



Saint Maroun's College

194 Wardell Road, Marrickville, 2204

Ph: 9559 2434

Web Address: www.stmarouns.nsw.edu.au

Email Address: info@stmarouns.nsw.edu.au

Photo of Student must be provided
(please attach here)

Enrolment Application and Agreement

Please indicate in a few words why you are seeking enrolment for your child at Saint Maroun's College:

Student Name	Office Use Only	
	Class:	
	Student Code:	
	Family Code:	
	Commencement Date:	

Student Details	
First Name:	Commencement Year/Date:
Middle Name:	1 st Australian School Year (eg: 2011):
Surname:	Previous School:
Preferred Name:	Year Level:
Sex: (please tick one) <input type="checkbox"/> Male <input type="checkbox"/> Female	Religion:
Country of Birth: <input type="checkbox"/> Australia	Nationality:
Other Country:	
Date of Birth: / /	
Enrolment Class (eg: Year 3):	

Family Mailing Details	
Family Surname:	
Mail to: (eg Mr & Mrs Smith)	
Address:	Suburb:
Postcode:	Home Phone Number:
Current Parish:	

Nationality/Residential Status <i>(original documents must be sighted and copies to be retained by the College)</i>
<input type="checkbox"/> Australian Citizen (Naturalisation Certificate or Australian Passport if Country of Birth is not Australia)
<input type="checkbox"/> Permanent Resident (Passport if Country of Birth is not Australia)
<input type="checkbox"/> Temporary Resident (Passport and Visa)
<input type="checkbox"/> Foreign National without Residential Status (Passport and Visa)
<input type="checkbox"/> Other/Visitor/Student (Passport and Visa)

Indigenous Identifier
Is the Student of Aboriginal or Torres Strait Islander Origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' responses.)
<input type="checkbox"/> No
<input type="checkbox"/> Yes, Aboriginal
<input type="checkbox"/> Yes, Torres Strait Islander

Main Languages Spoken			
Does the student or their parent1/guardian1/carer1/ or their parent2/guardian2/carer2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)			
	Student	Mother Guardian 1 Carer 1	Father Guardian 2 Carer 2
No, English Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Arabic (incl. Lebanese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other – Please specify			

Office Use Only:	
Residential Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent <input type="checkbox"/> Refugee	
<input type="checkbox"/> O/S <input type="checkbox"/> BRVS <input type="checkbox"/> RSVS <input type="checkbox"/> ETV <input type="checkbox"/> LBOTE <input type="checkbox"/> ESLASSIST <input type="checkbox"/> NA/CIEC <input type="checkbox"/> CSS <input type="checkbox"/> SSCL <input type="checkbox"/> OHS	
Arrival Date in Australia:	Visa Sub Class:
Passport Number:	Visa Number:
OSHC Membership Number: Expiry:	Visa Expiry Date:
Confirmation of Enrolment-Course Code:	Course Description:
Confirmation of Enrolment Number:	Course Start: Course End:

Parent / Guardian / Carer Contact Details

Details	Mother /Guardian/Carer Residing at the Same Address	Father /Guardian /Carer Residing at the Same Address
Title		
First Name		
Middle Name		
Surname		
Relationship		
Date of Birth		
Address: Street		
Suburb & Post Code		
Residential Guardian	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Phone Number		
Work Phone Number		
Fax		
Mobile		
Email Address		
Occupation		
Occupational Group Please list occupation currently employed in Australia. (please refer to Back Page for 'List of Parental occupations')	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12months
Highest Year of School Education which is recognised in Australia	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
Level of Highest Qualification which is recognised in Australia	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification
Country of Birth		
City/Town		
Nationality		
Religion		
Primary Contact for fees & correspondence (choose 1)	<input type="checkbox"/>	<input type="checkbox"/>
Signature		

Contact Details of Other Persons

Details	Non-Residential parent (if applicable)	Emergency Contact
	Please only complete if there is a Parent who does not reside at the Student's Home Address	Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted
Title		
First Name		
Surname		
Address – Street		
Suburb & Post Code		
Home Phone No		
Business Phone No		
Mobile Phone No		
Email Address		N/A
Relationship to Student		
Employer		N/A
Occupation		N/A
Occupational Group Please list occupation currently employed in Australia. (please refer to Back Page for 'List of Parental occupations')	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8, not in paid work in more than 12 months	N/A
Highest Year of School Education which is recognised in Australia	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	N/A
Level of Highest Qualification which is recognised in Australia	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification	N/A
Do you speak a language other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please specify: 1.	N/A
Country of Birth		N/A
Nationality		N/A
Religion		N/A
Signature		N/A
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please provide a brief description (supporting documentation must be provided):	

Student Details

This information is required to enable the College to assess and manage any risk of harm to the student, their peers and the staff. If there are any changes to these issues during the child's enrolment at the College, the administration must be promptly notified to enable the College to assess its ability to provide adequate services for these needs. A failure to fully disclose any special needs or disability may impact on your application. The acceptance of this application may be based in whole or part on the information you have provided to the College. It is also important that you advise the College fully of any change in your child's needs as promptly as possible as the College must reassess its ability to provide adequate services to your child on a regular basis. A full disclosure of all special needs, disabilities or risks is essential to enable us to properly consult with you and develop strategies to adequately deal with those needs, disabilities or risks.

Special Circumstances

Are there any family circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (e.g. living apart from parental supervision, subject of a court order, State arranged out of home care)

Yes No

If yes, provide a brief description of the circumstances:

Relevant Previous History

St Maroun's College has a responsibility to assess and manage any risk of harm to its staff and students. To your knowledge, is there anything in the student's history or circumstances (including medical history) which might present risk of any type to the student, other students, or staff at this school?

Yes No

If yes, provide a brief description of the circumstances:

Please provide contact details of health professionals or other relevant bodies that have knowledge of these issues.

Has the student any past history of violent behaviour?

Yes No

If yes, provide details:

Did this involve being suspended or expelled from any previous school?

Yes No

If yes, was this for (Please tick):

Actual violence to any person

Illegal drugs?

Possession of weapon or any item used to cause harm or injury?

Threats of violence or intimidation of staff, students, or others at the school?

Are you aware of any other incidents of the kind listed above that have involved the student outside of the school setting?

Yes No

If yes, provide a brief outline of these matters:

Medical Details

Doctor's Name:

Phone Number:

Student's Medicare Number:

Date of Last Tetanus Injection/Booster

Allergies/ Medical Alert

Please specify any allergies/ medical alerts relating to the student applying for enrolment (e.g. allergies to nuts, penicillin, bee stings, asthma management etc)

Please attach a Health Care Plan or Other Reports/Plans

Immunisations

Has the Immunisation Certificate been submitted?

Yes

No

I/We give permission for the School Authorities to authorise any medical step which may become necessary as a result of any accident occurring at the school or at functions/excursions organised by the school if I cannot be contacted before any such treatment is deemed necessary by proper medical authorities. I/We will also provide written consent to the College on request to contact health professionals or other relevant agencies.

Yes

No

Parent/Guardian/Carers Signature: _____

IMMUNISATIONS					
Please indicate in the appropriate box if your child has had their Immunisation injections:					
Immunisation	Yes/No	Date	Immunisation	Yes/No	Date
Polio			Rubella		
Measles/Mumos/Rubella			Meningococcal		
Diphtheria/Tetnus/Whooping Cough			Hepatitis B		
Human Papillomavirus (HPV 12 to 18 years)			Chickenpox		
Tetanus					

SPECIAL NEEDS			
Please indicate whether the student applying for enrolment has any known or suspected special needs such as – wears glasses/hearing aid, is being treated by a Paediatrician etc:			
Does the student have any of the following: (please ✓)			
Physical Needs <input type="checkbox"/>	Vision impairment <input type="checkbox"/>	Educational Needs <input type="checkbox"/>	Behavioural Needs <input type="checkbox"/>
Medical Needs <input type="checkbox"/>	Other Needs <input type="checkbox"/>	Language Needs <input type="checkbox"/>	Any other needs <input type="checkbox"/>
If you have ticked any of the above, please provide full details of those needs and any assessment/intervention/support that he/she may be currently receiving (<u>Supporting Documentation must be provided</u>).			
<p>If this enrolment application is successful, it is essential that the school be advised promptly of any changes to the needs of the students. The school will regularly assess its ability to provide adequate services for these needs.</p>			

Student Pre-School Education	
In the year before school, has the child been in non-parental care on a regular basis and/or attended any other educational programs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, indicate all that apply.	
<input type="checkbox"/> Preschool	If Yes, please enter postcode if known <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/> Long Day Care	<input type="checkbox"/> Family Day Care <input type="checkbox"/> Day Care (with a preschool program)
<input type="checkbox"/> Grandparent	<input type="checkbox"/> Other relative <input type="checkbox"/> Other person (includes nanny, friend or neighbour)
Please indicate the amount of formal care (long day care, preschool) each week prior to enrolling at school	
Attendance per week: _____ Number of full days: _____ Number of half days: _____ Age Commenced: _____	
Please provide the name of the Pre-School: _____	
Phone Number: _____ Teacher's Name: _____	
Did your child need/receive special help there? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Student Primary and Secondary School Education (all enrolments)

Please provide details (names and locality) of last three schools attended (where applicable):

Did your child need/receive special help there?

If "yes", what was provided for your child at his/her previous school.....

- Yes No Alternative teaching and learning strategies
 Yes No A reader or scribe
 Yes No Modifications to equipment, furniture, learning spaces
 Yes No Access to technology
 Yes No Personal carer support

Please list below all children in the family attending Saint Maroun's College and those who do not attend or are still at home.

Birth Order	Child's Full Name	School year	Date of Birth
Child 1			
Child 2			
Child 3			
Child 4			
Child 5			
Child 6			
Child 7			
Child 8			

Parish/Sacramental Details

Sacrament	Date Received	Parish Received	Copy of Certificate supplied Y/N
Baptism			
Reconciliation			
Eucharist			
Confirmation			

ENROLMENT AGREEMENT CONDITIONS

1. Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both Parent/carer(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 The acceptance of the offer must be accompanied by a non-refundable fee of \$250 (\$150 for Maronite Sisters of the Holy Family Preschools).

2. Conditional Enrolment

- 2.1 All enrolments are conditional upon the School being satisfied in its discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 The School may require Parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 St Maroun's College may seek to gain access to relevant information about the student to facilitate enrolment from previous schools, pre-schools or other professional agencies.

3. Progress of Student

- 3.1 The principal has the authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student, both inside and outside of the College precincts.
- 3.2 If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may cancel the enrolment of the Student by giving not less than one term's notice.

4. Fees and Charges

- 4.1 The School Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.
- 4.2 Fees and Charges may also have levied, co-curricular activities and sport.
- 4.3 The School may also incur expenditure for the Student's needs on behalf of the parent/carer(s) as it reasonably considers necessary, which may be added to the parent/carer(s)'s school account.
- 4.4 All medical expenses incurred on behalf of a Student must be reimbursed by the parent/carer(s).
- 4.5 All Fees and Charges must be paid on or before the due date set out in the fees notice.
- 4.6 If Fees and Charges are not paid within 60 days of the due date the enrolment of the Student's enrolment may be suspended unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being cancelled without further notice.
- 4.7 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.

5. Withdrawal of Students

- 5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
- 5.2 If parent/carer(s) wish to withdraw a Student from the School, notice given must be not less than one full term's notice to expire at the end of a term.
- 5.3 If the required notice of withdrawal of a Student is not given the parent/carer(s) must pay a School term's fees plus GST.

6. Obligations of Students

Students are required to have high standards of behaviour and:

- 6.1 abide by the School Rules and Codes of Conduct as they apply from time-to-time
- 6.2 behave courteously and considerately to each other and to staff at all times
- 6.3 not do anything which may bring the School into disrepute, including in print and electronic media
- 6.4 support the goals and values of the School
- 6.5 attend and, if required, participate in assemblies, the School sports program, important school events such as Speech Day or other events determined by the Principal, and camps and excursions that are an integral part of the School curriculum
- 6.6 wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the School community

- 6.7 attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

7. Obligations of Parent/Carer(s)

The parent/carer(s):

- 7.1 must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School,
- 7.2 are required to support the goals, values and activities of the School, and
- 7.3 on a regular basis read the weekly Newsletter

The Parent/carer(s) must promptly advise the School:

- 7.4 in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned
- 7.5 if the Student is absent from the School due to ill health or other reason
- 7.6 in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the School.

The Parent/carer(s) also:

- 7.7 must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,
- 7.8 should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Parent Code of Conduct,
- 7.9 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education
- 7.10 Must not use social media to denigrate the School, staff, students or other members of the School community

8. Health and Safety

- 8.1. Parent/carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs
- 8.2. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parent/carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.3. Parent/carer(s) must observe School security procedures for the protection of students
- 8.4. Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings
- 8.5. The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9. Programs and Activities

- 9.1. The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.
- 9.2. The School may change its programs and activities and the content of these programs and activities without notice.
- 9.3. The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend.

10. Reports

The School will send academic reports to the parent/carer portal account.

11. Leave

The Parent/carer(s) will seek approval for extended leave from the principal, if the leave exceeds 5 days.

12. Suspension & Termination of Enrolment

12.1. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:

- a) a serious breach of the School's rules or Code of Conduct
- b) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
- c) where the Principal believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship

12.2. The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

12.3. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

13. Other

Acceptance of enrolment is also consent to photographs, videos and/or work samples of the student to be placed in the College's records, displayed from time to time around the College, and published in College publications, on its website and in other marketing and promotional material.

14. Year 6 students continuing into Secondary

All year 6 enrolments require an interview to continue into Year 7, which will take into account their performance and behaviour in Primary years.

15. Amendment of Terms and Conditions

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

Each of us agrees that our obligations to the College, as set out above, are joint and several.

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: _____ (Father/Carer)
and/or

SIGNED: _____ (Mother/Carer)

DATE: _____

Office Use Only:

Enrolment Accepted: Yes No Enrolment Fee: \$ _____ Date Paid: _____

Interviewer: _____ Risk Assessment Noted: Yes No

Comment: _____

LIST OF PARENTAL OCCUPATION GROUPS

Group 1: *Senior management in large business organisation, government administration and defence, and qualified professionals*

- **Senior executive/manager/department head in industry, commerce, media or other large organisation**
- **Public service manager** (section head or above), regional director, health/education/police/fire services administrator
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** Commissioned Officer
- **Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: *Other business managers, arts/media/sportspersons and associate professionals*

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** (finance/engineering/production/personnel/industrial relations/sales/marketing)
- **Financial services manager** (bank branch manager, finance/investment/insurance broker, credit/loans officer)
- **Retail sales/services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
- **Arts/media/sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsman/woman, coach, trainer, sports official)
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)
- **Defence Forces** senior Non-Commissioned Officer (NCO)

Group 3: *Tradespeople, clerks and skilled office, sales and service staff*

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.
- **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Skilled office, sales and service staff:**
 - ✓ **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
 - ✓ **Sales** (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
 - ✓ **Service** (aged/disabled/refugee/child-care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Group 4: *Machine operators, hospitality staff, assistants, labourers and related workers*

- **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen-hand, porter, housekeeper)
- **Office assistants, sales assistants and other assistants:**
 - ✓ **Office** (typist, word processing/data entry/business machine operator, receptionist, office assistant)
 - ✓ **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
 - ✓ **Assistant/aide** (trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- **Labourers and related workers**
- **Defence Forces** ranks below senior NCO not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- **Other worker** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

Group 8: *If the person has not been in paid work in the last 12 months.*