technicians.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Occupations:

711911 Chemical Production Machine Operator

711912 Motion Picture Projectionist

711913 Sand Blaster

711914 Sterilisation Technician

711999 Machine Operators nec

#### **711911 CHEMICAL PRODUCTION MACHINE OPERATOR**

Operates machines to produce chemical goods such as soaps, detergents, pharmaceuticals, toiletries and explosives.

Skill Level: 4

Specialisations:

Bullet Maker

Candle Maker

Cosmetics Machine Operator

Explosives Mixer Operator

Nitrocellulose Maker

Paint Tinter

Tablet Making Machine Operator

#### **711912 MOTION PICTURE PROJECTIONIST**

Operates film projection and related sound reproduction equipment.

Skill Level: 4

#### **711913 SAND BLASTER**

Operates sandblasting machines to clean and grind metal products and other hard surfaces.

Skill Level: 4

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7119 OTHER MACHINE OPERATORS *continued*

#### 711914 STERILISATION TECHNICIAN

Cleans, sterilises and packages surgical instruments and other hospital equipment, soft goods and linen in a sterilisation service facility.

Skill Level: 4

#### 711999 MACHINE OPERATORS NEC

This occupation group covers Machine Operators not elsewhere classified.

Skill Level: 4

Occupations in this group include:

- Asbestos Remover
- Brush Maker
- Film Cutter
- Film Spooler
- Linoleum Maker
- Pressurised Container Filler
- Remotely Operated Vehicle (ROV) Pilot
- Sideshow Ride Operator
- Venetian Blind Machine Operator



MINOR GROUP 712 STATIONARY PLANT OPERATORS

STATIONARY PLANT OPERATORS operate stationary plant to perform a range of activities such as extracting minerals from the earth; refining and treating metals and mineral ore, and producing basic metal products; lifting, moving and placing materials and equipment; and loading and stacking bulk materials.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- fixing attachments to plant and setting controls prior to operation
- manipulating controls to move materials between process phases
- observing operation and adjusting controls to regulate temperature, pressure, mix of materials to be processed and handled, and speed of operation
- monitoring operation of plant directly or by referring to instruments ensuring safe operation
- cleaning and lubricating plant, repairing minor defects and reporting major problems
- unloading and storing output

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

- 7121 Crane, Hoist and Lift Operators
- 7122 Drillers, Miners and Shot Firers
- 7123 Engineering Production Systems Workers
- 7129 Other Stationary Plant Operators

UNIT GROUP 7121 CRANE, HOIST AND LIFT OPERATORS

CRANE, HOIST AND LIFT OPERATORS operate stationary and mobile cranes, hoists, lifts and winches to lift, move and place materials, equipment and people in areas such as building sites, factories, mines, sawmills, wharves and shipyards.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- testing the operation of plant before use to ensure safety
- operating controls to rotate cranes, move cranes on fixed rails, raise and lower jibs and booms, and raise, lower and move hooks and objects
- working in conjunction with Construction Riggers and Crane Chasers to position hooks and raise, move and place loads
- controlling the movement of loads, and monitoring speed, acceleration and braking distances directly and by signalling to other operators
- monitoring plant operation, instruments and gauges to detect malfunctions and problems
- lubricating ropes and winches on cranes and replacing worn cables
- may operate cranes fitted with attachments for purposes such as demolition and pile driving
- may operate overhead cranes using hand controls suspended by cables from cranes

Occupation:

712111 Crane, Hoist or Lift Operator

**712111 CRANE, HOIST OR LIFT OPERATOR**

Operates stationary and mobile cranes, hoists, lifts and winches to lift, move and place materials, equipment and people in areas such as building sites, factories, mines, sawmills, wharves and shipyards. Registration or licensing is required.

Skill Level: 4

Specialisations:

Braceperson  
Chairlift Operator  
Cherry Picker Operator  
Elevated Work Platform Operator  
Pile Driver  
Portainer Operator  
Tower Crane Operator  
Winch Operator  
Winding Engine Driver

UNIT GROUP 7122 DRILLERS, MINERS AND SHOT FIRERS

DRILLERS, MINERS AND SHOT FIRERS assemble, position and operate drilling rigs and mining plant, and detonate explosives to extract materials from the earth and demolish structures.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- dismantling, moving and reassembling drilling rigs and accessory plant
- taking samples of ore, liquids and gases and packaging them
- performing minor maintenance and repairs, and lubricating and cleaning plant
- recording performance details and information obtained from wells, and keeping logs detailing operations
- operating surface and underground mining plant
- undertaking development work such as opening up new shafts, drives, air vents, rises and crib rooms
- positioning explosives in bore holes and priming explosives using detonators and explosive cartridges
- connecting wires, fuses and detonating cords to explosive cartridges and detonators, and detonating explosives
- monitoring operation of plant and ensuring safety of other workers on mining sites and during drilling operations
- operating auxiliary plant such as pumps to expel air, water and mud

Occupations:

712211 Driller

712212 Miner

712213 Shot Firer

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7122 DRILLERS, MINERS AND SHOT FIRERS *continued*

#### 712211 DRILLER

Alternative Title:

Drilling Plant Operator

Assembles, positions and operates a drilling rig and related equipment to extract ore, liquids or gases from the earth. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Development Driller

Directional Driller

Exploration Driller

Jumbo Operator

Power Tong Operator

Raise Drill Operator

Rig Manager

Rock Drill Operator

Stope Miner

Tool Pusher

#### 712212 MINER

Alternative Title:

Mining Plant Operator

Operates plant to excavate, load and transport coal, ore and rock in an underground or open-cut mine. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Bogger Operator

Coal Cutter

Dragline Operator

Opal Miner

Underground Truck Operator

#### 712213 SHOT FIRER

Alternative Title:

Powder Monkey (Aus)

Assembles, positions and detonates explosives at a mining or demolition site. Registration or licensing may be required.

Skill Level: 4

Specialisation:

Seismograph Shooter

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7123 ENGINEERING PRODUCTION SYSTEMS WORKERS

ENGINEERING PRODUCTION SYSTEMS WORKERS perform a range of production process tasks to refine and treat metals and mineral ore, fire ceramics, and operate plant to produce and finish metal products such as rods, tubing and structural shapes, and moulds for casting.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

#### *Tasks Include:*

- interpreting engineering production drawings
- setting up, operating and adjusting production plant to shape metal stock and castings and cut sheet metal
- operating welding and electroplating plant
- operating furnaces and quenching plant to smelt and change the structure of metals
- using kilns and ovens to fire ceramics
- processing mineral ore and operating metal rolling plant
- casting molten metal and operating plant to draw metal wire through dies
- operating computer-controlled production plant

Occupation:

712311 Engineering Production Systems Worker

#### **712311 ENGINEERING PRODUCTION SYSTEMS WORKER**

Performs a range of production process tasks to refine and treat metals and mineral ore, fire ceramics, and operate plant to produce and finish metal products such as rods, tubing and structural shapes, and moulds for casting. Registration or licensing is required.

Skill Level: 4

Specialisations:

Alumina Refinery Operator  
Arc Welder  
Brake Press Operator  
Computer Numeric Control Machine Operator  
Foundry Operator  
Furnace Operator (Metals)  
Kiln Operator (Metals)  
Metal Rolling Mill Operator  
Mineral Ore Treatment Plant Operator  
Sheetmetal Worker (Second Class)  
Tool Setter  
Turret Punch Operator

UNIT GROUP 7129 OTHER STATIONARY PLANT OPERATORS

This unit group covers Stationary Plant Operators not elsewhere classified.

It includes Boiler or Engine Operators, Bulk Materials Handling Plant Operators, Cement Production Plant Operators, Concrete Batching Plant Operators, Concrete Pump Operators, Paper and Pulp Mill Operators, Railway Signal Operators, Train Controllers, Waste Water or Water Plant Operators and Weighbridge Operators.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

Occupations:

- 712911 Boiler or Engine Operator
- 712912 Bulk Materials Handling Plant Operator
- 712913 Cement Production Plant Operator
- 712914 Concrete Batching Plant Operator
- 712915 Concrete Pump Operator
- 712916 Paper and Pulp Mill Operator
- 712917 Railway Signal Operator
- 712918 Train Controller
- 712921 Waste Water or Water Plant Operator
- 712922 Weighbridge Operator
- 712999 Stationary Plant Operators nec

**712911 BOILER OR ENGINE OPERATOR**

Operates and maintains stationary engines, boilers, refrigeration and airconditioning systems, and associated mechanical plant. Registration or licensing is required.

Skill Level: 4

Specialisations:

- Airconditioning Plant Operator
- Marine Engine Driver
- Motorman/woman (Fluids Drilling)
- Refrigeration Plant Operator

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7129 OTHER STATIONARY PLANT OPERATORS *continued*

#### 712912 BULK MATERIALS HANDLING PLANT OPERATOR

Operates plant to load, unload, move, store and stack bulk materials such as grain, sugar and mineral ore.

Skill Level: 4

Specialisations:

Bulk Fluids Handler

Conveyor Belt Operator

Grain Handler

Palletiser Operator

Tank Farm Operator (Petroleum)

#### 712913 CEMENT PRODUCTION PLANT OPERATOR

Operates plant to produce cement, lime and clinker.

Skill Level: 4

Specialisations:

Cement Crusher Operator

Cement Despatch Operator

Cement Grinding Mill Operator

Cement Kiln Operator

#### 712914 CONCRETE BATCHING PLANT OPERATOR

Operates mixing plant to produce batches of concrete from cement, sand, aggregate, water and other ingredients.

Skill Level: 4

Specialisation:

Premix Concrete Batcher

#### 712915 CONCRETE PUMP OPERATOR

Operates plant to pump, cast and mould concrete. Registration or licensing is required.

Skill Level: 4

Specialisation:

Concrete Boom Operator

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7129 OTHER STATIONARY PLANT OPERATORS *continued*

#### 712916 PAPER AND PULP MILL OPERATOR

Alternative Titles:

Paper Machine Operator

Paper Maker

Operates plant to produce paper pulp from woodchips and to make paper sheets.

Skill Level: 4

Specialisations:

Bleach Plant Operator

Dryerman/woman (Paper Mill)

Fourdrinier Machine Operator

Inverform Machine Operator

Paperboard Machine Operator

Paper Rewinder Operator

Supercalender Operator (Papermaking)

#### 712917 RAILWAY SIGNAL OPERATOR

Alternative Title:

Railway Switching and Signalling Operator

Controls the movement of trains, and assembles and disassembles trains within a marshalling yard.

Skill Level: 4

Specialisations:

Railway Shunter

Railway Yard Assistant

#### 712918 TRAIN CONTROLLER

Oversees the safe movement of trains using a computerised train control signalling system.

Skill Level: 4

#### 712921 WASTE WATER OR WATER PLANT OPERATOR

Operates plant to store, distribute and treat water including purifying water for human consumption and removing wastes from sewage.

Skill Level: 4

#### 712922 WEIGHBRIDGE OPERATOR

Operates weighing plant and issues measurement tickets which provide readings of vehicle and livestock weight.

Skill Level: 4

Specialisation:

Licensed Weigher



## MAJOR GROUP 7 *continued*

### UNIT GROUP 7129 OTHER STATIONARY PLANT OPERATORS *continued*

#### 712999 STATIONARY PLANT OPERATORS NEC

This occupation group covers Stationary Plant Operators not elsewhere classified.

Skill Level: 4

Occupations in this group include:

- Air Compressor Operator
- Beverage Distiller
- Bitumen Plant Operator
- Car Compactor Operator
- Crematorium Operator
- Lock Master (Water Transport)
- Oilseed Processing Operator
- Snow Maker
- Timber Treatment Plant Operator
- Wash Plant Operator

## MAJOR GROUP 7 *continued*

### SUB-MAJOR GROUP 72 MOBILE PLANT OPERATORS

MOBILE PLANT OPERATORS operate mobile plant to clear and cultivate land, sow and harvest crops, fell trees, move and excavate rock and soil, move pallets and containers, and lay roads and railway tracks.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- driving plant to work site
- driving and manoeuvring plant on site
- selecting and fitting attachments to plant
- manipulating controls to operate attachments mechanically, hydraulically and electrically, and to move materials
- monitoring operation of plant directly and by referring to instruments
- monitoring condition of plant, performing minor repairs and reporting mechanical faults

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

721 Mobile Plant Operators

## MAJOR GROUP 7 *continued*

### MINOR GROUP 721 MOBILE PLANT OPERATORS

MOBILE PLANT OPERATORS operate mobile plant to clear and cultivate land, sow and harvest crops, fell trees, move and excavate rock and soil, move pallets and containers, and lay roads and railway tracks.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### *Tasks Include:*

- driving plant to worksite
- driving and manoeuvring plant on site
- selecting and fitting attachments to plant
- manipulating controls to operate attachments mechanically, hydraulically and electrically, and to move materials
- monitoring operation of plant directly and by referring to instruments
- monitoring condition of plant, performing minor repairs and reporting mechanical faults

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

- 7211 Agricultural, Forestry and Horticultural Plant Operators
- 7212 Earthmoving Plant Operators
- 7213 Forklift Drivers
- 7219 Other Mobile Plant Operators

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7211 AGRICULTURAL, FORESTRY AND HORTICULTURAL PLANT OPERATORS

AGRICULTURAL, FORESTRY AND HORTICULTURAL PLANT OPERATORS operate agricultural, forestry and horticultural plant to clear and cultivate land, sow and harvest crops, and fell trees and move logs.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

#### *Tasks Include:*

- preparing and positioning plant for operation
- operating tractor-drawn and self-propelled plant to plough land and sow, fertilise, cultivate and harvest crops, and avoid damaging crops
- adjusting speed, height and depth of implements
- operating plant to hold, lift and cut trees
- operating attachments to lift, swing, release and sort trees and logs, and operating auxiliary plant such as chipping machines and log splitting machines
- feeding felled trees into processors to strip limbs and cut into logs and loading logs onto stockpiles and into trucks
- keeping log tallies and writing work reports
- servicing plant and performing minor repairs

Occupations:

721111 Agricultural and Horticultural Mobile Plant Operator

721112 Logging Plant Operator

#### **721111 AGRICULTURAL AND HORTICULTURAL MOBILE PLANT OPERATOR**

Operates agricultural and horticultural plant to clear and cultivate land, and sow and harvest crops. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Cotton Picking Machine Operator (Aus)

Harvester Operator

Rotary Hoe Operator

## MAJOR GROUP 7 *continued*

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### UNIT GROUP 7211 AGRICULTURAL, FORESTRY AND HORTICULTURAL PLANT OPERATORS *continued*

#### 721112 LOGGING PLANT OPERATOR

Operates plant to fell trees and drag, transport and load logs onto trucks. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Forwarder Operator

Skidder Operator

Tree Feller Operator

UNIT GROUP 7212 EARTHMOVING PLANT OPERATORS

EARTHMOVING PLANT OPERATORS operate plant to excavate earth, 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.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- preparing and positioning plant for operation
- selecting, fitting and removing attachments such as buckets, winches, loading scoops, shovel blades and rock breaking hammers
- operating controls to excavate, break, drill, level, compact, gouge out, move, load and spread earth, rock, rubble, soil and other materials
- monitoring operation of plant and adjusting controls to regulate pressure, speed and flow of operation, and ensuring safety of other workers
- raising, lowering and manipulating attachments using manual and hydraulic controls
- working from drawings, markers and verbal instructions
- servicing, lubricating, cleaning and refuelling plant and performing minor adjustments and repairs

Occupations:

- 721211 Earthmoving Plant Operator (General)
- 721212 Backhoe Operator
- 721213 Bulldozer Operator
- 721214 Excavator Operator
- 721215 Grader Operator
- 721216 Loader Operator

**721211 EARTHMOVING PLANT OPERATOR (GENERAL)**

Alternative Title:

Construction Plant Operator (General)

Operates a range of earthmoving plant to assist with building roads, rail, water supply, dams, treatment plants and agricultural earthworks. Registration or licensing is required.

Skill Level: 4

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7212 EARTHMOVING PLANT OPERATORS *continued*

#### 721212 BACKHOE OPERATOR

Operates a backhoe and attachments to excavate, break, drill, level and compact earth, rock and other material. Registration or licensing is required.

Skill Level: 4

#### 721213 BULLDOZER OPERATOR

Operates a bulldozer using blades and other attachments to gouge out, level and move materials in construction, forestry, mining and other projects. Registration or licensing is required.

Skill Level: 4

Specialisation:

Scraper Operator (Earthmoving)

#### 721214 EXCAVATOR OPERATOR

Operates heavy excavation plant to excavate, move and load earth, rock and rubble. Registration or licensing is required.

Skill Level: 4

Specialisations:

Hydraulic Rockbreaker Operator

Trench Digging Machine Operator

#### 721215 GRADER OPERATOR

Operates a grader to spread and level materials in construction projects. Registration or licensing is required.

Skill Level: 4

#### 721216 LOADER OPERATOR

Operates a motorised loader to move and load soil, rock and other material. Registration or licensing is required.

Skill Level: 4

Specialisations:

Bobcat Operator

Front-end Loader Operator

UNIT GROUP 7213 FORKLIFT DRIVERS

FORKLIFT DRIVERS operate forklifts to move bulk materials, containers, crates, palletised goods, cartons and bales.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- operating controls to align forklifts and raise and lower forks to stack and unstack items in warehouses, factories, timber yards and shipping terminals
- operating forklifts which run on rails or use electronic guidance systems to control movements in narrow aisles
- transporting goods to designated areas in warehouses, factories, timber yards and shipping terminals
- ensuring goods are stored in correct areas so that they can be easily located when orders are made up
- monitoring equipment operation visually through gauges and instruments and through computerised monitoring equipment
- inspecting and controlling equipment to identify wear and damage
- servicing and performing minor repairs and adjustments to forklifts
- may operate specialised trucks to carry items beneath elevated frames

Occupation:

721311 Forklift Driver

**721311 FORKLIFT DRIVER**

Alternative Titles:

Forklift Operator

Fork Truck Operator

Operates a forklift to move bulk materials, containers, crates, palletised goods, cartons and bales. Registration or licensing may be required.

Skill Level: 4

Specialisation:

Reach Truck Operator



UNIT GROUP 7219 OTHER MOBILE PLANT OPERATORS

This unit group covers Mobile Plant Operators not elsewhere classified.

It includes Aircraft Baggage Handlers and Airline Ground Crew, Linemarkers, Paving Plant Operators, Railway Track Plant Operators, Road Roller Operators and Streetsweeper Operators.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

Occupations:

- 721911 Aircraft Baggage Handler and Airline Ground Crew
- 721912 Linemarker
- 721913 Paving Plant Operator
- 721914 Railway Track Plant Operator
- 721915 Road Roller Operator
- 721916 Streetsweeper Operator
- 721999 Mobile Plant Operators nec

**721911 AIRCRAFT BAGGAGE HANDLER AND AIRLINE GROUND CREW**

Loads and unloads baggage, directs planes, positions staircases, fills aircraft fuel tanks and performs other aircraft ground services to ensure aircraft operations run efficiently. Registration or licensing is required.

Skill Level: 4

Specialisation:

Ramp Agent

**721912 LINEMARKER**

Operates plant to apply markings to roads and other surfaces such as car parks, airports and sportsgrounds. Registration or licensing is required.

Skill Level: 4

Specialisation:

Road Marker

**721913 PAVING PLANT OPERATOR**

Operates plant to spread and level hot bituminous paving materials and lay concrete on areas such as highways, roads and car parks. Registration or licensing is required.

Skill Level: 4

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7219 OTHER MOBILE PLANT OPERATORS *continued*

#### **721914 RAILWAY TRACK PLANT OPERATOR**

Operates plant to lay, align, repair and maintain railway tracks. Registration or licensing may be required.

Skill Level: 4

#### **721915 ROAD ROLLER OPERATOR**

Operates a power-driven roller to prepare surfaces for roads, runways and car parks. Registration or licensing is required.

Skill Level: 4

#### **721916 STREETSWEeper OPERATOR**

Operates plant to clean streets and gutters of litter and debris. Registration or licensing is required.

Skill Level: 4

#### **721999 MOBILE PLANT OPERATORS NEC**

This occupation group covers Mobile Plant Operators not elsewhere classified. Registration or licensing may be required.

Skill Level: 4

Occupations in this group include:

Cable Ferry Operator

Dredge Operator

Mulcher Operator

Snow Groomer

Straddle Carrier Operator

Tunnelling Plant Operator

SUB-MAJOR GROUP 73 ROAD AND RAIL DRIVERS

ROAD AND RAIL DRIVERS drive cars, buses, coaches, trains, trams, vans and trucks to transport passengers and freight.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- stopping at designated locations to pick up and set down passengers and freight
- establishing destinations and determining most appropriate routes
- ensuring passengers and freight arrive at destinations on time
- manoeuvring vehicles into position for loading and unloading
- assisting with loading and unloading operations using lifting and tipping devices
- observing safety requirements when loading and unloading vehicles

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

- 731 Automobile, Bus and Rail Drivers
- 732 Delivery Drivers
- 733 Truck Drivers

## MAJOR GROUP 7 *continued*

### MINOR GROUP 731 AUTOMOBILE, BUS AND RAIL DRIVERS

AUTOMOBILE, BUS AND RAIL DRIVERS drive cars, buses, coaches, trains and trams to transport passengers and freight.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- stopping at designated locations to pick up and set down passengers and freight
- collecting fares and giving change
- controlling lighting, heating and ventilation to ensure passenger comfort
- observing prescribed speeds, nearby traffic, travelling conditions and signals to ensure safe arrival of passengers and freight
- ensuring passengers and freight arrive at destinations on time

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

7311 Automobile Drivers

7312 Bus and Coach Drivers

7313 Train and Tram Drivers

UNIT GROUP 7311 AUTOMOBILE DRIVERS

AUTOMOBILE DRIVERS drive motor cars to transport passengers to destinations.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- using mobile computer systems and radio networks 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 luggage
- collecting fares and processing fare payments
- may collect and deliver parcels

Occupations:

731111 Chauffeur

731112 Taxi Driver

731199 Automobile Drivers nec

**731111 CHAUFFEUR**

Drives a limousine, van or private car to transport passengers to destinations on a fee-for-service basis, usually on a long-term hiring arrangement. Registration or licensing is required.

Skill Level: 4

Specialisations:

Hire Car Driver

Limousine Driver

**731112 TAXI DRIVER**

Drives a taxi to transport passengers to destinations on a fee-for-service basis, usually on a short-term, metered fare hiring arrangement. Registration or licensing is required.

Skill Level: 4

**MAJOR GROUP 7** *continued*

**UNIT GROUP 7311 AUTOMOBILE DRIVERS** *continued*

**731199 AUTOMOBILE DRIVERS NEC**

This occupation group covers Automobile Drivers not elsewhere classified. Registration or licensing is required.

Skill Level: 4

Occupations in this group include:

Oversize Load Pilot Escort

Rental Car Ferry Driver

UNIT GROUP 7312 BUS AND COACH DRIVERS

BUS AND COACH DRIVERS drive buses and coaches to transport passengers over established and special routes.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- stopping at set locations to pick up and set down passengers
- opening and closing doors before and after passengers board or alight
- controlling lighting, heating and ventilation on buses
- collecting fares and giving change and tickets, and monitoring electronic entry
- advising passengers on destinations
- maintaining conduct of passengers
- may use public address systems to provide information and tour commentaries for passengers
- may assist coach passengers with baggage and accommodation bookings
- may maintain, service and clean coaches

Occupations:

731211 Bus Driver

731212 Charter and Tour Bus Driver

731213 Passenger Coach Driver

**731211 BUS DRIVER**

Drives a bus to transport passengers short distances on scheduled intra-city services over established routes. Registration or licensing is required.

Skill Level: 4

Specialisations:

Minibus Driver

School Bus Driver

**731212 CHARTER AND TOUR BUS DRIVER**

Drives a coach to transport passengers on sightseeing, educational and other tours. Registration or licensing is required.

Skill Level: 4

Specialisation:

Coach Tour Driver

**MAJOR GROUP 7** *continued*

**UNIT GROUP 7312 BUS AND COACH DRIVERS** *continued*

**731213 PASSENGER COACH DRIVER**

Drives a coach to transport passengers long distances on scheduled intercity services over established routes.

Registration or licensing is required.

Skill Level: 4



UNIT GROUP 7313 TRAIN AND TRAM DRIVERS

TRAIN AND TRAM DRIVERS drive trains and trams to transport passengers and freight on rail networks.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- stopping at stations and set locations to pick up and set down passengers and freight
- opening and closing doors before and after passengers board or alight
- observing signals, track conditions, nearby traffic and prescribed speeds to ensure safety
- monitoring indicator gauges, changing controls and power supply poles and reporting operating irregularities
- checking time and adherence to timetables
- may advise passengers on destinations

Occupations:

731311 Train Driver

731312 Tram Driver

**731311 TRAIN DRIVER**

Alternative Title:

Locomotive Driver

Drives a train to transport passengers and freight on railways. Registration or licensing is required.

Skill Level: 4

Specialisations:

Electric Train Driver

Fireperson (Railway)

Locomotive Observer

Rail Car Driver

Steam Train Driver

**731312 TRAM DRIVER**

Drives a tram to transport passengers on urban light rail networks. Registration or licensing is required.

Skill Level: 4

MINOR GROUP 732 DELIVERY DRIVERS

DELIVERY DRIVERS drive vans and cars to deliver goods.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- determining the destinations of goods and most appropriate delivery routes
- manoeuvring vehicles into position for loading and unloading
- assisting with loading to ensure goods are arranged for ease of delivery and safely secured to avoid damage
- verifying loading documents
- arranging and performing unloading operations and obtaining certification of deliveries
- reporting vehicle maintenance needs
- may receive payments for deliveries and arrange accounts

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

7321 Delivery Drivers

UNIT GROUP 7321 DELIVERY DRIVERS

DELIVERY DRIVERS drive vans and cars to deliver goods.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- determining the destinations of goods and most appropriate delivery routes
- manoeuvring vehicles into position for loading and unloading
- assisting with loading to ensure goods are arranged for ease of delivery and safely secured to avoid damage
- verifying loading documents
- arranging and performing unloading operations and obtaining certification of deliveries
- reporting vehicle maintenance needs
- may receive payments for deliveries and arrange accounts

Occupation:

732111 Delivery Driver

**732111 DELIVERY DRIVER**

Alternative Title:

Van Driver

Drives a van or car to deliver goods. Registration or licensing is required.

Skill Level: 4

Specialisations:

Fast Food Delivery Driver

Grocery Deliverer

Meals on Wheels Driver

Taxi Truck Driver

MINOR GROUP 733 TRUCK DRIVERS

TRUCK DRIVERS drive heavy trucks, removal vans, tankers and tow trucks to transport bulky goods and liquids.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- manoeuvring vehicles into position for loading and unloading
- loading and unloading vehicles using lifting and tipping devices
- observing safety requirements when loading and unloading vehicles
- making regular quality checks of vehicles to ensure they can be driven safely
- estimating weights to comply with load limitations and ensuring safe distribution of weight
- 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 in this minor group are classified into the following unit group:

7331 Truck Drivers

UNIT GROUP 7331 TRUCK DRIVERS

TRUCK DRIVERS drive heavy trucks, removal vans, tankers and tow trucks to transport bulky goods and liquids.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing is required.

*Tasks Include:*

- manoeuvring vehicles into position for loading and unloading
- loading and unloading vehicles using lifting and tipping devices
- observing safety requirements when loading and unloading vehicles
- making regular quality checks of vehicles to ensure they can be driven safely
- estimating weights to comply with load limitations and ensuring safe distribution of weight
- 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:

733111 Truck Driver (General)

733112 Aircraft Refueller

733113 Furniture Removalist

733114 Tanker Driver

733115 Tow Truck Driver

**733111 TRUCK DRIVER (GENERAL)**

Drives a heavy truck, requiring a specially endorsed class of licence, to transport bulky goods. Registration or licensing is required.

Skill Level: 4

Specialisations:

Cement Mixer Driver

Compactor Driver (Rubbish Collection)

Haulpak Driver

Livestock Haulier

Logging Truck Driver

Road Train Driver

Tilt Tray Driver

## MAJOR GROUP 7 *continued*

### UNIT GROUP 7331 TRUCK DRIVERS *continued*

#### 733112 AIRCRAFT REFUELLER

Drives a tanker truck filled with aviation fuel to waiting aircraft, attaches a fuel hose to aircraft fuel tank and fills it with fuel. Registration or licensing is required.

Skill Level: 4

Specialisation:

Ground Crewman Aircraft Support (Army)

#### 733113 FURNITURE REMOVALIST

Drives a removal van or truck to move household and office furniture and equipment between locations. Registration or licensing is required.

Skill Level: 4

Specialisations:

Office Mover

Piano Removalist

#### 733114 TANKER DRIVER

Drives a tanker truck, requiring a specially endorsed class of licence, to transport bulk liquids. Registration or licensing is required.

Skill Level: 4

Specialisations:

Milk Tanker Driver

Petrol Tanker Driver

Water Tanker Driver

#### 733115 TOW TRUCK DRIVER

Drives a tow truck, requiring a specially endorsed class of licence, to transport broken-down motor vehicles. Registration or licensing is required.

Skill Level: 4

Specialisation:

Mechanic Recovery (Army)

SUB-MAJOR GROUP 74 STOREPERSONS

STOREPERSONS receive, handle and despatch goods in stores and warehouses.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- receiving incoming goods, checking for damage and for discrepancies between goods and invoices
- unloading vehicles, opening packages and removing contents
- operating computers to obtain details of location and quantity of items in stock
- labelling goods with details of storage location
- packing and weighing goods and sealing boxes
- operating machines to lift, place and remove goods on high levels
- operating specialised equipment, such as manually and electronically guided order pickers, and checking goods off picking list
- assisting with regular stocktakes
- may use materials handling equipment, such as hydraulic pallet lifters and hand trucks, to move goods

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

741 Storepersons

MINOR GROUP 741 STOREPERSONS

STOREPERSONS receive, handle and despatch goods in stores and warehouses.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- receiving incoming goods, checking for damage and for discrepancies between goods and invoices
- unloading vehicles, opening packages and removing contents
- operating computers to obtain details of location and quantity of items in stock
- labelling goods with details of storage location
- packing and weighing goods and sealing boxes
- operating machines to lift, place and remove goods on high levels
- operating specialised equipment, such as manually and electronically guided order pickers, and checking goods off picking list
- assisting with regular stocktakes
- may use materials handling equipment, such as hydraulic pallet lifters and hand trucks, to move goods

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

7411 Storepersons



UNIT GROUP 7411 STOREPERSONS

STOREPERSONS receive, handle and despatch goods in stores and warehouses.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- receiving incoming goods, checking for damage and for discrepancies between goods and invoices
- unloading vehicles, opening packages and removing contents
- operating computers to obtain details of location and quantity of items in stock
- labelling goods with details of storage location
- packing and weighing goods and sealing boxes
- operating machines to lift, place and remove goods on high levels
- operating specialised equipment, such as manually and electronically guided order pickers, and checking goods off picking list
- assisting with regular stocktakes
- may use materials handling equipment, such as hydraulic pallet lifters and hand trucks, to move goods

Occupation:

741111 Storeperson

**741111 STOREPERSON**

Alternative Titles:

Stores Assistant

Warehouse Assistant

Receives, handles and despatches goods in a store or warehouse.

Skill Level: 4

Specialisations:

Chiller Hand

Manufacturing Storeperson

Operator Supply (Army)

Order Picker/Assembler

Stores Despatch Hand

Stores Naval (Navy)

## MAJOR GROUP **8**      **LABOURERS** .....

LABOURERS perform a variety of routine and repetitive physical tasks using hand and power tools, and machines either as an individual or as part of a team assisting more skilled workers such as Trades Workers, and Machinery Operators and Drivers.

### *Indicative Skill Level:*

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

### *Tasks Include:*

- cleaning commercial, industrial and domestic premises, vehicles and machines
- spreading, levelling and finishing concrete and bituminous paving materials, and assembling and erecting scaffolding and rigging
- loading and unloading machines, assembling components, and grading, inspecting and packing products
- assisting with cultivating and harvesting crops, plants and forests, and with livestock production
- processing meat and seafood, and assisting with producing and preparing food
- loading and unloading freight from trucks, trains and ships, and stocking shelves in stores and supermarkets

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

- 81 Cleaners and Laundry Workers
- 82 Construction and Mining Labourers
- 83 Factory Process Workers
- 84 Farm, Forestry and Garden Workers
- 85 Food Preparation Assistants
- 89 Other Labourers

SUB-MAJOR GROUP 81 CLEANERS AND LAUNDRY WORKERS

CLEANERS AND LAUNDRY WORKERS clean vehicles, commercial, industrial and domestic premises, construction sites and industrial machines, and clothing and other items in laundries and drycleaning establishments.

*Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- removing rubbish and emptying containers, bins and trays
- dusting and polishing furniture, fixtures and fittings
- vacuuming and steam cleaning carpets, upholstery, curtains and floors
- applying cleaning agents to remove stains and dirt
- washing articles to remove stains and dirt
- picking up, sorting, washing, drying and ironing linen and clothes
- cleaning windows and other glass surfaces

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

811 Cleaners and Laundry Workers

MINOR GROUP 811 CLEANERS AND LAUNDRY WORKERS

CLEANERS AND LAUNDRY WORKERS clean vehicles, commercial, industrial and domestic premises, construction sites and industrial machines, and clothing and other items in laundries and drycleaning establishments.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- removing rubbish and emptying containers, bins and trays
- dusting and polishing furniture, fixtures and fittings
- vacuuming and steam cleaning carpets, upholstery, curtains and floors
- applying cleaning agents to remove stains and dirt
- washing articles to remove stains and dirt
- picking up, sorting, washing, drying and ironing linen and clothes
- cleaning windows and other glass surfaces

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

8111 Car Detailers

8112 Commercial Cleaners

8113 Domestic Cleaners

8114 Housekeepers

8115 Laundry Workers

8116 Other Cleaners

UNIT GROUP 8111 CAR DETAILERS

CAR DETAILERS wash and clean exteriors and interiors of motor vehicles, and touch up paint work, glass and upholstery to prepare them for sale or rent.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- washing, drying, polishing and waxing vehicle exteriors
- vacuuming vehicle interiors, and drycleaning carpets and upholstery
- applying cleaning agents to remove stains from vehicle interiors
- washing tyres and wheel arches, and blackening tyres
- washing and polishing vehicle windows
- emptying and cleaning compartments in vehicles
- may make minor repairs and touch up finishes to remove scratches

Occupation:

811111 Car Detailer

**811111 CAR DETAILER**

Alternative Title:

Vehicle Detailer

Washes and cleans exteriors and interiors of motor vehicles, and touches up paint work, glass and upholstery to prepare them for sale or rent.

Skill Level: 5

UNIT GROUP 8112 COMMERCIAL CLEANERS

COMMERCIAL CLEANERS clean offices, residential complexes, hospitals, schools, industrial work areas, industrial machines, construction sites and other commercial premises using heavy duty cleaning equipment.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- vacuuming carpets, curtains and upholstered furniture
- cleaning, dusting and polishing furniture, fixtures and fittings
- removing rubbish and recyclable material, and emptying containers, bins and trays
- stripping wax from floors, re-waxing and polishing floors
- cleaning and disinfecting laundry and bathroom fixtures, replenishing supplies and reporting defective plumbing fixtures
- operating industrial vacuum cleaners to clean floors, work areas and machines
- removing dust and dirt from ceilings, walls, overhead pipes and fixtures
- applying acids and solvents to surfaces to remove stains and dirt
- removing lint, dust, soot, oil, grease, sludge and other residues from machines, hulls and holds of ships, and interiors and exteriors of furnaces, boilers and tanks
- may clean exteriors of buildings by sand-blasting and applying solvents

Occupation:

811211 Commercial Cleaner

**811211 COMMERCIAL CLEANER**

Cleans offices, residential complexes, hospitals, schools, industrial work areas, industrial machines, construction sites and other commercial premises using heavy duty cleaning equipment.

Skill Level: 5

Specialisations:

Aircraft Cabin Cleaner

School Cleaner

UNIT GROUP 8113 DOMESTIC CLEANERS

DOMESTIC CLEANERS clean and tidy private dwellings such as houses, units, flats, apartments and townhouses.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- vacuuming carpets, curtains and upholstered furniture
- sweeping, mopping, waxing and polishing tiled, vinyl, timber and concrete floors
- tidying rooms, emptying wastepaper bins and removing refuse and recyclable material
- cleaning, disinfecting and deodorising kitchens, bathrooms and toilets
- dusting, cleaning and polishing furniture and other homewares
- cleaning windows and other glass surfaces

Occupation:

811311 Domestic Cleaner

**811311 DOMESTIC CLEANER**

Cleans and tidies private dwellings such as houses, units, flats, apartments and townhouses.

Skill Level: 5

UNIT GROUP 8114 HOUSEKEEPERS

HOUSEKEEPERS perform cleaning and housekeeping duties in hotels, motels and other commercial premises, and in private residences.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- cleaning the interior of buildings and the immediate outside areas
- sweeping, mopping and polishing floors, vacuuming and shampooing carpets, and cleaning curtains and upholstered furniture
- dusting and polishing furniture, fixtures and fittings
- picking up rubbish, emptying garbage containers, and taking contents to waste areas for removal
- restocking minibars and replenishing items such as drinking glasses, writing equipment, linen and groceries
- stripping and making beds, and changing bed linen
- maintaining kitchens, washing dishes and cooking utensils, and cleaning appliances, cupboards, counters, pantries and floors
- picking up, sorting, washing, drying, ironing and mending linen and clothes
- preparing and cooking meals, setting and clearing tables, and serving food and beverages
- taking care of household pets and plants, receiving visitors, answering telephones, delivering messages, and shopping for groceries

Occupations:

811411 Commercial Housekeeper

811412 Domestic Housekeeper

**811411 COMMERCIAL HOUSEKEEPER**

Cleans, vacuums and mops floors, makes beds, and re-stocks mini bars and bathroom supplies in hotel and motel rooms and other commercial premises.

Skill Level: 5

**811412 DOMESTIC HOUSEKEEPER**

Cleans, cooks and performs other housekeeping tasks in private residences.

Skill Level: 5



UNIT GROUP 8115 LAUNDRY WORKERS

LAUNDRY WORKERS sort, clean, fold, iron and package linen, clothing and other items in laundries and drycleaning establishments, and private residences.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- sorting articles for cleaning according to the type, colour, fabric and cleaning treatment required
- placing sorted articles into receptacles and onto conveyor belts for moving to repair and cleaning areas
- checking and removing stains from garments, and replacing buttons and making minor repairs
- loading and unloading washing machines, driers and extractors
- adding cleaning agents and starches to articles
- smoothing articles and guiding them through cleaning and pressing machines
- stopping and starting machines to untangle, straighten and remove articles
- ironing and pressing clean articles
- placing articles on shelves and hanging articles for delivery and collection
- packaging articles and preparing orders for despatch

Occupations:

811511 Laundry Worker (General)

811512 Drycleaner

811513 Ironer or Presser

**811511 LAUNDRY WORKER (GENERAL)**

Sorts, cleans, irons, folds and packages linen, clothing and other garments in a commercial laundry.

Skill Level: 5

Specialisations:

Folding Machine Operator

Linen Sorter

**811512 DRYCLEANER**

Cleans clothing, garments, upholstery and other fabrics using drycleaning agents and machines.

Skill Level: 5

**811513 IRONER OR PRESSER**

Irons or presses garments and other fabrics, such as delicate and formal wear, in a commercial laundry or private residence.

Skill Level: 5

## UNIT GROUP 8116 OTHER CLEANERS

OTHER CLEANERS clean surfaces, materials and objects, such as carpets, windows, walls, swimming pools and cooling towers, using specialised cleaning equipment and chemicals.

It includes Carpet Cleaners and Window Cleaners.

### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

### *Tasks Include:*

- cleaning carpets and upholstered furniture using cleaning machines and their attachments
- selecting and applying cleaning agents to remove stains from carpets, windows and surfaces
- filling carpet cleaning machines with water and other cleaning agents
- pushing pile-lifting machines over carpets and brushing pile to raise and fluff nap
- treating carpets with soil-repellent chemicals and deodorants, and treating for pests
- using ladders, swinging scaffolds, bosun's chairs, hydraulic bucket trucks and other equipment to reach and clean windows in multi-storey buildings
- cleaning stone walls, metal surfaces, fascias and window frames using high pressure water cleaners and solvents
- applying chemicals and high pressure cleaning methods to remove micro-organisms from water and filtration systems, and using wet vacuums and other suction equipment to remove scale, accumulated dirt and other deposits from swimming pools, cooling tower components and drains

Occupations:

811611 Carpet Cleaner

811612 Window Cleaner

811699 Cleaners nec

### **811611 CARPET CLEANER**

Cleans carpets, rugs and furniture upholstery using powder, liquid and steam cleaning methods, and applies soil-repellent chemicals and deodorants.

Skill Level: 5

Specialisation:

Upholstery Cleaner

### **811612 WINDOW CLEANER**

Cleans interior and exterior window surfaces.

Skill Level: 5

**MAJOR GROUP 8** *continued*

**UNIT GROUP 8116 OTHER CLEANERS** *continued*

**811699 CLEANERS NEC**

This occupation group covers Cleaners not elsewhere classified.

Skill Level: 5

Occupations in this group include:

- Chimney Sweep
- Graffiti Cleaner
- Swimming Pool Cleaner

## MAJOR GROUP 8 *continued*

### SUB-MAJOR GROUP 82 CONSTRUCTION AND MINING LABOURERS

CONSTRUCTION AND MINING LABOURERS perform a variety of routine tasks in house building, and road, rail and general construction, and in drilling, mining and mineral ore treatment, usually under close supervision.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- loading and unloading construction materials and equipment, and transporting them around building sites
- mixing, spreading and levelling concrete, plaster and mortar
- laying out fence lines and lifting and positioning posts
- insulating buildings, pipes and ducting
- fitting awnings, security screens and other home improvements
- assembling and erecting scaffolding and rigging
- digging holes and trenches, and spreading, levelling and compacting soil, gravel, sand and ballast
- erecting and dismantling barricades
- directing cranes

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

821 Construction and Mining Labourers

MINOR GROUP 821 CONSTRUCTION AND MINING LABOURERS

CONSTRUCTION AND MINING LABOURERS perform a variety of routine tasks in house building, and road, rail and general construction, and in drilling, mining and mineral ore treatment, usually under close supervision.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

*Tasks Include:*

- loading and unloading construction materials and equipment, and transporting them around building sites
- mixing, spreading and levelling concrete, plaster and mortar
- laying out fence lines and lifting and positioning posts
- insulating buildings, pipes and ducting
- fitting awnings, security screens and other home improvements
- assembling and erecting scaffolding and rigging
- digging holes and trenches, and spreading, levelling and compacting soil, gravel, sand and ballast
- erecting and dismantling barricades
- directing cranes

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

- 8211 Building and Plumbing Labourers
- 8212 Concreters
- 8213 Fencers
- 8214 Insulation and Home Improvement Installers
- 8215 Paving and Surfacing Labourers
- 8216 Railway Track Workers
- 8217 Structural Steel Construction Workers
- 8219 Other Construction and Mining Labourers

UNIT GROUP 8211 BUILDING AND PLUMBING LABOURERS

BUILDING AND PLUMBING LABOURERS perform a variety of routine tasks associated with erecting and repairing structures and facilities, maintaining stormwater, drainage and sewerage systems, excavating earth and clearing and levelling sites, and installing and maintaining piping systems, fixtures and water regulators.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- loading and unloading building and construction materials, tools and equipment and transporting them around building sites
- erecting and dismantling temporary structures such as barricades and scaffolding
- mixing, pouring and spreading materials such as concrete, plaster and mortar
- cleaning and carrying out minor repairs on stormwater drains and canals, and checking for cracks and leaks in sewerage systems
- digging holes and shovelling excavated material onto conveyors, wheelbarrows and trucks for removal
- spreading and levelling soil, gravel and sand on roads and driveways, trench bottoms and similar locations
- assisting with assembling and installing piping, valves and fittings
- assisting with installing fixtures such as toilets, wash basins and sprinkler systems

Occupations:

- 821111 Builder's Labourer
- 821112 Drainage, Sewerage and Stormwater Labourer
- 821113 Earthmoving Labourer
- 821114 Plumber's Assistant

**821111 BUILDER'S LABOURER**

Alternative Title:

Construction Worker

Performs routine tasks in erecting and repairing structures and facilities on building and construction sites and in factories producing prefabricated building components.

Skill Level: 5

Specialisations:

- Bricklayer's Assistant
- Carpenter's Assistant
- Tiler's Assistant

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8211 BUILDING AND PLUMBING LABOURERS *continued*

#### 821112 DRAINAGE, SEWERAGE AND STORMWATER LABOURER

Performs routine tasks in maintaining drainage, sewerage and stormwater systems.

Skill Level: 5

#### 821113 EARTHMOVING LABOURER

Performs routine tasks in excavating earth, clearing and levelling sites, and digging irrigation channels.

Skill Level: 5

Specialisation:

Grave Digger

#### 821114 PLUMBER'S ASSISTANT

Performs routine tasks in fabricating, laying, installing and maintaining pipes, fixtures, water meters and regulators.

Skill Level: 5

UNIT GROUP 8212 CONCRETTERS

CONCRETTERS pour, spread, smooth and finish concrete for structures such as floors, stairs, ramps, footpaths and bridges.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- erecting concrete form work and laying steel reinforcing
- pouring, spreading and levelling concrete using screeds and 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
- wetting concrete and rubbing with abrasives to finish vertical surfaces
- covering concrete with plastic sheeting and sand to cure it
- cutting lines in concrete using power cutters
- may cover freshly poured concrete with colouring powders and other materials

Occupation:

821211 Concreter

**821211 CONCRETER**

Alternative Title:

Concrete Worker

Pours, spreads, smooths and finishes concrete for structures such as floors, stairs, ramps, footpaths and bridges.

Skill Level: 5



UNIT GROUP 8213 FENCERS

FENCERS erect and repair fences and gates.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- laying out fence lines and marking positions for post holes
- lifting and positioning fence posts in holes and securing posts with concrete, stone fill and soil
- forming fence frames
- constructing and attaching gates to fences
- stretching materials between fence posts
- constructing wooden paling, fibre-cement and metal fences
- repairing and demolishing existing fences

Occupation:

821311 Fencer

**821311 FENCER**

Alternative Title:

Fence Erector

Erects and repairs fences and gates.

Skill Level: 4

UNIT GROUP 8214 INSULATION AND HOME IMPROVEMENT INSTALLERS

INSULATION AND HOME IMPROVEMENT INSTALLERS install a variety of insulation materials to improve resistance to heat, cold, air, sound and moisture, and install functional and decorative home improvements.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- examining plans, specifications and work sites to determine the type and quality of installations required and their location
- preparing site for insulation and installation of fittings by nailing up furring, drilling holes for screws and bolts, and erecting scaffolding and ladders
- gluing blocks and slabs of foamed plastic and cork to walls
- operating equipment to blow and spray mineral wool, fibre fill and foam insulation material into cavities
- cutting insulation material to size and shape, and nailing and stapling batt-type insulation to joists, studs and furring
- measuring, cutting and applying solar control film to windows
- fitting awnings, security screens, shower screens, prefabricated windows and doors, exterior cladding and other home improvements using hand tools
- drilling holes in wood, brick, stone and fibrous structures, and bolting, screwing and nailing fittings into place
- attaching and adjusting mechanical fittings such as cranks, locks and pull-cords
- installing flashing and waterproofing to fittings such as shower screens and prefabricated windows and doors

Occupations:

821411 Building Insulation Installer

821412 Home Improvement Installer

**821411 BUILDING INSULATION INSTALLER**

Installs and applies insulating material, such as foam, granules, foil, solar film, batts and blankets, to walls, floors, windows and ceilings of buildings to insulate against heat, cold, air, sound and moisture. Registration or licensing may be required.

Skill Level: 4

Specialisation:

Window Tinter (Building)

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8214 INSULATION AND HOME IMPROVEMENT INSTALLERS

*continued*

#### 821412 HOME IMPROVEMENT INSTALLER

Installs functional and decorative home improvements such as awnings, curtains, blinds, security screens, garage doors, exterior cladding, shower screens and prefabricated windows and doors. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Awning Installer

Carport Erector

Curtain Fitter

Security Door Installer

Shower Screen Installer

UNIT GROUP 8215 PAVING AND SURFACING LABOURERS

PAVING AND SURFACING LABOURERS perform routine tasks associated in laying bituminous and other paving materials on roads, runways, parking areas and other surfaces to be paved.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- sweeping paving bases prior to laying asphalt and other surfaces
- sprinkling and brushing hot and cold-mix asphalt over surfaces to be paved and repaired to bond asphalt toppings to bases
- operating tank-truck distributors and 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, and spreading stone chips, gravel and cold-mix asphalt onto road surfaces
- shovelling asphalt mix into areas inaccessible to paving machines, and compacting mix using rakes and hand tampers
- cutting and trimming damaged surfaces using jack-hammers and softening edges of areas to be repaired with blowtorches
- erecting and dismantling barricades
- loading and unloading equipment, and cleaning work sites
- may direct traffic

Occupation:

821511 Paving and Surfacing Labourer

**821511 PAVING AND SURFACING LABOURER**

Performs routine tasks associated in laying bituminous and other paving materials on roads, runways, parking areas and other surfaces to be paved.

Skill Level: 5

UNIT GROUP 8216 RAILWAY TRACK WORKERS

RAILWAY TRACK WORKERS lay and repair tracks for railways, tramways, quarries and mines, and install and repair signals and other equipment.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- spreading and tamping ballast to provide firm foundation for sleepers
- cutting rails to length and grinding worn and rough rail ends
- placing sleepers across roadbeds, and positioning and fastening rails on sleepers
- drilling bolt holes, and bolting and welding rail sections
- removing and replacing worn and damaged rails, sleepers and switches
- cleaning and lubricating switches
- examining track, lubricating wheel bearings on rolling stock and maintaining switch signal lamps
- installing and repairing signals and other equipment
- may assist with the righting of derailed rolling stock

Occupation:

821611 Railway Track Worker

**821611 RAILWAY TRACK WORKER**

Alternative Title:

Railway Fetterer

Lays and repairs tracks for railways, tramways, quarries and mines, and installs and repairs signals and other equipment.

Skill Level: 4

Specialisation:

Track Inspector

UNIT GROUP 8217 STRUCTURAL STEEL CONSTRUCTION WORKERS

STRUCTURAL STEEL CONSTRUCTION WORKERS assemble rigging gear to move and position equipment and structural components, erect scaffolding, position and secure steel reinforcing in concrete forms, and erect and dismantle structural steel frames.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- 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
- fitting and bolting tubes, support braces and components to form bases and build up scaffolding
- lifting and positioning sections of scaffolding
- 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 and rigging equipment to raise and position girders, plates, columns and other steel units
- erecting guard rails, guy wires, ropes and clears, laying planks and hanging safety nets

Occupations:

821711 Construction Rigger

821712 Scaffolder

821713 Steel Fixer

821714 Structural Steel Erector

**821711 CONSTRUCTION RIGGER**

Assembles and installs rigging gear, such as cables, ropes, pulleys and winches, to lift, lower, move and position equipment, structural steel and other heavy objects. Registration or licensing may be required.

Skill Level: 4

**821712 SCAFFOLDER**

Erects and dismantles scaffolding to provide work platforms on building and industrial sites, and for temporary structures such as staging and seating. Registration or licensing may be required.

Skill Level: 4

## **MAJOR GROUP 8** *continued*

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### **UNIT GROUP 8217 STRUCTURAL STEEL CONSTRUCTION WORKERS** *continued*

#### **821713 STEEL FIXER**

Positions and secures steel bars and steel mesh in concrete forms to reinforce concrete structures. Registration or licensing may be required.

Skill Level: 4

#### **821714 STRUCTURAL STEEL ERECTOR**

Erects and dismantles structural steel frames of buildings and other structures. Registration or licensing may be required.

Skill Level: 4

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8219 OTHER CONSTRUCTION AND MINING LABOURERS

This unit group covers Construction and Mining Labourers not elsewhere classified.

It includes Crane Chasers, Driller's Assistants, Lagers, Mining Support Workers and Surveyor's Assistants.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

Occupations:

- 821911 Crane Chaser
- 821912 Driller's Assistant
- 821913 Lagger
- 821914 Mining Support Worker
- 821915 Surveyor's Assistant

#### **821911 CRANE CHASER**

Slings cranes and winches, and directs the movement of loads ensuring loads do not exceed lifting capacities.

Skill Level: 5

Specialisations:

- Dogman/woman
- Slinger

#### **821912 DRILLER'S ASSISTANT**

Alternative Titles:

- Driller's Offsider
- Roustabout (Oil and Gas)

Performs routine tasks in setting up, operating and dismantling drilling sites for extracting oil, gas, mineral ore or water.

Skill Level: 5

Specialisations:

- Derrick Hand
- Roughneck
- Well Treatment Offsider

#### **821913 LAGGER**

Applies insulating materials, such as felt, fibreglass, polyurethane and cork, to pipes, steam generators, process vats and ducting, and secures insulation with wire, wire netting, staples, metal strapping and using welding torches.

Skill Level: 5



## MAJOR GROUP 8 *continued*

### UNIT GROUP 8219 OTHER CONSTRUCTION AND MINING LABOURERS *continued*

#### 821914 MINING SUPPORT WORKER

Alternative Title:

Mineral Ore Processing Labourer

Performs routine tasks in mining and mineral ore treating operations such as assembling, operating and dismantling mining equipment, taking ore, rock and dust samples, and mixing ore treating chemicals and catalysts.

Skill Level: 5

Specialisations:

Pit Crew Support Worker

Wash Plant Attendant

#### 821915 SURVEYOR'S ASSISTANT

Performs routine tasks to assist Surveyors and Geologists by transporting, assembling, maintaining and laying out prospecting and surveying equipment, and collecting and labelling samples.

Skill Level: 5

Specialisations:

Geological Survey Field Assistant

Seismic Survey Assistant

## MAJOR GROUP 8 *continued*

### SUB-MAJOR GROUP 83 FACTORY PROCESS WORKERS

FACTORY PROCESS WORKERS perform routine tasks in processing, manufacturing and packaging food, beverages and other products.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- sourcing, weighing and mixing raw materials, and loading into machines
- wrapping products, and filling, labelling and sealing containers by hand and machine
- storing and stacking finished products, and cleaning machines and work areas
- inspecting and grading products
- assembling components and subassemblies for further processing and to make finished products

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

831 Food Process Workers

832 Packers and Product Assemblers

839 Miscellaneous Factory Process Workers

## MAJOR GROUP 8 *continued*

### MINOR GROUP 831 FOOD PROCESS WORKERS

FOOD PROCESS WORKERS perform routine tasks in processing and manufacturing food and beverages.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

*In New Zealand:*

- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

*Tasks Include:*

- measuring, weighing and mixing ingredients and loading into food and beverage machines
- operating machines to process and produce food and beverage products
- cutting, trimming and dressing meat, poultry and seafood
- checking product quality before packaging
- packing finished product
- cleaning machines, storage tanks and floors, and maintaining infestation control programs

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

- 8311 Food and Drink Factory Workers
- 8312 Meat Boners and Slicers, and Slaughterers
- 8313 Meat, Poultry and Seafood Process Workers

UNIT GROUP 8311 FOOD AND DRINK FACTORY WORKERS

FOOD AND DRINK FACTORY WORKERS perform routine tasks in manufacturing food and beverages.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- weighing, measuring, mixing, dissolving and boiling ingredients
- adding materials, such as spices and preservatives, to food and beverages
- operating heating, chilling, freezing, pasteurising, carbonating, sulphuring and desulphuring plant
- monitoring product quality before packaging by inspecting, taking samples and adjusting treatment conditions when necessary
- operating machines to peel, core, slice, dice, pit and juice fruit and vegetables
- cleaning equipment, pumps, hoses, storage tanks, vessels and floors, and maintaining infestation control programs
- regulating speed of conveyors and crusher rollers, and adjusting tension of rollers to ensure total extraction of juice from sugar cane
- moving products from production lines into storage and shipping areas
- packaging and bottling products

Occupations:

- 831111 Baking Factory Worker
- 831112 Brewery Worker
- 831113 Confectionery Maker
- 831114 Dairy Products Maker
- 831115 Fruit and Vegetable Factory Worker
- 831116 Grain Mill Worker
- 831117 Sugar Mill Worker
- 831118 Winery Cellar Hand
- 831199 Food and Drink Factory Workers nec

**831111 BAKING FACTORY WORKER**

Operates machines and performs routine tasks to make bread, cakes and other baked products, and slices and wraps products.

Skill Level: 5

Specialisations:

- Biscuit Factory Worker
- Bread Room Hand

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8311 FOOD AND DRINK FACTORY WORKERS *continued*

#### 831112 BREWERY WORKER

Operates machines and performs routine tasks to make beer, and package, store and despatch beer in bottles, cans and kegs.

Skill Level: 5

#### 831113 CONFECTIONERY MAKER

Operates machines and performs routine tasks to make and wrap confectionery.

Skill Level: 5

Specialisation:

Chocolate Maker

#### 831114 DAIRY PRODUCTS MAKER

Operates machines and performs routine tasks to make and package milk, milk powder, yoghurt, butter, cheese and other dairy products.

Skill Level: 5

Specialisations:

Butter Maker

Cheese Factory Worker

Cheese Maker

Milk Processing Worker

Milk Treater

Pasteuriser Operator

Yoghurt Maker

#### 831115 FRUIT AND VEGETABLE FACTORY WORKER

Operates machines and performs routine tasks to prepare canned and frozen fruit and vegetables, and make and package sauces, jams and juices.

Skill Level: 5

#### 831116 GRAIN MILL WORKER

Operates machines and performs routine tasks to mix, mill and treat grains and by-products to make flour, meal and stockfeed.

Skill Level: 5

Specialisation:

Stockfeed Miller

#### 831117 SUGAR MILL WORKER

Operates machines and performs routine tasks to extract juice from sugar cane to make granular sugar and molasses.

Skill Level: 5

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8311 FOOD AND DRINK FACTORY WORKERS *continued*

#### 831118 WINERY CELLAR HAND

Operates machines and performs routine tasks to make and bottle wine.

Skill Level: 5

#### 831199 FOOD AND DRINK FACTORY WORKERS NEC

This occupation group covers Food and Drink Factory Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Egg Factory Worker

Ice-cream Maker

Margarine Maker

UNIT GROUP 8312 MEAT BONERS AND SLICERS, AND SLAUGHTERERS

MEAT BONERS AND SLICERS, AND SLAUGHTERERS trim and cut meat from bones, sides and carcasses, and slaughter livestock in abattoirs.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- operating switching controls to direct and drop carcasses and meat cuts from supply rails to boning tables
- cutting meat to separate meat, fat and tissue from around bones
- washing, scraping and trimming foreign material and blood from meat
- cutting sides and 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
- operating restrainer and stunning equipment
- severing jugular veins of stunned animals to drain blood and facilitate dressing
- trimming and removing head meat and severing animal heads
- slitting open, eviscerating and trimming animal carcasses
- may slaughter livestock according to procedures required by religious customs

Occupations:

831211 Meat Boner and Slicer

831212 Slaughterer

**831211 MEAT BONER AND SLICER**

Trims and cuts meat from bones, sides and carcasses.

Skill Level: 4

Specialisation:

Meat Trimmer

**831212 SLAUGHTERER**

Stuns and kills livestock, and prepares carcasses for further processing by removing internal organs and hides.

Skill Level: 4

Specialisation:

Stunner and Shackler (Abattoir)

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8313 MEAT, POULTRY AND SEAFOOD PROCESS WORKERS

MEAT, POULTRY AND SEAFOOD PROCESS WORKERS slaughter and eviscerate poultry, and process, grade and package meat, poultry, fish and shellfish.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- processing offal and tripe
- moving carcasses to chillers and freezers
- loading meat products into trucks
- packing boned and sliced meat into cartons
- stunning and shackling poultry for killing and processing
- severing jugular veins of poultry, and removing viscera and residual material from poultry carcasses
- separating organs and glands, such as sweetbreads, livers, hearts and spleens, from poultry carcasses
- inspecting and grading poultry, fish and shellfish for size and quality
- packing fish and counting packs before freezing, and packing frozen fish blocks into cartons
- operating machines which slice, peel, skin and crumb fish
- cleaning and sanitising equipment and work areas

Occupations:

831311 Meat Process Worker

831312 Poultry Process Worker

831313 Seafood Process Worker

#### **831311 MEAT PROCESS WORKER**

Processes carcasses of slaughtered livestock and prepares meat and meat products.

Skill Level: 5

Specialisation:

Offal Separator

#### **831312 POULTRY PROCESS WORKER**

Stuns and kills, dresses, trims, cuts into portions, bones, fillets, weighs, grades and packages poultry.

Skill Level: 5

Specialisations:

Poultry Boner

Poultry Slaughterer



## **MAJOR GROUP 8** *continued*

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### **UNIT GROUP 8313 MEAT, POULTRY AND SEAFOOD PROCESS WORKERS** *continued*

#### **831313 SEAFOOD PROCESS WORKER**

Scales, cleans, fillets, cuts, shells, grades and packages fish and shellfish.

Skill Level: 5

Specialisations:

Abalone Sheller

Oyster Opener

## MAJOR GROUP 8 *continued*

### MINOR GROUP 832 PACKERS AND PRODUCT ASSEMBLERS

PACKERS AND PRODUCT ASSEMBLERS wrap and place items into containers and seal containers in preparation for despatch to customers, and assemble components and subassemblies of products.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- filling and packing products into containers
- labelling and wrapping finished products
- monitoring weight and quantity of products
- locating, positioning and securing components on workbenches
- assembling and securing components in sequence
- assembling parts, deburring and finishing items and fitting hardware

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

8321 Packers

8322 Product Assemblers

UNIT GROUP 8321 PACKERS

PACKERS weigh, wrap, seal and label chocolate, fruit, vegetables, meat, seafood and other products.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- obtaining supplies of products and assembling bags, package folders and cartons
- packing containers and bags with products, and counting, weighing and measuring amounts and adjusting quantities
- wrapping protective material around products, sealing bags and containers, and attaching pre-printed labels
- counting and placing bags and packages onto trays and racks, and into shipping cartons
- recording information such as numbers, weight, times and dates
- 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

Occupations:

- 832111 Chocolate Packer
- 832112 Container Filler
- 832113 Fruit and Vegetable Packer
- 832114 Meat Packer
- 832115 Seafood Packer
- 832199 Packers nec

**832111 CHOCOLATE PACKER**

Weighs, wraps, seals and labels chocolate products.

Skill Level: 5

**832112 CONTAINER FILLER**

Fills and seals containers with products, such as food, beverages, paints, oils and lotions, and packages the filled containers.

Skill Level: 5

Specialisations:

- Bottling Attendant
- Cannery Worker
- Labelling Machine Operator

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8321 PACKERS *continued*

#### 832113 FRUIT AND VEGETABLE PACKER

Weighs, wraps, seals and labels fruit and vegetables.

Skill Level: 5

#### 832114 MEAT PACKER

Weighs, wraps, seals and labels meat and meat products.

Skill Level: 5

#### 832115 SEAFOOD PACKER

Weighs, wraps, seals and labels seafood products.

Skill Level: 5

#### 832199 PACKERS NEC

This occupation group covers Packers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Cheese Packer

Egg Packer

UNIT GROUP 8322 PRODUCT ASSEMBLERS

PRODUCT ASSEMBLERS put together components and subassemblies that go into the production of metal products, electrical and electronic equipment, jewellery and precious metal articles, and joinery products.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- locating, positioning and securing components on workbenches
- punching and drilling mounting holes in parts and assembled products
- assembling and securing components in sequence
- assembling parts by nailing, screwing, gluing and dowelling, riveting, crimping, soldering and spot welding components
- fitting hardware items, such as hinges, catches and knobs, to parts
- attaching and fastening jewellery and jewellery parts to fabricate bracelets, necklaces, brooches and earrings
- deburring and finishing items using files, grinding wheels and emery paper
- may manually wind light electrical field coils

Occupation:

832211 Product Assembler

**832211 PRODUCT ASSEMBLER**

Puts together components and subassemblies that go into the production of metal products, electrical and electronic equipment, jewellery and precious metal articles, and joinery products.

Skill Level: 5

Specialisations:

Electrical and Electronic Assembler

Light Coil Winder

Vehicle Assembler

## MAJOR GROUP 8 *continued*

### MINOR GROUP 839 MISCELLANEOUS FACTORY PROCESS WORKERS

This minor group covers Factory Process Workers not elsewhere classified.

It includes Metal Engineering Process Workers, Plastics and Rubber Factory Workers, Product Quality Controllers, and Timber and Wood Process Workers.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

*In Australia:*

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or  
AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

*In New Zealand:*

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or  
NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

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

- 8391 Metal Engineering Process Workers
- 8392 Plastics and Rubber Factory Workers
- 8393 Product Quality Controllers
- 8394 Timber and Wood Process Workers
- 8399 Other Factory Process Workers

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8391 METAL ENGINEERING PROCESS WORKERS

METAL ENGINEERING PROCESS WORKERS perform routine tasks in manufacturing metal products.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- positioning and holding tools and metal products
- performing assembly and dismantling operations such as screwing and bolting
- operating power hammers, presses and other metal cutting and shaping tools and machines
- soldering and spot welding components using electrical spot and butt welding machines
- transporting tools, materials and work pieces to and from sites and workbenches
- cleaning and preparing working surfaces

Occupation:

839111 Metal Engineering Process Worker

#### **839111 METAL ENGINEERING PROCESS WORKER**

Performs routine tasks in manufacturing metal products.

Skill Level: 5

Specialisations:

Boilermaker's Assistant  
Fitter's Assistant  
Metal Forger's Assistant  
Metal Moulder's Assistant

UNIT GROUP 8392 PLASTICS AND RUBBER FACTORY WORKERS

PLASTICS AND RUBBER FACTORY WORKERS perform routine tasks in manufacturing plastic and rubber products.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- dumping material into hoppers of machines
- stopping moulding machines and discharging contents
- cutting foam products from foam blocks
- cleaning, smoothing and waxing moulds for making products
- brushing and spraying release agents onto moulds to assist with the removal of moulded products
- building up layers of fibreglass and resin on moulds
- cleaning work areas, tools and equipment
- may smooth rough edges of moulds using files, grinders and sanders

Occupations:

839211 Plastics Factory Worker

839212 Rubber Factory Worker

**839211 PLASTICS FACTORY WORKER**

Alternative Title:

Plastics Process Hand

Performs routine tasks in manufacturing plastic goods.

Skill Level: 5

Specialisations:

Cellular Plastics Cutter

Fibreglass Lay Up Worker

**839212 RUBBER FACTORY WORKER**

Alternative Title:

Rubber Process Hand

Performs routine tasks in manufacturing tyres and other rubber products.

Skill Level: 5

Specialisation:

Latex Foam Worker



UNIT GROUP 8393 PRODUCT QUALITY CONTROLLERS

PRODUCT QUALITY CONTROLLERS examine manufactured products and primary produce to ensure conformity to specifications and standards of presentation and quality.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- studying product specifications and taking measurements to determine conformity to specifications
- examining and marking output for visible defects such as cracks, holes and breakages
- making minor repairs and adjustments to products
- compiling quality assurance reports, maintaining documentation and reporting findings
- examining products for defects and grading produce
- 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
- preparing samples and carrying out prescribed tests

Occupations:

839311 Product Examiner  
839312 Product Grader  
839313 Product Tester

**839311 PRODUCT EXAMINER**

Alternative Titles:

Quality Assurance Assessor  
Quality Control Assessor

Examines products to ensure conformity to specifications and standards of presentation and quality.

Skill Level: 4

Specialisations:

Film Examiner  
Metal Products Viewer  
Textile Examiner  
Tyre Finisher and Examiner  
Vehicle Assembly Inspector

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8393 PRODUCT QUALITY CONTROLLERS *continued*

#### 839312 PRODUCT GRADER

Grades primary produce by evaluating individual items or batches against established standards and records results.

Skill Level: 4

Specialisations:

Fruit and Vegetable Classer

Meat Grader

Milk and Cream Grader

Timber Grader

#### 839313 PRODUCT TESTER

Collects product samples, conducts tests to determine quality of produce and maintains records of results.

Skill Level: 4

Specialisations:

Coal Sample Tester

Glassware Verifier

Iron Pellet Tester

UNIT GROUP 8394 TIMBER AND WOOD PROCESS WORKERS

TIMBER AND WOOD PROCESS WORKERS perform routine tasks in paper and pulp mills, sawmills, timber yards, and wood processing and timber products factories.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- rolling logs from trucks and conveyors to log decks, saw carriages and stacking bays
- placing logs and wood billets onto conveyors and lathes for processing into chips, veneers and pulp
- sorting and stacking timber during milling
- placing timber for processing by machines and unloading cut timber from tail end of machines
- assisting with setting up and operating plant and ancillary equipment used in the manufacture of sheets and boards
- transporting processed wood products, such as plywood, chipboard sheets and panels, to work areas
- clearing blockages in machines
- assisting with measuring and cutting materials
- packing and loading finished products for transportation
- cleaning work areas, tools and equipment

Occupations:

839411 Paper and Pulp Mill Worker

839412 Sawmill or Timber Yard Worker

839413 Wood and Wood Products Factory Worker

**839411 PAPER AND PULP MILL WORKER**

Alternative Title:

Pulp, Paper Making and Paper Products Labourer

Performs routine tasks in a paper and pulp mill such as placing logs onto conveyors for chipping, and loading woodchip and pulp for processing.

Skill Level: 5

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8394 TIMBER AND WOOD PROCESS WORKERS *continued*

#### 839412 SAWMILL OR TIMBER YARD WORKER

Alternative Titles:

Timber Mill Worker

Wood Processing Worker

Performs routine tasks in a sawmill or timber yard such as sorting and stacking timber, assisting timber machinists, assembling orders and racking offcuts.

Skill Level: 5

Specialisation:

Tailer-out

#### 839413 WOOD AND WOOD PRODUCTS FACTORY WORKER

Alternative Title:

Wood and Wood Products Labourer

Performs routine tasks in a wood processing and timber product factory such as placing logs on equipment and conveyors, assisting with measuring and cutting of materials, and setting up and operating plant equipment.

Skill Level: 5

Specialisations:

Hardboard Factory Worker

Joinery Factory Worker

Particleboard Factory Worker

Plywood Factory Worker

UNIT GROUP 8399 OTHER FACTORY PROCESS WORKERS

This unit group covers Factory Process Workers not elsewhere classified.

It includes Cement and Concrete Plant Workers, Chemical Plant Workers, Clay Processing Factory Workers, Fabric and Textile Factory Workers, Footwear Factory Workers, Glass Processing Workers, and Hide and Skin Processing Workers.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

Occupations:

- 839911 Cement and Concrete Plant Worker
- 839912 Chemical Plant Worker
- 839913 Clay Processing Factory Worker
- 839914 Fabric and Textile Factory Worker
- 839915 Footwear Factory Worker
- 839916 Glass Processing Worker
- 839917 Hide and Skin Processing Worker
- 839999 Factory Process Workers nec

**839911 CEMENT AND CONCRETE PLANT WORKER**

Performs routine tasks in manufacturing cement and concrete products such as greasing and assembling concrete moulds, holding reinforcing steel in position during concrete pours, stripping moulds from dried concrete products, and finishing products.

Skill Level: 5

**839912 CHEMICAL PLANT WORKER**

Performs routine tasks in a chemical processing plant such as delivering materials to processing areas, dumping ingredients into hoppers, operating machines to heat, cool and agitate chemical solutions, filling and fastening covers on containers, and attaching labels and information on products.

Skill Level: 5

Specialisations:

- Gas Plant Worker
- Munitions Factory Worker
- Paint Factory Worker

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8399 OTHER FACTORY PROCESS WORKERS *continued*

#### 839913 CLAY PROCESSING FACTORY WORKER

Alternative Title:

Clay Processing Labourer

Performs routine tasks in manufacturing clay and ceramic products such as loading clay into machines, stacking products on kiln cars, pallets and trolleys, and moving kiln cars and trolleys to and from kilns, dryers, sorting, storage and shipping areas.

Skill Level: 5

Specialisations:

Brick Handler

Carousel Minder

Kiln Labourer

#### 839914 FABRIC AND TEXTILE FACTORY WORKER

Performs routine tasks in a fabric and textile factory such as cutting canvas, upholstery and curtain fabrics, delivering materials to machines, operating automatic machines using computerised patterns, pressing partially completed and finished garments, and inspecting and finishing completed garments.

Skill Level: 5

#### 839915 FOOTWEAR FACTORY WORKER

Performs routine tasks in manufacturing footwear such as basic hand cutting of shoe components, delivering materials to machines, and inspecting and finishing completed footwear.

Skill Level: 5

#### 839916 GLASS PROCESSING WORKER

Performs routine tasks in manufacturing glassware such as setting up, adjusting and repairing automatic machines and equipment, and checking weight of glassware.

Skill Level: 5

Specialisation:

Glass Mould Cleaner

#### 839917 HIDE AND SKIN PROCESSING WORKER

Performs routine tasks in tanning and finishing leather, hides and skins such as fleshing hides by cutting out pieces of flesh and fat, laying out hides and skins for classing and drying and arranging heaters to dry them, spraying dried hides with preservatives, and treating, pressing and securing hides and skins.

Skill Level: 5

Specialisations:

Fellmongery Worker

Hand Flesher

Tannery Worker

**MAJOR GROUP 8** *continued*

**UNIT GROUP 8399 OTHER FACTORY PROCESS WORKERS** *continued*

**839999 FACTORY PROCESS WORKERS NEC**

This occupation group covers Factory Process Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Sheltered Workshop Worker

## MAJOR GROUP 8 *continued*

### SUB-MAJOR GROUP 84 FARM, FORESTRY AND GARDEN WORKERS

FARM, FORESTRY AND GARDEN WORKERS perform a variety of routine tasks in cultivating and harvesting crops, plants and forests, breeding and raising of livestock and aquatic stock, and the management of pests and weeds.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- planting and propagating trees, seeds, seedlings, bulbs and vines
- pruning and thinning crops, vines and trees
- monitoring the condition of crops and livestock and ensuring that they have adequate water and feed
- harvesting, sorting and packing produce into containers
- mustering and droving livestock
- cultivating and maintaining natural and plantation forests and felling trees
- managing and controlling pests and weeds species by applying chemicals and trapping and shooting animals

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

- 841 Farm, Forestry and Garden Workers



MINOR GROUP 841 FARM, FORESTRY AND GARDEN WORKERS

FARM, FORESTRY AND GARDEN WORKERS perform a variety of routine tasks in cultivating and harvesting crops, plants and forests, breeding and raising of livestock and aquatic stock, and the management of pests and weeds.

*Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

- AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

- NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or
- NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

*Tasks Include:*

- planting and propagating trees, seeds, seedlings, bulbs and vines
- pruning and thinning crops, vines and trees
- monitoring the condition of crops and livestock and ensuring that they have adequate water and feed
- harvesting, sorting and packing produce into containers
- mustering and droving livestock
- cultivating and maintaining natural and plantation forests and felling trees
- managing and controlling pests and weeds species by applying chemicals and trapping and shooting animals

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

- 8411 Aquaculture Workers
- 8412 Crop Farm Workers
- 8413 Forestry and Logging Workers
- 8414 Garden and Nursery Labourers
- 8415 Livestock Farm Workers
- 8416 Mixed Crop and Livestock Farm Workers
- 8419 Other Farm, Forestry and Garden Workers nec

UNIT GROUP 8411 AQUACULTURE WORKERS

AQUACULTURE WORKERS perform routine tasks in breeding and raising fish and other aquatic stock.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- feeding and grading fish, and monitoring their growth
- assisting with farm layout and constructing nets, long-lines and cages
- checking and looking after equipment and fish housing
- operating pumps and other equipment
- testing and checking on water quality
- removing dead and dying fish
- operating lifting equipment such as forklifts and small cranes
- harvesting fish, and sorting and packing for transportation
- restocking pens, pools, tanks, ponds, rivers and dams with juvenile fish
- collecting and recording growth, production and water quality data

Occupation:

841111 Aquaculture Worker

**841111 AQUACULTURE WORKER**

Performs routine tasks in breeding and raising fish and other aquatic stock.

Skill Level: 5

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8412 CROP FARM WORKERS

CROP FARM WORKERS perform routine tasks in producing crops such as fruit, nuts, grains and vegetables.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- planting trees, seeds, seedlings, roots, bulbs, vines and other plants using hand tools and farm machines
- building trellises for climbing vegetables and vines
- operating farm machines to cultivate, fertilise, spray and harvest fruit, nuts, grains and vegetables
- spraying trees, vines and other plants with chemicals to control weed growth, insects, fungus growth and diseases
- thinning, weeding and hoeing row crops, and pruning trees and vines
- irrigating land for crop growth
- selecting and picking fruit, nuts, grains and vegetables according to size and ripeness, and discarding rotting and over-ripened produce
- grading, sorting, bunching and packing produce into containers
- loading filled fruit, nut, grain and vegetable containers onto trucks

Occupations:

841211 Fruit or Nut Farm Worker

841212 Fruit or Nut Picker

841213 Grain, Oilseed or Pasture Farm Worker (Aus) / Field Crop Farm Worker (NZ)

841214 Vegetable Farm Worker (Aus) / Market Garden Worker (NZ)

841215 Vegetable Picker

841216 Vineyard Worker

841299 Crop Farm Workers nec

#### **841211 FRUIT OR NUT FARM WORKER**

Performs routine tasks on a fruit or nut farm such as cultivating and fertilising soil, and planting, irrigating and pruning crops. May spray chemicals on crops to treat disease and pests.

Fruit or Nut Pickers are excluded from this occupation. Fruit or Nut Pickers are included in Occupation 841212 Fruit or Nut Picker.

Skill Level: 5

Specialisation:

Orchard Worker

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8412 CROP FARM WORKERS *continued*

#### 841212 FRUIT OR NUT PICKER

Harvests fruit and nuts and prepares produce for distribution.

Fruit or Nut Farm Workers, and Grape Pickers are excluded from this occupation. Fruit or Nut Farm Workers are included in Occupation 841211 Fruit or Nut Farm Worker. Grape Pickers are included in Occupation 841216 Vineyard Worker.

Skill Level: 5

#### 841213 GRAIN, OILSEED OR PASTURE FARM WORKER (AUS) / FIELD CROP FARM WORKER (NZ)

Performs routine tasks on a grain, oilseed protein, or pasture farm such as cultivating and fertilising soil, and planting and irrigating crops. May spray chemicals on crops to treat disease and pests.

Skill Level: 5

#### 841214 VEGETABLE FARM WORKER (AUS) / MARKET GARDEN WORKER (NZ)

Performs routine tasks on a vegetable farm or market garden such as cultivating and fertilising soil, and planting and irrigating crops. May spray chemicals on crops to treat disease and pests.

Vegetable Pickers are excluded from this occupation. Vegetable Pickers are included in Occupation 841215 Vegetable Picker.

Skill Level: 5

#### 841215 VEGETABLE PICKER

Harvests vegetables and prepares produce for distribution.

Vegetable Farm Workers (Aus) / Market Garden Workers (NZ) are excluded from this occupation. Vegetable Farm Workers (Aus) / Market Garden Workers (NZ) are included in Occupation 841214 Vegetable Farm Worker (Aus) / Market Garden Worker (NZ).

Skill Level: 5

#### 841216 VINEYARD WORKER

Performs routine tasks on a vineyard such as cultivating and fertilising soil, planting, training and pruning vines, and picking grapes.

Skill Level: 5

**MAJOR GROUP 8** *continued*

**UNIT GROUP 8412 CROP FARM WORKERS** *continued*

**841299 CROP FARM WORKERS NEC**

This occupation group covers Crop Farm Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

- Coffee Plantation Worker (Aus)
- Duboisia Farm Worker (Aus)
- Flower Buncher or Picker
- Hop Farm Worker
- Lavender Farm Worker
- Sugar Cane Planter (Aus)
- Tea Plantation Worker (Aus)
- Tea Tree Farm Worker
- Tobacco Farm Worker
- Turf Farm Worker

UNIT GROUP 8413 FORESTRY AND LOGGING WORKERS

FORESTRY AND LOGGING WORKERS perform routine tasks associated in cultivating and maintaining natural and plantation forests, and logging, felling and sawing trees.

Tree Surgeons are excluded from this unit group. Tree Surgeons are included in Unit Group 362212 Arborist.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

*Tasks Include:*

- maintaining forest roads, buildings, facilities, signs and equipment
- killing weeds, felling and de-barking non-productive trees and thinning young plantations
- collecting seeds, and cultivating and planting seedlings for reforestation purposes
- applying fertilisers, insecticides and herbicides to individual trees and general forest areas
- maintaining look-out for fires in forests
- removing major branches and tree tops, trimming branches and sawing trunks into logs
- assisting with loading and transporting logs
- 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 and maintaining manual and machine saws to fell trees and to cut felled trees into logs

Occupations:

- 841311 Forestry Worker
- 841312 Logging Assistant
- 841313 Tree Faller

**841311 FORESTRY WORKER**

Assists with cultivating, maintaining and protecting forests. Registration or licensing may be required.

Skill Level: 4

Specialisations:

- Fire Lookout
- Tree Planter

**841312 LOGGING ASSISTANT**

Assists with logging, felling and sawing of trees in forests.

Skill Level: 4

Specialisation:

- Sleeper Cutter

**MAJOR GROUP 8** *continued*

**UNIT GROUP 8413 FORESTRY AND LOGGING WORKERS** *continued*

**841313 TREE FALLER**

Alternative Title:

Tree Feller

Fells trees in forests, and trims and saws them into logs. Registration or licensing may be required.

Skill Level: 4

Specialisations:

Hardwood Faller

Softwood Faller

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8414 GARDEN AND NURSERY LABOURERS

GARDEN AND NURSERY LABOURERS perform a variety of routine tasks in propagating, cultivating and maintaining plants in gardens and horticultural nurseries.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- loading, unloading and moving garden supplies and equipment
- preparing garden sites and plots using hand tools and machines
- assisting with planting and transplanting flowers, shrubs, trees and lawns
- maintaining gardens by watering, weeding and mowing lawns
- cleaning gardens and removing rubbish
- assisting with propagating, planting and potting seeds, bulbs and cuttings
- tending plants by hand watering and weeding
- adjusting mist irrigation systems, shade and ventilation
- harvesting and packaging plants for sale and transport

Occupations:

841411 Garden Labourer

841412 Horticultural Nursery Assistant

#### **841411 GARDEN LABOURER**

Assists in cultivating and maintaining gardens.

Skill Level: 5

Specialisation:

Lawn Mower

#### **841412 HORTICULTURAL NURSERY ASSISTANT**

Alternative Title:

Nursery Hand (Horticulture)

Assists in propagating, cultivating and harvesting plants in a horticultural nursery.

Skill Level: 5



UNIT GROUP 8415 LIVESTOCK FARM WORKERS

LIVESTOCK FARM WORKERS perform routine tasks in livestock, egg and wool production.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- patrolling, inspecting and reporting on the condition of livestock
- providing livestock with feed and water
- assisting with maintaining the health and welfare of livestock
- mustering and droving livestock to milking and shearing sheds and between paddocks to ensure sufficient feed is available
- washing and cleaning udders, and attaching milking machines to udders and milking cows
- collecting eggs and placing in incubators
- herding sheep for shearing and keeping mobs separate during shearing
- spreading fleeces on skirting tables for classing, pressing wool and branding bales
- exercising horses by walking, riding, leading and swimming, and attending to horses at track work, barrier trials and races
- cleaning stables and hatcheries, storing bedding and performing minor repairs on fixtures, buildings and fences
- assembling, preparing and storing horse gear

Occupations:

- 841511 Beef Cattle Farm Worker
- 841512 Dairy Cattle Farm Worker
- 841513 Mixed Livestock Farm Worker
- 841514 Poultry Farm Worker
- 841515 Sheep Farm Worker
- 841516 Stablehand
- 841517 Wool Handler
- 841599 Livestock Farm Workers nec

**841511 BEEF CATTLE FARM WORKER**

Performs routine tasks on a beef cattle farm such as feeding, mustering and moving cattle, and assisting with animal husbandry.

Skill Level: 5

**841512 DAIRY CATTLE FARM WORKER**

Performs routine tasks on a dairy farm such as herding and milking cattle.

Skill Level: 5

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8415 LIVESTOCK FARM WORKERS *continued*

#### 841513 MIXED LIVESTOCK FARM WORKER

Performs routine tasks on a mixed livestock farm such as moving, feeding and counting livestock, and assisting with animal husbandry.

Skill Level: 5

#### 841514 POULTRY FARM WORKER

Performs routine tasks on a poultry farm such as collecting eggs and placing them in incubators, providing poultry with feed and water, and disinfecting hatcheries to prevent disease.

Skill Level: 5

#### 841515 SHEEP FARM WORKER

Performs routine tasks on a sheep farm such as herding sheep into pens in preparation for branding, shearing, crutching, dipping and yarding for sale.

Skill Level: 5

#### 841516 STABLEHAND

Assists with handling of horses and maintaining and cleaning stables.

Skill Level: 5

Specialisations:

Horse Stud Worker

Track Rider

#### 841517 WOOL HANDLER

Alternative Titles:

Shearing Shed Hand

Shearing Shed Worker

Regulates the flow of sheep to be shorn, keeps the shearing shed clean and tidy, and assists with wool clip preparation.

Skill Level: 5

#### 841599 LIVESTOCK FARM WORKERS NEC

This occupation group covers Livestock Farm Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Deer Farm Worker

Emu Farm Worker (Aus)

Goat Herder

Ostrich Farm Worker

Piggery Worker

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8416 MIXED CROP AND LIVESTOCK FARM WORKERS

MIXED CROP AND LIVESTOCK FARM WORKERS perform routine tasks in crop cultivation and animal production.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- patrolling, inspecting and reporting on the condition of crops and livestock
- operating farm machines to cultivate, plant, fertilise, spray and harvest field crops
- maintaining and repairing buildings, machines, fences, plant and water systems
- loading and unloading seed grain, fertilisers and livestock feed, and loading field crops into transporters for marketing
- irrigating land for crop growth
- providing livestock with feed and water
- assisting with maintaining the health and welfare of livestock
- mustering and droving livestock to milking and shearing sheds and between paddocks to ensure sufficient feed is available

Occupation:

841611 Mixed Crop and Livestock Farm Worker

#### **841611 MIXED CROP AND LIVESTOCK FARM WORKER**

Alternative Title:

General Farm Hand

Performs routine tasks in crop cultivation and animal production.

Skill Level: 5

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8419 OTHER FARM, FORESTRY AND GARDEN WORKERS

This unit group covers Farm, Forestry and Garden Workers not elsewhere classified.

It includes Hunter-Trappers and Pest or Weed Controllers.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

The occupation Pest or Weed Controller has a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Registration or licensing may be required.

Occupations:

841911 Hunter-Trapper

841912 Pest or Weed Controller

841999 Farm, Forestry and Garden Workers nec

#### **841911 HUNTER-TRAPPER**

Alternative Titles:

Hunter

Shooter

Hunts, traps and shoots animals for food, pelts, research and for pest control. Registration or licensing may be required.

Skill Level: 5

#### **841912 PEST OR WEED CONTROLLER**

Applies pest or weed management techniques to kill and control pests or weeds in domestic, commercial and industrial areas, roadsides, and private and public lands. Registration or licensing may be required.

Skill Level: 4

Specialisation:

Fumigator

**MAJOR GROUP 8** *continued*

**UNIT GROUP 8419 OTHER FARM, FORESTRY AND GARDEN WORKERS** *continued*

**841999 FARM, FORESTRY AND GARDEN WORKERS NEC**

This occupation group covers Farm, Forestry and Garden Workers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

- Coral Collector
- Indoor Plant Technician
- Irrigationist
- Kelp or Seagrass Gatherer
- Seed Collector

## MAJOR GROUP 8 *continued*

### SUB-MAJOR GROUP 85 FOOD PREPARATION ASSISTANTS

FOOD PREPARATION ASSISTANTS prepare food in fast food establishments, assist Food Trades Workers and service staff to prepare and serve food, and clean food preparation and service areas.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- assisting Cooks and Chefs by assembling and preparing ingredients
- preparing salads, sandwiches, hamburgers, fish and chips and other fast foods
- packing food and beverages in containers and on trays for serving
- cleaning kitchens and food preparation areas
- cleaning cooking and general utensils

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

851 Food Preparation Assistants

## MAJOR GROUP 8 *continued*

### MINOR GROUP 851 FOOD PREPARATION ASSISTANTS

FOOD PREPARATION ASSISTANTS prepare food in fast food establishments, assist Food Trades Workers and service staff to prepare and serve food, and clean food preparation and service areas.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- assisting Cooks and Chefs by assembling and preparing ingredients
- preparing salads, sandwiches, hamburgers, fish and chips and other fast foods
- packing food and beverages in containers and on trays for serving
- cleaning kitchens and food preparation areas
- cleaning cooking and general utensils

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

8511 Fast Food Cooks

8512 Food Trades Assistants

8513 Kitchenhands

UNIT GROUP 8511 FAST FOOD COOKS

FAST FOOD COOKS prepare a restricted range of foods in fast food establishments.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- taking and serving food and beverage orders, and receiving payment from customers
- preparing food such as hamburgers, pizzas, fish and chips
- washing, cutting, measuring and mixing foods for cooking
- operating cooking equipment such as grills, microwaves and deep-fat fryers
- cleaning food preparation areas, cooking surfaces and utensils
- ordering and taking delivery of fast food ingredients
- may arrange delivery of prepared food and beverages

Occupation:

851111 Fast Food Cook

**851111 FAST FOOD COOK**

Prepares a restricted range of foods in a fast food establishment.

Skill Level: 5

Specialisation:

Short Order Cook



UNIT GROUP 8512 FOOD TRADES ASSISTANTS

FOOD TRADES ASSISTANTS assist Food Trades Workers by performing routine food preparation, cleaning and storage tasks.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- gathering food ingredients in preparation for cooking and serving
- gathering pots and pans in preparation for cooking food ingredients
- weighing and measuring ingredients
- washing, peeling, cutting, slicing and dicing ingredients for cooking and serving
- cutting and grinding meat, poultry and seafood in preparation for cooking
- removing cooked food from ovens and food warmers
- washing work areas, equipment, utensils, dishes and silverware
- storing food supplies, equipment, utensils, dishes and silverware in refrigerators, cupboards, pantries and other storage areas
- informing Food Trade Workers when food supplies are low

Occupations:

851211 Pastrycook's Assistant

851299 Food Trades Assistants nec

**851211 PASTRYCOOK'S ASSISTANT**

Assists a Pastrycook by performing routine tasks in the kitchen such as preparing ingredients, and cleaning and storing equipment.

Skill Level: 5

Specialisation:

Bakery Assistant

**851299 FOOD TRADES ASSISTANTS NEC**

This occupation group covers Food Trades Assistants not elsewhere classified.

Skill Level: 5

Occupations in this group include:

Butcher's Assistant

Chef's Assistant

Cook's Assistant

UNIT GROUP 8513 KITCHENHANDS

KITCHENHANDS assist kitchen and service staff in preparing and serving food, and clean food preparation and service areas.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- cleaning kitchens, food preparation areas and sculleries
- cleaning cooking and general utensils used in kitchens and restaurants
- transferring, weighing and checking supplies and equipment
- assembling and preparing ingredients for cooking, and preparing salads, savouries and sandwiches
- packing food and beverage trays for serving
- cooking, toasting and heating simple food items

Occupation:

851311 Kitchenhand

**851311 KITCHENHAND**

Alternative Title:

Kitchen Steward

Assists kitchen and service staff in preparing and serving food, and cleans food preparation and service areas.

Skill Level: 5

Specialisations:

Dishwasher

Pantry Attendant

Sandwich Hand

## MAJOR GROUP 8 *continued*

### SUB-MAJOR GROUP 89 OTHER LABOURERS

This sub-major group covers Labourers not elsewhere classified.

It includes Freight Handlers and Shelf Fillers.

#### *Indicative Skill Level:*

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or  
AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or  
NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

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

- 891 Freight Handlers and Shelf Fillers
- 899 Miscellaneous Labourers

## MAJOR GROUP 8 *continued*

### MINOR GROUP 891 FREIGHT HANDLERS AND SHELF FILLERS

FREIGHT HANDLERS AND SHELF FILLERS load and unload trucks, containers and rail cars, transfer cargo between ships and other forms of transport and storage facilities, and fill shelves in stores and supermarkets.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

#### *Tasks Include:*

- receiving goods and checking against documents
- operating equipment to load, unload and move goods
- securing loads to prevent shifting during transport
- replenishing empty shelves in stores and supermarkets
- collecting goods from stockrooms to place on shelves

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

8911 Freight and Furniture Handlers

8912 Shelf Fillers

UNIT GROUP 8911 FREIGHT AND FURNITURE HANDLERS

FREIGHT AND FURNITURE HANDLERS load and unload trucks, containers and rail cars, and transfer cargo between ships and other forms of transport and storage facilities.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- labelling goods with customers' details and destinations
- loading goods into trucks, containers and rail wagons, and securing loads
- assisting to tie down loads and cover them with tarpaulins
- guiding truck drivers into loading bays and through confined spaces
- performing clerical functions to record and check cargo on arrival, storage and despatch
- 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

Occupations:

891111 Freight Handler (Rail or Road)

891112 Truck Driver's Offsider

891113 Waterside Worker

**891111 FREIGHT HANDLER (RAIL OR ROAD)**

Alternative Title:

Freight Loader

Loads and unloads freight trucks, containers and rail cars.

Skill Level: 5

**891112 TRUCK DRIVER'S OFFSIDER**

Loads and unloads trucks and containers.

Skill Level: 5

Specialisation:

Furniture Removalist's Assistant

**MAJOR GROUP 8** *continued*

**UNIT GROUP 8911 FREIGHT AND FURNITURE HANDLERS** *continued*

**891113 WATERSIDE WORKER**

Alternative Titles:

Stevedore

Wharf Labourer

Transfers cargo between ships and other forms of transport or storage facilities.

Skill Level: 5

UNIT GROUP 8912 SHELF FILLERS

SHELF FILLERS fill up shelves and display areas in stores and supermarkets.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- placing goods neatly in bins and on racks, and stacking bulky goods on floors
- filling shelves with goods ensuring goods with the earliest use-by dates are at the front of shelves
- noting what has been sold and collecting goods needed from the stockroom using a trolley
- maintaining shelf order by removing stock belonging to a different location
- may help customers find goods they need
- may price goods

Occupation:

891211 Shelf Filler

**891211 SHELF FILLER**

Alternative Title:

Night Filler

Fills up shelves and display areas in a store or supermarket.

Skill Level: 5

## MAJOR GROUP 8 *continued*

### MINOR GROUP 899 MISCELLANEOUS LABOURERS

This minor group includes Labourers not elsewhere classified.

It includes Caretakers, Deck and Fishing Hands, Handypersons, Motor Vehicle Parts and Accessories Fitters, Printing Assistants and Table Workers, Recycling and Rubbish Collectors, and Vending Machine Attendants.

#### *Indicative Skill Level:*

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

#### *In Australia:*

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or  
AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

#### *In New Zealand:*

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or  
NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

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

- 8991 Caretakers
- 8992 Deck and Fishing Hands
- 8993 Handypersons
- 8994 Motor Vehicle Parts and Accessories Fitters
- 8995 Printing Assistants and Table Workers
- 8996 Recycling and Rubbish Collectors
- 8997 Vending Machine Attendants
- 8999 Other Miscellaneous Labourers



UNIT GROUP 8991 CARETAKERS

CARETAKERS maintain and clean residential buildings, schools, offices, holiday camps, caravan parks and associated grounds.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- filling out registration forms and providing tenants with copies of rules
- collecting rent, and filling out and issuing receipts
- cleaning common facilities, grounds and gardens, replacing light bulbs, checking fire hoses and extinguishers, and performing other cleaning and maintenance tasks
- notifying management and owners of buildings of the need for major repairs
- cautioning tenants regarding excessive noise, disorderly conduct and abuse of property
- patrolling buildings to ensure security is maintained
- purchasing cleaning supplies

Occupation:

899111 Caretaker

**899111 CARETAKER**

Maintains and cleans a residential building, school, office, holiday camp or caravan park and associated grounds.

Skill Level: 5

Specialisation:

Janitor

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8992 DECK AND FISHING HANDS

DECK AND FISHING HANDS maintain ships' equipment and structures, and catch fish, crustacea and molluscs.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- handling ropes and wires, and operating mooring equipment when berthing and unberthing
- standing lookout watches at sea and adjusting the ship's course as directed
- assisting with cargo operations using on-board equipment and stowing and securing cargo
- patrolling ships to ensure safety of the vessel, cargo and passengers
- performing routine maintenance and checks on deck equipment, cargo gear, rigging, and lifesaving and firefighting appliances
- attaching gear and fastening towing cables to nets
- casting and lowering nets, pots, lines and 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
- sorting, cleaning, preserving, stowing and refrigerating catch

Occupations:

899211 Deck Hand

899212 Fishing Hand

#### **899211 DECK HAND**

Alternative Title:

Seafarer

Performs maintenance and lookout tasks aboard a ship.

Skill Level: 4

Specialisations:

Barge Hand

Ferry Hand

Tug Hand

**MAJOR GROUP 8** *continued*

**UNIT GROUP 8992 DECK AND FISHING HANDS** *continued*

**899212 FISHING HAND**

Alternative Title:

Fishing Boat Mate

Catches fish, crustacea and molluscs using nets, pots, lines and traps in ocean and inland waters.

Skill Level: 4

Specialisations:

Cray Fishing Hand

Prawn Trawler Hand

Purse Seining Hand

UNIT GROUP 8993 HANDYPERSONS

HANDYPERSONS clean, paint, repair and maintain buildings, grounds and facilities.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- repairing broken windows, screens, doors, fences, barbecues, picnic tables, shelves, cupboards and other items
- 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
- mowing lawns and cultivating gardens
- adjusting doors and windows
- replacing tap washers
- putting up handrails and grab rails

Occupation:

899311 Handyperson

**899311 HANDYPERSON**

Cleans, paints, repairs and maintains buildings, grounds and facilities.

Skill Level: 5

Specialisations:

Hotel Useful

Hotel Yardperson

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8994 MOTOR VEHICLE PARTS AND ACCESSORIES FITTERS

MOTOR VEHICLE PARTS AND ACCESSORIES FITTERS fit and replace parts and accessories on motor vehicles.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- removing old and damaged parts and cleaning surrounding areas on vehicles
- fitting batteries and installing accessories such as sun roofs, stereos and alarms
- removing damaged glass, trimming strips and rubber seals from window frames and mountings on motor vehicles, positioning new windscreens and glass windows on frames and attaching and sealing them
- inspecting, removing and repairing muffler mountings, and fitting new mufflers, extractors and exhaust pipes
- removing radiators from vehicles and cleaning and repairing them
- installing new or repaired radiators into vehicles and repairing and replacing other units in the cooling system such as thermostats, head gaskets and water pumps
- inspecting tyres to determine which repair action to implement and repairing punctures in tubes and tubeless tyres
- operating air driven equipment to remove and refit tyres and tubes on vehicles
- balancing wheels and tyres using static and electronic equipment

Occupations:

899411 Motor Vehicle Parts and Accessories Fitter (General)

899412 Autoglazier

899413 Exhaust and Muffler Fitter

899414 Radiator Fitter

899415 Tyre Fitter

#### **899411 MOTOR VEHICLE PARTS AND ACCESSORIES FITTER (GENERAL)**

Fits and replaces parts and accessories on motor vehicles.

Skill Level: 4

#### **899412 AUTOGLAZIER**

Alternative Title:

Windscreen Fitter

Repairs and replaces windscreens and side and rear glass in motor vehicles.

Skill Level: 4

Specialisation:

Vehicle Window Tinter

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8994 MOTOR VEHICLE PARTS AND ACCESSORIES FITTERS *continued*

#### **899413 EXHAUST AND MUFFLER FITTER**

Repairs and replaces defective exhaust and muffler systems in motor vehicles.

Skill Level: 4

#### **899414 RADIATOR FITTER**

Repairs and replaces radiators and cooling systems in motor vehicles.

Skill Level: 4

#### **899415 TYRE FITTER**

Fits, repairs and replaces tyres on motor vehicles.

Skill Level: 4

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8995 PRINTING ASSISTANTS AND TABLE WORKERS

PRINTING ASSISTANTS AND TABLE WORKERS perform routine printing tasks, operate bindery machines and perform manual binding and finishing of books and printed products.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

*Tasks Include:*

- assisting with setting up, operating and adjusting machines
- maintaining and lubricating printing and bindery machines
- clearing waste and cleaning work areas and machines
- folding, collating and fastening printed products by machine and hand
- performing hand binding and finishing operations
- operating specialised machines such as casing-in and mini binders, and automatic carton folding and gluing machines
- carrying out routine quality control

Occupations:

899511 Printer's Assistant

899512 Printing Table Worker

#### **899511 PRINTER'S ASSISTANT**

Performs routine tasks in the production of printed materials.

Skill Level: 4

#### **899512 PRINTING TABLE WORKER**

Alternative Titles:

Printing Bindery Assistant

Printing Table Hand

Operates bindery machines and performs manual binding and finishing of books and printed products.

Skill Level: 4

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8996 RECYCLING AND RUBBISH COLLECTORS

RECYCLING AND RUBBISH COLLECTORS collect household, commercial and industrial waste for recycling and disposal.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- riding on and in garbage and recycling trucks
- collecting rubbish and items for recycling from domestic, commercial and industrial premises
- loading rubbish and recycling into bins and garbage and recycling trucks
- unloading garbage and recycling trucks
- may operate compacting equipment on garbage trucks
- may supervise other garbage collectors

Occupation:

899611 Recycling or Rubbish Collector

#### **899611 RECYCLING OR RUBBISH COLLECTOR**

Alternative Title:

Waste Removalist

Collects household, commercial and industrial waste for recycling or disposal.

Skill Level: 5

Specialisation:

Garbage Depot Worker



UNIT GROUP 8997 VENDING MACHINE ATTENDANTS

VENDING MACHINE ATTENDANTS stock and maintain vending and amusement machines and collect money from coin boxes.

*Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

*Tasks Include:*

- loading, unloading and transporting stock and equipment
- replenishing vending machines with stock
- clearing money from machines, accounting for money collected, and checking monitoring systems
- keeping stock records, and machine maintenance and repair records
- may test vending machines' dispensing, coin-handling, electrical, refrigeration, carbonation and ice-making systems
- may adjust and repair vending machines and replace defective mechanical and electrical parts using hand tools and soldering-irons

Occupation:

899711 Vending Machine Attendant

**899711 VENDING MACHINE ATTENDANT**

Alternative Title:

Vending Machine Refiller

Stocks and maintains vending and amusement machines and collects money from coin boxes.

Skill Level: 5

Specialisation:

Poker Machine Attendant

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8999 OTHER MISCELLANEOUS LABOURERS

This unit group covers Labourers not elsewhere classified.

It includes Bicycle Mechanics, Car Park Attendants, Crossing Supervisors, Electrical or Telecommunications Trades Assistants, Leaflet or Newspaper Deliverers, Mechanic's Assistants, Railways Assistants, Sign Erectors, Ticket Collectors or Ushers, and Trolley Collectors.

#### *Indicative Skill Level:*

Most occupations in this unit group have a level of skill commensurate with the qualifications outlined below.

In Australia:

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances no formal qualification or on-the-job training may be required.

Occupations:

- 899911 Bicycle Mechanic
- 899912 Car Park Attendant
- 899913 Crossing Supervisor
- 899914 Electrical or Telecommunications Trades Assistant
- 899915 Leaflet or Newspaper Deliverer
- 899916 Mechanic's Assistant
- 899917 Railways Assistant
- 899918 Sign Erector
- 899921 Ticket Collector or Usher
- 899922 Trolley Collector
- 899999 Labourers nec

#### **899911 BICYCLE MECHANIC**

Alternative Titles:

- Bicycle Repairer
- Bicycle Technician

Repairs and adjusts bicycles, and assembles bicycle kits.

Skill Level: 5

#### **899912 CAR PARK ATTENDANT**

Operates and maintains a car parking facility by guarding cars in parking areas and collecting fees at car park entry or exit points. May drive and park cars, and operate boom gates.

Skill Level: 5

#### **899913 CROSSING SUPERVISOR**

Assists children, disabled and other pedestrians to cross roads by stopping traffic and ensuring all pedestrians have crossed safely before allowing traffic to flow through the crossing.

Skill Level: 5

## MAJOR GROUP 8 *continued*

### UNIT GROUP 8999 OTHER MISCELLANEOUS LABOURERS *continued*

#### **899914 ELECTRICAL OR TELECOMMUNICATIONS TRADES ASSISTANT**

Assists Electrotechnology and Telecommunications Trades Workers to install and maintain electrical and telecommunications systems.

Skill Level: 5

#### **899915 LEAFLET OR NEWSPAPER DELIVERER**

Collects leaflets or newspapers from a collection point and delivers them to homes in a specified area.

Skill Level: 5

#### **899916 MECHANIC'S ASSISTANT**

Assists Motor Mechanics to replace and repair worn and defective parts, re-assemble mechanical components, change oil and filters, and perform other routine mechanical tasks.

Skill Level: 5

Specialisation:

Lube Attendant

#### **899917 RAILWAYS ASSISTANT**

Assists with operating and maintaining facilities at a railway station by updating platform indicators showing train times and destinations, collecting and checking passenger tickets, giving signals for train departures, and cleaning station facilities.

Skill Level: 5

#### **899918 SIGN ERECTOR**

Erects and installs signs, and cleans signs and their sites after installation.

Skill Level: 5

#### **899921 TICKET COLLECTOR OR USHER**

Alternative Title:

Venue Attendant

Collects tickets or admission passes and ushers patrons to their seats at an entertainment, sporting or recreational venue, prepares the venue before an event and locks up premises afterwards.

Skill Level: 5

Specialisations:

Entertainment Usher

Gatekeeper

Turnstile Attendant

#### **899922 TROLLEY COLLECTOR**

Collects supermarket trolleys from car parks and other areas, and returns them to the supermarket by hand or trailer. May drive a small tractor to tow the trolleys.

Skill Level: 5

**MAJOR GROUP 8** *continued*

**UNIT GROUP 8999 OTHER MISCELLANEOUS LABOURERS** *continued*

**899999 LABOURERS NEC**

This occupation group covers Labourers not elsewhere classified.

Skill Level: 5

Occupations in this group include:

- Bowling Alley Attendant
- Grip
- Milk Runner
- Racecourse Barrier Attendant
- Road Maintenance Traffic Controller
- Stagehand
- Studio Hand
- Swimming Pool Serviceperson

## APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999

The summary correspondence table (concordance) presented here provides an overview of the conceptual relationship between occupations in the Australian and New Zealand Standard Classification of Occupations (ANZSCO) and both the Australian Standard Classification of Occupations (ASCO) Second Edition and the New Zealand Standard Classification of Occupations (NZSCO) 1999.

The letter 'p' indicates where there is a partial match from one classification to the other. For example:

ASCO Second Edition			ANZSCO		NZSCO 1999		
p = partial match					p = partial match		
6199-15	p	Mail Supervisor	561212	Postal Delivery Officer	41423		Postal Deliverer
8114-13		Postal Delivery Officer			41424	p	Mail Delivery Contractor
					91211	p	Courier and Deliverer

The relationship between ANZSCO and ASCO Second Edition illustrated in the correspondence table above, indicates that the ANZSCO occupation 561212 Postal Delivery Officer comprises some of the jobs which were classified in the ASCO Second Edition occupation 6199-15 Mail Supervisor and all of the jobs classified in the ASCO Second Edition occupation 8114-13 Postal Delivery Officer.

The relationship between ANZSCO and NZSCO 1999 illustrated above, indicates that the ANZSCO occupation 561212 Postal Delivery Officer comprises all of the jobs which were classified in the NZSCO 1999 occupation 41423 Postal Deliverer, some of the jobs classified in the NZSCO 1999 occupation 41424 Mail Delivery Contractor and some of the jobs classified in the NZSCO 1999 occupation 91211 Courier and Deliverer.

Detailed correspondence tables between ANZSCO and ASCO Second Edition, and ANZSCO and NZSCO 1999 will be available in electronic format from the Australian Bureau of Statistics (ABS) and Statistics New Zealand (Statistics NZ) web sites.

These correspondences present important summary information for understanding the changes that have taken place in the definition of occupations between ANZSCO and ASCO Second Edition, and ANZSCO and NZSCO 1999. They do not, however, identify the proportion of an ASCO Second Edition occupation or an NZSCO 1999 occupation that would fall into a relevant ANZSCO occupation and vice versa.

In Australia, this information will be compiled by coding 2006 Australian Census of Population and Housing data to both the ANZSCO and ASCO Second Edition. A number of other ABS collections, including the Australian Labour Force Survey will be dual-coded to both ANZSCO and ASCO Second Edition to assist in maintaining time series.

In New Zealand, this information will be compiled by coding 2006 New Zealand Census of Population and Dwellings data to both the ANZSCO and NZSCO 1999. A number of other Statistics NZ collections, including the Household Labour Force Survey will be dual-coded to both ANZSCO and NZSCO 1999 to assist in maintaining time series.

The ABS will produce a detailed link file following completion of data processing of the 2006 Australian Census of Population and Housing. The link file will show the one-to-one links and numerical/proportional relationships between the categories of ASCO Second Edition and ANZSCO.

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
	<b>1 MANAGERS</b>	
1112-11 p General Manager	111111 Chief Executive or Managing Director	11211 Chief Executive - Central Government 11212 Chief Executive - Local Government 11311 Chief Executive and/or Managing Director
1112-11 p General Manager	111211 Corporate General Manager	12111 p General Manager 11411 p Special-Interest Organisation Administrator 12111 p General Manager 12212 p Broadcasting and Theatrical Production Manager 12213 p Production Manager (Manufacturing) 33613 p Editor 51551 p Armed Forces 11112 Local Government Legislator 11111 Member of Parliament No equivalent category
1112-11 p General Manager	111212 Defence Force Senior Officer	
1111-11 p Parliamentarian or Councillor	111311 Local Government Legislator	
1111-11 p Parliamentarian or Councillor	111312 Member of Parliament	
1111-11 p Parliamentarian or Councillor	111399 Legislators nec	
1111-79 p Legislators and Government Appointed Officials nec		
1314-11 Aquaculture Farmer	121111 Aquaculture Farmer	61421 p Fish Farmer, Worker
4611-11 p Farm Overseer		61422 p Mussel and Oyster Farmer, Worker
1313-79 p Crop Farmers nec	121211 Cotton Grower	61111 p Field Crop Grower and Related Worker
4611-11 p Farm Overseer		
1313-21 Flower Grower	121212 Flower Grower	61131 p Nursery Grower, Nursery Worker
4611-11 p Farm Overseer		
1313-17 p Fruit and Nut Grower	121213 Fruit or Nut Grower	61121 p Fruit Grower, Worker
4611-11 p Farm Overseer		
1313-11 Grain, Oilseed and Pasture Grower	121214 Grain, Oilseed or Pasture Grower (Aus) / Field Crop Grower (NZ)	61111 p Field Crop Grower and Related Worker
4611-11 p Farm Overseer		
1313-17 p Fruit and Nut Grower	121215 Grape Grower	61122 p Grape Grower and/or Wine Maker, Worker
4611-11 p Farm Overseer		
1313-00 Crop Farmers, nfd	121216 Mixed Crop Farmer	61111 p Field Crop Grower and Related Worker
4611-11 p Farm Overseer		
1313-13 Sugar Cane Grower	121217 Sugar Cane Grower	61111 p Field Crop Grower and Related Worker
4611-11 p Farm Overseer		
1313-79 p Crop Farmers nec	121218 Turf Grower	61111 p Field Crop Grower and Related Worker
4611-11 p Farm Overseer		
1313-19 Vegetable Grower	121221 Vegetable Grower (Aus) / Market Gardener (NZ)	61111 p Field Crop Grower and Related Worker
4611-11 p Farm Overseer		
1313-15 Tobacco Grower	121299 Crop Farmers nec	61112 p Market Gardener and Related Worker 61111 p Field Crop Grower and Related Worker 61131 p Nursery Grower, Nursery Worker
1313-79 p Crop Farmers nec		
4611-11 p Farm Overseer		
1312-25 Apiarist	121311 Apiarist	61241 p Apiarist and Apiary Worker
1312-13 Beef Cattle Farmer	121312 Beef Cattle Farmer	61213 p Cattle Farmer, Cattle Farm Worker
4611-11 p Farm Overseer		
1312-15 Dairy Farmer	121313 Dairy Cattle Farmer	61211 p Dairy Farmer, Dairy Farm Worker
4611-11 p Farm Overseer		
1312-79 p Livestock Farmers nec	121314 Deer Farmer	61216 p Deer Farmer, Deer Farm Worker
4611-11 p Farm Overseer		
1312-79 p Livestock Farmers nec	121315 Goat Farmer	61215 p Goat Farmer, Goat Farm Worker
4611-11 p Farm Overseer		
1312-23 Horse Breeder	121316 Horse Breeder	61217 p Stud Racehorse Breeder, Stud Worker
4611-11 p Farm Overseer		
1312-11 Mixed Livestock Farmer	121317 Mixed Livestock Farmer	61221 p Mixed Livestock Farmer, Mixed Livestock Farm Worker
4611-11 p Farm Overseer		
1312-19 Pig Farmer	121318 Pig Farmer	61214 p Pig Farmer, Pig Farm Worker
4611-11 p Farm Overseer		
1312-21 Poultry Farmer	121321 Poultry Farmer	61231 p Poultry Farmer and Poultry Farm Worker
4611-11 p Farm Overseer		
1312-17 Sheep Farmer	121322 Sheep Farmer	61212 p Sheep Farmer, Sheep Farm Worker
4611-11 p Farm Overseer		
1312-79 p Livestock Farmers nec	121399 Livestock Farmers nec	61218 p Other Livestock Farmer, Other Livestock Farm Worker 61221 p Mixed Livestock Farmer, Mixed Livestock Farm Worker
4611-11 p Farm Overseer		
1311-11 Mixed Crop and Livestock Farmer	121411 Mixed Crop and Livestock Farmer	61213 p Cattle Farmer, Cattle Farm Worker 61251 p Crop and Livestock Farmer, Worker
4611-11 p Farm Overseer		

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
1231-11 p Sales and Marketing Manager	131111 Advertising and Public Relations Manager	12251 p Advertising and Public Relations Manager
1231-11 p Sales and Marketing Manager	131112 Sales and Marketing Manager	12291 p Office Manager
3292-11 p Project or Program Administrator	132111 Corporate Services Manager	33153 p Sales Representative
1211-11 Finance Manager	132211 Finance Manager	12241 p Sales and/or Marketing Manager
1213-11 Human Resource Manager	132311 Human Resource Manager	12251 p Advertising and Public Relations Manager
1291-11 Policy and Planning Manager	132411 Policy and Planning Manager	12222 p Administration Manager
1299-11 Research and Development Manager	132511 Research and Development Manager	12224 p Finance Manager
1191-11 Construction Project Manager	133111 Construction Project Manager	12222 p Administration Manager
3121-11 p Building Associate	133112 Project Builder	12224 p Finance Manager
1191-13 Project Builder	133211 Engineering Manager	24111 p Accountant
1221-11 Engineering Manager	133311 Importer or Exporter	12222 p Administration Manager
1192-11 Importer or Exporter	133312 Wholesaler	12231 p Human Resources Manager
1192-13 Wholesaler	133411 Manufacturer	24121 p Human Resources Officer
1193-11 Manufacturer	133511 Production Manager (Forestry)	24122 p Training and Development Officer
2114-13 p Forester	133512 Production Manager (Manufacturing)	12221 p Health Services Manager
1222-11 Production Manager (Manufacturing)	133513 Production Manager (Mining)	12222 p Administration Manager
1222-13 Production Manager (Mining)	133611 Supply and Distribution Manager	12291 p Office Manager
1223-11 Supply and Distribution Manager	134111 Child Care Centre Manager	24133 p Financial Adviser
1295-11 Child Care Co-ordinator	134211 Medical Administrator (Aus) / Medical Superintendent (NZ)	24135 p Management Consultant
1292-13 p Medical Administrator	134212 Nursing Clinical Director	12281 p Research and Development Manager
1292-11 Director of Nursing	134213 Primary Health Organisation Manager	24421 p Social Scientist
1292-13 p Medical Administrator	134214 Welfare Centre Manager	12218 p Construction Manager
1299-15 Welfare Centre Manager	134299 Health and Welfare Services Managers nec	12218 p Construction Manager
1112-11 p General Manager	134311 School Principal	71122 p Builder (including Contractor)
1292-13 p Medical Administrator	134411 Faculty Head	12219 Engineering Technical Manager
3329-11 p Other Hospitality and Accommodation Managers	134412 Regional Education Manager	12261 p Supply and Distribution Manager
1293-11 School Principal	134499 Education Managers nec	12262 p Wholesale and Warehouse Manager
1293-13 Faculty Head	135111 Chief Information Officer	12213 p Production Manager (Manufacturing)
1293-15 Regional Education Manager	135112 ICT Project Manager	12215 p Forest Manager
1293-79 Education Managers nec	135199 ICT Managers nec	12213 p Production Manager (Manufacturing)
1224-11 p Information Technology Manager	139111 Commissioned Defence Force Officer	12216 Quarry Manager
1224-11 p Information Technology Manager	139112 Commissioned Fire Officer	12214 p Transport Manager
2231-13 p Systems Designer	139113 Commissioned Police Officer	12261 p Supply and Distribution Manager
2231-15 p Software Designer	139211 Senior Non-commissioned Defence Force Member	12222 p Administration Manager
1224-11 p Information Technology Manager	139911 Arts Administrator or Manager	12221 p Health Services Manager
3399-79 p Managing Supervisors (Sales and Service) nec	139912 Environmental Manager	12221 p Health Services Manager
1294-11 Commissioned Defence Force Officer	139913 Laboratory Manager	12291 p Office Manager
1294-81 Trainee Commissioned Defence Force Officer	139914 Quality Assurance Manager	12211 p Senior Education Manager
1294-13 Commissioned Fire Officer		12211 p Senior Education Manager
1294-15 Commissioned Police Officer		12211 p Senior Education Manager
3994-11 Senior Non-Commissioned Defence Force Officer		12211 p Senior Education Manager
1299-79 p Specialist Managers nec		12222 p Administration Manager
1299-17 Environment, Parks and Land Care Manager		12222 p Administration Manager
1299-13 Laboratory Manager		12271 p Information Technology Manager
2294-15 p Quality Assurance Manager		12271 p Information Technology Manager
		21313 p Systems Manager
		12271 p Information Technology Manager
		51551 p Armed Forces
		51511 p Fire Fighter
		51521 p Detective
		51522 p Police Officer
		51551 p Armed Forces
		12212 p Broadcasting and Theatrical Production Manager
		12222 p Administration Manager
		12281 p Research and Development Manager
		12222 p Administration Manager
		12282 Quality Assurance Manager

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition		ANZSCO		NZSCO 1999	
1299-19	Sports Administrator	139915	Sports Administrator	11411 p	Special-Interest Organisation Administrator
1111-79 p	Legislators and Government Appointed Officials nec	139999	Specialist Managers nec	12222 p	Administration Manager
1299-79 p	Specialist Managers nec			11213	Diplomatic Representative
				11411 p	Special-Interest Organisation Administrator
				12214 p	Transport Manager
				12222 p	Administration Manager
				12291 p	Office Manager
				24312 p	Art Gallery and/or Museum Curator
				24461 p	Diplomatic Official
				24511 p	Minister of Religion
				31423 p	Other Ships' Deck Officer and Pilot
				12265 p	Restaurant or Tavern Manager
				12267 p	Other Catering Services Manager
				12266 p	Other Lodging Services Manager
3321-11	Restaurant and Catering Manager	141111	Cafe or Restaurant Manager		
3325-11	Caravan Park and Camping Ground Manager	141211	Caravan Park and Camping Ground Manager		
3323-11	Hotel or Motel Manager	141311	Hotel or Motel Manager	12264	Hotel or Motel Manager
3324-11	Club Manager (Licensed Premises)	141411	Licensed Club Manager	12265 p	Restaurant or Tavern Manager
3329-11 p	Other Hospitality and Accommodation Managers	141911	Bed and Breakfast Operator	12265 p	Restaurant or Tavern Manager
3329-11 p	Other Hospitality and Accommodation Managers	141999	Accommodation and Hospitality Managers nec	12266 p	Other Lodging Services Manager
3399-79 p	Managing Supervisors (Sales and Service) nec			12222 p	Administration Manager
3311-11	Shop Manager	142111	Retail Manager (General)	12266 p	Other Lodging Services Manager
				12241 p	Sales and/or Marketing Manager
				12263 p	Retail Manager
				12267 p	Other Catering Services Manager
				12263 p	Retail Manager
3399-79 p	Managing Supervisors (Sales and Service) nec	142112	Antique Dealer		
3399-15	Betting Agency Branch Manager	142113	Betting Agency Manager	12263 p	Retail Manager
3399-17	Hair and Beauty Salon Manager	142114	Hair or Beauty Salon Manager	12263 p	Retail Manager
3399-11	Post Office Manager	142115	Post Office Manager	12263 p	Retail Manager
3399-25	Travel Agency Manager	142116	Travel Agency Manager	12263 p	Retail Manager
1112-11 p	General Manager	149111	Amusement Centre Manager	12263 p	Retail Manager
3391-15	Amusement Centre Manager				
3391-79 p	Sports and Recreation Managers nec				
3391-11	Fitness Centre Manager	149112	Fitness Centre Manager	12222 p	Administration Manager
3391-13	Other Sports Centre Manager	149113	Sports Centre Manager	12222 p	Administration Manager
3391-79 p	Sports and Recreation Managers nec				
3392-11 p	Customer Service Manager	149211	Call or Contact Centre Manager	12291 p	Office Manager
				33153 p	Sales Representative
3392-11 p	Customer Service Manager	149212	Customer Service Manager	12222 p	Administration Manager
				12241 p	Sales and/or Marketing Manager
				12251 p	Advertising and Public Relations Manager
				33151 p	Business Services Representative
				33152 p	Technical Representative
3292-11 p	Project or Program Administrator	149311	Conference and Event Organiser	33212 p	Conference/Function Organiser
3399-21	Fleet Manager	149411	Fleet Manager	12214 p	Transport Manager
3399-13	Railway Station Manager	149412	Railway Station Manager	12214 p	Transport Manager
3393-11	Transport Company Manager	149413	Transport Company Manager	12214 p	Transport Manager
3399-19	Car Rental Agency Manager				
3399-79 p	Managing Supervisors (Sales and Service) nec	149911	Boarding Kennel or Cattery Operator	61441 p	Animal Welfare Worker
3399-27	Theatre or Cinema Manager	149912	Cinema or Theatre Manager	12222 p	Administration Manager
3292-11 p	Project or Program Administrator	149913	Facilities Manager	12222 p	Administration Manager
				12223 p	Property Manager
				12291 p	Office Manager
				33211 p	Administration Officer
				33212 p	Conference/Function Organiser
3211-13	Financial Institution Branch Manager	149914	Financial Institution Branch Manager	12224 p	Finance Manager
3399-79 p	Managing Supervisors (Sales and Service) nec	149999	Hospitality, Retail and Service Managers nec	12222 p	Administration Manager
		<b>2</b>	<b>PROFESSIONALS</b>		
2538-11	Actor	211111	Actor	33661 p	Actor
2538-13	Dancer or Choreographer	211112	Dancer or Choreographer	33651	Dancer
				33652 p	Dancing Teacher and/or Choreographer
				33681 p	Clown, Magician, Acrobat and Related Worker



# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
2538-79 p Actors, Dancers and Related Professionals nec	211113 Entertainer or Variety Artist	33643 p Singer
2538-79 p Actors, Dancers and Related Professionals nec	211199 Actors, Dancers and Other Entertainers nec	33681 p Clown, Magician, Acrobat and Related Worker 33661 p Actor
2537-17 Composer	211211 Composer	33681 p Clown, Magician, Acrobat and Related Worker 33641 p Composer, Arranger and/or Conductor
2537-11 Music Director	211212 Music Director	33641 p Composer, Arranger and/or Conductor 33642 p Instrumentalist
2537-15 Instrumental Musician	211213 Musician (Instrumental)	33642 p Instrumentalist
2537-13 Singer	211214 Singer	33643 p Singer
2537-79 Musicians and Related Professionals nec	211299 Music Professionals nec	33642 p Instrumentalist
2532-11 Photographer	211311 Photographer	31311 p Photographer
2531-11 Painter (Visual Arts)	211411 Painter (Visual Arts)	33621 p Sculptor, Painter and Related Artist
2531-15 Potter or Ceramic Artist	211412 Potter or Ceramic Artist	33621 p Sculptor, Painter and Related Artist
2531-13 Sculptor	211413 Sculptor	33621 p Sculptor, Painter and Related Artist
2531-79 p Visual Arts and Crafts Professionals nec	211499 Visual Arts and Crafts Professionals nec	33621 p Sculptor, Painter and Related Artist
1296-13 Artistic Director	212111 Artistic Director	33662 p Artistic Director
1296-11 Media Producer	212112 Media Producer (excluding Video)	12212 p Broadcasting and Theatrical Production Manager
2539-11 Radio Presenter	212113 Radio Presenter	33671 p Radio and Television Presenter
2539-13 Television Presenter	212114 Television Presenter	33671 p Radio and Television Presenter
2535-11 Author	212211 Author	33611 p Author and Critic
2535-13 Book Editor	212212 Book or Script Editor	33613 p Editor
2535-15 Script Editor		33614 p Sub-Editor
2536-11 Art Director (Film, Television or Stage)	212311 Art Director (Film, Television or Stage)	33662 p Artistic Director
2536-13 Director (Film, Television, Radio or Stage)	212312 Director (Film, Television, Radio or Stage)	33662 p Artistic Director
2536-15 Director of Photography	212313 Director of Photography	33662 p Artistic Director
2536-17 Film and Video Editor	212314 Film and Video Editor	31321 p Broadcasting Transmitting and Studio Equipment Operator
2536-21 Program Director (Radio or Television)	212315 Program Director (Television or Radio)	33662 p Artistic Director
2536-19 Stage Manager	212316 Stage Manager	33662 p Artistic Director
2536-23 Technical Director	212317 Technical Director	33662 p Artistic Director
2536-79 p Film, Television, Radio and Stage Directors nec	212318 Video Producer	12212 p Broadcasting and Theatrical Production Manager
2536-79 p Film, Television, Radio and Stage Directors nec	212399 Film, Television, Radio and Stage Directors nec	12212 p Broadcasting and Theatrical Production Manager
2534-19 Copywriter	212411 Copywriter	33615 Copywriter
2534-11 Editor	212412 Newspaper or Periodical Editor	33613 p Editor
2534-13 Print Journalist	212413 Print Journalist	33614 p Sub-Editor
2534-17 Radio Journalist	212414 Radio Journalist	33612 p Reporter
2534-21 Technical Writer	212415 Technical Writer	33612 p Reporter
2534-15 Television Journalist	212416 Television Journalist	33611 p Author and Critic
2534-79 Journalists and Related Professionals nec	212499 Journalists and Other Writers nec	33612 p Reporter 33613 p Editor 33614 p Sub-Editor
2211-11 p Accountant	221111 Accountant (General)	12224 p Finance Manager
3211-11 Branch Accountant (Financial Institution)		24111 p Accountant
2211-11 p Accountant	221112 Management Accountant	24133 p Financial Adviser
2211-11 p Accountant	221113 Taxation Accountant	24111 p Accountant
1212-11 Company Secretary	221211 Company Secretary	24111 p Accountant
2213-11 Corporate Treasurer	221212 Corporate Treasurer	12222 p Administration Manager
2212-11 External Auditor	221213 External Auditor	12224 p Finance Manager
2212-13 Internal Auditor	221214 Internal Auditor	12222 p Administration Manager
3212-17 p Commodities Trader	222111 Commodities Trader	12224 p Finance Manager
3212-79 p Financial Dealers and Brokers nec	222112 Finance Broker	24133 p Financial Adviser
3212-19 p Insurance Broker	222113 Insurance Broker	33111 p Financial Dealer and Broker
3212-79 p Financial Dealers and Brokers nec	222199 Financial Brokers nec	33161 p Wholesale and/or Retail Buyer
3212-15 Financial Market Dealer	222211 Financial Market Dealer	12224 p Finance Manager
		24133 p Financial Adviser
		33111 p Financial Dealer and Broker
		12224 p Finance Manager
		33111 p Financial Dealer and Broker
		33111 p Financial Dealer and Broker
		33111 p Financial Dealer and Broker

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition		ANZSCO		NZSCO 1999	
3212-13	Futures Trader	222212	Futures Trader	33111	p Financial Dealer and Broker
3212-11	Stockbroking Dealer	222213	Stockbroking Dealer	33111	p Financial Dealer and Broker
3212-79	p Financial Dealers and Brokers nec	222299	Financial Dealers nec	12251	p Advertising and Public Relations Manager
3213-11	Financial Investment Adviser	222311	Financial Investment Adviser	33111	p Financial Dealer and Broker
3212-79	p Financial Dealers and Brokers nec	222312	Financial Investment Manager	12224	p Finance Manager
2291-11	p Personnel Officer	223111	Human Resource Adviser	24133	p Financial Adviser
2291-13	p Personnel Consultant	223112	Recruitment Consultant	33111	p Financial Dealer and Broker
2291-11	p Personnel Officer			12231	p Human Resources Manager
2291-13	p Personnel Consultant			24121	p Human Resources Officer
3399-79	p Managing Supervisors (Sales and Service) nec			21311	p Systems Analyst
2291-15	Industrial Relations Officer	223113	Workplace Relations Adviser	24121	p Human Resources Officer
2491-79	p Extra-Systemic Teachers nec	223211	ICT Trainer	33151	p Business Services Representative
2291-17	p Training Officer	223311	Training and Development Professional	33511	p Careers, Transition, Employment Adviser
2293-15	Actuary	224111	Actuary	11411	p Special-Interest Organisation Administrator
2293-11	Mathematician	224112	Mathematician	24121	p Human Resources Officer
2293-13	Statistician	224113	Statistician	24231	p Other Legal Professional
2299-15	Archivist	224211	Archivist	24122	p Training and Development Officer
2549-21	Museum or Gallery Curator	224212	Gallery or Museum Curator	21312	p Computer Applications Engineer
2299-11	Health Information Manager	224213	Health Information Manager	23111	p University and Higher Education Lecturer and/or Tutor
2299-13	Records Manager	224214	Records Manager	24122	p Training and Development Officer
2522-11	Economist	224311	Economist	21211	p Mathematician and/or Statistician
2299-19	Intelligence Officer	224411	Intelligence Officer	21211	p Mathematician and/or Statistician
2299-17	Policy Analyst	224412	Policy Analyst	21211	p Mathematician and/or Statistician
2295-13	Land Economist	224511	Land Economist	24421	p Social Scientist
2295-11	Valuer	224512	Valuer	24311	p Archivist
2292-11	Librarian	224611	Librarian	24312	p Art Gallery and/or Museum Curator
2294-11	Management Consultant	224711	Management Consultant	24322	p Information Services Administrator
2294-13	Organisation and Methods Analyst	224712	Organisation and Methods Analyst	24322	p Information Services Administrator
2294-15	p Quality Assurance Manager			41412	p Record and Filing Clerk
2549-13	Electorate Officer	224911	Electorate Officer	24411	Economist
2299-79	p Business and Information Professionals nec	224912	Liaison Officer	24421	p Social Scientist
2299-79	p Business and Information Professionals nec	224913	Migration Agent (Aus) / Immigration Consultant (NZ)	24422	p Policy Analyst
2549-15	Patents Examiner	224914	Patents Examiner	24421	p Social Scientist
2299-79	p Business and Information Professionals nec	224999	Information and Organisation Professionals nec	24422	p Policy Analyst
2549-79	p Professionals nec			42213	p Information Clerk and Other Receptionist
3999-79	p Associate Professionals nec			12223	p Property Manager
2221-17	Advertising Specialist	225111	Advertising Specialist	33171	Valuer
2221-15	Market Research Analyst	225112	Market Research Analyst	12222	p Administration Manager
				12271	p Information Technology Manager
				24321	Librarian
				41411	p Library Assistant
				12222	p Administration Manager
				21311	p Systems Analyst
				24113	p Auditor
				24121	p Human Resources Officer
				24133	p Financial Adviser
				24135	p Management Consultant
				41222	p Statistical Clerk
				41443	p General Clerk
				12222	p Administration Manager
				21311	p Systems Analyst
				24133	p Financial Adviser
				33241	p Organisation and Methods Analyst
				12291	p Office Manager
				24121	p Human Resources Officer
				24132	p Public Relations Officer
				24461	p Diplomatic Official
				24135	p Management Consultant
				24231	p Other Legal Professional
				22135	Land Management Officer
				33211	p Administration Officer
				33241	p Organisation and Methods Analyst
				12251	p Advertising and Public Relations Manager
				24132	p Public Relations Officer
				33151	p Business Services Representative
				24131	p Market Research Analyst

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition		ANZSCO		NZSCO 1999
2221-13	Marketing Specialist	225113	Marketing Specialist	12241 p Sales and/or Marketing Manager 24131 p Market Research Analyst 33153 p Sales Representative
1231-11 p	Sales and Marketing Manager	225211	ICT Account Manager	12241 p Sales and/or Marketing Manager
2222-13 p	Sales Representative (Information and Communication Products)			
3392-11 p	Customer Service Manager			
1231-11 p	Sales and Marketing Manager	225212	ICT Business Development Manager	12271 p Information Technology Manager 33151 p Business Services Representative
2222-13 p	Sales Representative (Information and Communication Products)			
2222-13 p	Sales Representative (Information and Communication Products)	225213	ICT Sales Representative	33152 p Technical Representative
2221-11	Public Relations Officer	225311	Public Relations Professional	33153 p Sales Representative 12251 p Advertising and Public Relations Manager 12291 p Office Manager 24132 p Public Relations Officer 33153 p Sales Representative
2222-11	Sales Representative (Industrial Products)	225411	Sales Representative (Industrial Products)	
2222-15	Sales Representative (Medical and Pharmaceutical Products)	225412	Sales Representative (Medical and Pharmaceutical Products)	33153 p Sales Representative
2222-79	Technical Sales Representatives nec	225499	Technical Sales Representatives nec	33151 p Business Services Representative 33152 p Technical Representative
2541-11 p	Aircraft Pilot	231111	Aeroplane Pilot	31431 p Aircraft Pilot and Flight Crew 51551 p Armed Forces
2541-13	Air Traffic Controller	231112	Air Traffic Controller	31441 Air Traffic Controller
2541-15	Flight Service Officer			
2541-19	Flying Instructor	231113	Flying Instructor	31433 Flying Instructor
2541-11 p	Aircraft Pilot	231114	Helicopter Pilot	31434 Helicopter Pilot
2541-11 p	Aircraft Pilot	231199	Air Transport Professionals nec	31431 p Aircraft Pilot and Flight Crew 51551 p Armed Forces
2541-17	Flight Engineer			
2541-79	Air Transport Professionals nec			
3999-79 p	Associate Professionals nec			
4999-15	Aircraft Safety Equipment Worker			
2542-13	Master Fisher	231211	Master Fisher	61411 p Fishing Skipper, Fisherpersion
2542-15	Ship's Engineer	231212	Ship's Engineer	31411 Ships' Engineer
2542-11	Ship's Master	231213	Ship's Master	31421 p Ships' Officer (Deck) including Master 31422 Launch Master 31423 p Other Ships' Deck Officer and Pilot 83412 p Other Ship or Boat Hand 31421 p Ships' Officer (Deck) including Master 31423 p Other Ships' Deck Officer and Pilot 21452 p Naval Architect and/or Ships' Surveyor 31423 p Other Ships' Deck Officer and Pilot
2542-19	Ship's Officer	231214	Ship's Officer	
2542-17	Ship's Surveyor	231215	Ship's Surveyor	
2542-79	Sea Transport Professionals nec	231299	Marine Transport Professionals nec	
3999-79 p	Associate Professionals nec			
2121-11	Architect	232111	Architect	21411 Architect
2121-13	Landscape Architect	232112	Landscape Architect	21413 Landscape Architect
2123-11	Cartographer	232211	Cartographer	21483 p Cartographer and Photogrammetrist 21481 Surveyor
2123-13	Surveyor	232212	Surveyor	21483 p Cartographer and Photogrammetrist 33632 Fashion Designer 33634 p Industrial Designer 33634 p Industrial Designer 33621 p Sculptor, Painter and Related Artist 73131 p Jeweller and Jewellery Repairer 33631 p Graphic Designer 33631 p Graphic Designer 33631 p Graphic Designer 21312 p Computer Applications Engineer 33631 p Graphic Designer 33636 p Interior Designer 21412 Resource Management Planner 21461 p Chemical Engineer 31191 p Other Engineering Technician 21422 Water Resources Engineer 21423 p Public Health Engineer 21426 p Other Civil Engineer 21426 p Other Civil Engineer 31121 p Quantity Surveyor 21425 Structural Engineer 21421 Roading Engineer 21431 Electrical Engineer 21441 p Electronic and Telecommunications Engineer
2533-11	Fashion Designer	232311	Fashion Designer	
2533-15	Industrial Designer	232312	Industrial Designer	
2531-79 p	Visual Arts and Crafts Professionals nec	232313	Jewellery Designer	
2533-13 p	Graphic Designer	232411	Graphic Designer	
2533-19	Illustrator	232412	Illustrator	
2533-13 p	Graphic Designer	232413	Multimedia Designer	
2533-13 p	Graphic Designer	232414	Web Designer	
2533-17	Interior Designer	232511	Interior Designer	
2523-11	Urban and Regional Planner	232611	Urban and Regional Planner	
2129-17 p	Chemical Engineer	233111	Chemical Engineer	
2127-15	Materials Engineer	233112	Materials Engineer	
2124-11 p	Civil Engineer	233211	Civil Engineer	
2124-11 p	Civil Engineer	233212	Geotechnical Engineer	
2122-11	Quantity Surveyor	233213	Quantity Surveyor	
2124-11 p	Civil Engineer	233214	Structural Engineer	
2124-11 p	Civil Engineer	233215	Transport Engineer	
2125-11	Electrical Engineer	233311	Electrical Engineer	
2125-13 p	Electronics Engineer	233411	Electronics Engineer	

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition		ANZSCO	NZSCO 1999
2129-19	Industrial Engineer	233511	Industrial Engineer
2126-11	Mechanical Engineer	233512	Mechanical Engineer
2125-13	p Electronics Engineer	233513	Production or Plant Engineer
2126-13	Production or Plant Engineer		
2127-11	Mining Engineer (excluding Petroleum)	233611	Mining Engineer (excluding Petroleum)
2127-13	Petroleum Engineer	233612	Petroleum Engineer
2129-11	Aeronautical Engineer	233911	Aeronautical Engineer
2129-13	Agricultural Engineer	233912	Agricultural Engineer
2129-15	Biomedical Engineer	233913	Biomedical Engineer
2128-11	Civil Engineering Technologist	233914	Engineering Technologist
2128-13	Mechanical Engineering Technologist		
2128-15	Electrical or Electronics Engineering Technologist		
2128-79	Engineering Technologists nec		
2129-17	p Chemical Engineer	233915	Environmental Engineer
2129-21	Naval Architect	233916	Naval Architect (Aus) / Marine Designer (NZ)
2125-13	p Electronics Engineer	233999	Engineering Professionals nec
2129-79	Building and Engineering Professionals nec		
2549-79	p Professionals nec		
2114-21	Agricultural Adviser	234111	Agricultural Consultant
2114-19	Agricultural Scientist	234112	Agricultural Scientist
2114-13	p Forester	234113	Forester (Aus) / Forest Scientist (NZ)
2111-11	p Chemist	234211	Chemist
2111-11	p Chemist	234212	Food Technologist
2549-17	Oenologist	234213	Wine Maker
2549-79	p Professionals nec		
2114-79	p Environmental and Agricultural Science Professionals nec	234311	Conservation Officer
2114-79	p Environmental and Agricultural Science Professionals nec	234312	Environmental Consultant
2114-11	Environmental Research Scientist	234313	Environmental Research Scientist
2114-15	Park Ranger	234314	Park Ranger
2114-17	Soil Scientist	234399	Environmental Scientists nec
2114-79	p Environmental and Agricultural Science Professionals nec		
2112-11	Geologist	234411	Geologist
2112-13	Geophysicist	234412	Geophysicist
2113-00	Life Scientists, nfd	234511	Life Scientist (General)
2113-11	Anatomist or Physiologist	234512	Anatomist or Physiologist
2113-17	p Biochemist	234513	Biochemist
2113-17	p Biochemist	234514	Biotechnologist
2113-79	p Life Scientists nec		
2113-13	Botanist	234515	Botanist
2113-19	Marine Biologist	234516	Marine Biologist
2113-79	p Life Scientists nec	234517	Microbiologist
2113-15	Zoologist	234518	Zoologist
2113-79	p Life Scientists nec	234599	Life Scientists nec
2115-11	p Medical Scientist	234611	Medical Laboratory Scientist
2392-11	Veterinarian	234711	Veterinarian
2549-11	Conservator	234911	Conservator
			21455 p Other Mechanical Engineer
			21451 Heating, Ventilation and Refrigeration Engineer
			21455 p Other Mechanical Engineer
			21455 p Other Mechanical Engineer
			21472 p Mining Engineer
			21461 p Chemical Engineer
			21472 p Mining Engineer
			21453 p Aeronautical Engineer and/or Aircraft Surveyor
			21454 Agricultural Engineer
			21423 p Public Health Engineer
			22122 p Microbiologist
			31151 p Mechanical Engineering Technician
			31161 p Chemical Engineering Technician
			31191 p Other Engineering Technician
			32111 p Life Science Technician
			22117 p Environmental Scientist
			21452 p Naval Architect and/or Ships' Surveyor
			31181 p Draughting Technician
			21455 p Other Mechanical Engineer
			31191 p Other Engineering Technician
			22132 p Agricultural Consultant
			22134 Horticultural Consultant
			22114 p Agronomist
			22115 p Horticultural Scientist
			12215 p Forest Manager
			22116 Forestry Scientist
			22132 p Agricultural Consultant
			21131 p Chemist (other than Pharmacist)
			21461 p Chemical Engineer
			61122 p Grape Grower and/or Wine Maker, Worker
			22133 Conservation Officer
			22117 p Environmental Scientist
			22117 p Environmental Scientist
			22131 p Soil Scientist
			33811 Acclimatisation Field Officer
			33812 National Park Ranger
			51542 p Security Officer
			22117 p Environmental Scientist
			22131 p Soil Scientist
			21141 Geologist
			21142 Geophysicist
			22111 p Biologist
			22113 p Zoologist
			22121 p Biochemist
			22121 p Biochemist
			21461 p Chemical Engineer
			22111 p Biologist
			22121 p Biochemist
			32112 p Medical Laboratory Technician
			22112 Botanist
			22111 p Biologist
			22122 p Microbiologist
			22113 p Zoologist
			22113 p Zoologist
			22114 p Agronomist
			22115 p Horticultural Scientist
			22121 p Biochemist
			22122 p Microbiologist
			22121 p Biochemist
			22122 p Microbiologist
			22231 Veterinarian
			24311 p Archivist
			24312 p Art Gallery and/or Museum Curator

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition		ANZSCO	NZSCO 1999
2119-15	Extractive Metallurgist	234912	Metallurgist
2119-17	Physical Metallurgist		
2119-13	Meteorologist	234913	Meteorologist
2115-11 p	Medical Scientist	234914	Physicist
2119-11	Physicist		
2119-19	Materials Scientist	234999	Natural and Physical Science Professionals nec
2119-79	Natural and Physical Science Professionals nec		
2411-11 p	Pre-Primary School Teacher	241111	Early Childhood (Pre-primary School) Teacher
2411-11 p	Pre-Primary School Teacher	241112	Kaiako Kōhanga Reo (Māori Language Nest Teacher)
2412-11 p	Primary School Teacher	241211	Kaiako Kura Kaupapa Māori (Māori-medium Primary School Teacher)
2412-11 p	Primary School Teacher	241212	Pouako Kura Kaupapa Māori (Māori-medium Primary School Senior Teacher)
2412-11 p	Primary School Teacher	241213	Primary School Teacher
2412-11 p	Primary School Teacher	241311	Middle School Teacher (Aus) / Intermediate School Teacher (NZ)
2413-11	Secondary School Teacher	241411	Secondary School Teacher
2414-11	Special Needs Teacher	241511	Special Needs Teacher
2414-13	Teacher of the Hearing Impaired	241512	Teacher of the Hearing Impaired
2414-15	Teacher of the Sight Impaired	241513	Teacher of the Sight Impaired
2414-79	Special Education Teachers nec	241599	Special Education Teachers nec
2421-11	University Lecturer	242111	University Lecturer
2421-13	University Tutor	242112	University Tutor
2422-11	Vocational Education Teacher	242211	Vocational Education Teacher (Aus) / Polytechnic Teacher (NZ)
2493-11 p	Education Officer	249111	Education Adviser
2493-11 p	Education Officer	249112	Education Reviewer
2491-11	Art Teacher (Private)	249211	Art Teacher (Private Tuition)
2491-15	Dance Teacher (Private)	249212	Dance Teacher (Private Tuition)
2491-17	Drama Teacher (Private)	249213	Drama Teacher (Private Tuition)
2491-13	Music Teacher (Private)	249214	Music Teacher (Private Tuition)
2491-79 p	Extra-Systemic Teachers nec	249299	Private Tutors and Teachers nec
2492-11	English as a Second Language Teacher	249311	Teacher of English to Speakers of Other Languages
2393-11	Dietitian	251111	Dietitian
2391-11	Medical Diagnostic Radiographer	251211	Medical Diagnostic Radiographer
2391-13	Radiation Therapist	251212	Medical Radiation Therapist
2391-15	Nuclear Medicine Technologist	251213	Nuclear Medicine Technologist
2391-17	Sonographer	251214	Sonographer
2543-13	Environmental Health Officer	251311	Environmental Health Officer
2543-11	Occupational Health and Safety Officer	251312	Occupational Health and Safety Adviser
2384-11	Optometrist	251411	Optometrist
2399-13	Orthoptist	251412	Orthoptist
2382-11	Hospital Pharmacist	251511	Hospital Pharmacist
2382-13	Industrial Pharmacist	251512	Industrial Pharmacist
2382-15	Retail Pharmacist	251513	Retail Pharmacist
2512-13 p	Community Worker	251911	Health Promotion Officer
2399-15	Orthotist	251912	Orthotist or Prosthetist
2399-79 p	Health Professionals nec	251999	Health Diagnostic and Promotion Professionals nec
2387-11	Chiropractor	252111	Chiropractor
2387-13	Osteopath	252112	Osteopath
2394-13	Acupuncturist	252211	Acupuncturist
2394-79 p	Natural Therapy Professionals nec	252212	Homoeopath
2394-11	Naturopath	252213	Naturopath
2394-79 p	Natural Therapy Professionals nec	252214	Traditional Chinese Medicine Practitioner
21471	Metallurgist		
21121	Meteorologist		
21111 p	Physicist		
21111 p	Physicist		
21461 p	Chemical Engineer		
22111 p	Biologist		
23321 p	Early Childhood Teacher		
23322	Kōhanga Reo Teacher		
23311 p	Primary School Teacher		
23311 p	Primary School Teacher		
23311 p	Primary School Teacher		
23311 p	Primary School Teacher		
23211	Secondary School Teacher		
23411 p	Special Education Teacher		
23411 p	Special Education Teacher		
23411 p	Special Education Teacher		
23411 p	Special Education Teacher		
23111 p	University and Higher Education Lecturer and/or Tutor		
23111 p	University and Higher Education Lecturer and/or Tutor		
23111 p	University and Higher Education Lecturer and/or Tutor		
23511	Education Adviser		
23521 p	Education Reviewer		
24132 p	Public Relations Officer		
24312 p	Art Gallery and/or Museum Curator		
23521 p	Education Reviewer		
33621 p	Sculptor, Painter and Related Artist		
33652 p	Dancing Teacher and/or Choreographer		
23111 p	University and Higher Education Lecturer and/or Tutor		
23412 p	Speech-Language Therapist		
33644	Singing and Music Teacher		
23111 p	University and Higher Education Lecturer and/or Tutor		
23413	Teacher of English to Speakers of Other Languages		
22251	Dietitian and Public Health Nutritionist		
31331 p	Medical Radiation Technologist		
22216 p	Radiologist, Radiation Oncologist		
31331 p	Medical Radiation Technologist		
31331 p	Medical Radiation Technologist		
31333	Sonographer		
31514 p	Health Inspector		
31511 p	Safety Inspector		
22261 p	Optometrist		
22261 p	Optometrist		
22241	Hospital Pharmacist		
21131 p	Chemist (other than Pharmacist)		
22242	Retail Pharmacist		
31514 p	Health Inspector		
32312 p	Karitane Nurse		
33411 p	Social Worker		
32234 p	Orthotist and/or Prosthetist		
22214 p	Physician		
24451 p	Counsellor		
32236	Chiropractor		
32233	Osteopath		
32261 p	Other Health Associate Professional		
32261 p	Other Health Associate Professional		
32261 p	Other Health Associate Professional		
32261 p	Other Health Associate Professional		

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

## ASCO Second Edition

## ANZSCO

## NZSCO 1999

2394-79 p	Natural Therapy Professionals nec	252215	Traditional Māori Health Practitioner	22211 p	General Practitioner
2394-79 p	Natural Therapy Professionals nec	252299	Complementary Health Therapists nec	32261 p	Other Health Associate Professional
2399-79 p	Health Professionals nec				
2381-13	Dental Specialist	252311	Dental Specialist	22221 p	Dentist and Dental Surgeon
2381-11	Dentist	252312	Dentist	22221 p	Dentist and Dental Surgeon
2383-11	Occupational Therapist	252411	Occupational Therapist	32232 p	Occupational Therapist
2385-11	Physiotherapist	252511	Physiotherapist	32231 p	Physiotherapist
2388-11	Podiatrist	252611	Podiatrist	22213 p	Surgeon
				32235	Podiatrist
2399-11	Audiologist	252711	Audiologist	32261 p	Other Health Associate Professional
2386-11	Speech Pathologist	252712	Speech Pathologist (Aus) / Speech Language Therapist (NZ)	23412 p	Speech-Language Therapist
2311-11	General Medical Practitioner	253111	General Medical Practitioner	22211 p	General Practitioner
2311-81	Medical Practitioner in Training	253112	Resident Medical Officer	22212 p	Resident Medical Officer
2312-11	Anaesthetist	253211	Anaesthetist	22217	Anaesthetist
2312-25 p	Specialist Physician	253311	Specialist Physician (General Medicine)	22214 p	Physician
2312-25 p	Specialist Physician	253312	Cardiologist	22214 p	Physician
2312-25 p	Specialist Physician	253313	Clinical Haematologist	22123 p	Medical Pathologist
2312-25 p	Specialist Physician	253314	Clinical Oncologist	22214 p	Physician
2312-25 p	Specialist Physician	253315	Endocrinologist	22214 p	Physician
2312-25 p	Specialist Physician	253316	Gastroenterologist	22214 p	Physician
2312-25 p	Specialist Physician	253317	Intensive Care Specialist	22213 p	Surgeon
2312-25 p	Specialist Physician	253318	Neurologist	22214 p	Physician
2312-21	Paediatrician	253321	Paediatrician	22214 p	Physician
2312-25 p	Specialist Physician	253322	Renal Medicine Specialist	22214 p	Physician
2312-25 p	Specialist Physician	253323	Rheumatologist	22214 p	Physician
2312-25 p	Specialist Physician	253324	Thoracic Medicine Specialist	22214 p	Physician
2312-25 p	Specialist Physician	253399	Internal Medicine Specialists nec	22214 p	Physician
2312-27	Psychiatrist	253411	Psychiatrist	22214 p	Physician
2312-31 p	Surgeon	253511	Surgeon (General)	22213 p	Surgeon
2312-31 p	Surgeon	253512	Cardiothoracic Surgeon	22213 p	Surgeon
2312-31 p	Surgeon	253513	Neurosurgeon	22213 p	Surgeon
2312-31 p	Surgeon	253514	Orthopaedic Surgeon	22213 p	Surgeon
2312-31 p	Surgeon	253515	Otorhinolaryngologist	22214 p	Physician
2312-31 p	Surgeon	253516	Paediatric Surgeon	22213 p	Surgeon
2312-31 p	Surgeon	253517	Plastic and Reconstructive Surgeon	22213 p	Surgeon
2312-31 p	Surgeon	253518	Urologist	22213 p	Surgeon
2312-31 p	Surgeon	253521	Vascular Surgeon	22213 p	Surgeon
2312-13	Dermatologist	253911	Dermatologist	22214 p	Physician
2312-15	Emergency Medicine Specialist	253912	Emergency Medicine Specialist	22214 p	Physician
2312-17	Obstetrician and Gynaecologist	253913	Obstetrician and Gynaecologist	22215	Gynaecologist and Obstetrician
2312-19	Ophthalmologist	253914	Ophthalmologist	22214 p	Physician
2312-23	Pathologist	253915	Pathologist	22123 p	Medical Pathologist
				22214 p	Physician
2312-29	Radiologist	253916	Radiologist	22214 p	Physician
				22216 p	Radiologist, Radiation Oncologist
2312-79	Specialist Medical Practitioners nec	253999	Medical Practitioners nec	22214 p	Physician
2324-11	Registered Midwife	254111	Midwife	22317 p	Midwife
2322-11	Nurse Educator	254211	Nurse Educator	23111 p	University and Higher Education Lecturer and/or Tutor
2322-13	Nurse Researcher	254212	Nurse Researcher	22312 p	Registered Nurse
2321-11	Nurse Manager	254311	Nurse Manager	22311	Principal Nurse
				22312 p	Registered Nurse
2323-11 p	Registered Nurse	254411	Nurse Practitioner	22312 p	Registered Nurse
2323-11 p	Registered Nurse	254412	Registered Nurse (Aged Care)	22312 p	Registered Nurse
2323-11 p	Registered Nurse	254413	Registered Nurse (Child and Family Health)	22312 p	Registered Nurse
				22314	Plunket Nurse
2323-11 p	Registered Nurse	254414	Registered Nurse (Community Health)	22317 p	Midwife
				22315	Public Health and District Nurse
2323-11 p	Registered Nurse	254415	Registered Nurse (Critical Care and Emergency)	22316	Occupational Health Nurse
2326-11	Registered Developmental Disability Nurse	254416	Registered Nurse (Developmental Disability)	22312 p	Registered Nurse
2323-11 p	Registered Nurse	254417	Registered Nurse (Disability and Rehabilitation)	22312 p	Registered Nurse
2323-11 p	Registered Nurse	254418	Registered Nurse (Medical)	22312 p	Registered Nurse
2323-11 p	Registered Nurse	254421	Registered Nurse (Medical Practice)	22312 p	Registered Nurse
2325-11	Registered Mental Health Nurse	254422	Registered Nurse (Mental Health)	22313	Psychiatric Nurse
2323-11 p	Registered Nurse	254423	Registered Nurse (Perioperative)	22312 p	Registered Nurse
2323-11 p	Registered Nurse	254424	Registered Nurse (Surgical)	22312 p	Registered Nurse
2323-11 p	Registered Nurse	254499	Registered Nurses nec	22312 p	Registered Nurse

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

## ASCO Second Edition

## ANZSCO

## NZSCO 1999

2231-13 p Systems Designer	261111	ICT Business Analyst	21311 p Systems Analyst
2231-15 p Software Designer			
2231-17 p Applications and Analyst Programmer			
2231-19 p Systems Programmer			
2231-79 p Computing Professionals nec			
2231-13 p Systems Designer	261112	Systems Analyst	21311 p Systems Analyst
			21312 p Computer Applications Engineer
2533-13 p Graphic Designer	261211	Multimedia Specialist	21312 p Computer Applications Engineer
2231-17 p Applications and Analyst Programmer	261212	Web Developer	21312 p Computer Applications Engineer
2533-13 p Graphic Designer			21313 p Systems Manager
2231-17 p Applications and Analyst Programmer	261311	Analyst Programmer	21311 p Systems Analyst
			31211 p Computer Programmer
2231-17 p Applications and Analyst Programmer	261312	Developer Programmer	21311 p Systems Analyst
2231-19 p Systems Programmer			21312 p Computer Applications Engineer
			21313 p Systems Manager
			31211 p Computer Programmer
2231-15 p Software Designer	261313	Software Engineer	21311 p Systems Analyst
			21312 p Computer Applications Engineer
			21313 p Systems Manager
2231-15 p Software Designer	261399	Software and Applications Programmers nec	21312 p Computer Applications Engineer
2231-79 p Computing Professionals nec			
2231-11 p Systems Manager	262111	Database Administrator	21313 p Systems Manager
2231-79 p Computing Professionals nec			
2231-21 Computer Systems Auditor	262112	ICT Security Specialist	21311 p Systems Analyst
2231-11 p Systems Manager	262113	Systems Administrator	12271 p Information Technology Manager
			21312 p Computer Applications Engineer
			21313 p Systems Manager
2125-13 p Electronics Engineer	263111	Computer Network and Systems Engineer	21311 p Systems Analyst
2231-13 p Systems Designer			21312 p Computer Applications Engineer
2231-79 p Computing Professionals nec			
2231-11 p Systems Manager	263112	Network Administrator	21312 p Computer Applications Engineer
2231-79 p Computing Professionals nec			21313 p Systems Manager
2231-11 p Systems Manager	263113	Network Analyst	21311 p Systems Analyst
2231-13 p Systems Designer			21312 p Computer Applications Engineer
2294-15 p Quality Assurance Manager	263211	ICT Quality Assurance Engineer	21312 p Computer Applications Engineer
3294-11 p Computing Support Technician	263212	ICT Support Engineer	21312 p Computer Applications Engineer
2231-79 p Computing Professionals nec	263213	ICT Systems Test Engineer	21312 p Computer Applications Engineer
			21313 p Systems Manager
2231-79 p Computing Professionals nec	263299	ICT Support and Test Engineers nec	21312 p Computer Applications Engineer
			21313 p Systems Manager
2125-13 p Electronics Engineer	263311	Telecommunications Engineer	21441 p Electronic and Telecommunications Engineer
2125-13 p Electronics Engineer	263312	Telecommunications Network Engineer	21441 p Electronic and Telecommunications Engineer
2231-13 p Systems Designer			
2521-11 Barrister	271111	Barrister	24211 p Barrister and Solicitor
1111-13 Judge	271211	Judge	24221 p Judge
1111-15 Magistrate	271212	Magistrate	24221 p Judge
1111-17 Tribunal Member	271213	Tribunal Member	24231 p Other Legal Professional
1111-79 p Legislators and Government Appointed Officials nec	271299	Judicial and Other Legal Professionals nec	24231 p Other Legal Professional
1299-79 p Specialist Managers nec			
2521-79 Legal Professionals nec			33222 p Legal Clerk
2521-13 Solicitor	271311	Solicitor	24211 p Barrister and Solicitor
2513-17 Careers Counsellor	272111	Careers Counsellor	24451 p Counsellor
			33511 p Careers, Transition, Employment Adviser
2513-13 Drug and Alcohol Counsellor	272112	Drug and Alcohol Counsellor	24451 p Counsellor
2513-15 Family Counsellor	272113	Family and Marriage Counsellor	24451 p Counsellor
2513-11 Rehabilitation Counsellor	272114	Rehabilitation Counsellor	24451 p Counsellor
2513-19 Student Counsellor	272115	Student Counsellor	24451 p Counsellor
2513-79 Counsellors nec	272199	Counsellors nec	24451 p Counsellor
2515-11 Minister of Religion	272211	Minister of Religion	24511 p Minister of Religion
			33711 Non-ordained Religious Assistant
2514-11 p Clinical Psychologist	272311	Clinical Psychologist	22212 p Resident Medical Officer
			24441 p Psychologist
2514-13 Educational Psychologist	272312	Educational Psychologist	24441 p Psychologist
2514-15 Organisational Psychologist	272313	Organisational Psychologist	24441 p Psychologist
2514-11 p Clinical Psychologist	272314	Psychotherapist	22214 p Physician
			24441 p Psychologist
			24442 Psychotherapist
2514-79 Psychologists nec	272399	Psychologists nec	24441 p Psychologist
2529-11 Historian	272411	Historian	24421 p Social Scientist

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

## ASCO Second Edition

## ANZSCO

## NZSCO 1999

2529-13	Interpreter	272412	Interpreter	24431	p Philologist, Translator or Interpreter
2529-15	Translator	272413	Translator	24431	p Philologist, Translator or Interpreter
2529-79	Social Professionals nec	272499	Social Professionals nec	24421	p Social Scientist
2549-79	p Professionals nec			24431	p Philologist, Translator or Interpreter
2511-11	Social Worker	272511	Social Worker	41443	p General Clerk
2531-79	p Visual Arts and Crafts Professionals nec	272611	Community Arts Worker	33411	p Social Worker
2549-79	p Professionals nec			33411	p Social Worker
2549-19	p Recreation Officer	272612	Recreation Officer (Aus) / Recreation Coordinator (NZ)	33411	p Social Worker
2512-11	Welfare Worker	272613	Welfare Worker	33411	p Social Worker
2549-79	p Professionals nec			33413	p Case Worker
<b>3 TECHNICIANS AND TRADES WORKERS</b>					
3112-17	Agricultural Technical Officer	311111	Agricultural Technician	32111	p Life Science Technician
				32121	Agricultural Technician
				61267	Sampling Officer
3111-79	p Medical Technical Officers nec	311211	Anaesthetic Technician	31332	p Other Medical Equipment Controller
3111-79	p Medical Technical Officers nec	311212	Cardiac Technician	31332	p Other Medical Equipment Controller
3111-11	Medical Laboratory Technical Officer	311213	Medical Laboratory Technician	32112	p Medical Laboratory Technician
3111-79	p Medical Technical Officers nec	311214	Operating Theatre Technician	31332	p Other Medical Equipment Controller
3111-79	p Medical Technical Officers nec	311215	Pharmacy Technician	31332	p Other Medical Equipment Controller
				32251	Hospital Dispensary Assistant
				32252	p Retail Dispensary Assistant
3111-79	p Medical Technical Officers nec	311299	Medical Technicians nec	31332	p Other Medical Equipment Controller
3129-11	p Biomedical Engineering Associate			32234	p Orthotist and/or Prosthetist
3999-79	p Associate Professionals nec				
3991-11	p Primary Products Inspector	311311	Fisheries Officer	31515	p Agricultural Inspector
3991-11	p Primary Products Inspector	311312	Meat Inspector	31512	Meat Inspector
3991-11	p Primary Products Inspector	311313	Quarantine Officer	32111	p Life Science Technician
				33312	p Quarantine and Agriculture Ports Officer
3991-11	p Primary Products Inspector	311399	Primary Products Inspectors nec	31515	p Agricultural Inspector
3112-11	p Chemistry Technical Officer	311411	Chemistry Technician	31111	p Physical Science Technician
				31161	p Chemical Engineering Technician
3112-13	Earth Science Technical Officer	311412	Earth Science Technician	31111	p Physical Science Technician
3112-15	Life Science Technical Officer	311413	Life Science Technician	32111	p Life Science Technician
				32122	Forest Technician
3112-11	p Chemistry Technical Officer	311414	School Laboratory Technician	31111	p Physical Science Technician
3112-79	Science Technical Officers nec	311499	Science Technicians nec	31111	p Physical Science Technician
3121-13	Architectural Associate	312111	Architectural Draftsperson	31181	p Draughting Technician
3121-11	p Building Associate	312112	Building Associate	31123	p Clerk of Works
				31181	p Draughting Technician
				71121	p Carpenter and/or Joiner
3121-17	Building Inspector	312113	Building Inspector	31511	p Safety Inspector
3121-11	p Building Associate	312114	Construction Estimator	31121	p Quantity Surveyor
				31123	p Clerk of Works
3121-19	Plumbing Inspector	312115	Plumbing Inspector	31511	p Safety Inspector
3121-15	Surveying and Cartographic Associate	312116	Surveying or Cartographic Technician	21483	p Cartographer and Photogrammetrist
				31122	Surveyor's Technician
				31181	p Draughting Technician
3121-21	p Plumbing Engineering Associate	312211	Civil Engineering Draftsperson		
3122-11	p Civil Engineering Associate			22131	p Soil Scientist
3122-13	p Civil Engineering Technician			31124	Other Civil Engineering Technician
3121-21	p Plumbing Engineering Associate	312212	Civil Engineering Technician		
3122-11	p Civil Engineering Associate				
3122-13	p Civil Engineering Technician				
3123-11	p Electrical Engineering Associate	312311	Electrical Engineering Draftsperson	31181	p Draughting Technician
3123-13	p Electrical Engineering Technician				
3123-11	p Electrical Engineering Associate	312312	Electrical Engineering Technician	31131	p Electrical Engineering Technician
3123-13	p Electrical Engineering Technician				
3124-11	p Electronic Engineering Associate	312411	Electronic Engineering Draftsperson	31143	p Other Electronics Engineering Technician
3124-13	p Electronic Engineering Technician				
3124-11	p Electronic Engineering Associate	312412	Electronic Engineering Technician	31143	p Other Electronics Engineering Technician
3124-13	p Electronic Engineering Technician			31144	p Avionics Technician
3125-11	p Mechanical Engineering Associate	312511	Mechanical Engineering Draftsperson	31181	p Draughting Technician
3125-13	p Mechanical Engineering Technician				
3125-11	p Mechanical Engineering Associate	312512	Mechanical Engineering Technician	31151	p Mechanical Engineering Technician
3125-13	p Mechanical Engineering Technician				
3992-11	p Safety Inspector	312611	Safety Inspector	31511	p Safety Inspector
				33241	p Organisation and Methods Analyst
3129-79	p Building and Engineering Associate Professionals nec	312911	Maintenance Planner	31191	p Other Engineering Technician



# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
3129-13 Metallurgical and Materials Technician	312912 Metallurgical or Materials Technician	31191 p Other Engineering Technician
3129-15 Mine Deputy	312913 Mine Deputy	31192 Non-Destructive Testing Technician
3992-11 p Safety Inspector		31191 p Other Engineering Technician
3129-11 p Biomedical Engineering Associate	312999 Building and Engineering Technicians nec	81111 p Quarry and Mine Worker
		31181 p Draughting Technician
3129-79 p Building and Engineering Associate Professionals nec		31191 p Other Engineering Technician
3294-11 p Computing Support Technician	313111 Hardware Technician	31213 p Computer Support Technician
4315-01 p Supervisor, Electronic and Office Equipment Tradespersons		
4315-11 p Electronic Equipment Tradesperson		
4315-81 p Apprentice Electronic Equipment Tradesperson		
3294-11 p Computing Support Technician	313112 ICT Customer Support Officer	21311 p Systems Analyst
		21312 p Computer Applications Engineer
		31142 p Computer Systems Technician
2231-11 p Systems Manager	313113 Web Administrator	31213 p Computer Support Technician
		21312 p Computer Applications Engineer
3124-11 p Electronic Engineering Associate	313199 ICT Support Technicians nec	21313 p Systems Manager
3124-13 p Electronic Engineering Technician		31142 p Computer Systems Technician
3294-11 p Computing Support Technician		31212 Computer Operator
3124-13 p Electronic Engineering Technician	313211 Radiocommunications Technician	31141 p Telecommunications Technician
4316-01 p Supervisor, Communications Tradespersons	313212 Telecommunications Field Engineer	31141 p Telecommunications Technician
4316-11 p General Communications Tradesperson		
4316-81 p Apprentice General Communications Tradesperson		
3124-11 p Electronic Engineering Associate	313213 Telecommunications Network Planner	31141 p Telecommunications Technician
3124-13 p Electronic Engineering Technician	313214 Telecommunications Technical Officer or Technologist	31141 p Telecommunications Technician
3124-11 p Electronic Engineering Associate		
3124-13 p Electronic Engineering Technician	321111 Automotive Electrician	71312 Transport Electrician
4212-01 Supervisor, Automotive Electricians		
4212-11 Automotive Electrician		
4212-81 Apprentice Automotive Electrician		
4211-01 p Supervisor, Motor Mechanics	321211 Motor Mechanic (General)	72311 p Machinery Mechanic
4211-11 p Motor Mechanic		72312 p Motor Mechanic
4211-81 p Apprentice Motor Mechanic		
4211-01 p Supervisor, Motor Mechanics	321212 Diesel Motor Mechanic	72311 p Machinery Mechanic
4211-11 p Motor Mechanic		
4211-81 p Apprentice Motor Mechanic	321213 Motorcycle Mechanic	72315 p Small Engine Mechanic
4211-01 p Supervisor, Motor Mechanics		
4211-11 p Motor Mechanic	321214 Small Engine Mechanic	72315 p Small Engine Mechanic
4211-81 p Apprentice Motor Mechanic		
4999-79 p Tradespersons and Related Workers nec		
4123-01 p Supervisor, Forging Tradespersons	322111 Blacksmith	72211 p Blacksmith
4123-11 Blacksmith		82113 Spring Maker and Wire Worker
4123-81 Apprentice Blacksmith		
4126-01 p Supervisor, Metal Finishing Tradespersons	322112 Electroplater	82221 Electroplater
4126-13 Electroplater (First Class)		
4126-83 Apprentice Electroplater		
4123-01 p Supervisor, Forging Tradespersons	322113 Farrier	72211 p Blacksmith
4123-13 Farrier		
4123-83 Apprentice Farrier		
4125-01 Supervisor, Metal Casting Tradespersons	322114 Metal Casting Trades Worker	72111 Metal Mould Maker
4125-11 Metal Casting Tradesperson		
4125-81 Apprentice Metal Casting Tradesperson		
4126-01 p Supervisor, Metal Finishing Tradespersons	322115 Metal Polisher	82223 p Metal Polisher
4126-11 Metal Polisher		
4126-81 Apprentice Metal Polisher		

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
4121-01 p Supervisor, General Fabrication Engineering Tradespersons	322211 Sheetmetal Trades Worker	72122 p Sheet-Metal Worker
4121-11 p General Fabrication Engineering Tradesperson		
4121-81 p Apprentice General Fabrication Engineering Tradesperson		
4124-01 p Supervisor, Sheetmetal Tradespersons		
4124-11 p Sheetmetal Worker (First Class)		
4124-81 p Apprentice Sheetmetal Worker		
4121-01 p Supervisor, General Fabrication Engineering Tradespersons	322311 Metal Fabricator	72123 Boiler Maker
4121-11 p General Fabrication Engineering Tradesperson		72124 p Fitter and Welder
4121-81 p Apprentice General Fabrication Engineering Tradesperson		82223 p Metal Polisher
4122-01 p Supervisor, Structural Steel and Welding Tradespersons		
4122-11 p Metal Fabricator		
4122-81 p Apprentice Metal Fabricator		
4122-01 p Supervisor, Structural Steel and Welding Tradespersons	322312 Pressure Welder	72124 p Fitter and Welder
4122-13 Pressure Welder		
4122-83 p Apprentice Welder		
4121-01 p Supervisor, General Fabrication Engineering Tradespersons	322313 Welder (First Class) (Aus) / Welder (NZ)	72124 p Fitter and Welder
4121-11 p General Fabrication Engineering Tradesperson		81231 p Welder and Flame-Cutter
4121-81 p Apprentice General Fabrication Engineering Tradesperson		
4122-01 p Supervisor, Structural Steel and Welding Tradespersons		
4122-15 Welder (First Class)		
4122-83 p Apprentice Welder		
4114-01 p Supervisor, Aircraft Maintenance Engineers	323111 Aircraft Maintenance Engineer (Avionics)	31144 p Avionics Technician
4114-15 Aircraft Maintenance Engineer (Avionics)		72422 Avionics Mechanic
4114-85 Apprentice Aircraft Maintenance Engineer (Avionics)		
4114-01 p Supervisor, Aircraft Maintenance Engineers	323112 Aircraft Maintenance Engineer (Mechanical)	21453 p Aeronautical Engineer and/or Aircraft Surveyor
4114-11 Aircraft Maintenance Engineer (Mechanical)		72313 p Aircraft Engine Mechanic
4114-81 Apprentice Aircraft Maintenance Engineer (Mechanical)		
4114-01 p Supervisor, Aircraft Maintenance Engineers	323113 Aircraft Maintenance Engineer (Structures)	72313 p Aircraft Engine Mechanic
4114-13 Aircraft Maintenance Engineer (Structures)		
4114-83 Apprentice Aircraft Maintenance Engineer (Structures)		
4112-01 p Supervisor, Metal Fitters and Machinists	323211 Fitter (General)	72231 p Fitter and Turner
4112-11 p Fitter		72311 p Machinery Mechanic
4112-81 p Apprentice Fitter		82111 p Machine Tool Operator
4112-01 p Supervisor, Metal Fitters and Machinists	323212 Fitter and Turner	72231 p Fitter and Turner
4112-11 p Fitter		
4112-81 p Apprentice Fitter		
4112-01 p Supervisor, Metal Fitters and Machinists	323213 Fitter-Welder	72124 p Fitter and Welder
4112-11 p Fitter		
4112-81 p Apprentice Fitter		
4112-01 p Supervisor, Metal Fitters and Machinists	323214 Metal Machinist (First Class)	82111 p Machine Tool Operator
4112-13 p Metal Machinist (First Class)		
4112-83 p Apprentice Metal Machinist		
4112-01 p Supervisor, Metal Fitters and Machinists	323215 Textile, Clothing and Footwear Mechanic	72311 p Machinery Mechanic
4112-15 Textile, Clothing or Footwear Mechanic		
4112-81 p Apprentice Fitter		
4112-85 Apprentice Textile, Clothing or Footwear Mechanic		

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
4111-01 Supervisor, General Mechanical Engineering Tradespersons	323299 Metal Fitters and Machinists nec	72311 p Machinery Mechanic
4111-11 General Mechanical Engineering Tradesperson		
4111-81 Apprentice General Mechanical Engineering Tradesperson		
4112-01 p Supervisor, Metal Fitters and Machinists		
4112-11 p Fitter		
4112-13 p Metal Machinist (First Class)		
4112-81 p Apprentice Fitter		
4112-83 p Apprentice Metal Machinist		
4999-79 p Tradespersons and Related Workers nec		
4115-01 p Supervisor, Precision Metal Tradespersons	323311 Engraver	33621 p Sculptor, Painter and Related Artist
4115-21 Engraver		73131 p Jeweller and Jewellery Repairer
4115-81 p Apprentice Precision Metal Tradesperson		73211 p Glass Cutter and Beveller
		73317 p Printing Machinist
		73331 p Photolithographer, Photo Engraver
		51522 p Police Officer
4115-01 p Supervisor, Precision Metal Tradespersons	323312 Gunsmith	
4115-19 Gunsmith		73111 p Industrial Precision Instrument Maker and Repairer
4115-81 p Apprentice Precision Metal Tradesperson		
4115-01 p Supervisor, Precision Metal Tradespersons	323313 Locksmith	73112 Locksmith
4115-15 Locksmith		
4115-81 p Apprentice Precision Metal Tradesperson		
4115-01 p Supervisor, Precision Metal Tradespersons	323314 Precision Instrument Maker and Repairer	73111 p Industrial Precision Instrument Maker and Repairer
4115-11 Precision Instrument Maker and Repairer		73113 p Optical Instrument Maker, Repairer and Mechanic
4115-81 p Apprentice Precision Metal Tradesperson		82114 p Tool Grinder and Sharpener
4115-01 p Supervisor, Precision Metal Tradespersons	323315 Saw Maker and Repairer	72241 Saw Doctor
4115-17 Saw Maker and Repairer		
4115-81 p Apprentice Precision Metal Tradesperson		
4115-01 p Supervisor, Precision Metal Tradespersons	323316 Watch and Clock Maker and Repairer	73115 Watchmaker and Repairer
4115-13 Watch and Clock Maker and Repairer		
4115-81 p Apprentice Precision Metal Tradesperson		
4122-01 p Supervisor, Structural Steel and Welding Tradespersons	323411 Engineering Patternmaker	72221 Pattern Maker
4122-11 p Metal Fabricator		
4122-81 p Apprentice Metal Fabricator		
4124-01 p Supervisor, Sheetmetal Tradespersons		
4124-11 p Sheetmetal Worker (First Class)		
4124-81 p Apprentice Sheetmetal Worker		
4113-01 Supervisor, Toolmakers	323412 Toolmaker	72222 Tool and/or Die Maker
4113-11 Toolmaker		
4113-81 Apprentice Toolmaker		
4213-01 Supervisor, Panel Beaters	324111 Panelbeater	72125 Panel Beater
4213-11 Panel Beater		
4213-81 Apprentice Panel Beater		
4215-01 Supervisor, Vehicle Body Makers	324211 Vehicle Body Builder	72121 Coach Builder
4215-11 Vehicle Body Maker		
4215-81 Apprentice Vehicle Body Maker		
4216-01 Supervisor, Vehicle Trimmers	324212 Vehicle Trimmer	74322 Vehicle Upholsterer and Trimmer
4216-11 Vehicle Trimmer		
4216-81 Apprentice Vehicle Trimmer		
4214-01 Supervisor, Vehicle Painters	324311 Vehicle Painter	71242 p Spray Painter
4214-11 Vehicle Painter		
4214-81 Apprentice Vehicle Painter		
4414-01 Supervisor, Bricklayers	331111 Bricklayer	71111 p Bricklayer and/or Blocklayer
4414-11 Bricklayer		
4414-81 Apprentice Bricklayer		
4416-01 p Supervisor, Wall and Floor Tilers and Stonemasons	331112 Stonemason	71112 p Stonemason
4416-13 Stonemason		
4416-83 Apprentice Stonemason		

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
4411-01 p Supervisor, Carpentry and Joinery Tradespersons	331211 Carpenter and Joiner	71121 p Carpenter and/or Joiner
4411-11 Carpenter and Joiner		
4411-81 Apprentice Carpenter and Joiner		
4411-01 p Supervisor, Carpentry and Joinery Tradespersons	331212 Carpenter	71121 p Carpenter and/or Joiner
4411-13 Carpenter		
4411-83 Apprentice Carpenter		
4411-01 p Supervisor, Carpentry and Joinery Tradespersons	331213 Joiner	71121 p Carpenter and/or Joiner
4411-15 Joiner		
4411-85 Apprentice Joiner		
4423-01 Supervisor, Floor Finishers	332111 Floor Finisher	74331 Carpet and Other Floor Covering Layer
4423-11 Floor Finisher		
4423-81 Apprentice Floor Finisher		
4421-01 Supervisor, Painters and Decorators	332211 Painting Trades Worker	71241 Painter, Decorator and/or Paperhanger
4421-11 Painter and Decorator		
4421-81 Apprentice Painter and Decorator		
4982-11 Flat Glass Tradesperson	333111 Glazier	71221 p Glazier
4982-81 Apprentice Flat Glass Tradesperson		73211 p Glass Cutter and Beveller
4412-01 Supervisor, Fibrous Plasterers	333211 Fibrous Plasterer	71211 p Plasterer
4412-11 Fibrous Plasterer		
4412-81 Apprentice Fibrous Plasterer		
4415-01 Supervisor, Solid Plasterers	333212 Solid Plasterer	71211 p Plasterer
4415-11 Solid Plasterer		
4415-81 Apprentice Solid Plasterer		
4413-01 Supervisor, Roof Slaters and Tilers	333311 Roof Tiler	84117 Roofer
4413-11 Roof Slater and Tiler		
4413-81 Apprentice Roof Slater and Tiler		
4416-01 p Supervisor, Wall and Floor Tilers and Stonemasons	333411 Wall and Floor Tiler	71111 p Bricklayer and/or Blocklayer
4416-11 Wall and Floor Tiler		
4416-81 Apprentice Wall and Floor Tiler		
4431-01 p Supervisor, Plumbers	334111 Plumber (General)	71231 p Plumber
4431-11 General Plumber		72412 p Fire Alarm Technician
4431-81 Apprentice General Plumber		84112 p Pipe Fitter
4431-01 p Supervisor, Plumbers	334112 Airconditioning and Mechanical Services Plumber	71231 p Plumber
4431-19 Mechanical Services and Airconditioning Plumber		
4431-89 Apprentice Mechanical Services and Airconditioning Plumber		
4431-01 p Supervisor, Plumbers	334113 Drainer (Aus) / Drainlayer (NZ)	84111 p Drainlayer
4431-15 Drainer		
4431-85 Apprentice Drainer		
4431-01 p Supervisor, Plumbers	334114 Gasfitter	84112 p Pipe Fitter
4431-13 Gasfitter		
4431-83 Apprentice Gasfitter		
4431-01 p Supervisor, Plumbers	334115 Roof Plumber	71231 p Plumber
4431-17 Roof Plumber		
4431-87 Apprentice Roof Plumber		
4311-01 p Supervisor, Electricians	341111 Electrician (General)	71311 p Electrician
4311-11 General Electrician		71313 Appliance Electrician
4311-81 Apprentice Electrician		72411 p Electrical Fitter
4311-01 p Supervisor, Electricians	341112 Electrician (Special Class)	82921 Coil Winder
4311-13 Electrician (Special Class)		71311 p Electrician
4311-01 p Supervisor, Electricians	341113 Lift Mechanic	
4311-15 Lift Mechanic		
4311-83 Apprentice Lift Mechanic		
4312-01 Supervisor, Refrigeration and Airconditioning Mechanics	342111 Airconditioning and Refrigeration Mechanic	72314 Heating, Ventilation and Refrigeration Mechanic
4312-11 Refrigeration and Airconditioning Mechanic		
4312-81 Apprentice Refrigeration and Airconditioning Mechanic		
4313-01 p Supervisor, Electrical Distribution Tradespersons	342211 Electrical Linesworker (Aus) / Electrical Line Mechanic (NZ)	82923 p Linesperson
4313-11 Electrical Powerline Tradesperson		
4313-81 Apprentice Electrical Powerline Tradesperson		

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
4313-01 p Supervisor, Electrical Distribution Tradespersons	342212 Technical Cable Joiner	82924 p Electric Cable Joiner
4313-13 Cable Joiner		
4313-83 Apprentice Cable Joiner		
4315-01 p Supervisor, Electronic and Office Equipment Tradespersons	342311 Business Machine Mechanic	72421 p Electronics Servicer
4315-13 Business Machine Mechanic		
4315-83 Apprentice Business Machine Mechanic		
3999-15 Radio Operator	342312 Communications Operator	31322 p Radio Operator
3999-79 p Associate Professionals nec		
4315-01 p Supervisor, Electronic and Office Equipment Tradespersons	342313 Electronic Equipment Trades Worker	72311 p Machinery Mechanic
4315-11 p Electronic Equipment Tradesperson		72421 p Electronics Servicer
4315-81 p Apprentice Electronic Equipment Tradesperson		72431 Radio and Television Repairer
4314-01 p Supervisor, Electronic Instrument Tradespersons	342314 Electronic Instrument Trades Worker (General)	72421 p Electronics Servicer
4314-11 General Electronic Instrument Tradesperson		
4314-81 Apprentice Electronic Instrument Tradesperson		
4314-01 p Supervisor, Electronic Instrument Tradespersons	342315 Electronic Instrument Trades Worker (Special Class)	31131 p Electrical Engineering Technician
4314-13 Electronic Instrument Tradesperson (Special Class)		72421 p Electronics Servicer
4316-01 p Supervisor, Communications Tradespersons	342411 Cabler (Data and Telecommunications)	31143 p Other Electronics Engineering Technician
4316-13 p Communications Linesperson		
4316-83 p Apprentice Communications Linesperson		
7914-13 p Home Improvements Installer		
4316-01 p Supervisor, Communications Tradespersons	342412 Telecommunications Cable Joiner	82924 p Electric Cable Joiner
4316-13 p Communications Linesperson		
4316-83 p Apprentice Communications Linesperson		
4316-01 p Supervisor, Communications Tradespersons	342413 Telecommunications Linesworker (Aus) / Telecommunications Line Mechanic (NZ)	82923 p Linesperson
4316-13 p Communications Linesperson		
4316-83 p Apprentice Communications Linesperson		
4316-01 p Supervisor, Communications Tradespersons	342414 Telecommunications Technician	31141 p Telecommunications Technician
4316-11 p General Communications Tradesperson		
4316-81 p Apprentice General Communications Tradesperson		
4512-01 p Supervisor, Bakers and Pastrycooks	351111 Baker	74121 p Baker
4512-11 Baker		
4512-81 Apprentice Baker		
4512-01 p Supervisor, Bakers and Pastrycooks	351112 Pastrycook	74121 p Baker
4512-13 Pastrycook		
4512-83 Apprentice Pastrycook		
4511-01 p Supervisor, Meat Tradespersons	351211 Butcher or Smallgoods Maker	74111 p Butcher
4511-11 Butcher		82713 p Smallgoods Maker
4511-13 Smallgoods Maker		
4511-81 Apprentice Butcher		
4511-83 Apprentice Smallgoods Maker		
3322-01 Head Chef	351311 Chef	51221 Chef
3322-11 Chef		
4513-11 Cook	351411 Cook	51222 p Cook
4513-81 Apprentice Cook or Chef		
4614-79 p Animal Trainers nec	361111 Dog Handler or Trainer	61441 p Animal Welfare Worker
4611-11 p Farm Overseer	361112 Horse Trainer	61265 p Horse Trainer, Groom or Stable Hand
4614-11 Horse Trainer		
6399-15 p Animal Attendant	361113 Pet Groomer	61441 p Animal Welfare Worker
6399-15 p Animal Attendant	361114 Zookeeper	61441 p Animal Welfare Worker
4614-79 p Animal Trainers nec	361199 Animal Attendants and Trainers nec	32241 p Veterinary Assistant
4999-79 p Tradespersons and Related Workers nec		33312 p Quarantine and Agriculture Ports Officer
6399-15 p Animal Attendant		61212 p Sheep Farmer, Sheep Farm Worker
		61441 p Animal Welfare Worker
4612-11 Shearer	361211 Shearer	61262 Shearing Contractor/Shearer
6392-11 Veterinary Nurse	361311 Veterinary Nurse	32241 p Veterinary Assistant
4984-11 Florist	362111 Florist	52111 p Sales Assistant
4623-01 p Head Gardener	362211 Gardener (General)	61133 p Grounds or Green Keeper
4623-11 General Gardener		61134 p Gardener
4623-81 Apprentice General Gardener		

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
4623-01 p Head Gardener	362212 Arborist	61134 p Gardener
4623-15 Tree Surgeon		
4623-85 Apprentice Tree Surgeon		
4623-01 p Head Gardener	362213 Landscape Gardener	61132 Landscape Gardener
4623-13 Landscape Gardener		
4623-83 Apprentice Landscape Gardener		
4622-11 Greenkeeper	362311 Greenkeeper	61133 p Grounds or Green Keeper
4622-81 Apprentice Greenkeeper		
4621-11 Nurseryperson	362411 Nurseryperson	61131 p Nursery Grower, Nursery Worker
4621-81 Apprentice Nurseryperson		
4931-01 Supervisor, Hairdressers	391111 Hairdresser	51411 p Hairdresser
4931-11 Hairdresser		
4931-81 Apprentice Hairdresser		
4913-11 Binder and Finisher	392111 Binder and Finisher	73321 p Bookbinder
4913-81 Apprentice Binder and Finisher		
4914-11 Screen Printer	392112 Screen Printer	73316 Screen Printer
4914-81 Apprentice Screen Printer		
4911-11 Graphic Pre-Press Tradesperson	392211 Graphic Pre-press Trades Worker	33635 Paste Up Artist
4911-81 Apprentice Graphic Pre-Press Tradesperson		73311 Graphic Pre-press Tradesperson
5995-11 Desktop Publishing Operator		73318 Desktop Publisher
		73331 p Photolithographer, Photo Engraver
		73317 p Printing Machinist
4912-11 Printing Machinist	392311 Printing Machinist	
4912-81 Apprentice Printing Machinist		
4912-13 Small Offset Printer	392312 Small Offset Printer	73317 p Printing Machinist
4912-83 Apprentice Small Offset Printer		
4944-13 Canvas Goods Maker	393111 Canvas Goods Maker	74323 p Canvas Worker
4944-81 p Apprentice Leather Goods, Canvas Goods or Sail Maker		
4944-11 Leather Goods Maker	393112 Leather Goods Maker	74411 Saddler and Harness Maker
4944-81 p Apprentice Leather Goods, Canvas Goods or Sail Maker		82953 p Leather Goods Assembler
4944-15 Sail Maker	393113 Sail Maker	74323 p Canvas Worker
4944-81 p Apprentice Leather Goods, Canvas Goods or Sail Maker		
4943-11 Shoemaker	393114 Shoemaker	32234 p Orthotist and/or Prosthetist
4943-13 Medical Grade Shoemaker		74412 Shoe Repairer
4943-81 Apprentice Shoemaker		82954 p Footwear Production Machine Operator
4941-17 Apparel Cutter	393211 Apparel Cutter	74313 p Textile Products Marker and Cutter
4941-81 p Apprentice Clothing Tradesperson		
4941-19 Patternmaker-Grader (Clothing)	393212 Clothing Patternmaker	74312 Textile Products Pattern Maker
4941-81 p Apprentice Clothing Tradesperson		74313 p Textile Products Marker and Cutter
4941-11 General Clothing Tradesperson	393213 Dressmaker or Tailor	74311 p Tailor/Dressmaker
4941-13 Tailor		
4941-15 Dressmaker		
4941-81 p Apprentice Clothing Tradesperson		
4941-79 Clothing Tradespersons nec	393299 Clothing Trades Workers nec	74311 p Tailor/Dressmaker
4941-81 p Apprentice Clothing Tradesperson		74313 p Textile Products Marker and Cutter
		82635 Hat Maker
4942-11 Furniture Upholsterer	393311 Upholsterer	74321 p Furniture Upholsterer
4942-79 Upholsterers and Bedding Tradespersons nec		
4942-81 Apprentice Upholsterer or Bedding Tradespersons		
4922-01 Supervisor, Cabinetmakers	394111 Cabinetmaker	74211 p Cabinetmaker
4922-11 Cabinetmaker		74212 p Furniture Finisher
4922-81 Apprentice Cabinetmaker		
4929-13 Furniture Finisher	394211 Furniture Finisher	74212 p Furniture Finisher
4929-83 Apprentice Furniture Finisher		
4929-11 Picture Framer	394212 Picture Framer	74211 p Cabinetmaker
4929-81 Apprentice Picture Framer		
4921-11 Wood Machinist (A-Grade)	394213 Wood Machinist	82411 p Woodworking Machinist
4921-81 Apprentice Wood Machinist		
4921-13 Wood Turner	394214 Wood Turner	82411 p Woodworking Machinist
4921-83 Apprentice Wood Turner		
4929-79 Wood Tradespersons nec	394299 Wood Machinists and Other Wood Trades Workers nec	74211 p Cabinetmaker
4929-99 Apprentice Wood Tradespersons nec		82411 p Woodworking Machinist
		82942 p Basket and Wicker Worker
4981-13 Boat Builder and Repairer	399111 Boat Builder and Repairer	71123 p Boatbuilder
4981-83 Apprentice Boat Builder and Repairer		72124 p Fitter and Welder
4999-79 p Tradespersons and Related Workers nec		82932 p Plastic and Rubber Goods Assembler
		84115 p Rigger and Cable Splicer

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
4981-11 Shipwright	399112 Shipwright	71121 p Carpenter and/or Joiner
4981-81 Apprentice Shipwright		71123 p Boatbuilder
		72124 p Fitter and Welder
4987-01 p Supervisor, Chemical, Petroleum and Gas Plant Operators	399211 Chemical Plant Operator	81511 p Chemical Crushing, Grinding and Mixing Operator
4987-11 Chemical Plant Operator		81531 p Still and Reactor Operator
		81541 p Other Chemical Processing Plant Operator
		82211 p Pharmaceutical and Toiletry Products Machine Operator
		81531 p Still and Reactor Operator
4987-01 p Supervisor, Chemical, Petroleum and Gas Plant Operators	399212 Gas or Petroleum Operator	
4987-13 p Petroleum and Gas Plant Operator		
4988-01 Supervisor, Power Generation Plant Operators	399213 Power Generation Plant Operator	81611 Power Generating Plant Operator
4988-11 Power Generation Plant Operator		
3999-13 Museum or Art Gallery Technician	399311 Gallery or Museum Technician	
		31111 p Physical Science Technician
3997-11 Library Technician	399312 Library Technician	32111 p Life Science Technician
2531-79 p Visual Arts and Crafts Professionals nec	399411 Jeweller	41411 p Library Assistant
4983-11 Jeweller		73131 p Jeweller and Jewellery Repairer
4983-13 Gem Cutter and Polisher		73132 Gem Cutter and Polisher
4983-81 Apprentice Jeweller		
4983-83 Apprentice Gem Cutter and Polisher		
4992-17 Broadcast Transmitter Operator	399511 Broadcast Transmitter Operator	31321 p Broadcasting Transmitting and Studio Equipment Operator
		31312 Camera Operator
4992-13 Camera Operator (Film, Television or Video)	399512 Camera Operator (Film, Television or Video)	
4992-21 Light Technician	399513 Light Technician	31321 p Broadcasting Transmitting and Studio Equipment Operator
		33634 p Industrial Designer
4992-27 Make Up Artist	399514 Make Up Artist	51412 p Beauty Therapist
2531-79 p Visual Arts and Crafts Professionals nec	399515 Musical Instrument Maker or Repairer	73121 Musical Instrument Maker, Repairer and Tuner
4999-17 Piano Tuner		
4999-79 p Tradespersons and Related Workers nec		
4992-11 Sound Technician	399516 Sound Technician	31313 Sound Recording Equipment Controller
4992-15 Television Equipment Operator	399517 Television Equipment Operator	31321 p Broadcasting Transmitting and Studio Equipment Operator
		33662 p Artistic Director
4992-79 Performing Arts Support Workers nec	399599 Performing Arts Technicians nec	31321 p Broadcasting Transmitting and Studio Equipment Operator
		71243 Signwriter
4422-01 Supervisor, Signwriters	399611 Signwriter	
4422-11 Signwriter		
4422-81 Apprentice Signwriter		
4999-13 p Diver	399911 Diver	61411 p Fishing Skipper, Fisherpersion
		61413 p Shell Fisher
		84121 Underwater Worker
3999-11 Interior Decorator	399912 Interior Decorator	33636 p Interior Designer
4999-11 p Optical Mechanic	399913 Optical Dispenser (Aus) / Dispensing Optician (NZ)	32211 Dispensing Optician
	399914 Optical Mechanic	
4999-11 p Optical Mechanic		73113 p Optical Instrument Maker, Repairer and Mechanic
5999-17 Photographer's Assistant	399915 Photographer's Assistant	31311 p Photographer
7291-01 p Supervisor, Plastics Production Machine Operators	399916 Plastics Technician	82322 p Plastics Machine Operator
7291-11 p General Plastics Production Machine Operator		
7291-13 p Plastics Compounding and Reclamation Machine Operator		
7291-15 p Reinforced Plastic and Composite Production Worker		
7291-17 p Plastic Cabling Machine Operator		
7291-79 p Plastics Production Machine Operators nec		
4613-11 Wool Classer	399917 Wool Classer	61263 Wool Classer
3999-79 p Associate Professionals nec	399999 Technicians and Trades Workers nec	31191 p Other Engineering Technician
4613-13 Hide and Skin Classer		72315 p Small Engine Mechanic
4982-13 Glass Blower		72411 p Electrical Fitter
4982-83 Apprentice Glass Blower		72412 p Fire Alarm Technician
4999-79 p Tradespersons and Related Workers nec		74211 p Cabinetmaker
8319-79 p Elementary Service Workers nec		81321 p Glass Pressing and Drawing Machine Operator

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

## ASCO Second Edition

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### 4 COMMUNITY AND PERSONAL SERVICE WORKERS

3491-11	Ambulance Officer	411111	Ambulance Officer	51313	p	Ambulance Officer
3491-13	Intensive Care Ambulance Paramedic	411112	Intensive Care Ambulance Paramedic (Aus) / Ambulance Paramedic (NZ)	51313	p	Ambulance Officer
3492-13	Dental Hygienist	411211	Dental Hygienist	32221	p	Dental Therapist
3492-15	p Dental Technician	411212	Dental Prosthetist	32262	p	Dental Technician
3492-15	p Dental Technician	411213	Dental Technician	32262	p	Dental Technician
3492-11	Dental Therapist	411214	Dental Therapist	32221	p	Dental Therapist
2399-79	p Health Professionals nec	411311	Diversional Therapist	32232	p	Occupational Therapist
2549-19	p Recreation Officer			32261	p	Other Health Associate Professional
3411-11	p Enrolled Nurse	411411	Enrolled Nurse	32311		Enrolled Nurse
3411-11	p Enrolled Nurse	411412	Mothercraft Nurse	32312	p	Karitane Nurse
3493-11	Aboriginal and Torres Strait Islander Health Worker	411511	Aboriginal and Torres Strait Islander Health Worker	51312	p	Health Assistant
3411-11	p Enrolled Nurse	411512	Kaiāwhina (Hauora) (Māori Health Assistant)	51312	p	Health Assistant
3494-11	Massage Therapist	411611	Massage Therapist	51413		Massage Therapist
2512-13	p Community Worker	411711	Community Worker	33411	p	Social Worker
3421-17	Disabilities Services Officer	411712	Disabilities Services Officer	33411	p	Social Worker
				33413	p	Case Worker
3421-19	Family Support Worker	411713	Family Support Worker	33411	p	Social Worker
3421-11	Parole or Probation Officer	411714	Parole or Probation Officer	33412		Probation Worker
3421-15	Residential Care Officer	411715	Residential Care Officer	33411	p	Social Worker
3421-13	Youth Worker	411716	Youth Worker	33411	p	Social Worker
6312-11	p Child Care Worker	421111	Child Care Worker	23321	p	Early Childhood Teacher
				51316	p	Caregiver
				51421	p	Child Care Worker
6312-13	Family Day Care Worker	421112	Family Day Care Worker	51316	p	Caregiver
6312-15	Nanny	421113	Nanny	51421	p	Child Care Worker
6312-11	p Child Care Worker	421114	Out of School Hours Care Worker	51316	p	Caregiver
6311-17	Aboriginal and Torres Strait Islander Education Worker	422111	Aboriginal and Torres Strait Islander Education Worker	33422	p	Teacher Aide
6311-13	Integration Aide	422112	Integration Aide	33422	p	Teacher Aide
6311-11	p Pre-School Aide	422113	Kaiāwhina Kōhanga Reo (Māori Language Nest Assistant)	33422	p	Teacher Aide
				51421	p	Child Care Worker
6311-15	p Teachers' Aide	422114	Kaiāwhina Kura Kaupapa Māori (Māori-medium School Assistant)	33422	p	Teacher Aide
				51421	p	Child Care Worker
6311-11	p Pre-School Aide	422115	Preschool Aide	23321	p	Early Childhood Teacher
				51421	p	Child Care Worker
6311-15	p Teachers' Aide	422116	Teachers' Aide	33421		Employment Programme Teaching Associate Professional
				33422	p	Teacher Aide
6313-17	Aged or Disabled Person Carer	423111	Aged or Disabled Carer	51312	p	Health Assistant
6391-11	Dental Assistant	423211	Dental Assistant	51316	p	Caregiver
6314-11	p Personal Care Assistant	423311	Hospital Orderly	51314	p	Nurse Aide
6314-13	p Nursing Assistant			51311		Hospital Orderly
3999-79	p Associate Professionals nec	423312	Nursing Support Worker	91111	p	Cleaner
6314-13	p Nursing Assistant			51312	p	Health Assistant
6314-11	p Personal Care Assistant	423313	Personal Care Assistant	51314	p	Nurse Aide
				51312	p	Health Assistant
				51314	p	Nurse Aide
				51316	p	Caregiver
6313-19	Therapy Aide	423314	Therapy Aide	32231	p	Physiotherapist
				32232	p	Occupational Therapist
				32261	p	Other Health Associate Professional
				51314	p	Nurse Aide
6313-13	Child or Youth Residential Care Assistant	423411	Child or Youth Residential Care Assistant	51421	p	Child Care Worker
6313-11	Hostel Parent	423412	Hostel Parent	51421	p	Child Care Worker
6313-15	Refuge Worker	423413	Refuge Worker	51316	p	Caregiver
6322-01	Supervisor, Bar Attendants	431111	Bar Attendant	12267	p	Other Catering Services Manager
6322-11	Bar Attendant			51231	p	Bartender
6323-01	p Supervisor, Waiters	431112	Barista	51234	p	Catering Counter Assistant
6213-11	p Retail Supervisor	431211	Cafe Worker	51234	p	Catering Counter Assistant
8211-11	p Sales Assistant (Food and Drink Products)					
6394-11	Gaming Pit Boss	431311	Gaming Worker	42131		Gaming Dealer
6394-13	Gaming Table Supervisor					
6394-15	Gaming Dealer					



# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

## ASCO Second Edition

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## NZSCO 1999

3291-11 p Office Manager	431411 Hotel Service Manager	12267 p Other Catering Services Manager
6321-11 Hotel Service Supervisor		51212 p Housekeeper (Not Private)
		91212 p Hotel Porter
6323-01 p Supervisor, Waiters	431511 Waiter	51232 Wine Waiter
6323-11 General Waiter		51233 Waiter
6323-13 Drink Waiter		
6399-79 p Intermediate Service Workers nec		
8319-79 p Elementary Service Workers nec	431911 Bar Useful or Busser	51231 p Bartender
8312-13 p Luggage Porter or Doorman	431912 Doorman or Luggage Porter	51236 p Usher and Cloakroom Attendant
		91212 p Hotel Porter
		91412 p Loader and/or Checker
6324-11 Hospitality Trainee	431999 Hospitality Workers nec	51231 p Bartender
6399-79 p Intermediate Service Workers nec		51236 p Usher and Cloakroom Attendant
8312-13 p Luggage Porter or Doorman		
8319-79 p Elementary Service Workers nec		
4991-11 Defence Force Member Not Elsewhere Included	441111 Defence Force Member - Other Ranks	51551 p Armed Forces
4991-81 Trainee Defence Force Member Not Elsewhere Included		
3999-79 p Associate Professionals nec	441211 Emergency Service Worker	51511 p Fire Fighter
3995-11 Senior Fire Fighter	441212 Fire Fighter	51511 p Fire Fighter
4985-11 Fire Fighter		
3911-01 p Supervisor, Police Officers	441311 Detective	51521 p Detective
3911-11 p Police Officer		
3911-01 p Supervisor, Police Officers	441312 Police Officer	51522 p Police Officer
3911-11 p Police Officer		51551 p Armed Forces
6393-11 Prison Officer	442111 Prison Officer	41443 p General Clerk
		51531 Prison Officer
8311-79 p Guards and Security Officers nec	442211 Alarm, Security or Surveillance Monitor	42221 p Telephone Switchboard Operator
		51542 p Security Officer
7314-11 p Delivery Driver	442212 Armoured Car Escort	51542 p Security Officer
8311-13 Armoured Car Escort		
8311-11 p Security Officer	442213 Crowd Controller	51542 p Security Officer
8312-13 p Luggage Porter or Doorman		
3999-17 Private Investigator	442214 Private Investigator	51541 Private Investigator
8311-11 p Security Officer	442215 Retail Loss Prevention Officer	51542 p Security Officer
3999-19 Security Adviser	442216 Security Consultant	51542 p Security Officer
8311-11 p Security Officer	442217 Security Officer	51542 p Security Officer
8311-79 p Guards and Security Officers nec	442299 Security Officers and Guards nec	51542 p Security Officer
6395-11 Beauty Therapist	451111 Beauty Therapist	51412 p Beauty Therapist
6399-13 Driving Instructor	451211 Driving Instructor	83213 Driving Instructor
3399-29 p Funeral Director	451311 Funeral Director	51431 p Funeral Director
3399-29 p Funeral Director	451399 Funeral Workers nec	51431 p Funeral Director
6399-11 Museum or Gallery Attendant	451411 Gallery or Museum Guide	51121 p Tour and Travel Guide
6397-15 Tour Guide	451412 Tour Guide	51121 p Tour and Travel Guide
6395-13 Natural Remedy Consultant	451511 Natural Remedy Consultant	32261 p Other Health Associate Professional
6395-15 Weight Loss Consultant	451512 Weight Loss Consultant	51414 Weight Loss Consultant
6397-13 Tourist Information Officer	451611 Tourist Information Officer	42213 p Information Clerk and Other Receptionist
6397-11 Travel Agent	451612 Travel Consultant	12241 p Sales and/or Marketing Manager
		33141 p Travel Consultant
5996-11 Flight Service Director	451711 Flight Attendant	51111 p Travel Attendant
5996-13 Flight Attendant		
5996-79 Travel Attendants nec	451799 Travel Attendants nec	51111 p Travel Attendant
6399-79 p Intermediate Service Workers nec	451811 Civil Celebrant	99000 p Response Outside Scope
8319-13 Hair and Beauty Salon Assistant	451812 Hair or Beauty Salon Assistant	51411 p Hairdresser
8319-27 Prostitute or Escort	451813 Sex Worker or Escort	99000 p Response Outside Scope
6399-79 p Intermediate Service Workers nec	451899 Personal Service Workers nec	33621 p Sculptor, Painter and Related Artist
8319-79 p Elementary Service Workers nec		33681 p Clown, Magician, Acrobat and Related Worker
		51111 p Travel Attendant
		51211 p Housekeeper (Private Service)
		51236 p Usher and Cloakroom Attendant
		51314 p Nurse Aide
		51542 p Security Officer
		61441 p Animal Welfare Worker
		99000 p Response Outside Scope
		33692 p Sports Coach or Trainer
6396-11 p Fitness Instructor	452111 Fitness Instructor	51122 p Outdoor Recreation Guide
6396-13 p Outdoor Adventure Leader	452211 Bungy Jump Master	51122 p Outdoor Recreation Guide
6396-13 p Outdoor Adventure Leader	452212 Fishing Guide	51122 p Outdoor Recreation Guide
6396-13 p Outdoor Adventure Leader	452213 Hunting Guide	51122 p Outdoor Recreation Guide
6396-13 p Outdoor Adventure Leader	452214 Mountain or Glacier Guide	51122 p Outdoor Recreation Guide
6396-13 p Outdoor Adventure Leader	452215 Outdoor Adventure Instructor	33692 p Sports Coach or Trainer
		51122 p Outdoor Recreation Guide
6396-13 p Outdoor Adventure Leader	452216 Trekking Guide	51122 p Outdoor Recreation Guide

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# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

## ASCO Second Edition

## ANZSCO

## NZSCO 1999

5912-11	Credit and Loans Officer	552211	Credit or Loans Officer	12224	p Finance Manager
6141-01	p Supervisor, Accounting Clerks			33153	p Sales Representative
6141-13	Credit Clerk			41213	p Costing Clerk
				41221	p Finance Clerk
3212-21	Bookmaker	552311	Bookmaker	12263	p Retail Manager
3212-19	p Insurance Broker	552312	Insurance Consultant	33121	p Insurance Representative
6144-01	Supervisor, Insurance Clerks			41211	p Accounts Clerk
6144-11	Insurance Clerk				
6145-01	p Supervisor, Money Market and Statistical Clerks	552313	Money Market Clerk	33111	p Financial Dealer and Broker
6145-11	Money Market Clerk			41221	p Finance Clerk
6145-01	p Supervisor, Money Market and Statistical Clerks	552314	Statistical Clerk	41222	p Statistical Clerk
6145-13	Statistical Clerk				
8115-11	Betting Agency Counter Clerk	561111	Betting Agency Counter Clerk	42113	p Ticket-Seller
8115-15	Bookmaker's Clerk	561112	Bookmaker's Clerk	42113	p Ticket-Seller
8115-13	Telephone Betting Clerk	561113	Telephone Betting Clerk	42113	p Ticket-Seller
8115-79	Betting Clerks nec	561199	Betting Clerks nec	42113	p Ticket-Seller
7314-11	p Delivery Driver	561211	Courier	41424	p Mail Delivery Contractor
8114-11	Courier			91211	p Courier and Deliverer
6199-15	p Mail Supervisor	561212	Postal Delivery Officer	41423	Postal Deliverer
8114-13	Postal Delivery Officer			41424	p Mail Delivery Contractor
				91211	p Courier and Deliverer
8111-11	Registry or Filing Clerk	561311	Filing or Registry Clerk	41412	p Record and Filing Clerk
6199-15	p Mail Supervisor	561411	Mail Clerk	41422	Mail Clerk
8112-11	Mail Clerk				
6199-15	p Mail Supervisor	561412	Postal Sorting Officer	41421	Mail Sorting Clerk
8112-13	Postal Sorting Officer				
8119-15	Interviewer	561511	Survey Interviewer	41223	p Survey Interviewer
8113-11	p Switchboard Operator	561611	Switchboard Operator	42221	p Telephone Switchboard Operator
8119-13	Classified Advertising Clerk	561911	Classified Advertising Clerk	41443	p General Clerk
8119-11	Meter Reader	561912	Meter Reader	41213	p Costing Clerk
8119-17	Parking Inspector	561913	Parking Inspector	51522	p Police Officer
8116-11	Office Trainee	561999	Clerical and Office Support Workers nec	41443	p General Clerk
8119-79	Elementary Clerks nec			41444	Office Machine Operator
6153-01	p Supervisor, Stock and Purchasing Clerks	591111	Order Clerk	41311	p Stock Clerk
6153-15	Order Clerk			52111	p Sales Assistant
6151-11	Production Recording Clerk	591112	Production Clerk	41321	Material and Production Planning Clerk
				41331	p Transport Clerk
6153-01	p Supervisor, Stock and Purchasing Clerks	591113	Purchasing Officer	91412	p Loader and/or Checker
6153-13	Purchasing Officer			33163	Purchasing Agent
6153-01	p Supervisor, Stock and Purchasing Clerks	591114	Sales Clerk	41311	p Stock Clerk
6153-17	Sales Clerk			41311	p Stock Clerk
6153-01	p Supervisor, Stock and Purchasing Clerks	591115	Stock Clerk	52111	p Sales Assistant
6153-11	Stock Clerk			41311	p Stock Clerk
6153-01	p Supervisor, Stock and Purchasing Clerks	591116	Warehouse Administrator	83411	p Deck Rating
7993-01	p Supervisor, Storepersons			12261	p Supply and Distribution Manager
				12262	p Wholesale and Warehouse Manager
6152-01	p Supervisor, Transport and Despatching Clerks	591211	Despatching and Receiving Clerk	41311	p Stock Clerk
6152-11	Receiving and Despatching Clerk			41312	p Dispatch and Receiving Clerk
6152-01	p Supervisor, Transport and Despatching Clerks	591212	Import-Export Clerk	41331	p Transport Clerk
6152-13	p Import-Export Clerk			33153	p Sales Representative
5991-13	p Law Clerk	599111	Conveyancer	33311	p Customs Officer
5991-13	p Law Clerk	599112	Legal Executive	41312	p Dispatch and Receiving Clerk
				41313	p Weighing and Tally Clerk
5991-11	Clerk of Court	599211	Clerk of Court	33222	p Legal Clerk
				24231	p Other Legal Professional
6199-19	Bailiff or Sheriff	599212	Court Bailiff or Sheriff (Aus) / Court Collections Officer (NZ)	33221	p Legal Executive
				24231	p Other Legal Professional
				33222	p Legal Clerk
6199-17	Court Orderly	599213	Court Orderly (Aus) / Court Registry Officer (NZ)	24231	p Other Legal Professional
				42151	p Bill and Debt Collector
5991-13	p Law Clerk	599214	Law Clerk	51236	p Usher and Cloakroom Attendant
5991-15	Trust Officer	599215	Trust Officer	51542	p Security Officer
				33221	p Legal Executive
				33222	p Legal Clerk
				33222	p Legal Clerk

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
6199-13 Debt Collector	599311 Debt Collector	41211 p Accounts Clerk
6193-11 Personnel Records Clerk	599411 Human Resource Clerk	42151 p Bill and Debt Collector
6193-13 Employment Office Clerk		41445 p Human Resources Clerk
6152-13 p Import-Export Clerk	599511 Customs Officer	33311 p Customs Officer
6194-11 Customs Inspector		
6194-79 p Intermediate Inspectors and Examiners nec	599512 Immigration Officer	33313 Immigration Officer
6199-79 p Intermediate Clerical Workers nec		
6194-17 Motor Vehicle Licence Examiner	599513 Motor Vehicle Licence Examiner	41443 p General Clerk
3991-11 p Primary Products Inspector	599514 Noxious Weeds and Pest Inspector	31513 Noxious Weeds/Pest Inspector
6194-79 p Intermediate Inspectors and Examiners nec		
6194-15 Social Security Assessor	599515 Social Security Assessor	33121 p Insurance Representative
6194-13 Taxation Inspector	599516 Taxation Inspector	12224 p Finance Manager
		24111 p Accountant
		24113 p Auditor
6194-21 Train Examiner	599517 Train Examiner	41331 p Transport Clerk
6194-19 Transport Operations Inspector	599518 Transport Operations Inspector	41331 p Transport Clerk
6194-23 Water Inspector	599521 Water Inspector	31514 p Health Inspector
6194-79 p Intermediate Inspectors and Examiners nec	599599 Inspectors and Regulatory Officers nec	31191 p Other Engineering Technician
5994-13 Insurance Investigator	599611 Insurance Investigator	31511 p Safety Inspector
5994-15 Insurance Loss Adjuster	599612 Insurance Loss Adjuster	31516 Quality Inspector
5994-11 Insurance Risk Surveyor	599613 Insurance Risk Surveyor	32111 p Life Science Technician
6192-11 Library Assistant	599711 Library Assistant	61441 p Animal Welfare Worker
6199-21 Coding Clerk	599911 Coding Clerk	72316 p Mechanical Products Inspector and Tester
4992-23 Production Assistant (Film, Television or Radio)	599912 Production Assistant (Film, Television, Radio or Stage)	33121 p Insurance Representative
4992-25 Production Assistant (Theatre)		33121 p Insurance Representative
6199-11 Proof Reader	599913 Proof Reader	33121 p Insurance Representative
5999-11 Radio Despatcher	599914 Radio Despatcher	41411 p Library Assistant
3999-79 p Associate Professionals nec	599999 Clerical and Administrative Workers nec	41121 p Data Entry Operator
6199-79 p Intermediate Clerical Workers nec		33662 p Artistic Director
8319-25 Examination Supervisor		
	<b>6 SALES WORKERS</b>	
5999-13 Auctioneer	611111 Auctioneer	41432 Proof-Reader
3399-23 Stock and Station Agent	611112 Stock and Station Agent	31322 p Radio Operator
		33141 p Travel Consultant
		41443 p General Clerk
5993-11 Insurance Agent	611211 Insurance Agent	
6211-15 p Sales Representative (Builder's and Plumber's Supplies)	611311 Sales Representative (Building and Plumbing Supplies)	33181 Auctioneer
6211-13 Sales Representative (Business Services)	611312 Sales Representative (Business Services)	33162 Livestock Buyer
6211-17 p Sales Representative (Motor Vehicle Parts and Accessories)	611313 Sales Representative (Motor Vehicle Parts and Accessories)	33191 Stock and Station Agent
6211-11 p Sales Representative (Personal and Household Goods)	611314 Sales Representative (Personal and Household Goods)	33121 p Insurance Representative
6211-79 p Sales Representatives nec	611399 Sales Representatives nec	33153 p Sales Representative
3212-79 p Financial Dealers and Brokers nec	612111 Business Broker	33151 p Business Services Representative
3293-13 p Property Manager	612112 Property Manager	33153 p Sales Representative
3293-11 p Real Estate Agency Manager	612113 Real Estate Agency Principal (Aus) / Real Estate Agency Licensee (NZ)	12262 p Wholesale and Warehouse Manager
		33151 p Business Services Representative
3293-11 p Real Estate Agency Manager	612114 Real Estate Agent	33152 p Technical Representative
3293-13 p Property Manager		33153 p Sales Representative
3293-15 Real Estate Salesperson	612115 Real Estate Representative	33161 p Wholesale and/or Retail Buyer
		24133 p Financial Adviser
		12223 p Property Manager
		33132 p Property Developer
		12263 p Retail Manager
		33131 p Real Estate Agent/Property Consultant
		33131 p Real Estate Agent/Property Consultant
		33132 p Property Developer
		33131 p Real Estate Agent/Property Consultant

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

## ASCO Second Edition

## ANZSCO

## NZSCO 1999

8211-11 p	Sales Assistant (Food and Drink Products)	621111	Sales Assistant (General)	12263 p	Retail Manager
8211-13	Sales Assistant (Fabric, Clothing and Footwear)			51234 p	Catering Counter Assistant
8211-15 p	Sales Assistant (Other Personal and Household Goods)			51412 p	Beauty Therapist
8211-17	Sales Assistant (Postal Services)			52111 p	Sales Assistant
8211-79 p	Sales Assistants nec			74311 p	Tailor/Dressmaker
8297-11 p	Sales and Service Trainee				
8211-79 p	Sales Assistants nec	621211	ICT Sales Assistant	33152 p	Technical Representative
8297-11 p	Sales and Service Trainee			52111 p	Sales Assistant
6212-11	Motor Vehicle and Caravan Salesperson	621311	Motor Vehicle or Caravan Salesperson	12263 p	Retail Manager
				52111 p	Sales Assistant
6212-13	Motor Vehicle Parts Interpreter	621312	Motor Vehicle Parts Interpreter (Aus) / Automotive Parts Salesperson (NZ)	12261 p	Supply and Distribution Manager
				52111 p	Sales Assistant
8211-15 p	Sales Assistant (Other Personal and Household Goods)	621411	Pharmacy Sales Assistant	32252 p	Retail Dispensary Assistant
8297-11 p	Sales and Service Trainee			52111 p	Sales Assistant
6213-11 p	Retail Supervisor	621511	Retail Supervisor	42112 p	Checkout Operator
6213-13	Checkout Supervisor			52111 p	Sales Assistant
8296-11	Service Station Attendant	621611	Service Station Attendant	52113	Forecourt Attendant
8293-13	Cash Van Salesperson	621711	Cash Van Salesperson	52211 p	Street Vendor and Related Worker
8293-15	Door-to-Door Salesperson	621712	Door-to-door Salesperson	24134 p	Fundraiser
				33153 p	Sales Representative
				52112 p	Demonstrator
				52211 p	Street Vendor and Related Worker
8293-11	Street Vendor	621713	Street Vendor	52211 p	Street Vendor and Related Worker
8299-13	Materials Recycler	621911	Materials Recycler	12263 p	Retail Manager
				72312 p	Motor Mechanic
				91311 p	Refuse Collector
8299-11	Rental Salesperson	621912	Rental Salesperson	52111 p	Sales Assistant
8299-79	Elementary Sales Workers nec	621999	Sales Assistants and Salespersons nec	24134 p	Fundraiser
				42113 p	Ticket-Seller
				52111 p	Sales Assistant
				52211 p	Street Vendor and Related Worker
8291-11	Checkout Operator	631111	Checkout Operator	42112 p	Checkout Operator
8291-13	Office Cashier	631112	Office Cashier	42111 p	Cashier
8295-13	Model	639111	Model	52311	Fashion and Other Model
6211-11 p	Sales Representative (Personal and Household Goods)	639112	Sales Demonstrator	52112 p	Demonstrator
6211-15 p	Sales Representative (Builder's and Plumber's Supplies)				
6211-17 p	Sales Representative (Motor Vehicle Parts and Accessories)				
6211-79 p	Sales Representatives nec				
8295-11	Sales Demonstrator				
3996-11	Retail Buyer	639211	Retail Buyer	33161 p	Wholesale and/or Retail Buyer
				52111 p	Sales Assistant
3212-17 p	Commodities Trader	639212	Wool Buyer	33164	Wool Buyer/Merchant
8294-11	Telemarketer	639311	Telemarketer	41223 p	Survey Interviewer
8292-11	Ticket Seller	639411	Ticket Seller	33141 p	Travel Consultant
				42113 p	Ticket-Seller
8292-13	Transport Conductor	639412	Transport Conductor	41331 p	Transport Clerk
5999-15	Visual Merchandiser	639511	Visual Merchandiser	33633	Display and Window Dresser
3399-79 p	Managing Supervisors (Sales and Service) nec	639911	Other Sales Support Worker	52111 p	Sales Assistant
8319-79 p	Elementary Service Workers nec				
<b>7 MACHINERY OPERATORS AND DRIVERS</b>					
7297-01 p	Supervisor, Clay, Stone and Concrete Processing Machine Operators	711111	Clay Products Machine Operator	81312 p	Clay Product Plant Operator
7297-11	Clay Products Machine Operator			81313 p	Pottery and Porcelain Mould Maker
7297-01 p	Supervisor, Clay, Stone and Concrete Processing Machine Operators	711112	Concrete Products Machine Operator	82121 p	Concrete Worker
7297-15	Concrete Products Machine Operator				
7296-01	Supervisor, Glass Production Machine Operators	711113	Glass Production Machine Operator	73211 p	Glass Cutter and Beveller
7296-11	Glass Production Machine Operator			81311 p	Non-Metallic Mineral Products Kiln or Furnace Operator
				81321 p	Glass Pressing and Drawing Machine Operator

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition		ANZSCO		NZSCO 1999
7297-01 p	Supervisor, Clay, Stone and Concrete Processing Machine Operators	711114	Stone Processing Machine Operator	71112 p Stonemason
7297-13	Stone Processing Machine Operator			81121 p Mineral and Stone Treater
7297-01 p	Supervisor, Clay, Stone and Concrete Processing Machine Operators	711199	Clay, Concrete, Glass and Stone Processing Machine Operators nec	81312 p Clay Product Plant Operator
7297-79	Clay, Stone and Concrete Processing Machine Operators nec			81313 p Pottery and Porcelain Mould Maker
				81323 Glass and Ceramics Painter and Decorator
7299-11	Industrial Spray Painter	711211	Industrial Spraypainter	82121 p Concrete Worker
7295-11	Paper Products Machine Operator	711311	Paper Products Machine Operator	71242 p Spray Painter
				82511 Paper Products Machine Operator
				82512 Cardboard Forme Maker and Finisher
				82513 Guillotine Operator
7294-01	Supervisor, Wood Processing Machine Operators	711312	Wood Processing Machine Operator	74211 p Cabinetmaker
7294-11	Wood Processing Machine Operator			81411 p Timber Processing Machine Operator
				81413 p Timber Grader, Classer
				82411 p Woodworking Machinist
				82412 p Wood Panel Production Worker
				82941 p Wood and Related Materials Products Assembler
7298-11	Photographic Developer and Printer	711411	Photographic Developer and Printer	82231 p Photographic Darkroom Operator
7291-01 p	Supervisor, Plastics Production Machine Operators	711511	Plastic Cabling Machine Operator	82322 p Plastics Machine Operator
7291-17 p	Plastic Cabling Machine Operator			
7291-01 p	Supervisor, Plastics Production Machine Operators	711512	Plastic Compounding and Reclamation Machine Operator	82322 p Plastics Machine Operator
7291-13 p	Plastics Compounding and Reclamation Machine Operator			
7291-01 p	Supervisor, Plastics Production Machine Operators	711513	Plastics Fabricator or Welder	82322 p Plastics Machine Operator
7291-79 p	Plastics Production Machine Operators nec			82932 p Plastic and Rubber Goods Assembler
7291-01 p	Supervisor, Plastics Production Machine Operators	711514	Plastics Production Machine Operator (General)	82322 p Plastics Machine Operator
7291-11 p	General Plastics Production Machine Operator			82323 p Plastics Laminator
7291-01 p	Supervisor, Plastics Production Machine Operators	711515	Reinforced Plastic and Composite Production Worker	81321 p Glass Pressing and Drawing Machine Operator
7291-15 p	Reinforced Plastic and Composite Production Worker			82322 p Plastics Machine Operator
7292-01	Supervisor, Rubber Production Machine Operators	711516	Rubber Production Machine Operator	82311 Tyre Moulder and Builder
7292-11	Tyre Production Machine Operator			82313 p Tyre Retreader
7292-79	Rubber Production Machine Operators nec			82321 p Rubber Machine Operator
				82932 p Plastic and Rubber Goods Assembler
7291-01 p	Supervisor, Plastics Production Machine Operators	711599	Plastics and Rubber Production Machine Operators nec	82322 p Plastics Machine Operator
7291-79 p	Plastics Production Machine Operators nec			
7211-01	Supervisor, Sewing Machinists	711611	Sewing Machinist	74311 p Tailor/Dressmaker
7211-11	Sewing Machinist			74321 p Furniture Upholsterer
				74323 p Canvas Worker
				82631 p Sewing Machinist
				82632 Embroiderer
				82634 Stuffed Toy Maker
7212-01 p	Supervisor, Textile and Footwear Production Machine Operators	711711	Footwear Production Machine Operator	82954 p Footwear Production Machine Operator
7212-21	Footwear Production Machine Operator			
7212-01 p	Supervisor, Textile and Footwear Production Machine Operators	711712	Hide and Skin Processing Machine Operator	82811 p Hide and Pelt Processor
7212-19	Hide and Skin Processing Machine Operator			82812 p Tanner, Splitter and Dyer
9219-19 p	Hide and Skin Processing Labourer			82953 p Leather Goods Assembler
7212-01 p	Supervisor, Textile and Footwear Production Machine Operators	711713	Knitting Machine Operator	82624 p Knitter, Knitting Machinist
7212-15	Knitting Machine Operator			
7212-01 p	Supervisor, Textile and Footwear Production Machine Operators	711714	Textile Dyeing and Finishing Machine Operator	82642 Bleacher and Dyer
7212-17	Textile Dyeing and Finishing Machine Operator			82645 Textile Finisher
				82652 Wool Scourer

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition		ANZSCO		NZSCO 1999
7212-01 p Supervisor, Textile and Footwear Production Machine Operators		711715 Weaving Machine Operator		82622 p Cloth Weaver
7212-13 Weaving Machine Operator				82623 p Carpet Weaver
7212-01 p Supervisor, Textile and Footwear Production Machine Operators		711716 Yarn Carding and Spinning Machine Operator		82611 p Spinner and Winder
7212-11 Yarn Carding and Spinning Machine Operator				82651 Fibre Preparer
7212-01 p Supervisor, Textile and Footwear Production Machine Operators		711799 Textile and Footwear Production Machine Operators nec		82611 p Spinner and Winder
7212-79 Textile and Footwear Production Machine Operators nec				82622 p Cloth Weaver
				82623 p Carpet Weaver
				82631 p Sewing Machinist
7293-01 Supervisor, Chemical Production Machine Operators		711911 Chemical Production Machine Operator		81511 p Chemical Crushing, Grinding and Mixing Operator
7293-11 Chemical Production Machine Operator				81521 p Filtering and Separating Equipment Operator
				81531 p Still and Reactor Operator
				81541 p Other Chemical Processing Plant Operator
				82211 p Pharmaceutical and Toiletry Products Machine Operator
4992-19 Motion Picture Projectionist		711912 Motion Picture Projectionist		31323 Cinema Projectionist
7299-79 p Intermediate Machine Operators nec		711913 Sand Blaster		81221 p Metal Caster
				84110 p Building Exterior Cleaner
8319-15 Sterilisation Technology Worker		711914 Sterilisation Technician		82641 p Launderer
7299-79 p Intermediate Machine Operators nec		711999 Machine Operators nec		72122 p Sheet-Metal Worker
				82111 p Machine Tool Operator
				82112 p Automated Machine Operator
				82231 p Photographic Darkroom Operator
				82932 p Plastic and Rubber Goods Assembler
				91411 p Packer
				91412 p Loader and/or Checker
				91514 p General Labourer
7122-11 Crane, Hoist or Lift Operator		712111 Crane, Hoist or Lift Operator		83111 p Railway Locomotive Driver
				83323 Pile Driver, Driller Operator
4986-01 Supervisor, Drillers		712211 Driller		83331 Crane Operator
4986-11 Driller				81133 p Driller
7911-11 Miner		712212 Miner		81111 p Quarry and Mine Worker
				81112 Mining Plant Operator
				83321 p Excavating Machine Operator
7912-11 Blasting Worker		712213 Shot Firer		81111 p Quarry and Mine Worker
7123-01 Supervisor, Engineering Production Systems Workers		712311 Engineering Production Systems Worker		72122 p Sheet-Metal Worker
7123-11 Engineering Production Systems Worker				72311 p Machinery Mechanic
				81121 p Mineral and Stone Treater
				81211 Metallic Furnace Operator
				81212 Drop Hammer and Forging Press Operator
				81221 p Metal Caster
				81231 p Welder and Flame-Cutter
				81241 Metal Drawer and/or Extruder
				81311 p Non-Metallic Mineral Products Kiln or Furnace Operator
				81521 p Filtering and Separating Equipment Operator
				82111 p Machine Tool Operator
				82112 p Automated Machine Operator
				82114 p Tool Grinder and Sharpener
				82115 Power Shear Operator
				81612 Boiler Attendant
7121-11 Engine or Boiler Operator		712911 Boiler or Engine Operator		91412 p Loader and/or Checker
7129-01 p Supervisor, Other Intermediate Stationary Plant Operators		712912 Bulk Materials Handling Plant Operator		
7129-23 Bulk Materials Handling Plant Operator				
7129-01 p Supervisor, Other Intermediate Stationary Plant Operators		712913 Cement Production Plant Operator		81511 p Chemical Crushing, Grinding and Mixing Operator
7129-17 Cement Production Plant Operator				82121 p Concrete Worker
7129-01 p Supervisor, Other Intermediate Stationary Plant Operators		712914 Concrete Batching Plant Operator		82121 p Concrete Worker
7129-19 Concrete Batching Plant Operator				
7129-01 p Supervisor, Other Intermediate Stationary Plant Operators		712915 Concrete Pump Operator		82121 p Concrete Worker
7129-15 Concrete Pump Operator				
7124-11 Pulp Mill Operator		712916 Paper and Pulp Mill Operator		81421 p Pulp Production Worker
7124-13 Paper Mill Operator				81431 p Paper Production Worker

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
7129-01 p Supervisor, Other Intermediate Stationary Plant Operators	712917 Railway Signal Operator	91413 Railway Shunter
7129-11 Railway Signal Operator		
7129-01 p Supervisor, Other Intermediate Stationary Plant Operators	712918 Train Controller	41331 p Transport Clerk
7129-13 Train Controller		
7129-01 p Supervisor, Other Intermediate Stationary Plant Operators	712921 Waste Water or Water Plant Operator	81522 Water Treatment Plant Operator
7129-21 Water and Waste Water Plant Operator		81613 p Pumping-Station Operator
7129-01 p Supervisor, Other Intermediate Stationary Plant Operators	712922 Weighbridge Operator	41313 p Weighing and Tally Clerk
7129-79 p Intermediate Stationary Plant Operators nec		
7129-01 p Supervisor, Other Intermediate Stationary Plant Operators	712999 Stationary Plant Operators nec	51431 p Funeral Director
7129-79 p Intermediate Stationary Plant Operators nec		81541 p Other Chemical Processing Plant Operator
		81614 Other Stationary Engine Operator
		82112 p Automated Machine Operator
		82421 Preservation Plant Operator
		82422 Wood Seasoning Kiln Operator
		82751 p Fruit, Vegetable and Nut Processing Machine Operator
		82792 Distillery Worker (Alcoholic Beverages)
		91514 p General Labourer
7119-11 Agricultural and Horticultural Mobile Plant Operator	721111 Agricultural and Horticultural Mobile Plant Operator	83311 p Farm Machinery Operator, Including Contractor
		83312 p Ground Spraying and/or Dusting Contractor
7119-17 Logging Plant Operator	721112 Logging Plant Operator	61311 p Logger
7111-11 General Construction Plant Operator	721211 Earthmoving Plant Operator (General)	83324 p Earthmoving Machine Operator
7111-15 Backhoe Operator	721212 Backhoe Operator	83324 p Earthmoving Machine Operator
7111-13 Bulldozer Operator	721213 Bulldozer Operator	83324 p Earthmoving Machine Operator
7111-21 Excavator Operator	721214 Excavator Operator	83321 p Excavating Machine Operator
7111-19 Grader Operator	721215 Grader Operator	83325 p Roading and/or Paving Machine Operator
7111-17 Loader Operator	721216 Loader Operator	83324 p Earthmoving Machine Operator
		91412 p Loader and/or Checker
7112-11 Forklift Driver	721311 Forklift Driver	83341 Forklift Operator
		83342 p Straddle-Truck Operator
7119-79 p Mobile Plant Operators nec	721911 Aircraft Baggage Handler and Airline Ground Crew	91412 p Loader and/or Checker
7119-79 p Mobile Plant Operators nec	721912 Linemaker	71242 p Spray Painter
7111-23 Paving Plant Operator	721913 Paving Plant Operator	83325 p Roading and/or Paving Machine Operator
7119-13 Railway Track Repair Mobile Plant Operator	721914 Railway Track Plant Operator	91514 p General Labourer
7111-25 Road Roller Operator	721915 Road Roller Operator	83324 p Earthmoving Machine Operator
		83325 p Roading and/or Paving Machine Operator
7119-15 Streetsweeper Operator	721916 Streetsweeper Operator	91312 Street or Park Cleaner
7119-79 p Mobile Plant Operators nec	721999 Mobile Plant Operators nec	51551 p Armed Forces
		82112 p Automated Machine Operator
		83311 p Farm Machinery Operator, Including Contractor
		83321 p Excavating Machine Operator
		83342 p Straddle-Truck Operator
		83412 p Other Ship or Boat Hand
		91412 p Loader and/or Checker
		91514 p General Labourer
7313-11 p Automobile Driver	731111 Chauffeur	83211 p Taxi Driver
7313-11 p Automobile Driver	731112 Taxi Driver	83211 p Taxi Driver
7313-11 p Automobile Driver	731199 Automobile Drivers nec	83211 p Taxi Driver
7312-11 p Bus Driver	731211 Bus Driver	83221 p Passenger Coach Driver
7312-11 p Bus Driver	731212 Charter and Tour Bus Driver	83221 p Passenger Coach Driver
7312-11 p Bus Driver	731213 Passenger Coach Driver	83221 p Passenger Coach Driver
7315-11 Train Driver	731311 Train Driver	83111 p Railway Locomotive Driver
7315-13 Train Driver's Assistant		
7312-13 Tram Driver	731312 Tram Driver	83221 p Passenger Coach Driver
7314-11 p Delivery Driver	732111 Delivery Driver	41443 p General Clerk
		51542 p Security Officer
		83211 p Taxi Driver
		83212 p Light Truck or Van Driver
		91211 p Courier and Deliverer
7311-11 p Heavy Truck Driver	733111 Truck Driver (General)	51542 p Security Officer
		83231 p Heavy Truck or Tanker Driver
4987-13 p Petroleum and Gas Plant Operator	733112 Aircraft Refueller	81613 p Pumping-Station Operator



# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

## ASCO Second Edition

## ANZSCO

## NZSCO 1999

7311-13 Furniture Removalist  
7311-11 p Heavy Truck Driver  
7311-11 p Heavy Truck Driver  
7993-01 p Supervisor, Storepersons  
7993-11 p Storeperson

733113 Furniture Removalist  
733114 Tanker Driver  
733115 Tow Truck Driver  
741111 Storeperson

91412 p Loader and/or Checker  
83231 p Heavy Truck or Tanker Driver  
83343 Tow Truck Operator  
41311 p Stock Clerk  
41312 p Dispatch and Receiving Clerk  
51231 p Bartender  
82712 p Slaughterer  
83212 p Light Truck or Van Driver  
91411 p Packer  
91412 p Loader and/or Checker

## 8 LABOURERS

9111-17 Vehicle Cleaner  
9111-11 p Commercial Cleaner

811111 Car Detailer  
811211 Commercial Cleaner

91111 p Cleaner  
84110 p Building Exterior Cleaner  
91111 p Cleaner  
51312 p Health Assistant  
91111 p Cleaner  
51212 p Housekeeper (Not Private)

9111-13 Domestic Cleaner

811311 Domestic Cleaner

8319-79 p Elementary Service Workers nec  
9111-11 p Commercial Cleaner  
8313-11 Domestic Housekeeper

811411 Commercial Housekeeper

51211 p Housekeeper (Private Service)  
51212 p Housekeeper (Not Private)

8315-11 p Laundry Worker

811511 Laundry Worker (General)

82641 p Launderer  
82643 p Dry-Cleaner  
82644 p Presser  
82643 p Dry-Cleaner  
82644 p Presser  
82646 Carpet Cleaner  
91111 p Cleaner  
91111 p Cleaner

8315-11 p Laundry Worker  
8315-11 p Laundry Worker  
9111-15 Carpet Cleaner  
9111-19 Window Cleaner  
9111-79 Cleaners nec  
9999-79 p Labourers and Related Workers nec  
9916-11 Construction Assistant

811512 Drycleaner  
811513 Ironer or Presser  
811611 Carpet Cleaner  
811612 Window Cleaner  
811699 Cleaners nec

82413 Joiner's Benchhand  
84111 p Drainlayer  
84112 p Pipe Fitter  
91512 p Builder's Labourer  
91514 p General Labourer

9999-17 Stormwater, Drainage and Sewerage System Labourer  
9912-11 Earthmoving Labourer  
9916-13 Plumber's Assistant  
9917-11 Concretor  
9919-15 Fence Erector

821112 Drainage, Sewerage and Stormwater Labourer  
821113 Earthmoving Labourer  
821114 Plumber's Assistant  
821211 Concretor  
821311 Fencer

91514 p General Labourer  
91512 p Builder's Labourer  
82121 p Concrete Worker  
82944 Fencer  
91514 p General Labourer  
84119 p Insulator  
52111 p Sales Assistant  
71122 p Builder (including Contractor)  
74323 p Canvas Worker  
91512 p Builder's Labourer  
83325 p Roading and/or Paving Machine Operator  
91514 p General Labourer  
91514 p General Labourer  
84115 p Rigger and Cable Splicer  
84114 Scaffolder  
84113 Steel Fixer  
84116 Steel Erector, Construction  
91514 p General Labourer  
81133 p Driller  
84119 p Insulator  
81111 p Quarry and Mine Worker  
91511 Surveyor's Assistant  
82741 p Baked Goods and Cereals Producing Machine Operator  
82742 p Baker's Assistant  
82791 Brewery Worker

7914-11 Building Insulation Installer  
7914-13 p Home Improvements Installer

821411 Building Insulation Installer  
821412 Home Improvement Installer

9913-11 Paving and Surfacing Labourer

821511 Paving and Surfacing Labourer

9915-11 Railway Labourer  
7913-17 Construction Rigger  
7913-11 Scaffolder  
7913-13 Steel Fixer  
7913-15 Structural Steel Erector  
9919-13 Crane Chaser  
9911-13 Driller's Assistant  
9919-11 Lagger  
9911-11 Mining Support Worker  
9914-11 Survey Hand  
9214-11 p Food and Drink Processing Machine Attendant  
9214-13 Baking Factory Hand  
9214-11 p Food and Drink Processing Machine Attendant  
9214-79 p Food Factory Hands nec  
4519-15 Confectioner  
4519-85 Apprentice Confectioner

821611 Railway Track Worker  
821711 Construction Rigger  
821712 Scaffolder  
821713 Steel Fixer  
821714 Structural Steel Erector  
821911 Crane Chaser  
821912 Driller's Assistant  
821913 Lagger  
821914 Mining Support Worker  
821915 Surveyor's Assistant  
831111 Baking Factory Worker

9214-11 p Food and Drink Processing Machine Attendant

831112 Brewery Worker  
831113 Confectionery Maker

82762 Confectionery Maker  
82773 p Other Food Products Processing Machine Operator

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition	ANZSCO	NZSCO 1999
4519-13 Buttermaker or Cheesemaker	831114 Dairy Products Maker	82721 p Milk and Other Dairy Products Maker
4519-83 Apprentice Buttermaker or Cheesemaker		82722 Cheese Maker
9214-11 p Food and Drink Processing Machine Attendant		
9214-15 Dairy Factory Hand		
9214-11 p Food and Drink Processing Machine Attendant	831115 Fruit and Vegetable Factory Worker	82751 p Fruit, Vegetable and Nut Processing Machine Operator
9214-17 Fruit and Vegetable Factory Hand		82794 p Wine Making Machine Operator
4519-11 Miller	831116 Grain Mill Worker	82731 p Grain Miller
4519-81 Apprentice Miller		
9214-11 p Food and Drink Processing Machine Attendant		
9214-19 p Food Products Millhand		
9214-11 p Food and Drink Processing Machine Attendant	831117 Sugar Mill Worker	82761 Sugar Processor and Refiner
9214-19 p Food Products Millhand		
9214-79 p Food Factory Hands nec	831118 Winery Cellar Hand	51231 p Bartender
		82794 p Wine Making Machine Operator
9214-11 p Food and Drink Processing Machine Attendant	831199 Food and Drink Factory Workers nec	82721 p Milk and Other Dairy Products Maker
9214-79 p Food Factory Hands nec		82731 p Grain Miller
		82741 p Baked Goods and Cereals Producing Machine Operator
		82751 p Fruit, Vegetable and Nut Processing Machine Operator
		82773 p Other Food Products Processing Machine Operator
		82781 Tobacco Product Process Worker
9213-13 Meat Boner and Slicer	831211 Meat Boner and Slicer	82712 p Slaughterer
4511-01 p Supervisor, Meat Tradespersons	831212 Slaughterer	82712 p Slaughterer
4511-15 Slaughterperson		
4511-85 Apprentice Slaughterperson		
9213-11 Meatworks Labourer	831311 Meat Process Worker	82712 p Slaughterer
9214-11 p Food and Drink Processing Machine Attendant		82713 p Smallgoods Maker
		82717 p Meat Processing Worker
9213-15 Poultry Process Worker	831312 Poultry Process Worker	82712 p Slaughterer
		82717 p Meat Processing Worker
9213-17 p Fish Process Worker	831313 Seafood Process Worker	82715 Oyster Opener and Canner
9214-11 p Food and Drink Processing Machine Attendant		82718 Fish Processing Worker
9221-11 p Hand Packer	832111 Chocolate Packer	91411 p Packer
9222-11 p Packager and Container Filler		
9221-11 p Hand Packer	832112 Container Filler	91411 p Packer
9222-11 p Packager and Container Filler		
9221-11 p Hand Packer	832113 Fruit and Vegetable Packer	91411 p Packer
9222-11 p Packager and Container Filler		
9221-11 p Hand Packer	832114 Meat Packer	91411 p Packer
9222-11 p Packager and Container Filler		
9213-17 p Fish Process Worker	832115 Seafood Packer	91411 p Packer
9221-11 p Hand Packer		
9222-11 p Packager and Container Filler		
9221-11 p Hand Packer	832199 Packers nec	91411 p Packer
9222-11 p Packager and Container Filler		
9212-11 Product Assembler	832211 Product Assembler	71221 p Glazier
		82911 p Machinery Assembler
		82922 Electric and Electronic Equipment Assembler
		82931 Metal Goods Assembler
		82932 p Plastic and Rubber Goods Assembler
		82941 p Wood and Related Materials Products Assembler
		82953 p Leather Goods Assembler
		84118 Aluminium Joiner
9211-11 Engineering Production Process Worker	839111 Metal Engineering Process Worker	72211 p Blacksmith
		81221 p Metal Caster
		82911 p Machinery Assembler
9219-17 p Rubber and Plastics Factory Hand	839211 Plastics Factory Worker	82323 p Plastics Laminator
		82932 p Plastic and Rubber Goods Assembler
9219-17 p Rubber and Plastics Factory Hand	839212 Rubber Factory Worker	82321 p Rubber Machine Operator
		91411 p Packer
7992-11 Product Examiner	839311 Product Examiner	74311 p Tailor/Dressmaker
		82622 p Cloth Weaver
		97000 Response Unidentifiable

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

ASCO Second Edition		ANZSCO		NZSCO 1999	
7992-13	Product Grader	839312	Product Grader	61112 p	Market Gardener and Related Worker
				61121 p	Fruit Grower, Worker
				74112	Meat Grader
				82811 p	Hide and Pelt Processor
				72316 p	Mechanical Products Inspector and Tester
7992-15	Product Tester	839313	Product Tester	81421 p	Pulp Production Worker
9215-17	Pulp and Paper Mill General Hand	839411	Paper and Pulp Mill Worker	81411 p	Timber Processing Machine Operator
9215-11	Sawmill Labourer	839412	Sawmill or Timber Yard Worker	81413 p	Timber Grader, Classer
9215-13	Timberyard Labourer			91513 p	Sawmill Labourer
				81431 p	Paper Production Worker
9215-15	Wood and Wood Products Factory Hand	839413	Wood and Wood Products Factory Worker		
				82412 p	Wood Panel Production Worker
				82941 p	Wood and Related Materials Products Assembler
				91513 p	Sawmill Labourer
9219-11	Cement and Concrete Plant Labourer	839911	Cement and Concrete Plant Worker	82121 p	Concrete Worker
9219-15	Chemical Plant Labourer	839912	Chemical Plant Worker	81541 p	Other Chemical Processing Plant Operator
9219-13	Clay Processing Factory Hand	839913	Clay Processing Factory Worker	81312 p	Clay Product Plant Operator
9219-23	Fabric and Textile Factory Hand	839914	Fabric and Textile Factory Worker	74313 p	Textile Products Marker and Cutter
				74323 p	Canvas Worker
				82611 p	Spinner and Winder
				82622 p	Cloth Weaver
				82624 p	Knitter, Knitting Machinist
9219-25	Footwear Factory Hand	839915	Footwear Factory Worker	82954 p	Footwear Production Machine Operator
9219-21	Glass Processing Labourer	839916	Glass Processing Worker	81321 p	Glass Pressing and Drawing Machine Operator
9219-19 p	Hide and Skin Processing Labourer	839917	Hide and Skin Processing Worker	82811 p	Hide and Pelt Processor
9219-79	Process Workers nec	839999	Factory Process Workers nec	82812 p	Tanner, Splitter and Dyer
4611-11 p	Farm Overseer	841111	Aquaculture Worker	82942 p	Basket and Wicker Worker
9921-79 p	Farm Hands nec			61413 p	Shell Fisher
9929-13 p	Rural Trainee			61421 p	Fish Farmer, Worker
9929-79 p	Agricultural and Horticultural Labourers nec			61422 p	Mussel and Oyster Farmer, Worker
4611-11 p	Farm Overseer	841211	Fruit or Nut Farm Worker	61121 p	Fruit Grower, Worker
9921-13 p	Fruit, Vegetable or Nut Farm Hand			61251 p	Crop and Livestock Farmer, Worker
9929-13 p	Rural Trainee				
9921-13 p	Fruit, Vegetable or Nut Farm Hand	841212	Fruit or Nut Picker	61121 p	Fruit Grower, Worker
4611-11 p	Farm Overseer	841213	Grain, Oilseed or Pasture Farm Worker (Aus) / Field Crop Farm Worker (NZ)	61111 p	Field Crop Grower and Related Worker
9921-11 p	General Farm Hand				
9929-13 p	Rural Trainee				
4611-11 p	Farm Overseer	841214	Vegetable Farm Worker (Aus) / Market Garden Worker (NZ)	61111 p	Field Crop Grower and Related Worker
9921-13 p	Fruit, Vegetable or Nut Farm Hand			61112 p	Market Gardener and Related Worker
9929-13 p	Rural Trainee				
9921-13 p	Fruit, Vegetable or Nut Farm Hand	841215	Vegetable Picker	61112 p	Market Gardener and Related Worker
4611-11 p	Farm Overseer	841216	Vineyard Worker	61122 p	Grape Grower and/or Wine Maker, Worker
9921-13 p	Fruit, Vegetable or Nut Farm Hand				
9929-13 p	Rural Trainee				
4611-11 p	Farm Overseer	841299	Crop Farm Workers nec	61111 p	Field Crop Grower and Related Worker
9921-11 p	General Farm Hand			61251 p	Crop and Livestock Farmer, Worker
9921-13 p	Fruit, Vegetable or Nut Farm Hand				
9921-79 p	Farm Hands nec				
9929-13 p	Rural Trainee				
9929-79 p	Agricultural and Horticultural Labourers nec				
7995-01 p	Supervisor, Forestry and Logging Workers	841311	Forestry Worker	61312	Forest Hand
7995-13	Forestry Worker			61313 p	Forestry Contractor
7995-15	Logging Assistant	841312	Logging Assistant	61311 p	Logger
				61313 p	Forestry Contractor
				61311 p	Logger
7995-01 p	Supervisor, Forestry and Logging Workers	841313	Tree Faller		
7995-11	Tree Faller				
9922-13 p	Garden Labourer	841411	Garden Labourer	61133 p	Grounds or Green Keeper
				61134 p	Gardener
9922-11	Horticultural Nursery Assistant	841412	Horticultural Nursery Assistant	61131 p	Nursery Grower, Nursery Worker
9922-13 p	Garden Labourer				
4611-11 p	Farm Overseer	841511	Beef Cattle Farm Worker	61213 p	Cattle Farmer, Cattle Farm Worker
9921-11 p	General Farm Hand				
9921-15 p	Stud Hand or Stable Hand				
9929-13 p	Rural Trainee				

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

## ASCO Second Edition

## ANZSCO

## NZSCO 1999

4611-11 p Farm Overseer	841512 Dairy Cattle Farm Worker	61211 p Dairy Farmer, Dairy Farm Worker
9921-11 p General Farm Hand		
9921-15 p Stud Hand or Stable Hand		
9929-13 p Rural Trainee		
4611-11 p Farm Overseer	841513 Mixed Livestock Farm Worker	61221 p Mixed Livestock Farmer, Mixed Livestock Farm Worker
9921-11 p General Farm Hand		
9929-13 p Rural Trainee		
4611-11 p Farm Overseer	841514 Poultry Farm Worker	61231 p Poultry Farmer and Poultry Farm Worker
9921-79 p Farm Hands nec		
9929-13 p Rural Trainee		
4611-11 p Farm Overseer	841515 Sheep Farm Worker	61212 p Sheep Farmer, Sheep Farm Worker
9921-11 p General Farm Hand		61261 p Shepherd or Musterer
9921-15 p Stud Hand or Stable Hand		
9929-13 p Rural Trainee		
4611-11 p Farm Overseer	841516 Stablehand	33691 p Professional Sportsperson
9921-15 p Stud Hand or Stable Hand		61217 p Stud Racehorse Breeder, Stud Worker
9929-13 p Rural Trainee		61265 p Horse Trainer, Groom or Stable Hand
9921-17 Shearing Shed Hand	841517 Wool Handler	61264 Shearing Shed Hand
4611-11 p Farm Overseer	841599 Livestock Farm Workers nec	61214 p Pig Farmer, Pig Farm Worker
9921-11 p General Farm Hand		61215 p Goat Farmer, Goat Farm Worker
9921-15 p Stud Hand or Stable Hand		61216 p Deer Farmer, Deer Farm Worker
9921-79 p Farm Hands nec		61218 p Other Livestock Farmer, Other Livestock Farm Worker
9929-13 p Rural Trainee		61241 p Apiarist and Apiary Worker
4611-11 p Farm Overseer	841611 Mixed Crop and Livestock Farm Worker	61261 p Shepherd or Musterer
9921-11 p General Farm Hand		
9929-13 p Rural Trainee		
9929-11 Shooter-Trapper	841911 Hunter-Trapper	61431 p Hunter and Trapper
6399-17 Pest and Weed Controller	841912 Pest or Weed Controller	61431 p Hunter and Trapper
		83312 p Ground Spraying and/or Dusting Contractor
		91113 Pest Control Worker
9929-79 p Agricultural and Horticultural Labourers nec	841999 Farm, Forestry and Garden Workers nec	61251 p Crop and Livestock Farmer, Worker
		61261 p Shepherd or Musterer
9932-11 Fast Food Cook	851111 Fast Food Cook	91514 p General Labourer
9933-11 Pastrycook's Assistant	851211 Pastrycook's Assistant	51222 p Cook
9933-79 Food Trades Assistants nec	851299 Food Trades Assistants nec	82742 p Baker's Assistant
		51234 p Catering Counter Assistant
9931-11 Kitchenhand	851311 Kitchenhand	74111 p Butcher
9992-11 Freight Handler (Road and Rail)	891111 Freight Handler (Rail or Road)	51235 Kitchenhand
		91412 p Loader and/or Checker
9992-15 Truck Driver's Offsider	891112 Truck Driver's Offsider	91514 p General Labourer
9992-13 Waterside Worker	891113 Waterside Worker	91514 p General Labourer
7993-01 p Supervisor, Storepersons	891211 Shelf Filler	91412 p Loader and/or Checker
7993-11 p Storeperson		41311 p Stock Clerk
		52111 p Sales Assistant
8314-11 Caretaker	899111 Caretaker	91412 p Loader and/or Checker
7994-11 Seafarer	899211 Deck Hand	91112 Building Caretaker
		83411 p Deck Rating
7994-13 Fishing Hand	899212 Fishing Hand	83412 p Other Ship or Boat Hand
		61411 p Fishing Skipper, Fishperson
		61413 p Shell Fisher
		83411 p Deck Rating
		83412 p Other Ship or Boat Hand
9993-11 Handyperson	899311 Handyperson	91514 p General Labourer
7991-11 p Motor Vehicle Parts and Accessories Fitter	899411 Motor Vehicle Parts and Accessories Fitter (General)	72421 p Electronics Servicer
7991-11 p Motor Vehicle Parts and Accessories Fitter	899412 Autoglazier	71221 p Glazier
7991-11 p Motor Vehicle Parts and Accessories Fitter	899413 Exhaust and Muffler Fitter	72312 p Motor Mechanic
7991-11 p Motor Vehicle Parts and Accessories Fitter	899414 Radiator Fitter	72312 p Motor Mechanic
7991-11 p Motor Vehicle Parts and Accessories Fitter	899415 Tyre Fitter	72312 p Motor Mechanic
7996-13 Printer's Assistant	899511 Printer's Assistant	82313 p Tyre Retreader
7996-11 Printing Table Hand	899512 Printing Table Worker	
		73317 p Printing Machinist
9991-11 Garbage Collector	899611 Recycling or Rubbish Collector	73317 p Printing Machinist
9999-11 Vending Machine Attendant	899711 Vending Machine Attendant	73321 p Bookbinder
9999-79 p Labourers and Related Workers nec	899911 Bicycle Mechanic	91311 p Refuse Collector
		91514 p General Labourer
		72315 p Small Engine Mechanic

# APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO AND ASCO SECOND EDITION AND NZSCO 1999 *continued*

## ASCO Second Edition

## ANZSCO

## NZSCO 1999

8319-17	Car Park Attendant	899912	Car Park Attendant	42113	p	Ticket-Seller
8319-19	Crossing Supervisor	899913	Crossing Supervisor	91514	p	General Labourer
9918-11	Electrical or Telecommunications Trades Assistant	899914	Electrical or Telecommunications Trades Assistant	91514	p	General Labourer
8319-23	Leaflet and Newspaper Deliverer	899915	Leaflet or Newspaper Deliverer	91211	p	Courier and Deliverer
9999-15	Mechanic's Assistant	899916	Mechanic's Assistant	91514	p	General Labourer
8319-11	Railways Assistant	899917	Railways Assistant	41331	p	Transport Clerk
				91412	p	Loader and/or Checker
				91514	p	General Labourer
9999-13	Sign Erector	899918	Sign Erector	91514	p	General Labourer
8312-11	Ticket Collector or Usher	899921	Ticket Collector or Usher	41331	p	Transport Clerk
				42113	p	Ticket-Seller
				51236	p	Usher and Cloakroom Attendant
8319-21	Trolley Collector	899922	Trolley Collector	52111	p	Sales Assistant
8319-79	p Elementary Service Workers nec	899999	Labourers nec	91211	p	Courier and Deliverer
9999-79	p Labourers and Related Workers nec			91514	p	General Labourer

## APPENDIX B AUSTRALIAN QUALIFICATIONS FRAMEWORK

The five skill levels in the Australian and New Zealand Standard Classification of Occupations (ANZSCO) are defined in terms of formal education and training, previous experience and on-the-job training.

In Australia, the formal education and training component is measured in terms of educational qualifications as set out in the Australian Qualifications Framework (the AQF). This appendix outlines the AQF in practise at the time of the development of ANZSCO.

The AQF is a single national and comprehensive system of qualifications in Australia. The AQF is endorsed by the Australian Government and therefore an AQF qualification is recognised all around Australia.

AQF qualifications link with each other, creating learning pathways between school, vocational education and training and university as education and career ambitions change or develop.

### PURPOSES OF AQF

The AQF has a number of key purposes. They are:

- provide nationally consistent recognition of outcomes achieved in post-compulsory education
- help with developing flexible pathways which assist people to move more easily between education and training sectors and between those sectors and the labour market by providing the basis for recognition of prior learning including credit transfer and work and life experience
- integrate and streamline the requirements of participating providers, employers and employees, individuals and interested organisations
- offer flexibility to suit the diversity of purposes of education and training
- encourage individuals to progress through the levels of education and training by improving access to qualifications, clearly defining avenues for achievements, and generally contributing to lifelong learning
- encourage the provision of more and higher quality vocational education and training through qualifications that normally meet workforce requirements and vocational needs, thus contributing to national economic performance
- promote national and international recognition of qualifications offered in Australia.

### AQF GUIDELINES

The AQF incorporates qualification titles and guidelines. The guidelines specify the characteristics of learning outcomes as well as explaining the responsibilities for assessment, issuance and certification. They are set out in a common format to enable comparisons and assist in distinguishing between qualifications. This common format covers the following areas:

- Purpose – aim of the guideline
- Context – why the guideline is necessary
- Learning Outcomes:
  - Authority – the ultimate determinants of the qualification
  - Characteristics – a description of learning outcomes or competencies to be achieved for this particular qualification
  - Distinguishing Features – the features that distinguish adjacent qualifications
- Responsibilities of Assessment – who is ultimately responsible for assessment
- Pathways to the Qualification – how the qualification can be achieved
- Authority to Issue the Qualification – who issues the qualification
- Certification Issued – when the qualification is issued and what is issued.

## APPENDIX B AUSTRALIAN QUALIFICATIONS FRAMEWORK *continued*

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### AQF QUALIFICATIONS

The qualifications are:

Senior Secondary Certificate of Education  
Certificate I  
Certificate II  
Certificate III  
Certificate IV  
Diploma  
Advanced Diploma, Associate Degree  
Bachelor Degree  
Vocational Graduate Certificate  
Vocational Graduate Diploma  
Graduate Certificate  
Graduate Diploma  
Masters Degree  
Doctoral Degree

### FURTHER INFORMATION

Guidelines for each qualification are provided in the *AQF Implementation Handbook* (2002) or by visiting the AQF web site <<http://www.aqf.edu.au>>.

## APPENDIX C NEW ZEALAND REGISTER OF QUALITY ASSURED QUALIFICATIONS

The five skill levels in the Australian and New Zealand Standard Classification of Occupations (ANZSCO) are defined in terms of formal education and training, previous experience and on-the-job training.

In New Zealand, the formal education and training component is measured in terms of educational qualifications as set out in the New Zealand Register of Quality Assured Qualifications, Te Āhurutanga (the Register). This appendix outlines the Register in practise at the time of the development of ANZSCO.

The Register is a comprehensive list of all quality assured qualifications in New Zealand. Qualifications are quality assured by a recognised approval and accreditation body, and are automatically included on the Register. They can be viewed and compared on the KiwiQuals web site <<http://www.kiwiquals.govt.nz>>.

The Register is the result of extensive consultation and has the support of the New Zealand Vice-Chancellors Committee, the Association of Polytechnics in New Zealand and the Association of Colleges of Education in New Zealand.

### PURPOSES OF THE REGISTER

The Register has a number of key purposes. They are to:

- identify clearly all quality assured qualifications in New Zealand
- ensure that all qualifications have a purpose and relation to each other that students and the public can understand
- maintain and enhance learners' ability to transfer credit by the establishment of a common system of credit
- enhance and build on the international recognition of New Zealand qualifications.

### INFORMATION HELD ON THE REGISTER

The following information is held on the Register:

- title of the qualification
- level at which the qualification is registered
- outcome statement attached to the qualification
- credit requirements of the qualification
- subject classification
- qualification developer/provider details.

### THE REGISTER'S QUALIFICATIONS

The Register has ten levels and comprises qualifications that are registered according to an agreed set of title definitions.

Level	Naming Sequence
10	Doctorates
9	Masters Degrees
8	Postgraduate Diplomas and Certificates, Bachelors Degrees with Honours
7	Bachelors, Graduate Diplomas
6	Graduate Certificates
5	Diplomas
4	Certificates
3	
2	
1	



## APPENDIX D EMPLOYABILITY SKILLS

In developing the skill specialisation criteria for the Australian and New Zealand Standard Classification of Occupations (ANZSCO), employability skills were considered as a possible additional dimension. Employers are increasingly using employability skills in conjunction with technical or job-specific skills when assessing the suitability of an individual for a particular occupation.

The employability skills considered for ANZSCO were those published by the Australian Government Department of Education, Science and Training in March 2002 in the report *Employability Skills for the Future*. This report discusses the employability skill needs of industry in Australia. It is based on research undertaken with industry.

The report identified two facets to employability skills: 'personal attributes' and 'generic skills'.

### PERSONAL ATTRIBUTES

The 'personal attributes' component of employability skills includes the following qualities: loyalty, commitment, honesty and integrity, enthusiasm, reliability, personal presentation, commonsense, positive self-esteem, sense of humour, balanced attitude to work and home life, ability to deal with pressure, motivation and adaptability. As they relate to the individual rather than the occupation, they are not appropriate as classification criteria.

### GENERIC SKILLS

There were eight 'generic skills' identified:

- communication skills that contribute to productive and harmonious relations between employees and customers
- team work skills that contribute to productive working relationships and outcomes
- problem-solving skills that contribute to productive (enterprise) outcomes
- initiative and enterprise skills that contribute to innovative outcomes
- planning and organisation skills that contribute to long-term and short-term strategic planning
- self-management skills that contribute to employee satisfaction and growth
- learning skills that contribute to ongoing improvement and expansion in employee and company operations and outcomes
- technology skills that contribute to the effective execution of tasks.

The generic skills have not been incorporated into ANZSCO because they are applicable to most occupations and therefore have limited value as classification criteria.

## INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS

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This index lists occupation titles (principal titles, alternative titles and specialisations) used in the Australian and New Zealand Standard Classification of Occupations (ANZSCO), together with the relevant occupation (6-digit) code.

Alternative titles are denoted by an (A) and specialisations are denoted by an (S) following the index entry. Titles relating to occupations which are included in not elsewhere classified (nec) categories are denoted by (N) following the index entry.

This index is intended to help users find occupation definitions. As such, it is not suitable for use as the principal means of assigning ANZSCO codes to occupation information obtained from sources such as statistical collections, human resource management records or job vacancy advertisements.

The titles used in ANZSCO are intended to convey the clearest possible idea of the nature of the particular occupation. However, in some instances, the same job titles are used by different industries to describe different occupations (e.g. business analyst). The publication index is also not an exhaustive list of all titles used by people to describe an occupation (e.g. brickie).

Users wanting to assign ANZSCO codes to occupation information are advised to use the relevant computer coding systems developed by the Australian Bureau of Statistics and Statistics New Zealand.

For information about these coding systems, contact:

Australian Bureau of Statistics: Andrew Woolley on Canberra (02) 6252 7073

Statistics New Zealand: Andrew Hancock on Christchurch (03) 964 870

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

## A

399911	Abalone Diver (S)	233912	Agricultural Engineer
831313	Abalone Sheller (S)	233914	Agricultural Engineering Technologist (S)
149999	Abattoir Manager (N)	234111	Agricultural Extension Officer (S)
422111	Aboriginal and Torres Strait Islander Education Worker	234112	Agricultural Scientist
411511	Aboriginal and Torres Strait Islander Health Worker	311111	Agricultural Technical Officer (A)
272211	Aboriginal Ceremonial Celebrant (Aus) (S)	311111	Agricultural Technician
111399	Aboriginal Community Council Member (Aus) (N)	311111	Agriculture Laboratory Technician (S)
241599	Aboriginal Education Teacher (Aus) (N)	234112	Agronomist (S)
422111	Aboriginal Education Worker Coordinator (S)	111212	Air Chief Marshal (Air Force) (S)
422111	Aboriginal Home-School Liaison Officer (S)	111212	Air Commodore (Air Force) (S)
224912	Aboriginal Liaison Officer (S)	712999	Air Compressor Operator (N)
711199	Abrasive Wheel Maker (N)	139111	Air Defence Officer (Air Force) (Aus) (S)
452215	Abseiling Instructor (S)	441111	Air Dispatcher (Army) (S)
141999	Accommodation and Hospitality Managers nec	111212	Air Force Senior Officer (A)
221111	Accountant (General)	111212	Air Marshal (Air Force) (S)
512299	Accounting Practice Manager (N)	231199	Air Observer (Rescue) (N)
551111	Accounts Clerk	234313	Air Pollution Analyst (S)
551111	Accounts Payable or Receivable Clerk (A)	441111	Air Surveillance Operator (Air Force) (S)
441111	Acoustic Warfare Analyst (Navy) (S)	231112	Air Traffic Controller
224611	Acquisitions Librarian (S)	231199	Air Transport Professionals nec
711513	Acrylic Fabricator (S)	111212	Air Vice Marshal (Air Force) (S)
411311	Activities Coordinator (S)	399999	Airborne Electronics Analyst (Air Force) (N)
411311	Activities Officer (S)	334112	Airconditioning and Mechanical Services Plumber
211111	Actor	342111	Airconditioning and Refrigeration Mechanic
211199	Actors, Dancers and Other Entertainers nec	312511	Airconditioning Drafting Officer (S)
552314	Actuarial Clerk (S)	233512	Airconditioning Engineer (S)
224111	Actuary	712911	Airconditioning Plant Operator (S)
252211	Acupuncturist	721911	Aircraft Baggage Handler and Airline Ground Crew
132111	Administration Manager (A)	811211	Aircraft Cabin Cleaner (S)
271213	Administrative Appeals Tribunal Member (S)	312999	Aircraft Detail Draftsperson (N)
271299	Administrative Lawyer (N)	312412	Aircraft Electronics Technical Officer (S)
111212	Admiral (Navy) (S)	441111	Aircraft Life Support Fitter (Air Force) (S)
542112	Admissions Clerk	441111	Aircraft Life Support Fitter (Army) (S)
253411	Adolescent Psychiatrist (S)	591211	Aircraft Load Controller (S)
242211	Adult Education Teacher (S)	323214	Aircraft Machinist (S)
452215	Adventure Challenge Instructor (S)	323112	Aircraft Maintenance Engineer (Airframes) (S)
225111	Advertising Account Executive (A)	323111	Aircraft Maintenance Engineer (Avionics)
225111	Advertising Account Manager (A)	323111	Aircraft Maintenance Engineer (Electrical) (S)
131111	Advertising and Public Relations Manager	323112	Aircraft Maintenance Engineer (Engines) (S)
225111	Advertising Specialist	323111	Aircraft Maintenance Engineer (Instruments) (S)
312116	Aerial Survey Technician (S)	323112	Aircraft Maintenance Engineer (Mechanical)
452111	Aerobics Instructor (S)	323111	Aircraft Maintenance Engineer (Radio) (S)
233911	Aeronautical Engineer	323113	Aircraft Maintenance Engineer (Structures)
233911	Aeronautical Engineering Officer (Navy) (S)	231199	Aircraft Navigator (N)
233914	Aeronautical Engineering Technologist (S)	733112	Aircraft Refueller
231111	Aeroplane Pilot	323113	Aircraft Structural Fitter (Air Force, Army) (S)
233911	Aerospace Engineer (S)	312999	Aircraft Systems Technician (Air Force) (N)
233911	Aerospace Engineer Officer - Aeronautical (Air Force) (S)	323112	Aircraft Technician (Air Force, Army) (S)
233911	Aerospace Engineer Officer - Armament (Air Force) (S)	441111	Aircrewman (Navy) (S)
233911	Aerospace Engineer Officer - Electronics (Air Force) (S)	441111	Airfield Defence Guard (Air Force) (S)
423111	Aged or Disabled Carer	233211	Airfield Engineer Officer (Air Force) (S)
234111	Agricultural Adviser (A)	312999	Airframe Technical Officer (N)
721111	Agricultural and Horticultural Mobile Plant Operator	139999	Airport Manager (N)
234111	Agricultural Consultant	231199	Airworthiness Surveyor (N)
224311	Agricultural Economist (S)	442211	Alarm, Security or Surveillance Monitor

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

111311	Alderman (Aus) (A)	139911	Arts Administrator or Manager
121399	Alpaca Farmer (N)	711999	Asbestos Remover (N)
712311	Alumina Refinery Operator (S)	224511	Asset Manager (Land and Property) (S)
139999	Ambassador (N)	111211	Assistant Commissioner (Police) (S)
411111	Ambulance Officer	134212	Assistant Director of Nursing (S)
411112	Ambulance Paramedic (NZ)	423312	Assistant in Nursing (A)
149111	Amusement Centre Manager	212412	Associate Editor (A)
311211	Anaesthetic Technician	251911	Asthma Educator (S)
253211	Anaesthetist	451899	Astrologer (N)
261311	Analyst Programmer	234914	Astronomer (S)
234211	Analytical Chemist (S)	452499	Athlete (N)
234512	Anatomist or Physiologist	611111	Auctioneer
361199	Animal Attendants and Trainers nec	399516	Audio Operator (S)
234599	Animal Behaviourist (N)	252711	Audiologist
361311	Animal Nurse (A)	311299	Audiometrist (N)
232412	Animator (S)	224611	Audiovisual Librarian (S)
322112	Anodiser (S)	551111	Audit Clerk (S)
272499	Anthropologist (N)	221214	Audit Officer (A)
142112	Antique Dealer	452411	Australian Rules Footballer (S)
394111	Antique Furniture Reproducer (S)	212211	Author
394111	Antique Furniture Restorer (S)	899412	Autoglazier
121311	Apiarist	394213	Automatic Profile Sander Operator (S)
393211	Apparel Cutter	321211	Automatic Transmission Mechanic (S)
261312	Applications Developer (A)	233513	Automation and Control Engineer (S)
313199	Applications Packager (N)	731199	Automobile Drivers nec
452413	Apprentice Jockey (S)	321211	Automotive Airconditioning Mechanic (S)
234399	Aquaculture Consultant (N)	621911	Automotive Dismantler (S)
121111	Aquaculture Farmer	321111	Automotive Electrical Fitter (A)
841111	Aquaculture Worker	321111	Automotive Electrician
361114	Aquarist (S)	323214	Automotive Machinist (S)
149113	Aquatic Centre Manager (S)	621312	Automotive Parts Interpreter (A)
252511	Aquatic Physiotherapist (S)	621312	Automotive Parts Salesperson (NZ)
362212	Arborist	323112	Aviation Technician (Navy) (S)
712311	Arc Welder (S)	233911	Avionics Systems Engineer (S)
331111	Arch Builder (S)	312999	Avionics Systems Technician (Air Force) (N)
272499	Archaeologist (N)	323111	Avionics Technician (Defence) (S)
139999	Archbishop (N)	821412	Awning Installer (S)
232111	Architect		
312111	Architectural Associate (A)	<b>B</b>	
312111	Architectural Draftsperson	261111	BA (ICT) (A)
399999	Architectural Model Maker (N)	721212	Backhoe Operator
512299	Architectural Practice Manager (N)	141999	Backpackers Manager (N)
224211	Archivist	234517	Bacteriologist (Non-medical) (S)
341111	Armature Winder (S)	561112	Bagman/woman (Aus) (S)
442212	Armoured Car Escort	351111	Baker
139111	Armoured Corps Officer (Army) (S)	851211	Bakery Assistant (S)
111212	Army Senior Officer (A)	831111	Baking Factory Worker
451511	Aromatherapist (S)	211112	Ballet Dancer (S)
234911	Art Conservator (S)	249212	Ballet Teacher (Private Tuition) (S)
212311	Art Director (Film, Television or Stage)	231199	Balloonist (N)
139911	Art Gallery Director (S)	211212	Band Leader (S)
272411	Art Historian (S)	711312	Band Saw Operator (S)
272314	Art Psychotherapist or Therapist (S)	211214	Band Singer (S)
249211	Art Teacher (Private Tuition)	149914	Bank Manager (S)
311111	Artificial Insemination Technical Officer (S)	552111	Bank Worker
139111	Artillery Officer (Army) (S)	431111	Bar Attendant
212111	Artistic Director	431911	Bar Back (A)

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

431111	Bar Steward (A)	712212	Bogger Operator (S)
431911	Bar Useful or Busser	712911	Boiler or Engine Operator
391111	Barber (S)	312512	Boiler Testing Technician (S)
899211	Barge Hand (S)	839111	Boilermaker's Assistant (S)
431112	Barista	322311	Boilermaker-Welder (S)
271111	Barrister	312611	Boilers and Pressure Vessels Inspector (S)
452317	Basketball Coach (S)	441312	Bomb Squad Officer (S)
711312	Beam Saw Operator (S)	591212	Bond Clerk (S)
711715	Beamer (S)	212212	Book or Script Editor
451111	Beauty Therapist	639411	Booking Clerk (S)
141911	Bed and Breakfast Operator	551211	Bookkeeper
121312	Beef Cattle Farm Manager (A)	552311	Bookmaker
841511	Beef Cattle Farm Worker	561112	Bookmaker's Clerk
121312	Beef Cattle Farmer	599521	Boring Inspector (S)
121312	Beef Cattle Grazier (A)	311413	Botanical Technical Officer (S)
121311	Beekeeper (A)	234515	Botanist
241511	Behaviour Support Teacher (S)	621911	Bottle Dealer (S)
561111	Betting Agency Counter Clerk	832112	Bottling Attendant (S)
142113	Betting Agency Manager	442213	Bouncer (A)
561199	Betting Clerks nec	899999	Bowling Alley Attendant (N)
712999	Beverage Distiller (N)	712111	Braceperson (S)
224611	Bibliographer (S)	532112	Braille Transcriber (S)
561211	Bicycle Courier (S)	711199	Brake Lining Maker (N)
899911	Bicycle Mechanic	321211	Brake Mechanic (S)
899911	Bicycle Repairer (A)	712311	Brake Press Operator (S)
899911	Bicycle Technician (A)	225113	Brand Manager (S)
392111	Binder and Finisher	322311	Brass Finisher (S)
561199	Bingo Caller (N)	831111	Bread Room Hand (S)
234513	Biochemist	831112	Brewery Worker
233913	Bioengineer (S)	711111	Brick Extruder Operator (S)
311413	Biological Technical Officer (S)	839913	Brick Handler (S)
234511	Biologist (General) (A)	331111	Bricklayer
233913	Biomedical Engineer	821111	Bricklayer's Assistant (S)
312999	Biomedical Engineering Associate (N)	149111	Bridge Club Manager (S)
233914	Biomedical Engineering Technologist (S)	111212	Brigadier (Army) (S)
224113	Biometrician (S)	399511	Broadcast Transmitter Operator
311313	Biosecurity Officer (Ministry of Agriculture and Forestry) (NZ) (A)	149999	Brothel Keeper (N)
599514	Biosecurity Officer (Weeds and Pests) (A)	711999	Brush Maker (N)
234514	Biotechnologist	821111	Builder's Labourer
831111	Biscuit Factory Worker (S)	133111	Building and Construction Manager (A)
139999	Bishop (N)	312999	Building and Engineering Technicians nec
141111	Bistro Manager (S)	312112	Building Associate
712999	Bitumen Plant Operator (N)	312113	Building Certifier (A)
322111	Blacksmith	312112	Building Construction Supervisor (S)
712916	Bleach Plant Operator (S)	312111	Building Drafting Officer (S)
331111	Blocklayer (A)	233213	Building Economist (A)
212499	Blogger (N)	312114	Building Estimator (A)
451899	Blood Bank Aide (N)	312113	Building Inspector
711514	Blow Moulding Machine Operator (S)	821411	Building Insulation Installer
141999	Boarding House Manager (N)	149913	Building Manager (A)
149911	Boarding Kennel or Cattery Operator	149914	Building Society Manager (S)
399111	Boat Builder and Repairer	312113	Building Surveyor (A)
441111	Boatswains Mate (Navy) (S)	712912	Bulk Fluids Handler (S)
721216	Bobcat Operator (S)	712912	Bulk Materials Handling Plant Operator
612112	Body Corporate Manager (S)	721213	Bulldozer Operator
442299	Bodyguard (N)	711911	Bullet Maker (S)
		452211	Bungy Jump Master

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

149413	Bus Company Manager (S)	141211	Caravan Park and Camping Ground Manager
731211	Bus Driver	311212	Cardiac Technician
451899	Bus Escort (N)	311212	Cardiac Technologist (S)
599518	Bus Inspector (S)	253312	Cardiologist
452216	Bushwalking Guide (A)	252511	Cardiothoracic Physiotherapist (S)
612111	Business Agent (A)	253512	Cardiothoracic Surgeon
224711	Business Analyst (S)	272111	Careers Adviser (A)
612111	Business Broker	272111	Careers Counsellor
224711	Business Consultant (A)	899111	Caretaker
261111	Business Consultant (ICT) (A)	839913	Carousel Minder (S)
131112	Business Development Manager (S)	331212	Carpenter
224912	Business Liaison Officer (S)	331211	Carpenter and Joiner
342311	Business Machine Mechanic	821111	Carpenter's Assistant (S)
132111	Business Services Manager (A)	811611	Carpet Cleaner
261111	Business Systems Analyst (S)	332111	Carpet Layer (S)
451612	Business Travel Consultant (S)	621999	Carpet Measurer (N)
211113	Busker (S)	711715	Carpet Weaver (S)
351211	Butcher or Smallgoods Maker	821412	Carport Erector (S)
851299	Butcher's Assistant (N)	232211	Cartographer
451899	Butler (N)	711311	Carton Making Machinist (S)
831114	Butter Maker (S)	232412	Cartoonist (S)

## C

451799	Cabin Steward (N)	224213	Casemix Coordinator (S)
451711	Cabin Supervisor (Aircraft) (S)	621711	Cash Van Salesperson
394111	Cabinetmaker	631112	Cashier (A)
721999	Cable Ferry Operator (N)	141999	Casino Duty Manager (N)
342411	Cabler (Data and Telecommunications)	431311	Casino Gaming Inspector (S)
232212	Cadastral Surveyor (S)	223112	Casting Agent (S)
431211	Cafe Assistant (A)	212399	Casting Director (N)
431211	Cafe Attendant (A)	224611	Cataloguer (S)
141111	Cafe or Restaurant Manager	225113	Category Manager (S)
431211	Cafe Worker	141111	Caterer (S)
351112	Cake Decorator (S)	121411	Cattle and Wheat Farmer (S)
541111	Call Centre Supervisor (A)	452299	Caving Guide (N)
541111	Call or Contact Centre Coach (S)	234514	Cell Geneticist (S)
149211	Call or Contact Centre Manager	839211	Cellular Plastics Cutter (S)
541112	Call or Contact Centre Operator	839911	Cement and Concrete Plant Worker
541111	Call or Contact Centre Team Leader	712913	Cement Crusher Operator (S)
541111	Call or Contact Centre Workforce Planner (S)	712913	Cement Despatch Operator (S)
452312	Callisthenics Instructor (S)	712913	Cement Grinding Mill Operator (S)
399512	Camera Operator (Film, Television or Video)	712913	Cement Kiln Operator (S)
323314	Camera Repairer (S)	733111	Cement Mixer Driver (S)
711911	Candle Maker (S)	712913	Cement Production Plant Operator
394299	Cane Furniture Maker (N)	232312	Ceramic Designer (S)
832112	Cannery Worker (S)	333411	Ceramic Tiler (S)
399999	Canoe Maker (N)	234999	Ceramics Scientist (N)
711312	Cant Gang Sawyer (S)	254111	Certified Midwife (A)
431211	Canteen Attendant (S)	321214	Chainsaw Mechanic (S)
141111	Canteen Manager (S)	394111	Chair and Couch Maker (S)
393111	Canvas Goods Maker	712111	Chairlift Operator (S)
111212	Captain (Navy) (S)	271212	Chamber Magistrate (A)
712999	Car Compactor Operator (N)	224712	Change Management Facilitator (S)
811111	Car Detailer	451399	Chapel or Memorial Attendant (N)
899912	Car Park Attendant	272211	Chaplain (S)
149413	Car Rental Agency Manager (S)	254311	Charge Nurse (A)
621912	Car Rental Sales Assistant (S)	731212	Charter and Tour Bus Driver
		731111	Chauffeur
		631111	Checkout Operator

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

621511	Checkout Supervisor (A)	233211	Civil Engineer
831114	Cheese Factory Worker (S)	312212	Civil Engineering Assistant (S)
831114	Cheese Maker (S)	312211	Civil Engineering Design Draftsperson (S)
832199	Cheese Packer (N)	312211	Civil Engineering Draftsperson
351311	Chef	312212	Civil Engineering Technician
351311	Chef de Partie (S)	312212	Civil Laboratory Technician (S)
851299	Chef's Assistant (N)	561911	Classified Advertising Clerk
233111	Chemical Engineer	839913	Clay Processing Factory Worker
233914	Chemical Engineering Technologist (S)	839913	Clay Processing Labourer (A)
311411	Chemical Instrumentation Officer (S)	711111	Clay Products Machine Operator
399211	Chemical Plant Operator	711199	Clay, Concrete, Glass and Stone Processing Machine Operators nec
839912	Chemical Plant Worker	811699	Cleaners nec
311411	Chemical Process Analyst (S)	399911	Clearance Diver (Navy) (S)
711911	Chemical Production Machine Operator	599999	Clerical and Administrative Workers nec
399211	Chemicals Distiller (S)	561999	Clerical and Office Support Workers nec
399211	Chemicals Fermentation Operator (S)	599211	Clerk of Court
234211	Chemist	312112	Clerk of Works (S)
311411	Chemistry Laboratory Technician (S)	149212	Client Service Manager (A)
311411	Chemistry Technical Officer (A)	234913	Climatologist (S)
311411	Chemistry Technician	452214	Climbing Guide (S)
712111	Cherry Picker Operator (S)	253399	Clinical Allergist (N)
121321	Chicken Meat Producer (S)	599911	Clinical Coder (S)
111111	Chief Executive Officer (A)	253915	Clinical Cytopathologist (S)
111111	Chief Executive or Managing Director	411212	Clinical Dental Technician (A)
132211	Chief Financial Officer (A)	233913	Clinical Engineer (S)
135111	Chief Information Officer	253399	Clinical Geneticist (N)
111312	Chief Minister (Aus) (S)	253313	Clinical Haematologist
111211	Chief Operating Officer (A)	253399	Clinical Immunologist (N)
135111	Chief Technology Officer (A)	254211	Clinical Nurse Educator (A)
253411	Child and Adolescent Psychiatrist (S)	253314	Clinical Oncologist
421111	Child Care Aide (A)	253399	Clinical Pharmacologist (N)
134111	Child Care Centre Director (A)	272311	Clinical Psychologist
134111	Child Care Centre Manager	224213	Clinical Trial Data Manager (S)
134111	Child Care Coordinator (A)	431999	Cloakroom Attendant (N)
421111	Child Care Worker	393212	Clothing Patternmaker
423411	Child or Youth Residential Care Assistant	621111	Clothing Sales Assistant (S)
253411	Child Psychiatrist (S)	393299	Clothing Trades Workers nec
251911	Childbirth Educator (S)	211113	Clown (S)
271212	Children's Court Magistrate (S)	141411	Club Licensee (A)
224611	Children's Librarian (S)	324211	Coach Builder (S)
421111	Children's Nursery Assistant (S)	731212	Coach Tour Driver (S)
741111	Chiller Hand (S)	712212	Coal Cutter (S)
331111	Chimney Builder (S)	839313	Coal Sample Tester (S)
811699	Chimney Sweep (N)	599911	Coding Clerk
411611	Chinese (Tui-Na) Masseur (S)	121299	Coffee Grower (Aus) (N)
252214	Chinese Herbalist (S)	841299	Coffee Plantation Worker (Aus) (N)
252214	Chinese Medicine Practitioner (A)	394111	Coffin Maker (S)
512211	Chiropractic Practice Manager (S)	599311	Collection Agent (S)
252111	Chiropractor	599311	Collection Officer (S)
831113	Chocolate Maker (S)	111212	Colonel (Army) (S)
832111	Chocolate Packer	212413	Columnist (S)
211212	Choral Director (S)	441111	Combat Engineer (Army) (S)
211214	Chorister (S)	441111	Combat Systems Operator (Navy) (S)
149912	Cinema or Theatre Manager	441111	Combat Systems Operator Mine Warfare (Navy) (S)
212313	Cinematographer (A)	211113	Comedian (S)
211113	Circus Artist (S)	111212	Commander (Navy) (S)
451811	Civil Celebrant		

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

441111	Commando (Army) (S)	712915	Concrete Boom Operator (S)
212114	Commentator (Television) (A)	711112	Concrete Pipe Machine Operator (S)
811211	Commercial Cleaner	711112	Concrete Precast Moulder (S)
811411	Commercial Housekeeper	711112	Concrete Products Machine Operator
232511	Commercial Interior Designer (S)	712915	Concrete Pump Operator
211214	Commercial Singer (Advertising) (S)	711112	Concrete Tile Machine Operator (S)
351311	Commis Chef (S)	821211	Concrete Worker (A)
139111	Commissioned Defence Force Officer	821211	Concreter
139112	Commissioned Fire Officer	831113	Confectionery Maker
139113	Commissioned Police Officer	149311	Conference and Event Organiser
222111	Commodities Broker (A)	234311	Conservation Officer
222111	Commodities Trader	232111	Conservation or Heritage Architect (S)
111212	Commodore (Navy) (S)	234911	Conservator
342314	Communication Electronic Technician (Air Force) (S)	233213	Construction Economist (A)
342312	Communication Information Systems Sailor (Navy) (S)	312114	Construction Estimator
312411	Communications and Data Systems Drafting Officer (S)	721211	Construction Plant Operator (General) (A)
342312	Communications and Information Systems Controller (Air Force) (S)	133111	Construction Project Manager
263312	Communications Consultant (A)	821711	Construction Rigger
599914	Communications Controller (A)	331112	Construction Stonemason (S)
233411	Communications Engineer (Army) (S)	821111	Construction Worker (A)
312412	Communications Engineering Technical Officer (S)	541111	Contact Centre Supervisor (A)
312412	Communications Engineering Technician (S)	832112	Container Filler
342312	Communications Operator	211112	Contemporary or Modern Dancer (S)
261312	Communications Programmer (Systems) (S)	252511	Continence and Women's Health Physiotherapist (S)
263312	Communications Specialist (ICT) (A)	399599	Continuity Person (N)
342414	Communications Technician (A)	511111	Contract Administrator
272611	Community Artist (A)	511111	Contract Officer (A)
139911	Community Arts Centre Manager (S)	599914	Control Room Operator (A)
272611	Community Arts Officer (A)	312411	Control Systems Drafting Officer (S)
272611	Community Arts Worker	599111	Conveyancer
111311	Community Board Member (NZ) (S)	712912	Conveyor Belt Operator (S)
272611	Community Cultural Development Officer (S)	351411	Cook
411711	Community Development Officer (S)	851299	Cook's Assistant (N)
251911	Community Health Worker (A)	394299	Cooper (N)
224912	Community Liaison Officer (S)	711411	Copy Camera Operator (S)
254111	Community Midwife (S)	394213	Copy Lathe Operator (S)
251513	Community Pharmacist (A)	212411	Copywriter
272399	Community Psychologist (N)	841999	Coral Collector (N)
131111	Community Relations Manager (S)	711799	Cord Making Machine Operator (N)
411711	Community Support Worker (S)	322114	Coremaker (S)
411711	Community Worker	225311	Corporate Affairs Officer (A)
733111	Compactor Driver (Rubbish Collection) (S)	111211	Corporate General Manager
221211	Company Secretary	224611	Corporate Librarian (S)
212114	Compere (Television) (A)	132411	Corporate Planning Manager (S)
252299	Complementary Health Therapists nec	131111	Corporate Relations Manager (S)
211211	Composer	132111	Corporate Services Manager
399111	Composite Boat Builder (S)	221212	Corporate Treasurer
263111	Computer Network and Systems Engineer	241599	Correspondence School Teacher (NZ) (N)
263111	Computer Network Engineer (S)	621111	Cosmetic Sales Assistant (S)
712311	Computer Numeric Control Machine Operator (S)	711911	Cosmetics Machine Operator (S)
323211	Computer Numeric Control Setter (S)	221112	Cost Accountant (A)
312412	Computer Numeric Control Technical Officer (S)	551112	Cost Clerk
263211	Computer Systems Auditor (S)	232311	Costume Designer (S)
263111	Computer Systems Integrator (S)	393213	Costume Maker (S)
313199	Computer Systems Technician (N)	711716	Cotton Ginner (S)
712914	Concrete Batching Plant Operator	121211	Cotton Grower
		721111	Cotton Picking Machine Operator (Aus) (S)



# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

111311	Councillor (A)	121313	Dairy Cattle Farmer
111399	Councillor, Aboriginal Land Council (Aus) (N)	311411	Dairy Laboratory Technician (S)
272399	Counselling Psychologist (N)	831114	Dairy Products Maker
272199	Counsellors nec	311399	Dairy Quality Assurance Officer (N)
561211	Courier	311111	Dairy Technician (S)
599213	Court Attendant (A)	249212	Dance Teacher (Private Tuition)
599212	Court Bailiff or Sheriff (Aus)	252299	Dance Therapist (N)
599212	Court Collections Officer (NZ)	211112	Dancer or Choreographer
599213	Court Officer (A)	711411	Dark Room Attendant (S)
599213	Court Orderly (Aus)	532111	Data Entry Operator
599213	Court Registry Officer (NZ)	532111	Data Processing Operator (A)
532112	Court Reporter (S)	262111	Database Administrator
599213	Court Usher (S)	262111	Database Analyst (S)
821911	Crane Chaser	261313	Database Designer (S)
712111	Crane, Hoist or Lift Operator	261312	Database Developer (S)
899212	Cray Fishing Hand (S)	262111	Database Operator (A)
225111	Creative Director (Advertising) (A)	261312	Database Programmer (Systems) (S)
421111	Crèche Attendant (S)	262111	Database Specialist (A)
552211	Credit Clerk (A)	262111	Database Support (A)
552211	Credit or Loans Officer	262111	DBA (A)
149914	Credit Union Manager (S)	134411	Dean (University) (S)
712999	Crematorium Operator (N)	711312	Debarker Operator (S)
451711	Crew Attendant (Air Force) (S)	599311	Debt Collector
441111	Crewman Armoured Personnel Carrier M113 (Army) (S)	599311	Debt Recovery Officer (A)
441111	Crewman Australian Light Armoured Vehicle (ASLAV) (Army) (S)	899211	Deck Hand
441111	Crewman Main Battle Tank (Army) (S)	231214	Deck Officer (A)
452317	Cricket Coach (S)	841599	Deer Farm Worker (N)
452499	Cricketer (N)	121314	Deer Farmer
224411	Criminal Intelligence Analyst (S)	441111	Defence Force Member - Other Ranks
272499	Criminologist (N)	111212	Defence Force Senior Officer
212499	Critic (N)	224411	Defence Intelligence Analyst (S)
121399	Crocodile Farmer (Aus) (N)	591112	Delivery Clerk (S)
841299	Crop Farm Workers nec	732111	Delivery Driver
121299	Crop Farmers nec	351311	Demi Chef (S)
899913	Crossing Supervisor	224113	Demographer (S)
431311	Croupier (A)	423211	Dental Assistant
442213	Crowd Controller	423211	Dental Chairside Assistant (A)
361199	Crutching Contractor (N)	411211	Dental Hygienist
139911	Cultural Centre Manager (S)	423211	Dental Nurse (A)
272411	Cultural Historian (S)	512211	Dental Practice Manager (S)
249111	Curriculum Advisory Teacher (S)	252312	Dental Practitioner (A)
821412	Curtain Fitter (S)	411212	Dental Prosthetist
442111	Custodial Officer (A)	252311	Dental Specialist
591111	Customer Orders Clerk (A)	252312	Dental Surgeon (A)
149212	Customer Service Manager	411213	Dental Technician
591212	Customs Agent (S)	411214	Dental Therapist
591212	Customs Broker (A)	252312	Dentist
599511	Customs Inspector (A)	134212	Deputy Director of Nursing (S)
599511	Customs Investigator (S)	222211	Derivatives Dealer (S)
599511	Customs Officer	253911	Dermatologist
452299	Cycle Touring Guide (N)	821912	Derrick Hand (S)
452499	Cyclist (N)	392211	Desktop Publishing Operator (S)
		591211	Despatch Clerk (A)
		591211	Despatching and Receiving Clerk
		441311	Detective
		441311	Detective Sergeant (S)
		261312	Developer Programmer
<b>D</b>			
121313	Dairy Cattle Farm Manager (A)		
841512	Dairy Cattle Farm Worker		

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

712211	Development Driller (S)	334113	Drainer (Aus)
251911	Diabetes Educator (S)	334113	Drainlayer (NZ)
253315	Diabetologist (S)	249213	Drama Teacher (Private Tuition)
253916	Diagnostic Radiologist (S)	252299	Drama Therapist (N)
311299	Dialysis Technician (N)	212212	Dramaturge (S)
399411	Diamond Cutter (S)	231213	Dredge Master (S)
323412	Die Caster (S)	721999	Dredge Operator (N)
323412	Die Sinker (S)	452313	Dressage Instructor (S)
323211	Diesel Fitter-Mechanic (S)	393213	Dressmaker or Tailor
321212	Diesel Motor Mechanic	249299	Dressmaking Teacher (Private Tuition) (N)
251111	Dietitian	712211	Driller
312412	Digital Controls Technical Officer (S)	821912	Driller's Assistant
232413	Digital Media Designer (A)	821912	Driller's Offsider (A)
711411	Digital Photographic Printer (S)	712211	Drilling Plant Operator (A)
392312	Digital Printer (S)	431511	Drink Waiter (S)
712211	Directional Driller (S)	621611	Driveway Attendant (A)
212312	Director (Film, Television, Radio or Stage)	451211	Driving Instructor
134211	Director of Clinical Services (S)	272112	Drug and Alcohol Counsellor
134211	Director of Medical Services (S)	211213	Drummer (S)
134212	Director of Nursing (A)	333211	Dry Wall Plasterer (S)
134299	Director of Pharmacy (N)	811512	Drycleaner
212313	Director of Photography	712916	Dryerman/woman (Paper Mill) (S)
134299	Director of Physiotherapy Services (N)	399516	Dubbing Machine Operator (S)
134299	Director of Speech Pathology (N)	841299	Duboisia Farm Worker (Aus) (N)
111111	Director-General (S)	121299	Duboisia Farmer (Aus) (N)
411712	Disabilities Services Officer	334112	Ductfixing Plumber (S)
224912	Disability Liaison Officer (S)	141311	Duty Manager (Hotel) (S)
211199	Disc Jockey (Nightclub) (N)	312912	Dye Penetrant Testing Technician (S)
212113	Disc Jockey (Radio) (S)		
851311	Dishwasher (S)	<b>E</b>	
311215	Dispensary Technician (A)	253515	Ear, Nose and Throat Specialist (A)
399913	Dispensing Optician (NZ)	241111	Early Childhood (Pre-primary School) Teacher
241599	Distance Education Teacher (Aus) (N)	311412	Earth Science Laboratory Technician (S)
271211	District Court Judge (S)	311412	Earth Science Technical Officer (A)
452311	Dive Master (S)	311412	Earth Science Technician
399911	Diver	821113	Earthmoving Labourer
411311	Diversional Therapist	721211	Earthmoving Plant Operator (General)
423314	Diversional Therapist's Assistant (S)	311413	Ecological Technical Officer (S)
452315	Diving Coach (S)	234313	Ecologist (S)
452311	Diving Instructor (Open Water)	224311	Econometrician (S)
711312	Docking Saw Operator (S)	224311	Economic Analyst (A)
599599	Dog Catcher (N)	224311	Economic Forecaster (S)
361111	Dog Handler or Trainer	272411	Economic Historian (S)
452318	Dog or Horse Racing Official	224311	Economist
451899	Dog Walker (N)	394213	Edge Bander Operator (S)
821911	Dogman/woman (S)	212499	Editorial Assistant (N)
811311	Domestic Cleaner	249111	Education Adviser
811412	Domestic Housekeeper	134499	Education Managers nec
451612	Domestic Travel Consultant (S)	223311	Education Officer (Air Force and Army) (S)
451813	Dominatrix (S)	249111	Education Officer (S)
431912	Doorpersion or Luggage Porter	249112	Education Reviewer
621712	Door-to-door Fundraising Collector (S)	272312	Educational Psychologist
621712	Door-to-door Salesperson	831199	Egg Factory Worker (N)
351111	Doughmaker (S)	832199	Egg Packer (N)
712212	Dragline Operator (S)	121321	Egg Producer (S)
312115	Drainage Inspector (S)	224999	Electoral Officer (N)
821112	Drainage, Sewerage and Stormwater Labourer	224911	Electorate Officer

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

731311	Electric Train Driver (S)	323411	Engineering Patternmaker
832211	Electrical and Electronic Assembler (S)	712311	Engineering Production Systems Worker
341111	Electrical Contractor (S)	233999	Engineering Professionals nec
233311	Electrical Design Engineer (S)	591114	Engineering Sales Clerk (S)
233311	Electrical Engineer	312116	Engineering Survey Drafting Technician (S)
312311	Electrical Engineering Design Draftsperson (S)	233914	Engineering Technologist
312312	Electrical Engineering Detail Draftsperson (S)	249311	English as a Second Language Teacher (A)
312311	Electrical Engineering Drafting Officer (S)	323311	Engraver
312311	Electrical Engineering Draftsperson	411411	Enrolled Nurse
312312	Electrical Engineering Laboratory Technician (S)	211113	Entertainer or Variety Artist
312312	Electrical Engineering Technical Officer (A)	149111	Entertainment Centre Manager (A)
312312	Electrical Engineering Technician	899921	Entertainment Usher (S)
341111	Electrical Fitter (A)	234518	Entomologist (S)
312113	Electrical Installation Inspector (S)	234312	Environmental Adviser (A)
312312	Electrical Instrument Technician (S)	234312	Environmental Analyst (A)
342211	Electrical Line Mechanic (Distribution) (NZ) (S)	234399	Environmental Auditor (N)
342211	Electrical Line Mechanic (NZ)	234312	Environmental Consultant
342211	Electrical Line Mechanic (Transmission) (NZ) (S)	232511	Environmental Designer (S)
342211	Electrical Linesworker (Aus)	224311	Environmental Economist (S)
342211	Electrical Linesworker (Distribution) (Aus) (S)	233915	Environmental Engineer
342211	Electrical Linesworker (Transmission) (Aus) (S)	251311	Environmental Health Officer
899914	Electrical or Telecommunications Trades Assistant	139912	Environmental Manager
341111	Electrician (General)	234311	Environmental Officer (A)
341112	Electrician (Special Class)	234313	Environmental Research Scientist
311212	Electrocardiographic Technician (S)	234313	Environmental Scientist (A)
311299	Electroencephalographic Technician (N)	234399	Environmental Scientists nec
322112	Electroformer (S)	311413	Environmental Technical Officer (S)
451111	Electrologist (Hair Remover) (S)	234513	Enzyme Chemist (S)
312411	Electronic Engineering Draftsperson	211499	Ephemeral Artist (N)
312412	Electronic Engineering Technician	224113	Epidemiologist (S)
342313	Electronic Equipment Trades Worker	149999	Equipment Hire Manager (N)
342314	Electronic Instrument Trades Worker (General)	222299	Equities Analyst (N)
342315	Electronic Instrument Trades Worker (Special Class)	212499	Essayist (N)
342314	Electronic Technician (Navy) (S)	272499	Ethnographer (N)
441111	Electronic Warfare - Linguist (Navy) (S)	211299	Ethnomusicologist (N)
441111	Electronic Warfare - Technical (Navy) (S)	149311	Event Management Consultant (A)
312411	Electronics Detail Draftsperson (S)	149311	Event Planner (S)
233411	Electronics Engineer	599999	Examination Supervisor (N)
322112	Electroplater	721214	Excavator Operator
712111	Elevated Work Platform Operator (S)	111111	Executive Director (S)
249213	Elocution Teacher (S)	134212	Executive Director of Nursing (S)
451399	Embalmer (N)	212112	Executive Producer (S)
711311	Embosser (S)	234999	Exercise Physiologist (N)
711611	Embroiderer (S)	899413	Exhaust and Muffler Fitter
234512	Embryologist (S)	232411	Exhibition Designer (S)
253912	Emergency Medicine Specialist	149311	Exhibition Organiser (S)
253912	Emergency Physician (A)	211112	Exotic Dancer (S)
441211	Emergency Response Officer (A)	712211	Exploration Driller (S)
441211	Emergency Service Worker	711911	Explosives Mixer Operator (S)
223112	Employment Consultant (Aus) (A)	221213	External Auditor
599411	Employment Office Clerk (A)	711514	Extruding Machine Operator (Plastics) (S)
841599	Emu Farm Worker (Aus) (N)	253914	Eye Specialist (A)
121399	Emu Farmer (Aus) (N)	253914	Eye Surgeon (A)
253315	Endocrinologist		
252311	Endodontist (S)	<b>F</b>	
222111	Energy Trader (S)	839914	Fabric and Textile Factory Worker
133211	Engineering Manager	399411	Faceter (S)

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

149913	Facilities Manager	132211	Financial Controller (A)
839999	Factory Process Workers nec	222299	Financial Dealers nec
134411	Faculty Head	149914	Financial Institution Branch Manager
149111	Fairground Operator (S)	222311	Financial Investment Adviser
272113	Family and Marriage Counsellor	222312	Financial Investment Manager
272113	Family Court Counsellor (S)	222211	Financial Market Dealer
271211	Family Court Justice (S)	222311	Financial Planning Adviser (A)
271299	Family Court Registrar (Aus) (N)	221212	Financial Risk Manager (A)
421112	Family Day Care Worker	399999	Fire Alarm Technician (N)
421112	Family Day Carer (A)	441212	Fire Engineer (Army) (S)
272113	Family Mediator (S)	399999	Fire Extinguisher Technician (N)
411713	Family Support Worker	441212	Fire Fighter
841999	Farm, Forestry and Garden Workers nec	139112	Fire Investigator (S)
121411	Farmer and Grazier (A)	841311	Fire Lookout (S)
322113	Farrier	441212	Fire Prevention Officer (S)
232311	Fashion Designer	334111	Fire Services Plumber (S)
211311	Fashion Photographer (S)	731311	Fireperson (Railway) (S)
851111	Fast Food Cook	451899	First Aid Attendant (N)
732111	Fast Food Delivery Driver (S)	121111	Fish Farmer (S)
621111	Fast Food Sales Assistant (S)	399911	Fisheries Diver (S)
212413	Feature Writer (S)	311311	Fisheries Inspector (A)
212412	Features Editor (S)	311311	Fisheries Officer
711712	Fellmongering Machine Operator (S)	311413	Fisheries Technical Officer (S)
839917	Fellmongery Worker (S)	899212	Fishing Boat Mate (A)
711799	Feltmaker (N)	452212	Fishing Guide
821311	Fence Erector (A)	899212	Fishing Hand
821311	Fencer	149112	Fitness Centre Manager
899211	Ferry Hand (S)	452111	Fitness Instructor
711199	Fibre Cement Moulder (N)	323211	Fitter (General)
342412	Fibre Optic Cable Splicer (S)	323212	Fitter and Turner
342412	Fibre Optics Joiner (S)	323212	Fitter Armament (Army) (S)
311499	Fibre Technologist (N)	323211	Fitter-Machinist (S)
711515	Fibreglass Gun Hand (S)	323211	Fitter-Mechanic (S)
711515	Fibreglass Hand Laminator (S)	839111	Fitter's Assistant (S)
839211	Fibreglass Lay Up Worker (S)	323213	Fitter-Welder
333211	Fibrous Plasterer	222211	Fixed Interest Dealer (S)
841213	Field Crop Farm Worker (NZ)	331212	Fixing Carpenter (S)
121214	Field Crop Grower (NZ)	711713	Flat Bed Knitter (S)
311111	Field Crop Technical Officer (S)	149411	Fleet Manager
561311	Filing or Registry Clerk	621311	Fleet Salesperson (S)
212314	Film and Video Editor	392311	Flexographic Printing Machinist (S)
232411	Film and Video Graphics Designer (S)	451711	Flight Attendant
224211	Film Archivist (S)	231199	Flight Engineer Inspector (N)
711999	Film Cutter (N)	312412	Flight Surveyor (S)
839311	Film Examiner (S)	332111	Floor Finisher
711411	Film Process Operator (S)	121212	Floriculturist (A)
212112	Film Producer (S)	362111	Florist
711999	Film Spooler (N)	841299	Flower Buncher or Picker (N)
212399	Film, Television, Radio and Stage Directors nec	121212	Flower Grower
222112	Finance Broker	452212	Fly Fishing Guide (S)
552211	Finance Clerk (A)	231113	Flying Instructor
132211	Finance Director (A)	399512	Focus Puller (Film) (S)
132211	Finance Manager	811511	Folding Machine Operator (S)
221112	Financial Accountant (A)	399516	Foley Artist (S)
551211	Financial Administration Officer (S)	431511	Food and Beverage Attendant (A)
221111	Financial Analyst (S)	141111	Food and Beverage Manager (A)
222199	Financial Brokers nec	831199	Food and Drink Factory Workers nec

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251311 Food Safety Auditor (S)  
 251311 Food Safety Officer (S)  
 234212 Food Scientist (A)  
 234212 Food Technologist  
 851299 Food Trades Assistants nec  
 452317 Football Coach (S)  
 452411 Footballer  
 839915 Footwear Factory Worker  
 711711 Footwear Production Machine Operator  
 222211 Foreign Exchange Dealer (S)  
 253915 Forensic Pathologist (S)  
 253411 Forensic Psychiatrist (S)  
 272311 Forensic Psychologist (S)  
 133511 Forest Logistics Manager (NZ) (S)  
 133511 Forest Manager (A)  
 234113 Forest Scientist (NZ)  
 234113 Forester (Aus)  
 234113 Forestry Adviser (S)  
 234113 Forestry Consultant (S)  
 311413 Forestry Technical Officer (S)  
 841311 Forestry Worker  
 721311 Fork Truck Operator (A)  
 721311 Forklift Driver  
 721311 Forklift Operator (A)  
 431511 Formal Service Waiter (S)  
 224999 Forms Designer (N)  
 331212 Formwork Carpenter (S)  
 721112 Forwarder Operator (S)  
 712311 Foundry Operator (S)  
 712916 Fourdrinier Machine Operator (S)  
 612111 Franchise Broker (S)  
 224214 Freedom of Information Officer (S)  
 591211 Freight Clerk (A)  
 891111 Freight Handler (Rail or Road)  
 891111 Freight Loader (A)  
 394211 French Polisher (S)  
 431411 Front Office Manager (Hotel) (S)  
 721216 Front-end Loader Operator (S)  
 839312 Fruit and Vegetable Classer (S)  
 831115 Fruit and Vegetable Factory Worker  
 311399 Fruit and Vegetable Inspector (N)  
 832113 Fruit and Vegetable Packer  
 121213 Fruit or Nut Farm Manager (A)  
 841211 Fruit or Nut Farm Worker  
 121213 Fruit or Nut Grower  
 841212 Fruit or Nut Picker  
 841912 Fumigator (S)  
 451311 Funeral Director  
 451399 Funeral Director's Assistant (N)  
 451399 Funeral Workers nec  
 393299 Fur Cutter (N)  
 393299 Fur Matcher (N)  
 712311 Furnace Operator (Metals) (S)  
 232312 Furniture Designer (S)  
 394211 Furniture Finisher  
 733113 Furniture Removalist  
 891112 Furniture Removalist's Assistant (S)

393311 Furniture Upholsterer (S)  
 393299 Furrier (N)  
 222212 Futures Trader

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451411 Gallery or Museum Attendant (A)  
 224212 Gallery or Museum Curator  
 451411 Gallery or Museum Guide  
 399311 Gallery or Museum Technician  
 272199 Gambling Counsellor (N)  
 141411 Gaming Manager (S)  
 431311 Gaming Pit Boss (S)  
 431311 Gaming Worker  
 899611 Garbage Depot Worker (S)  
 841411 Garden Labourer  
 362211 Gardener (General)  
 399212 Gas Compressor Turbine Operator (S)  
 312611 Gas Examiner (S)  
 334114 Gas Main and Line Fitter (S)  
 399212 Gas or Petroleum Operator  
 839912 Gas Plant Worker (S)  
 312115 Gas Plumbing Inspector (S)  
 334114 Gasfitter  
 253316 Gastroenterologist  
 899921 Gatekeeper (S)  
 399411 Gem Setter (S)  
 111212 General (Army) (S)  
 531111 General Clerk  
 841611 General Farm Hand (A)  
 253111 General Medical Practitioner  
 253111 General Practitioner (A)  
 139111 General Service Officer (Army) (Aus) (S)  
 251999 Genetic Counsellor (N)  
 311412 Geochemical Laboratory Technician (S)  
 232212 Geodetic Surveyor (S)  
 272499 Geographer (N)  
 272411 Geographical Historian (S)  
 821915 Geological Survey Field Assistant (S)  
 311412 Geological Technical Officer (S)  
 234411 Geologist  
 232212 Geomatic Engineer (A)  
 232212 Geomatician (A)  
 234412 Geophysicist  
 311412 Geoscience Laboratory Technician (S)  
 441111 Geospatial Imagery Intelligence Analyst (Air Force) (S)  
 233212 Geotechnical Engineer  
 312212 Geotechnical Laboratory Technician (S)  
 252511 Gerontological Physiotherapist (S)  
 253411 Geriatric Psychiatrist (S)  
 253399 Geriatrician (N)  
 711716 Gill Box Operator (S)  
 121299 Ginger Farmer (N)  
 333111 Glass Beveller (S)  
 399999 Glass Blower (N)  
 232312 Glass Designer (S)  
 333111 Glass Embosser (S)  
 333111 Glass Etcher (S)

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711113	Glass Furnace Operator (S)	391111	Hairdresser
711113	Glass Laminating Operator (S)	322111	Hammer Smith (S)
711113	Glass Maker (S)	839917	Hand Flesher (S)
711113	Glass Melt Operator (S)	452318	Handicapper (Racing) (S)
839916	Glass Mould Cleaner (S)	249299	Handicrafts Teacher (Private Tuition) (N)
839916	Glass Processing Worker	899311	Handyperson
711113	Glass Production Machine Operator	452215	Hang-gliding Instructor (S)
333111	Glass Silverer (S)	532112	Hansard Reporter (S)
711113	Glass Toughening Operator (S)	139999	Harbour Master (N)
431911	Glassie (A)	839413	Hardboard Factory Worker (S)
711113	Glassware Maker (S)	621111	Hardware Sales Assistant (S)
839313	Glassware Verifier (S)	313111	Hardware Technician
333111	Glazier	841313	Hardwood Faller (S)
231113	Gliding Pilot Instructor (S)	133511	Harvest Manager (Forestry) (S)
121315	Goat Farmer	721111	Harvester Operator (S)
841599	Goat Herder (N)	121111	Hatchery Manager (Fish) (S)
399411	Goldsmith (S)	121321	Hatchery Manager (Poultry) (S)
149113	Golf Course Manager (S)	733111	Haulpak Driver (S)
452412	Golfer	253515	Head and Neck Surgeon (A)
421113	Governess (S)	431411	Head Housekeeper (S)
111312	Government Minister (S)	431411	Head Porter (Hotel) (S)
721215	Grader Operator	134411	Head Teacher (TAFE) (Aus) (S)
811699	Graffiti Cleaner (N)	134311	Headmaster/mistress (A)
222111	Grain Buyer (S)	134299	Health and Welfare Services Managers nec
712912	Grain Handler (S)	224213	Health Data Administrator (S)
831116	Grain Mill Worker	251999	Health Diagnostic and Promotion Professionals nec
121214	Grain, Oilseed or Pasture Farm Manager (Aus) (A)	224311	Health Economist (S)
841213	Grain, Oilseed or Pasture Farm Worker (Aus)	251911	Health Educator (A)
121214	Grain, Oilseed or Pasture Grower (Aus)	224213	Health Information Manager
121215	Grape Grower	552312	Health Insurance Assessor (S)
232411	Graphic Artist (A)	512211	Health Practice Manager
232411	Graphic Designer	251911	Health Promotion Officer
392211	Graphic Pre-press Trades Worker	272311	Health Psychologist (S)
821113	Grave Digger (S)	312912	Heat Treatment Technician (S)
392311	Gravure Printing Machinist (S)	312511	Heating and Ventilating Technical Officer (S)
362311	Greenkeeper	233512	Heating and Ventilation Engineer (S)
272199	Grief Counsellor (N)	341111	Heavy Coil Winder (S)
899999	Grip (N)	231114	Helicopter Pilot
732111	Grocery Deliverer (S)	231113	Helicopter Pilot Instructor (S)
733112	Ground Crewman Aircraft Support (Army) (S)	451511	Herbalist (Western) (S)
441111	Ground Crewman Mission Support (Army) (S)	311111	Herd Tester (S)
139111	Ground Defence Officer (Air Force) (Aus) (S)	272499	Heritage Consultant (N)
231113	Ground School Instructor (A)	399999	Hide and Skin Classer (N)
321211	Ground Support Equipment Fitter (Air Force) (S)	711712	Hide and Skin Fleshing Machine Operator (S)
111212	Group Captain (Air Force) (S)	711712	Hide and Skin Processing Machine Operator
141999	Guest House Manager (N)	839917	Hide and Skin Processing Worker
211213	Guitarist (S)	271211	High Court Justice (S)
441111	Gun Number (Army) (S)	731111	Hire Car Driver (S)
323312	Gunsmith	272411	Historian
452111	Gym Instructor (S)	451511	Holistic Pulser (S)
451899	Gymnasium Attendant (N)	821412	Home Improvement Installer
452312	Gymnastics Coach or Instructor	423111	Home Support Worker (A)
253913	Gynaecological Oncologist (S)	249111	Home-School Liaison Officer (S)
		252212	Homoeopath
		841299	Hop Farm Worker (N)
		121299	Hop Farmer (N)
		361112	Horse Breaker (S)
<b>H</b>			
451812	Hair or Beauty Salon Assistant		
142114	Hair or Beauty Salon Manager		

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

121316	Horse Breeder	225211	ICT Account Manager
451899	Horse Racing Analyst (N)	261111	ICT Business Analyst
452313	Horse Riding Coach or Instructor	225212	ICT Business Development Manager
121316	Horse Stud Manager (A)	313112	ICT Customer Support Officer
841516	Horse Stud Worker (S)	261312	ICT Developer (A)
361112	Horse Trainer	135112	ICT Development Manager (S)
452299	Horse Trekking Guide (N)	223211	ICT Educator (A)
841412	Horticultural Nursery Assistant	313112	ICT Help Desk Officer (A)
311111	Horticultural Technical Officer (S)	313112	ICT Help Desk Technician (A)
111211	Hospital Administrator (S)	135199	ICT Managers nec
423311	Hospital Orderly	261312	ICT Programmer (A)
251511	Hospital Pharmacist	135112	ICT Project Manager
234611	Hospital Scientist (A)	263211	ICT Quality Assurance Engineer
542112	Hospital Ward Clerk (A)	621211	ICT Sales Assistant
431999	Hospitality Trainee (N)	225213	ICT Sales Representative
431999	Hospitality Workers nec	262112	ICT Security Specialist
149999	Hospitality, Retail and Service Managers nec	263299	ICT Support and Test Engineers nec
141999	Hostel Manager (N)	263212	ICT Support Engineer
423412	Hostel Parent	313199	ICT Support Technicians nec
431999	Hotel Cellar Hand (N)	263213	ICT Systems Test Engineer
431411	Hotel Concierge (S)	223211	ICT Trainer
431411	Hotel Office Manager (S)	232412	Illustrator
141311	Hotel or Motel Manager	272211	Imam (S)
542113	Hotel or Motel Receptionist	224913	Immigration Consultant (NZ)
431411	Hotel Service Manager	599512	Immigration Officer
431411	Hotel Service Supervisor (A)	253915	Immunologist (S)
899311	Hotel Useful (S)	133311	Importer or Exporter
899311	Hotel Yardperson (S)	591212	Import-Export Clerk
141311	Hotelier (A)	841999	Indoor Plant Technician (N)
423412	House Parent (A)	149113	Indoor Sports Centre Manager (S)
411711	Housing Officer (S)	234211	Industrial Chemist (S)
223111	Human Resource Adviser	271212	Industrial Court Magistrate (S)
599411	Human Resource Clerk	232312	Industrial Designer
223111	Human Resource Consultant (A)	233511	Industrial Engineer
132311	Human Resource Manager	233914	Industrial Engineering Technologist (S)
599411	Human Resources Records Clerk (A)	399211	Industrial Gas Production Operator (S)
841911	Hunter (A)	621912	Industrial Hire Sales Assistant (S)
841911	Hunter-Trapper	342315	Industrial Measurement and Control Technician (A)
452213	Hunting Guide	253399	Industrial Medicine Specialist (N)
312512	Hydraulic Controls Technician (S)	441211	Industrial Paramedic (S)
721214	Hydraulic Rockbreaker Operator (S)	251512	Industrial Pharmacist
233211	Hydraulics Engineer (S)	272313	Industrial Psychologist (A)
399213	Hydro-electric Station Operator (S)	271213	Industrial Relations Commissioner (S)
231213	Hydrofoil Captain (S)	223113	Industrial Relations Officer (A)
234411	Hydrogeologist (S)	334115	Industrial Roof Plumber (S)
311412	Hydrographer (S)	711211	Industrial Spraypainter
232212	Hydrographic Survey Operator (Navy) (S)	224712	Industry Analyst (S)
232212	Hydrographic Surveyor (S)	139111	Infantry Officer (Army) (S)
311412	Hydrographical Technical Officer (S)	253399	Infectious Diseases Specialist (N)
311412	Hydrological Technical Officer (S)	224999	Information and Organisation Professionals nec
234912	Hydrometallurgical Engineer (S)	541211	Information Clerk (S)
399911	Hyperbaric Welder Diver (S)	262112	Information Technology Security Manager (S)
252299	Hypnotherapist (N)	711514	Injection Moulding Machine Operator (Plastics) (S)
		541211	Inquiry Clerk
		541211	Inquiry Officer (Aus) (A)
		221111	Insolvency Practitioner (S)
		139112	Inspector (Fire Services) (S)
<b>I</b>			
831199	Ice-cream Maker (N)		
621711	Ice-cream Van Vendor (S)		

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

599599 Inspectors and Regulatory Officers nec  
 392312 Instant Printer Operator (A)  
 232413 Instructional Designer (S)  
 342314 Instrument and Control Service Person (A)  
 211213 Instrumentalist (A)  
 711511 Insulation Extruder Operator (S)  
 611211 Insurance Agent  
 222113 Insurance Broker  
 552312 Insurance Clerk (A)  
 552312 Insurance Consultant  
 599611 Insurance Investigator  
 599612 Insurance Loss Adjuster  
 599612 Insurance Loss Assessor (A)  
 599613 Insurance Risk Surveyor  
 611211 Insurance Underwriter (S)  
 422112 Integration Aide  
 224411 Intelligence Officer  
 411112 Intensive Care Ambulance Paramedic (Aus)  
 253211 Intensive Care Anaesthetist (S)  
 253317 Intensive Care Medicine Specialist (A)  
 253317 Intensive Care Specialist  
 253317 Intensivist (A)  
 232413 Interactive Media Designer (A)  
 399912 Interior Decorator  
 232511 Interior Designer  
 241311 Intermediate School Teacher (NZ)  
 221214 Internal Auditor  
 253399 Internal Medicine Specialists nec  
 591114 Internal Salesperson (Aus) (A)  
 451612 International Travel Consultant (S)  
 141111 Internet Cafe Manager (S)  
 135199 Internet Service Provider (N)  
 272412 Interpreter  
 561511 Interviewer (A)  
 591115 Inventory Clerk (S)  
 712916 Inverform Machine Operator (S)  
 551111 Investment Accounting Clerk (S)  
 222199 Investment Broker (N)  
 222299 Investment Dealer (N)  
 451511 Iridologist (S)  
 839313 Iron Pellet Tester (S)  
 811513 Ironer or Presser  
 841999 Irrigationist (N)

## J

899111 Janitor (S)  
 211214 Jazz Singer (S)  
 399411 Jeweller  
 232313 Jewellery Designer  
 323412 Jigmaker (Metal) (S)  
 394213 Jigmaker (Wood) (S)  
 452413 Jockey  
 331213 Joiner  
 839413 Joinery Factory Worker (S)  
 331213 Joinery Machinist (S)  
 331213 Joinery Patternmaker (S)  
 331213 Joinery Setter-out (S)

212499 Journalists and Other Writers nec  
 271211 Judge  
 271299 Judicial and Other Legal Professionals nec  
 271299 Judicial Registrar (Aus) (N)  
 712211 Jumbo Operator (S)  
 411716 Juvenile Justice Officer (S)

## K

241112 Kaiako Kōhanga Reo (Māori Language Nest Teacher)  
 241211 Kaiako Kura Kaupapa Māori (Māori-medium Primary School Teacher)  
 411512 Kaiāwhina (Hauora) (Māori Health Assistant)  
 422113 Kaiāwhina Kōhanga Reo (Māori Language Nest Assistant)  
 422114 Kaiāwhina Kura Kaupapa Māori (Māori-medium School Assistant)  
 399999 Kayak Maker (N)  
 841999 Kelp or Seagrass Gatherer (N)  
 361199 Kennel Hand (N)  
 561199 Keno Terminal Operator (N)  
 839913 Kiln Labourer (S)  
 712311 Kiln Operator (Metals) (S)  
 422115 Kindergarten Assistant (S)  
 241111 Kindergarten Teacher (A)  
 451511 Kinesiologist (S)  
 851311 Kitchen Steward (A)  
 851311 Kitchenhand  
 711713 Knitting Machine Operator  
 224999 Knowledge Manager (N)

## L

392311 Label Printing Machinist (S)  
 832112 Labelling Machine Operator (S)  
 139913 Laboratory Manager  
 224311 Labour Market Economist (S)  
 899999 Labourers nec  
 821913 Lagger  
 711514 Lamination Machine Operator (S)  
 263112 LAN Administrator (S)  
 234313 Land Degradation Analyst (S)  
 224511 Land Economist  
 232611 Land Planner (S)  
 234311 Landcare Facilitator (S)  
 234111 Landcare Officer (S)  
 232112 Landscape Architect  
 362213 Landscape Gardener  
 211311 Landscape Photographer (S)  
 399411 Lapidary (S)  
 253515 Laryngologist (S)  
 839212 Latex Foam Worker (S)  
 149999 Laundrette Owner (N)  
 811511 Laundry Worker (General)  
 841299 Lavender Farm Worker (N)  
 599214 Law Clerk  
 271299 Law Researcher (N)  
 841411 Lawn Mower (S)  
 321214 Lawnmower Mechanic (S)  
 591114 Lay-by Clerk (Aus) (S)



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# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

711114	Marble Cutter (S)	134299	Medical Corps Officer (Army) (N)
831199	Margarine Maker (N)	251211	Medical Diagnostic Radiographer
149999	Marina Manager (N)	233913	Medical Engineer (S)
234516	Marine Biologist	393114	Medical Grade Shoemaker (S)
231299	Marine Certification and Surveillance Manager (N)	253916	Medical Imaging Specialist (S)
233916	Marine Designer (NZ)	251211	Medical Imaging Technologist (A)
712911	Marine Engine Driver (S)	253112	Medical Intern (S)
231212	Marine Engineer (A)	234611	Medical Laboratory Scientist
231215	Marine Engineer Surveyor (A)	311213	Medical Laboratory Technical Officer (A)
234411	Marine Geologist (S)	311213	Medical Laboratory Technician
231299	Marine Safety Officer (N)	134211	Medical Manager (A)
441111	Marine Specialist (Army) (S)	253111	Medical Officer (Navy) (S)
451799	Marine Steward (N)	234914	Medical Physicist (S)
321211	Marine Technician (Navy) (S)	512211	Medical Practice Manager (S)
231299	Marine Transport Professionals nec	253999	Medical Practitioners nec
841214	Market Garden Worker (NZ)	253411	Medical Psychotherapist (S)
121212	Market Gardener (Flowers) (Aus) (S)	251212	Medical Radiation Therapist
121213	Market Gardener (Fruit) (Aus) (S)	542114	Medical Receptionist
121221	Market Gardener (NZ)	599911	Medical Record Clerk (S)
121221	Market Gardener (Vegetables) (Aus) (S)	224213	Medical Records Administrator (A)
225112	Market Research Analyst	225412	Medical Representative (S)
561511	Market Research Interviewer (S)	234611	Medical Scientific Officer (A)
131112	Market Research Manager (S)	134211	Medical Superintendent (NZ)
621713	Market Stall Vendor (S)	311299	Medical Technicians nec
225113	Marketing Consultant (A)	111312	Member of Parliament
225113	Marketing Coordinator (A)	111312	Member of the Legislative Assembly (Aus) (S)
225113	Marketing Officer (A)	111312	Member of the Legislative Council (Aus) (S)
225113	Marketing Specialist	254416	Mental Retardation Nurse (A)
411611	Massage Therapist	599311	Mercantile Agent (Aus) (A)
231211	Master Fisher	639211	Merchandise Planner (S)
233112	Materials Engineer	639112	Merchandiser (A)
621911	Materials Recycler	141111	Mess Supervisor (S)
224112	Mathematician	322114	Metal Casting Trades Worker
393311	Mattress Maker (S)	839111	Metal Engineering Process Worker
111311	Mayor (S)	322311	Metal Fabricator
732111	Meals on Wheels Driver (S)	322311	Metal Fabricator-Welder (S)
831211	Meat Boner and Slicer	323299	Metal Fitters and Machinists nec
839312	Meat Grader (S)	839111	Metal Forger's Assistant (S)
311312	Meat Inspector	323214	Metal Machine Setter (S)
832114	Meat Packer	323214	Metal Machinist (First Class)
831311	Meat Process Worker	322114	Metal Moulder (S)
831211	Meat Trimmer (S)	839111	Metal Moulder's Assistant (S)
323211	Mechanic (Diesel and Heavy Earthmoving Equipment) (S)	322115	Metal Polisher
733115	Mechanic Recovery (Army) (S)	839311	Metal Products Viewer (S)
233512	Mechanical Engineer	712311	Metal Rolling Mill Operator (S)
312511	Mechanical Engineering Draftsperson	322211	Metal Spinner (S)
231212	Mechanical Engineering Officer (Navy) (S)	322311	Metal Template Maker (S)
312512	Mechanical Engineering Technician	323214	Metal Turner (S)
312512	Mechanical Laboratory Technician (S)	234912	Metallographer (S)
899916	Mechanic's Assistant	312912	Metallurgical or Materials Technician
233999	Mechatronics Engineer (N)	234912	Metallurgist
222111	Media Buyer (S)	312912	Metallurgy Laboratory Technician (S)
225311	Media Liaison Officer (S)	311412	Meteorological Observer (S)
561999	Media Monitor (Aus) (N)	234913	Meteorologist
212112	Media Producer (excluding Video)	561912	Meter Reader
134211	Medical Administrator (Aus)	234517	Microbiologist
411411	Medical Assistant (Defence) (S)	399999	Micrographic Technician (N)

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# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

251912 Orthotist or Prosthetist  
 252112 Osteopath  
 841599 Ostrich Farm Worker (N)  
 121399 Ostrich Farmer (N)  
 639911 Other Sales Support Worker  
 452317 Other Sports Coach or Instructor  
 452323 Other Sports Official  
 253515 Otologist (S)  
 253515 Otorhinolaryngologist  
 421114 Out of School Hours Care Worker  
 321214 Outboard Motor Mechanic (S)  
 452299 Outdoor Adventure Guides nec  
 452215 Outdoor Adventure Instructor  
 452215 Outdoor Adventure Leader (A)  
 452215 Outdoor Education Teacher (S)  
 452215 Outdoor Pursuits Instructor (S)  
 731199 Oversize Load Pilot Escort (N)  
 121111 Oyster Farmer (S)  
 831313 Oyster Opener (S)

## P

832199 Packers nec  
 252511 Paediatric Physiotherapist (S)  
 253516 Paediatric Surgeon  
 253321 Paediatric Thoracic Physician (S)  
 253321 Paediatrician  
 252311 Paedodontist (S)  
 253211 Pain Management Specialist (S)  
 839912 Paint Factory Worker (S)  
 399211 Paint Maker (S)  
 711911 Paint Tinter (S)  
 211411 Painter (Artistic) (A)  
 211411 Painter (Visual Arts)  
 332211 Painting Trades Worker  
 234411 Palaeontologist (S)  
 712912 Palletiser Operator (S)  
 253399 Palliative Medicine Specialist (N)  
 394213 Panel Saw Operator (S)  
 324111 Panelbeater  
 851311 Pantry Attendant (S)  
 712916 Paper and Pulp Mill Operator  
 839411 Paper and Pulp Mill Worker  
 711311 Paper Bag Making Machinist (S)  
 392111 Paper Guillotine Operator (Bookbinding) (S)  
 712916 Paper Machine Operator (A)  
 712916 Paper Maker (A)  
 711311 Paper Products Machine Operator  
 712916 Paper Rewinder Operator (S)  
 712916 Paperboard Machine Operator (S)  
 332211 Paperhanger (S)  
 399999 Parachute Rigger (N)  
 452215 Paragliding Instructor (S)  
 411111 Paramedic (Aus) (A)  
 423312 Paramedical Aide (S)  
 234599 Parasitologist (N)  
 561211 Parcel Contractor (S)  
 561412 Parcel Post Officer (S)  
 234314 Park Ranger  
 561913 Parking Inspector  
 111312 Parliamentarian (A)  
 224211 Parliamentary Archivist (S)  
 271299 Parliamentary Counsel (N)  
 224611 Parliamentary Librarian (S)  
 272499 Parole Board Member (N)  
 411714 Parole or Probation Officer  
 332111 Parquetry Layer (S)  
 839413 Particleboard Factory Worker (S)  
 621712 Party Plan Salesperson (S)  
 731213 Passenger Coach Driver  
 831114 Pasteuriser Operator (S)  
 351112 Pastrycook  
 851211 Pastrycook's Assistant  
 271299 Patent Attorney (N)  
 224914 Patents Examiner  
 253915 Pathologist  
 423311 Patient Services Assistant (A)  
 411111 Patient Transport Officer (Aus) (S)  
 393212 Pattern Grader (Clothing) (S)  
 393212 Patternmaker-Grader (S)  
 821511 Paving and Surfacing Labourer  
 721913 Paving Plant Operator  
 551311 Pay Clerk (A)  
 551311 Payroll Clerk  
 551311 Payroll Officer (A)  
 399911 Pearl Diver (S)  
 399999 Pearl Technician (N)  
 711512 Pelletising Extruder Operator (S)  
 561112 Penciller (A)  
 211199 Performance Artist (N)  
 399599 Performing Arts Road Manager (N)  
 399599 Performing Arts Technicians nec  
 311299 Perfusionist (N)  
 252311 Periodontist (S)  
 521111 Personal Assistant  
 423313 Personal Care Assistant  
 423111 Personal Care Worker (A)  
 423111 Personal Carer (A)  
 451899 Personal Service Workers nec  
 639911 Personal Shopper (S)  
 132311 Personnel and Employee Relations Manager (A)  
 223111 Personnel Officer (A)  
 599411 Personnel Records Clerk (A)  
 841912 Pest or Weed Controller  
 361113 Pet Groomer  
 733114 Petrol Tanker Driver (S)  
 399212 Petroleum and Gas Refining and Pumping Operator (A)  
 399212 Petroleum Blending Plant Operator (S)  
 233612 Petroleum Engineer  
 311411 Petroleum Laboratory Technician (S)  
 312912 Petroleum Products Laboratory Technician (S)  
 312912 Petroleum Refinery Laboratory Technician (S)  
 399212 Petroleum Terminal Plant Operator (S)  
 233612 Petrophysical Engineer (S)  
 251511 Pharmaceutical Officer (Army) (S)

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

399211	Pharmaceutical Plant Operator (S)	821114	Plumber's Assistant
234599	Pharmacologist (Non-clinical) (N)	312211	Plumbing Engineering Draftsperson (S)
621411	Pharmacy Sales Assistant	312115	Plumbing Inspector
311215	Pharmacy Technician	711312	Plywood and Veneer Repairer (S)
232212	Photogrammetric Surveyor (S)	839413	Plywood Factory Worker (S)
312116	Photogrammetrist (S)	252611	Podiatric Surgeon (S)
211311	Photographer	252611	Podiatrist
399915	Photographer's Assistant	212211	Poet (S)
211311	Photographic Artist (S)	899711	Poker Machine Attendant (S)
711411	Photographic Developer and Printer	224912	Police Liaison Officer (S)
711411	Photographic Enlarger Operator (S)	441312	Police Officer
452111	Physical Fitness Trainer (S)	224412	Policy Adviser (A)
234412	Physical Oceanographer (S)	224412	Policy Analyst
252511	Physical Therapist (A)	132411	Policy and Planning Manager
234914	Physicist	132411	Policy Development Manager (S)
311499	Physics Technical Officer (N)	272499	Political Scientist (N)
252511	Physiotherapist	452313	Polo Coach (S)
423314	Physiotherapist's Assistant (S)	234999	Polymer Scientist (N)
512211	Physiotherapy Practice Manager (S)	134499	Polytechnic Registrar (NZ) (N)
211213	Pianist (S)	242211	Polytechnic Teacher (NZ)
733113	Piano Removalist (S)	211214	Pop Singer (S)
399515	Piano Tuner (S)	711111	Porcelain Turner (S)
394212	Picture Framer	712111	Portainer Operator (S)
212412	Pictures Editor (S)	222312	Portfolio Manager (A)
121318	Pig Breeder (S)	211311	Portrait Photographer (S)
121318	Pig Farm Manager (A)	142115	Post Office Manager
121318	Pig Farmer	561212	Postal Delivery Officer
841599	Piggery Worker (N)	561412	Postal Sorting Officer
712111	Pile Driver (S)	561212	Postie (A)
399211	Pilot Plant Operator (S)	211412	Potter or Ceramic Artist
312512	Pipe Testing Technician (S)	241212	Pouako Kura Kaupapa Māori (Māori-medium Primary School Senior Teacher)
821914	Pit Crew Support Worker (S)	831312	Poultry Boner (S)
441311	Plain Clothes Police Officer (A)	121321	Poultry Farm Manager (A)
224512	Plant and Machinery Valuer (S)	841514	Poultry Farm Worker
133512	Plant Manager (Manufacturing) (Aus) (S)	121321	Poultry Farmer
323211	Plant Mechanic (S)	831312	Poultry Process Worker
234515	Plant Morphologist (S)	831312	Poultry Slaughterer (S)
234515	Plant Pathologist (S)	311111	Poultry Technical Officer (S)
234515	Plant Physiologist (S)	711211	Powder Coater (S)
362411	Plant Propagator (S)	711512	Powder Hand (Plastics) (S)
234515	Plant Taxonomist (S)	712213	Powder Monkey (Aus) (A)
711199	Plaster Caster (N)	399213	Power Generation Plant Operator
711199	Plaster Machine Operator (N)	399213	Power Generation Turbine Room Operator (S)
253517	Plastic and Reconstructive Surgeon	712211	Power Tong Operator (S)
711511	Plastic Cabling Machine Operator	512299	Practice Managers nec
711512	Plastic Compounding and Reclamation Machine Operator	254421	Practice Nurse (A)
323412	Plastic Mould Maker (S)	899212	Prawn Trawler Hand (S)
711514	Plastic Production Machine Setter (S)	323314	Precision Instrument Maker and Repairer
711599	Plastics and Rubber Production Machine Operators nec	272499	Prehistorian (N)
711513	Plastics Fabricator or Welder	111312	Premier (Aus) (S)
839211	Plastics Factory Worker	712914	Premix Concrete Batchers (S)
399916	Plastics Fitter (A)	249111	Preschool Adviser (S)
839211	Plastics Process Hand (A)	422115	Preschool Aide
711514	Plastics Production Machine Operator (General)	241111	Preschool Director (S)
399916	Plastics Technician	225311	Press Officer (S)
212211	Playwright (S)	323412	Press-tool Maker (S)
334111	Plumber (General)		

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

312912 Pressure Testing Technician (S)  
 322312 Pressure Welder  
 711999 Pressurised Container Filler (N)  
 272211 Priest (S)  
 254421 Primary Health Care Nurse (NZ) (A)  
 134213 Primary Health Organisation Manager  
 311399 Primary Products Inspectors nec  
 134311 Primary School Principal (S)  
 241213 Primary School Teacher  
 241213 Primary School Teacher-Librarian (S)  
 111312 Prime Minister (S)  
 392111 Print Finisher (A)  
 212413 Print Journalist  
 312412 Printed Circuit Board Designer (S)  
 899511 Printer's Assistant  
 899512 Printing Bindery Assistant (A)  
 323299 Printing Engineer (N)  
 392311 Printing Machinist  
 899512 Printing Table Hand (A)  
 899512 Printing Table Worker  
 442111 Prison Officer  
 442214 Private Inquiry Agent (A)  
 442214 Private Investigator  
 249299 Private Tutors and Teachers nec  
 224712 Procedures Analyst (A)  
 312412 Process Control Technician (S)  
 233511 Process Engineer (Industrial) (S)  
 233611 Process Engineer (Mining) (S)  
 591113 Procurement Clerk (A)  
 832211 Product Assembler  
 233999 Product Design Engineer (N)  
 232312 Product Designer (A)  
 839311 Product Examiner  
 839312 Product Grader  
 225113 Product Manager (S)  
 839313 Product Tester  
 599912 Production Assistant (Film, Television, Radio or Stage)  
 591112 Production Clerk  
 212311 Production Designer (A)  
 133511 Production Manager (Forestry)  
 133512 Production Manager (Manufacturing)  
 133513 Production Manager (Mining)  
 233513 Production or Plant Engineer  
 591112 Production Recorder (A)  
 133112 Professional Builder (A)  
 212315 Program Director (Television or Radio)  
 511112 Program or Project Administrator  
 261311 Programmer Analyst (A)  
 133112 Project Builder  
 511112 Project Coordinator (A)  
 134499 Project Coordinator (Education) (N)  
 225311 Promotions Officer (S)  
 599913 Proof Reader  
 331212 Prop and Scenery Maker (S)  
 224511 Property Economist (A)  
 612112 Property Manager  
 612115 Property Portfolio Officer (S)

431999 Property Steward (N)  
 224512 Property Valuer (S)  
 252311 Prosthodontist (S)  
 451813 Prostitute (A)  
 234513 Protein Chemist (S)  
 254422 Psychiatric Nurse (A)  
 253411 Psychiatrist  
 599411 Psychological Examiner (Army) (S)  
 272399 Psychologists nec  
 254422 Psychopaedic Nurse (NZ) (S)  
 272314 Psychotherapist  
 131111 Public Affairs Manager (S)  
 225311 Public Affairs Officer (S)  
 253999 Public Health Physician (N)  
 132411 Public Policy Manager (A)  
 225311 Public Relations Consultant (S)  
 225311 Public Relations Officer (S)  
 225311 Public Relations Professional  
 211199 Public Speaker (N)  
 141311 Publican (A)  
 232411 Publication Designer (S)  
 253324 Pulmonary Specialist (S)  
 839411 Pulp, Paper Making and Paper Products Labourer (A)  
 211113 Puppeteer (S)  
 591113 Purchasing Officer  
 899212 Purse Seining Hand (S)  
 234912 Pyrometallurgical Engineer (S)  
 399999 Pyrotechnician (N)

## Q

263211 Quality Analyst (ICT) (A)  
 839311 Quality Assurance Assessor (A)  
 139914 Quality Assurance Manager  
 224712 Quality Auditor (S)  
 139914 Quality Certification Manager (NZ) (S)  
 839311 Quality Control Assessor (A)  
 139914 Quality Facilitator (A)  
 263211 Quality Manager (ICT) (A)  
 263211 Quality Specialist (ICT) (A)  
 233213 Quantity Surveyor  
 311313 Quarantine Inspector (A)  
 311313 Quarantine Officer  
 133513 Quarry Manager (S)  
 271111 Queen's Counsel (S)

## R

272211 Rabbi (S)  
 452318 Race Steward (A)  
 899999 Racecourse Barrier Attendant (N)  
 452499 Racing Driver (N)  
 253916 Radiation Oncologist (S)  
 899414 Radiator Fitter  
 212113 Radio Announcer (A)  
 599914 Radio Despatcher  
 212414 Radio Journalist  
 212113 Radio Presenter

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

212414	Radio Reporter (A)	254423	Registered Nurse (Anaesthetic) (S)
313211	Radiocommunications Technician	254422	Registered Nurse (Child and Adolescence Mental Health) (S)
234912	Radiological Metallurgist (S)	254413	Registered Nurse (Child and Family Health)
253916	Radiologist	254414	Registered Nurse (Community Health)
731311	Rail Car Driver (S)	254415	Registered Nurse (Critical Care and Emergency)
821611	Railway Fetter (A)	254416	Registered Nurse (Developmental Disability)
442217	Railway Patrol Officer (S)	254417	Registered Nurse (Disability and Rehabilitation)
712917	Railway Shunter (S)	254422	Registered Nurse (Drug and Alcohol) (S)
341111	Railway Signal Electrician (S)	254415	Registered Nurse (Emergency/Trauma) (S)
712917	Railway Signal Operator	254412	Registered Nurse (Gerontology) (S)
233311	Railway Signalling Engineer (S)	254414	Registered Nurse (Health Education and Promotion) (S)
451799	Railway Sleeping Car Conductor (N)	254415	Registered Nurse (High Dependency) (S)
149412	Railway Station Manager	254499	Registered Nurse (Infection Control) (N)
451799	Railway Steward (N)	254421	Registered Nurse (Medical Practice)
712917	Railway Switching and Signalling Operator (A)	254418	Registered Nurse (Medical)
721914	Railway Track Plant Operator	254422	Registered Nurse (Mental Health)
821611	Railway Track Worker	254415	Registered Nurse (Neonatal Intensive Care) (S)
342211	Railway Traction Line Worker (S)	254423	Registered Nurse (Operating Room) (S)
712917	Railway Yard Assistant (S)	254415	Registered Nurse (Paediatric Intensive Care) (S)
899917	Railways Assistant	254499	Registered Nurse (Paediatrics) (N)
712211	Raise Drill Operator (S)	254423	Registered Nurse (Perioperative)
721911	Ramp Agent (S)	254422	Registered Nurse (Psychiatric Rehabilitation) (S)
272199	Rape Crisis Counsellor (N)	254422	Registered Nurse (Psychogeriatric Care) (S)
721311	Reach Truck Operator (S)	254414	Registered Nurse (Public Health) (S)
612113	Real Estate Agency Licensee (NZ)	254423	Registered Nurse (Recovery) (S)
612113	Real Estate Agency Principal (Aus)	254417	Registered Nurse (Rehabilitation) (S)
612114	Real Estate Agent	254499	Registered Nurse (Remote or Rural Area) (N)
612115	Real Estate Representative	254414	Registered Nurse (School Nurse) (S)
612115	Real Estate Salesperson (A)	254424	Registered Nurse (Surgical)
612115	Real Estate Subagent (A)	254499	Registered Nurses nec
224512	Real Estate Valuer (S)	272114	Rehabilitation Counsellor
532112	Realtime Reporter (S)	253399	Rehabilitation Medicine Physician (Aus) (N)
111212	Rear Admiral (Navy) (S)	711515	Reinforced Plastic and Composite Production Worker
141999	Reception Centre Manager (N)	131111	Relationship Manager (S)
542111	Receptionist (General)	312311	Relays Draftsperson (S)
561311	Records Clerk (A)	411611	Remedial Masseuse (S)
224214	Records Manager	241511	Remedial Teacher (S)
272612	Recreation Adviser (A)	711999	Remotely Operated Vehicle (ROV) Pilot (N)
272612	Recreation Coordinator (NZ)	253322	Renal Medicine Physician (A)
272612	Recreation Officer (Aus)	253322	Renal Medicine Specialist
411311	Recreational Therapist (A)	311299	Renal Technician (N)
223112	Recruitment Consultant	731199	Rental Car Ferry Driver (N)
899611	Recycling or Rubbish Collector	621912	Rental Clerk (A)
451899	Red Cross Aide (N)	621912	Rental Salesperson
392311	Reel Fed Printer (S)	599311	Repossession Agent (S)
452322	Referee (A)	253913	Reproductive Endocrinologist (S)
224611	Reference Librarian (S)	399516	Re-recording Mixer (S)
399212	Refinery Pipeline Operator (S)	711312	Resawyer (S)
451511	Reflexologist (S)	132511	Research and Development Manager
331111	Refractory Bricklayer (S)	224412	Research and Evaluation Analyst (NZ) (S)
712911	Refrigeration Plant Operator (S)	639411	Reservations Clerk (S)
423413	Refuge Worker	253112	Resident Medical Officer
134412	Regional Education Manager	411715	Residential Care Officer
451412	Regional Guide (S)	423411	Residential Care Worker (A)
254111	Registered Midwife (A)	232511	Residential Interior Designer (S)
254415	Registered Nurse (Acute Care) (S)	711515	Resin Transfer Moulding Machine Operator (S)
254412	Registered Nurse (Aged Care)	141311	Resort Manager (S)



# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

232611 Resource Management Planner (NZ) (S)  
 253324 Respiratory Medicine Physician (A)  
 253324 Respiratory Physician (S)  
 141111 Restaurateur (A)  
 639211 Retail Buyer  
 232511 Retail Interior Designer (S)  
 442215 Retail Loss Prevention Officer  
 142111 Retail Manager (General)  
 251513 Retail Pharmacist  
 621111 Retail Sales Assistant (A)  
 142111 Retail Store Manager (A)  
 621511 Retail Supervisor  
 141999 Retirement Village Manager (N)  
 331111 Retort Setter (Bricklaying) (S)  
 253323 Rheumatologist  
 253515 Rhinologist (S)  
 452312 Rhythmic Gymnastics Coach (S)  
 441111 Rifleman (Army) (S)  
 712211 Rig Manager (S)  
 399111 Rigger (Boat) (S)  
 399411 Ring Maker (S)  
 711312 Ripsaw Operator (S)  
 312211 Road Design Draftsperson (S)  
 899999 Road Maintenance Traffic Controller (N)  
 721912 Road Marker (S)  
 721915 Road Roller Operator  
 733111 Road Train Driver (S)  
 233215 Roading Engineer (NZ) (S)  
 452215 Rock Climbing Instructor (S)  
 712211 Rock Drill Operator (S)  
 211214 Rock Singer (S)  
 333311 Roof Fixer (S)  
 334115 Roof Plumber  
 333311 Roof Shingler (S)  
 333311 Roof Slater (S)  
 333311 Roof Tiler  
 711799 Rope Making Machine Operator (N)  
 599411 Roster Clerk (S)  
 721111 Rotary Hoe Operator (S)  
 711599 Rotational Moulding Operator (Plastics) (N)  
 821912 Roughneck (S)  
 821912 Roustabout (Oil and Gas) (A)  
 711516 Rubber Belt Splicer (S)  
 711516 Rubber Compounder (S)  
 711516 Rubber Extrusion Machine Operator (S)  
 839212 Rubber Factory Worker  
 711516 Rubber Knitting and Reinforcing Machine Operator (S)  
 711516 Rubber Moulding Machine Operator (S)  
 839212 Rubber Process Hand (A)  
 711516 Rubber Production Machine Operator  
 711516 Rubber Roller Grinder Operator (S)  
 452411 Rugby League Footballer (S)  
 452411 Rugby Union Footballer (S)  
 561211 Rural Mail Contractor (S)  
 711211 Rust Puffer (S)

## S

393112 Saddler (S)  
 323313 Safemaker (S)  
 312611 Safety Inspector  
 393113 Sail Maker  
 131112 Sales and Marketing Manager  
 621111 Sales Assistant (General)  
 621999 Sales Assistants and Salespersons nec  
 591114 Sales Clerk  
 639112 Sales Demonstrator  
 621511 Sales Department Supervisor (A)  
 225113 Sales Promotion Officer (S)  
 611312 Sales Representative (Advertising) (S)  
 611311 Sales Representative (Building and Plumbing Supplies)  
 611312 Sales Representative (Business Services)  
 225499 Sales Representative (Educational Products and Services) (N)  
 225411 Sales Representative (Industrial Products)  
 611399 Sales Representative (Jewellery and Watches) (N)  
 225412 Sales Representative (Medical and Pharmaceutical Products)  
 611313 Sales Representative (Motor Vehicle Parts and Accessories)  
 611399 Sales Representative (Musical Goods) (N)  
 611314 Sales Representative (Personal and Household Goods)  
 611399 Sales Representative (Photographic Equipment and Supplies) (N)  
 611312 Sales Representative (Printing) (S)  
 611399 Sales Representatives nec  
 272211 Salvation Army Officer (S)  
 711712 Sammying Machine Operator (S)  
 711913 Sand Blaster  
 851311 Sandwich Hand (S)  
 334111 Sanitary Plumber (S)  
 312115 Sanitary Plumbing and Water Supply Inspector (S)  
 399911 Saturation Diver (S)  
 323315 Saw Maker and Repairer  
 323315 Saw Sharpener (S)  
 711312 Sawmill Moulder Operator (S)  
 839412 Sawmill or Timber Yard Worker  
 821712 Scaffolder  
 323314 Scalemaker (S)  
 591112 Schedule Clerk (A)  
 731211 School Bus Driver (S)  
 451899 School Bus Warden (N)  
 811211 School Cleaner (S)  
 272115 School Counsellor (A)  
 249112 School Inspector (S)  
 311414 School Laboratory Technician  
 134311 School Principal  
 422116 School Services Officer (S)  
 134412 Schools Director (S)  
 311499 Science Technicians nec  
 399911 Scientific Diver (S)  
 323314 Scientific Instrument Maker and Repairer (S)  
 621911 Scrap Materials Buyer (A)  
 721213 Scraper Operator (Earthmoving) (S)  
 392112 Screen Printer  
 392112 Screen Printing Stencil Preparer (S)

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

212211	Screenwriter (S)	121322	Sheep Farmer
552313	Scrip Clerk (Stockbroking) (A)	392311	Sheet Fed Printer (S)
212212	Script Coordinator (S)	322211	Sheetmetal Patternmaker (S)
212211	Script Writer (S)	322211	Sheetmetal Trades Worker
452311	Scuba Instructor (S)	712311	Sheetmetal Worker (Second Class) (S)
211413	Sculptor	891211	Shelf Filler
452299	Sea Kayaking Guide (N)	839999	Sheltered Workshop Worker (N)
899211	Seafarer (A)	599212	Sheriff's Officer (Aus) (S)
121111	Seafood Farmer (A)	411611	Shiatsu Therapist (S)
832115	Seafood Packer	312999	Shipbuilding Draftsperson (N)
831313	Seafood Process Worker	591211	Shipping and Receiving Clerk (S)
231214	Seaman Officer (Navy) (S)	231213	Ship's Captain (A)
441312	Search and Rescue Officer (S)	399112	Ship's Carpenter (S)
351311	Second Chef (S)	231212	Ship's Engineer
134311	Secondary School Principal (S)	231213	Ship's Master
241411	Secondary School Teacher	231214	Ship's Officer
241411	Secondary School Teacher-Librarian (S)	231213	Ship's Pilot (S)
521211	Secretary (General)	231299	Ship's Purser (N)
111111	Secretary (Government Department) (Aus) (S)	231215	Ship's Surveyor
552313	Securities Clerk (A)	399112	Shipwright
222211	Securities Dealer (S)	393114	Shoe Repairer (S)
262112	Security Administrator (A)	393114	Shoemaker
442216	Security Consultant	711711	Shoemaking Cutter (S)
821412	Security Door Installer (S)	711711	Shoemaking Finisher (S)
442217	Security Guard (A)	841911	Shooter (A)
442217	Security Officer	142111	Shop Manager (A)
442299	Security Officers and Guards nec	331211	Shopfitter (S)
441111	Security Police (Air Force) (S)	149913	Shopping Centre Manager (S)
139111	Security Police Officer (Air Force) (Aus) (S)	851111	Short Order Cook (S)
841999	Seed Collector (N)	712213	Shot Firer
821915	Seismic Survey Assistant (S)	452313	Show Jumping Instructor (S)
712213	Seismograph Shooter (S)	821412	Shower Screen Installer (S)
234412	Seismologist (S)	711512	Shredder/Granulator Operator (S)
311412	Seismology Technical Officer (S)	312911	Shutdown Coordinator (A)
111312	Senator (Aus) (S)	312911	Shutdown Planner (A)
271111	Senior Counsel (Aus) (S)	711999	Sideshow Ride Operator (N)
139211	Senior Non-commissioned Defence Force Member	899918	Sign Erector
134212	Senior Nurse Manager (A)	399611	Sign Manufacturer (S)
334113	Septic Tank Installer (S)	441111	Signal Operator Linguist (Air Force) (S)
149212	Service Manager (A)	441111	Signal Operator Technical (Air Force) (S)
621611	Service Station Attendant	233311	Signalling and Communications Engineer (S)
631111	Service Station Console Operator (S)	263311	Signals Corps Officer (Army) (Aus) (S)
599111	Settlement Agent (A)	263311	Signals Officer (Army) (NZ) (S)
312211	Sewage Reticulation Drafting Officer (S)	399611	Signwriter
323215	Sewing Machine Mechanic (S)	711411	Silver Recovery Operator (Aus) (S)
711611	Sewing Machinist	431511	Silver Service Waiter (S)
451813	Sex Worker or Escort	399411	Silversmith (S)
253399	Sexual Health Physician (N)	234113	Silviculturist (S)
121313	Share Dairy Farmer (Aus) (S)	211214	Singer
222213	Sharebroker (A)	249214	Singing Teacher (Private Tuition) (S)
121313	Sharemilker (NZ) (S)	452214	Ski Guide (S)
361211	Shearer	721112	Skidder Operator (S)
841517	Shearing Shed Hand (A)	452314	Skiing Instructor (S)
841517	Shearing Shed Worker (A)	224712	Skills Auditor (S)
121411	Sheep and Wheat Farmer (S)	831212	Slaughterer
121322	Sheep Farm Manager (A)	253399	Sleep Medicine Specialist (N)
841515	Sheep Farm Worker	311299	Sleep Technician (N)

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

841312	Sleeper Cutter (S)	411611	Sports Medicine Masseur (S)
711411	Slide Developer (S)	211311	Sports Photographer (S)
821911	Slinger (S)	253999	Sports Physician (N)
711111	Slip Caster (S)	252511	Sports Physiotherapist (S)
321214	Small Engine Mechanic	234999	Sports Scientist (N)
392312	Small Offset Printer	452317	Sports Trainer (S)
142111	Snack Bar Manager (S)	452322	Sports Umpire
452311	Snorkelling Instructor (S)	452499	Sportspersons nec
721999	Snow Groomer (N)	322111	Spring Maker (S)
712999	Snow Maker (N)	149113	Squash Centre Manager (S)
452314	Snowboarding Instructor (S)	841516	Stablehand
452314	Snowsport Instructor	149113	Stadium Manager (S)
452411	Soccer Player (S)	254211	Staff Development Nurse (A)
272499	Social Professionals nec	212316	Stage Manager
599515	Social Security Assessor	212112	Stage Producer (S)
272511	Social Worker	899999	Stagehand (N)
272499	Sociologist (N)	712999	Stationary Plant Operators nec
261399	Software and Applications Programmers nec	552314	Statistical Clerk
261313	Software Architect (A)	224113	Statistician
261313	Software Designer (A)	731311	Steam Train Driver (S)
261312	Software Developer (S)	821713	Steel Fixer
261313	Software Engineer	452413	Steeplechase Jockey (S)
261312	Software Programmer (S)	532112	Stenocaptioner (S)
261399	Software Tester (N)	711914	Sterilisation Technician
223211	Software Trainer (S)	891113	Stevedore (A)
841313	Softwood Faller (S)	141111	Steward (Navy) (S)
311412	Soil Science Technical Officer (S)	611112	Stock and Station Agent
234399	Soil Scientist (N)	591115	Stock Clerk
271311	Solicitor	591115	Stock Control Clerk (A)
333212	Solid Plasterer	222213	Stockbroker (A)
431511	Sommelier (S)	222213	Stockbroking Dealer
211211	Songwriter (S)	831116	Stockfeed Miller (S)
251214	Sonographer	621999	Stockyard Salesperson (N)
399516	Sound Editor (S)	711114	Stone Polisher (S)
399516	Sound Effects Person (S)	711114	Stone Processing Machine Operator
399516	Sound Mixer (S)	711114	Stone Sawyer (S)
399516	Sound Recordist (S)	331112	Stonemason
399516	Sound Technician	712211	Stope Miner (S)
351311	Sous Chef (S)	741111	Storeperson
121214	Soybean Grower (Aus) (S)	741111	Stores Assistant (A)
399111	Sparmaker (S)	591115	Stores Clerk (A)
322313	Special Class Welder (S)	741111	Stores Despatch Hand (S)
241599	Special Education Teachers nec	741111	Stores Naval (Navy) (S)
399599	Special Effects Person (N)	721999	Straddle Carrier Operator (N)
224611	Special Librarian (S)	132411	Strategic Planning Manager (S)
224611	Special Needs Librarian (S)	599521	Stream Control Officer (S)
241511	Special Needs Teacher	621713	Street Vendor
139111	Special Service Officer (Army) (Aus) (S)	721916	Streetsweeper Operator
139999	Specialist Managers nec	233214	Structural Engineer
253311	Specialist Physician (General Medicine)	312211	Structural Engineering Drafting Officer (S)
252712	Speech Language Therapist (NZ)	821714	Structural Steel Erector
252712	Speech Pathologist (Aus)	322311	Structural Steel Trades Worker (S)
252712	Speech Therapist (A)	121312	Stud Beef Cattle Farmer (S)
272399	Sport Psychologist (N)	121313	Stud Dairy Cattle Farmer (S)
139915	Sports Administrator	121316	Stud Master/Mistress (S)
149113	Sports Centre Manager	121322	Stud Sheep Farmer (S)
452321	Sports Development Officer	272115	Student Counsellor

# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

422116	Student Liaison Officer (S)	221113	Taxation Agent (A)
899999	Studio Hand (N)	221113	Taxation Consultant (A)
831212	Stunner and Shackler (Abattoir) (S)	224311	Taxation Economist (S)
211199	Stunt Performer (N)	599516	Taxation Inspector
212412	Subeditor (S)	731112	Taxi Driver
312311	Substation Design Draftsperson (S)	149999	Taxi Proprietor (N)
121217	Sugar Cane Farm Manager (A)	732111	Taxi Truck Driver (S)
121217	Sugar Cane Grower	399311	Taxidermist (S)
841299	Sugar Cane Planter (Aus) (N)	841299	Tea Plantation Worker (Aus) (N)
311411	Sugar Laboratory Assistant (S)	841299	Tea Tree Farm Worker (N)
831117	Sugar Mill Worker	121299	Tea Tree Farmer (N)
552312	Superannuation Clerk (S)	249311	Teacher of English to Speakers of Other Languages
222312	Superannuation Funds Manager (S)	241511	Teacher of Gifted Students (S)
712916	Supercalender Operator (Papermaking) (S)	241512	Teacher of the Hearing Impaired
133611	Supply and Distribution Manager	241513	Teacher of the Sight Impaired
133611	Supply Chain Manager (S)	422116	Teachers' Aide
591115	Supply Clerk (S)	422116	Teachers' Assistant (S)
133611	Supply Officer (Navy) (S)	342212	Technical Cable Joiner
263212	Support Analyst (A)	212317	Technical Director
263212	Support Architect (A)	232412	Technical Illustrator (S)
271211	Supreme Court Judge (S)	211311	Technical Photographer (S)
452311	Surface Supply Breathing Apparatus (SSBA) Instructor (S)	212317	Technical Producer (A)
399999	Surfboard Maker (N)	225499	Technical Sales Representatives nec
452499	Surfer (N)	212415	Technical Writer
253511	Surgeon (General)	599599	Technician Preventative Medicine (Army) (N)
561511	Survey Interviewer	342414	Technician Telecommunication Systems (Army) (S)
312116	Surveying or Cartographic Technician	399999	Technicians and Trades Workers nec
312116	Surveying Technologist (A)	342412	Telecommunications Cable Joiner
232212	Surveyor	313199	Telecommunications Computer Systems Technician (N)
821915	Surveyor's Assistant	263312	Telecommunications Consultant (A)
452315	Swimming Coach or Instructor	263311	Telecommunications Engineer
811699	Swimming Pool Cleaner (N)	313212	Telecommunications Field Engineer
621999	Swimming Pool Salesperson (N)	342413	Telecommunications Line Mechanic (NZ)
899999	Swimming Pool Serviceperson (N)	342413	Telecommunications Linesworker (Aus)
561611	Switchboard Operator	263312	Telecommunications Network Engineer
262113	Systems Administrator	313213	Telecommunications Network Planner
261112	Systems Analyst	263312	Telecommunications Specialist (A)
261313	Systems Architect (S)	313214	Telecommunications Technical Officer or Technologist
263211	Systems Auditor (ICT) (S)	342414	Telecommunications Technician
262113	Systems Manager (A)	639311	Telemarketer
313112	Systems Support Officer (A)	312412	Telemetry Technician (S)
263213	Systems Tester (A)	561113	Telephone Betting Clerk
		561611	Telephone Operator (A)
		451813	Telephone Sex Worker (S)
		399517	Television Equipment Operator
		212416	Television Journalist
		212114	Television Presenter
		212112	Television Producer (S)
		212416	Television Reporter (A)
		149113	Ten Pin Bowling Centre Manager (S)
		149113	Tennis Centre Manager (S)
		452316	Tennis Coach
		452499	Tennis Player (N)
		263213	Test Analyst (ICT) (A)
		711799	Textile and Footwear Production Machine Operators nec
		211499	Textile Artist (N)
		232312	Textile Designer (S)
<b>T</b>			
711911	Tablet Making Machine Operator (S)		
441312	Tactical Response Group Officer (S)		
242211	TAFE Lecturer (S)		
134499	TAFE Registrar (Aus) (N)		
242211	TAFE Teacher (S)		
839412	Tailer-out (S)		
212113	Talkback Host (S)		
712912	Tank Farm Operator (Petroleum) (S)		
733114	Tanker Driver		
711712	Tanner (S)		
839917	Tannery Worker (S)		
451899	Tattoo Artist (N)		
221113	Taxation Accountant		

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# INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

223113 Union Organiser (S)  
 222312 Unit Trust Manager (S)  
 242112 University Demonstrator (S)  
 242111 University Lecturer  
 134499 University Registrar (N)  
 242112 University Tutor  
 393311 Upholsterer  
 811611 Upholstery Cleaner (S)  
 232611 Urban and Regional Planner  
 253913 Urogynaecologist (S)  
 253518 Urologist  
 263299 Usability Specialist (N)

## V

224512 Valuer  
 732111 Van Driver (A)  
 253521 Vascular Surgeon  
 121221 Vegetable Farm Manager (A)  
 841214 Vegetable Farm Worker (Aus)  
 121221 Vegetable Grower (Aus)  
 841215 Vegetable Picker  
 832211 Vehicle Assembler (S)  
 839311 Vehicle Assembly Inspector (S)  
 324211 Vehicle Body Builder  
 324211 Vehicle Body Maker (A)  
 811111 Vehicle Detailer (A)  
 321211 Vehicle Mechanic (Army) (S)  
 324311 Vehicle Painter  
 324111 Vehicle Refinisher (A)  
 324212 Vehicle Trimmer  
 324212 Vehicle Upholsterer (S)  
 899412 Vehicle Window Tinter (S)  
 899711 Vending Machine Attendant  
 899711 Vending Machine Refiller (A)  
 711312 Veneer Production Machine Operator (S)  
 711999 Venetian Blind Machine Operator (N)  
 211113 Ventriloquist (S)  
 899921 Venue Attendant (A)  
 323214 Vertical Borer (S)  
 234711 Veterinarian  
 361311 Veterinary Assistant (A)  
 361311 Veterinary Nurse  
 234711 Veterinary Parasitologist (S)  
 234711 Veterinary Pathologist (S)  
 512299 Veterinary Practice Manager (N)  
 234711 Veterinary Surgeon (A)  
 111212 Vice Admiral (Navy) (S)  
 399516 Video and Sound Recorder (S)  
 149111 Video Arcade Manager (S)  
 621912 Video Library Assistant (S)  
 212318 Video Producer  
 841216 Vineyard Worker  
 711513 Vinyl Welder and Fabricator (S)  
 211213 Violinist (S)  
 399517 Vision Mixer (S)  
 211499 Visual Arts and Crafts Professionals nec  
 639511 Visual Merchandiser

121215 Viticulturist (S)  
 211214 Vocalist (A)  
 242211 Vocational Education Teacher (Aus)  
 211111 Voice-over Artist (S)

## W

271213 Waitangi Tribunal Member (NZ) (S)  
 431511 Waiter  
 333411 Wall and Floor Tiler  
 393213 Wardrobe Assistant (S)  
 393213 Wardrobe Coordinator (S)  
 423311 Wardsperson (A)  
 591116 Warehouse Administrator  
 741111 Warehouse Assistant (A)  
 741111 Warehouse Storeperson (S)  
 711713 Warp Knitter (S)  
 711715 Warper (S)  
 821914 Wash Plant Attendant (S)  
 712999 Wash Plant Operator (N)  
 621911 Waste Recycler (S)  
 899611 Waste Removalist (A)  
 712921 Waste Water or Water Plant Operator  
 323316 Watch and Clock Maker and Repairer  
 599521 Water Inspector  
 334111 Water Plumber (S)  
 234313 Water Quality Analyst (S)  
 311412 Water Resources Technical Officer (S)  
 733114 Water Tanker Driver (S)  
 891113 Waterside Worker  
 233911 Weapons Aeronautical Engineering Officer (Navy) (S)  
 231212 Weapons Electrical Engineering Officer (Navy) (S)  
 234913 Weather Forecaster (S)  
 711715 Weaving Machine Operator  
 313113 Web Administrator  
 232414 Web Designer  
 261212 Web Developer  
 313113 Web Master (A)  
 261212 Web Programmer (A)  
 212412 Web Site/Blog Editor (S)  
 149311 Wedding Coordinator (S)  
 712922 Weighbridge Operator  
 149999 Weight Loss Centre Manager (N)  
 451512 Weight Loss Consultant  
 599599 Weights and Measures Inspector (N)  
 322313 Welder (First Class) (Aus)  
 322313 Welder (NZ)  
 272613 Welfare Case Worker (A)  
 134214 Welfare Centre Manager  
 134214 Welfare Project Manager (A)  
 272613 Welfare Worker  
 821912 Well Treatment Offsider (S)  
 891113 Wharf Labourer (A)  
 591212 Wharf Tally Clerk (S)  
 121214 Wheat Farmer (S)  
 452217 Whitewater Rafting Guide  
 133312 Wholesaler  
 712111 Winch Operator (S)

## INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS *continued*

712111	Winding Engine Driver (S)
811612	Window Cleaner
639511	Window Dresser (A)
821411	Window Tinter (Building) (S)
899412	Windscreen Fitter (A)
452317	Windsurfing Instructor (S)
234213	Wine Maker
431511	Wine Steward (S)
831118	Winery Cellar Hand
111212	Wing Commander (Air Force) (S)
711511	Wire Drawer (Plastics) (S)
839413	Wood and Wood Products Factory Worker
839413	Wood and Wood Products Labourer (A)
394213	Wood Machinist
394299	Wood Machinists and Other Wood Trades Workers nec
394299	Wood Model Maker (N)
711312	Wood Processing Machine Operator
839412	Wood Processing Worker (A)
311413	Wood Technologist (S)
394214	Wood Turner
399111	Wooden Boat Builder (S)
394213	Woodworking Machine Setter (S)
222111	Wool Broker (S)
639212	Wool Buyer
399917	Wool Classer
121322	Wool Grower (S)
841517	Wool Handler
532113	Word Processing Operator
223111	Workforce Planning Analyst (S)
251312	Workplace Rehabilitation Officer (S)
223113	Workplace Relations Adviser
132311	Workplace Relations Manager (S)
242211	Workplace Trainer and Assessor (S)
133512	Works Manager (Manufacturing) (Aus) (S)

### Y

399111	Yacht Builder (S)
711716	Yarn Carding and Spinning Machine Operator
711716	Yarn Comber (S)
711716	Yarn Texture Machine Operator (S)
831114	Yoghurt Maker (S)
411716	Youth Accommodation Support Worker (S)
271211	Youth Court Judge (NZ) (S)
411716	Youth Liaison Officer (S)
411716	Youth Officer (A)
411716	Youth Support Worker (A)
411716	Youth Worker

### Z

361114	Zookeeper
234518	Zoologist
311413	Zoology Technical Officer (S)

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