

DEPARTMENT OF EMPLOYMENT AND INDUSTRIAL RELATIONS  
and  
AUSTRALIAN BUREAU OF STATISTICS

**AUSTRALIAN STANDARD  
CLASSIFICATION OF OCCUPATIONS**

**DICTIONARY**

**Australian Government Publishing Service**

**Canberra 1987**

© Commonwealth of Australia 1987

ISBN 0 644 05398 4 (Case bound)

ISBN 0 644 05839 0 (Soft bound)

Printed at Griffin Press Limited



## **PREFACE**

This First Edition of the Australian Standard Classification of Occupations (ASCO) presents Australia's first comprehensive classification and dictionary of occupations. The new classification will have important applications in statistical surveys, labour market analysis, vocational education and training, employment service operations, careers information and vocational guidance.

The development of ASCO has been a joint project of the Department of Employment and Industrial Relations (DEIR) and the Australian Bureau of Statistics (ABS). To complement this First Edition Dictionary, the ABS will be releasing a series of publications relating to the use of ASCO in a statistical context. These latest publications supersede the Working Draft of ASCO (August 1983) and all previous ASCO documentation.

The information on which ASCO is based has been provided, examined and validated by a very large number of companies, unions, associations, industry groups, government bodies, training institutions and interested individuals. The joint project team acknowledges gratefully their considerable assistance and support.



## TABLE OF CONTENTS

	Page
Introduction	vii
ASCO Structural Lists	
Major Groups	xv
Major and Minor Groups	xvii
Major, Minor and Unit Groups	xix
All groups and occupations	xxv
General Descriptions	xliii
Occupational and Group Descriptions	
Major Group 1	1
Major Group 2	37
Major Group 3	135
Major Group 4	189
Major Group 5	297
Major Group 6	339
Major Group 7	377
Major Group 8	449
ASCO INDEX: Alphabetical List of Titles	505



# INTRODUCTION

## 1. BACKGROUND AND OBJECTIVES

This First Edition of the Australian Standard Classification of Occupations (ASCO) marks the completion of Australia's first comprehensive national classification of occupations. It represents also the culmination of an extensive work program undertaken by a joint project team from the Department of Employment and Industrial Relations (DEIR) and the Australian Bureau of Statistics (ABS).

The ASCO project was inaugurated in 1978 in response to widespread criticisms of the occupational classifications then in use in Australia. The basis for these criticisms is illustrated by the following quotes from government reports of the 1970s:

"The CES Occupational Code is inadequate and defective. The code is out of date and many classifications are faulty. Some occupations are incorrectly arranged within the skilled, semi-skilled and unskilled groups. Details which are important for labour market information purposes are lost through the merging of some relatively important occupations into occupational categories which include other less important or quite different occupations." (Norgard Report on Review of the Commonwealth Employment Service, June 1977)

and

"...the occupation classification used by the ABS falls well short of what is required to support reasonable standards of labour market analysis. The classification is not skill oriented and in many cases occupations which require little or no skill are lumped together with highly skilled occupations under one heterogenous occupational category." (Crawford Report on Structural Adjustment, March 1977).

Against this background DEIR and ABS decided late in 1978 to develop a new national classification and dictionary of occupations to assist in the following principal applications:

- the statistical classification of occupational data;
- labour market analysis of changes in the occupational structure of employment, and associated implications for skills and training;
- the design of vocational education and training curricula;
- occupational matching of jobseekers to vacancies;
- the provision of occupational information to

jobseekers, employment officers, careers teachers and vocational guidance counsellors.

## The ASCO Development Program

The early stage of the ASCO development process involved a program of research into existing occupational classifications, both in Australia and overseas, and the identification of a range of classification criteria on which the new ASCO structure might be based. During 1979 also, an initial survey was conducted to test the views of major users on the structural basis of the new classification. The results of this survey suggested that users considered skill level, skill specialisation and kind of work performed as important criteria on which an occupational classification should be based. Some interest was also expressed in socio-economic status as a criterion.

A program of detailed fieldwork was implemented in 1979 as the basis for a comprehensive identification of individual occupations within the Australian labour market, and associated occupational descriptions. The Canadian Classification and Dictionary of Occupations (CCDO) was used as a starting point for this process, being judged the most suitable of existing classifications for Australian conditions. Segments of CCDO (modified as appropriate) were allocated to DEIR fieldwork officers in most States for evaluation against defined criteria, and for discussion with professional, trade and other representatives to assess their relevance to Australian conditions. The next phase involved preparation of First Draft segments of the classification within a draft structure which emerged from this fieldwork. These were then circulated widely to employers, unions, government authorities and other interested parties for comment.

Following an assessment of feedback received, extensive amendments were made to the definition of occupational categories and their associated descriptions.

## Structural Options

To assist in reaching a final decision on the structure of the new classification, two alternative structures were developed for pilot testing and detailed evaluation. The first of these focussed on a 'kind of work' criterion designed mainly in terms of materials worked on and products/services produced. This structure was published as the 'Main Dictionary' structure (Structure A) in the ASCO Working Draft.

To balance the heavy industry orientation of the draft Structure A, an 'Alternative Approach' structure (Structure B) was developed by the project team and also included in the Working Draft. Structure B was based on substantially the same set of occupations and a large number of the same unit groups as in Structure A, but re-arranged in terms of a 'kind of work' criterion with an emphasis on skill level (length and type of training) and skill specialisation (subject matter knowledge).

The Working Draft of ASCO was published in August 1983 and contained descriptions and detailed characteristics (known as Job Content Factors) for almost 2000 occupations, as well as the two prototype classification structures. The Working Draft was circulated widely as a basis for comment and suggestions by interested individuals and organisations.

Following an evaluation of responses received, a second user requirements survey was conducted late in 1983 to obtain detailed views on the criteria which should serve as the basis for definition of different levels of the classification structure. In addition to Structures A and B from the Working Draft, two additional structures (Structure C, based on socio-economic criteria, and Structure D, based on skill level alone) were presented for users' consideration.

The results of this second survey revealed that users favoured the criteria 'length and type of training' and 'subject matter knowledge', followed by 'goods and services produced', to delineate the major and minor groups of the ASCO classification structure. Users showed a preference for Structure B over Structure A, while only a small minority favoured either Structure C or Structure D.

At this stage also it was decided that one structure only should be published as the final and definitive ASCO classification. Reasons for this decision included:

- the need for a recognised national standard classification of occupations;
- the recognition that commonality could not be achieved in a high proportion of unit groups of ASCO (the finest level used for statistical recording and reporting purposes) in structures based on different criteria;
- the resource and cost implications of developing more than one structure;
- the cost of producing and publishing statistics on different structural bases;
- the confusion likely to be caused by the presentation of occupational statistics on different structural bases.

The project team recognised that it would never be possible to design a single occupational structure which met the needs of all users at all times. Its main objective, therefore, was to develop a final structure for ASCO which would

best and most often meet the long-term needs (policy, analysis, planning, program and operational) of most significant users and producers of occupational information and statistics.

### The Final Structure

In 1984, following detailed consideration of users' needs and relevant technical and conceptual issues, it was concluded that the final ASCO structure should be based on kind of work defined primarily in terms of skill level and skill specialisation. This decision was based on four principal considerations:

- **conceptual:** for example, the inability to identify significant skill concentrations within the labour force had consistently been identified as one of the major deficiencies of previous occupational classifications;
- **technical:** statistical testing had revealed that Structure B performed slightly better than Structure A in codability terms, and was clearly superior in terms of statistical balance across the classification;
- **user preference:** surveys of user requirements had demonstrated a clear preference for a skill-based classification structure;
- **international trends:** these also indicated a movement towards the adoption of skill-based structures in the development of national occupational classifications.

Following this decision, the efforts of the project team were directed to finalising the details of the new structure in light of all available information on occupational characteristics and the results of a major program of statistical feasibility testing.

## 2. THE CONCEPTUAL BASIS OF ASCO

The purpose of ASCO is to identify a set of occupations covering all jobs in the Australian economy; to describe these occupations in terms of a number of selected attributes; and to group those occupations which are similar in their key attributes into successively broader categories for purposes of statistical description, labour market analysis and other major applications.

The individual unit of classification is typically a **job**, which is defined as the set of tasks performed by a given worker in a given establishment. An **occupation** is then defined as a set of jobs with identical, or virtually identical, sets of duties.

Even closely similar jobs will differ in the details of their tasks and individual characteristics. In practice, therefore, the aim has been to identify similarities or differences between jobs in respect of a broad definition of tasks, based on attributes such as skills and knowledge required, tools and equipment used, materials worked on, and goods

## INTRODUCTION

and services produced. Likewise, assessments have been made of the similarities of individual occupations as a basis for their grouping at higher levels of the classification structure.

The occupational descriptions provided in this Dictionary list the set of duties judged to be common to all jobs in a given occupation. These duties are referred to as the **primary duties** of the occupation. The occupational descriptions also list any more specific duties which are attributes of particular specialisation titles identified for an occupation. Similarly, descriptions are provided at each of the higher levels of the structure to indicate the duties which are broadly common to component occupations within a given group.

### Classification Criteria

Most existing occupational classifications are nominally based on a criterion of 'type of work performed'. This criterion emphasises the intrinsic properties of occupations, such as the duties undertaken by workers, rather than extrinsic properties such as socio-economic status. In practice, however, the 'type of work performed' concept lacks any commonly accepted operational definition, with the result that classifications based solely on this criterion tend to vary widely in their structures and underlying assumptions. In the development of ASCO, therefore, it was important to establish some more precise criteria which could be applied as consistently as possible throughout the classification structure.

As a first step, the strong demand from users for a 'skill-based' classification of occupations needed to be translated into some operational definitions of the concept of skill. 'Skill' is a multi-dimensional concept open to a wide variety of interpretations. Accordingly, extensive consultations were undertaken with significant users of occupational information to establish the specific elements of the concept which were important to their individual applications and interests.

Based on these consultations, it was agreed that the primary design objective should be to group occupations in such a way that movement between occupations **within** a given 'unit group' could be undertaken without a need for significant additional training, whereas movement between occupations located in **different** unit groups would involve a significant change in skill and knowledge requirements. The greater the movement made, the greater also would be the change in knowledge and skill required. In this sense the classification represents a model of the potential transferability of human resource skills in the Australian economy.

When all jobs in the labour market are classified to a structure of the kind developed for ASCO, it will be possible to produce statistics that

provide the foundation for a demand model of the human resource requirements of the Australian economy. Likewise, when all individuals in the labour force are classified in terms of their own qualifications, training and experience (defined in terms consistent with ASCO), the basis will exist for a supply model of the availability of these same skills in the labour force. This framework should be well suited to the principal applications intended for the classification.

It is important to note that the ASCO structure models **potential** mobility in the labour market, rather than **observed** patterns of labour flows between occupations. Thus the model lacks empirical validation based on observed behaviour but, at the same time, is not constrained by the institutional barriers to mobility present in any labour market.

The broad design objective having been established, some operational definitions of 'skill' were needed in terms sufficiently specific to enable their use in the detailed development of the classification structure. This need was satisfied by distinguishing between the criteria of 'skill level' and 'skill specialisation' as identified in consultations with users. Both of these variables were operationally defined in terms of the requirements needed to perform the set of duties involved in any given occupation.

### The Concept of Skill Level

The skill level of an occupation is a function of the range and complexity of the set of duties involved. The more complex the set of duties, the higher the skill level of the occupation. Further, an occupation which requires the performance of a wide range of duties has a higher skill level than one which requires the performance of a subset of those same duties.

While this definition is consistent with an intuitive understanding of the concept of skill level, a more operational definition is required for the purpose of comparing the skill level of any given set of occupations in the labour force. In general, the greater the range and complexity of the set of duties involved, the greater also will be the amount of formal education, on-the-job training and previous experience required before an individual can perform that set of duties satisfactorily. The following operational definition of this important concept was therefore adopted:

**The skill level of an occupation is a function of the amount of formal education, on-the-job training and previous experience usually necessary before an individual can satisfactorily perform the set of duties involved in the occupation.**

A number of aspects of this definition require comment. Firstly, skill level is an attribute of

occupations, and not of particular individuals working in those occupations. For example, in classifying the occupation of motor mechanic within the ASCO structure, the relevant considerations are the amount of formal education, on-the-job training, and previous experience that are usually required to perform the duties of a motor mechanic satisfactorily. The values of these variables are given in the relevant ASCO occupational and group descriptions. The job of any individual worker would be classified to the occupation of motor mechanic and assigned an ASCO code based on the location of that occupation in the structure, regardless of whether the individual concerned satisfied the 'standard' criteria appropriate to the occupation.

The three variables used in the measurement of skill level - formal education, on-the-job training, and previous experience - are in turn defined with specific reference to the Australian institutional structure.

**Formal education** consists of three types: primary, secondary and tertiary education. Primary and secondary education are measured in years of schooling within the range 1 to 12 (consistent with the current structure of schooling in most Australian States). Tertiary education is classified into categories consistent with those defined in the relevant national accreditation and course classification systems for universities, colleges of advanced education and colleges of technical and further education. Practical training provided as an integral component of formal education is not separately identified under this heading.

**On-the-job training** is defined as training given to a worker in the course of employment in the relevant occupation. It is usually supervised by employers or employer representatives rather than by recognised educational institutions. It is measured in weeks, months or years as appropriate.

**Previous experience** for a given occupation is defined as the number of years of experience gained in other occupations that contribute to an individual's ability to perform the duties of the occupation in question.

The determination of the skill level of an occupation has necessarily involved a measure of subjective judgement, especially in regard to the amount of on-the-job training and previous experience necessary to perform the duties of the occupation satisfactorily. In practice, labour market requirements for entry into an occupation were often used as an indicator.

The data required for assessment of occupational skill levels were sought from employer groups, trade unions, educational institutions and well-informed individuals. There was some variation in data supplied from these sources,

particularly across industries and States. Often also there were a number of possible routes of entry reported for any given occupation. Only the most common routes of entry are listed in the occupational and group definitions in this Dictionary, and only the most common formal route of entry has been used for classification purposes.

Some further qualifications on the treatment of the skill level criterion for classification purposes are detailed in the section titled 'Application of the Criteria' (page xi).

## The Concept of Skill Specialisation

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

Associated definitions are as follows:

**Field of knowledge required:** this variable indicates the subject matter knowledge which is essential to the performance of the duties of an occupation.

**Tools or equipment used:** this variable indicates the plant, machinery or hand tools used in the performance of the duties.

**Materials worked on:** this variable indicates the materials which are extracted, processed, refined or fabricated as an essential part of the performance of the duties.

**Goods or services produced:** this variable indicates the goods or services produced as a result of the performance of the duties.

It can be seen that the specific variables used to measure skill specialisation are similar to those traditionally used in the development of an occupational classification. The approach adopted in ASCO has been essentially to extract the skill level dimension first, as a basis for defining the broadest level of the classification structure. Within the 'major group' framework so defined, occupational groupings are then determined on the basis of skill specialisation interpreted in a manner appropriate to each particular level of skill.

The interpretation of the skill specialisation concept for different segments of the classification was based on an examination of the primary duties of all occupations within a given skill level. This procedure led to an empirical determination of distinctive clusters of primary duties and the resultant grouping of the relevant occupations into appropriate cells. This approach was assisted by the existence of some widely recognised categories of occupation such as machine operators, plant operators, trades assistants, natural scientists, teachers and sales representatives.



## INTRODUCTION

An examination was also made of the frequency distribution of occupational responses obtained in censuses and statistical surveys. A keyword search of these responses yielded some large clusters of occupational titles. The duties reported as the main duties of these occupations were also analysed in conjunction with the relevant titles. This analysis revealed that the most frequently occurring clusters of duties corresponded well with the clusters of primary duties obtained as a result of content analysis of the ASCO occupational descriptions.

An examination of the ASCO structure reveals the close relationship between skill level and the particular interpretation of skill specialisation. For example, occupations in Major Group 2 (Professionals) are classified into 'minor groups' on the basis of the broad field of knowledge required for the performance of occupational duties: Natural Scientists, Building Professionals and Engineers, Health Diagnosis and Treatment Practitioners, and so on. At the next level down, occupations in Minor Group 21 (Natural Scientists) are classified into 'unit groups' on the basis of more specific categories of field of knowledge: Chemists, Geologists and Geophysicists, Physicists, Life Scientists, Medical Testing Professionals, and Other Natural Scientists.

On the other hand, occupations in Major Group 7 (Plant and Machine Operators and Drivers) are classified into minor groups on the basis of the tools or equipment used or operated in the performance of the duties: Road and Rail Transport Drivers, Mobile Plant Operators (except Transport), Stationary Plant Operators, and Machine Operators. Likewise, occupations in Minor Group 71 (Road and Rail Transport Drivers) are classified into unit groups on the basis of more specific categories of tools and equipment used or operated: Bus and Tram Drivers, Automobile Drivers, Truck Drivers, and Locomotive Drivers.

### 3. APPLICATION OF THE CRITERIA

The detailed application of the concepts and criteria described in the previous section was subject to a number of important practical constraints. In particular, account needed to be taken of key features of the Australian institutional framework; the relative significance of particular occupations in the Australian labour force; the feasibility of collecting reliable data in statistical censuses and surveys; and user demand for statistical and other information on particular categories of occupation. More generally, also, it was important that the structure should have sufficient intuitive appeal to provide the basis for its acceptance as a national standard classification.

Institutional considerations were an important factor in decisions on the content of some of the

major groups in the ASCO classification. The most notable example is Major Group 4, Tradespersons. ASCO has closely followed a pre-existing and widely accepted classification of tradespersons used by all State apprenticeship authorities and also at the national level. While it may have been possible to develop a conceptually superior classification of occupations in this major group, it was judged that the advantages of incorporating an existing standard were of greater importance. Similar considerations applied in other areas of the classification.

Statistical considerations were another important influence on the design of the final classification structure. It was essential, for example, that the occupational data collected in statistical censuses and surveys should be able to be coded to the categories identified in the ASCO structure. An extensive program of operational testing was therefore conducted by the Australian Bureau of Statistics to ensure that the categories defined at all levels of the structure were appropriate for use in a statistical collection context. Prototype structures were extensively tested using data obtained in regular ABS collections such as the Labour Force Survey and the Employer Survey, as well as pre-test data collected as part of the development program for the 1986 Census of Population and Housing.

At the same time, a significant research program was conducted to improve the quality of occupational data collected in all major ABS collections. Substantial improvements in data quality were achieved as a result, which in turn helped to reduce the need to compromise the structure of the classification. However, when particular segments of the structure still posed problems in a number of different collections, there was no choice but to modify the classification. In general, distinctions between categories which proved difficult to draw on the basis of available data were relegated to lower levels of the classification structure.

Some examples will illustrate the significant effect which this statistical feasibility constraint has had on the structure of ASCO. Operational testing revealed that it was not possible to distinguish reliably between apprentices and tradespersons without asking a number of additional questions solely on this issue. Similarly it was found impossible to distinguish reliably between supervisors and the workers they supervise without asking additional questions on the specific issue of supervision. Given the need for restrictions on the number of questions asked in any individual collection, it was decided that these distinctions should not be drawn at those levels of the structure which are used directly for ABS data collection purposes. As the 'unit group' level will be the primary collection level for purposes of national collections of occupational statistics, apprentices and supervisors are separately identified only at

the occupational level of ASCO (ie, the base level of the structure).

Similar constraints applied to decisions on the skill specialisation categories defined at the 'minor group' and 'unit group' levels of the classification. Despite a strong case in principle for identification of some specialist fields of nursing employment, for example, extensive feasibility testing revealed that such data could not reliably be collected by means of the standard ABS collection instruments. Again, therefore, these fields are separately identified only at the occupational level of the ASCO structure.

Another important consideration was the need to achieve a structure which yielded a relatively balanced distribution of employment across the categories defined at any given level. In determining the individual occupations to be defined in ASCO, account was taken of the labour market significance of identifiable groupings of jobs. A national employment level of about 300 was set as the minimum required for classification of a grouping as a 'principal occupation'. Job groupings with employment of less than 300 were usually identified as specialisations of the principal occupations.

At the higher levels of the structure, the requirement for statistical balance was tested against data from a variety of ABS statistical collections. For example, a level of 5% of total employment was determined as the minimum requirement for classification as a major group within ASCO. In practice, the size of the major groups identified in the final structure varies between about 5% and 18% of total employment. Similar design constraints were imposed at all levels of the classification.

Significant user requirements also needed to be weighed in decisions on the final groupings of occupations within the structure. For example, there was a strong user demand for all tertiary teachers to be classified together as teachers rather than separately identified by field of specialisation as economists, political scientists, engineers or carpenters. This demand was reinforced by the results of feasibility testing which revealed that, when tertiary teachers were asked about their occupation, most did not state their field of specialisation. In short, the only feasible solution was to adopt a single classification of 'tertiary teacher'.

Lastly, the structure was constrained by the design objective of producing major and minor groups which had intuitive appeal and some minimum level of comparability with other major national and international occupational classifications. A number of prototype structures were developed on the basis of a stricter application of the ASCO criteria, but these were not intuitively appealing. They were therefore discarded as unlikely to provide the basis for a

widely accepted and nationally standard classification.

#### 4. PROFILE OF THE STRUCTURE

The ASCO structure encompasses four distinct levels of occupational aggregation. The categories defined at each level are mutually exclusive and jointly exhaustive of all occupations.

At the base level of the structure there are 1,079 individual **occupations** (as previously defined), covering all jobs in the Australian labour force. At the second level of aggregation there are 282 **unit groups**, each containing a defined set of occupations. The third level comprises 52 **minor groups**, each containing a defined set of unit groups, while the fourth and highest level of the structure identifies 8 **major groups** in terms of their constituent minor groups.

The major groups in the structure have been defined primarily in terms of the skill level criterion. Minor groups are defined principally on the basis of a broad band of values on the skill specialisation criterion, while the unit groups and occupations are distinguished mainly on the basis of a progressively narrower range of values of the same criterion. In effect, therefore, the structure produces a matrix of occupations classified jointly by skill level and skill specialisation. The individual cells of the matrix are as homogeneous as possible in terms of both classification criteria, thereby facilitating the identification of major skill clusters within the labour force.

#### The ASCO Coding System

A six-digit code has been developed to represent the four levels of occupational classification just described:

- the first digit defining the relevant major group in the structure;
- the next digit defining the relevant minor group within a major group;
- the third and fourth digits defining the relevant unit group within a minor group;
- the final two digits defining individual occupations within unit groups. Thus the code 5105-11 represents a particular occupation (Word Processing Operator) within Major Group 5 (Clerks), Minor Group 51 (Stenographers and Typists) and Unit Group 5101 (Office Secretaries and Stenographers). In addition, there are approximately 2,300 specialisation (sp) and alternative (a) titles which are not separately coded.

A number of conventions have been adopted in the choice of codes for particular categories of occupation:

- supervisory occupations are coded in the range 01-09 for the final two digits of code

## INTRODUCTION

(eg., 5101-01: Supervisor, Office Secretaries and Stenographers)

- apprentice or trainee occupations are coded in the range 91-97 for the final two digits of code (eg., 4605-91: Apprentice Vehicle Painter)
- residual or 'miscellaneous' categories are coded with a 9 at the appropriate level (eg., 4999-99: Tradespersons, not elsewhere classified)
- all other occupations are coded in the range 11-89 for the final two digits of code (eg., 5101-11: Office Secretary)
- odd number digits have been used for occupation and unit group codes to allow for future expansion without the need for substantial renumbering.

### 5. FORMAT OF OCCUPATIONAL AND GROUP DESCRIPTIONS

This Dictionary provides a comprehensive set of descriptions for all occupations defined in ASCO and for each of the major, minor and unit group categories. The principal elements of the occupational descriptions are as follows:

**Title:** This is the title which best describes the occupation in question. The title will generally be the most commonly used in Australia, although there are exceptions in cases where the most commonly used title is too broad or narrow for the ASCO occupation, or where occupations of different content are usually known by the same title. In the latter case the relevant titles in ASCO are distinguished by a bracketed qualifying title. Non-sexist titles have been used throughout the Dictionary.

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

**Lead Statement:** This is a concise description of the nature of the occupation, summarising the main activities undertaken.

**Skill Level:** This summarises the level of education or training typically required to enter or work within the described occupation. Where there is no formal education or training requirement, the skill level may be defined in terms of previous experience or on-the-job training required for competent performance in the occupation.

Registration and licensing requirements are also detailed under this heading, where appropriate.

**Duties:** This section describes in more detail the duties, activities or processes undertaken in the occupation. These will not always coincide exactly with the tasks performed on any particular job. Rather, the aim is to describe in representative terms what work is normally done in the occupation and how it is done.

Occasional or specialist duties are also indicated where appropriate.

**Specialisation and Related Titles:** This section itemises any significant specialisations within the occupation, as well as the titles of other occupational categories which are closely related to the given occupation. These related titles may be at minor group, unit group, occupation or specialisation level, and may be related either vertically (ie, kind of work done or materials worked on may be similar, but the level of skill may be higher or lower) or horizontally (ie, the skill level may be similar and there may be some overlap in the kind of work done).

**General Descriptions:** These have been used in cases where a given set of duties is common across a large number of occupations (eg., supervisors, engineers). Distinguishing characteristics are then identified as appropriate within the individual occupational descriptions.

Descriptions at the major, minor and unit group levels follow a broadly similar pattern to those at occupational level, except that some generalisations have been necessary to reflect the wider occupational coverage of these higher-level categories.

### Interpretation of the ASCO Occupational Descriptions

As part of the fieldwork undertaken to determine the data for inclusion in the Dictionary, the tasks and characteristics of many thousands of jobs were examined and analysed. The main purpose of this work was to develop an improved and current occupational information base to assist with the allocation of codes in statistical collections, the matching of jobseekers and vacancies, and the provision of careers and vocational guidance information. No information was collected on such matters as hours of work, wages or salaries, or employment conditions and practices related to specific jobs (as distinct from occupations). Rather, the definitions and descriptions of individual occupations in ASCO have necessarily involved some broad generalisations across a range of particular jobs which may vary in their content and characteristics according to industry, firm, establishment and location. The information should be interpreted and used accordingly.

## 6. IMPLEMENTATION AND FUTURE DEVELOPMENTS

### The Implementation of ASCO

The ABS is introducing the ASCO First Edition classification structure into the 1986 Census of Population and Housing and its other collections involving occupational data, including the Labour Force Survey. The Commonwealth Employment Service (CES) introduced the ASCO Working

Draft Main Dictionary structure into its operations in May 1983, and has undertaken to adopt the ASCO First Edition structure as soon as technical considerations permit. It is expected that other individuals and organisations responsible for collecting, coding and publishing occupational information and statistics in Australia will also move quickly to adopt the new ASCO structure, consistent with its intended use as a nationally standard classification of occupations.

### **Maintenance and Review**

To ensure that the material in ASCO remains up-to-date and accurate, as far as possible, officers of the Department of Employment and Industrial Relations and of the Australian Bureau of Statistics will undertake ongoing maintenance and updating of the classification. As appropriate, also, the classification will be formally reviewed in the light of operational experience to ensure that it is meeting the objectives for which it has been designed.

Any revisions resulting from this maintenance and review activity will be notified to users and incorporated into future editions of this publication. At this stage, however, it is considered unlikely that any major revisions will be made for a period of at least five years.

### **Specific Applications**

As a service to users of ASCO, the joint project team will provide regular information on development and applications of the classification.

One important field of application relates to the provision of occupational information for careers advice and vocational counselling purposes. In the Working Draft of ASCO each occupational description was accompanied by a draft set of Job Content Factors (JCFs), which provided an encoded statement of key occupational characteristics to supplement the text of the description. It was envisaged that such information could be incorporated into computer-based systems under development for use by careers advisors and vocational counsellors.

Resource constraints have prevented any further development of the JCF concept since publication of the ASCO Working Draft. With the completion of the First Edition of ASCO, however, it is intended to assess the extent of user demand for JCFs and related information and, subject to the results of that assessment, to arrange for the collection of relevant data in terms consistent with the ASCO framework.

## **FURTHER INFORMATION**

Further information on ASCO may be obtained from the ASCO Project Team at either of the following addresses:

The ASCO Project Team  
c/- Social Branch  
Australian Bureau of Statistics  
PO Box 10  
BELCONNEN ACT 2616  
☎ 062-525757

The ASCO Project Team  
c/- Occupational Analysis Branch  
Department of Employment and  
Industrial Relations  
GPO Box 9880  
CANBERRA CITY ACT 2601  
☎ 062-438111

## ASCO MAJOR GROUPS

- 1 MANAGERS AND ADMINISTRATORS
- 2 PROFESSIONALS
- 3 PARA-PROFESSIONALS
- 4 TRADESPERSONS
- 5 CLERKS
- 6 SALESPERSONS AND PERSONAL SERVICE WORKERS
- 7 PLANT AND MACHINE OPERATORS, AND DRIVERS
- 8 LABOURERS AND RELATED WORKERS



## ASCO MAJOR AND MINOR GROUPS

### **1 MANAGERS AND ADMINISTRATORS**

- 11 LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS
- 12 GENERAL MANAGERS
- 13 SPECIALIST MANAGERS
- 14 FARMERS AND FARM MANAGERS
- 15 MANAGING SUPERVISORS (SALES AND SERVICE)
- 16 MANAGING SUPERVISORS (OTHER BUSINESS)

### **2 PROFESSIONALS**

- 21 NATURAL SCIENTISTS
- 22 BUILDING PROFESSIONALS AND ENGINEERS
- 23 HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS
- 24 SCHOOL TEACHERS
- 25 OTHER TEACHERS AND INSTRUCTORS
- 26 SOCIAL PROFESSIONALS
- 27 BUSINESS PROFESSIONALS
- 28 ARTISTS AND RELATED PROFESSIONALS
- 29 MISCELLANEOUS PROFESSIONALS

### **3 PARA-PROFESSIONALS**

- 31 MEDICAL AND SCIENCE TECHNICAL OFFICERS AND TECHNICIANS
- 32 ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS
- 33 AIR AND SEA TRANSPORT TECHNICAL WORKERS
- 34 REGISTERED NURSES
- 35 POLICE
- 39 MISCELLANEOUS PARA-PROFESSIONALS

### **4 TRADESPERSONS**

- 41 METAL FITTING AND MACHINING TRADESPERSONS
- 42 OTHER METAL TRADESPERSONS
- 43 ELECTRICAL AND ELECTRONICS TRADESPERSONS
- 44 BUILDING TRADESPERSONS
- 45 PRINTING TRADESPERSONS
- 46 VEHICLE TRADESPERSONS
- 47 FOOD TRADESPERSONS
- 48 AMENITY HORTICULTURE TRADESPERSONS
- 49 MISCELLANEOUS TRADESPERSONS

### **5 CLERKS**

- 51 STENOGRAPHERS AND TYPISTS
- 52 DATA PROCESSING AND BUSINESS MACHINE OPERATORS
- 53 NUMERICAL CLERKS
- 54 FILING, SORTING AND COPYING CLERKS
- 55 MATERIAL RECORDING AND DESPATCHING CLERKS
- 56 RECEPTIONISTS, TELEPHONISTS AND MESSENGERS
- 59 MISCELLANEOUS CLERKS

### **6 SALESPERSONS AND PERSONAL SERVICE WORKERS**

- 61 INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS
- 62 SALES REPRESENTATIVES
- 63 SALES ASSISTANTS
- 64 TELLERS, CASHIERS AND TICKET SALESPERSONS
- 65 MISCELLANEOUS SALESPERSONS
- 66 PERSONAL SERVICE WORKERS

**7 PLANT AND MACHINE  
OPERATORS, AND  
DRIVERS**

- 71 ROAD AND RAIL TRANSPORT DRIVERS
- 72 MOBILE PLANT OPERATORS (EXCEPT  
TRANSPORT)
- 73 STATIONARY PLANT OPERATORS
- 74 MACHINE OPERATORS

**8 LABOURERS AND  
RELATED WORKERS**

- 81 TRADES ASSISTANTS AND FACTORY  
HANDS
- 82 AGRICULTURAL LABOURERS AND  
RELATED WORKERS
- 83 CLEANERS
- 84 CONSTRUCTION AND MINING  
LABOURERS
- 89 MISCELLANEOUS LABOURERS AND  
RELATED WORKERS



## ASCO MAJOR, MINOR AND UNIT GROUPS

### **1 MANAGERS AND ADMINISTRATORS**

### **11 LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS**

- 1101 PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT REPRESENTATIVES
- 1103 JUDGES, MAGISTRATES AND MEDIATORS

### **12 GENERAL MANAGERS**

- 1201 GENERAL MANAGERS

### **13 SPECIALIST MANAGERS**

- 1301 FINANCE MANAGERS
- 1303 SALES AND MARKETING MANAGERS
- 1305 PRODUCTION MANAGERS
- 1307 SUPPLY AND DISTRIBUTION MANAGERS
- 1309 PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS
- 1311 DATA PROCESSING MANAGERS
- 1313 PUBLIC POLICY MANAGERS
- 1315 DIRECTORS OF NURSING
- 1317 EDUCATION MANAGERS
- 1319 COMMISSIONED OFFICERS (MANAGEMENT)
- 1399 OTHER SPECIALIST MANAGERS

### **14 FARMERS AND FARM MANAGERS**

- 1401 FARMERS AND FARM MANAGERS

### **15 MANAGING SUPERVISORS (SALES AND SERVICE)**

- 1501 SHOP MANAGERS
- 1503 RESTAURANT AND CATERING MANAGING SUPERVISORS
- 1505 ACCOMMODATION AND TAVERN MANAGING SUPERVISORS
- 1507 FINANCIAL INSTITUTION BRANCH MANAGERS
- 1599 OTHER MANAGING SUPERVISORS (SALES AND SERVICE)

### **16 MANAGING SUPERVISORS (OTHER BUSINESS)**

- 1601 MANAGING SUPERVISORS (OTHER BUSINESS)

## **2 PROFESSIONALS**

### **21 NATURAL SCIENTISTS**

- 2101 CHEMISTS
- 2103 GEOLOGISTS AND GEOPHYSICISTS
- 2105 PHYSICISTS
- 2107 LIFE SCIENTISTS
- 2109 MEDICAL TESTING PROFESSIONALS
- 2199 OTHER NATURAL SCIENTISTS

### **22 BUILDING PROFESSIONALS AND ENGINEERS**

- 2201 ARCHITECTS AND LANDSCAPE ARCHITECTS
- 2203 QUANTITY SURVEYORS
- 2205 CARTOGRAPHERS AND SURVEYORS
- 2207 CHEMICAL ENGINEERS
- 2209 CIVIL ENGINEERS
- 2211 ELECTRICAL AND ELECTRONICS ENGINEERS
- 2213 MECHANICAL ENGINEERS
- 2215 MINING ENGINEERS
- 2217 METALLURGISTS AND MATERIALS SCIENTISTS
- 2219 OTHER ENGINEERS

**23 HEALTH DIAGNOSIS AND  
TREATMENT  
PRACTITIONERS**

- 2301 GENERAL MEDICAL PRACTITIONERS  
2303 SPECIALIST MEDICAL  
PRACTITIONERS  
2305 DENTAL PRACTITIONERS  
2307 PHARMACISTS  
2309 OCCUPATIONAL THERAPISTS  
2311 OPTOMETRISTS  
2313 PHYSIOTHERAPISTS  
2315 SPEECH PATHOLOGISTS  
2317 CHIROPRACTORS AND OSTEOPATHS  
2319 PODIATRISTS  
2321 RADIOGRAPHERS  
2323 VETERINARIANS  
2399 OTHER HEALTH DIAGNOSIS AND  
TREATMENT PRACTITIONERS

**24 SCHOOL TEACHERS**

- 2401 PRE-PRIMARY SCHOOL TEACHERS  
2403 PRIMARY SCHOOL TEACHERS  
2405 SECONDARY SCHOOL TEACHERS  
2407 SPECIAL EDUCATION TEACHERS

**25 OTHER TEACHERS AND  
INSTRUCTORS**

- 2501 UNIVERSITY AND CAE TEACHERS  
2503 TAFE TEACHERS  
2505 EXTRA-SYSTEMIC TEACHERS AND  
INSTRUCTORS

**26 SOCIAL PROFESSIONALS**

- 2601 SOCIAL WORKERS  
2603 COUNSELLORS  
2605 LAWYERS  
2607 MINISTERS OF RELIGION

**27 BUSINESS PROFESSIONALS**

- 2701 ACCOUNTANTS  
2703 PUBLIC RELATIONS OFFICERS  
2705 PERSONNEL SPECIALISTS  
2707 COMPUTING PROFESSIONALS  
2799 OTHER BUSINESS PROFESSIONALS

**28 ARTISTS AND RELATED  
PROFESSIONALS**

- 2801 PAINTERS, SCULPTORS AND  
RELATED PROFESSIONALS  
2803 PHOTOGRAPHERS  
2805 DESIGNERS AND ILLUSTRATORS  
2807 JOURNALISTS  
2809 AUTHORS AND RELATED  
PROFESSIONALS  
2811 FILM, TELEVISION AND STAGE  
DIRECTORS  
2813 DANCERS AND CHOREOGRAPHERS  
2815 MUSICIANS, COMPOSERS AND  
RELATED PROFESSIONALS  
2817 ACTORS AND RELATED  
PROFESSIONALS  
2819 ANNOUNCERS

**29 MISCELLANEOUS  
PROFESSIONALS**

- 2901 ECONOMISTS  
2903 PSYCHOLOGISTS  
2905 EDUCATION RESEARCHERS AND  
RELATED PROFESSIONALS  
2907 OTHER SOCIAL SCIENTISTS  
2909 MATHEMATICIANS, STATISTICIANS  
AND ACTUARIES  
2911 LIBRARIANS  
2999 OTHER PROFESSIONALS

**3 PARA-PROFESSIONALS**

**31 MEDICAL AND SCIENCE  
TECHNICAL OFFICERS AND  
TECHNICIANS**

- 3101 MEDICAL TECHNICAL OFFICERS  
AND TECHNICIANS  
3103 SCIENCE TECHNICAL OFFICERS AND  
TECHNICIANS

**32 ENGINEERING AND  
BUILDING ASSOCIATES AND  
TECHNICIANS**

- 3201 ELECTRICAL AND ELECTRONIC  
ENGINEERING ASSOCIATES AND  
TECHNICIANS  
3203 CIVIL ENGINEERING ASSOCIATES  
AND TECHNICIANS  
3205 MECHANICAL ENGINEERING  
ASSOCIATES AND TECHNICIANS  
3207 BUILDING, ARCHITECTURAL AND  
SURVEYING ASSOCIATES AND  
TECHNICIANS  
3299 OTHER ENGINEERING AND  
BUILDING ASSOCIATES AND  
TECHNICIANS

**33 AIR AND SEA TRANSPORT  
TECHNICAL WORKERS**

- 3301 AIRCRAFT PILOTS  
3303 AIR TRANSPORT OPERATING  
SUPPORT WORKERS  
3305 SHIP'S PILOTS AND DECK OFFICERS  
3307 MARINE ENGINEERS AND  
SURVEYORS

**34 REGISTERED NURSES**

- 3401 REGISTERED NURSES

**35 POLICE**

- 3501 POLICE

**39 MISCELLANEOUS  
PARA-PROFESSIONALS**

- 3901 WELFARE PARA-PROFESSIONALS  
3903 PERFORMING ARTS SUPPORT  
WORKERS  
3905 INSPECTORS AND REGULATORY  
OFFICERS  
3907 CHILD CARE CO-ORDINATORS  
3909 AMBULANCE OFFICERS  
3911 PRISON OFFICERS  
3913 PROCUREMENT OFFICERS  
3915 SPORTSPERSONS AND RELATED  
WORKERS  
3999 OTHER PARA-PROFESSIONALS

**4 TRADESPERSONS****41 METAL FITTING AND  
MACHINING  
TRADESPERSONS**

- 4101 TOOLMAKERS  
4103 METAL FITTERS AND MACHINISTS

**42 OTHER METAL  
TRADESPERSONS**

- 4201 FORGING TRADESPERSONS  
4203 SHEETMETAL TRADESPERSONS  
4205 STRUCTURAL STEEL, BOILERMAKING  
AND WELDING TRADESPERSONS  
4207 METAL CASTING TRADESPERSONS  
4209 METAL FINISHING TRADESPERSONS  
4211 AIRCRAFT MAINTENANCE  
ENGINEERS  
4213 PRECISION METAL TRADESPERSONS

**43 ELECTRICAL AND  
ELECTRONICS  
TRADESPERSONS**

- 4301 ELECTRICAL POWERLINE  
TRADESPERSONS  
4303 ELECTRICAL FITTERS  
4305 AUTOMOTIVE ELECTRICIANS  
4307 REFRIGERATION AND  
AIR-CONDITIONING MECHANICS  
4309 ELECTRICAL MECHANICS  
4311 COMMUNICATIONS EQUIPMENT  
TRADESPERSONS  
4313 RADIO AND TELEVISION SERVICERS  
4315 OFFICE EQUIPMENT AND  
COMPUTER SERVICERS  
4399 OTHER ELECTRICAL AND  
ELECTRONICS TRADESPERSONS

**44 BUILDING TRADESPERSONS**

- 4401 CARPENTERS AND JOINERS  
4403 BRICKLAYERS  
4405 PAINTERS, DECORATORS AND  
SIGNWRITERS  
4407 PLASTERERS  
4409 PLUMBERS  
4411 ROOF SLATERS AND TILERS  
4413 WALL AND FLOOR TILERS

**45 PRINTING TRADESPERSONS**

- 4501 COMPOSITORS  
4503 GRAPHIC REPRODUCTION  
TRADESPERSONS  
4505 PRINTING MACHINISTS  
4507 BINDERS AND FINISHERS  
4509 STEREOTYPERS AND  
ELECTROTYPERS  
4511 SCREEN PRINTERS

**46 VEHICLE TRADESPERSONS**

- 4601 VEHICLE MECHANICS  
4603 PANEL BEATERS  
4605 VEHICLE PAINTERS  
4607 VEHICLE BODY MAKERS  
4609 VEHICLE TRIMMERS

**47 FOOD TRADESPERSONS**

- 4701 MEAT TRADESPERSONS  
4703 BAKERS AND PASTRYCOOKS  
4705 COOKS  
4799 OTHER FOOD TRADESPERSONS

**48 AMENITY HORTICULTURE TRADESPERSONS**

4801 NURSERYMEN/WOMEN  
4803 GREENKEEPERS  
4805 GARDENERS

**49 MISCELLANEOUS TRADESPERSONS**

4901 WOOD MACHINISTS AND TURNERS  
4903 CABINETMAKERS  
4905 OTHER WOOD TRADESPERSONS  
4907 MARINE CONSTRUCTION TRADESPERSONS  
4909 BLASTING TRADESPERSONS  
4911 GARMENT TRADESPERSONS  
4913 UPHOLSTERERS AND BEDDING TRADESPERSONS  
4915 SHOEMAKING AND REPAIRING TRADESPERSONS  
4917 OTHER LEATHER AND CANVAS TRADESPERSONS  
4919 FLOOR COVERERS  
4921 GLASS TRADESPERSONS  
4923 JEWELLERY AND PRECIOUS METALWARE TRADESPERSONS  
4925 CRAFTWORKERS  
4927 HAIRDRESSERS  
4929 SHEEP SHEARERS  
4931 ANIMAL TRAINERS  
4999 OTHER TRADESPERSONS

**5 CLERKS****51 STENOGRAPHERS AND TYPISTS**

5101 OFFICE SECRETARIES AND STENOGRAPHERS  
5103 TYPISTS AND TYPIST-CLERKS  
5105 WORD PROCESSING OPERATORS

**52 DATA PROCESSING AND BUSINESS MACHINE OPERATORS**

5201 DATA PROCESSING MACHINE OPERATORS  
5203 BUSINESS MACHINE OPERATORS

**53 NUMERICAL CLERKS**

5301 ACCOUNTING CLERKS  
5303 INSURANCE AND BROKING CLERKS  
5305 STATISTICAL AND ACTUARIAL CLERKS

**54 FILING, SORTING AND COPYING CLERKS**

5401 LIBRARY AND FILING CLERKS  
5403 MAIL SORTERS  
5499 OTHER FILING, SORTING AND COPYING CLERKS

**55 MATERIAL RECORDING AND DESPATCHING CLERKS**

5501 PRODUCTION RECORDING CLERKS  
5503 TRANSPORT RECORDING AND DESPATCHING CLERKS  
5505 STOCK AND PURCHASING CLERKS

**56 RECEPTIONISTS, TELEPHONISTS AND MESSENGERS**

5601 RECEPTIONISTS AND INFORMATION CLERKS  
5603 TELEPHONISTS  
5605 MESSENGERS AND DELIVERY OFFICERS

**59 MISCELLANEOUS CLERKS**

5901 COLLECTION CLERKS  
5903 TEACHERS' AIDES  
5905 PERSONNEL CLERKS  
5907 LEGAL AND RELATED CLERKS  
5909 POSTAL CLERKS AND OFFICERS  
5999 OTHER CLERKS

**6 SALESPERSONS AND PERSONAL SERVICE WORKERS****61 INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS**

6101 SECURITIES AND FINANCE DEALERS  
6103 INSURANCE BROKERS AND AGENTS  
6105 REAL ESTATE SALESPERSONS AND PROPERTY MANAGERS  
6199 OTHER INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS

**62 SALES REPRESENTATIVES**

6201 SALES REPRESENTATIVES

**63 SALES ASSISTANTS**

6301 SALES ASSISTANTS

**64 TELLERS, CASHIERS AND TICKET SALESPERSONS**

6401 TELLERS  
6403 CASHIERS  
6405 TICKET SALESPERSONS

**65 MISCELLANEOUS SALESPERSONS**

- 6501 STREET VENDORS, CANVASSERS AND SALES DRIVERS
- 6503 BAR ATTENDANTS
- 6505 WAITERS AND WAITRESSES
- 6507 TRAVEL AGENTS
- 6599 OTHER SALESPERSONS

**66 PERSONAL SERVICE WORKERS**

- 6601 CHILD CARE, REFUGE AND RELATED WORKERS
- 6603 ENROLLED NURSES
- 6605 DENTAL NURSES
- 6607 HOME COMPANIONS AND AIDES
- 6609 TRAVEL STEWARDS
- 6699 OTHER PERSONAL SERVICE WORKERS

**7 PLANT AND MACHINE OPERATORS, AND DRIVERS****71 ROAD AND RAIL TRANSPORT DRIVERS**

- 7101 BUS AND TRAM DRIVERS
- 7103 AUTOMOBILE DRIVERS
- 7105 TRUCK DRIVERS
- 7107 LOCOMOTIVE DRIVERS

**72 MOBILE PLANT OPERATORS (EXCEPT TRANSPORT)**

- 7201 EXCAVATING AND EARTHMOVING PLANT OPERATORS
- 7203 FORKLIFT AND RELATED DRIVERS
- 7205 LOGGING PLANT OPERATORS
- 7207 PAVING AND SURFACING PLANT OPERATORS
- 7209 AGRICULTURAL PLANT OPERATORS
- 7211 FIRE FIGHTERS
- 7299 OTHER MOBILE PLANT OPERATORS (EXCEPT TRANSPORT)

**73 STATIONARY PLANT OPERATORS**

- 7301 POWER GENERATION PLANT OPERATORS
- 7303 ENGINE AND BOILER OPERATORS (EXCEPT POWER GENERATION)
- 7305 CHEMICAL PLANT OPERATORS
- 7307 PETROLEUM AND GAS PLANT OPERATORS
- 7309 BULK MATERIALS HANDLING PLANT OPERATORS
- 7311 CRANE OPERATORS
- 7313 HOIST, WINCH AND LIFT OPERATORS
- 7315 FURNACE AND KILN OPERATORS

- 7317 DRILLING PLANT OPERATORS
- 7399 OTHER STATIONARY PLANT OPERATORS

**74 MACHINE OPERATORS**

- 7401 BASIC METAL PRODUCTS MACHINE OPERATORS
- 7403 METAL PRESS OPERATORS
- 7405 OTHER METAL PRODUCTS MACHINE OPERATORS
- 7407 PLASTICS PRODUCTION MACHINE OPERATORS
- 7409 RUBBER PRODUCTION MACHINE OPERATORS
- 7411 CHEMICAL PRODUCTION MACHINE OPERATORS
- 7413 WOOD PROCESSING MACHINE OPERATORS
- 7415 PAPER AND PAPER PRODUCTS MACHINE OPERATORS
- 7417 GLASS PRODUCTION MACHINE OPERATORS
- 7419 CLAY AND STONE PROCESSING MACHINE OPERATORS
- 7421 YARN PRODUCTION MACHINE OPERATORS
- 7423 HIDE AND SKIN PROCESSING MACHINE OPERATORS
- 7425 FABRIC PRODUCTION MACHINE OPERATORS
- 7427 TEXTILE SEWING MACHINISTS
- 7429 SHOEMAKING MACHINE OPERATORS
- 7431 FOOD PROCESSING MACHINE OPERATORS
- 7433 PACKAGING MACHINE OPERATORS
- 7435 PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS
- 7499 OTHER MACHINE OPERATORS

**8 LABOURERS AND RELATED WORKERS****81 TRADES ASSISTANTS AND FACTORY HANDS**

- 8101 TRADES ASSISTANTS
- 8103 ASSEMBLERS
- 8105 HAND PACKERS
- 8107 INDUSTRIAL SPRAY PAINTERS
- 8109 QUALITY CONTROLLERS
- 8199 OTHER TRADES ASSISTANTS AND FACTORY HANDS

**82 AGRICULTURAL LABOURERS AND RELATED WORKERS**

- 8201 FARM HANDS AND ASSISTANTS
- 8203 FORESTRY LABOURERS
- 8205 NURSERY AND GARDEN LABOURERS
- 8299 OTHER AGRICULTURAL LABOURERS AND RELATED WORKERS

**83 CLEANERS**

8301 CLEANERS

**84 CONSTRUCTION AND MINING LABOURERS**

8401 INSTALLATION WORKERS  
 8403 CONCRETE WORKERS  
 8405 STRUCTURAL STEEL AND RELATED  
 CONSTRUCTION LABOURERS  
 8407 EARTHMOVING LABOURERS  
 8409 PAVING AND SURFACING  
 LABOURERS  
 8411 SURVEY HANDS  
 8413 RAILWAY LABOURERS  
 8415 MINING AND MINERAL ORE  
 TREATING LABOURERS  
 8499 OTHER CONSTRUCTION AND  
 MINING LABOURERS

**89 MISCELLANEOUS LABOURERS AND RELATED WORKERS**

8901 USHERS AND DOOR ATTENDANTS  
 8903 LUGGAGE PORTERS  
 8905 GARBAGE COLLECTORS  
 8907 STOREMEN/WOMEN  
 8909 FREIGHT AND FURNITURE  
 HANDLERS  
 8911 GUARDS AND SECURITY OFFICERS  
 8913 CARETAKERS  
 8915 HOUSEKEEPERS  
 8917 LAUNDRY WORKERS  
 8919 KITCHENHANDS  
 8921 WARD HELPERS  
 8923 VEHICLE ACCESSORIES FITTERS  
 8925 FISHERMEN/WOMEN, DECKHANDS  
 AND SEAMEN/WOMEN  
 8999 OTHER LABOURERS AND RELATED  
 WORKERS

## ASCO GROUPS AND OCCUPATIONS

### **1 MANAGERS AND ADMINISTRATORS**

### **11 LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS**

#### **1101 PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT REPRESENTATIVES**

- 1101-11 Member of Parliament  
 1101-99 Parliamentarians, Councillors and Government Representatives, nec

#### **1103 JUDGES, MAGISTRATES AND MEDIATORS**

- 1103-11 Coroner  
 1103-13 Judge  
 1103-15 Magistrate  
 1103-17 Administrative Appeals Tribunal Member  
 1103-19 Industrial Tribunal Member

### **12 GENERAL MANAGERS**

#### **1201 GENERAL MANAGERS**

- 1201-01 General Manager

### **13 SPECIALIST MANAGERS**

#### **1301 FINANCE MANAGERS**

- 1301-11 Finance Manager

#### **1303 SALES AND MARKETING MANAGERS**

- 1303-11 Sales and Marketing Manager

#### **1305 PRODUCTION MANAGERS**

- 1305-11 Production Manager (Manufacturing and Mining)  
 1305-13 Producer (Media)

#### **1307 SUPPLY AND DISTRIBUTION MANAGERS**

- 1307-11 Supply and Distribution Manager

#### **1309 PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS**

- 1309-11 Personnel and Industrial Relations Manager

#### **1311 DATA PROCESSING MANAGERS**

- 1311-11 Data Processing Manager

#### **1313 PUBLIC POLICY MANAGERS**

- 1313-11 Public Policy Manager

#### **1315 DIRECTORS OF NURSING**

- 1315-11 Director of Nursing

#### **1317 EDUCATION MANAGERS**

- 1317-11 School Principal  
 1317-99 Education Managers, nec

#### **1319 COMMISSIONED OFFICERS (MANAGEMENT)**

- 1319-11 Commissioned Police Officer  
 1319-13 Commissioned Fire Officer  
 1319-15 Commissioned Defence Force Officer (Management)  
 1319-91 Trainee Officer (Defence Forces)

#### **1399 OTHER SPECIALIST MANAGERS**

- 1399-11 Engineering Manager  
 1399-13 Research Manager  
 1399-99 Specialist Managers, nec

### **14 FARMERS AND FARM MANAGERS**

#### **1401 FARMERS AND FARM MANAGERS**

- 1401-11 Grain, Oilseed and Pasture Grower  
 1401-13 Sugar Cane Grower  
 1401-15 Tobacco Grower  
 1401-17 Beef Cattle Farmer  
 1401-19 Dairy Farmer  
 1401-21 Sheep Farmer  
 1401-23 Pig Farmer  
 1401-25 Poultry Farmer  
 1401-27 Horse Breeder  
 1401-29 Mixed Farmer  
 1401-31 Fruit and Nut Grower  
 1401-33 Vegetable Grower  
 1401-35 Apiarist  
 1401-91 Trainee Farmer  
 1401-99 Farmers and Farm Managers, nec

**15 MANAGING SUPERVISORS  
(SALES AND SERVICE)****1501 SHOP MANAGERS**

1501-11 Shop Manager

**1503 RESTAURANT AND CATERING  
MANAGING SUPERVISORS**1503-11 Restaurant and Catering Managing  
Supervisor**1505 ACCOMMODATION AND TAVERN  
MANAGING SUPERVISORS**

1505-11 Hotel/Motel Manager

1505-13 Caravan Park Manager

1505-99 Accommodation and Tavern Managing  
Supervisors, nec**1507 FINANCIAL INSTITUTION BRANCH  
MANAGERS**

1507-11 Financial Institution Branch Manager

**1599 OTHER MANAGING SUPERVISORS  
(SALES AND SERVICE)**1599-11 Hairdressing Establishment Managing  
Supervisor

1599-13 Sports Centre Manager

1599-15 Postmaster/mistress

1599-17 Real Estate Agency Manager

1599-19 Bookmaker

1599-21 Railway Station Master/Mistress

1599-99 Managing Supervisors (Sales and Service),  
nec**16 MANAGING SUPERVISORS  
(OTHER BUSINESS)****1601 MANAGING SUPERVISORS (OTHER  
BUSINESS)**

1601-11 Importer-Exporter

1601-13 Professional Builder

1601-15 Building Contractor

1601-17 Wholesaler

1601-19 Manufacturer

1601-99 Managing Supervisors (Other Business), nec

**2 PROFESSIONALS****21 NATURAL SCIENTISTS****2101 CHEMISTS**

2101-11 Chemist

**2103 GEOLOGISTS AND GEOPHYSICISTS**

2103-11 Geologist

2103-13 Geophysicist

**2105 PHYSICISTS**

2105-11 Physicist

**2107 LIFE SCIENTISTS**

2107-11 Anatomist

2107-13 Physiologist

2107-15 Biochemist

2107-17 Biophysicist

2107-19 Botanist

2107-21 Ecologist

2107-23 Zoologist

2107-25 Forester

2107-27 Agricultural Extension Officer

2107-99 Life Scientists, nec

**2109 MEDICAL TESTING PROFESSIONALS**

2109-11 Medical Laboratory Scientist

2109-13 Clinical Physical Scientist

**2199 OTHER NATURAL SCIENTISTS**

2199-11 Environmental Scientist

2199-13 Soil Scientist

2199-15 Meteorologist

**22 BUILDING PROFESSIONALS  
AND ENGINEERS****2201 ARCHITECTS AND LANDSCAPE  
ARCHITECTS**

2201-11 Architect

2201-13 Landscape Architect

**2203 QUANTITY SURVEYORS**

2203-11 Quantity Surveyor

**2205 CARTOGRAPHERS AND SURVEYORS**

2205-11 Cartographer

2205-13 Surveyor

**2207 CHEMICAL ENGINEERS**

2207-11 Chemical Engineer

**2209 CIVIL ENGINEERS**

2209-11 Civil Engineer

**2211 ELECTRICAL AND ELECTRONICS  
ENGINEERS**

2211-11 Electrical Engineer

2211-13 Electronics Engineer



**2213 MECHANICAL ENGINEERS**

2213-11 Mechanical Engineer

**2215 MINING ENGINEERS**

2215-11 Mining Engineer (except Petroleum)

2215-13 Petroleum Engineer

**2217 METALLURGISTS AND MATERIALS SCIENTISTS**

2217-11 Extractive Metallurgist

2217-13 Physical Metallurgist

2217-15 Materials Engineer

2217-17 Materials Scientist

**2219 OTHER ENGINEERS**

2219-11 Aeronautical Engineer

2219-13 Agricultural Engineer

2219-15 Naval Architect

2219-17 Industrial Engineer

2219-99 Engineers, nec

**23 HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS****2301 GENERAL MEDICAL PRACTITIONERS**

2301-11 General Medical Practitioner

**2303 SPECIALIST MEDICAL PRACTITIONERS**

2303-11 Anaesthetist

2303-13 Cardiologist

2303-15 Obstetrician and Gynaecologist

2303-17 Ophthalmologist

2303-19 Orthopaedic Specialist

2303-21 Psychiatrist

2303-23 Radiologist

2303-25 Paediatrician

2303-27 Thoracic Specialist

2303-29 Dermatologist

2303-31 Otorhinolaryngologist

2303-33 Urologist

2303-35 Surgeon

2303-37 Pathologist

2303-39 Specialist in Rehabilitation Medicine

2303-41 Specialist Physician

2303-99 Specialist Medical Practitioners, nec

**2305 DENTAL PRACTITIONERS**

2305-11 Dentist

2305-13 Dental Specialist

**2307 PHARMACISTS**

2307-11 Hospital Pharmacist

2307-13 Industrial Pharmacist

2307-15 Retail Pharmacist

**2309 OCCUPATIONAL THERAPISTS**

2309-11 Occupational Therapist

**2311 OPTOMETRISTS**

2311-11 Optometrist

**2313 PHYSIOTHERAPISTS**

2313-11 Physiotherapist

**2315 SPEECH PATHOLOGISTS**

2315-11 Speech Pathologist

**2317 CHIROPRACTORS AND OSTEOPATHS**

2317-11 Chiropractor

2317-13 Osteopath

**2319 PODIATRISTS**

2319-11 Podiatrist

**2321 RADIOGRAPHERS**

2321-11 Medical Diagnostic Radiographer

2321-13 Medical Therapeutic Radiographer

2321-15 Nuclear Medicine Technologist

**2323 VETERINARIANS**

2323-11 Veterinarian

**2399 OTHER HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS**

2399-11 Audiologist

2399-13 Dietitian

2399-15 Orthoptist

2399-99 Health Diagnosis and Treatment Practitioners, nec

**24 SCHOOL TEACHERS****2401 PRE-PRIMARY SCHOOL TEACHERS**

2401-11 Pre-Primary School Teacher

**2403 PRIMARY SCHOOL TEACHERS**

2403-01 Senior Teacher, Infant-Primary School

2403-11 Primary School Teacher

**2405 SECONDARY SCHOOL TEACHERS**

2405-01 Senior Teacher, Secondary School

2405-11 Secondary School Teacher

**2407 SPECIAL EDUCATION TEACHERS**

2407-11 Resource Teacher

2407-13 Teacher of Disabled or Gifted Students

2407-99 Special Education Teachers, nec

**25 OTHER TEACHERS AND INSTRUCTORS****2501 UNIVERSITY AND CAE TEACHERS**

- 2501-11 University or CAE Lecturer  
2501-13 University or CAE Tutor

**2503 TAFE TEACHERS**

- 2503-01 Head of School (TAFE)  
2503-11 TAFE Teacher (Trades)  
2503-13 TAFE Teacher (General Education)

**2505 EXTRA-SYSTEMIC TEACHERS AND INSTRUCTORS**

- 2505-11 Art Teacher (Private)  
2505-13 Music Teacher (Private)  
2505-15 Dance Teacher (Private)  
2505-17 Drama Teacher (Private)  
2505-19 Driving Instructor  
2505-21 Flying Instructor  
2505-23 Ground School Instructor  
2505-25 Nurse Educator  
2505-99 Extra-Systemic Teachers and Instructors, nec

**26 SOCIAL PROFESSIONALS****2601 SOCIAL WORKERS**

- 2601-11 Social Planner and Administrator  
2601-13 Community Social Worker  
2601-15 Social Case Worker

**2603 COUNSELLORS**

- 2603-11 Rehabilitation Counsellor  
2603-13 Marriage Counsellor  
2603-15 Family Court Counsellor  
2603-17 Careers Counsellor and Adviser  
2603-99 Counsellors, nec

**2605 LAWYERS**

- 2605-11 Barrister  
2605-13 Solicitor  
2605-91 Articled Clerk  
2605-99 Lawyers, nec

**2607 MINISTERS OF RELIGION**

- 2607-11 Minister of Religion

**27 BUSINESS PROFESSIONALS****2701 ACCOUNTANTS**

- 2701-11 Accountant  
2701-91 Trainee Accountant

**2703 PUBLIC RELATIONS OFFICERS**

- 2703-11 Public Relations Officer

**2705 PERSONNEL SPECIALISTS**

- 2705-11 Personnel Officer  
2705-13 Training Officer  
2705-15 Staff Development Officer

**2707 COMPUTING PROFESSIONALS**

- 2707-11 Applications Programmer  
2707-13 Systems Programmer  
2707-15 Analyst Programmer  
2707-17 Computer Systems Analyst  
2707-19 Software Engineer  
2707-21 Data Base Administrator  
2707-23 Computer Scientist  
2707-25 EDP Auditor

**2799 OTHER BUSINESS PROFESSIONALS**

- 2799-11 Medical Record Administrator  
2799-13 Industrial Relations Officer  
2799-15 Organisation and Methods Analyst  
2799-99 Business Professionals, nec

**28 ARTISTS AND RELATED PROFESSIONALS****2801 PAINTERS, SCULPTORS AND RELATED PROFESSIONALS**

- 2801-11 Painter (Artistic)  
2801-13 Sculptor  
2801-99 Painters, Sculptors and Related Professionals, nec

**2803 PHOTOGRAPHERS**

- 2803-11 Photographer

**2805 DESIGNERS AND ILLUSTRATORS**

- 2805-11 Fashion Designer  
2805-13 Graphic Designer  
2805-15 Industrial Designer  
2805-17 Interior Designer  
2805-19 Illustrator

**2807 JOURNALISTS**

- 2807-01 Associate Editor  
2807-11 Sub-editor  
2807-13 Reporter  
2807-15 Copy-writer  
2807-91 Cadet Journalist  
2807-99 Journalists, nec

**2809 AUTHORS AND RELATED PROFESSIONALS**

- 2809-11 Author  
2809-13 Book Editor  
2809-15 Script Editor

**2811 FILM, TELEVISION AND STAGE DIRECTORS**

- 2811-11 Art Director (Television, Film or Stage)  
2811-13 Casting Director  
2811-15 Director (Film or Stage)  
2811-17 Director of Photography  
2811-19 Film Editor  
2811-21 Stage Manager  
2811-23 Director (Radio or Television)  
2811-25 Technical Producer

**2813 DANCERS AND CHOREOGRAPHERS**

- 2813-11 Choreographer  
2813-13 Dancer

**2815 MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS**

- 2815-11 Music Director  
2815-13 Concert and Opera Singer  
2815-15 Popular Singer  
2815-17 Instrumental Musician  
2815-19 Composer  
2815-99 Musicians, Composers and Related Professionals, nec

**2817 ACTORS AND RELATED PROFESSIONALS**

- 2817-11 Actor  
2817-13 Variety Artist  
2817-99 Actors and Related Professionals, nec

**2819 ANNOUNCERS**

- 2819-11 Announcer

**29 MISCELLANEOUS PROFESSIONALS****2901 ECONOMISTS**

- 2901-11 Economist

**2903 PSYCHOLOGISTS**

- 2903-11 Clinical Psychologist  
2903-13 Educational Psychologist  
2903-15 Occupational Psychologist

**2905 EDUCATION RESEARCHERS AND RELATED PROFESSIONALS**

- 2905-11 Curriculum Development Officer  
2905-13 Education Officer

**2907 OTHER SOCIAL SCIENTISTS**

- 2907-11 Urban and Regional Planner  
2907-13 Geographer  
2907-15 Historian  
2907-99 Social Scientists, nec

**2909 MATHEMATICIANS, STATISTICIANS AND ACTUARIES**

- 2909-11 Mathematician  
2909-13 Statistician  
2909-15 Actuary

**2911 LIBRARIANS**

- 2911-11 Librarian

**2999 OTHER PROFESSIONALS**

- 2999-11 Conservator  
2999-13 Archivist  
2999-15 Research Workers, nec  
2999-17 Recreation Officer  
2999-19 Interpreter  
2999-21 Translator  
2999-23 Intelligence Officer  
2999-99 Professionals, nec

**3 PARA-PROFESSIONALS****31 MEDICAL AND SCIENCE TECHNICAL OFFICERS AND TECHNICIANS****3101 MEDICAL TECHNICAL OFFICERS AND TECHNICIANS**

- 3101-11 Medical Laboratory Technical Officer  
3101-13 Medical Laboratory Technician  
3101-15 Dental Therapist  
3101-99 Medical Technical Officers and Technicians, nec

**3103 SCIENCE TECHNICAL OFFICERS AND TECHNICIANS**

- 3103-11 Chemistry Technical Officer  
3103-13 Chemistry Technician  
3103-15 Earth Science Technical Officer  
3103-17 Earth Science Technician  
3103-19 Physics Technical Officer  
3103-21 Physics Technician  
3103-23 Textiles Technical Officer  
3103-25 Life Science Technical Officer  
3103-27 Life Science Technician  
3103-29 Agricultural Technical Officer  
3103-31 Agricultural Technician

**32 ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS****3201 ELECTRICAL AND ELECTRONIC ENGINEERING ASSOCIATES AND TECHNICIANS**

- 3201-11 Electrical Engineering Associate
- 3201-13 Electrical Engineering Technician
- 3201-15 Electronics Engineering Associate
- 3201-17 Electronics Engineering Technician

**3203 CIVIL ENGINEERING ASSOCIATES AND TECHNICIANS**

- 3203-11 Civil Engineering Associate
- 3203-13 Civil Engineering Technician

**3205 MECHANICAL ENGINEERING ASSOCIATES AND TECHNICIANS**

- 3205-11 Mechanical Engineering Associate
- 3205-13 Mechanical Engineering Technician

**3207 BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATES AND TECHNICIANS**

- 3207-11 Building Technician
- 3207-13 Architectural Associate
- 3207-15 Surveying Associate

**3299 OTHER ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS**

- 3299-11 Metallurgical Technician
- 3299-99 Engineering and Building Associates and Technicians, nec

**33 AIR AND SEA TRANSPORT TECHNICAL WORKERS****3301 AIRCRAFT PILOTS**

- 3301-11 Aircraft Pilot

**3303 AIR TRANSPORT OPERATING SUPPORT WORKERS**

- 3303-11 Air Traffic Controller
- 3303-13 Flight Service Officer
- 3303-15 Flight Engineer
- 3303-17 Airways Surveyor
- 3303-19 Airworthiness Surveyor
- 3303-21 Examiner of Flightcrew
- 3303-23 Aircraft Navigator
- 3303-25 Aircraft Crewman/woman (Military and Rescue)
- 3303-27 Loadmaster
- 3303-91 Trainee Air Traffic Controller
- 3303-93 Trainee Flight Service Officer
- 3303-99 Air Transport Operating Support Workers, nec

**3305 SHIP'S PILOTS AND DECK OFFICERS**

- 3305-11 Ship's Captain
- 3305-13 Ship's Officer
- 3305-15 Master Fisherman/woman
- 3305-91 Cadet Deck Officer

**3307 MARINE ENGINEERS AND SURVEYORS**

- 3307-11 Marine Engineer
- 3307-13 Marine Engineer Surveyor
- 3307-15 Marine Surveyor
- 3307-91 Trainee Marine Engineer

**34 REGISTERED NURSES****3401 REGISTERED NURSES**

- 3401-01 Nursing Supervisor
- 3401-11 Registered General Nurse
- 3401-13 Registered Community Health Nurse
- 3401-15 Registered Midwife
- 3401-17 Registered Mental Retardation Nurse
- 3401-19 Registered Psychiatric Nurse
- 3401-91 Student Registered Nurse
- 3401-99 Registered Nurses, nec

**35 POLICE****3501 POLICE**

- 3501-01 Police Supervisor
- 3501-11 Policeman/woman
- 3501-13 Detective

**39 MISCELLANEOUS PARA-PROFESSIONALS****3901 WELFARE PARA-PROFESSIONALS**

- 3901-11 Community Worker
- 3901-13 Parole Officer
- 3901-15 Welfare Officer
- 3901-17 Youth Worker

**3903 PERFORMING ARTS SUPPORT WORKERS**

- 3903-01 Supervisor, Performing Arts Support Workers
- 3903-11 Sound Technician
- 3903-13 Motion Picture Camera Operator
- 3903-15 Television Equipment Operator
- 3903-17 Broadcast Transmitter Operator
- 3903-19 Light Technician
- 3903-99 Performing Arts Support Workers, nec

**3905 INSPECTORS AND REGULATORY OFFICERS**

- 3905-01 Supervisor, Inspectors and Regulatory Officers
- 3905-11 Building Inspector
- 3905-13 Safety Inspector
- 3905-15 Primary Products Inspector
- 3905-17 Train Examiner
- 3905-19 Customs Investigator
- 3905-21 Health Inspector
- 3905-23 Arbitration Inspector
- 3905-25 Water Usage Inspector
- 3905-27 Corporate Safety Officer
- 3905-29 Insurance Assessor (except Health)
- 3905-31 Traffic Inspector
- 3905-99 Inspectors and Regulatory Officers, nec

**3907 CHILD CARE CO-ORDINATORS**

- 3907-11 Child Care Co-ordinator

**3909 AMBULANCE OFFICERS**

- 3909-11 Ambulance Officer

**3911 PRISON OFFICERS**

- 3911-01 Chief Prison Officer
- 3911-11 Prison Officer

**3913 PROCUREMENT OFFICERS**

- 3913-11 Purchasing Officer
- 3913-13 Commodities Buyer
- 3913-15 Retail Buyer

**3915 SPORTSPERSONS AND RELATED WORKERS**

- 3915-11 Coach (Sport)
- 3915-13 Jockey
- 3915-15 Other Sportspersons
- 3915-17 Racecourse Official
- 3915-19 Referee
- 3915-91 Apprentice Jockey

**3999 OTHER PARA-PROFESSIONALS**

- 3999-01 Supervisor, Other Para-Professionals
- 3999-11 Radio Telegraphist
- 3999-13 Museum and Art Gallery Technician
- 3999-15 Library Technician
- 3999-17 Layout Artist
- 3999-19 Window Dresser
- 3999-21 Interior Decorator
- 3999-23 Photographic Studio Assistant
- 3999-25 Photograph Retoucher
- 3999-27 Forms Analyst and Designer
- 3999-29 Credit and Loans Analyst
- 3999-31 Park Ranger
- 3999-33 Military Disciplinary Supervisor
- 3999-35 Wool Classer
- 3999-37 Hide and Skin Classer
- 3999-99 Para-Professionals, nec

**4 TRADESPERSONS****41 METAL FITTING AND MACHINING TRADESPERSONS****4101 TOOLMAKERS**

- 4101-01 Supervisor, Toolmakers
- 4101-11 Toolmaker
- 4101-91 Apprentice Toolmaker

**4103 METAL FITTERS AND MACHINISTS**

- 4103-01 Supervisor, Metal Fitters and Machinists
- 4103-11 Fitter
- 4103-13 Metal Machinist (First Class)
- 4103-15 Textile Mechanic
- 4103-17 Die Setter
- 4103-19 Metal Machinist (Second Class)
- 4103-21 Metal Machinist (Third Class)
- 4103-91 Apprentice Metal Fitter and Machinist

**42 OTHER METAL TRADESPERSONS****4201 FORGING TRADESPERSONS**

- 4201-01 Supervisor, Forging Tradespersons
- 4201-11 Blacksmith
- 4201-13 Farrier
- 4201-91 Apprentice Forging Tradesperson

**4203 SHEETMETAL TRADESPERSONS**

- 4203-01 Supervisor, Sheetmetal Tradespersons
- 4203-11 Sheetmetal Worker (First Class)
- 4203-13 Coppersmith
- 4203-15 Metal Spinner
- 4203-17 Sheetmetal Worker (Second Class)
- 4203-91 Apprentice Sheetmetal Tradesperson

**4205 STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSONS**

- 4205-01 Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
- 4205-11 Metal Fabricator
- 4205-13 Structural Steel Tradesperson
- 4205-15 Pressure Welder
- 4205-17 Welder (First Class)
- 4205-19 Welder (Second Class)
- 4205-21 Welder (Third Class)
- 4205-91 Apprentice Structural Steel, Boilermaking and Welding Tradesperson

**4207 METAL CASTING TRADESPERSONS**

- 4207-01 Supervisor, Metal Casting Tradespersons
- 4207-11 Metal Casting Patternmaker
- 4207-13 Moulder and Coremaker
- 4207-91 Apprentice Metal Casting Tradesperson

**4209 METAL FINISHING TRADESPERSONS**

- 4209-01 Supervisor, Metal Finishing Tradespersons
- 4209-11 Metal Polisher
- 4209-13 Electroplater (First Class)
- 4209-15 Electroplater (Second Class)
- 4209-17 Electroplater (Third Class)
- 4209-91 Apprentice Metal Finishing Tradesperson

**4211 AIRCRAFT MAINTENANCE ENGINEERS**

- 4211-01 Supervisor, Aircraft Maintenance Engineers
- 4211-11 Aircraft Maintenance Engineer (Engines)
- 4211-13 Aircraft Maintenance Engineer (Airframes)
- 4211-15 Aircraft Maintenance Engineer (Electrical)
- 4211-17 Aircraft Maintenance Engineer (Radio)
- 4211-19 Aircraft Maintenance Engineer (Instruments)
- 4211-91 Apprentice Aircraft Maintenance Engineer

**4213 PRECISION METAL TRADESPERSONS**

- 4213-01 Supervisor, Precision Metal Tradespersons
- 4213-11 Precision Instrument Maker and Repairer
- 4213-13 Watch and Clock Maker and Repairer
- 4213-15 Locksmith
- 4213-17 Saw Maker and Repairer
- 4213-19 Gunsmith
- 4213-21 Engraver
- 4213-91 Apprentice Precision Metal Tradesperson

**43 ELECTRICAL AND ELECTRONICS TRADESPERSONS****4301 ELECTRICAL POWERLINE TRADESPERSONS**

- 4301-01 Supervisor, Electrical Powerline Tradespersons
- 4301-11 Electrical Linesman/woman
- 4301-13 Electrical Cable Jointer
- 4301-91 Apprentice Electrical Powerline Tradesperson

**4303 ELECTRICAL FITTERS**

- 4303-01 Supervisor, Electrical Fitters
- 4303-11 Electrical Equipment Fitter
- 4303-13 Electrical Appliance Servicier
- 4303-91 Apprentice Electrical Fitter

**4305 AUTOMOTIVE ELECTRICIANS**

- 4305-01 Supervisor, Automotive Electricians
- 4305-11 Automotive Electrician
- 4305-91 Apprentice Automotive Electrician

**4307 REFRIGERATION AND AIR-CONDITIONING MECHANICS**

- 4307-01 Supervisor, Refrigeration and Air-Conditioning Mechanics
- 4307-11 Air-Conditioning Mechanic
- 4307-13 Refrigeration Mechanic
- 4307-91 Apprentice Refrigeration and Air-Conditioning Mechanic

**4309 ELECTRICAL MECHANICS**

- 4309-01 Supervisor, Electrical Mechanics
- 4309-11 Electrical Mechanic
- 4309-13 Electrician (Special Class)
- 4309-91 Apprentice Electrical Mechanic

**4311 COMMUNICATIONS EQUIPMENT TRADESPERSONS**

- 4311-01 Supervisor, Communications Equipment Tradespersons
- 4311-11 Broadcasting Tradesperson
- 4311-13 Telecommunication Tradesperson
- 4311-15 Telecommunications Line Serviceman/woman
- 4311-91 Trainee Communications Equipment Tradesperson
- 4311-99 Communications Equipment Tradespersons, nec

**4313 RADIO AND TELEVISION SERVICERS**

- 4313-01 Supervisor, Radio and Television Servicers
- 4313-11 Radio and Television Servicier
- 4313-91 Apprentice Radio and Television Servicier

**4315 OFFICE EQUIPMENT AND COMPUTER SERVICERS**

- 4315-01 Supervisor, Office Equipment and Computer Servicers
- 4315-11 Office Equipment Servicier
- 4315-13 Computer Servicier
- 4315-91 Trainee Office Equipment and Computer Servicier

**4399 OTHER ELECTRICAL AND ELECTRONICS TRADESPERSONS**

- 4399-01 Supervisor, Other Electrical and Electronics Tradespersons
- 4399-11 Lift Mechanic
- 4399-13 Vending Machine Servicier
- 4399-99 Electrical and Electronics Tradespersons, nec

**44 BUILDING TRADESPERSONS****4401 CARPENTERS AND JOINERS**

- 4401-01 Supervisor, Carpenters and Joiners
- 4401-11 Carpenter
- 4401-13 Joiner
- 4401-91 Apprentice Carpenter and Joiner

**4403 BRICKLAYERS**

- 4403-01 Supervisor, Bricklayers
- 4403-11 Bricklayer
- 4403-91 Apprentice Bricklayer

**4405 PAINTERS, DECORATORS AND SIGNWRITERS**

- 4405-01 Supervisor, Painters, Decorators and Signwriters
- 4405-11 Painter and Decorator
- 4405-13 Paperhanger
- 4405-15 Signwriter
- 4405-91 Apprentice Painter, Decorator and Signwriter

**4407 PLASTERERS**

- 4407-01 Supervisor, Plasterers
- 4407-11 Solid Plasterer
- 4407-13 Fibrous Plasterer
- 4407-91 Apprentice Plasterer

**4409 PLUMBERS**

- 4409-01 Supervisor, Plumbers
- 4409-11 Plumber (General)
- 4409-13 Gasfitter
- 4409-15 Drainer
- 4409-91 Apprentice Plumber

**4411 ROOF SLATERS AND TILERS**

- 4411-01 Supervisor, Roof Slaters and Tilers
- 4411-11 Roof Slater and Tiler
- 4411-91 Apprentice Roof Slater and Tiler

**4413 WALL AND FLOOR TILERS**

- 4413-01 Supervisor, Wall and Floor Tilers
- 4413-11 Wall and Floor Tiler
- 4413-91 Apprentice Wall and Floor Tiler

**45 PRINTING TRADESPERSONS****4501 COMPOSITORS**

- 4501-01 Supervisor, Compositors
- 4501-11 Compositor
- 4501-91 Apprentice Compositor

**4503 GRAPHIC REPRODUCTION TRADESPERSONS**

- 4503-01 Supervisor, Graphic Reproduction Tradespersons
- 4503-11 Plate Preparer (Printing)
- 4503-13 Cylinder Preparer (Printing)
- 4503-15 Image Preparer (Printing)
- 4503-91 Apprentice Graphic Reproduction Tradesperson

**4505 PRINTING MACHINISTS**

- 4505-01 Supervisor, Printing Machinists
- 4505-11 Letterpress Printing Machinist
- 4505-13 Lithographic Printing Machinist
- 4505-15 Flexographic or Gravure Printing Machinist
- 4505-17 Newspaper Press Machinist (Metropolitan)
- 4505-19 Small Offset Printing Machinist
- 4505-91 Apprentice Printing Machinist

**4507 BINDERS AND FINISHERS**

- 4507-01 Supervisor, Binders and Finishers
- 4507-11 Binder and Finisher
- 4507-91 Apprentice Binder and Finisher

**4509 STEREOTYPERS AND ELECTROTYPERS**

- 4509-01 Supervisor, Stereotypers and Electrotypers
- 4509-11 Stereotyper and Electrotyper
- 4509-91 Apprentice Stereotyper and Electrotyper

**4511 SCREEN PRINTERS**

- 4511-01 Supervisor, Screen Printers
- 4511-11 Screen Printer
- 4511-91 Apprentice Screen Printer

**46 VEHICLE TRADESPERSONS****4601 VEHICLE MECHANICS**

- 4601-01 Supervisor, Vehicle Mechanics
- 4601-11 Motor Mechanic
- 4601-13 Small Engine Mechanic
- 4601-91 Apprentice Motor Mechanic

**4603 PANEL BEATERS**

- 4603-01 Supervisor, Panel Beaters
- 4603-11 Panel Beater
- 4603-91 Apprentice Panel Beater

**4605 VEHICLE PAINTERS**

- 4605-01 Supervisor, Vehicle Painters
- 4605-11 Vehicle Painter
- 4605-91 Apprentice Vehicle Painter

**4607 VEHICLE BODY MAKERS**

- 4607-01 Supervisor, Vehicle Body Makers
- 4607-11 Vehicle Body Maker
- 4607-91 Apprentice Vehicle Body Maker

**4609 VEHICLE TRIMMERS**

- 4609-01 Supervisor, Vehicle Trimmers
- 4609-11 Vehicle Trimmer
- 4609-91 Apprentice Vehicle Trimmer

**47 FOOD TRADESPERSONS****4701 MEAT TRADESPERSONS**

- 4701-01 Supervisor, Meat Tradespersons
- 4701-11 Butcher
- 4701-13 Smallgoods Maker
- 4701-15 Slaughterman/woman
- 4701-91 Apprentice Meat Tradesperson

**4703 BAKERS AND PASTRYCOOKS**

- 4703-01 Supervisor, Bakers and Pastrycooks
- 4703-11 Pastrycook
- 4703-13 Baker
- 4703-15 Biscuit Maker
- 4703-91 Apprentice Baker and Pastrycook

**4705 COOKS**

- 4705-01 Supervisor, Cooks
- 4705-11 Chef
- 4705-13 Qualified Cook
- 4705-91 Apprentice Cook
- 4705-99 Cooks, nec

**4799 OTHER FOOD TRADESPERSONS**

- 4799-01 Supervisor, Other Food Tradespersons
- 4799-11 Miller
- 4799-13 Buttermaker
- 4799-15 Cheesemaker
- 4799-17 Confectioner
- 4799-91 Apprentice, Other Food Trades
- 4799-93 Trainee Miller

**48 AMENITY HORTICULTURE TRADESPERSONS****4801 NURSERYMEN/WOMEN**

- 4801-01 Supervisor, Nurserymen/women
- 4801-11 Nurseryman/woman
- 4801-91 Apprentice Nurseryman/woman

**4803 GREENKEEPERS**

- 4803-01 Head Greenkeeper
- 4803-11 Greenkeeper
- 4803-91 Apprentice Greenkeeper

**4805 GARDENERS**

- 4805-01 Head Gardener
- 4805-11 Gardener (General)
- 4805-13 Landscape Gardener
- 4805-15 Tree Surgeon
- 4805-91 Apprentice Gardener

**49 MISCELLANEOUS TRADESPERSONS****4901 WOOD MACHINISTS AND TURNERS**

- 4901-01 Supervisor, Wood Machinists and Turners
- 4901-11 Wood Machinist (A-Grade)
- 4901-13 Wood Turner
- 4901-15 Wood Machinist (B-Grade)
- 4901-17 Wood Machinist (C-Grade)
- 4901-91 Apprentice Wood Machinist
- 4901-93 Apprentice Wood Turner

**4903 CABINETMAKERS**

- 4903-01 Supervisor, Cabinetmakers
- 4903-11 Cabinetmaker
- 4903-91 Apprentice Cabinetmaker

**4905 OTHER WOOD TRADESPERSONS**

- 4905-01 Supervisor, Other Wood Tradespersons
- 4905-11 Wood Carver
- 4905-13 Picture Framer
- 4905-15 Cooper
- 4905-17 Cane Furniture Maker
- 4905-19 Furniture Finisher
- 4905-21 Model Maker
- 4905-91 Apprentice, Other Wood Trades

**4907 MARINE CONSTRUCTION TRADESPERSONS**

- 4907-01 Supervisor, Marine Construction Tradespersons
- 4907-11 Shipwright
- 4907-13 Boat Builder and Repairer
- 4907-91 Apprentice Marine Construction Tradesperson

**4909 BLASTING TRADESPERSONS**

- 4909-01 Supervisor, Blasting Tradespersons
- 4909-11 Shot-firer
- 4909-13 Stope Miner

**4911 GARMENT TRADESPERSONS**

- 4911-01 Supervisor, Garment Tradespersons
- 4911-11 Tailor
- 4911-13 Dressmaker
- 4911-15 Apparel Cutter
- 4911-17 Furrier
- 4911-19 Patternmaker-Grader (Textiles)
- 4911-21 Hat Maker
- 4911-91 Apprentice Garment Tradesperson

**4913 UPHOLSTERERS AND BEDDING TRADESPERSONS**

- 4913-01 Supervisor, Upholsterers and Bedding Tradespersons
- 4913-11 Furniture Upholsterer
- 4913-13 Bedding and Mattress Maker
- 4913-91 Apprentice Upholsterer and Bedding Tradesperson

**4915 SHOEMAKING AND REPAIRING TRADESPERSONS**

- 4915-01 Supervisor, Shoemaking and Repairing Tradespersons
- 4915-11 Shoemaker
- 4915-13 Shoe Repairer
- 4915-91 Apprentice Shoemaker and Repairer

**4917 OTHER LEATHER AND CANVAS TRADESPERSONS**

- 4917-01 Supervisor, Other Leather and Canvas Tradespersons
- 4917-11 Leather Goods Maker
- 4917-13 Canvas Goods Maker
- 4917-15 Sailmaker
- 4917-91 Apprentice, Other Leather and Canvas Trades

**4919 FLOOR COVERERS**

- 4919-01 Supervisor, Floor Coverers
- 4919-11 Floor Coverer
- 4919-91 Apprentice Floor Coverer

**4921 GLASS TRADESPERSONS**

- 4921-01 Supervisor, Glass Tradespersons
- 4921-11 Flat Glass Tradesperson
- 4921-13 Glass Blower
- 4921-91 Apprentice Flat Glass Tradesperson
- 4921-93 Trainee Glass Blower



**4923 JEWELLERY AND PRECIOUS METALWARE TRADESPERSONS**

4923-01 Supervisor, Jewellery and Precious Metalware Tradespersons

4923-11 Jeweller

4923-13 Gem Cutter and Polisher

4923-15 Precious Metal Smith

4923-91 Apprentice Jewellery and Precious Metalware Tradesperson

**4925 CRAFTWORKERS**

4925-01 Supervisor, Craftworkers

4925-11 Piano Tuner

4925-13 Potter

4925-91 Apprentice Craftworker

4925-99 Craftworkers, nec

**4927 HAIRDRESSERS**

4927-01 Supervisor, Hairdressers

4927-11 Hairdresser

4927-91 Apprentice Hairdresser

**4929 SHEEP SHEARERS**

4929-01 Overseer, Shearing Shed

4929-03 Shearing Shed Expert

4929-11 Shearer

**4931 ANIMAL TRAINERS**

4931-11 Horse Breaker

4931-99 Animal Trainers, nec

**4999 OTHER TRADESPERSONS**

4999-01 Supervisor, Other Tradespersons

4999-11 Dental Technician

4999-13 Optical Mechanic

4999-15 Stonemason

4999-17 Motion Picture Projectionist

4999-19 Saturation Technician

4999-21 Offshore Diver

4999-23 Onshore Diver

4999-25 Florist

4999-27 Aircraft Safety Equipment Worker

4999-29 Military Explosives Technician

4999-91 Apprentice, Other Trades

4999-99 Tradespersons, nec

**5 CLERKS****51 STENOGRAPHERS AND TYPISTS****5101 OFFICE SECRETARIES AND STENOGRAPHERS**

5101-01 Supervisor, Office Secretaries and Stenographers

5101-11 Office Secretary

5101-13 Office Stenographer

5101-15 Court and Hansard Reporter

**5103 TYPISTS AND TYPIST-CLERKS**

5103-01 Supervisor, Typists and Typist-Clerks

5103-11 Typist-Clerk

5103-13 Typist

**5105 WORD PROCESSING OPERATORS**

5105-01 Supervisor, Word Processing Operators

5105-11 Word Processing Operator

**52 DATA PROCESSING AND BUSINESS MACHINE OPERATORS****5201 DATA PROCESSING MACHINE OPERATORS**

5201-01 Supervisor, Data Processing Machine Operators

5201-11 Computer Operator

5201-13 Data Entry Operator

5201-15 Data Transceiver Operator

5201-99 Data Processing Machine Operators, nec

**5203 BUSINESS MACHINE OPERATORS**

5203-01 Supervisor, Business Machine Operators

5203-11 Business Machine Operator

**53 NUMERICAL CLERKS****5301 ACCOUNTING CLERKS**

5301-01 Supervisor, Accounting Clerks

5301-11 Bookkeeper

5301-13 Accounts Clerk

5301-15 Payroll Clerk

5301-17 Branch Accountant (Financial Institution)

5301-19 Credit Officer

5301-21 Cost Clerk

**5303 INSURANCE AND BROKING CLERKS**

5303-01 Supervisor, Insurance and Broking Clerks

5303-11 Insurance Clerk

5303-13 Stockbroking Clerk

**5305 STATISTICAL AND ACTUARIAL CLERKS**

- 5305-01 Supervisor, Statistical and Actuarial Clerks
- 5305-11 Statistical Clerk
- 5305-13 Actuarial Clerk

**54 FILING, SORTING AND COPYING CLERKS****5401 LIBRARY AND FILING CLERKS**

- 5401-01 Supervisor, Library and Filing Clerks
- 5401-11 Library Assistant
- 5401-13 Filing Clerk

**5403 MAIL SORTERS**

- 5403-01 Supervisor, Mail Sorters
- 5403-11 Mail Sorter

**5499 OTHER FILING, SORTING AND COPYING CLERKS**

- 5499-11 Other Filing, Sorting and Copying Clerks

**55 MATERIAL RECORDING AND DESPATCHING CLERKS****5501 PRODUCTION RECORDING CLERKS**

- 5501-01 Supervisor, Production Recording Clerks
- 5501-11 Production Scheduling Clerk
- 5501-13 Production Tally Clerk

**5503 TRANSPORT RECORDING AND DESPATCHING CLERKS**

- 5503-01 Supervisor, Transport Recording and Despatching Clerks
- 5503-11 Receiving and Despatching Clerk
- 5503-13 Import-Export Clerk
- 5503-15 Radio Despatcher
- 5503-99 Transport Recording and Despatching Clerks, nec

**5505 STOCK AND PURCHASING CLERKS**

- 5505-01 Supervisor, Stock and Purchasing Clerks
- 5505-11 Stock Clerk
- 5505-13 Purchasing Clerk
- 5505-15 Order Clerk

**56 RECEPTIONISTS, TELEPHONISTS AND MESSENGERS****5601 RECEPTIONISTS AND INFORMATION CLERKS**

- 5601-11 Receptionist
- 5601-13 Inquiry Clerk
- 5601-15 Admissions Clerk

**5603 TELEPHONISTS**

- 5603-01 Supervisor, Telephonists
- 5603-11 Telephonist

**5605 MESSENGERS AND DELIVERY****OFFICERS**

- 5605-01 Supervisor, Messengers and Delivery Officers
- 5605-11 Messenger
- 5605-13 Postman/woman

**59 MISCELLANEOUS CLERKS****5901 COLLECTION CLERKS**

- 5901-11 Debt Collector
- 5901-99 Collection Clerks, nec

**5903 TEACHERS' AIDES**

- 5903-11 Teachers' Aide

**5905 PERSONNEL CLERKS**

- 5905-11 Personnel Records Clerk
- 5905-13 Employment Office Clerk

**5907 LEGAL AND RELATED CLERKS**

- 5907-11 Clerk of Court
- 5907-13 Law Clerk
- 5907-15 Court Orderly
- 5907-99 Legal and Related Clerks, nec

**5909 POSTAL CLERKS AND OFFICERS**

- 5909-11 Postal Clerk
- 5909-13 Postal Officer

**5999 OTHER CLERKS**

- 5999-11 Meter Reader
- 5999-13 Proof Reader
- 5999-15 Classified Advertising Clerk
- 5999-17 Bookmaker's Clerk
- 5999-19 Market Research Interviewer
- 5999-99 Clerks, nec

## 6 SALESPERSONS AND PERSONAL SERVICE WORKERS

### 61 INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS

#### 6101 SECURITIES AND FINANCE DEALERS

- 6101-11 Stock Exchange Dealer
- 6101-99 Securities and Finance Dealers, nec

#### 6103 INSURANCE BROKERS AND AGENTS

- 6103-01 Supervisor, Insurance Brokers and Agents
- 6103-11 Insurance Agent
- 6103-13 Insurance Broker

#### 6105 REAL ESTATE SALESPERSONS AND PROPERTY MANAGERS

- 6105-11 Real Estate Salesperson
- 6105-13 Real Estate Property Manager

#### 6199 OTHER INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS

- 6199-11 Commodities Broker
- 6199-13 Valuer

## 62 SALES REPRESENTATIVES

### 6201 SALES REPRESENTATIVES

- 6201-11 Sales Representative (Chemical Products)
- 6201-13 Sales Representative (EDP Equipment)
- 6201-15 Sales Representative (Medical, Dental and Veterinary Equipment)
- 6201-17 Sales Representative (Electronic Equipment except EDP)
- 6201-19 Sales Representative (Toys and Sporting Goods)
- 6201-21 Sales Representative (Business Services)
- 6201-23 Sales Representative (Books and Paper Products)
- 6201-25 Sales Representative (Builders' Hardware)
- 6201-27 Sales Representative (Floor Coverings and Furniture)
- 6201-29 Sales Representative (Food, Drink and Tobacco Products)
- 6201-31 Sales Representative (Household Goods and Domestic Hardware)
- 6201-33 Sales Representative (Toiletries)
- 6201-35 Sales Representative (Pharmaceuticals)
- 6201-37 Sales Representative (Textiles, Clothing and Footwear)
- 6201-99 Sales Representatives, nec

## 63 SALES ASSISTANTS

### 6301 SALES ASSISTANTS

- 6301-01 Supervisor, Sales Assistants
- 6301-11 Sales Assistant (Hardware and Gardening Supplies)
- 6301-13 Sales Assistant (Fabrics, Clothing and Footwear)
- 6301-15 Sales Assistant (Food and Drink Products)
- 6301-17 Sales Assistant (Furniture, Floor Coverings and Household Goods)
- 6301-19 Sales Assistant (Caravans and Motor Vehicles)
- 6301-21 Sales Assistant (Stationery, Newspapers and Books)
- 6301-23 Sales Assistant (Pharmaceutical Products and Toiletries)
- 6301-25 Sales Assistant (Vehicle Parts and Accessories)
- 6301-99 Sales Assistants, nec

## 64 TELLERS, CASHIERS AND TICKET SALESPERSONS

### 6401 TELLERS

- 6401-01 Supervisor, Tellers
- 6401-11 Teller

### 6403 CASHIERS

- 6403-01 Supervisor, Cashiers
- 6403-11 Checkout Operator
- 6403-13 Office Cashier

### 6405 TICKET SALESPERSONS

- 6405-11 Ticket Seller
- 6405-13 Transport Conductor

## 65 MISCELLANEOUS SALESPERSONS

### 6501 STREET VENDORS, CANVASSERS AND SALES DRIVERS

- 6501-01 Supervisor, Street Vendors, Canvassers and Sales Drivers
- 6501-11 Scrap Merchant
- 6501-13 Cash Van Salesperson
- 6501-15 Door-to-Door Salesperson
- 6501-17 Street Vendor

### 6503 BAR ATTENDANTS

- 6503-01 Supervisor, Bar Attendants
- 6503-11 Bar Attendant

### 6505 WAITERS AND WAITRESSES

- 6505-01 Supervisor, Waiters and Waitresses
- 6505-11 Formal Service Waiter/Waitress
- 6505-13 Drink Waiter/Waitress
- 6505-15 Waiter/Waitress (General)

### 6507 TRAVEL AGENTS

- 6507-11 Travel Agent (Commercial)
- 6507-13 Tourist Officer

**6599 OTHER SALESPERSONS**

- 6599-11 Auctioneer
- 6599-13 Auction Room Attendant
- 6599-15 Sales Demonstrator
- 6599-17 Rental Salesperson
- 6599-19 Service Counter Clerk
- 6599-21 Service Station Attendant
- 6599-99 Salespersons, nec

**66 PERSONAL SERVICE WORKERS****6601 CHILD CARE, REFUGE AND RELATED WORKERS**

- 6601-11 Pre-School Aide
- 6601-13 Child Care Aide
- 6601-15 Child Care Attendant
- 6601-17 Hostel Parent
- 6601-19 Child Care Group Worker
- 6601-21 Refuge Worker
- 6601-99 Child Care, Refuge and Related Workers, nec

**6603 ENROLLED NURSES**

- 6603-11 Enrolled Nurse
- 6603-91 Student Enrolled Nurse

**6605 DENTAL NURSES**

- 6605-11 Dental Nurse

**6607 HOME COMPANIONS AND AIDES**

- 6607-11 Home Companion
- 6607-13 Family Aide

**6609 TRAVEL STEWARDS**

- 6609-01 Supervisor, Travel Stewards
- 6609-11 Flight Attendant
- 6609-13 Marine Steward
- 6609-15 Railway Steward

**6699 OTHER PERSONAL SERVICE WORKERS**

- 6699-11 Funeral Director
- 6699-13 Tourist Guide
- 6699-15 Beauty Therapist
- 6699-17 Masseur/Masseuse
- 6699-99 Personal Service Workers, nec

**7 PLANT AND MACHINE OPERATORS, AND DRIVERS****71 ROAD AND RAIL TRANSPORT DRIVERS****7101 BUS AND TRAM DRIVERS**

- 7101-11 Bus Driver
- 7101-13 Tram Driver

**7103 AUTOMOBILE DRIVERS**

- 7103-11 Automobile Driver

**7105 TRUCK DRIVERS**

- 7105-11 Delivery Driver
- 7105-13 Heavy Truck Driver
- 7105-15 Furniture Removalist-Driver

**7107 LOCOMOTIVE DRIVERS**

- 7101-01 Supervisor, Locomotive Drivers
- 7107-11 Locomotive Driver
- 7101-91 Trainee Locomotive Driver

**72 MOBILE PLANT OPERATORS (EXCEPT TRANSPORT)****7201 EXCAVATING AND EARTHMOVING PLANT OPERATORS**

- 7201-01 Supervisor, Excavating and Earthmoving Plant Operators
- 7201-11 Bulldozer Operator
- 7201-13 Scraper Operator (Earthmoving)
- 7201-15 Back-hoe Operator
- 7201-17 Trench-digging Machine Operator
- 7201-19 Loader Operator (Earthmoving)
- 7201-21 Open Cut Mining Plant Operator
- 7201-23 Underground Plant Operator
- 7201-25 Dredge Operator
- 7201-27 Grader Operator
- 7201-29 Excavator Operator
- 7201-91 Trainee Excavating and Earthmoving Plant Operator

**7203 FORKLIFT AND RELATED DRIVERS**

- 7203-11 Forklift Driver
- 7203-13 Straddle Carrier Operator

**7205 LOGGING PLANT OPERATORS**

- 7205-11 Logging Plant Operator

**7207 PAVING AND SURFACING PLANT OPERATORS**

- 7207-01 Supervisor, Paving and Surfacing Plant Operators
- 7207-11 Paving Plant Operator
- 7207-13 Road Roller Operator

**7209 AGRICULTURAL PLANT OPERATORS**

- 7209-11 Farm Machinery Operator  
7209-13 Amenity Horticulture Machinery Operator

**7211 FIRE FIGHTERS**

- 7211-01 Supervisor, Fire Fighters  
7211-11 Fire Fighter

**7299 OTHER MOBILE PLANT OPERATORS (EXCEPT TRANSPORT)**

- 7299-11 Railway Track Repair Machine Operator  
7299-99 Mobile Plant Operators, nec

**73 STATIONARY PLANT OPERATORS****7301 POWER GENERATION PLANT OPERATORS**

- 7301-01 Supervisor, Power Generation Plant Operators  
7301-11 Power Generation Plant Operator

**7303 ENGINE AND BOILER OPERATORS (EXCEPT POWER GENERATION)**

- 7303-11 Stationary Engine and Boiler Operator  
7303-13 Marine Engine and Boiler Operator

**7305 CHEMICAL PLANT OPERATORS**

- 7305-01 Supervisor, Chemical Plant Operators  
7305-11 Chemical Plant Operator  
7305-91 Trainee Chemical Plant Operator

**7307 PETROLEUM AND GAS PLANT OPERATORS**

- 7307-01 Supervisor, Petroleum and Gas Plant Operators  
7307-11 Petroleum and Gas Refining and Pumping Operator  
7307-13 Oil and Gas Well Treatment Operator  
7307-15 Oil, Gas and Pipe Tester

**7309 BULK MATERIALS HANDLING PLANT OPERATORS**

- 7309-01 Supervisor, Bulk Materials Handling Plant Operators  
7309-11 Bulk Materials Handling Plant Operator

**7311 CRANE OPERATORS**

- 7311-01 Supervisor, Crane Operators  
7311-11 Crane Operator

**7313 HOIST, WINCH AND LIFT OPERATORS**

- 7313-01 Supervisor, Hoist, Winch and Lift Operators  
7313-11 Hoist, Winch and Lift Operator

**7315 FURNACE AND KILN OPERATORS**

- 7315-01 Supervisor, Furnace and Kiln Operators  
7315-11 Metals Furnace Operator  
7315-13 Heat Treatment Furnace Operator  
7315-15 Kiln Operator  
7315-17 Incinerator Plant Operator

**7317 DRILLING PLANT OPERATORS**

- 7317-01 Supervisor, Drilling Plant Operators  
7317-11 Drilling Plant Operator

**7399 OTHER STATIONARY PLANT OPERATORS**

- 7399-01 Supervisor, Other Stationary Plant Operators  
7399-11 Mineral Ore Treating Plant Operator  
7399-13 Metal Rolling Mill Operator  
7399-15 Paper Pulp Preparation Plant Operator  
7399-17 Wood Chipping and Particleboard Plant Operator  
7399-19 Railway Switching and Signalling Operator  
7399-21 Timber Treatment Plant Operator  
7399-23 Concrete Pump Operator  
7399-25 Insulation Maker  
7399-27 Cement Production Plant Operator  
7399-29 Water Supply and Treatment Plant Operator  
7399-31 Electrolytic Cell Operator  
7399-33 Carbon Plant Worker  
7399-35 Concrete Batching Plant Operator  
7399-99 Stationary Plant Operators, nec

**74 MACHINE OPERATORS****7401 BASIC METAL PRODUCTS MACHINE OPERATORS**

- 7401-01 Supervisor, Basic Metal Products Machine Operators  
7401-11 Machine Moulder  
7401-13 Casting Machine and Ladle Operator  
7401-15 Wire Drawing Machine Operator  
7401-17 Metal Extrusion Press Operator

**7403 METAL PRESS OPERATORS**

- 7403-11 Metal Press Operator

**7405 OTHER METAL PRODUCTS MACHINE OPERATORS**

- 7405-11 Other Metal Products Machine Operators

**7407 PLASTICS PRODUCTION MACHINE OPERATORS**

- 7407-01 Supervisor, Plastics Production Machine Operators  
7407-11 Plastics Production Machine Setter  
7407-13 Plastics Extruding Machine Operator  
7407-15 Plastics Moulding Machine Operator  
7407-17 Cellular Plastics Machine Operator  
7407-19 Plastics Sheet Press Operator  
7407-21 Plastics Blending Machine Operator  
7407-23 Gun Hand (Plastics)  
7407-25 Sheathing Extruder

**7409 RUBBER PRODUCTION MACHINE OPERATORS**

- 7409-01 Supervisor, Rubber Production Machine Operators  
7409-11 Tyre Production Machine Operator  
7409-99 Rubber Production Machine Operators, nec

- 7411 CHEMICAL PRODUCTION MACHINE OPERATORS**
- 7411-01 Supervisor, Chemical Production Machine Operators
- 7411-11 Pharmaceuticals and Toiletries Production Machine Operator
- 7411-13 Explosives Production Machine Operator
- 7411-99 Chemical Production Machine Operators, nec
- 7413 WOOD PROCESSING MACHINE OPERATORS**
- 7413-01 Supervisor, Wood Processing Machine Operators
- 7413-11 Head Sawyer
- 7413-13 Resawyer
- 7413-15 Dockerman/woman
- 7413-17 Timber Stock Cutter
- 7413-19 Veneer Production Machine Operator
- 7413-21 Plywood Production Machine Operator
- 7413-23 Wood Laminating Press Operator
- 7413-99 Wood Processing Machine Operators, nec
- 7415 PAPER AND PAPER PRODUCTS MACHINE OPERATORS**
- 7415-01 Supervisor, Paper and Paper Products Machine Operators
- 7415-11 Wet End Papermaking Machine Operator
- 7415-13 Dry End Papermaking Machine Operator
- 7415-15 Paper Products Machine Operator
- 7417 GLASS PRODUCTION MACHINE OPERATORS**
- 7417-01 Supervisor, Glass Production Machine Operators
- 7417-11 Glass Production Machine Operator
- 7419 CLAY AND STONE PROCESSING MACHINE OPERATORS**
- 7419-01 Supervisor, Clay and Stone Processing Machine Operators
- 7419-11 Concrete Products Machine Operator
- 7419-13 Clay Products Machine Operator
- 7419-15 Stone Processing Machine Operator
- 7419-17 Porcelain Turner
- 7419-19 Plasterboard Maker
- 7419-21 Fibre-Cement Machine Operator
- 7419-99 Clay and Stone Processing Machine Operators, nec
- 7421 YARN PRODUCTION MACHINE OPERATORS**
- 7421-01 Supervisor, Yarn Production Machine Operators
- 7421-11 Yarn Carding and Spinning Machine Operator
- 7421-13 Cotton Ginner
- 7421-15 Wool Scouring Operator
- 7423 HIDE AND SKIN PROCESSING MACHINE OPERATORS**
- 7423-01 Supervisor, Hide and Skin Processing Machine Operators
- 7423-11 Hide and Skin Processing Machine Operator
- 7425 FABRIC PRODUCTION MACHINE OPERATORS**
- 7425-01 Supervisor, Fabric Production Machine Operators
- 7425-11 Warp Machine Operator
- 7425-13 Weaver
- 7425-15 Textile Knitting Machine Operator
- 7425-17 Textile Dyeing and Finishing Machine Operator
- 7425-19 Rope and Cord Making Machine Operator
- 7425-21 Textile Products Mender
- 7425-99 Fabric Production Machine Operators, nec
- 7427 TEXTILE SEWING MACHINISTS**
- 7427-01 Supervisor, Textile Sewing Machinists
- 7427-11 Textile Sewing Machinist (Single Needle)
- 7427-13 Textile Sewing Machinist (Multi Needle)
- 7429 SHOEMAKING MACHINE OPERATORS**
- 7429-11 Shoemaking Machine Operator
- 7431 FOOD PROCESSING MACHINE OPERATORS**
- 7431-01 Supervisor, Food Processing Machine Operators
- 7431-11 Grain and Cereal Processing Machine Operator
- 7431-13 Sugar Processing Machine Operator
- 7431-15 Soft Drink and Syrup Making Machine Operator (except Dairy)
- 7431-17 Alcoholic Beverage Machine Operator
- 7431-19 Meat and Fish Processing Machine Operator
- 7431-21 Milk Treatment Machine Operator
- 7431-23 Margarine Maker
- 7431-25 Ice-cream Maker
- 7431-27 Food Factory Cook
- 7431-99 Food Processing Machine Operators, nec
- 7433 PACKAGING MACHINE OPERATORS**
- 7433-01 Supervisor, Packaging Machine Operators
- 7433-11 Liquids Filler
- 7433-99 Packaging Machine Operators, nec
- 7435 PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS**
- 7435-01 Supervisor, Photographic Products Machine Operators
- 7435-11 Photographic Developer and Printer
- 7435-13 Photographic Film Manufacturing Operator
- 7499 OTHER MACHINE OPERATORS**
- 7499-01 Supervisor, Other Machine Operators
- 7499-11 Tobacco Technical Operator
- 7499-13 Tobacco Machine Attendant
- 7499-15 Dry Cleaning Machine Operator
- 7499-17 Laundry Machine Operator
- 7499-19 Military Weapons Operator
- 7499-21 Printing Bindery Assistant
- 7499-23 Printing Table Hand
- 7499-99 Machine Operators, nec

**8 LABOURERS AND RELATED WORKERS****81 TRADES ASSISTANTS AND FACTORY HANDS****8101 TRADES ASSISTANTS**

- 8101-11 Metal Trades Assistant
- 8101-13 Construction Trades Assistant
- 8101-15 Electrical and Telecommunications Trades Assistant
- 8101-99 Trades Assistants, nec

**8103 ASSEMBLERS**

- 8103-01 Supervisor, Assemblers
- 8103-11 Metal and Metal Products Assembler
- 8103-13 Electrical and Electronic Equipment Assembler
- 8103-15 Jewellery Assembler
- 8103-17 Wood Products Assembler

**8105 HAND PACKERS**

- 8105-11 Meat Packer
- 8105-13 Fruit and Vegetable Packer
- 8105-99 Hand Packers, nec

**8107 INDUSTRIAL SPRAY PAINTERS**

- 8107-11 Industrial Spray Painter

**8109 QUALITY CONTROLLERS**

- 8109-11 Product Grader
- 8109-13 Product Examiner
- 8109-15 Product Tester
- 8109-17 Product Weigher

**8199 OTHER TRADES ASSISTANTS AND FACTORY HANDS**

- 8199-01 Supervisor, Other Trades Assistants and Factory Hands
- 8199-11 Metal Processing and Finishing Factory Hand
- 8199-13 Sawmill Labourer
- 8199-15 Wood and Wood Products Factory Hand
- 8199-17 Pulp, Papermaking and Paper Products Factory Hand
- 8199-19 Cement and Concrete Plant Labourer
- 8199-21 Clay Processing Factory Hand
- 8199-23 Chemical Plant Labourer
- 8199-25 Rubber and Plastics Factory Hand
- 8199-27 Hide and Skin Processing Labourer
- 8199-29 General Hand (Printing)
- 8199-31 Glassware Process Assistant
- 8199-33 Meatworks Labourer
- 8199-35 Meat Boner and Slicer
- 8199-37 Poultry Process Worker
- 8199-39 Fish Process Worker
- 8199-41 Baking Factory Hand
- 8199-43 Dairy Factory Hand
- 8199-45 Egg Process Worker
- 8199-47 Fruit and Vegetable Factory Hand
- 8199-99 Trades Assistants and Factory Hands, nec

**82 AGRICULTURAL LABOURERS AND RELATED WORKERS****8201 FARM HANDS AND ASSISTANTS**

- 8201-01 Supervisor, Farm Hands and Assistants
- 8201-11 Livestock and Field Crop Farm Hand
- 8201-13 Fruit, Vegetable and Nut Farm Hand
- 8201-15 Shearing Shed Hand
- 8201-99 Farm Hands and Assistants, nec

**8203 FORESTRY LABOURERS**

- 8203-01 Supervisor, Forestry Labourers
- 8203-03 Supervisor, Logging Labourers
- 8203-11 Tree Faller
- 8203-13 Forestry Worker
- 8203-15 Logging Worker

**8205 NURSERY AND GARDEN LABOURERS**

- 8205-11 Nursery Assistant (Horticulture)
- 8205-13 Garden Labourer

**8299 OTHER AGRICULTURAL LABOURERS AND RELATED WORKERS**

- 8299-11 Shooter-Trapper
- 8299-99 Agricultural Labourers and Related Workers, nec

**83 CLEANERS****8301 CLEANERS**

- 8301-01 Supervisor, Cleaners
- 8301-11 Industrial Cleaner
- 8301-13 Commercial Cleaner
- 8301-15 Hospital Cleaner
- 8301-17 Window Cleaner
- 8301-19 Carpet Cleaner
- 8301-21 Motor Vehicle Cleaner
- 8301-99 Cleaners, nec

**84 CONSTRUCTION AND MINING LABOURERS****8401 INSTALLATION WORKERS**

- 8401-11 Building Insulation Installer
- 8401-13 Home Improvements Installer

**8403 CONCRETE WORKERS**

- 8403-11 Concrete Worker

**8405 STRUCTURAL STEEL AND RELATED CONSTRUCTION LABOURERS**

- 8405-11 Scaffolder
- 8405-13 Rigger (Construction)
- 8405-15 Steel Fixer
- 8405-17 Structural Steel Erector

**8407 EARTHMOVING LABOURERS**

- 8407-11 Earthmoving Labourer

**8409 PAVING AND SURFACING  
LABOURERS**

8409-01 Supervisor, Paving and Surfacing Labourers  
8409-11 Paving and Surfacing Labourer

**8411 SURVEY HANDS**

8411-11 Survey Hand

**8413 RAILWAY LABOURERS**

8413-01 Supervisor, Railway Labourers  
8413-11 Railway Labourer

**8415 MINING AND MINERAL ORE  
TREATING LABOURERS**

8415-11 Mining Labourer  
8415-13 Driller's Offsider  
8415-15 Mineral Ore Processing Labourer

**8499 OTHER CONSTRUCTION AND  
MINING LABOURERS**

8499-11 Lagger  
8499-13 Crane Chaser  
8499-15 Fence Erector  
8499-17 Building Construction Labourer

**89 MISCELLANEOUS  
LABOURERS AND RELATED  
WORKERS****8901 USHERS AND DOOR ATTENDANTS**

8901-11 Door Attendant  
8901-13 Entertainment Usher  
8901-15 Ticket Taker

**8903 LUGGAGE PORTERS**

8903-01 Supervisor, Luggage Porters  
8903-11 Luggage Porter

**8905 GARBAGE COLLECTORS**

8905-01 Supervisor, Garbage Collectors  
8905-11 Garbage Collector

**8907 STOREMEN/WOMEN**

8907-01 Supervisor, Storemen/women  
8907-11 Storeman/woman

**8909 FREIGHT AND FURNITURE  
HANDLERS**

8909-01 Supervisor, Freight and Furniture Handlers  
8909-11 Freight Handler (Road and Rail)  
8909-13 Furniture Packer  
8909-15 Wharf Labourer  
8909-17 Truck Driver's Offsider

**8911 GUARDS AND SECURITY OFFICERS**

8911-01 Supervisor, Guards and Security Officers  
8911-11 Railway Patrol Officer  
8911-13 Security Officer  
8911-15 Railway Guard  
8911-99 Guards and Security Officers, nec

**8913 CARETAKERS**

8913-11 Caretaker

**8915 HOUSEKEEPERS**

8915-11 Executive Housekeeper  
8915-13 Domestic Housekeeper

**8917 LAUNDRY WORKERS**

8917-01 Supervisor, Laundry Workers  
8917-11 Laundry Worker

**8919 KITCHENHANDS**

8919-11 Kitchenhand

**8921 WARD HELPERS**

8921-01 Supervisor, Ward Helpers  
8921-11 Ward Assistant  
8921-13 Hospital Food Serviceperson  
8921-15 Nursing Assistant

**8923 VEHICLE ACCESSORIES FITTERS**

8923-01 Supervisor, Vehicle Accessories Fitters  
8923-11 Vehicle Accessories Fitter

**8925 FISHERMEN/WOMEN, DECKHANDS  
AND SEAMEN/WOMEN**

8925-01 Boatswain  
8925-11 Seaman/woman  
8925-13 Fisherman/woman

**8999 OTHER LABOURERS AND RELATED  
WORKERS**

8999-11 Animal Attendant  
8999-13 Pest and Weed Controller  
8999-15 Vending Machine Attendant  
8999-17 Lampman/woman  
8999-19 Handyman/woman  
8999-21 Funeral Attendant  
8999-23 Veterinary Nurse  
8999-25 Railway Station Assistant  
8999-27 Automotive Parts Recycler  
8999-99 Labourers and Related Workers, nec



## GENERAL DESCRIPTIONS

General Descriptions list common duties in a set of ASCO occupations.

These are presented in the following sequence:

Manager	Minor Group 13
Farmer	Minor Group 14
Managing Supervisor	Minor Groups 15 and 16
Engineer	Minor Group 22
Associate	Minor Groups 31 and 32
Technician	Minor Groups 31 and 32
Supervisor	throughout Major Groups 3 to 8
Apprentice	mostly in Major Group 4
Sales Representative	Minor Groups 62 and 65
Sales Assistant	Minor Group 63.

## **MANAGER**

Administers the activities of an organisation or of a specialist function within an organisation.

### **COMMON DUTIES**

Establishes administrative and operational procedures, taking account of the organisation's operating environment.

Devises management policy and approach.

Prepares budgets, production and other management plans.

Directs the implementation of plans, policies and procedures, and sets performance targets.

Establishes lines of control and delegates responsibilities to subordinate staff.

Controls the selection and training of staff.

Represents the organisation in dealings with other organisations.

Controls the collection and interpretation of management information to monitor performance, controls the preparation of reports and authorises the release of information.

Co-ordinates industrial and public relations activities.

Controls the use of, and accounts for, the assets and facilities of the organisation.

Makes policy decisions, and accepts responsibility for operations, performance of staff, achievement of targets and adherence to budgets, standards and procedures.

## **FARMER**

Plans and controls the operations of a farm, pastoral station or other agricultural holding.

### **COMMON DUTIES**

Monitors agricultural markets and methods.

Plans agricultural production activities.

Directs and controls farming activities such as livestock breeding, pasture improvement, cropping, fertilising, planting, pruning and pest control.

Purchases farm equipment, and supplies such as fertilisers and insecticides.

Selects and purchases seeds or livestock, taking account of environment and markets.

Repairs buildings, sheds, fences and farm equipment.

Maintains and evaluates records of farm production, sales, expenditure and other data.

Maintains water storage facilities such as dams, tanks, bores and pumps to supply households and livestock, and to irrigate crops.

Harvests produce.

Arranges for marketing and transportation of products.

Selects, trains and supervises farm workers.

Operates farm machinery to plough and fertilise soils, and irrigate, plant, cultivate and harvest crops.

## **MANAGING SUPERVISOR**

Plans and controls the operations of a small or medium sized business.

### **COMMON DUTIES**

Supervises and co-ordinates the activities of subordinate workers.

Estimates consumer demands and decides on the types and quantities of merchandise to be purchased, or the services to be provided.

Defines and implements operating procedures and credit policy.

Plans budgets, supervises the preparation of purchase orders for stock and supplies, and authorises expenditure.

Interviews job applicants, hires staff and supervises training.

Determines staff functions and numbers and assigns duties.

Sets salary levels and approves personnel changes such as promotions and discharges.

Confers with staff or their representatives, to resolve grievances and other problems.

Determines prices and provides quotes.

Promotes the business through personal contact, advertising and displays.

Maintains and analyses records to assess trends and profitability.

Prepares estimates, financial statements and reports of operations.

Supervises the handling and depositing of money and credit vouchers, and the payment of accounts.

Conducts regular checking and reordering of stock and supplies.

Observes compliance with safety, health and security regulations.

Receives and resolves customers' complaints.

## **ENGINEER**

Applies engineering principles to the planning, construction and operation of public works, structures, machines and equipment.

### **COMMON DUTIES**

Determines objectives and requirements.

Collects and analyses data on proposed design projects and determines development requirements.

Consults with research, operation and maintenance workers, and with customer and client representatives, to resolve design problems and to consider questions of aesthetics, operation, maintenance, environment and safety.

Assesses project feasibility taking account of technical, economic and policy factors.

Co-ordinates design and research work with manufacturing and production functions.

Prepares designs and specifications, cost estimates and implementation schedules.

Supervises the preparation of working drawings.

Plans and designs production sequences and methods, and prepares production master plans.

Prepares and evaluates tenders, estimates and contracts.

Revises and implements cost control systems.  
 Selects and develops manufacturing processes using new or existing machinery and equipment.  
 Evaluates the performance of machines and equipment, and determines replacement and modification needs.  
 Compiles and authorises operational and maintenance data.  
 Establishes and enforces quality control standards.  
 Writes, evaluates and interprets reports.  
 Supervises and co-ordinates the work of associates, technicians and other workers.

## ASSOCIATE

Provides complex technical support in medicine, science and engineering, working in association with scientists, engineers or medical professionals.

### COMMON DUTIES

Participates in research, design, development, testing, process control and maintenance activities to develop research methods and equipment, products, processes and systems, and industrial machinery and equipment.  
 Collects information from reference publications.  
 Prepares design drawings and develops design specifications.  
 Supervises the construction of equipment.  
 Sets up scientific equipment and calibrates precision instruments.  
 Conducts complex experiments, tests and analyses requiring a high degree of skill and judgement.  
 Modifies, and diagnoses and corrects faults in, procedures and equipment.  
 Records and interprets data.  
 Assists in preparing technical reports and material for publication.  
 May work independently, or supervise, plan and schedule work for technicians and other workers.

### GENERAL NOTE

The occupation title 'associate' covers the job titles technical officer, drafting officer and design draughtsperson.

In some industries, associates may be referred to as 'technicians' the term being applied to all of the middle level technical occupations, including those that require associate level qualifications.

## TECHNICIAN

Provides less complex technical support to medicine, engineering and science professionals.

### COMMON DUTIES

Interprets work assignment instructions, selects and adapts standard procedures, techniques and equipment, and establishes work sequences.  
 Collects, prepares, marks, measures and weighs test materials or samples using standard techniques and

equipment.  
 Sets up laboratory and other scientific equipment.  
 Operates and manipulates complex systems, equipment and processes, and applies standard maintenance and diagnostic techniques to them.  
 Prepares detailed drawings for production, installation and construction.  
 Conducts routine experiments, tests, analyses and other technical procedures.  
 Makes standard calculations and records and organises observations and conclusions.  
 Prepares charts, graphs and other data for reports.  
 Works in areas of testing, analysis, quality control, process operation or maintenance.  
 May supervise other workers.

### GENERAL NOTE

Technicians may be termed technical assistants, drafting assistants or detail draughtspersons.

In some industries, the term 'technician' may be applied to all middle level occupations including those which require associate level qualifications.

## SUPERVISOR

### Foreman/woman

Co-ordinates the activities of workers in an organisational unit, according to management policies.

### COMMON DUTIES

Interprets work orders, specifications or technical drawings.  
 Establishes methods to meet work schedules.  
 Determines labour requirements and assigns duties to workers.  
 Estimates and requisitions materials and supplies needed for completion of work.  
 Inspects materials and processed products to ensure that the quality meets prescribed standards.  
 Confers with other Supervisors and Managers to co-ordinate activities with other organisational units.  
 Maintains attendance records, rosters staff and arranges for relief or replacement workers.  
 Suggests and implements plans to improve work methods and motivate workers.  
 Retrains workers in new procedures and technology.  
 Recommends personnel actions such as promotions, transfers, discharges and disciplinary measures.  
 Confers with workers or their representatives to resolve complaints and grievances.  
 Explains and enforces safety regulations.  
 Recommends measures to improve equipment performance, product or service quality, and working conditions.  
 Prepares and submits production, progress or other reports.  
 Arranges repairs to machines and equipment.  
 Interviews job applicants and engages workers, arranges training and explains organisational policies.

## General Descriptions

### **APPRENTICE**

Performs routine duties and studies to learn the skills of a trade, under a contractual training agreement for a specified period of up to four years.

#### **COMMON DUTIES**

Under the guidance of a tradesperson, performs duties of increasing complexity over the term of the apprenticeship.

May attend classes during working hours at a TAFE college or other educational institution to learn the theory of the trade.

May attend periods of structured off-the-job training provided by employers in a formal training centre.

### **SALES REPRESENTATIVE**

Solicits orders for and sells products or services to wholesale, retail, industrial, professional or other establishments.

#### **COMMON DUTIES**

Assesses the characteristics of merchandise and becomes familiar with products or services to be sold.

Compiles lists of prospective customers using information from newspapers, business directories and other sources.

Travels and visits regular and prospective customers to solicit orders or discuss sales.

Explains products or services to customers, and displays or demonstrates products.

Advises on possible modifications which would make products or services more acceptable to customers.

Quotes prices and credit terms, records orders and

arranges delivery and installation of products and services.

Advises on the use and maintenance of products.

Prepares sales contracts for orders obtained.

Estimates delivery dates based on knowledge of production and delivery schedules.

Prepares reports of business transactions and keeps account of expenses.

### **SALES ASSISTANT**

Sells merchandise and provides services to customers in a retail or wholesale establishment.

#### **COMMON DUTIES**

Displays merchandise for sale.

Determines customers' requirements.

Shows merchandise to customers.

Estimates or quotes prices, credit terms, trade-in allowances, warranties and delivery dates.

Prepares sales dockets, invoices or contracts, and operates cash registers.

Receives payments and gives change, or obtains credit authorisations.

Wraps and packages or stores merchandise for customers.

Arranges lay-by sales.

Advises customers on the use, care and maintenance of merchandise.

Answers queries about products.

Checks stock.

Cleans counters and displays, and replaces stock.

## **MAJOR GROUP 1**

### **MANAGERS AND ADMINISTRATORS**

Managers and Administrators head government, industrial, agricultural, commercial and other establishments, or organisations, or departments within such organisations. They determine the policy of the establishment, organisation or department, and direct and co-ordinate its functioning. These duties require a high level of judgement and an awareness of economic, technical, legal and other factors which affect those policies.

Most occupations in this major group have a level of skill commensurate with a 3 year degree and 5-10 years experience in a relevant field or industry.

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

#### **CONTENT**

Occupations in this Major Group are classified into the following Minor Groups:

- 11 Legislators and Government Appointed Officials
- 12 General Managers
- 13 Specialist Managers
- 14 Farmers and Farm Managers
- 15 Managing Supervisors (Sales and Service)
- 16 Managing Supervisors (Other Business)



## MINOR GROUP 11

### LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS

Legislators and Government Appointed Officials represent the people, the nation or the Crown in elected bodies, courts of law and overseas diplomatic missions. They direct and participate in the operations of local, state and federal government, and the administration of justice and diplomatic relations.

#### SKILL LEVEL

Occupations in this minor group require election by the constituency, or appointment by the government or the Crown. Substantial experience in public administration or legal practice is generally necessary for those occupations entered by appointment.

#### DUTIES include:

interpreting, administering, analysing and reviewing the law and public policy; investigating, developing, formulating and presenting legislative and public policy proposals; and promoting the interests of constituencies.

#### CONTENT

<b>1101</b>	<b>PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT REPRESENTATIVES</b>
-------------	---

1101-11	Member of Parliament
1101-99	Parliamentarians, Councillors and Government Representatives, nec

<b>1103</b>	<b>JUDGES, MAGISTRATES AND MEDIATORS</b>
-------------	--

1103-11	Coroner
1103-13	Judge
1103-15	Magistrate
1103-17	Administrative Appeals Tribunal Member
1103-19	Industrial Tribunal Member

**UNIT GROUP 1101**  
**PARLIAMENTARIANS, COUNCILLORS AND GOVERNMENT**  
**REPRESENTATIVES**

Parliamentarians, Councillors and Government Representatives participate in the activities of government as elected members of parliamentary or local government constituencies, or represent the Australian Government or the Crown in the Commonwealth, a State or in an overseas country.

**SKILL LEVEL**

The entry requirement for this unit group is substantial experience in public life or community activities.

**DUTIES** include:

- assisting in the moulding of government policy and in formulating, amending and repealing legislation
- attending community functions and meetings of local groups
- investigating matters of concern to the public and electorate and introducing proposals for remedial government action
- promoting the interests of Australia and assisting Australian citizens overseas
- issuing policy directions to government departments and exercising control over municipal authorities or diplomatic missions overseas.

**COMMENT**

The occupations in this unit group can only be entered by appointment or by election.

**CONTENT**

This Unit Group contains the following occupations:

- 1101-11 Member of Parliament
- 1101-99 Parliamentarians, Councillors and Government Representatives, nec

**1101-11 MEMBER OF PARLIAMENT**

Participates in the activities of Federal or State Parliament as the elected member for a Parliamentary constituency.

**SKILL LEVEL**

**Previous Experience:** Substantial experience in public life or community activities.

**DUTIES**

Assists in the moulding of government policy and the formulating, amending and repealing of legislation.

Votes for or against specific motions and Bills put before the House.

Represents the interests of constituents by speaking in debates and holding discussions with Ministers.

Attends community functions and meetings of local groups to gauge public opinion and provide information on government plans.

Asks questions of Ministers.

Introduces proposals for government action and serves public and electoral interests.

Investigates matters of concern to the public or to particular persons or groups.

May serve as a member on Parliamentary Committees or Inquiries.

May present petitions on behalf of concerned groups.

**• SPECIALISATIONS****Premier****Prime Minister**

Presides over Cabinet to formulate policies.

Advises the Governor or Governor-General on government policy.

**Government Minister****Senator**

**1101-99 PARLIAMENTARIANS,  
COUNCILLORS AND  
GOVERNMENT  
REPRESENTATIVES, nec**

This residual grouping covers Crown and government representatives, and elected local government officials not elsewhere classified.

**SKILL LEVEL**

**Previous Experience:** Substantial experience in law, administration, armed services or public life.

**SPECIALISATIONS****Ambassador****Consul-General****Head of Diplomatic Mission****High Commissioner**

Represents the Australian Government as the Principal Diplomatic Representative accredited to one or more foreign governments.



Conducts diplomatic relations with foreign governments.

Manages the operations and staff of embassies, consulates or high commissions.

Handles official communications between governments, including the signing of treaties and agreements.

Administers the provision of services to Australian citizens overseas.

Offers policy advice to Australian Governments on relations with other countries.

**Alderman/woman**

**Mayor/Mayress**

Represents the interests of ratepayers and directs local government administration.

**Governor**

**Governor-General**

**Northern Territory Administrator**

## UNIT GROUP 1103

### JUDGES, MAGISTRATES AND MEDIATORS

Judges, Magistrates and Mediators preside over judicial proceedings and pronounce judgements in courts of law, or act, individually or as members of administrative or industrial tribunals, to resolve disputes.

#### SKILL LEVEL

The entry requirement for this unit group is a 4-5 year degree or post-graduate degree in law and at least 5 years experience as a legal practitioner or in public administration.

#### DUTIES include:

- conducting trials according to Rules of Procedure
- reading, hearing and considering evidence
- instructing juries on points of law or procedure
- interpreting the law in relation to particular cases
- sentencing offenders and awarding damages
- arbitrating on issues and making awards.

#### COMMENT

The occupations in this unit group can only be entered by government appointment.

#### CONTENT

This Unit Group contains the following occupations:

- 1103-11 Coroner
- 1103-13 Judge
- 1103-15 Magistrate
- 1103-17 Administrative Appeals Tribunal Member
- 1103-19 Industrial Tribunal Member

#### 1103-11 CORONER

Conducts investigations and hearings into deaths of individuals within areas of jurisdiction prescribed by law.

#### SKILL LEVEL

**Previous Experience:** 10 years as a legal practitioner.

#### DUTIES

Orders autopsies and presides at inquests to determine causes of accidental, violent, unnatural or unexplained deaths.

Views bodies, procures services of expert witnesses, and examines witnesses under oath.

Authorises the disposal of bodies by issuing cremation or burial certificates.

Confers with officials of health and law enforcement agencies to gather information relating to cases.

Reports on findings for permanent records.

Directs personal staff or procures services of trained personnel engaged in conducting autopsies, pathological or toxicological analyses or in gathering data for testimony.

May commit persons for trial for offences of murder, manslaughter or culpable driving, and issue warrants for arrest.

May conduct inquests into the causes of fires to determine responsibility.

May summon and swear-in jurors for inquest proceedings.

**1103-13 JUDGE**

Presides over the operations of courts of law.

**SKILL LEVEL**

**Previous Experience:** 5-20 years as a barrister.

**DUTIES**

Conducts trials and hearings, decides appeals and determines questions of law in accordance with established procedures.

Hears and considers legal argument, evidence and submissions.

Passes sentence, awards damages, issues court orders and writs, upholds or dismisses appeals and determines questions of law.

Produces written judgements, appeal decisions and legal determinations.

May instruct juries on matters of law.

May conduct Royal Commissions and other official enquiries.

**SPECIALISATION****Justice of the High Court**

Decides appeals and determines constitutional questions.

**1103-15 MAGISTRATE**

Hears and adjudicates summary matters at law.

**SKILL LEVEL**

**Previous Experience:** 10 years as a legal practitioner.

**DUTIES**

Hears arguments and evidence in civil and criminal summary matters.

Evaluates evidence, decides issues and announces findings.

Decides sentences and penalties within statutory limits such as fines, reprimands or detention.

Awards damages in civil matters.

**1103-17 ADMINISTRATIVE APPEALS TRIBUNAL MEMBER**

Reviews and receives appeals on administrative

decisions made by Commonwealth ministers, authorities and officials under Statutes of the Commonwealth.

**SKILL LEVEL**

**Previous Experience:** 5-15 years as a legal practitioner or in public administration.

**DUTIES**

Convenes preliminary conferences to resolve matters, and orders full hearings.

Hears evidence and argument, and rules on questions of procedure.

Interprets laws in relation to cases in dispute.

Announces findings and decisions.

Confirms or overrules decisions, or orders rehearings.

**1103-19 INDUSTRIAL TRIBUNAL MEMBER****Conciliation and Arbitration Commissioner**

Hears industrial disputes as a neutral third party to help management and unions resolve differences, and arbitrates on issues and makes awards.

**SKILL LEVEL**

**Previous Experience:** 15 years as a legal practitioner or industrial relations officer.

**DUTIES**

Confers with management and labour representatives separately or collectively to obtain their attitudes on contentious issues.

Acts as a channel of communication between the parties, conducting meetings with them separately.

Chairs meetings to reach solutions to disputes.

Prepares settlement memoranda and obtains signatures of parties.

Exercises arbitral powers if resolution is not achieved or seems improbable through conciliation.

May call compulsory conferences to achieve resolutions.

May hear witnesses called by the parties or by tribunals, and take evidence on oath or affirmation.

May authorise inspections on behalf of tribunals or conduct inspections at which the parties are present.

## MINOR GROUP 12

### GENERAL MANAGERS

General Managers head government, industrial, commercial and other organisations, directing and co-ordinating the operations of those organisations through subordinate managers. They formulate policies which determine the overall direction of the organisation, maintaining an awareness of economic, technical and other factors which affect those policies.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 3 year degree or diploma and substantial experience as a specialist manager.

#### DUTIES include:

formulating and implementing policy independently or through consultation with subordinates; analysing information and presenting reports to governing bodies; representing the organisation in relations with governing bodies and outside organisations; and controlling the allocation and use of resources and selection of senior staff.

#### CONTENT

<b>1201</b> <b>GENERAL MANAGERS</b> 1201-11    General Manager
---

## UNIT GROUP 1201

### GENERAL MANAGERS

General Managers develop and review company policy and organise and direct the major functions of an industrial, commercial, governmental or other establishment through subordinate managers.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma and 5-15 years experience in management or related areas.

#### DUTIES include:

- directing the operations of a company, authority or institution
- determining policy, either independently or by consultation with subordinate managers
- analysing economic, social, technical, legal and other data or trends
- consulting with subordinates and reviewing recommendations and reports
- preparing or arranging the preparation of reports, budgets and forecasts, and presenting them to governing bodies
- representing the organisation in negotiations at conventions, seminars and official occasions, and liaising with other organisations
- selecting or approving the selection of senior staff
- authorising funds to implement policies and programs
- co-ordinating subordinate units and staff, and instituting reporting, audit and control systems.

#### CONTENT

This Unit Group contains the following occupation:  
1201-11 General Manager

#### 1201-11 GENERAL MANAGER

Develops and reviews policy, and plans, organises and controls major functions of industrial, commercial, governmental or other establishments through subordinate executives.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as a specialist manager.

#### DUTIES

Directs the policy and operations of companies, authorities or institutions for the achievement of policy objectives, increased profit or market control.

Establishes organisation objectives, policies and programs and sets standards and targets.

Analyses economic, social, technical, legal and other data or trends.

Appraises the activities of institutions according to strategies and objectives, and monitors and evaluates performance.

Consults with subordinate staff and reviews recommendations and reports.

Co-ordinates subordinate staff to optimise the use of human and material resources to achieve goals.

Resolves conflicts between areas of responsibility.

Prepares or arranges the preparation of reports, budgets and forecasts and presents them to governing bodies.

Ensures the security and development of assets and

resources.

Represents organisations in negotiations, at conventions, seminars and official occasions, and liaises with other organisations.

Selects or approves the selection of senior staff.

Authorises funds to implement policies and programs.

Provides overall direction and management of enterprises, including personnel, technological resources and assets.

May undertake responsibility for some or all of accounting, sales, marketing, personnel or other specialist operations in smaller establishments.

#### SPECIALISATIONS

**Chief Executive**

**Fire Commissioner**

**Hospital Administrator**

**Head of Government Department**

**Managing Director**

**Managing Editor**

**Medical Superintendent**

**Ombudsman/woman**

**Police Commissioner**

**Regional Manager**

**Trade Union Secretary**

**Air Force ranks, Air Commodore and above**

**Army ranks, Brigadier and above**

**Naval ranks, Commodore and above**

## MINOR GROUP 13

### SPECIALIST MANAGERS

Specialist Managers co-ordinate the administration and operation of specialised functions or fields of activity within an organisation. Under broad direction from the General Manager, they direct the work of supervisors and accept responsibility for the operation of their department.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 3 year degree or diploma and substantial supervisory experience within their specialist area.

#### DUTIES include:

formulating policy and plans for their area of control; establishing and directing operational and administrative procedures; controlling expenditure; monitoring the performance of staff and controlling staff selection and training.

#### CONTENT

<p><b>1301 FINANCE MANAGERS</b> 1301-11 Finance Manager</p>	<p><b>1313 PUBLIC POLICY MANAGERS</b> 1313-11 Public Policy Manager</p>
<p><b>1303 SALES AND MARKETING MANAGERS</b> 1303-11 Sales and Marketing Manager</p>	<p><b>1315 DIRECTORS OF NURSING</b> 1315-11 Director of Nursing</p>
<p><b>1305 PRODUCTION MANAGERS</b> 1305-11 Production Manager (Manufacturing and Mining) 1305-13 Producer (Media)</p>	<p><b>1317 EDUCATION MANAGERS</b> 1317-11 School Principal 1317-99 Education Managers, nec</p>
<p><b>1307 SUPPLY AND DISTRIBUTION MANAGERS</b> 1307-11 Supply and Distribution Manager</p>	<p><b>1319 COMMISSIONED OFFICERS (MANAGEMENT)</b> 1319-11 Commissioned Police Officer 1319-13 Commissioned Fire Officer 1319-15 Commissioned Defence Force Officer (Management) 1319-91 Trainee Officer (Defence Forces)</p>
<p><b>1309 PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS</b> 1309-11 Personnel and Industrial Relations Manager</p>	
<p><b>1311 DATA PROCESSING MANAGERS</b> 1311-11 Data Processing Manager</p>	<p><b>1399 OTHER SPECIALIST MANAGERS</b> 1399-11 Engineering Manager 1399-13 Research Manager 1399-99 Specialist Managers, nec</p>

## UNIT GROUP 1301 FINANCE MANAGERS

Finance Managers administer the financial activities of an organisation either directly or through subordinate staff.

### SKILL LEVEL

The entry requirement for this unit group is a 3 year degree or diploma and 5-10 years experience in accounting or finance.

### DUTIES include:

- planning the financial operations and financial policy of an organisation in consultation with other managers
- co-ordinating the development, implementation and monitoring of financial, accounting and administrative systems (including computerised systems)
- directing the collection of financial and accounting information and the preparation of budgets, reports and forecasts
- providing and interpreting financial information for other management
- directing and co-ordinating economic research
- assessing proposals involving financial expenditure.

### CONTENT

This Unit Group contains the following occupation:  
1301-11 Finance Manager

### RELATED OCCUPATIONS

Unit Group 2701	Accountants
Unit Group 6101	Securities and Finance Dealers

### 1301-11 FINANCE MANAGER

#### Finance Director

Administers the financial activities of organisations and provides financial assessments.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as an accountant.

#### DUTIES

Performs duties covered by the General Description Manager.

In consultation with other management, makes recommendations on financial policy.

Plans the financial operations of organisations.

Provides financial information and interpretations to other management.

Co-ordinates the development, implementation and monitoring of financial accounting and related systems.

Directs the collection of financial and accounting information and the preparation of budgets, reports and forecasts.

Co-ordinates the design, implementation and monitoring of computerised accounting and administrative systems.

Controls the selection and training of finance staff.

Directs and co-ordinates economic research.

Gives assessments of proposals involving financial expenditure and of the financial status of operational projects.

Controls activities such as taxation, credit policy, cash flow and investment policy, costing and expense control, preparation of tenders, administration of contracts, insurance arrangements and property administration.

May control the activities of non-finance areas such as data processing, administration and secretarial services.

#### SPECIALISATIONS

##### Company Secretary

##### Treasurer (except government)

Controls cash and investments and administers loans portfolios.

##### Chief Accountant

#### RELATED OCCUPATIONS

Unit Group 2701 Accountants

Unit Group 6101 Securities and Finance Dealers

## UNIT GROUP 1303

### SALES AND MARKETING MANAGERS

Sales and Marketing Managers administer the sales and marketing activities of organisations either directly or through subordinate staff.

#### SKILL LEVEL

The entry requirement for this unit group is a 3 year degree or diploma and 5-10 years experience in sales, marketing or promotion.

#### DUTIES include:

- planning the overall sales and marketing policy of an organisation in consultation with other managers
- planning and controlling sales activities, methods and arrangements
- planning and conducting marketing campaigns and promotional activities
- directing staff activities and monitoring their performance
- monitoring customer service, invoicing, payments and administration costs
- directing research work and monitoring sales and marketing activity to produce reports and recommendations.

#### CONTENT

This Unit Group contains the following occupation:

1303-11 Sales and Marketing Manager

#### RELATED OCCUPATIONS

Unit Group 1501	Shop Managers
Unit Group 2703	Public Relations Officers

#### 1303-11 SALES AND MARKETING MANAGER

Plans and directs the sales and marketing activities of organisations.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as a public relations officer.

#### DUTIES

Performs duties covered by the General Description Manager.

In consultation with other managers sets sales and marketing policy.

Plans sales and marketing operations including market research, advertising, promotion, distribution, pricing and selling.

Organizes and controls sales activities by setting product mix, geographical sales areas and customer service standards.

Directs merchandising methods and distribution policy by co-ordinating the work of salespersons or organising agents and distributors.

Controls sales methods and arrangements by setting prices and credit arrangements.

Directs and controls marketing by planning and running advertising campaigns and promotional activities, product management and market analysis and research.

Monitors customer service, invoicing, payments and administration costs.

Directs research work and monitoring of sales and marketing activity to produce reports, give recommendations and advice and to formulate changes.

Directs the development of initiatives such as new products, new marketing techniques, new advertising campaigns, incentive bonus schemes and the dropping of unprofitable products.

May control related activities such as distribution and transport.

#### SPECIALISATIONS

**Advertising Manager**  
**Export Manager**  
**Merchandise Manager**

## UNIT GROUP 1305

### PRODUCTION MANAGERS

Production Managers administer the production activities of organisations either directly or through subordinate staff.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma and 5-10 years experience in industrial engineering or supervision.

#### DUTIES include:

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

#### CONTENT

This Unit Group contains the following occupations:

- 1305-11 Production Manager (Manufacturing and Mining)
- 1305-13 Producer (Media)

#### 1305-11 PRODUCTION MANAGER (MANUFACTURING AND MINING)

Plans and directs the production activities of organisations to optimise resource use, minimise costs and maintain quality standards.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as an industrial or mining engineer.

#### DUTIES

Performs duties covered by the General Description Manager.

Plans production policy in consultation with other managers.

Plans details of production activity in terms of output quality and quantity, cost, time available, and labour requirements.

Prepares work programs to achieve planned production and directs production control activities.

Controls use of production plant facilities through planning of maintenance, designation of operating hours and supply of parts and tools.

Controls and directs production staff, organises staff selection, training, development and utilisation.

Co-ordinates and directs quality control procedures, and the implementation of safety requirements, and ensures statutory requirements are met.

Directs monitoring of production and research into new and improved production methods and products.

Controls the preparation of production records and reports.

Gives advice and information on production to other managers and clients.

Recommends and implements initiatives such as new techniques and products, purchases of new machinery

and changes in staff levels.

Monitors the efficiency of staff, procedures and production costs.

#### SPECIALISATIONS

**Plant Manager**

**Quality Control Manager**

**Works Manager**

#### RELATED OCCUPATION

Occupation 1601-19 Manufacturer

#### 1305-13 PRODUCER (MEDIA)

Plans and directs publishing, artistic and theatrical productions.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as a film, television and stage director, or as a film editor.

#### DUTIES

Performs duties covered by the General Description Manager.

Plans production policies in consultation with technical experts.

Plans details of production activities in terms of output quality and quantity, cost, time available, labour and material requirements.

Prepares work programs to achieve planned production and directs production control activities.

Controls the use of production facilities such as studios and editing equipment, stage equipment and rehearsal time.

Controls and directs production staff, organises staff selection, training, development and utilisation.

Controls the quality of production.



Recommends and implements initiatives such as changes in personnel, facilities and objectives.

Monitors production costs.

Controls communications by chairing meetings of production staff.

Co-ordinates the work of specialised staff.

#### SPECIALISATIONS

**Executive Producer**

**Studio Manager**

**Television Producer**

#### RELATED OCCUPATIONS

Unit Group 2811      Film, Television and Stage Directors

### UNIT GROUP 1307

#### SUPPLY AND DISTRIBUTION MANAGERS

Supply and Distribution Managers administer the supply, storage and distribution activities of an organisation either directly or through subordinate staff.

#### SKILL LEVEL

The entry requirement for this unit group is a 3 year degree or diploma and 5-10 years experience in supply and distribution.

#### DUTIES include:

- planning policy for the purchase, storage and distribution of goods, in consultation with other managers
- planning details of purchasing, storage and distribution operations
- co-ordinating the investigation of supply, distribution and storage options
- negotiating purchase contracts with suppliers, checking the quality and cost of purchased goods and negotiating with suppliers concerning defects
- planning and establishing distribution systems
- directing the planning and maintenance of storage and inventory systems
- directing the recording of purchase, storage and distribution transactions
- directing and monitoring the activities of supply and distribution staff.

#### CONTENT

This Unit Group contains the following occupation:

1307-11 Supply and Distribution Manager

#### RELATED OCCUPATIONS

Unit Group 3913      Procurement Officers

#### 1307-11 SUPPLY AND DISTRIBUTION MANAGER

Plans and directs the supply and distribution activities of organisations.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as a business professional.

#### DUTIES

Performs duties covered by the General Description Manager.

Plans purchasing, storage and distribution policy in consultation with other managers.

Prepares plans for purchasing, storage and distribution operations to minimise costs and maintain stock levels.

Directs and controls ordering, purchasing and delivery of goods by co-ordinating research into supply options, arranging liaison with suppliers, enforcing quality and

cost levels, negotiating contracts and directing the recording of transactions.

Directs and controls the storage of goods by obtaining assessments of storage options, directing the planning and maintenance of storage and inventory systems, and controlling stock levels.

Monitors inventory levels and service standards.

Directs and monitors the activities of supply and distribution staff.

#### SPECIALISATIONS

**Military Supply Officer**

**Procurement Manager**

**Purchasing Manager**

**Shipping Manager**

**Supply Manager**

**Transport Manager**

**UNIT GROUP 1309****PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS**

Personnel and Industrial Relations Managers administer the personnel and industrial relations activities of an organisation either directly or through subordinate staff.

**SKILL LEVEL**

The entry requirement for this unit group is a 3 year degree or diploma and 5-10 years experience in personnel and industrial relations administration.

**DUTIES include:**

- planning the personnel and industrial relations policy of an organisation in consultation with other managers
- controlling activities in personnel administration, staff selection and training, labour relations, wage and salary administration, health and safety, security and employee benefits
- directing personnel and industrial relations operations
- directing and monitoring the activities of staff in personnel and industrial relations areas.

**CONTENT**

This Unit Group contains the following occupation:

1309-11 Personnel and Industrial Relations Manager

**RELATED OCCUPATIONS**

Unit Group 2705 Personnel Specialists

**1309-11 PERSONNEL AND INDUSTRIAL RELATIONS MANAGER**

Plans and directs the personnel and industrial relations activities of organisations.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a business professional.

**DUTIES**

Performs duties covered by the General Description Manager.

Plans the personnel and industrial relations policy of organisations in consultation with other managers.

Develops plans and strategies for personnel and industrial relations areas.

Monitors industrial relations developments to prevent

and settle disputes.

Controls activities such as personnel administration, staff selection and training, labour relations, wage and salary administration, security, health and safety, and employee benefits.

Monitors employment costs and productivity levels.

May train and advise other managers in personnel and industrial relations matters.

**SPECIALISATIONS****Organisation and Methods Manager**

Manages consulting and service activities aimed at achieving improved efficiency and making savings in the operations of an organisation.

**Occupational Health and Safety Manager****Training Manager****UNIT GROUP 1311****DATA PROCESSING MANAGERS**

Data Processing Managers administer the data processing activities of an organisation either directly or through subordinate staff.

**SKILL LEVEL**

The entry requirement for this unit group is a 3 year degree or diploma and 10 years experience in data processing supervision.

**DUTIES include:**

- planning the data processing policy of an organisation in consultation with other managers
- directing the selection, installation, use and maintenance of computing equipment and software

- controlling the selection and training of programmers and operators and monitoring their performance
- directing data processing operations
- monitoring the operations of electronic data processing to develop improvements to systems.

**CONTENT**

This Unit Group contains the following occupation:  
1311-11 Data Processing Manager

**RELATED OCCUPATIONS**

Unit Group 2707      Computing Professionals

**1311-11 DATA PROCESSING MANAGER**

Plans and directs the data processing activities of organisations.

**SKILL LEVEL**

**Previous Experience:** 10 years experience as a computing professional.

**DUTIES**

Performs duties covered by the General Description Manager.

Plans data processing policy in consultation with other managers.

Directs data processing operations and sets priorities between development, maintenance and operating.

Directs the selection, installation and use of computing equipment and software.

Controls the selection and training of computing professionals and operators, and monitors their performance.

Controls the security of data processing systems.

Directs maintenance work and quality control.

Monitors the operations of electronic data processing systems and develops improvements.

**SPECIALISATIONS**

**Information Systems Manager**

**Operations Manager (Data Processing)**

**Systems Manager (Data Processing)**

## UNIT GROUP 1313 PUBLIC POLICY MANAGERS

Public Policy Managers administer the policy and program activities of a federal or state government department, either directly or through subordinate staff.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree and 10 years experience in administration.

**DUTIES include:**

- advising and providing information on an area of government policy
- directing and co-ordinating program activity and policy formulation
- directing the operations of an administrative organisation
- implementing government directives and policies.

**CONTENT**

This Unit Group contains the following occupation:  
1313-11 Public Policy Manager

**1313-11 PUBLIC POLICY MANAGER****Public Service Manager**

Administers the policy and program activities of federal, state or territory government departments or autonomous authorities.

**SKILL LEVEL**

**Previous Experience:** 10-20 years as a professional.

**DUTIES**

Performs duties covered by the General Description Manager.

Gives advice and information on an area of government policy.

Directs and co-ordinates program activities and policy formulation.

Implements government directives and policies.

Provides briefings to government ministers.

Drafts, or co-ordinates and supervises the drafting of, correspondence in reply to letters to Ministers or requests for information.

Prepares papers on issues under consideration, for

discussion or advice.

**SPECIALISATION**

**Section Head (Public Service)**

**UNIT GROUP 1315  
DIRECTORS OF NURSING**

Directors of Nursing administer the nursing activities of a hospital or other health agency either directly or through nursing supervisors.

**SKILL LEVEL**

The entry requirement for this unit group is a 1 year post-graduate diploma in nursing administration and 2-5 years experience as a Registered Nurse. Registration as a double certificate nurse is required.

**DUTIES** include:

- planning nursing policies and activities
- establishing procedures and standards for nursing staff
- monitoring and controlling expenditure on staff, supplies, equipment and services
- directing the preparation of budget information and reports
- monitoring the selection and performance of nursing staff.

**CONTENT**

This Unit Group contains the following occupation:

1315-11 Director of Nursing

**RELATED OCCUPATIONS**

Minor Group 34	Registered Nurses
Unit Group 6603	Enrolled Nurses

**1315-11 DIRECTOR OF NURSING**

**Matron**

Administers the nursing activities in hospitals or other health agencies directly or through other managers and supervisors.

**SKILL LEVEL**

**Education:** 1 year graduate diploma.

**Previous Experience:** 2-5 years as a registered nurse.

**Registration/Licensing:** State Registration as a double certificate nurse.

**DUTIES**

Performs duties covered by the General Description Manager.

Plans nursing policies in consultation with other managers.

Plans nursing activities and establishes procedures and standards for nursing staff.

Controls the selection of nursing staff.

Directs the activities of nursing staff.

Monitors and controls expenditure on nursing staff and the use of supplies, equipment and services.

Monitors performance of nursing staff and ensures that nursing care is of a high standard.

**SPECIALISATIONS**

**Nurse Administrator**

**Nursing Superintendent**

## UNIT GROUP 1317

### EDUCATION MANAGERS

Education Managers administer educational institutions, usually under the auspices of an external authority.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma and 5-15 years experience in a relevant teaching area.

#### DUTIES include:

- co-ordinating the educational and administrative affairs of an educational institution
- interviewing parents and new pupils
- advising students on course requirements and regulations governing course variations
- representing an educational institution at community and administrative meetings
- supervising or authorising the work of administration or teaching staff
- preparing, or directing the preparation of, courses including extra-curricular courses, and course outlines.

#### CONTENT

This Unit Group contains the following occupations:

1317-11 School Principal  
1317-99 Education Managers, nec

#### 1317-11 SCHOOL PRINCIPAL

##### Headmaster/mistress

Administers the operations of schools.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as a senior teacher.

#### DUTIES

Performs duties covered by the General Description Manager.

Co-ordinates the educational and administrative affairs of schools.

Interviews parents and new pupils.

Prepares or directs curricula and extra curricular programs and outlines study courses.

Determines text-books to be used and arranges for procurement of books and supplies.

Arranges for internal examinations.

Enforces school discipline.

Controls expenditure of school funds to meet budgets.

Represents schools at community and administrative meetings.

May perform teaching duties.

#### RELATED OCCUPATIONS

Minor Group 24      School Teachers

#### 1317-99 EDUCATION MANAGERS, nec

This residual grouping covers education managers not elsewhere classified.

#### SKILL LEVEL

**Education:** 15-20 years as a university or CAE teacher.

#### SPECIALISATIONS

**Dean**

**Faculty Head**

#### RELATED OCCUPATIONS

Unit Group 2501      University and CAE Teachers

## UNIT GROUP 1319

### COMMISSIONED OFFICERS (MANAGEMENT)

Commissioned Officers at Management level administer the activities of armed services, police or fire-fighting organisations directly or through subordinate staff.

#### SKILL LEVEL

The entry requirement for this unit group is a 3 year degree or diploma and 10 years experience as a junior officer.

**DUTIES** include:

- advising and providing information on an area of defence, police or fire policy
- directing and co-ordinating program activity and policy formulation
- directing the operations of an administrative organisation
- implementing government directives and policies
- planning the activities of an organisational unit in consultation with a higher authority
- planning, directing and implementing an operational program for a group or area
- directing and monitoring the activities of junior officers and other staff and maintaining discipline
- directing and monitoring record keeping systems and the preparation of reports
- controlling expenditure and stores use
- preparing estimates and budgets
- performing ceremonial and public duties.

**CONTENT**

This Unit Group contains the following occupations:

- 1319-11 Commissioned Police Officer
- 1319-13 Commissioned Fire Officer
- 1319-15 Commissioned Defence Force Officer (Management)
- 1319-91 Trainee Officer (Defence Forces)

**1319-11 COMMISSIONED POLICE OFFICER**

Manages the activities of parts of police forces.

**SKILL LEVEL**

**Previous Experience:** 10 years as a member of a police force.

**DUTIES**

Performs duties covered by the General Description Manager.

Plans, directs and implements operational programs for a police region, section or specialised unit.

Directs, controls and monitors the activities of subordinate staff, and maintains discipline.

Directs, controls and monitors record keeping systems and the preparation of reports.

May direct and control the operation of communications systems.

**RELATED OCCUPATIONS**

Minor Group 35 Police

**1319-13 COMMISSIONED FIRE OFFICER**

Manages the activities of part of a fire brigade or service.

**SKILL LEVEL**

**Previous Experience:** 10 years as a fire fighter.

**DUTIES**

Performs duties covered by the General Description Manager.

Develops and implements fire service policies and administers rules and regulations to enforce fire prevention.

Co-ordinates the provision and maintenance of fire facilities and equipment.

**RELATED OCCUPATIONS**

Unit Group 7211 Fire Fighters

**1319-15 COMMISSIONED DEFENCE FORCE OFFICER (MANAGEMENT)**

Manages an organisational unit composed of officers and other ranks in the Navy, Army and Air Force during times of war and peace.

**SKILL LEVEL**

**Education:** 3 year degree.

**On-the-job Training:** 1-2 years

**Previous Experience:** 3-5 years service after completion of training as a trainee officer (defence forces).

**DUTIES**

Performs duties covered by the General Description Manager.

Prepares estimates and budgets for, and controls expenditure of, units (the term 'unit' referring to all units between and including a 'section' in the Navy and the Air Force or a 'platoon' in the Army, and a 'base' or 'staff directorate' in all services).

Plans, co-ordinates and monitors the operational training of subordinate officers, other ranks and trainees in military skills and practices, to prepare for war.

Prepares reports for superior officers, giving information and recommendations concerning defence policy.

Prepares and executes operational and tactical plans during war to achieve objectives set by headquarters and commanding officers.

Performs ceremonial and public duties.

**SPECIALISATIONS**

**Captain (Defence Forces)**  
**Colonel**  
**Flight Lieutenant**  
**Group Captain**  
**Lieutenant (Navy)**

**1319-91 TRAINEE OFFICER (DEFENCE FORCES)**

Studies and trains to gain the skills of management in

one of the armed services.

**SKILL LEVEL**

**Education:** year 12.

**DUTIES**

Trains and studies to gain the skills necessary for the performance of duties of commissioned defence force officers.

**SPECIALISATIONS**

**Midshipman**  
**Officer Cadet**

**UNIT GROUP****1399 OTHER SPECIALIST MANAGERS**

This unit group covers specialist managers not elsewhere classified.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-6 year degree or diploma or a 2 year certificate, and 5-10 years experience in a specialised area.

**CONTENT**

This Unit Group contains the following occupations:

1399-11 Engineering Manager  
 1399-13 Research Manager  
 1399-99 Specialist Managers, nec

**1399-11 ENGINEERING MANAGER**

Plans and directs the engineering activities of organisations.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as an engineer.

**DUTIES**

Performs duties covered by the General Description Manager.

Directs and controls the engineering and technical operations of organisations in consultation with other managers and professionals to ensure that standards of quality, cost, safety and performance are observed and that time schedules are met.

Interprets plans, drawings and specifications and gives advice to other managers.

Plans engineering methods, policies and procedures.

Evaluates proposals and checks details of plans.

Establishes work schedules and project budgets.

Ensures conformity with specifications and plans and with laws, regulations and safety standards.

Co-ordinates the activities of engineering staff and controls engineering staff selection and training.

**RELATED OCCUPATIONS**

Minor Group 22      Building Professionals and Engineers

**1399-13 RESEARCH MANAGER**

Plans and directs the research and development activities of organisations.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a professional.

**DUTIES**

Performs duties covered by the General Description Manager.

Plans the research activities of organisations in consultation with other managers, setting research objectives and time and cost constraints.

Directs research activities and formulates research programs.

Monitors the cost and effectiveness of research activities to optimise resources and maintain professional standards.

Controls selection and training of research staff.

Directs the recording and reporting of research activities and results.

Provides advice on research to other managers.

Assesses research results and procedures and recommends initiatives.

**SPECIALISATIONS**

**Market Research Manager**  
**Research and Development Manager**

**1399-99 SPECIALIST MANAGERS, nec**

This residual grouping covers specialist managers not elsewhere classified.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a professional or para-professional.

**SPECIALISATIONS**

**Religious Administrator**

Manages the activities of religious organisations.

**Marine Engineer Superintendent**

Controls the operation and maintenance of fleets of ships.

**Ambulance Superintendent**

**Library Manager**

---



## MINOR GROUP 14

### FARMERS AND FARM MANAGERS

Farmers and Farm Managers co-ordinate and participate in the activities of an agricultural establishment. They plan and conduct operations to obtain maximum production from the land, considering factors such as markets, climate, soil conservation, stock, crops and technological input.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with 2-5 years farming experience.

#### DUTIES include:

directing, and participating in, farming operations to raise livestock and cultivate crops; controlling finances and the use of resources; hiring, training and supervising staff and contractors; maintaining and improving premises, land and equipment; monitoring prices and markets and arranging the marketing and transport of produce.

#### CONTENT

<b>1401</b>	<b>FARMERS AND FARM MANAGERS</b>
1401-11	Grain, Oilseed and Pasture Grower
1401-13	Sugar Cane Grower
1401-15	Tobacco Grower
1401-17	Beef Cattle Farmer
1401-19	Dairy Farmer
1401-21	Sheep Farmer
1401-23	Pig Farmer
1401-25	Poultry Farmer
1401-27	Horse Breeder
1401-29	Mixed Farmer
1401-31	Fruit and Nut Grower
1401-33	Vegetable Grower
1401-35	Apiarist
1401-91	Trainee Farmer
1401-99	Farmers and Farm Managers, nec

**UNIT GROUP 1401**  
**FARMERS AND FARM MANAGERS**

Farmers and Farm Managers supervise and perform farming operations to raise livestock and cultivate field crops, market produce and other agricultural products.

**SKILL LEVEL**

The entry requirement for this unit group is 2-5 years experience as a farm hand or farm trainee which may include training for an associate diploma or trade certificate.

**DUTIES** include:

- planting, spraying, fertilising and harvesting crops such as cereal grain, oilseed, protein crops, sugar cane, tobacco, and market produce
- selling or storing grain and fodder
- planning and implementing breeding and feeding programs for livestock and poultry
- culling and selling immature or non-productive livestock or fruit
- cleaning and disinfecting buildings, sheds, pens, equipment and facilities to maintain produce quality and health standards
- organising and conducting farming operations particular to the type of farm, such as milking; shearing; collecting, grading, and packaging of produce; catching and loading livestock; exercising horses; cultivating seedlings and grafting trees.

**CONTENT**

This Unit Group contains the following occupations:

- 1401-11 Grain, Oilseed and Pasture Grower
- 1401-13 Sugar Cane Grower
- 1401-15 Tobacco Grower
- 1401-17 Beef Cattle Farmer
- 1401-19 Dairy Farmer
- 1401-21 Sheep Farmer
- 1401-23 Pig Farmer
- 1401-25 Poultry Farmer
- 1401-27 Horse Breeder
- 1401-29 Mixed Farmer
- 1401-31 Fruit and Nut Grower
- 1401-33 Vegetable Grower
- 1401-35 Apiarist
- 1401-91 Trainee Farmer
- 1401-99 Farmers and Farm Managers, nec

**RELATED OCCUPATIONS**

Unit Group 8201      Farm Hands and Assistants

**1401-11 GRAIN, OILSEED AND PASTURE GROWER****Grain, Oilseed and Pasture Farm Manager**

Performs farming operations to grow one or more cereal grain, oilseed or protein crops.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

Assesses maturity of crops to decide time of harvesting.

**SPECIALISATIONS**

**Seed Farmer**

**Wheat Farmer**

**1401-13 SUGAR CANE GROWER****Sugar Cane Farm Manager**

Performs farming operations to grow sugar cane.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

Plants cane stalks and fertilises soil.

Determines harvest timing in consultation with mill management.

Burns crops prior to harvest to remove leaves, weeds and other extraneous matter which can impede harvesting and milling operations.

May shave stubble to encourage regrowth.

May operate harvesters or bin haul-out tractors.

**1401-15 TOBACCO GROWER****Tobacco Farm Manager**

Performs farming operations to grow tobacco.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

Transplants seedlings in paddocks using tractor-drawn planters.

Places harvested tobacco leaves in racks for curing in a bulk curing barn.

Controls temperature, moisture and air movement through the tobacco leaves during curing.

Bales tobacco in accordance with grade schedules.

**1401-17 BEEF CATTLE FARMER****Cattle Grazier****Beef Cattle Farm Manager**

Performs farming operations to breed and raise beef cattle.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

May attend stock sales.

**SPECIALISATIONS****Beef Cattle Stud Farmer**

Raises stud beef cattle by selective breeding to improve their characteristics.

**Beef Cattle Station Manager****Buffalo Farmer****1401-19 DAIRY FARMER****Dairy Farm Manager**

Performs farming operations to breed and raise dairy cattle for milk production and sale as breeding stock or meat.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

Plans milking schedules and milks cows using milking machines.

Implements breeding programs.

Disposes of dairy effluent.

Cleans sheds and sterilises milking machines and equipment to maintain product quality and health standards.

Sells cull cows for meat.

**SPECIALISATION****Dairy Cattle Stud Farmer**

Raises stud dairy cattle by selective breeding to improve their characteristics.

**1401-21 SHEEP FARMER****Sheep Farm Manager**

Performs farming operations to breed and raise sheep for production of wool, meat and breeding stock.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

Organises shearing programs.

Markets sheep for slaughter and as breeding stock.

Markets wool.

May shear and crutch sheep, class wool and attend wool auctions.

**SPECIALISATIONS****Sheep Stud Farmer**

Raises stud sheep by selective breeding to improve their characteristics.

**Sheep Station Manager****Wool Grower****1401-23 PIG FARMER****Pig Farm Manager**

Performs farming operations to raise pigs for the production of meat.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

Plans and implements pig herd breeding programs.

Organises the formulation and mixing of feed, and feeds and waters pigs.

Ensures piggeries are maintained and cleaned.

**SPECIALISATION****Pig Breeder**

Raises pigs by selective breeding to improve their characteristics.

**1401-25 POULTRY FARMER****Poultry Farm Manager**

Performs farming operations to raise chickens, turkeys, ducks or other poultry for egg and meat production.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

Supplies feed and water, protection from the elements, and comfortable temperature, ventilation and lighting conditions for poultry.

Cleans and disinfects equipment, pens, sheds and cages.

Collects, grades and packages eggs, or catches and loads poultry for slaughter.

Observes egg quality, bird bodyweight and condition, and adjusts feeding programs.

Organises culling and selling of non-productive poultry.

**SPECIALISATIONS**

**Chicken Meat Producer**

**Egg Producer**

**Hatchery Farmer**

**1401-27 HORSE BREEDER**

**Horse Stud Manager**

Performs farming operations to breed horses.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

Studies records of bloodlines, physical appearance and performance characteristics of horses to determine breeding combinations.

Selects and arranges purchase of bloodstock.

Mates mares with selected stallions.

Assists with foaling.

Records breeding, dietary and other stud information.

Exercises horses.

**SPECIALISATIONS**

**Horse Stud Farmer**

**Stud Master/Mistress**

**1401-29 MIXED FARMER**

**Mixed Farm Manager**

Performs farming operations to breed and raise livestock and grow crops.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

Builds and repairs fences and stockyards.

Stores hay as fodder or silage.

**1401-31 FRUIT AND NUT GROWER**

**Fruit and Nut Farm Manager**

Performs farming operations to grow fruits, nuts and other horticultural crops.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

Mulches and cultivates plants, and fertilises crops.

Grafts new varieties to root stock.

Plants ground crops between rows of trees and bushes to control weeds and soil temperature.

May construct wire trellises to support vines and fruit.

May sun-dry stone and vine fruits.

May operate cool stores or controlled atmosphere storages.

**SPECIALISATIONS**

**Orchardist**

**Viticulturist**

**1401-33 VEGETABLE GROWER**

**Vegetable Farm Manager**

Performs farming, market garden or greenhouse operations to grow vegetables and other horticultural crops.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**DUTIES**

Performs duties covered by the General Description Farmer.

Plants seeds and seedlings in fields, using farm machinery and garden tools.

Thins and weeds crops.

May plant seeds in greenhouses and regulate temperature, light and humidity.

**SPECIALISATIONS**

**Olericulturist**

Grows herbs and related vegetables.

**Market Gardener**

**1401-35 APIARIST**

**Beekeeper**

Operates apiaries to produce honey, pollen, royal jelly, wax and queen bees.

**SKILL LEVEL**

**Previous Experience:** Up to 4 years as an apiary assistant.

**DUTIES**

Manufactures, or purchases and assembles, bee hives.

Purchases bees, protective clothing and other supplies and equipment.

Transports beehives to apiary sites which have been assessed for honey production potential.  
 Inserts honeycombs into hives.  
 Administers medication to bees.  
 Forces bees from hive components to remove honeycombs.  
 Removes honey from honeycombs.  
 Maintains and repairs beehives and associated equipment.  
 May package honey and negotiate sale.  
 May re-queen colonies.  
 May rear, or buy or sell, queen bees.  
 May negotiate to provide pollination services for other farmers.  
 May process and clean beeswax.

**1401-91 TRAINEE FARMER**

**Trainee Farm Manager**

Performs routine farming duties and learns the skills of farming.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Progressively performs duties covered by the General Description Farmer according to a training schedule.

**SPECIALISATIONS**

**Jackaroo**

**Jillaroo**

Assists in the operation of sheep and cattle stations.

**Farm Apprentice**

**1401-99 FARMERS AND FARM MANAGERS, nec**

This residual grouping covers farmers and farm managers not elsewhere classified.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a farm hand or trainee farmer.

**SPECIALISATIONS**

**Oyster Farmer**

Maintains hatcheries to produce fish fry or seed oysters.

Transports fish fry or sticks of seed oysters to new tanks or beds.

Harvests, grades and packs fish or oysters.

**Commercial Flower Grower**

**Cotton Grower**

**Fish Farmer**

**Goat Farmer**



## MINOR GROUP 15

### MANAGING SUPERVISORS (SALES AND SERVICE)

Managing Supervisors in Sales and Service head establishments which carry out retail trade and provide services to the public but which are too small to have a hierarchy of managers. They co-ordinate all functions of such establishments, formulate policies and objectives, and ensure that finance, staffing, training and marketing functions operate efficiently. Their immediate subordinates are usually supervisors.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with 5 years experience in retail sales, or service establishments.

#### DUTIES include:

directing and participating in the operations of the establishment; promoting and advertising products and services; controlling the selection, supervision and training of staff; determining staffing and salary levels; formulating purchasing and marketing policy and setting prices; and ensuring that premises, equipment and furnishings are kept clean, well maintained and secure.

#### CONTENT

<p><b>1501 SHOP MANAGERS</b> 1501-11 Shop Manager</p>	<p><b>1507 FINANCIAL INSTITUTION BRANCH MANAGERS</b> 1507-11 Financial Institution Branch Manager</p>
<p><b>1503 RESTAURANT AND CATERING MANAGING SUPERVISORS</b> 1503-11 Restaurant and Catering Managing Supervisor</p>	<p><b>1599 OTHER MANAGING SUPERVISORS (SALES AND SERVICE)</b> 1599-11 Hairdressing Establishment Managing Supervisor 1599-13 Sports Centre Manager 1599-15 Postmaster/mistress 1599-17 Real Estate Agency Manager 1599-19 Bookmaker 1599-21 Railway Station Master/Mistress 1599-99 Managing Supervisors (Sales and Service), nec</p>
<p><b>1505 ACCOMMODATION AND TAVERN MANAGING SUPERVISORS</b> 1505-11 Hotel/Motel Manager 1505-13 Caravan Park Manager 1505-99 Accommodation and Tavern Managing Supervisors, nec</p>	

## UNIT GROUP 1501

### SHOP MANAGERS

Shop Managers plan and organise the operations of a retail trading establishment.

#### SKILL LEVEL

The entry requirement for this unit group is 1-10 years experience in a sales-related position. A licence or permit to operate may be required by government authorities.

#### DUTIES include:

- planning, directing and participating in the operations of a shop
- controlling the selection and training of staff and supervising their work
- determining purchasing and marketing policies, salaries and prices
- maintaining records of stock levels and financial transactions
- displaying and selling merchandise
- providing information about merchandise to staff and customers
- ensuring that shop premises, fixtures and fittings are cleaned and maintained.

#### CONTENT

This Unit Group contains the following occupation:  
1501-11 Shop Manager

#### 1501-11 SHOP MANAGER

Plans and controls the operations of retail trading establishments.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as a sales representative or sales assistant.

**Registration/Licensing:** May be required.

#### DUTIES

Performs duties covered by the General Description Managing Supervisor.

Displays and sells merchandise.

Provides information about merchandise to staff and customers.

Ensures that shop premises, fixtures and fittings are cleaned and maintained.

#### SPECIALISATIONS

##### Take-Away Food Outlet Manager

Arranges for fast and efficient preparation, cooking and sale of perishable foods for customers.

##### Bookshop Manager

##### Delicatessen Manager

##### Dry Cleaning Establishment Manager

##### General Storekeeper

##### Greengrocer

##### Hardware Store Manager

##### Milk Bar Manager

##### Newsagent

##### Service Station Manager

##### Stationer

##### Supermarket Manager

## UNIT GROUP 1503

### RESTAURANT AND CATERING MANAGING SUPERVISORS

Restaurant and Catering Managing Supervisors plan and organise the provision of meals and beverages in restaurants (including cafeterias, canteens, bistros and clubs), and at public or private functions.

#### SKILL LEVEL

The entry requirement for this unit group is a 3 year associate diploma. 2 years on-the-job training is usual. A licence or permit to operate may be required by government authorities.

#### DUTIES include:

- directing and participating in restaurant and catering operations
- planning menus in consultation with chefs
- purchasing or controlling the purchase of food supplies and monitoring quality at all stages of preparation and presentation
- controlling the selection and training of staff and supervising their work
- maintaining records of stock levels and financial transactions



- determining salaries and prices
- arranging for advertising and handling public relations
- inspecting dining room, kitchen and storage facilities to ensure they meet health requirements and are clean, functional and pleasing in appearance.

### CONTENT

This Unit Group contains the following occupation:

1503-11 Restaurant and Catering Managing Supervisor

#### 1503-11 RESTAURANT AND CATERING MANAGING SUPERVISOR

Plans and controls the operations of dining establishments such as restaurants, cafeterias, canteens, bistros and clubs.

#### SKILL LEVEL

**Education:** 3 year associate diploma.

**On-the-Job Training:** 2 years.

**Registration/Licensing:** May be required.

#### DUTIES

Performs duties covered by the General Description Managing Supervisor.

Confers with cooks to plan menus.

Plans and organises special functions.

Inspects dining rooms, kitchens and storage facilities to ensure they are clean, functional, pleasing in appearance and meet health regulations.

Checks quality and portion control of food leaving kitchen.

May receive and record telephone reservations, greet and escort guests to tables.

#### SPECIALISATIONS

##### Caterer

Provides catering services at functions.

##### Canteen Manager

Mess Supervisor (Defence Forces)

##### Restaurateur

## UNIT GROUP 1505

### ACCOMMODATION AND TAVERN MANAGING SUPERVISORS

Accommodation and Tavern Managing Supervisors plan and organise the operation of hotel, motel, lodging facilities and grounds at caravan and tourist parks, recreational camp sites and other accommodation establishments.

#### SKILL LEVEL

The entry requirement for this unit group is 1-10 years experience as the supervisor in an accommodation establishment or tavern. A licence or permit to operate may be required by government authorities.

#### DUTIES include:

- planning, directing and participating in the operations of an accommodation establishment or tavern
- controlling the selection and training of staff and supervising their work in organisational units such as reception, dining room, kitchen or bar
- registering guests, assigning accommodation and showing guests accommodation and recreation facilities
- checking rooms, collecting keys, and determining and collecting payment when guests check out
- maintaining records of financial transactions
- informing guests of local tourist attractions and recreational facilities and attending to queries and complaints lodged by customers
- arranging the cleaning and maintenance of gardens, grounds, buildings and other facilities.

### CONTENT

This Unit Group contains the following occupations:

1505-11 Hotel/Motel Manager

1505-13 Caravan Park Manager

1505-99 Accommodation and Tavern Managing Supervisors, nec

**1505-11 HOTEL/MOTEL MANAGER****Hotelier**

Plans and controls the operations of hotels or motels.

**SKILL LEVEL**

**Education:** 3 year diploma or associate diploma, or 2 year certificate.

**On-the-Job Training:** 3-5 years.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Managing Supervisor.

Plans and supervises the activities of staff in areas such as reception, dining-room, kitchen, licensed bar, accounting, purchasing and housekeeping.

Arranges for maintenance of gardens, lawns, buildings and other facilities.

May provide information to guests of local tourist attractions and facilities and book tours on their behalf.

**SPECIALISATIONS**

**Publican**

**Resort Manager**

**Tavern Manager**

**1505-13 CARAVAN PARK MANAGER**

Operates and maintains lodging facilities and grounds at caravan and tourist parks.

**SKILL LEVEL**

**On-the-Job Training:** Up to 1 year.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Managing Supervisor.

Registers guests, assigns accommodation and collects

payments.

Gives information to guests on local recreational facilities and places of interest.

Answers enquiries and attends to complaints lodged by guests.

Takes reservations and phone messages for guests.

Arranges maintenance of gardens, grounds, buildings and other facilities.

Removes and disposes of rubbish.

Organises cleaning of amenities blocks, recreation areas, and accommodation sites.

Provides power or fuel to accommodation sites and barbecue areas.

May hire-out appliances or equipment to guests.

May operate shops to sell supplies to guests.

**1505-99 ACCOMMODATION AND TAVERN MANAGING SUPERVISORS, nec**

This residual grouping covers accommodation and tavern managing supervisors not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** Up to 1 year.

**Registration/Licensing:** May be required.

**SPECIALISATIONS**

**Boarding House Manager**

**Hostel Manager**

Organises and provides services in hostels, boarding houses or similar facilities.

Takes bookings, registers guests and assigns accommodation.

Cleans kitchens and rooms, and provides linen, towels and other supplies.

Maintains gardens, grounds, buildings and other facilities.

Arranges the preparation and serving of meals.

**UNIT GROUP 1507****FINANCIAL INSTITUTION BRANCH MANAGERS**

Financial Institution Branch Managers plan and organise the day-to-day financial activities of a branch office of a bank, credit union, building society or other financial institution.

**SKILL LEVEL**

The entry requirement for this unit group is 5-15 years experience in a financial institution.

**DUTIES** include:

- planning, directing and participating in the operations of a financial institution
- implementing or adapting standard office procedures prepared by head office
- assessing and authorising loan applications
- advising clients on investment options
- promoting the branch and actively developing business
- controlling the selection, training and supervision of staff
- organising staffing to ensure availability during peak periods, after hours or for priority work
- ensuring security procedures are implemented for safeguarding and moving cash and important documents.

**CONTENT**

This Unit Group contains the following occupation:  
1507-11 Financial Institution Branch Manager

**RELATED OCCUPATIONS**

Unit Group 1301 Finance Managers

**1507-11 FINANCIAL INSTITUTION  
BRANCH MANAGER**

Organises and controls the activities of branches of banks, credit unions, building societies or other financial institutions.

**SKILL LEVEL**

**Previous Experience:** 5-15 years as an accounting clerk or teller.

**DUTIES**

Performs duties covered by the General Description Managing Supervisor.  
Implements and organises office procedures.  
Advises clients on investments.  
Assesses applications for loans and approves or rejects them.  
Advises clients about interest rates.

Ensures that funds balance at the close of business.  
Authorizes summaries of transactions and loan approvals.  
Assesses, approves or recommends credit-card applications.  
Promotes branch functions and business development.  
Ensures security procedures are implemented for safeguarding and moving cash and documents.  
May interview applicants for loans.  
May refer loan applications to centralised loans departments.

**SPECIALISATIONS**

**Bank Manager**  
**Building Society Manager**  
**Credit Union Manager**

**UNIT GROUP 1599****OTHER MANAGING SUPERVISORS (SALES AND SERVICE)**

This unit group covers managing supervisors (sales and service) not elsewhere classified.

**SKILL LEVEL**

The entry requirement for this unit group is a 2-4 year diploma or certificate, or in some cases 5-10 years experience in a relevant industry. A licence or permit to operate may be required by government authorities.

**CONTENT**

This Unit Group contains the following occupations:  
1599-11 Hairdressing Establishment Managing Supervisor  
1599-13 Sports Centre Manager  
1599-15 Postmaster/mistress  
1599-17 Real Estate Agency Manager  
1599-19 Bookmaker  
1599-21 Railway Station Master/Mistress  
1599-99 Managing Supervisors (Sales and Service), nec

**1599-11 HAIRDRESSING  
ESTABLISHMENT MANAGING  
SUPERVISOR**

Organises and controls the activities of hairdressing establishments.

**SKILL LEVEL**

**Previous Experience:** 5 years as a hairdresser.  
**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Managing Supervisor.  
Directs staff in operations such as reception, shampooing, cutting and drying hair, and sales of hair-care products.  
May take bookings and arrange appointments for clients.  
May perform hairdressing duties.

**1599-13 SPORTS CENTRE MANAGER****Sports Centre Administrator**

Plans and controls the activities, facilities and resources of sports centres.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a physical fitness instructor or sports person.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Managing Supervisor.

Ensures that all sporting facilities are maintained and conform to safety standards.

Organises publicity to promote facilities.

Checks and keeps custody of cash receipts.

May plan and organise catering facilities.

May undertake coaching duties.

**1599-15 POSTMASTER/MISTRESS**

Directs and controls the operations of post offices.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a postal clerk or postal officer.

**DUTIES**

Performs duties covered by the General Description Managing Supervisor.

Directs the work of post office staff.

Monitors service performance standards and recommends steps to overcome deficiencies.

Promotes products and services.

**RELATED OCCUPATIONS**

Occupation 5909-11 Postal Clerk

Occupation 5909-13 Postal Officer

**1599-17 REAL ESTATE AGENCY MANAGER**

Organises and controls the activities of real estate agencies.

**SKILL LEVEL**

**Education:** 2-3 year diploma or certificate.

**Previous Experience:** 3 years as a real estate salesperson.

**DUTIES**

Performs duties covered by the General Description Managing Supervisor.

Ensures that real estate practices and legal requirements are observed.

Authorises listings of properties for sale.

**1599-19 BOOKMAKER**

Determines and offers odds and accepts bets on the results of racing events.

**SKILL LEVEL**

**Previous Experience:** Up to 5 years as a bookmaker's clerk.

**DUTIES**

Attends turf, pacing or greyhound races to provide a betting service.

Supervises Bookmaker's Clerks.

Obtains information on the form of horses or dogs by attending official barrier trials, viewing films, or liaising with contacts.

Offers and varies odds on entrants after considering the type of event, handicaps, barrier draws, conditions of tracks and odds offered by other bookmakers.

Writes tickets for clients detailing subjects of bets, odds given and payout details.

May lay off bets to offset potential losses.

**RELATED OCCUPATION**

Occupation 5999-17 Bookmaker's Clerk

**1599-21 RAILWAY STATION MASTER/MISTRESS**

Plans and organises the operations of railway stations.

**SKILL LEVEL**

**Previous Experience:** 1-5 years as a railway station assistant.

**On-the-Job Training:** 1-2 years.

**DUTIES**

Performs duties covered by the General Description Managing Supervisor.

Directs the work of clerical staff, ticket sellers, security staff and cleaners.

Liaises with maintenance staff to ensure railway tracks and facilities are maintained.

Co-ordinates the arrival, departure, loading and unloading of trains.

**1599-99 MANAGING SUPERVISORS (SALES AND SERVICE), nec**

This residual grouping covers managing supervisors (sales and service) not elsewhere classified.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a salesperson or personal service worker.

**SPECIALISATIONS**

**Beauty Parlour Manager**

**Licensed Club Manager**

**TAB Manager**

**Stock and Station Agency Manager**

**Stockbroking Firm Manager**

## **MINOR GROUP 16**

### **MANAGING SUPERVISORS (OTHER BUSINESS)**

Managing Supervisors of Other Businesses head establishments which carry out activities other than agriculture, retail trade or services to the public but which are too small to have a hierarchy of managers. They co-ordinate the functions of the establishment, formulate policies and objectives, and ensure that finance, staffing, training and marketing functions operate efficiently. Their immediate subordinates are usually supervisors.

#### **SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with 5-10 years experience in a relevant field or industry. However, the entry requirement for Professional Builder is a 5 year degree.

#### **DUTIES** include:

directing and participating in business operations; promoting and advertising products and services; controlling the selection, supervision and training of staff; determining staffing and salary levels; formulating purchasing and marketing policy; authorising financial arrangements with customers, suppliers and contractors; and discussing and determining customer requirements.

#### **COMMENT**

This minor group includes Professional Builders because they cannot reliably be distinguished in statistical collections from Building Contractors. They do not manage small businesses but direct the use of resources for government and corporate building programs.

#### **CONTENT**

<b>1601</b>	<b>MANAGING SUPERVISORS (OTHER BUSINESS)</b>
1601-11	Importer-Exporter
1601-13	Professional Builder
1601-15	Building Contractor
1601-17	Wholesaler
1601-19	Manufacturer
1601-99	Managing Supervisors (Other Business), nec

**UNIT GROUP 1601**  
**MANAGING SUPERVISORS (OTHER BUSINESS)**

Managing Supervisors (Other Business) co-ordinate the operations of small businesses conducting operations in manufacturing, wholesale trade, construction, and industries other than primary production, retail trade and services.

**SKILL LEVEL**

The entry requirement for this unit group is 5-10 years experience in a relevant industry. Professional Builder however, requires a 4-6 year degree. A licence or permit to operate may be required.

**DUTIES** include:

- recruiting and directing staff
- ordering products from manufacturers, importers or overseas suppliers for sale to other establishments for resale or use in those establishments
- examining market trends and formulating policies accordingly
- liaising with customers to determine requirements for products or markets, and answering queries and complaints
- determining and implementing marketing strategies
- engaging and controlling the work of sub-contractors.

**CONTENT**

This Unit Group contains the following occupations:

- 1601-11 Importer-Exporter
- 1601-13 Professional Builder
- 1601-15 Building Contractor
- 1601-17 Wholesaler
- 1601-19 Manufacturer
- 1601-99 Managing Supervisors (Other Business), nec

**1601-11 IMPORTER-EXPORTER****Import-Export Business Manager**

Organises and controls the operations of import and export establishments.

**SKILL LEVEL**

**Previous Experience:** 5 years as an import-export clerk.

**On-the-Job Training:** 6 months.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Managing Supervisor.

Identifies local demand for overseas produced goods or overseas demand for domestically produced goods, and negotiates conditions of sale with producers.

Arranges shipping of goods to and from Australia.

Receives and checks orders.

Liaises with customs officers and other government representatives to ensure that goods being imported are legal, and meet Australian standards.

May organise and arrange promotional campaigns for imported goods.

**RELATED OCCUPATIONS**

Occupation 1307-11 Supply and Distribution Manager

Occupation 5503-13 Import-Export Clerk

**1601-13 PROFESSIONAL BUILDER****Building and Construction Manager**

Manages the physical and human resources involved in the building process in areas such as design, construction and maintenance, manages the development of property, develops government and corporate policies on building, administers building legislation, develops building systems and products, directs building research and building education, and provides building consultancy.

**SKILL LEVEL**

**Education:** 5-6 year degree.

**Registration/Licensing:** May be required.

**DUTIES**

Interprets architectural specifications, drawings and bills of quantities.

Plans building construction methods and procedures.

Manages site labour resources.

Manages procurement and delivery of materials, plant and equipment required for building projects.

Creates and implements co-ordinated programs for site activities and work control systems to maintain standards of building performance, quality, cost and safety.

Studies building contract documents and negotiates with building owners and subcontractors.

Controls preparation of tender estimates and the documentation for contract bids.

Ensures that building and other regulations, standards and by-laws are enforced in building operations.

Consults with architects, engineers and other technical workers to ensure that the intentions of designs are met.

**RELATED OCCUPATION**

Occupation 1399-11 Engineering Manager

**1601-15 BUILDING CONTRACTOR**

Co-ordinates the construction of dwellings and other buildings.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a building tradesperson.

**Registration/Licensing:** Licensing required with government authorities.

**DUTIES**

Examines clients' plans or arranges drawing-up of plans to meet market requirements.

Submits tenders, quotes or prices to clients.

Arranges submission of plans to local authorities for approval.

Organises sub-contractors for all stages of building, and negotiates rates of pay.

Calculates quantities of material required for building projects and orders these from building suppliers or advertises for tenders.

Arranges delivery times of materials to co-incide with requirements in the building process.

Co-ordinates the timing of sub-contractors work.

Oversights the work of sub-contractors to ensure buildings are of acceptable standards and are proceeding according to schedules.

Liaises with local authorities to arrange inspections of building work.

May co-ordinate the activities of office staff involved in the preparation and payment of accounts.

May liaise with lawyers and financial institutions on matters relating to loans and contracts for building projects.

May undertake some of the building work personally.

May consult with architects and associates about styles and methods of building, and the materials to be used.

May build under contract, according to plans and specifications set by clients.

May inform clients or selling agents of progress and pass on clients' requests to sub-contractors.

**SPECIALISATION**

**Contract Builder**

**RELATED OCCUPATIONS**

Occupation 3207-11 Building Technician

Minor Group 44 Building Tradespersons

**1601-17 WHOLESALER**

Plans and organises the operations of wholesale trading establishments.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a salesperson.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Managing Supervisor.

Liaises with manufacturers to arrange contracts to sell products to retailers.

Displays and sells merchandise.

Provides information about merchandise to staff.

Liaises with retailers about orders, nature of products and promotional activities.

Ensures that shop premises, fixtures and fittings are cleaned and maintained.

Arranges the repair, refund or exchange of merchandise returned by customers.

**1601-19 MANUFACTURER**

Operates independent manufacturing establishments producing specialised goods to order or in batches.

**SKILL LEVEL**

**Previous Experience:** 5-10 years in a manufacturing occupation.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Managing Supervisor.

Creates, modifies and registers designs for products.

Devises new manufacturing processes.

Devises and implements production run schedules.

Introduces and maintains quality control procedures.

Orders materials and equipment.

Discusses requirements with customers.

Arranges contracts with customers.

Organises advertising campaigns.

Arranges packaging, delivery and wholesaling of products.

May co-ordinate after-sales service.

**RELATED OCCUPATIONS**

Unit Group 1305 Production Managers

**1601-99 MANAGING SUPERVISORS (OTHER BUSINESS), nec**

This residual grouping covers managing supervisors not elsewhere classified.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a supervisor.

**SPECIALISATION**

**Laundry Manager**





## **MAJOR GROUP 2 PROFESSIONALS**

Professionals perform analytical, conceptual and creative duties requiring a high level of intellectual ability and a thorough understanding of an extensive body of theoretical knowledge.

Most occupations in this major group have a level of skill commensurate with a 3-4 year degree or diploma, with some occupations requiring a longer basic degree and/or post-graduate qualifications.

Duties performed by Professionals include conducting and analysing research to extend the body of knowledge in their discipline; developing techniques to apply this knowledge; designing products, physical structures and engineering systems; identifying and treating, or advising on, health, social and personal problems; teaching the theory and practice of one or more disciplines; developing and co-ordinating administrative programs; and communicating ideas through language and artistic media (including visual and performing arts).

### **CONTENT**

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

- 21 Natural Scientists
- 22 Building Professionals and Engineers
- 23 Health Diagnosis and Treatment Practitioners
- 24 School Teachers
- 25 Other Teachers and Instructors
- 26 Social Professionals
- 27 Business Professionals
- 28 Artists and Related Professionals
- 29 Miscellaneous Professionals



## MINOR GROUP 21 NATURAL SCIENTISTS

Natural Scientists observe, research and analyse natural phenomena; develop techniques and materials for medical, industrial, agricultural, mining and military applications; manage natural resources and advise on the cultivation of plants and animals; and provide information to Medical Practitioners on the diagnosis, treatment and prevention of disease.

### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 3-4 year degree.

### DUTIES include:

conducting experiments, examinations and analyses; interpreting and analysing data and results of experiments; developing procedures and equipment for scientific research; and preparing scientific papers and reports.

### CONTENT

#### 2101 CHEMISTS

2101-11 Chemist

#### 2103 GEOLOGISTS AND GEOPHYSICISTS

2103-11 Geologist  
2103-13 Geophysicist

#### 2105 PHYSICISTS

2105-11 Physicist

#### 2107 LIFE SCIENTISTS

2107-11 Anatomist  
2107-13 Physiologist  
2107-15 Biochemist  
2107-17 Biophysicist  
2107-19 Botanist  
2107-21 Ecologist  
2107-23 Zoologist  
2107-25 Forester  
2107-27 Agricultural Extension Officer  
2107-99 Life Scientists, nec

#### 2109 MEDICAL TESTING PROFESSIONALS

2109-11 Medical Laboratory Scientist  
2109-13 Clinical Physical Scientist

#### 2199 OTHER NATURAL SCIENTISTS

2199-11 Environmental Scientist  
2199-13 Soil Scientist  
2199-15 Meteorologist

**UNIT GROUP 2101****CHEMISTS**

Chemists analyse and research the physical and chemical properties of substances and develop chemical techniques for use in the manufacture or modification of natural substances and processed products.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree.

**DUTIES** include:

- conducting experiments to identify chemical composition, energy and chemical changes in natural substances or processed materials
- developing procedures, instruments and recording and testing systems for use in experiments
- analysing results and experimental data
- testing techniques and processes under a variety of conditions to ascertain their reliability
- developing quality control procedures for the manufacture of products in plants or factories
- preparing scientific papers and reports.

**CONTENT**

This Unit Group contains the following occupation:

2101-11 Chemist

**RELATED OCCUPATION**

Occupation 2217-17 Materials Scientist

**2101-11 CHEMIST**

Studies the physical and chemical properties of substances to increase scientific knowledge, and develops new substances, processes and products.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Conducts experiments to identify chemical composition and to study chemical changes which occur in natural substances or processed materials.

Develops procedures, instruments, recording and testing systems to be used in undertaking experiments.

Analyses or carries out research to develop theories, techniques and processes, and tests the reliability of these under a variety of conditions.

Develops practical applications of experiments and research findings.

Develops quality control procedures for the manufacture of products in plants or factories.

Prepares, or supervises the preparation of, scientific papers and reports.

May supervise and co-ordinate the work of technicians.

May prepare laboratory reports, scientific papers, specifications and standards.

May test products or materials to ensure compliance with government health laws, and standards of quality and purity.

May utilise micro-organisms to convert substances into new compounds.

**SPECIALISATIONS****Assayer**

Tests ores and alloys, and analyses test results to determine the value and properties of their metals.

**Chief Chemist****Food Technologist****RELATED OCCUPATION**

Occupation 2217-17 Materials Scientist

**UNIT GROUP 2103****GEOLOGISTS AND GEOPHYSICISTS**

Geologists and Geophysicists study the nature, composition and structure of the earth and other planetary bodies and of atmospheres and hydrospheres. They use geological knowledge to locate mineral deposits, determine the flow pattern of ocean tides and currents and forecast seismic, magnetic, electrical and thermal activity.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree.

**DUTIES** include:

- exploring specific areas of the earth to determine the structure and type of rocks and minerals
- measuring gravitational and magnetic fields to determine size, mass and structure of the earth and other planetary bodies
- determining the structure of the earth's mantle and crust using explosion seismology methods
- interpreting remote sensing imagery to identify rock types and structural trends which suggest the presence of features for further investigation
- examining samples (including fossils) from field studies, ground and drillhole surveys using optical, chemical and mechanical laboratory techniques
- analysing and interpreting data derived from laboratory and field studies
- conferring with mining engineers, metallurgists and finance professionals to determine the economics of resource extraction
- preparing scientific papers and reports.

**CONTENT**

This Unit Group contains the following occupations:

2103-11 Geologist  
2103-13 Geophysicist

**2103-11 GEOLOGIST**

Studies the nature, composition and structure of the Earth and other planetary bodies to increase scientific knowledge, locate materials and minerals, and to advise on the extraction of minerals.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Explores specific areas of the Earth to determine its structure and the types of minerals or rocks that exist.

Studies rock cores, cuttings and samples.

Studies and dates fossilised life forms and rock strata to develop an understanding of life forms and evolution, or for commercial applications.

Studies the nature and effect of natural events such as erosion, sedimentation and glaciation on the form of the Earth's surface and sea beds.

Examines geological specimens in laboratories, using optical, chemical and mechanical techniques.

Examines and interprets remote sensing imagery to identify rock types, structural trends, lineaments and faults, which may indicate features to be further investigated.

Determines the economics of extraction of resources in co-operation with mining engineers, metallurgists, financial and marketing personnel.

Interprets research data derived from laboratory studies or field explorations and prepares geological reports and maps.

Prepares, or supervises the preparation of, scientific papers and reports.

May supervise and co-ordinate the work of technical officers, technicians and survey hands.

**SPECIALISATIONS**

**Chief Geologist**  
**Geochemist**  
**Mud Logger**

**2103-13 GEOPHYSICIST**

Studies physical aspects of the Earth and other planetary bodies to determine their structure and composition, assist in the location of mineral and petroleum deposits, determine flow patterns of ocean tides and currents, and to detect and forecast seismic, magnetic, electrical and thermal activity.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Conducts surveys to obtain precise measurements of variations in the Earth's gravitational and magnetic fields to determine the size, mass and structure of the Earth or other planetary bodies.

Investigates propagation of seismic waves to determine the structure of the earth's mantle and crust using methods of explosion seismology.

Studies the causes of earthquakes and other stress states of the Earth's crust.

Analyses and interprets data derived from laboratory and field studies, and airborne, ground and drillhole surveys, to assist in locating water, petroleum or mineral-bearing structures and in determining the structure, composition and evolution of sub-surface rocks.

Investigates the physical properties of rocks under laboratory conditions.

Prepares, or supervises the preparation of, scientific papers and reports.

May supervise and co-ordinate the work of technical officers and technicians.

May study the physical aspects of oceans, such as density, temperature, salinity, light and sound transmission, and water circulation.

May study the development and distribution of land waters.

**SPECIALISATIONS**

**Hydrologist**  
**Physical Oceanographer**  
**Seismologist**

**UNIT GROUP 2105****PHYSICISTS**

Physicists study the structure and physical properties of matter, behaviour, relationships and interactions of matter, energy and other physical phenomena, and develop materials, products and processes using knowledge of physics.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree.

**DUTIES** include:

- conducting experiments, tests and analyses in fields such as mechanics, optics, sonics, thermodynamics, electricity, electronics, magnetism and nuclear physics
- studying specific aspects of the functions and physical mechanisms of systems in living organisms
- examining physical forces involved in replication and heredity
- developing industrial, medical, military and other applications of physics
- expressing observations, formulating conclusions and illustrating hypotheses using mathematical techniques and models
- preparing scientific papers and reports.

**CONTENT**

This Unit Group contains the following occupation:  
2105-11 Physicist

**2105-11 PHYSICIST**

Studies physical phenomena to extend the knowledge of physics and to develop and improve materials, products, industrial and other processes.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Performs experiments, tests and analyses to investigate the structure and properties of matter, transformation and propagation of energy, relationships between matter and energy and other physical phenomena, in fields such as mechanics, heat, light, sound, electricity and magnetism, electronics, and nuclear and solid-state physics.

Conducts experiments to discover and develop industrial, medical, military and other practical applications of laws and theories of physics.

Maintains and develops standards for measurements such as length and time.

Applies mathematical techniques to express and analyse observations and to formulate conclusions, and

relates conclusions to known laws of physics, or proposes new hypotheses to explain them.

Prepares, or supervises the preparation of, scientific papers and reports.

May supervise and co-ordinate the work of technical officers and technicians. May specialise in one of a number of fields such as atomic, condensed matter, optical, plasma or atmospheric physics.

**SPECIALISATIONS****Astronomer****Cosmologist**

Observes, analyses and interprets data on the position, motion, composition, structure and characteristics of planets, stars, galaxies and other celestial bodies.

**Crystallographer**

Studies the bulk and surface structure, character and physical properties of solids or liquids at varying temperatures and pressures, and under the influence of electric and magnetic fields.

**Chief Physicist****UNIT GROUP 2107****LIFE SCIENTISTS**

Life Scientists examine the morphology, structure, chemistry and physical characteristics of humans, animals, plants and other living organisms; develop practical applications of biological and related theory; study the environment of, and interrelationships between, animals and plants; develop and manage forest lands and resources; and advise farmers on all aspects of farming.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree.

**DUTIES** include:

- studying the physical and chemical form, structure, composition and function of organs and tissues
- researching the effect of internal and external environmental factors on the life processes and functions of humans, plants and animals, such as respiration, circulation and movement, under normal and abnormal conditions
- identifying and studying the chemical substances and events involved in physiological processes
- growing plants under controlled conditions to study the impact of environmental factors on plant growth
- observing the structure of communities of organisms in the laboratory and natural environment to predict the effect of human influences
- studying forest plants and environmental effects upon them, and planning maximum long-term economic, environmental and recreational benefits from forest resources
- advising farmers on growth and production rates of field crops, produce and livestock
- preparing scientific papers and reports.

**CONTENT**

This Unit Group contains the following occupations:

2107-11 Anatomist  
 2107-13 Physiologist  
 2107-15 Biochemist  
 2107-17 Biophysicist  
 2107-19 Botanist  
 2107-21 Ecologist  
 2107-23 Zoologist  
 2107-25 Forester  
 2107-27 Agricultural Extension Officer  
 2107-99 Life Scientists, nec

**2107-11 ANATOMIST****Animal Morphologist**

Studies the morphology of humans and animals to increase scientific knowledge and to develop practical applications in medicine and biology.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Studies the forms and structures of organs and tissues of the body by systematic observation, dissection and microscopic examination.

Applies statistical and mathematical techniques to the measurement of anatomical structures.

Relates structural patterns to functions of the body.

Investigates the function and chemical composition of organs and tissues.

Performs experiments and studies anatomical reactions such as the ability of the body to regenerate damaged or destroyed parts.

Investigates the possibility of transplanting organs and tissue.

Prepares, or supervises the preparation of, scientific reports based on observations and experiments.

May supervise and co-ordinate the work of technical officers and technicians.

**SPECIALISATIONS****Embryologist**

Studies the features and phenomena exhibited in the formation and development of embryos.

**Histologist**

Studies the minute structure of animal tissue discernible with microscopes.

**Neuroanatomist**

Studies the development, structure and ageing of the nervous system.

**RELATED OCCUPATION**

Occupation 2109-11 Medical Laboratory Scientist

**2107-13 PHYSIOLOGIST**

Studies cellular structure, organ system functions and human and animal organisms to increase scientific knowledge and develop medical applications.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Studies respiration, circulation, excretion, movement, reproduction, nervous activity and other functions of humans and animals, under normal and abnormal conditions.

Performs experiments to determine the effects of internal and external environmental factors on life processes and functions of organisms.

Studies glands and their relationship to body functions.

Applies scientific knowledge to problems of physical fitness, nutrition, human endurance and similar matters.

Prepares, or supervises the preparation of, physiology studies for use by other scientists.

May supervise and co-ordinate the work of technical officers and technicians.

**SPECIALISATION****Endocrinologist**

Studies disorders arising from dysfunctions of hormone producing endocrine glands.

**2107-15 BIOCHEMIST**

Studies the chemistry of living organisms to increase scientific knowledge and develop medical, veterinary, agricultural, industrial and other applications.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Investigates the chemical structure and function of living cells, organs and tissues of humans, animals, plants or micro-organisms.

Studies chemical events involved in physiological processes, such as digestion, muscle contraction, nerve transmission, excretion, photosynthesis, nitrogen fixation, growth, ageing and reproduction.

Isolates, identifies and assays enzymes, hormones, metabolites and other substances produced by living cells or tissues.

Investigates the roles of vitamins, hormones and minerals and the effects of toxic substances on physiological processes.

Develops new and improved methods for the preparation of enzymes, serums and vaccines, hormones and other products derived from animals, plants, tissue cultures or micro-organisms.

Prepares, or supervises the preparation of, scientific reports based on observations and experiments.

Defines the biochemical reactions involved in fermentation, genetic technology, water purification, sewage treatment and other such processes.

May develop industrial processes for the manufacture of pharmaceuticals, foods, beverages and other products.

May supervise and co-ordinate the work of technical officers and technicians.

**SPECIALISATIONS****Enzyme Chemist****Molecular Biologist****Protein Chemist****RELATED OCCUPATIONS**

Occupation 2101-11 Chemist

Occupation 2109-11 Medical Laboratory Scientist

**2107-17 BIOPHYSICIST**

Studies the physical characteristics and behaviour of macro-molecules, living cells and organisms, and their interaction with various forms of energy.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Studies the functions and physical mechanisms of the sensory organs and the absorption and conversion of light energy by the retina in the eye.

Investigates the manipulation, storage and control mechanisms of nervous systems, including the transfer of information from the sensory organs to the brain

and subsequent transfer to organs and muscles.

Studies the absorption and conversion of light energy in the process of photosynthesis or by the retina in the eye.

Examines physical forces involved in molecular replication and heredity.

Studies the structure and spatial conformation of proteins and determines the effects of radiation on them.

Prepares, or supervises the preparation of, scientific papers and reports on biophysics.

May supervise and co-ordinate the work of technical officers and technicians.

May construct mathematical models to describe cycles or control phenomena in living tissue and organisms.

May apply knowledge of the transfer, manipulation and storage of information in the human brain to the development of computers.

**2107-19 BOTANIST**

Studies the structure, physiology, biochemistry and ecology of plants to increase scientific knowledge and develop practical applications in natural resources, agriculture, forestry, horticulture and medicine.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Investigates the effects on plant growth of environmental factors such as rainfall, temperature, sunlight, soil, topography and disease.

Grows plants under controlled conditions to determine optimum environmental factors, to assess the significance of environmental and genetic variables, and to examine patterns of plant evolution.

Studies the nature and occurrence of plant chromosomes, cells and tissues.

Makes field and laboratory studies of plant groups to produce and revise natural classifications.

Prepares scientific reports and articles.

May prepare handbooks for identification of plants.

May supervise and co-ordinate the work of technical officers and technicians.

May search for, identify and classify new species of plants.

May work with other scientists to develop drugs, medicines and other products from plants.

**SPECIALISATIONS****Agronomist****Agrostologist**

Studies agricultural crops and grasses.

**Plant Scientist**

Undertakes research and development work to improve the quality and quantity of plant growth and the production of natural and exotic plant species.

**Horticultural Scientist****Plant Anatomist****Plant Morphologist****Plant Pathologist****Plant Physiologist****Plant Taxonomist**



**2107-21 ECOLOGIST**

Studies the interrelationships between the environment and animal and plant populations.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Studies the effects on animal and plant life of such factors as terrain, altitude, climatic conditions, type and sources of nutrition, and natural enemies.

Investigates the structure of communities of organisms and predicts the effects of disturbances by human or environmental changes.

Plans and conducts field trips to study animals and plants in their natural environments and to collect specimens for laboratory study.

Assembles and analyses data and correlates them with the work of other scientists.

Evaluates data and prepares reports of conclusions.

Develops conservation or harvesting policies for management of biological resources such as fish populations and forests.

May simulate natural environmental conditions in laboratories.

May construct mathematical models of environments for computer analysis.

**2107-23 ZOOLOGIST**

Studies the structures, characteristics, functions and environments of animals to increase scientific knowledge and develop practical applications in wildlife management, conservation, agriculture and medicine.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Investigates the inter-relationships between animals and their environment by studying animals in their natural surroundings, in captivity and in laboratories.

Studies and performs experiments on animals to identify species, and gather data on their growth, nutrition, reproduction, prey and predators.

Studies the development and functions of animal organisms.

Devises methods for population control, especially of vermin and pest animal species.

Prepares, or supervises the preparation of, laboratory reports and scientific papers.

May supervise and co-ordinate the work of technical officers and technicians.

**SPECIALISATIONS****Entomologist****Insect Pathologist**

Studies and classifies insects and related animals such as spiders, ticks and worms.

**Animal Nutritionist****Animal Taxonomist****Soil Zoologist****Veterinary Parasitologist****Veterinary Pathologist****2107-25 FORESTER****Forest Manager**

Studies, develops and manages forests to maintain, conserve and ensure a continuing supply of resources and products.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Manages forest resources to provide products and to maximise the long-term recreational and environmental benefits for the community.

Participates in land use planning on a regional basis.

Observes the effects of environmental factors on the growth and health of forest plants.

Studies the propagation and culture of forest trees, improvement of growing stock and the effects of thinning on forest yields.

Prepares plans for re-afforestation and devises efficient harvesting systems.

Investigates, plans and implements management procedures to cope with the effects on forest lands of potentially catastrophic phenomena such as fires, floods, soil erosion, insect pests and diseases.

Estimates the volume, size and quality of timber resulting from management alternatives.

Advises governments, industry and the general public on forestry problems and planning, and conducts educational programs on the care and value of forests.

May supervise and co-ordinate the work of technicians and other workers.

**SPECIALISATIONS****Forestry Adviser****Forest Scientist****Harvesting Manager (Forestry)****Sylviculturist****2107-27 AGRICULTURAL EXTENSION OFFICER****Agricultural Advisor**

Advises farmers, agricultural businesses, rural industry and other clients on all aspects of farming including the general care of animals and crops, soil and land management, farm machinery, new technology and market requirements.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**On-the-Job Training:** 1 year.

**DUTIES**

Visits farms to inspect livestock and crops.

Discusses with farmers issues such as livestock and crop diseases, control of pests and weeds, soil improvement, animal husbandry and feeding programs. Collects, analyses and evaluates samples of soil and grasses.

Advises farmers on problems associated with growing and improving the production of crops and livestock, and alternative agricultural enterprises.

May demonstrate practical procedures used in solving agricultural problems or improving the efficiency of production.

**SPECIALISATIONS****Agricultural Consultant  
Farm Consultant**

Develops, promotes and provides agricultural consulting services to farmers.

Collects, analyses and evaluates agricultural data and makes recommendations on the accountancy, economic and management aspects of farms.

**2107-99 LIFE SCIENTISTS, nec**

This residual grouping covers life scientists not elsewhere classified.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**SPECIALISATIONS**

**Bacteriologist**

**Microbiologist  
Virologist**

Studies the nature and characteristics of micro-organisms such as bacteria, viruses, algae and protozoa.

**Cell Biologist  
Geneticist**

Studies the origin, transmission and development of hereditary characteristics in organisms such as viruses, bacteria, plants and animals.

**Parasitologist**

Studies the nature and characteristics of parasites.

**Pharmacologist (except Clinical)****Toxicologist**

Studies the actions of drugs and other substances on tissues, organs and physiological processes of living organisms.

**Soil Biologist****UNIT GROUP 2109****MEDICAL TESTING PROFESSIONALS**

Medical Testing Professionals conduct medical laboratory tests and apply knowledge and methodology from various scientific disciplines such as physics, chemistry and engineering to provide information and develop equipment for diagnosis, treatment and prevention of human disease.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree.

**DUTIES** include:

- preparing tissue sections for microscopic examination to determine the nature, cause and progress of disease
- performing autopsies to determine the nature and extent of disease or injury or the cause of death
- analysing body specimens to determine the presence and quality of microbic infections and chemical substances
- studying the characteristics of blood cells related to various physiological and pathological conditions, and performing blood tests
- assessing the effects of microbic behaviour on tissue and investigating responses of the body to foreign cells or other agents
- advising on the use of ionising radiation, and formulating radiation protecting procedures for the hospital environment
- developing electronic and mechanical equipment to assist in the diagnosis, treatment and rehabilitation of patients
- preparing case reports.

**CONTENT**

This Unit Group contains the following occupations:

2109-11 Medical Laboratory Scientist  
2109-13 Clinical Physical Scientist

**2109-11 MEDICAL LABORATORY  
SCIENTIST****Clinical Laboratory Scientist**

Conducts medical laboratory tests to provide information for the diagnosis, treatment and prevention of disease.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Carries out chemical analyses of blood, urine, cerebro-spinal fluids, gastric juices and other body

specimens to determine the presence and quantities of internal and exogenous substances to aid in the diagnosis of diseases.

Studies blood cells, their numbers, morphological characteristics, and coagulation factors related to physiological and pathological conditions.

Prepares tissue sections for microscopic examination, using various techniques to demonstrate cellular tissue elements or other characteristics.

Examines and analyses body specimens for evidence of microbial infections.

Studies the behaviour of microbes to assess their effects on human tissue and to develop methods of preventing their propagation.

Performs blood group, type and compatibility tests for transfusion purposes.

Investigates responses of the body to foreign cells or other agents.

Prepares scientific papers and reports.

Supervises and co-ordinates the work of technical officers and technicians.

May advise medical practitioners on the interpretation of tests and on biochemical, microbiological, haematological or immunology methods for use in the diagnosis and treatment of disease.

#### SPECIALISATIONS

**Cytologist**

**Epidemiologist**

#### RELATED OCCUPATION

Occupation 2303-37 Pathologist

#### 2109-13 CLINICAL PHYSICAL SCIENTIST

Applies knowledge and methodology of physics, engineering, mathematics, computing, physical chemistry and materials science to the diagnosis, treatment and prevention of human disease.

#### SKILL LEVEL

**Education:** 3-4 year degree plus post-graduate study.

#### DUTIES

Advises on the use of ionising and non-ionising radiations.

Performs bio-electrical investigations of heart and brain.

Advises on and develops equipment for the measurement of physical parameters affecting patients in intensive care or undergoing surgery.

Explores and develops the medical uses of ultrasound and electromagnetic radiation.

Uses the principles of mechanics to analyse the musculo-skeletal system and to design supportive devices.

Develops electronic and mechanical devices to assist in the rehabilitation of patients.

Develops and advises on instrumentation and clinical services.

Applies computer techniques to clinical medical problems.

Assists in the design, development and use of artificial organs.

Advises on blood and tissue rheology.

Examines physical forces involved in molecular replication and heredity.

Studies the structure and spatial conformation of proteins and determines the effects of radiation on them.

#### SPECIALISATIONS

**Biomedical Engineer**

**Medical Physicist**

#### RELATED OCCUPATIONS

Unit Group 2101 Chemists

Unit Group 2105 Physicists

Occupation 2217-17 Materials Scientist

## UNIT GROUP 2199 OTHER NATURAL SCIENTISTS

This unit group covers natural scientists not elsewhere classified.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree.

#### CONTENT

This Unit Group contains the following occupations:

2199-11 Environmental Scientist

2199-13 Soil Scientist

2199-15 Meteorologist

#### 2199-11 ENVIRONMENTAL SCIENTIST

Develops methods of controlling or minimising factors which may produce pollution, imbalance or degradation of the environment.

#### SKILL LEVEL

**Education:** 3-4 year degree plus post-graduate study.

#### DUTIES

Plans and undertakes environmental research.

Studies pollution, atmospheric and meteorological conditions, demographic characteristics, health, ecology, mineral, soil and water samples.

Analyses pollutants, identifies their sources and determines their effects.

Prepares graphs, charts and statistics from data.  
Develops and tests models of the environment using knowledge of ecology, mathematics, statistics and physical sciences.

Assesses pollution problems, establishes standards and develops approaches for the control of pollution and the rehabilitation of areas disturbed by activities such as mining, timber felling or overgrazing.

Prepares reports on analyses of data.

May prepare environmental impact studies of activities such as mining, building and housing.

#### **SPECIALISATIONS**

**Air Pollution Analyst**

**Land Degradation Analyst**

**Water Quality Analyst**

#### **RELATED OCCUPATION**

Occupation 2107-21 Ecologist

### **2199-13 SOIL SCIENTIST**

#### **Pedologist**

Studies the location, composition and characteristics of soils to increase scientific knowledge, improve soil management, ensure soil conservation, classify soil types and increase soil productivity and fertility.

#### **SKILL LEVEL**

**Education:** 3-4 year degree.

#### **DUTIES**

Investigates soil fertility taking into account microbial population, soil fauna, content of organic matter and presence of nitrogen, oxygen and other elements required for plant growth and productivity.

Studies the physical and chemical properties of soils to determine the potential for plant growth, water absorption capacity, drainage characteristics, acidity, texture and degree of salinity.

Develops soil management practices, and studies their effects on the long term productivity of soil.

Determines the mineralogy and structure of soil constituents to explain absorption processes.

Investigates the mechanical properties of soils to improve tillage practices.

Studies the influence of soil properties on the amount and chemical content of recharge to groundwater tables.

Investigates and advises on soil conservation problems and farming practices to reduce soil erosion and water quality deterioration.

Restores land damaged by erosion, salinity or mining, by stabilising soil surfaces, improving drainage, increasing fertility and establishing vegetation.

Advises on water quality and salinity problems, particularly as associated with irrigation.

May supervise and co-ordinate the work of technical officers and technicians.

May advise on land use and soil management.

May examine layering and drainage of soils used in foundations for roads, dams, buildings and other structures.

#### **SPECIALISATION**

#### **Soil Conservationist**

### **2199-15 METEOROLOGIST**

Studies the physics and dynamics of the atmosphere to increase scientific knowledge and understanding of weather and climate, and to forecast changes in the weather.

#### **SKILL LEVEL**

**Education:** 3-4 year degree.

**On-the-Job Training:** 1 year.

#### **DUTIES**

Applies scientific techniques to forecasting and interpretation of atmospheric weather and climate.

Investigates methods of analysis and prognosis of atmospheric conditions.

Analyses and interprets surface, upper level and ancillary charts, satellite cloud photographs, remote sensing and other observational data concerning atmospheric phenomena.

Prepares weather forecasts for dissemination to the public and specific users.

Prepares warnings relating to atmospheric phenomena such as cyclones, storms or other hazards to life or property.

Studies climate and uses statistical methods to determine climatic change.

Undertakes research into the behaviour of the atmosphere on a wide range of time and space scales.

In conjunction with physicists and engineers, assists in the development of observational equipment, and reviews observational networks and the dissemination of information.

May supervise and co-ordinate the work of technical officers, technicians and meteorological observers.

#### **SPECIALISATIONS**

#### **Research Meteorologist**

Develops and tests hypotheses, theories, concepts and laws governing the atmosphere.

#### **Agrometeorologist**

#### **Hydrometeorologist**

## **MINOR GROUP 22**

### **BUILDING PROFESSIONALS AND ENGINEERS**

Building Professionals and Engineers apply specialised scientific and technical expertise to the operation and development of production systems and the design, construction, installation and maintenance of civil and industrial structures, plant and mechanical or electrical equipment. They survey and investigate geological and geographical phenomena to prepare graphic and pictorial representations of them and advise on the extraction of minerals, oil and gas and the undertaking of civil engineering projects.

#### **SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with a 3-5 year degree or diploma.

#### **DUTIES** include:

preparing and analysing plans, maps or designs of buildings, landscapes, mines, oil and gas installations, production systems, mechanical and electrical equipment and other engineering projects; planning and monitoring the progress and operation of engineering projects and industrial production; estimating the costs and advising on the feasibility of engineering and survey operations; liaising with clients, other professionals and managers to resolve design, planning and operational problems; conducting applied research to solve practical problems.

#### **COMMENT**

Professional Builders are classified in Unit Group 1601, Managing Supervisors (Other Business), as they cannot reliably be distinguished in statistical collections from Building Contractors.

#### **CONTENT**

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

- 2201 ARCHITECTS AND LANDSCAPE ARCHITECTS
- 2203 QUANTITY SURVEYORS
- 2205 CARTOGRAPHERS AND SURVEYORS
- 2207 CHEMICAL ENGINEERS
- 2209 CIVIL ENGINEERS
- 2211 ELECTRICAL AND ELECTRONICS ENGINEERS
- 2213 MECHANICAL ENGINEERS
- 2215 MINING ENGINEERS
- 2217 METALLURGISTS AND MATERIALS SCIENTISTS
- 2219 OTHER ENGINEERS

Detailed contents are on the following page.

**2201 ARCHITECTS AND LANDSCAPE ARCHITECTS**  
 2201-11 Architect  
 2201-13 Landscape Architect

**2213 MECHANICAL ENGINEERS**  
 2213-11 Mechanical Engineer

**2203 QUANTITY SURVEYORS**  
 2203-11 Quantity Surveyor

**2215 MINING ENGINEERS**  
 2215-11 Mining Engineer (except Petroleum)  
 2215-13 Petroleum Engineer

**2205 CARTOGRAPHERS AND SURVEYORS**  
 2205-11 Cartographer  
 2205-13 Surveyor

**2217 METALLURGISTS AND MATERIALS SCIENTISTS**  
 2217-11 Extractive Metallurgist  
 2217-13 Physical Metallurgist  
 2217-15 Materials Engineer  
 2217-17 Materials Scientist

**2207 CHEMICAL ENGINEERS**  
 2207-11 Chemical Engineer

**2209 CIVIL ENGINEERS**  
 2209-11 Civil Engineer

**2219 OTHER ENGINEERS**  
 2219-11 Aeronautical Engineer  
 2219-13 Agricultural Engineer  
 2219-15 Naval Architect  
 2219-17 Industrial Engineer  
 2219-99 Engineers, nec

**2211 ELECTRICAL AND ELECTRONICS ENGINEERS**  
 2211-11 Electrical Engineer  
 2211-13 Electronics Engineer

## UNIT GROUP 2201 ARCHITECTS AND LANDSCAPE ARCHITECTS

Architects and Landscape Architects design commercial, industrial and residential buildings and landscapes, and plan construction.

### SKILL LEVEL

The entry requirement for this unit group is a 5-6 year degree or post-graduate diploma. Architects are required to register with state authorities to practise privately.

### DUTIES include:

- analysing sites and making recommendations for development or construction
- preparing detailed scale drawings and detailed specifications for design and construction
- liaising with clients and other professionals on matters of design, cost, timing and feasibility of projects
- monitoring construction to ensure compliance with specifications.

### CONTENT

This Unit Group contains the following occupations:

2201-11 Architect  
2201-13 Landscape Architect

### RELATED OCCUPATIONS

Occupation 2907-11 Urban and Regional Planner  
Unit Group 3207 Building, Architectural and Surveying Associates and Technicians

#### 2201-11 ARCHITECT

Advise on the design and procurement of buildings, provides concepts, plans, specifications and detailed drawings, negotiates with builders and administers building contracts.

#### SKILL LEVEL

**Education:** 5-6 year degree or degree/diploma combination.

**Registration/Licensing:** Required for private practice.

#### DUTIES

Obtains advice from clients or management to determine type, style and size of buildings or alterations.

Provides information regarding designs, materials, costs and estimated building times.

Prepares sketches, documents and scale drawings, integrating structural, mechanical and aesthetic elements in final designs.

Writes specifications and contract documents for use by builders.

Consults with engineers.

Develops feasibility studies jointly with quantity surveyors and other workers.

Inspects and oversees construction work to ensure compliance with specifications.

May specialise in the design of industrial, commercial, institutional, residential or recreational buildings or in conservation architecture.

May supervise and co-ordinate the work of architectural associates.

#### SPECIALISATION

**Chief Architect**

#### RELATED OCCUPATION

Occupation 2805-17 Interior Designer

#### 2201-13 LANDSCAPE ARCHITECT

Plans and designs land areas for projects such as open space networks, parks, schools, institutions, roads, external areas for all building types, land sub-divisions, and commercial, industrial and residential sites.

#### SKILL LEVEL

**Education:** 3-5 year degree.

#### DUTIES

Consults with associated professionals and clients on matters concerning external area designs, costs and construction.

Compiles and analyses site and community data on geographical aspects, ecology of area land form, soils, vegetation, site hydrology, visual characteristics and man-made structures, to formulate land use and development recommendations.

Undertakes studies related to historical and conservation aspects of areas, site character analysis and feasibility for site planning.

Prepares reports, site plans, working drawings, specifications and cost estimates for land development, showing location and details of proposals, including ground modelling, structures, vegetation and access.

Prepares and advises on contracts.

Inspects construction work in progress to ensure compliance with plans.

Advise on landscape problems concerned with environmental planning.

#### RELATED OCCUPATION

Occupation 4805-13 Landscape Gardener

### UNIT GROUP 2203 QUANTITY SURVEYORS

Quantity Surveyors prepare and monitor cost estimates and bills of quantities for construction projects.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma.

#### DUTIES include:

- analysing architectural and engineering drawings and specifications to estimate the cost of materials, labour and construction
- liaising with architects, builders and engineers
- monitoring changes of design and assessing effects on cost
- advising clients on tenders
- advising on costs of alternative construction materials and methods and on alternative contractual arrangements.

#### CONTENT

This Unit Group contains the following occupation:  
2203-11 Quantity Surveyor

#### 2203-11 QUANTITY SURVEYOR

Prepares and monitors cost estimates and bills of quantities for construction projects.

#### SKILL LEVEL

**Education:** 3-4 year degree.

#### DUTIES

Prepares preliminary cost estimates from sketches and statements of requirements.

Studies architectural and engineering drawings and specifications using knowledge of building construction methods, materials and labour costs, to estimate total costs.

Prepares detailed cost plans and estimates as tools for budgetary control.

Prepares lists of items and produces bills of quantities for tendering purposes.

Advises clients on tenders when received.

Monitors changes of design and assesses effects on cost.

Prepares final cost statements.

Consults with architects, builders and engineers.

May measure, value and negotiate variations to designs.

May advise on costs of alterations to existing buildings or structures, on various materials and construction methods, and on alternative contractual procedures and clauses.

May supervise and co-ordinate the work of building technicians.

### UNIT GROUP 2205 CARTOGRAPHERS AND SURVEYORS

Cartographers and Surveyors use digital and graphical source material and surveying techniques to determine the exact position of natural and constructed geographical features and prepare or revise graphic and pictorial representations.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma.

#### DUTIES include:

- determining the position of points of the earth's surface including the ocean bed
- designing and compiling map manuscripts
- liaising with other professionals
- advising on technical, environmental and other requirements connected with surveying, mapping, land sub-division and development
- advising on technical, aesthetic and economic aspects of map production
- researching and developing surveying and cadastral systems and information/data banks.



**CONTENT**

This Unit Group contains the following occupations:

2205-11 Cartographer  
2205-13 Surveyor

**2205-11 CARTOGRAPHER**

Applies scientific and mathematical principles to the design, preparation and revision of maps and charts.

**SKILL LEVEL**

**Education:** 3 year degree.

**DUTIES**

Designs and compiles map manuscripts using digital and graphical source material, including aerial photographs, satellite imagery, survey documents, existing maps and records, reports and statistics.

Advises surveyors and other professionals on the data requirements for map production and on the aesthetic, technical and economic considerations of scales, details to be illustrated, place names and reproduction techniques.

Supervises and co-ordinates the work of cartographic associates in the production and re-production of maps.

May produce digital elevation models.

May specialise in cadastral (land tenure) or topographical mapping, or maps for specific purposes such as town planning, geology and hydrography.

**2205-13 SURVEYOR**

Plans, directs or conducts survey work to determine, delineate, plan and position tracts of land, natural and constructed features, coastlines, marine floors and underground works.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**Registration/Licensing:** Required for cadastral surveying.

**DUTIES**

Determines the position of points on the Earth's surface (including the ocean bed), and supervises the preparation of plans, maps, charts and drawings to give pictorial representations.

Undertakes research and development of surveying and photogrammetric measurement systems, cadastral systems and land information systems.

Plans and designs land sub-division projects and negotiates details with local governments and other authorities.

Compiles and evaluates data, interprets codes of practice, and writes reports concerning survey measurement, land use and tenure.

May advise architects and scientists on the technical requirements of surveying and mapping.

May supervise and co-ordinate the work of surveying associates and field assistants.

**SPECIALISATIONS**

**Air Photo Plotter (Air Force)**

**Cadastral Surveyor**

**Engineering Surveyor**

**Geodetic Surveyor**

**Hydrographic Surveyor**

**Photogrammetric Surveyor**

---

## UNIT GROUP 2207 CHEMICAL ENGINEERS

Chemical Engineers conduct applied research to develop and improve commercial-scale chemical products or processes, and design and prepare specifications for commercial-scale chemical plants and control systems. They oversee industrial processing and fabrication operations involving products undergoing physical and chemical changes.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year degree.

**DUTIES include:**

- investigating practical engineering problems, conducting mathematical modelling and computer simulation of complex processes
- evaluating merits of batch and continuous flow operations and optimising process conditions
- designing pilot plants and systems used for effecting chemical changes, heat transfer, removal of components, fuel evaluation, control, storage and handling of solids, liquids and gases
- advising sales personnel and market researchers on processes and products
- overseeing the operation and maintenance of equipment to achieve maximum efficiency under safe operating conditions
- ensuring that materials and equipment conform to specifications, diagnosing malfunctions and instituting remedial action
- preparing reports, feasibility studies and detailed costings.

**CONTENT**

This Unit Group contains the following occupation:

2207-11 Chemical Engineer

**2207-11 CHEMICAL ENGINEER**

Designs and prepares specifications for process systems and the erection and operation of commercial-scale chemical plants, and supervises industrial processing and fabrication of products undergoing physical and chemical changes.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Performs duties covered by the General Description Engineer.

Prepares designs for chemical process systems, and plans control systems for processes such as those used to remove and separate components, effect chemical changes, test and evaluate fuels, transfer heat, and control the storing and handling of solids, liquids and gases.

Monitors the operation and maintenance of equipment to achieve maximum efficiency under safe operating conditions.

Designs pilot plants.

Ensures that correct materials and equipment are used and that they conform to specifications.

Interprets reports from other engineers, chemists and technical workers.

Diagnoses malfunctions in chemical plants and institutes remedial actions.

Prepares analytical reports, feasibility studies and detailed costings of processes.

Provides advice and information to sales personnel responsible for field evaluation of products or processes, or to market research personnel responsible for estimating market volume and selling price.

Studies product utilisation and pollution control problems.

May confer with environmental authorities.

May review tenders and supervise contracts.

May specialise in the conduct of experiments and correlation of data to investigate practical chemical engineering problems.

**SPECIALISATIONS**

**Combustion Engineer**

**Petrochemical Process Engineer**

**Principal Chemical Engineer**

**Smelting Engineer**

**Water Treatment Engineer**

## UNIT GROUP 2209 CIVIL ENGINEERS

Civil Engineers plan, design and direct construction and manage the operations and maintenance of large-scale transport, water supply and sewerage structures. They conduct research into materials, processes and systems, scientific theories and principles applicable to practical engineering problems.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year degree.

**DUTIES include:**

- conducting experiments, investigating and correlating data on concrete technology, structures, soil mechanics, hydrology, hydraulics, water and waste treatment processes and other such areas
- designing hydraulic systems, roads, aerodromes, water supply systems, sewerage systems, bridges, dams, buildings and harbours
- determining and specifying construction methods, materials and quality standards
- analysing loading, labour, productivity and performance of materials and systems
- ensuring that equipment, operation and maintenance accord with design specifications
- diagnosing malfunctions and instituting remedial action
- establishing work control systems to promote and monitor operational efficiency, safety, cost-effectiveness and environmental protection
- establishing a detailed program to co-ordinate site activities, administer contracts and ensure satisfactory completion.

**CONTENT**

This Unit Group contains the following occupation:

2209-11 Civil Engineer

**2209-11 CIVIL ENGINEER**

Plans, designs, organises and oversees the construction and operation of civil engineering projects such as structural, transportation or hydraulic engineering systems.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Performs duties covered by the General Description Engineer.

Designs civil engineering projects such as hydraulic systems, roads, aerodromes, water supply systems, bridges and buildings.

Studies, evaluates and reports on the environmental implications of projects.

Determines construction methods, materials and quality standards.

Interprets specifications, drawings, plans, construction methods and procedures.

Organises and directs site labour and the delivery of materials, plant and equipment needed for construction projects.

Establishes detailed programs for the co-ordination of site activities.

Sets up work control systems to ensure that standards

of performance, quality, cost and safety are met.

Administers contracts and verifies and certifies satisfactory completion.

Consults with other engineers, architects, landscape architects and environmental scientists.

Supervises the testing and commissioning of completed works.

May schedule maintenance.

May analyse and interpret reports on loading, labour, productivity, quality, materials and performance.

May research, investigate and evaluate materials, processes or systems related to civil engineering works.

May specialise in the design or construction of civil engineering works such as structural frames, water supply, sewerage and drainage projects, roads, railways, aerodromes, dams, bridges or harbours.

**SPECIALISATIONS**

**Chief Civil Engineer**

**Construction Engineer**

**Municipal Engineer**

**Structural Engineer**

**Transport Engineer (Army)**

**Water Supply Distribution Engineer**

**UNIT GROUP 2211****ELECTRICAL AND ELECTRONICS ENGINEERS**

Electrical and Electronics Engineers design and develop electrical and electronic systems and equipment used in communications, process control, navigation, data processing, entertainment, and power generation and distribution, and oversee their manufacture, testing, installation, operation and maintenance. They research electrical and electronic phenomena to solve practical engineering problems.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year degree.

**DUTIES include:**

- conducting experiments; investigating and correlating data on power generation and transmission systems, transformers, switchgear and electric motors and their controls, telemetry and remote control systems, process and systems control, data processing equipment, radar, communications equipment and microwave systems
- preparing and evaluating designs and specifications and overseeing the manufacture, installation and operation of equipment and systems, ensuring compliance with specifications and contractual arrangements
- determining the arrangement of circuit elements, transistors and integrated circuits and location, layout and transmission medium
- developing test apparatus and evaluation procedures
- developing or modifying electrical components, equipment and appliances, overseeing construction of prototype circuits
- establishing safety and performance standards and procedures for modification, maintenance and repair.

**CONTENT**

This Unit Group contains the following occupations:

2211-11 Electrical Engineer

2211-13 Electronics Engineer

**2211-11 ELECTRICAL ENGINEER**

Designs, develops and supervises the manufacture, installation, operation and maintenance of equipment, machines and systems for the generation, distribution, utilisation and control of electric power.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Performs duties covered by the General Description Engineer.

Plans and designs the manufacture and installation of electric power equipment and facilities.

Determines the type and arrangement of circuits, transformers, circuit-breakers, transmission lines and other equipment, on the basis of complex calculations.

Develops products such as electric motors, components, equipment and appliances.

Interprets specifications, drawings, standards and regulations relating to electric power equipment and use.

Organises and manages resources used in the manufacture of electrical components, machines, appliances and equipment.

Establishes delivery and installation schedules for machines, switchgear, cables and fittings.

Supervises the operation and maintenance of power stations, transmission and distribution systems and industrial plants.

May specialise in research in areas such as power generation and transmission systems, transformers, switchgear and electric motors, telemetry and control systems.

**SPECIALISATIONS**

**Chief Electrical Engineer**

**Electrical Maintenance Engineer**

**Electrical Power Engineer**

**2211-13 ELECTRONICS ENGINEER**

Designs, develops and supervises the manufacture, testing, installation, operation, maintenance and modification of electronic components, equipment and systems used for industrial control, communication, navigation, data processing and entertainment.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Performs duties covered by the General Description Engineer.

Designs circuits for electronic control systems and instrumentation.

Develops test apparatus and devises procedures to evaluate circuits utilising ferro-electric, non-linear, dielectric, photoconductive and thermo-electric properties of materials.

Determines the type and arrangement of circuit elements, transistors, integrated circuits, and other elements and processors, linking with line or radio transmission systems.

Ensures that proper control and protection methods, and the desired level of reliability, are provided.

Prepares and evaluates designs, specifications, estimates, tenders and contracts.

Examines installations to ensure compliance with contract conditions.

Establishes and monitors performance and safety standards, and procedures for modification, maintenance and repair.

Analyses communication traffic and level of service, and determines the type of installation, location, layout and transmission medium.

Develops methods to secure communication circuits against adverse electrical effects.

May supervise the construction of prototype circuits.

May supervise the manufacture of equipment and the layout, installation, testing, commissioning, operation and maintenance of communication systems.

May specialise in research in areas such as telemetry and control systems, data processing equipment, radar, guidance and navigation systems, radio and other communications equipment.

**SPECIALISATIONS**

**Chief Electronics Engineer**

**Communications Engineer**

**Computer Engineer**

**Process Control Engineer**

**Radio Engineer**

**Telecommunications Engineer**

---

**UNIT GROUP 2213  
MECHANICAL ENGINEERS**

Mechanical Engineers design and develop machines, mechanisms, mechanical plant and systems and oversee their assembly, erection and operation. They conduct research into materials, mechanisms, machines and processes to solve practical engineering problems.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year degree.

**DUTIES include:**

- conducting experiments, investigating and correlating data on energy use, materials handling, thermodynamic processes, fluid mechanics, vehicles and environmental controls
- designing mechanical equipment, machinery, components, products for manufacture, plant and systems for construction

- developing specifications for manufacture, determining materials, equipment, piping, material flows, capacities and layout of plant or systems
- overseeing construction and establishing work control systems to promote and monitor operational efficiency, safety, cost-effectiveness, quality and environmental protection
- evaluating the performance of machinery and equipment to determine suitability for manufacturing application.

**CONTENT**

This Unit Group contains the following occupation:  
2213-11 Mechanical Engineer

**2213-11 MECHANICAL ENGINEER**

Plans, designs, organises and oversees the assembly, erection, operation and maintenance of mechanical and process plant and installations.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Performs duties covered by the General Description Engineer.

Designs mechanical components.

Organises and manages project labour and the delivery of materials, plant and equipment.

Establishes detailed programs needed for the co-ordination of project activities.

Sets up work control systems to ensure that standards of performance, quality, cost and safety are met.

Administers contracts and verifies and certifies satisfactory completion.

Supervises the functioning of manufacturing process plants such as coal handling installations, power station steam generating systems, and sewerage and water supply pumping stations.

Sets up work control systems to ensure that standards are met.

Supervises, with other engineers, the testing and commissioning of completed works.

May specialise in research in areas such as utilisation of energy, materials handling, thermodynamic processes, fluid mechanics and environmental controls.

**SPECIALISATIONS**

- Air-Conditioning Engineer**
- Chief Mechanical Engineer**

**UNIT GROUP 2215  
MINING ENGINEERS**

Mining Engineers plan and direct the engineering aspects of extraction of minerals, oil and gas from the earth (including the sea bed).

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year degree.

**DUTIES** include:

- conducting preliminary surveys of mineral deposits to ascertain economic feasibility of ore extraction
- consulting geologists, geophysicists and other engineers concerning location, design and development of extractive processes
- planning locations for drilling, layout of tunnels and chambers and construction of shafts
- selecting or designing machinery, facilities and systems for mining
- devising methods of controlling the flow of oil or gas from wells
- preparing and evaluating cost estimates, specifications and tenders
- establishing safety procedures and first aid facilities at mines.

**CONTENT**

This Unit Group contains the following occupations:  
2215-11 Mining Engineer (except Petroleum)  
2215-13 Petroleum Engineer

**2215-11 MINING ENGINEER (EXCEPT  
PETROLEUM)**

Plans and directs the engineering aspects of extracting

minerals from the earth.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Performs duties covered by the General Description Engineer.

Conducts preliminary surveys of mineral deposits, in collaboration with geologists or prospectors, to determine the feasibility of ore extraction.

Determines the most suitable methods of ore extraction taking account of such factors as depth of overburden, and attitude and physical characteristics of deposits and surrounding strata.

Prepares plans for tunnels and chambers, location and construction of mine shafts, layout of mine development, and the application of appropriate mining techniques.

Selects the most efficient and economical underground materials handling equipment to transport material.

Plans and co-ordinates the utilisation of labour and equipment consistent with efficiency, safety and environmental conditions.

Prepares operation and project estimates and controls expenditure when mines come into production.

Consults with geologists and other engineers on the design, selection and provision of machines, facilities and systems for mining, infrastructure such as access roads, water and power supplies, and protection or restoration of the environment.

May establish first aid and emergency service facilities at mines.

**SPECIALISATION**

**Chief Mining Engineer**

**2215-13 PETROLEUM ENGINEER**

Studies and advises on petroleum and natural gas extraction engineering problems, and plans, organises and supervises the extraction of petroleum and natural gas.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Performs duties covered by the General Description Engineer.

Plans and conducts research and provides advice on engineering operations for the extraction of petroleum or natural gas.

Plans locations for drilling.

Decides on types of derrick and equipment, including sea-bed platforms.

Devises methods of controlling the flow of oil or gas from wells.

Compiles logs recording production from flowing wells.

Prepares plans of engineering operations and cost estimates.

Provides necessary safety procedures and facilities.

Consults with geologists, geophysicists and other engineers on the location, design and development of extractive processes.

**SPECIALISATIONS**

**Mud Engineer**

**Oil and Gas Drilling Engineer**

**Petrophysical Engineer**

**UNIT GROUP 2217****METALLURGISTS AND MATERIALS SCIENTISTS**

Metallurgists and Materials Scientists investigate the properties of metals and alloys; develop new ceramic, polymeric and other materials, and develop, control and advise on extraction, refinement, alloying and treatment procedures.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree.

**DUTIES** include:

- studying the structure and properties of metals and alloys, ceramics, polymers, plastics, composite materials and rubber
- developing and testing new techniques and products
- evaluating metal properties during rolling, extruding, casting, welding and alloying processes
- studying engineering properties of materials in relation to tension, compression, impact, bending, fatigue and extremes of temperature, using testing devices
- studying and applying chemical and process metallurgy techniques for extraction of metals and alloys in commercial quantities by high temperature smelting or leaching precipitation
- designing and developing techniques for moulding, casting, shaping and joining diverse materials and overseeing experimental production
- specifying temperatures, mixtures and other factors in the extraction or production process and devising procedures to protect materials against deterioration or corrosion
- preparing cost estimates and budgets to evaluate the economic feasibility of the production process.

**CONTENT**

This Unit Group contains the following occupations:

2217-11 Extractive Metallurgist  
 2217-13 Physical Metallurgist  
 2217-15 Materials Engineer  
 2217-17 Materials Scientist

**2217-11 EXTRACTIVE METALLURGIST****Primary Metallurgist**

Controls and develops processes used in extracting metals from their ores or for refining metals.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Studies and applies chemical and process metallurgy techniques for extracting metals and alloys in commercial quantities by high temperature smelting or leaching precipitation.

Co-ordinates the recovery of samples from various stages of processing for laboratory analysis and testing. Advises operations personnel on process changes required to obtain desired products and processes, and on quality control.

Specifies temperature adjustments, charge mixtures and other processing variables to obtain pig iron, steel or other metals of specified quality.

Investigates methods of improving metallurgical processes such as selective oxidation, reduction, electrolysis and distillation to extract aluminium, lead, copper, zinc, nickel and other non-ferrous metals from their ores.

Prepares cost budgets of operations to evaluate the economic feasibility of processes.

Supervises and co-ordinates the work of technicians and other workers in the extractive process.

**SPECIALISATIONS****Hydrometallurgical Engineer**

Studies the extraction of ores by leaching precipitation.

**Pyrometallurgical Engineer**

Studies the extraction of ores by high temperature smelting.

**2217-13 PHYSICAL METALLURGIST****Industrial Metallurgist  
Secondary Metallurgist**

Researches, controls, develops and provides advice on processes for casting, alloying, heat treating or welding refined metals, alloys and other materials to produce commercial metal products and develop new alloys and processes.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Conducts studies of metals and alloys before and during processing to evaluate their properties.

Examines metal processing techniques to ensure that quality is maintained, to improve processing or

develop new techniques.

Tests alloys to study their properties and check compliance with prescribed standards.

Compiles, records and manipulates data from experiments and observations.

Consults with engineers to develop economical manufacturing methods for alloys, to minimise air and water pollution and to set up inspection and testing procedures.

Advises operations personnel on production techniques and quality control systems, and specifies temperatures, mixtures and other factors in the production process.

Supervises and co-ordinates the work of technicians and other workers.

Prepares cost estimates and budgets to evaluate the economic feasibility of production processes.

May use techniques such as electron microscopy, x-ray diffraction and spectroscopic methods.

**SPECIALISATIONS****Metallographer**

Studies metals and alloys using visual and photographic techniques.

**Radiological Metallurgist**

Studies metals and alloys using x-ray techniques.

**Quality Control Metallurgist****2217-15 MATERIALS ENGINEER****Metallurgical Engineer**

Investigates the properties of metals, ceramics, polymers and other materials and develops and assesses their commercial and engineering applications.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Performs duties covered by the General Description Engineer.

Studies the structure and properties of metals and materials such as ceramics, plastics, composite materials and rubbers.

Investigates methods for shaping and fabricating materials, and designs techniques for their utilisation.

Studies methods for joining diverse materials, and develops and evaluates new materials.

Establishes procedures and methods to protect materials against deterioration and to evaluate their durability.

Evaluates the feasibility of production methods.

Produces reports on nature, uses and usefulness of materials.

Advises on manufacturing techniques, the uses of materials and required quality control systems.

Supervises the technical aspects of materials utilization.

#### SPECIALISATIONS

**Ceramics Engineer**

**Polymer Engineer**

#### 2217-17 MATERIALS SCIENTIST

Studies the properties and uses of non-metallic materials and advises on the technical aspects of their manufacture and processing.

#### SKILL LEVEL

**Education:** 4 year degree.

#### DUTIES

Studies the properties of non-metallic materials such as ceramics, polymer and plastics, composite materials and rubbers.

Manages and performs laboratory investigations, testing and evaluations of materials and products.

Plans and undertakes experimental production of non-metallic materials.

Determines criteria for the selection of non-metallic materials, and establishes the requirements for protection against deterioration.

Consults with other scientists and engineers on the development and production of non-metallic materials.

#### SPECIALISATIONS

**Ceramics Scientist**

**Polymer Scientist**

### UNIT GROUP 2219 OTHER ENGINEERS

Other Engineers design, develop, oversee and participate in manufacturing, maintaining, modifying and repairing marine vessels and floating structures, aircraft, agricultural machinery and equipment. They conduct research to solve practical engineering problems and to evaluate the safety and cost-effectiveness of engineering methods and equipment.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year degree.

#### DUTIES include:

- consulting users of aircraft, ships, agricultural and other machinery, concerning design requirements
- preparing preliminary designs and directing the preparation of detailed designs
- determining layout and overseeing construction of irrigation, drainage, flood and water control systems, farm buildings, crop processing plant and processing systems for animal products
- preparing and evaluating specifications, tenders, estimates and contracts
- overseeing the construction, assembly and installation of equipment
- authorising modifications, repairs and maintenance
- assessing production sequences and methods; recommending changes in procedures, utilisation of equipment and labour, and safety precautions.

#### CONTENT

This Unit Group contains the following occupations:

2219-11 Aeronautical Engineer  
2219-13 Agricultural Engineer  
2219-15 Naval Architect  
2219-17 Industrial Engineer  
2219-99 Engineers, nec

#### 2219-11 AERONAUTICAL ENGINEER

Performs and supervises engineering work concerned with the design, development, manufacture, maintenance and modification of aircraft for flight.

#### SKILL LEVEL

**Education:** 4 year degree.

#### DUTIES

Performs duties covered by the General Description Engineer.

Designs aircraft, aircraft components and support

equipment.

Examines aircraft controls, stability and other characteristics in laboratory or flight conditions.

Analyses and solves problems arising from experiments to ensure that aircraft are capable of meeting operational conditions.

Studies airframes under stress conditions.

Supervises the assembly of airframes and the installation of engines, instruments and other equipment.

Evaluates test flights to ensure aircraft conform to specifications and safety standards.



Authorises modifications, repairs and maintenance.  
 Consults with other engineers and flight personnel.  
 May conduct research into aeronautical engineering.

**SPECIALISATION**

**Air Safety Engineer**

**2219-13 AGRICULTURAL ENGINEER**

Performs and supervises engineering work related to the use and development of agricultural land, buildings, machinery and equipment.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Performs duties covered by the General Description Engineer.  
 Plans and supervises the construction of irrigation, drainage, flood and water control systems.  
 Designs, develops and supervises the manufacture of agricultural machinery and equipment.  
 Determines layouts and supervises the construction of farm buildings, crop processing plant, processing equipment and systems for animals and animal products.  
 Confers with other engineers and Agricultural Extension Officers.  
 May carry out research into agricultural engineering problems.

**2219-15 NAVAL ARCHITECT**

Performs and supervises engineering work concerned with the design, construction and repair of marine vessels and floating structures.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Performs duties covered by the General Description Engineer.  
 Consults with owners, shipping organisations and oceanographic research institutes to prepare preliminary ship designs, and capital and lifetime cost estimates.  
 Carries out studies to determine optimum vessel weight and to ensure that proposed designs meet performance and cost requirements, and establishes operational constraints and alternatives.  
 Directs the preparation of detailed ship designs, and of drawings, specifications and building contracts, co-ordinating the input of other engineers.  
 Obtains plan approvals.

Exercises overall supervision of ships during construction either as the owner's representative or shipbuilder's superintendent.

Devises, supervises and evaluates trials of ships.  
 Organises repairs and modifications to vessels.

**2219-17 INDUSTRIAL ENGINEER**

Plans, organises and supervises the operations of industrial facilities to promote economic, safe and effective use of physical and human resources.

**SKILL LEVEL**

**Education:** 4 year degree.

**DUTIES**

Performs duties covered by the General Description Engineer.  
 Plans and designs production sequences and methods and prepares production masterplans.  
 Selects and develops manufacturing processes using new or existing machinery and equipment.  
 Develops optimum work flow patterns, procedures and layouts.  
 Introduces or recommends changes in methods, work procedures, equipment utilisation, safety precautions and organisation of labour.  
 Plans and supervises work measurement and methods studies, evaluates the results and establishes performance standards.  
 Evaluates the performance of machines and equipment and determines replacement and modification needs.  
 Assesses the economic feasibility of facilities, processes or techniques.

**SPECIALISATIONS**

**Methods Engineer**

**Safety Engineer**

**RELATED OCCUPATION**

Occupation 2799-15 Organisation and Methods Analyst

**2219-99 ENGINEERS, nec**

This residual grouping covers engineers not elsewhere classified.

**SKILL LEVEL**

**Education:** 4 year degree.

**SPECIALISATIONS**

**Military Armament Engineer**

**Military Instrument Engineer**

**Product Design Engineer**



## **MINOR GROUP 23**

### **HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS**

Health Diagnosis and Treatment Practitioners diagnose physical and mental illnesses and conditions and recommend, administer, dispense and develop medications and treatment to promote or restore good health.

#### **SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with a 3-5 year degree or diploma. Some occupations require a 1 year internship or registration, and specialist medical and dental practitioners require an additional 4-6 years specialist training and study.

#### **DUTIES** include:

examining patients to establish the nature of their complaint and performing or ordering tests, x-rays and other diagnostic procedures; selecting and administering appropriate treatment and therapy and advising patients of further treatment and preventive or therapeutic measures; prescribing, administering, preparing and dispensing medication and prosthetic or corrective devices, administering anaesthetic and performing surgery; and conducting research to improve diagnosis and treatment.

#### **CONTENT**

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

- 2301 GENERAL MEDICAL PRACTITIONERS
- 2303 SPECIALIST MEDICAL PRACTITIONERS
- 2305 DENTAL PRACTITIONERS
- 2307 PHARMACISTS
- 2309 OCCUPATIONAL THERAPISTS
- 2311 OPTOMETRISTS
- 2313 PHYSIOTHERAPISTS
- 2315 SPEECH PATHOLOGISTS
- 2317 CHIROPRACTORS AND OSTEOPATHS
- 2319 PODIATRISTS
- 2321 RADIOGRAPHERS
- 2323 VETERINARIANS
- 2399 OTHER HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS

Detailed contents are on the following page.

**2301 GENERAL MEDICAL PRACTITIONERS**  
2301-11 General Medical Practitioner

**2303 SPECIALIST MEDICAL PRACTITIONERS**  
2303-11 Anaesthetist  
2303-13 Cardiologist  
2303-15 Obstetrician and Gynaecologist  
2303-17 Ophthalmologist  
2303-19 Orthopaedic Specialist  
2303-21 Psychiatrist  
2303-23 Radiologist  
2303-25 Paediatrician  
2303-27 Thoracic Specialist  
2303-29 Dermatologist  
2303-31 Otorhinolaryngologist  
2303-33 Urologist  
2303-35 Surgeon  
2303-37 Pathologist  
2303-39 Specialist in Rehabilitation Medicine  
2303-41 Specialist Physician  
2303-99 Specialist Medical Practitioners, nec

**2305 DENTAL PRACTITIONERS**  
2305-11 Dentist  
2305-13 Dental Specialist

**2307 PHARMACISTS**  
2307-11 Hospital Pharmacist  
2307-13 Industrial Pharmacist  
2307-15 Retail Pharmacist

**2309 OCCUPATIONAL THERAPISTS**  
2309-11 Occupational Therapist

**2311 OPTOMETRISTS**  
2311-11 Optometrist

**2313 PHYSIOTHERAPISTS**  
2313-11 Physiotherapist

**2315 SPEECH PATHOLOGISTS**  
2315-11 Speech Pathologist

**2317 CHIROPRACTORS AND OSTEOPATHS**  
2317-11 Chiropractor  
2317-13 Osteopath

**2319 PODIATRISTS**  
2319-11 Podiatrist

**2321 RADIOGRAPHERS**  
2321-11 Medical Diagnostic Radiographer  
2321-13 Medical Therapeutic Radiographer  
2321-15 Nuclear Medicine Technologist

**2323 VETERINARIANS**  
2323-11 Veterinarian

**2399 OTHER HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS**  
2399-11 Audiologist  
2399-13 Dietitian  
2399-15 Orthoptist  
2399-99 Health Diagnosis and Treatment Practitioners, nec

## UNIT GROUP 2301

### GENERAL MEDICAL PRACTITIONERS

General Medical Practitioners diagnose and treat physical and mental illnesses, disorders and injuries, recommend preventive action and refer patients to Specialist Medical Practitioners.

#### SKILL LEVEL

The entry requirement for this unit group is a 5-6 year degree plus 1 year internship. Registration is required.

#### DUTIES include:

- examining patients
- ordering laboratory tests, x-rays and other diagnostic procedures
- prescribing and administering drugs and other remedial treatments
- inoculating patients against communicable diseases
- advising on diet, exercise and other habits which aid prevention or treatment of disease and disorders
- delivering babies
- providing pre-natal and post-natal care
- referring patients to, and exchanging medical information with, specialists
- reporting births, deaths and notifiable diseases to government authorities.

#### CONTENT

This Unit Group contains the following occupation:  
2301-11 General Medical Practitioner

#### 2301-11 GENERAL MEDICAL PRACTITIONER

Diagnoses, treats and prevents human physical and mental disorders and injuries.

#### SKILL LEVEL

**Education:** 5-6 year degree plus 1 year internship.

**Registration/Licensing:** Required with State or Territory Medical Board.

#### DUTIES

Examines and questions patients as initial step to determining nature of disorder or illness.

Records patients' medical information.

Orders and performs laboratory tests, x-rays and other diagnostic procedures and analyses findings to make diagnoses.

Prescribes and administers treatments and drugs including physiotherapy and other remedial treatments.

Inoculates patients to prevent communicable diseases.

Advises patients on diet, exercise and other health habits as aids in the prevention and treatment of diseases and disorders.

Provides pre and post-natal care, and delivers babies.

Reports births, deaths and specified contagious diseases to governmental authorities.

Refers patients to medical specialists and passes and receives medical information to or from specialists.

May arrange for the admission of patients to hospitals.

May perform surgery.

May conduct physical examinations for pre-employment, insurance or other purposes.

## UNIT GROUP 2303

### SPECIALIST MEDICAL PRACTITIONERS

Specialist Medical Practitioners diagnose and treat diseases and disorders (including congenital malfunctions and developmental and mental disorders) occurring in a particular area or system of the body (including the brain), and/or in a particular age group or during one specific phase (ie. rehabilitation) using specialist testing, diagnostic, surgical or medical techniques.

#### SKILL LEVEL

The entry requirement for this unit group is a 5-6 year degree in plus a 1 year internship and 4-6 years specialist training and study. Registration is required.

#### DUTIES include:

- receiving referrals from other medical practitioners
- diagnosing disorders by examining patients and using the results of laboratory and other tests

- taking blood and tissue samples, examining tissue, performing microscopic examination of bacterial cultures, using X-ray and other such imaging methods for diagnostic purposes
- prescribing and administering medication
- recommending admission to treatment and rehabilitation programs
- operating on patients using specialised surgical procedures
- treating tumours by exposure to radiation
- administering anaesthetic and monitoring patients throughout surgical procedures and post-operative periods
- maintaining liaison with other personnel caring for the patient
- instructing patients in remedial exercises and advising on preventive health practices.

## CONTENT

This Unit Group contains the following occupations:

2303-11 Anaesthetist  
 2303-13 Cardiologist  
 2303-15 Obstetrician and Gynaecologist  
 2303-17 Ophthalmologist  
 2303-19 Orthopaedic Specialist  
 2303-21 Psychiatrist  
 2303-23 Radiologist  
 2303-25 Paediatrician  
 2303-27 Thoracic Specialist  
 2303-29 Dermatologist  
 2303-31 Otorhinolaryngologist  
 2303-33 Urologist  
 2303-35 Surgeon  
 2303-37 Pathologist  
 2303-39 Specialist in Rehabilitation Medicine  
 2303-41 Specialist Physician  
 2303-99 Specialist Medical Practitioners, nec

### 2303-11 ANAESTHETIST

Administers anaesthetics to prevent pain, and maintains major bodily functions throughout surgical and post-operative procedures.

#### SKILL LEVEL

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 6 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

#### DUTIES

Examines patients to determine appropriate anaesthetic and sedation in concurrence with attending physician and surgeon.

Administers inhalation, intravenous, spinal and other anaesthetics.

Takes remedial action to counteract adverse reactions or complications.

Monitors patients throughout surgical procedures and in immediate post-operative periods.

Records details of anaesthetic and sedation administered, and conditions of patients before, during and after anaesthesia.

Liaises with other health care workers to provide diagnosis and treatment for patients with chronic pain.

Works with other members of health care teams to diagnose and treat patients requiring intensive care or resuscitation.

### 2303-13 CARDIOLOGIST

Provides diagnostic, treatment and preventive medical services related to human heart diseases.

#### SKILL LEVEL

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 6-10 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

#### DUTIES

Receives patients referred by other registered medical practitioners.

Diagnoses and investigates the condition of patients with heart complaints using special equipment such as electro-cardiographs.

Maintains close liaison with other personnel caring for patients, including other medical practitioners, to ensure optimal treatment.

Monitors the condition of patients to determine the most appropriate and effective treatment and need for surgery.

May use techniques such as pacemaker-insertion during treatment.

May obtain electro-cardiograms with assistance from cardiology technicians.

**2303-15 OBSTETRICIAN AND GYNAECOLOGIST**

Provides diagnostic, treatment and preventive medical services related to human diseases and disorders of the female reproductive system (gynaecology) and in the care of women during pregnancy and after childbirth (obstetrics).

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 4-6 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Examines patients, and takes samples of blood and tissue for analysis in laboratories.

Prescribes medication, suggests methods of improving feminine hygiene, and determines need for gynaecological surgery.

Provides supporting therapy and preparation for childbirth and lactation during the course of patients' pregnancies.

Regularly examines blood pressure and urine.

Monitors developing foetus and gives advice on nutrition and exercise.

Treats complications such as hypertension, pre-eclampsia, infection, depression or threatened abortion.

Ensures during and after childbirth that no complications are present.

Consults Paediatricians if babies have abnormalities or complications.

Discusses and prescribes contraceptive methods.

Arranges for follow-up care for babies by family practitioners or at child health clinics.

Participates in teaching programs involving sex education, family planning and prevention of venereal diseases.

**2303-17 OPHTHALMOLOGIST**

Diagnoses and treats human diseases, injuries and deficiencies of the eye and associated structures.

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 4-6 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Examines patients for symptoms indicative of organic and congenital eye disorders.

Performs tests to determine vision loss and nature and extent of injuries, diseases or disorders.

Instructs patients in remedial eye exercises.

Prescribes and administers medications and writes prescriptions for corrective optical appliances.

May supervise the work of Orthoptists.

**RELATED OCCUPATIONS**

Unit Group 2311 Optometrists

Occupation 2399-15 Orthoptist

**2303-19 ORTHOPAEDIC SPECIALIST****Orthopaedic Surgeon**

Provides diagnostic, treatment and preventive medical services related to human diseases, abnormalities and injuries involving the limbs and spine.

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 4-6 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Examines patients and orders x-rays and other diagnostic tests.

Assesses the nature of disorders using results of tests and x-rays.

Arranges for the admission of patients to hospital and the scheduling of operations and operating teams.

Operates on patients using specialised surgical procedures including the fitting of complex prostheses for damaged bones and joints.

Provides medical and surgical treatment, usually of a corrective nature, to infants and older children with congenital abnormalities.

Prescribes comprehensive programs of rehabilitation for patients involving General Medical Practitioners and Physiotherapists.

May provide accident services for emergency admissions.

**2303-21 PSYCHIATRIST**

Diagnoses and treats human mental, emotional and behavioural disorders.

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 5 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Discusses mental and physical problems with patients to determine the nature and extent of mental, emotional or behavioural disorders.

Studies patients' medical and mental histories as obtained from patients, relatives, social workers, other medical practitioners and other sources.

Examines patients to determine general physical condition.

Orders laboratory tests, skull x-rays, psychological assessment tests and other diagnostic procedures.

Correlates the results of tests and examinations to determine the most appropriate forms of treatment.

Prescribes and administers medication, psychotherapy, or other treatment and rehabilitation programs, and arranges admission to hospitals.

**RELATED OCCUPATIONS**

Unit Group 2903 Psychologists

**2303-23 RADIOLOGIST**

Diagnoses and treats diseases of the human body using radiant energies such as x-rays, ultrasound, gamma rays and radiowaves.

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 5 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Examines internal structures and functions of organ systems using x-rays (with or without the aid of introduced radio-opaque substances) and other radiant energies such as ultrasound, radiowaves and gamma rays.

Interprets images and takes account of other examinations and tests to make diagnoses.

Treats benign and malignant internal and external tumours by exposure to radiation from x-rays, high-energy sources and natural and man-made radio-isotopes.

Writes reports to accompany photographic records for use by other medical practitioners.

**SPECIALISATIONS****Diagnostic Radiologist**

Specialises in diagnosis by performance and interpretation of medical imaging tests.

**Radiation Oncologist**

Specialises in radiotherapy treatment of patients suffering from cancerous diseases.

**Nuclear Medicine Specialist****Therapeutic Radiologist****RELATED OCCUPATIONS**

Unit Group 2321 Radiographers

**2303-25 PAEDIATRICIAN**

Provides specialist medical services to children from birth up to and including adolescence.

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 4-6 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Treats, manages and prevents medical and developmental disorders in children, whether of organic, emotional or social origin.

Examines patients to determine the presence of disorders and the need for treatment.

Advises parents about preventive health practices and suitability of children's diets to optimise physical and mental development.

Promotes positive health in childhood.

Immunises children against communicable diseases, especially childhood illnesses such as whooping cough and diphtheria.

May practise as a general paediatrician or may sub-specialise in areas such as paediatric surgery, paediatric cardiology or paediatric neurology.

**2303-27 THORACIC SPECIALIST**

Diagnoses and treats conditions affecting mainly the human respiratory system and their consequent effects on the heart and the great blood vessels.

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 4-6 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Discusses the extent and nature of respiratory problems with patients.

Examines patients and conducts allergic, immunological, physiological, bacteriological, radiographic and endoscopic studies and other physiological tests to assist diagnosis.

Prescribes drugs and programs of physiotherapy and rehabilitation for patients suffering chronic lung disease, and those recovering from thoracic surgery.

Investigates the causes of diseases by examining patients' medical records and family histories of respiratory problems.

Monitors the effectiveness of treatment by use of equipment such as spirometers.

**SPECIALISATION****Cardio-vascular Specialist****2303-29 DERMATOLOGIST**

Provides diagnostic, treatment and preventive medical services related to human skin disorders.

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 4-6 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Diagnoses and treats skin disorders including infections, neoplastic and parasitic conditions.

Diagnoses allergic skin conditions which may be brought about by inhalation or contact with substances to which individuals are sensitive.

Makes microscopic and macroscopic examinations, skin sensitivity tests and bacteriological cultures.

Advises patients about the treatment and care of skin to prevent or minimise irritation and inflammation.

Prescribes and administers treatments and medications, and monitors their effectiveness.

Surgically excises cutaneous malignancies and other growths.



**2303-31 OTORHINOLARYNGOLOGIST****Ear, Nose and Throat Specialist**

Provides diagnostic, treatment and preventive medical services for human diseases and disorders of the ear, nose, throat, pharynx and trachea, and in some cases head and neck.

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 4-6 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Examines affected organs, using equipment such as audiometers and nasoscopes.

Determines the nature and extent of disorders, and decides appropriate forms of treatment.

Performs tests to determine loss of hearing due to aural or other injury, and speech loss due to disease or injury to the larynx.

Prepares patients for surgical procedures such as tonsillectomy and adenoidectomy.

Arranges for the admission of patients to hospitals and the scheduling of operations and operating teams.

May undertake microsurgery on the ear, rhinoplastic surgery of the head and neck, and special therapy.

May perform sinus and nasal surgery.

**2303-33 UROLOGIST**

Provides diagnostic, treatment and preventive medical services for conditions affecting the human urogenital tract.

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 4-6 years hospital-based study and specialist training.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Examines patients to determine the nature and extent of problems affecting the urinary system in the female and the genito-urinary system in the male.

Treats patients using diathermy machines, catheters, cystoscopes and similar equipment.

Arranges for the admission of patients to hospitals and the scheduling of operations and operating teams.

Undertakes surgery related to the urogenital tract.

**2303-35 SURGEON**

Performs surgery to correct deformities, repair injuries, prevent and treat diseases and improve human body functions.

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 6-8 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Examines patients to determine necessity of operations, estimate risks to patients and select the best operational procedures.

Reviews reports of patients' general physical condition, reactions to medications and medical histories.

Gives instructions regarding preparation of patients, and instruments and equipment requirements.

Consults with anaesthetists.

Examines instruments, equipment and surgical set up to ensure that antiseptic and aseptic methods are followed.

Performs operations using surgical instruments.

Prescribes post-operative care and periodically observes and investigates patients progress.

Maintains records of operations performed.

**SPECIALISATIONS****Cardiothoracic Surgeon**

Specialises in surgery to repair injuries, prevent disease and improve heart and lung function.

**Neurosurgeon**

Specialises in surgery to treat disorders or organic diseases of the nervous system.

**Ophthalmic Surgeon**

Specialises in surgical treatment to correct injuries and diseases of the eye and associated structures.

**Otorhinolaryngological Surgeon**

Specialises in surgery of the ear, nose and throat.

**Paediatric Surgeon**

Specialises in surgery on children including those with neonatal surgical conditions and congenital malformations.

**Plastic and Reconstructive Surgeon**

Specialises in surgery to improve the appearance or function of the exposed parts of the body that are defective, deformed or damaged.

**Surgical Oncologist**

Treats cancer by use of surgery.

**2303-37 PATHOLOGIST**

Uses laboratory procedures to identify and diagnose the presence and stages of diseases and possible sources of infection in body tissues, fluids, secretions and other specimens.

**SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 4-6 years post graduate specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

**DUTIES**

Studies the nature, cause, development and clinical management of diseases in people, and the structural and functional changes caused by them.

Prepares, or supervises the preparation of, tissue sections from surgical and diagnostic cases and autopsies.

Examines tissues using scientific techniques and equipment to determine the nature, cause and progress of disease.

Performs autopsies to determine causes of death, the nature and extent of disease and injury, and the effect of treatment.

Supervises and co-ordinates the work of technical officers and technicians.

Writes reports of findings for use by other medical practitioners and Coroners.

May direct the activities of pathology departments in hospitals, private clinics or coroners' offices.

#### **SPECIALISATIONS**

**Blood Transfusionist**

**Clinical Biochemist**

**Clinical Microbiologist**

**Haematologist**

**Histopathologist**

**Immunologist**

#### **2303-39 SPECIALIST IN REHABILITATION MEDICINE**

Assesses disabilities and handicaps arising from human physical impairment and advises on psycho-social adjustments to optimise patients' physical recovery and settlement back into society.

#### **SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 6 years post graduate specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

#### **DUTIES**

Studies the structural and functional characteristics of patients such as their mobility, self-care and psychological responses and the social consequences associated with loss of function.

Provides assessment at the onset of disability and at appropriate intervals.

Plans treatment programs and periodically reviews their effectiveness in terms of goals achieved.

May act as consultants to other medical practitioners.

May direct specialist medical rehabilitation facilities.

#### **SPECIALISATIONS**

**Orthopaedic Rehabilitation Specialist**

**Prosthetics and Orthotics Rehabilitation Specialist**

**Spinal Injuries Rehabilitation Specialist**

**Vocational Rehabilitation Specialist**

#### **2303-41 SPECIALIST PHYSICIAN**

Investigates and diagnoses internal human disorders and diseases, and administers treatment.

#### **SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 6 years hospital-based specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

#### **DUTIES**

Examines patients to determine the nature and extent of problems.

Records patients' medical information.

Orders and performs laboratory tests, x-rays and other diagnostic procedures and analyses findings to make diagnoses.

Prescribes and administers drugs and remedial treatments.

Reports specified contagious diseases to governmental authorities.

May consult other specialists during treatment.

#### **SPECIALISATION**

##### **Infectious Diseases Specialist**

Diagnoses, treats and prevents infectious diseases caused by micro-organisms such as viruses, bacteria, fungi and parasites.

#### **2303-99 SPECIALIST MEDICAL PRACTITIONERS, nec**

This residual grouping covers specialist medical practitioners not elsewhere classified.

#### **SKILL LEVEL**

**Education:** 5-6 year degree plus 1 year internship.

**On-the-Job Training:** 4-6 years post graduate specialist training and study.

**Registration/Licensing:** Required with State or Territory Medical Board.

#### **SPECIALISATIONS**

##### **Clinical Pharmacologist**

Studies and advises on the action of drugs on the body.

##### **Gastroenterologist**

Provides diagnosis, treatment and preventative medical services for diseases related to the digestive system and liver.

##### **Geriatrician**

Provides medical services to promote the health and welfare of elderly people.

##### **Medical Oncologist**

Studies and treats cancers using cytotoxic drugs.

##### **Renal Specialist**

##### **Nephrologist**

Diagnoses, treats and prevents kidney disease.

##### **Neurologist**

Specialises in the study of injuries and diseases affecting the brain, spinal cord, peripheral nervous system and muscle tissue.

##### **Occupational Medicine Specialist**

Advises on all aspects of the relationship between work and health, and designs and implements preventive policies and programs for health and safety.

##### **Rheumatologist**

Provides preventive medical services and diagnostic treatment for disease marked by inflammation and pain in joints, muscles or fibrous tissue, often identified as rheumatoid arthritis.

##### **Clinical Allergist**

##### **Clinical Endocrinologist**

##### **Industrial Medicine Specialist**

## UNIT GROUP 2305

### DENTAL PRACTITIONERS

Dental Practitioners diagnose diseases, injuries, irregularities and malformations of teeth, gums, mouth tissue, jaw and other dento-facial structures, prescribe and administer restorative and preventive procedures, including surgery and other specialist techniques.

#### SKILL LEVEL

The entry requirement for this unit group is a 5 year degree. 2 years as a Dentist is a pre-requisite to specialisation and a minimum of 4 years on-the-job training in a particular specialisation is usual. Registration is required.

#### DUTIES include:

- examining teeth, gums, tissues and dento-facial structures, using dental and x-ray equipment in order to diagnose dental problems
- administering local and general anaesthetics
- filling cavities
- extracting decayed or deformed teeth
- constructing inlays and artificial crowns to replace portions of teeth
- designing, constructing and fitting complete and partial dentures, orthodontic and other appliances and performing bridge work
- performing specialist examinations and tests and undertaking or arranging treatment in a specialist area.

#### CONTENT

This Unit Group contains the following occupations:

2305-11 Dentist  
2305-13 Dental Specialist

#### 2305-11 DENTIST

Diagnoses and treats diseases, injuries and abnormalities of teeth, gums and related oral structures, and prescribes and administers restorative and preventive procedures.

##### SKILL LEVEL

**Education:** 5 year degree.

**Registration/Licensing:** Required with State or Territory Dental Board.

##### DUTIES

Examines teeth, gums and other tissues using dental equipment and x-rays.

Diagnoses dental conditions and plans treatment.

Administers local and general anaesthetics.

Fills cavities with restorative materials.

Constructs inlays and artificial crowns to replace portions of teeth.

Designs, constructs and fits complete and partial dentures, bridge work, orthodontic and other appliances and may delegate technical construction phases to Dental Technicians.

Advises patients on oral hygiene.

May refer patients to dental specialists and medical practitioners for further examination and treatment.

May direct the work of Dental Hygienists, Dental Therapists, Dental Nurses and Dental Technicians.

#### 2305-13 DENTAL SPECIALIST

Diagnoses and treats diseases, injuries, irregularities and malformations of teeth and associated structures in the mouth and jaw using surgery or other specialist techniques.

#### SKILL LEVEL

**Education:** 5 year degree.

**Previous Experience:** 2 years as a dentist.

**On-the-Job Training:** 4 years specialist training and study.

**Registration/Licensing:** Required with State or Territory Dental Board.

#### DUTIES

Receives referrals from dentists and medical practitioners.

Examines patients and conducts x-ray examinations or special tests.

Makes diagnoses on the basis of examinations and tests.

Undertakes, or arranges for, appropriate treatment.

Supervises patients' progress after treatment.

#### SPECIALISATIONS

##### Endodontist

Specialises in the diagnosis and treatment of diseases of nerve, pulp and root canal of teeth and related structures.

##### Oral Pathologist

Specialises in the diagnosis of general and specific diseases with manifestations within and around the mouth.

##### Oral Surgeon

Specialises in performing surgery related to injuries, diseases, malformations and deficiencies of the mouth, jaw and related tissues.

**Orthodontist**

Specialises in the diagnosis and correction of abnormalities in growth development and position of teeth and other dento-facial structures.

**Paedodontist**

Specialises in the diagnosis and treatment of injuries, diseases and malformations of the mouth in children.

**Periodontist**

Specialises in the diagnosis and treatment of disorders and diseases affecting gums and other tissues surrounding teeth.

**Prosthodontist**

Specialises in the replacement of missing teeth and associated structures with dental prostheses to improve speech, mastication and appearance.

**UNIT GROUP 2307****PHARMACISTS**

Pharmacists compound and dispense pharmaceuticals and other drugs and medicines in hospitals and pharmacies, and conduct research on production, storage, quality control and distribution of drugs and related supplies.

**SKILL LEVEL**

The entry requirement for this unit group is a 3 year degree plus 1 year on-the-job training for registration.

**DUTIES include:**

- preparing or directing the preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions
- receiving prescriptions and checking for correct dosage and drug compatibility before dispensing
- advising on drug incompatibility and contradictions
- maintaining prescription files and recording issue of narcotics, poisons and habit forming drugs
- conferring with chemists, engineers and other professionals about manufacturing techniques and ingredients
- testing and analysing drugs to determine identity, purity and strength
- developing legally recognised standards and advising on government controls and regulations
- selling non-prescription drugs, sick-room supplies, toiletries, cosmetics and other commercial products.

**CONTENT**

This Unit Group contains the following occupations:

- 2307-11 Hospital Pharmacist
- 2307-13 Industrial Pharmacist
- 2307-15 Retail Pharmacist

**2307-11 HOSPITAL PHARMACIST**

Compounds and dispenses drugs and medicines in hospitals.

**SKILL LEVEL**

**Education:** 3-4 year degree plus 1 year registration.

**Registration/Licensing:** Required with State or Territory Pharmacy Board.

**DUTIES**

Reviews prescriptions to ensure that correct doses have been prescribed, and that the drugs prescribed are compatible.

Prepares pharmaceuticals to fill prescriptions using physical and chemical procedures.

Prepares and sterilises medicines for injections.

Packages and labels prepared compounds.

Maintains inventories of pharmaceuticals issued and returned.

Maintains control records of narcotics, poisons, habit forming drugs and prescription files.

Advises medical practitioners on drug incompatibility and contra-indications.

Maintains stocks and orders supplies of drugs and medicines.

**2307-13 INDUSTRIAL PHARMACIST**

Undertakes research, testing and analysis related to the development, production, storage, quality control and distribution of drugs and related supplies.

**SKILL LEVEL**

**Education:** 3-4 year degree plus 1 year registration.

**Registration/Licensing:** Required with State or Territory Pharmacy Board.

**DUTIES**

Conducts research to develop or improve pharmaceuticals, cosmetics and other chemical products.

Confers with chemists, engineers and other

professional workers about manufacturing techniques and ingredients.

Assists with design, development and testing of production equipment.

Develops legally recognised standards for drugs used in pharmaceuticals.

Tests and analyses drugs to determine their identity, purity and strength in relation to specified standards.

Determines most suitable packaging for medicinal substances to avoid deterioration and facilitate distribution.

Sets up and supervises sterile production and packaging areas.

Evaluates and advises on government controls for the use, packaging and advertising of pharmaceutical products.

Supervises and co-ordinates the work of technical officers and technicians.

### 2307-15 RETAIL PHARMACIST

#### Community Pharmacist

Compounds and dispenses prescribed pharmaceuticals and sells non-prescription medicines and related goods.

#### SKILL LEVEL

**Education:** 3-4 year degree plus 1 year registration.

**Registration/Licensing:** Required with State or Territory Pharmacy Board.

#### DUTIES

Prepares or supervises the preparation of liquid medicines, ointments, powders, tablets and other medications.

Checks prescriptions for correct dosage and for drug interactions and incompatibilities.

Compounds prescribed medicines, and packages and labels them.

Stores and preserves vaccines, serums and other drugs subject to deterioration.

Dispenses medical and surgical products as prescribed.

Records prescriptions dispensed, and the issue of poisons, narcotics and other restricted drugs.

Provides advice and information on the use and effects of medications.

Sells non-prescription drugs, sick-room supplies, toiletries, cosmetics and related commercial products.

## UNIT GROUP 2309

### OCCUPATIONAL THERAPISTS

Occupational Therapists assess the degree to which abilities are impaired by the aging process, developmental, neurological or physical injury or illness, psychological or social disability, and provide therapeutic programs.

#### SKILL LEVEL

The entry requirement for this unit group is a 3 ½ year degree. Registration is required.

#### DUTIES include:

- evaluating patients' emotional, psychological, developmental and physical capabilities
- conducting treatment programs on an individual or group basis, directing recreational, remedial, social and educational activities
- training disabled people in self-care and normal living activities
- training patients with perceptual motor problems
- training children with learning or developmental disabilities
- monitoring and recording patients' activities, responses and progress

#### CONTENT

This Unit Group contains the following occupation:

2309-11 Occupational Therapist

### 2309-11 OCCUPATIONAL THERAPIST

Provides assessment and therapeutic programs to people whose abilities to cope with essential activities of life are threatened or impaired by the ageing process, developmental, neurological or physical injury or illness, or psychological or social disability.

#### SKILL LEVEL

**Education:** 3½ year degree.

**Registration/Licensing:** Required with State or Territory Board.

#### DUTIES

Conducts tests to evaluate and assess emotional, psychological, developmental and physical capabilities.

Plans and directs programs through the use of vocational, recreational, remedial, social and educational activities.

Conducts treatment programs on an individual or group basis.

Trains handicapped persons in self-care and daily living activities.

Assesses patients' vocational potential and provides

work-adjustment training and work experience.  
Participates in testing and training of patients with perceptual motor problems.

Trains children with learning or developmental disabilities.

Records patients' activities, responses and progress.

## UNIT GROUP 2311

### OPTOMETRISTS

Optometrists diagnose and treat eye disorders or defects not requiring medication or surgery.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year degree. Registration is required.

#### DUTIES include:

- examining eyes, administering visual tests and assessing the nature and extent of vision problems and abnormalities
- prescribing and dispensing spectacle lenses, contact lenses and low vision aids
- checking lenses and aids made by optical mechanics for suitability and comfort
- advising patients on eye exercises, lighting and visual habits
- referring patients whose eyes show evidence of disease to other practitioners.

#### CONTENT

This Unit Group contains the following occupation:

2311-11 Optometrist

#### RELATED OCCUPATIONS

Occupation 2303-17 Ophthalmologist

Occupation 2399-15 Orthoptist

#### 2311-11 OPTOMETRIST

Performs eye examinations and vision tests to determine the presence of visual, ocular and other abnormalities, and prescribes lenses, other optical aids or therapy.

#### SKILL LEVEL

**Education:** 4 year degree.

**Registration/Licensing:** Required with State or Territory Board.

#### DUTIES

Examines patients' eyes and sets visual tests to determine the nature and extent of vision problems and abnormalities.

Prescribes and dispenses lenses, contact lenses and low vision aids to be made by optical mechanics, and

checks their suitability and comfort.

Advises patients on eye exercises to correct defective eye muscles and on lighting and visual habits.

Refers patients with evidence of eye disease to other health care practitioners and receives referrals from these.

Provides advice in fields related to vision such as contact lens care, vision-care of the elderly, optics, visual ergonomics, occupational and industrial eye safety and research.

#### RELATED OCCUPATIONS

Occupation 2303-17 Ophthalmologist

Occupation 2303-35 specialisation, Ophthalmic Surgeon

Occupation 2399-15 Orthoptist

## UNIT GROUP 2313

### PHYSIOTHERAPISTS

Physiotherapists assess, prevent and treat disorders of movement caused by injury or disease.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year degree. Registration is required.

#### DUTIES include:

- testing muscles, nerves, joints and functional ability, and identifying and assessing patients'

physical problems

- selecting appropriate form of therapy and treating patients to reduce pain, improve circulation, strengthen muscles, restore joint mobility, improve cardiothoracic, cardiovascular and respiratory functions, balance and co-ordination
- training or retraining patients to perform normal living activities
- instructing patients and their families in procedures to be continued at home
- monitoring and recording patients' responses and progress

### CONTENT

This Unit Group contains the following occupation:

2313-11 Physiotherapist

### RELATED OCCUPATIONS

Occupation 2309-11 Occupational Therapist

Occupation 2317-11 Chiropractor

### 2313-11 PHYSIOTHERAPIST

Assesses, prevents and treats disorders in human movement caused by injury or disease.

#### SKILL LEVEL

**Education:** 3½ - 4 year degree.

**Registration/Licensing:** Required with State or Territory Board.

#### DUTIES

Administers muscle, nerve, joint and functional ability tests to identify and assess physical problems of patients.

Treats patients to reduce pain, improve circulation, strengthen muscles, improve cardio-thoracic, cardio-vascular and respiratory functions, restore joint mobility, improve balance and co-ordination.

Trains or retrains patients to perform the activities of

normal living.

Instructs patients and their families in procedures to be continued at home.

Uses the therapeutic properties of exercise, heat, cold, massage, manipulation, hydrotherapy, electrotherapy, ultrasound and ultraviolet and infra-red light in the treatment of patients.

Records treatments given and patients' responses and progress.

May accept referrals from medical practitioners and other health care professionals.

May refer patients to medical practitioners or other health care professionals.

#### RELATED OCCUPATIONS

Occupation 2309-11 Occupational Therapist

Occupation 2317-11 Chiropractor

## UNIT GROUP 2315 SPEECH PATHOLOGISTS

Speech Pathologists diagnose and treat speech disorders.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year degree. Registration is required.

#### DUTIES include:

- administering tests and observing patients to determine the nature and extent of disorders
- planning and conducting programs of remedial exercises to correct stuttering, abnormal articulation and other disorders
- administering individual or group therapy for rehabilitation of patients with communication problems (caused by defective hearing, cerebral palsy, surgery or injury)
- treating and advising on children slow in learning to speak
- counselling and guiding language-handicapped individuals and families, their teachers and employers.

### CONTENT

This Unit Group contains the following occupation:

2315-11 Speech Pathologist

**2315-11 SPEECH PATHOLOGIST****Speech Therapist**

Diagnoses and treats speech, language and voice disorders.

**SKILL LEVEL**

**Education:** 3½ - 4 year degree.

**Registration/Licensing:** Required with State or Territory authority.

**DUTIES**

Administers tests, and observes patients, to determine the nature and extent of disorders.

Plans and conducts remedial exercises and programs to correct stuttering, abnormal articulation and other speech disorders.

Advises parents and medical practitioners on treatment for children slow in learning to speak.

Provides speech training for patients with communication problems caused by defective hearing, cerebral palsy, surgery or injury.

Plans individual or group therapy in rehabilitation of patients with communication disorders.

Counsels and guides language handicapped people, their teachers and employers.

May act as a consultant to education, medical, dental and other professional groups.

May conduct research related to the development of diagnostic techniques or the design of related apparatus.

May accept referrals from medical practitioners

May refer patients to medical practitioners.

**UNIT GROUP 2317****CHIROPRACTORS AND OSTEOPATHS**

Chiropractors and Osteopaths diagnose, treat and advise on the prevention of physiological and mechanical disorders of the locomotor system.

**SKILL LEVEL**

The entry requirement for this unit group is a 4-5 year degree. Registration is required.

**DUTIES include:**

- examining patients
- Ordering or performing x-rays and pathological tests
- diagnosing disorder from discussion, observation and test results
- manipulating peripheral joints and soft tissues of the spinal column or other parts of the body framework to restore mechanical function
- advising on diet, nutrition and lifestyle
- prescribing exercises for rehabilitation and/or prevention.

**CONTENT**

This Unit Group contains the following occupations:

- 2317-11 Chiropractor
- 2317-13 Osteopath

**RELATED OCCUPATIONS**

- Occupation 2313-11 Physiotherapist
- Occupation 6699-17 Masseur/Masseuse

**2317-11 CHIROPRACTOR**

Diagnoses, treats and provides preventive advice on physiological and mechanical disorders of the human locomotor system, particularly neuro-muscular skeletal disorders.

**SKILL LEVEL**

**Education:** 4½ year degree.

**Registration/Licensing:** Required with State or Territory authority.

**DUTIES**

Assesses disorders by discussion, observation and examination of patients.

Uses diagnostic equipment such as

electrocardiography, x-rays and spinal analysis.

Treats patients by adjustment of the spinal column by hand to manipulate the peripheral joints and the soft tissues.

Reduces physical interference to the nervous system which may cause pain, impairment of normal function or lowered resistance to disease.

Prescribes treatment to be followed including preventive and corrective exercise and diet.

**2317-13 OSTEOPATH**

Diagnoses, treats and provides preventive advice on physiological and mechanical disorders of the human locomotor system.



**SKILL LEVEL**

**Education:** 4½ year degree.

**Registration/Licensing:** Required with State or Territory authority.

**DUTIES**

Assesses disorders by discussion, observation and examination of patients and analysis of x-rays and pathological tests.

Treats patients primarily by the application of precise manual therapy to the disordered body framework to restore normal mechanical function and prevent further mechanical disorder and disease processes associated with mechanical dysfunction.

Prescribes treatment regimes including rehabilitation and preventive exercises, advice on diet, nutrition and life-style.

**UNIT GROUP 2319****PODIATRISTS**

Podiatrists diagnose and treat ailments and abnormal conditions of the foot and perform minor surgery.

**SKILL LEVEL**

The entry requirement for this unit group is a 3 year degree or diploma. Registration is required.

**DUTIES** include:

- examining feet to determine the nature and extent of conditions, deformities or injuries
- treating paralysis, ulceration and malfunction of the feet caused by diseases such as diabetes, rheumatoid arthritis and peripheral vascular disorders
- performing minor surgery to remove or ameliorate abnormal conditions
- prescribing and fitting replaceable pads, shields, supports and other corrective and protective foot devices
- prescribing and arranging the fabrication of corrective footwear
- referring patients to medical practitioners where necessary.

**CONTENT**

This Unit Group contains the following occupation:  
2319-11 Podiatrist

**2319-11 PODIATRIST****Chiropodist**

Diagnoses and treats ailments and abnormal conditions of the human foot, using medical and minor surgical procedures and electrical, mechanical or manual methods.

**SKILL LEVEL**

**Education:** 3 year degree or diploma.

**Registration/Licensing:** Required with State or Territory authority.

**DUTIES**

Examines patients feet to determine the nature and extent of conditions such as corns, callouses, bunions, ingrown toenails, foot infections, and deformities such as flat feet, foot imbalance and injury.

Examines and treats other foot disabilities of paralysis, ulceration and malfunction caused by diseases such as diabetes, peripheral vascular disorders, rheumatoid arthritis and neuropathies.

Prescribes and arranges the fabrication of footwear to correct foot disabilities.

Performs minor surgery to remove or ameliorate abnormal conditions that fall within the accepted province of podiatry.

Prescribes and fits replaceable pads, shields, corrective supports and other devices for the protection and correction of foot abnormalities.

Advises patients about continued treatment and foot care to prevent recurrences.

May provide rehabilitation services to the physically handicapped.

May refer patients to medical practitioners.

## UNIT GROUP 2321 RADIOGRAPHERS

Radiographers operate radiation producing and monitoring equipment for diagnostic, monitoring or treatment purposes, under the direction of a radiologist or other medical practitioner.

### SKILL LEVEL

The entry requirement for this unit group is a 2-3 year diploma or associate diploma. 1-2 years on-the-job training is usual. Registration is required.

### DUTIES include:

- following instructions from medical practitioners prescribing tests or treatment
- calculating length and intensity of exposure to radiation and size and strength of dosage of isotopes
- positioning patients, screens and equipment preparatory to procedure
- operating X-ray machines, radiation scanners and fluoroscopes
- compiling electronic or photographic records of tests for diagnostic purposes
- preparing radioactive materials for use in radiation scanning or radiation treatments.

### CONTENT

This unit group contains the following occupations:

- 2321-11 Medical Diagnostic Radiographer
- 2321-13 Medical Therapeutic Radiographer
- 2321-15 Nuclear Medicine Technologist

### RELATED OCCUPATION

Occupation 2303-23 Radiologist

#### 2321-11 MEDICAL DIAGNOSTIC RADIOGRAPHER

Operates x-ray and other radiation generating and monitoring equipment to produce photographic records of tests for medical diagnostic purposes under the direction of Radiologists or other medical practitioners.

##### SKILL LEVEL

**Education:** 2-3 year diploma or associate diploma.

**Registration/Licensing:** Required with State or Territory authority.

##### DUTIES

Performs tests on patients according to instructions from medical practitioners.

Calculates details of procedures such as length and intensity of exposure to radiation and settings of recording equipment.

Explains procedures to patients.

Positions patients, screens and equipment to carry out procedures.

Produces electronic or photographic records of tests performed by equipment such as x-ray machines, radiation scanners and fluoroscopes for use by medical practitioners in the diagnosis of disease or injury.

Prepares radioactive materials for use in radiation scanning.

May assist surgeons by using radiographic equipment in operating theatres to produce immediate results.

#### 2321-13 MEDICAL THERAPEUTIC RADIOGRAPHER

Operates x-ray and other radiation generating and

monitoring equipment to administer radiation treatment for medical purposes under the direction of Radiologists or other medical practitioners.

##### SKILL LEVEL

**Education:** 2-3 year diploma or associate diploma.

**Registration/Licensing:** Required with State or Territory authority.

##### DUTIES

Treats patients according to instructions from medical practitioners.

Calculates details of procedures such as length and intensity of exposure to radiation, size and strength of dosage of isotopes and settings of recording equipment.

Explains procedures to patients.

Positions patients, screens and equipment to carry out procedures.

Prepares radioactive materials for use in radiation treatments.

#### 2321-15 NUCLEAR MEDICINE TECHNOLOGIST

Performs or assists in the performance of diagnostic examinations using radionuclides and radiopharmaceuticals, and administers radionuclides for therapeutic purposes under the direction of Nuclear Medicine Specialists or other specialist medical practitioners.

##### SKILL LEVEL

**Education:** 3-4 year degree or diploma.

**Registration/Licensing:** May be required with State or Territory authority.

**DUTIES**

Performs laboratory procedures and practices, including blood and specimen collection, cell labelling, radio-immunoassays and quality control testing.

Prepares radiopharmaceuticals for use in scintigraphic, laboratory or therapeutic procedures.

Utilises computer systems to acquire, manipulate and process patient data, carry out quality controls and

develop new programs.

Receives, handles, stores and disposes of radionuclides in accordance with safety regulations.

Operates nuclear instrumentation.

Selects appropriate equipment to be used and positions patients.

Conveys findings of procedures to medical practitioners.

**UNIT GROUP 2323****VETERINARIANS**

Veterinarians diagnose and treat animal diseases, ailments and injuries, and advise on and implement preventive measures.

**SKILL LEVEL**

The entry requirement for this unit group is a 5 year degree. Registration is required.

**DUTIES** include:

- examining animals to determine their condition
- performing laboratory tests and X-ray examinations
- performing surgery on animals and performing obstetric services
- administering or prescribing drugs, sedatives, analgesics, general or local anaesthetics
- performing autopsies on animals
- inoculating animals against infectious diseases
- advising clients on hygiene, feeding, care and breeding of animals.

**CONTENT**

This Unit Group contains the following occupation:

2323-11 Veterinarian

**RELATED OCCUPATION**

Unit Group 2107	Life Scientists
Occupation 8999-23	Veterinary Nurse

**2323-11 VETERINARIAN****Veterinary Surgeon**

Diagnoses and treats, medically and surgically, animal diseases, ailments and injuries, and engages in activities to prevent the occurrence and spread of animal diseases.

**SKILL LEVEL**

**Education:** 5 year degree.

**Registration/Licensing:** Required with State or Territory authority.

**DUTIES**

Determines the presence and nature of abnormal conditions by physical examination and by using diagnostic techniques including laboratory tests and

x-ray examinations.

Treats animals medically, administering drugs if required.

Renders obstetrical services to animals.

Performs surgery, dresses wounds and sets broken bones.

Administers sedatives, analgesics or general or local anaesthetics.

Inoculates animals against, and tests for, infectious diseases.

Performs autopsies to determine causes of death.

Advises clients on sanitary measures and on hygiene, feeding, breeding and care of animals.

Notifies authorities of outbreaks of animal diseases.

May provide professional services to commercial firms producing biological or pharmaceutical products.

## UNIT GROUP 2399

### OTHER HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS

This unit group covers health diagnosis and treatment practitioners not elsewhere classified.

#### SKILL LEVEL

The entry requirement for this unit group is a 3 year degree or diploma.

#### CONTENT

This Unit Group contains the following occupations:

- 2399-11 Audiologist
- 2399-13 Dietitian
- 2399-15 Orthoptist
- 2399-99 Health Diagnosis and Treatment Practitioners, nec

#### 2399-11 AUDIOLOGIST

Provides diagnostic evaluations and rehabilitative services related to human hearing defects.

##### SKILL LEVEL

**Education:** 3 year degree plus 1 year graduate diploma.

**Registration/Licensing:** Required with State or Territory authority.

##### DUTIES

Administers audiometric tests and examinations to determine hearing efficiency.

Co-ordinates audiometric test results with medical, social, behavioural and other diagnostic data.

Evaluates total response pattern and acoustic tests to distinguish between organic and non-organic hearing loss.

Plans, directs and participates in counselling, speech-reading and other rehabilitation programs.

Prescribes hearing aids and instructs patients in their use.

Records patients' conditions, treatments and progress.

May conduct research into the physiology, pathology, physics and psychophysics of the auditory system.

May design and develop clinical and research procedures and apparatus.

##### RELATED OCCUPATION

Occupation 3101-99 specialisation, Audiometrist

#### 2399-13 DIETITIAN

##### Nutritionist

Plans and supervises diets and advises on and conducts programs concerning food, nutrition and health.

##### SKILL LEVEL

**Education:** 3 year degree plus a 1 year graduate diploma.

**Registration/Licensing:** Required with State or Territory Board.

##### DUTIES

Confers with medical practitioners and other professional health workers to determine the nutritional needs of patients.

Plans diets and menus, supervises the preparation and service of food, and evaluates acceptance.

Plans special diets to meet the needs of patients with illnesses requiring controlled diets.

Instructs patients, families and others on requirements and importance of prescribed and normal diets, and on planning and preparation of food.

Plans, conducts and evaluates nutrition education programs, and compiles educational material.

May conduct and evaluate dietary studies and participate in studies of diseases with nutritional component.

May monitor patients' food intakes and quality of food to provide adequate nutritional care.

May work in industry and advise on product development or redevelopment, marketing and sales strategies and provide food and nutrition information for staff, other professionals and the public.

May provide nutrition counselling services for patients and act as consultants to private nursing homes and hospitals.

May develop and administer food and nutrition policies for governments.

##### RELATED OCCUPATION

Occupation 2101-11 specialisation, Food Technologist

#### 2399-15 ORTHOPTIST

Assists in the diagnosis and treatment of defects of binocular vision and ocular mobility in conjunction with Ophthalmologists.

##### SKILL LEVEL

**Education:** 3 year diploma.

**Registration/Licensing:** Required by State or Territory authority.

##### DUTIES

Measures and assesses visual activity, focusing ability, movement of eyes and binocular functions, using special eye test equipment.

Prescribes exercises to co-ordinate movement and focusing of eyes.

Instructs and counsels patients in the use of corrective techniques.

Records patients' conditions, treatments and progress.

Conducts field testing such as glaucoma investigation and preventive screening.

**RELATED OCCUPATIONS**

Occupation 2303-17 Ophthalmologist  
Unit Group 2311 Optometrists

**2399-99 HEALTH DIAGNOSIS AND  
TREATMENT PRACTITIONERS,  
nec**

This residual grouping covers health diagnosis and treatment practitioners not elsewhere classified.

**SKILL LEVEL**

**Education:** 3 year degree or diploma.

**Registration/Licensing:** Required by State or Territory authority.

**Acupuncturist**

**Chinese Medicine Specialist**

Treats a wide range of diseases including muscle and joint disorders and other health problems including smoking and other addictions, by inserting fine

needles into the skin to stimulate the body's defence mechanisms.

**Herbalist**

Uses plants such as garden herbs to make up remedies including teas, ointments, juices, baths and oils to treat common ailments such as insomnia, colds, cuts, abrasions and indigestion.

**Homeopath**

Treats diseases by administering minute doses of drugs that would produce in a healthy person symptoms similar to those of the disease to be treated.

**Naturopath**

Treats disease and practises preventive medicine by employing nutrition, herbalism, homoeopathy, iridology and remedial therapy without the use of drugs or surgery.

**Orthotist**

Designs, builds, fits and repairs braces, callipers and related appliances to compensate for physical defects.

**Prosthetist**

Designs, builds, fits and repairs artificial limbs (prostheses) to correct body defects.



## MINOR GROUP 24 SCHOOL TEACHERS

School Teachers educate children in primary, pre-primary, secondary or special schools. They promote physical, mental, social and emotional development and prepare young people for adult life.

### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 3-4 year degree or diploma.

### DUTIES include:

assessing the abilities and level of achievement of pupils through direct observation and administering tests; selecting, preparing and presenting courses, teaching materials and lessons suited to the abilities of the pupils; correcting and assessing pupils' work; attending to the social, emotional and physical well-being of pupils and maintaining acceptable standards of behaviour; and discussing individual progress and problems with other professionals, parents and pupils.

### CONTENT

<b>2401    PRE-PRIMARY SCHOOL TEACHERS</b>
--

2401-11    Pre-Primary School Teacher
---------------------------------------

<b>2403    PRIMARY SCHOOL TEACHERS</b>
--

2403-01    Senior Teacher, Infant-Primary School 2403-11    Primary School Teacher
---

<b>2405    SECONDARY SCHOOL TEACHERS</b>
--

2405-01    Senior Teacher, Secondary School 2405-11    Secondary School Teacher
--

<b>2407    SPECIAL EDUCATION TEACHERS</b>
---

2407-11    Resource Teacher 2407-13    Teacher of Disabled or Gifted Students 2407-99    Special Education Teachers, nec
--

## UNIT GROUP 2401

### PRE-PRIMARY SCHOOL TEACHERS

Pre-Primary School Teachers introduce children to the rudiments of music, art, literature and numeracy in a pre-primary centre, and promote their physical, mental and social development.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma in teaching or education with special emphasis on early childhood education. Some States/Territories require registration.

#### DUTIES include:

- planning activities using a variety of materials and equipment designed to facilitate the children's development of gross and fine motor skills, and co-operative social skills
- promoting language development through story telling, role play, songs, rhymes and informal discussions
- observing children to evaluate progress and to detect signs of ill health, emotional disturbance or other disabilities
- providing for nutritional health, welfare and safety needs of children
- discussing child's progress and any problems with parents
- participating in parent/staff committees.

#### CONTENT

This Unit Group contains the following occupation:

2401-11 Pre-Primary School Teacher

#### RELATED OCCUPATIONS

Unit Group 1317      Education Managers  
Occupation 3907-11    Child Care Co-ordinator

#### 2401-11 PRE-PRIMARY SCHOOL TEACHER

**Early Childhood Teacher**  
**Kindergarten Teacher**  
**Pre-School Teacher**

Introduces children to the rudiments of music, art and literature in pre-primary centres and promotes their physical, mental and social development.

#### SKILL LEVEL

**Education:** 3-4 year degree or diploma.

**Registration/Licensing:** May be required.

#### DUTIES

Plans and structures learning environments indoors and outdoors using a variety of materials and equipment to facilitate children's development through play.

Provides a variety of experiences and activities to develop motor skills, co-operative social skills,

confidence and understanding.

Promotes language development through story telling, role play, songs, rhymes and informal discussions held individually or within groups.

Observes children to evaluate their progress and to detect signs of ill health or emotional disturbance.

Observes nutritional health, welfare and safety needs of children and identifies disabilities which may impede children's progress.

Discusses childrens' progress and problems with parents.

Participates in parent/staff committees.

May participate in community and family support programs.

May supervise early childhood student teachers on placement.

#### SPECIALISATIONS

**Kindergarten Director**  
**Pre-School Director**

## UNIT GROUP 2403

### PRIMARY SCHOOL TEACHERS

Primary School Teachers teach a range of subjects within a prescribed curriculum, to pupils at primary and junior primary level.



**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree or diploma in education or a 3 year degree plus a post-graduate diploma in education. Some States/Territories require registration.

**DUTIES** include:

- developing and preparing course curricula and teaching outlines for courses of study
- teaching subjects such as reading, writing, mathematics, science
- preparing, administering and marking tests, projects and assignments to evaluate pupils' progress and taking remedial steps where necessary
- discussing social, behavioural and learning problems with parents and/or school counsellors
- supervising pupils in classrooms and other areas of the school.

**CONTENT**

This Unit Group contains the following occupations:

2403-01 Senior Teacher, Infant-Primary School  
2403-11 Primary School Teacher

**RELATED OCCUPATIONS**

Unit Group 1317 Education Managers

**2403-01 SENIOR TEACHER,  
INFANT-PRIMARY SCHOOL**

Co-ordinates and supervises teaching programs and teaches subjects within prescribed curriculums to primary school children.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as an infant or primary school teacher.

**Registration/Licensing:** May be required.

**DUTIES**

Develops curricula and prepares teaching programs for courses of study.

Teaches literacy, numeracy, social science, creative expression and physical education skills to primary school children.

Presents subject matter to classes through talks, demonstrations and audio-visual teaching aids.

Guides discussions by children and supervises their work in class.

Plans and organises field trips.

Attends staff and parent/teacher meetings and other community activities.

Participates in educational conferences and workshops.

Maintains discipline in classrooms and other school areas.

Assists with the practical training of student teachers.

May discuss with education officers, matters relating to school functions, such as curriculum or staff development.

May perform extra-curricular duties such as assisting with sport, school concerts and special interest programs.

May assist with the writing of submissions for innovations or special grants.

**2403-11 PRIMARY SCHOOL TEACHER**

Teaches, within prescribed curriculums, subjects and elements of social behaviour to children in primary schools.

**SKILL LEVEL**

**Education:** 3-4 year specialist degree or diploma, or 3 year degree plus 1 year graduate diploma.

**Registration:** May be required.

**DUTIES**

Teaches literacy, numeracy, social science, creative expression and physical education skills to primary school children.

Develops children's interests, abilities and co-ordination by way of creative activities.

Prepares teaching programs for courses of study.

Presents subject matter to classes through talks, demonstrations and audio-visual teaching aids.

Guides discussions and supervises work in class.

Tests and evaluates children for individual progress in written and oral work.

Encourages personal development by assisting children to use and develop their capabilities.

Helps children with adjustment problems.

Discusses children's progress and problems with parents or school counsellors.

Keeps attendance and class records.

Maintains discipline in the classroom and other areas of the school.

May perform extra-curricular duties such as assisting with sport, school concerts, excursions and special interest programs.

May attend parent/teacher activities.

May supervise student teachers during their training.

**SPECIALISATIONS**

**Infant School Teacher**

**Junior Primary School Teacher**

**Primary Teacher-Librarian**

## UNIT GROUP 2405

### SECONDARY SCHOOL TEACHERS

Secondary School Teachers teach one or more subjects within a prescribed curriculum, to pupils at secondary level.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma in education or a 3 year degree plus a post-graduate diploma in education. Some States/Territories require registration.

#### DUTIES include:

- developing and preparing course curricula and teaching outlines for courses of study
- teaching one or more subjects within the school curriculum through presentation of lesson material, discussions, workshop and laboratory sessions, and the use of audio-visual aids
- preparing, administering and marking tests, projects and assignments to evaluate pupils' progress, and recording the results
- maintaining discipline in classrooms and other school areas
- discussing individual progress and problems with pupils, parents and/or school counsellors and senior teachers
- participating in staff meetings, educational conferences, workshops and parent/teacher meetings.

#### CONTENT

This Unit Group contains the following occupations:

2405-01 Senior Teacher, Secondary School  
2405-11 Secondary School Teacher

#### RELATED OCCUPATIONS

Unit Group 1317      Education Managers

#### 2405-01 SENIOR TEACHER, SECONDARY SCHOOL

Co-ordinates teaching in a particular subject area and teaches one or more subjects within prescribed curriculums in secondary schools.

##### SKILL LEVEL

**Previous Experience:** 5 years as a secondary school teacher.

**Registration/Licensing:** May be required.

##### DUTIES

Administers a teaching department concerned with an area of specialisation.

Co-ordinates teaching in one or more subjects such as literacy, numeracy, science, foreign languages or business studies.

Teaches one or more subjects within the school curriculum.

Maintains discipline in classrooms and other school areas.

Consults with other teaching staff on curriculum or student performance.

Participates in staff meetings, educational conferences, workshops and parent/teacher activities.

May arrange for exhibitions of students' work in the school or in outside events.

May perform extra-curricular activities such as assisting with sport and organising camping trips and excursions.

May set examination papers or devise other assessment methods.

May determine grading levels of examination scripts and moderate student results.

#### 2405-11 SECONDARY SCHOOL TEACHER

Teaches one or more subjects within the school curriculum to students in a secondary school.

##### SKILL LEVEL

**Education:** 3-4 year specialist degree or diploma, or 3 year degree plus 1 year graduate diploma.

**Registration/Licensing:** May be required.

##### DUTIES

Instructs students through the presentation of lesson material, discussions, workshop and laboratory sessions and the use of audio-visual aids.

Prepares, administers and marks tests, projects and assignments to evaluate students' progress, and records the results.

Discusses individual progress and problems with students and parents or seeks advice from student counsellors or senior teachers.

Maintains discipline in classrooms and other school areas.

Participates in staff meetings, educational conferences and workshops.

May perform extra-curricular activities such as assisting with sport and organising camping trips and excursions.

May attend parent/teacher activities and liaise with community and business groups.

##### SPECIALISATION

**Secondary School Teacher-Librarian**

## UNIT GROUP 2407

### SPECIAL EDUCATION TEACHERS

Special Education Teachers teach primary or secondary pupils with learning difficulties, intellectual, physical, social or emotional handicaps, exceptional intellectual gifts, or specific problems of language, and/or culture in special schools or classes.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma in education or a 3 year degree plus a post-graduate diploma in education. Some States/Territories require registration.

#### DUTIES include:

- evaluating pupils' abilities and limitations and planning a special program of study accordingly
- administering various forms of assessment and interpreting the results
- teaching basic academic subjects, and practical and self-help skills
- devising instructional materials, methods and aids to assist in the training or rehabilitation process
- advising, instructing and counselling parents and/or teachers on the availability and use of special techniques
- stimulating and developing interests, abilities, manual skills and co-ordination.

#### CONTENT

This Unit Group contains the following occupations:

- 2407-11 Resource Teacher
- 2407-13 Teacher of Disabled or Gifted Students
- 2407-99 Special Education Teachers, nec

#### RELATED OCCUPATIONS

Unit Group 1317      Education Managers

#### 2407-11 RESOURCE TEACHER

##### Remedial Teacher

Teaches students with particular learning difficulties, usually within primary or secondary schools.

#### SKILL LEVEL

**Education:** 1 year graduate diploma.

**Previous Experience:** 1-2 years as a teacher.

**Registration/Licensing:** May be required.

#### DUTIES

Diagnoses and assesses learning difficulties in children in normal educational programs using a variety of observational, psychometric and other testing techniques.

Provides assistance to regular classroom teachers in designing teaching programs.

Plans, organises and implements special programs to provide remedial tuition, by teaching children individually or in small groups out of the regular classroom, or by assisting them within normal classroom settings.

Provides advice concerning community services available to assist children with special difficulties.

#### SPECIALISATIONS

**Educational Support Teacher**

**Integration Teacher**

#### 2407-13 TEACHER OF DISABLED OR GIFTED STUDENTS

Teaches children with developmental disabilities (intellectual, physical or behavioural), or gifted children, in special classes in regular schools or in special schools.

#### SKILL LEVEL

**Education:** 1 year graduate diploma.

**Previous Experience:** 2 years as a teacher.

**Registration/Licensing:** May be required.

#### DUTIES

Teaches children in basic skills including independent living and cognitive, self-help and language skills, as well as academic skills in language, literacy and numeracy, physical education, art and craft, and music.

Assesses children diagnostically, and designs curriculum programs.

Works with parents in a variety of training programs.

May work with gifted children.

#### SPECIALISATIONS

##### Teacher of the Hearing Impaired

Teaches children diagnosed as deaf or severely hearing impaired, usually in integrated settings in regular classrooms or in special language classes.

Assists with the integration of hearing impaired students into regular classrooms.

**Teacher of the Visually Impaired**

Teaches children diagnosed as blind or severely visually impaired, using aids such as braille writers, typewriters and optacons, and assists with the development of other senses.

**Teacher of the Intellectually Disabled**

**2407-99 SPECIAL EDUCATION  
TEACHERS, nec**

This residual grouping covers special education

teachers not elsewhere classified.

**SKILL LEVEL**

**Education:** 1 year graduate diploma.

**Previous Experience:** 2 years as a teacher.

**Registration/Licensing:** May be required.

**SPECIALISATIONS**

**Aboriginal Education Teacher**

**Teacher of English as a Second Language**

**Teacher of Multi-cultural Studies**

---

## MINOR GROUP 25

### OTHER TEACHERS AND INSTRUCTORS

Other Teachers and Instructors educate students in tertiary and further educational institutions, or privately. They are specialists in the field of knowledge which they teach.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 3-4 year degree or diploma.

#### DUTIES include:

preparing and presenting theoretical and practical subject matter in lectures, tutorials, lessons and workshop sessions; monitoring and assessing the progress of individual students; advising students on courses, progress and academic matters; and participating in meetings and conferences.

#### CONTENT

<b>2501 UNIVERSITY AND CAE TEACHERS</b>
---

2501-11 University or CAE Lecturer 2501-13 University or CAE Tutor
---

<b>2503 TAFE TEACHERS</b>
---------------------------

2503-01 Head of School (TAFE) 2503-11 TAFE Teacher (Trades) 2503-13 TAFE Teacher (General Education)
--

<b>2505 EXTRA-SYSTEMIC TEACHERS AND INSTRUCTORS</b>
---

2505-11 Art Teacher (Private) 2505-13 Music Teacher (Private) 2505-15 Dance Teacher (Private) 2505-17 Drama Teacher (Private) 2505-19 Driving Instructor 2505-21 Flying Instructor 2505-23 Ground School Instructor 2505-25 Nurse Educator 2505-99 Extra-Systemic Teachers and Instructors, nec
--

## UNIT GROUP 2501

### UNIVERSITY AND CAE TEACHERS

University and CAE (College of Advanced Education) Teachers prepare and deliver lectures and teach tertiary students in one or more subjects within a prescribed course of study, and conduct tutorials and research in a particular field of study.

#### SKILL LEVEL

The entry requirement for this unit group is a 4-6 year degree plus post-graduate study.

#### DUTIES include:

- preparing and delivering lectures, conducting tutorials, seminars, and laboratory sessions
- preparing and marking essays, assignments and examinations
- advising students on academic and related matters
- participating in course development and in meetings on departmental, budgetary, curriculum and policy matters
- attending conferences and seminars, and conducting research into a particular field of knowledge.

#### CONTENT

This Unit Group contains the following occupations:

2501-11 University or CAE Lecturer  
2501-13 University or CAE Tutor

#### RELATED OCCUPATIONS

Unit Group 1317      Education Managers

#### 2501-11 UNIVERSITY OR CAE LECTURER

Lectures students and conducts tutorials in one or more subjects, and carries out research in a particular field of knowledge.

##### SKILL LEVEL

**Education:** 4-6 year degree plus post graduate study.

**Previous Experience:** 2-5 years as a tutor.

##### DUTIES

Prepares and delivers lectures.

Prepares assignments, examinations or other course work to assess students.

Conducts tutorials, seminars and laboratory sessions.

Supervises work programs of post-graduate and honours students and tutorial staff.

Attends meetings with other staff including those concerned with departmental, budgetary and policy matters.

Attends conferences dealing with academic specialisation.

Participates in the setting of course and degree requirements, curriculum revision and academic planning.

May advise students on academic and related matters.

May serve on council, senate, faculty and other committees.

May provide professional consultative services to State and Federal Governments, industry or individuals.

May serve as head of an academic department or on the Academic Board of a school or faculty.

May publish articles.

May conduct research in a particular field of knowledge and publish the results.

#### SPECIALISATIONS

**Professor**

**Reader**

#### 2501-13 UNIVERSITY OR CAE TUTOR

Teaches one or more subjects within a prescribed course of study to students at universities and colleges of advanced education.

##### SKILL LEVEL

**Education:** 4-6 year degree plus post graduate study.

##### DUTIES

Under the direction of other academic staff conducts tutorials, seminars and laboratory sessions.

Stimulates and guides class discussions.

Compiles bibliographies of specialised materials for reading assignments.

Marks and comments on essays, assignments and examination scripts.

Advises students on academic and related matters.

May prepare and deliver lectures to students.

May conduct research in a particular field of knowledge and prepare reports of findings for publication.

May supervise honours students.

#### SPECIALISATIONS

**University or CAE Demonstrator**

**University or CAE Teaching Fellow**

**UNIT GROUP 2503****TAFE TEACHERS**

Technical and Further Education (TAFE) Teachers teach trade and post-trade, technical, para-professional, commercial, basic vocational, preparatory and adult education courses.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree, diploma or trade certificate plus a 1-2 year teaching diploma. TAFE Teachers (Trades) also require 5 years experience as a Tradesperson. Some States/Territories require maintenance of trade registration.

**DUTIES** include:

- assisting with the administration of TAFE teaching and co-ordination of a teaching timetable
- presenting lesson material, discussions, workshops and laboratory sessions
- preparing, administering and marking projects, assignments and examinations to assess students
- participating in staff meetings, educational and trade related conferences and course development
- advising students on courses and related matters.

**CONTENT**

This Unit Group contains the following occupations:

- 2503-01 Head of School (TAFE)
- 2503-11 TAFE Teacher (Trades)
- 2503-13 TAFE Teacher (General Education)

**RELATED OCCUPATIONS**

Unit Group 1317      Education Managers

**2503-01 HEAD OF SCHOOL (TAFE)**

Co-ordinates and supervises a teaching program within a particular area, and teaches one or more subjects to TAFE students.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a TAFE teacher.

**DUTIES**

Assists with the administration of TAFE teaching and co-ordinates teaching timetables of part-time and full-time teachers.

Instructs students through the presentation of lesson material, discussions, workshop and laboratory sessions and the use of audio-visual aids.

Prepares, administers and marks examinations, projects and assignments to evaluate students' progress, and records the results.

Participates in staff meetings, educational conferences and workshops.

Serves on committees concerned with curriculum revision, course planning, award requirements and industrial liaison.

Supervises clerical, teaching and ancillary staff.

Prepares budgetary and staffing estimates.

May organise staff development activities.

**SPECIALISATIONS**

**Head of Department (TAFE)**

**Head Teacher (TAFE)**

**2503-11 TAFE TEACHER (TRADES)**

Teaches trade and post-trade courses to technical and further education (TAFE) students.

**SKILL LEVEL**

**Education:** 1-2 year diploma.

**Previous Experience:** 5 years as a tradesperson.

**Registration/Licensing :** May be required.

**DUTIES**

Teaches one or more subjects within a trade area.

Instructs students through the presentation of lesson material, discussions, workshop and laboratory sessions and the use of audio-visual aids.

Prepares, administers and marks tests, projects and assignments to evaluate students' progress, and records the results.

Liaises with industry, unions and other community groups to maintain awareness of technical changes.

Serves on committees concerned with curriculum revision, course planning and award requirements.

Attends conferences related to trade area, maintaining awareness of latest developments in industry and commerce.

Advise students on course and related matters.

Consults with Librarians, Student Counsellors and other support staff.

May return to industry for specified periods to update skills and knowledge.

**2503-13 TAFE TEACHER (GENERAL EDUCATION)**

Teaches subjects in para-professional, commercial and basic vocational, preparatory and adult education courses to technical and further education (TAFE) students.

**SKILL LEVEL**

**Education:** 3-4 year degree, diploma or certificate plus 1-2 year diploma.

**Registration/Licensing:** May be required.

**DUTIES**

Teaches one or more general education subjects.  
Instructs students through the presentation of lesson material, discussions, workshop and laboratory sessions and the use of audio-visual aids and other classroom resources.  
Prepares, administers and marks tests, projects and assignments to evaluate students' progress, and records

the results.

Advises students on courses and related matters.

Consults with Librarians, Student Counsellors and other support staff.

May teach personal development and remedial classes, or TAFE courses for students preparing to enter other tertiary institutions.

May specialise in teaching one or more subjects of a general educational nature, such as English expression, creative writing, library practice or foreign languages.

May be involved in curriculum development and the preparation of teaching resources.

**UNIT GROUP 2505****EXTRA-SYSTEMIC TEACHERS AND INSTRUCTORS**

Extra-systemic Teachers and Instructors instruct and train students in subjects such as art, music, dance and drama, in establishments external to the education system.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree or diploma. Driving and Flying Instructors and Nurse Educators are required to be licensed and/or registered.

**DUTIES** include:

- planning a program of study for individual students or groups
- preparing and presenting material on theory of subject area
- instructing and demonstrating practical aspects of subject area
- assessing students and offering advice, criticism and encouragement.

**CONTENT**

This Unit Group contains the following occupations:

- 2505-11 Art Teacher (Private)
- 2505-13 Music Teacher (Private)
- 2505-15 Dance Teacher (Private)
- 2505-17 Drama Teacher (Private)
- 2505-19 Driving Instructor
- 2505-21 Flying Instructor
- 2505-23 Ground School Instructor
- 2505-25 Nurse Educator
- 2505-99 Extra-Systemic Teachers and Instructors, nec

**2505-11 ART TEACHER (PRIVATE)**

Instructs students in the practice, theory and history of art, in private establishments.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**DUTIES**

Plans programs of study for individual students.  
Prepares and delivers lectures on the history and theory of art.  
Demonstrates the use and selection of media and material such as oils, water colour, pen, pencil, palette, knife, clay, cloth or paper.  
Assigns problems relative to materials, design and expression for individual students to investigate and resolve.  
Provides guidance by demonstration and the use of

sample films and other media.

Arranges tours of art galleries and museums.

Grades students' work and offers advice, criticism and encouragement.

May arrange for exhibitions of students' work.

**2505-13 MUSIC TEACHER (PRIVATE)**

Teaches individuals or groups to read music and play musical instruments, in private establishments.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma or 2 year associate diploma.

**DUTIES**

Plans programs of study of instrumental music according to the interests and abilities of students.



Instructs students in the fundamentals of playing instruments.

Teaches music theory, history, harmony, counterpoint, form and analysis, and provides aural training.

Assigns exercises to develop aspects of instrumental technique.

Grades students' work and offers advice, criticism and encouragement.

May arrange for students to give music recitals and concerts in special programs or competitions.

May conduct band or orchestral performances.

May instruct students in preparation for recitals or examinations.

### SPECIALISATION

#### Singing Teacher (Private)

Instructs individuals or groups in the fundamentals of singing and vocal expression in private establishments.

### 2505-15 DANCE TEACHER (PRIVATE)

Instructs students in ballet, ballroom, jazz or other forms of dance, in private establishments.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as a dancer.

#### DUTIES

Determines students' interests, capabilities and potential for training through interview and observation.

Plans programs of instruction.

Explains and demonstrates techniques and methods of regulating movements of body and feet to musical or rhythmic accompaniment.

Trains pupils in the execution of dance steps and routines.

Develops skills of musical interpretation and performance artistry.

May choreograph dances for special concerts and prepare students for competitions.

May instruct other teachers of dance in methods of instructing pupils and in theories of learning, and the development of dance programs.

### SPECIALISATION

#### Ballet Teacher

### 2505-17 DRAMA TEACHER (PRIVATE)

Coaches amateur or professional performers in acting and vocal techniques, in private establishments.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as an actor.

#### DUTIES

Instructs and trains performers in camera, stage or vocal techniques and in interpretation of roles in dramatic productions.

Selects suitable training methods based on the competence of performers.

Conducts readings to evaluate performers' abilities.

Advises performers on basic wardrobe, grooming and manner.

Teaches correct methods and techniques for auditions for parts in plays, and other productions.

May coach actors for specific stage, screen or television performances.

### SPECIALISATION

#### Elocution Teacher

### 2505-19 DRIVING INSTRUCTOR

Instructs individuals and groups in the theory and application of driving skills on a variety of vehicles up to the standard necessary for students to secure driver's licences.

#### SKILL LEVEL

**Previous Experience:** Driver of appropriate vehicle for at least 3 years.

**On-the-Job Training:** 4-5 weeks.

**Registration/Licensing:** May be required to hold Driving Instructor's licence in conjunction with specific vehicle licence.

#### DUTIES

Instructs students under actual driving conditions, explaining and demonstrating the operation of brakes, clutch, gear selection, automatic transmission, signals and lights.

Teaches road traffic regulations.

Advises students when ready to attempt driving examination.

May illustrate and explain handling and mechanical operation of motor vehicles, driving techniques and emergency procedures using blackboard diagrams and audio-visual aids.

### 2505-21 FLYING INSTRUCTOR

Teaches the theory of flight and the practical skills of flying aircraft safely and efficiently.

#### SKILL LEVEL

**Education and Training:** A commercial pilot's licence plus 2-3 year certificate.

**Registration/Licensing:** Required by government authorities.

#### DUTIES

Develops course outlines and instructional procedures, and prepares study materials.

Demonstrates and provides practical exercises on techniques of controlling aircraft in all flight aspects including day, night and cloud flying.

Demonstrates pre-flight inspection of aircraft and use of emergency equipment.

Teaches techniques for using aircraft instruments such as radio and navigation aids.

Gives in-flight instruction and supervises solo flights.

Tests students' proficiency using written, theoretical, practical and verbal examination techniques.

Makes recommendations for examining and licensing at termination of training.

May give post-licensing rating and endorsement training to student and qualified pilots.

May carry out flight tests under government authority.

**SPECIALISATION****Gliding Instructor**

Gives instruction in the techniques of non-powered flight.

**2505-23 GROUND SCHOOL INSTRUCTOR**

Instructs qualified and student pilots in ground-school subjects, such as the theory and techniques of flying aircraft and the principles of safe air navigation, and in post-licensing rating and endorsement training.

**SKILL LEVEL**

**Education:** 2-3 year certificate.

**Previous Experience:** 2-7 years as a pilot.

**Registration/Licensing:** A pilot's licence.

**DUTIES**

Develops course outlines and instructional procedures, and prepares study materials.

Lectures, demonstrates and provides practical exercises.

Instructs in the operation of radio, use of morse code, radio navigation procedures, meteorology, aircraft engine performance and airframe construction characteristics, air regulations and procedures.

Conducts instrument flight training exercises using flight simulators.

Demonstrates the use of emergency equipment.

Teaches use of aircraft controls and instruments including navigation aids and navigational techniques.

Tests students' proficiency using written, theoretical, practical and verbal examination techniques.

**2505-25 NURSE EDUCATOR**

Co-ordinates and provides hospital-based training for registered and enrolled nurses.

**SKILL LEVEL**

**Education:** 1-2 year post-registration diploma.

**Previous Experience:** 2-5 years as a registered nurse.

**Registration/Licensing:** Required with State or Territory Board.

**DUTIES**

Plans and develops syllabus structures and course programs for nursing education.

Prepares and presents lessons on nursing theory and practice.

Plans and participates in clinical training in hospitals, clinics or community settings to assist student nurses to apply the theory of nursing to their practice.

Participates in the selection of students, conducts assessments and evaluates students' progress.

Counsels students.

Maintains records of instruction and prepares assessment reports.

Participates in conferences and seminars on nursing and nurse education.

Participates in the development and implementation of policies affecting nursing, nurse education and health.

May undertake nursing research.

May arrange for visiting lecturers in specialist subjects.

**SPECIALISATION****Clinical Nurse Teacher****2505-99 EXTRA-SYSTEMIC TEACHERS AND INSTRUCTORS, nec**

This residual grouping covers extra-systemic teachers and instructors not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** Up to 2 years.

**SPECIALISATIONS**

**Aerobics Instructor**

**Dressmaking Teacher (Private)**

**Fitness Instructor**

**Handicrafts Teacher (Private)**

**Physical Fitness Instructor**

**Sports Instructor**

## MINOR GROUP 26

### SOCIAL PROFESSIONALS

Social Professionals provide guidance to clients or members of a congregation in social, educational, vocational, legal and spiritual matters, to enable them to find and use resources to overcome difficulties and achieve goals.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 3-4 year degree or diploma.

#### DUTIES include:

discussing, analysing and assessing the legal, social or spiritual needs of individuals, groups or committees; advising individuals or groups of their rights and obligations and on possible courses of action; representing or supporting individuals or groups undergoing difficulties; performing ceremonies and preparing documents in connection with social, spiritual and legal matters or important personal events; maintaining records and writing reports.

#### CONTENT

#### **2601 SOCIAL WORKERS**

2601-11 Social Planner and Administrator  
2601-13 Community Social Worker  
2601-15 Social Case Worker

#### **2603 COUNSELLORS**

2603-11 Rehabilitation Counsellor  
2603-13 Marriage Counsellor  
2603-15 Family Court Counsellor  
2603-17 Careers Counsellor and Adviser  
2603-99 Counsellors, nec

#### **2605 LAWYERS**

2605-11 Barrister  
2605-13 Solicitor  
2605-91 Articled Clerk  
2605-99 Lawyers, nec

#### **2607 MINISTERS OF RELIGION**

2607-11 Minister of Religion

## UNIT GROUP 2601 SOCIAL WORKERS

Social Workers plan, assess, administer and implement programs in accordance with social policy and individual needs.

### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or graduate diploma.

### DUTIES include:

- assessing individual, family or community need for social welfare programs
- advising individuals or groups in need or referring them to the appropriate community service or self-help agency
- evaluating, improving and developing welfare services
- compiling case records or reports.

### CONTENT

This Unit Group contains the following occupations:

2601-11 Social Planner and Administrator  
2601-13 Community Social Worker  
2601-15 Social Case Worker

#### 2601-11 SOCIAL PLANNER AND ADMINISTRATOR

Plans and implements social policy, and administers and conducts research into social welfare programs and their applications.

#### SKILL LEVEL

**Education:** 1-2 year graduate diploma.

**Previous Experience:** Up to 3 years as a social worker.

#### DUTIES

Manages the implementation of social welfare policies and programs.

Analyses trends and identifies areas of need for health, welfare, recreation, housing, employment, training and other community facilities.

Gathers and examines data on social welfare programs and judges their effectiveness.

May supervise, train and co-ordinate other workers to carry out programs.

May specialise in an area of work such as family welfare.

#### 2601-13 COMMUNITY SOCIAL WORKER

Examines the social welfare needs of individuals and groups in the community and encourages the establishment and development of local services to meet those needs.

#### SKILL LEVEL

**Education:** 4 year degree or 3 year degree plus 1-2 year graduate diploma.

#### DUTIES

Acts as a contact between individuals or groups in need, and community services.

Assesses resources for health, welfare, recreation, housing, employment and other community services.

Provides leadership and assistance for the implementation of pilot projects in community development and self-help.

Co-operates with community organisations, social agencies and voluntary groups to improve existing services and develop new services.

Assists in budget preparation and policy formulation.

Organises seminars and conferences.

May perform case work studies.

#### 2601-15 SOCIAL CASE WORKER

Helps individuals and families to develop and use personal and community skills and resources to deal effectively with social and other problems.

#### SKILL LEVEL

**Education:** 3-4 year degree, or 3 year degree plus 1-2 year graduate diploma.

#### DUTIES

Conducts individual or family (case) interviews to identify the nature and extent of clients' problems.

Evaluates information obtained to determine the type of assistance required.

Assists clients to understand and resolve problems by providing information and referring them to community or self-help agencies.

Monitors the progress of clients by maintaining contact with them and discussing everyday issues.

Compiles case records and reports.

## UNIT GROUP 2603 COUNSELLORS

Counsellors assess clients' needs and provide information and advice on educational, vocational, legal or social matters.

### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or post-graduate diploma.

### DUTIES include:

- collecting data relevant to clients' needs
- conducting counselling or therapeutic interviews
- analysing situations and presenting alternative approaches
- informing judges or legal practitioners of aspects of clients' cases relevant to Family Court proceedings
- liaising with voluntary, State, Federal and other welfare organisations.

### CONTENT

This Unit Group contains the following occupations:

2603-11 Rehabilitation Counsellor  
2603-13 Marriage Counsellor  
2603-15 Family Court Counsellor  
2603-17 Careers Counsellor and Adviser  
2603-99 Counsellors, nec

### 2603-11 REHABILITATION COUNSELLOR

Assists physically, mentally and socially disadvantaged people towards integration into the community.

#### SKILL LEVEL

**Education:** 3 year degree plus 1 year graduate diploma or 2 year associate diploma.

#### DUTIES

Consults with clients to develop rehabilitation plans taking account of vocational, social, medical and psychological needs.

Assists clients with employment placement and matters relating to education and training, through negotiation with community agencies, employers, unions, education and training authorities, government representatives and insurance companies.

Provides information and advisory services to organisations assisting the disadvantaged.

Refers clients for medical examinations, psychological or psychiatric evaluation and vocational assessment.

Evaluates the effectiveness of resettlement and recommends further action.

#### SPECIALISATION

**Drug and Alcohol Counsellor**

### 2603-13 MARRIAGE COUNSELLOR

**Family Counsellor  
Relationship Counsellor**

Assists individuals, couples and families with marriage or relationship difficulties.

#### SKILL LEVEL

**Education:** 3-4 year degree plus graduate diploma.

**On-the-Job Training:** 4-12 months.

#### DUTIES

Conducts counselling or therapeutic interviews with individuals, couples and families.

Collects data through observation and case histories and discusses problems with the parties involved.

Helps analyse possibilities for change and presents alternative approaches.

Assists individuals, couples and families to adjust their attitudes, expectations and behaviour to develop more effective personal, interpersonal or marital relationships.

Counsels people about divorce to help them make appropriate decisions and adjustments.

#### SPECIALISATION

**Family Therapist**

### 2603-15 FAMILY COURT COUNSELLOR

Advises presiding judges and legal representatives on the family circumstances of parties involved in cases before the Family Court.

#### SKILL LEVEL

**Previous Experience:** 1-2 years as a marriage counsellor.

**Registration/Licensing:** Required with Family Court.

#### DUTIES

Discusses matrimonial disputes with couples contemplating divorce.

Assists couples who are separating to resolve differences concerning their children.

Liaises with judges and legal practitioners to broaden lines of communication in proceedings before the Family Court of Australia.

Reports on family breakdowns, particularly regarding the custody and welfare of children, and parental access.

Maintains contact with marriage guidance and welfare organisations.

### **2603-17 CAREERS COUNSELLOR AND ADVISER**

#### **Vocational Counsellor**

Advises individuals and groups about career choices, and assists individuals with self-development.

#### **SKILL LEVEL**

**Education:** 3-4 year degree.

#### **DUTIES**

Provides information and resources to help clients with job-seeking skills.

Assists individuals to develop awareness about career options by obtaining and examining information relevant to their abilities and needs.

Maintains careers and labour market information.

Analyses vocational information, explains alternatives and suggests possible courses of action.

May organise interview programs, surveys and careers displays.

May assist with special courses or community awareness programs.

May maintain job registers and refer clients to employers.

### **2603-99 COUNSELLORS, nec**

This residual grouping covers counsellors not elsewhere classified.

#### **SKILL LEVEL**

**Education:** 3-4 year degree.

#### **SPECIALISATION**

##### **Student Counsellor**

Assists students to more effectively develop their personal, social, educational and vocational skills.

##### **Educational Counsellor**

##### **Housing Counsellor**

## **UNIT GROUP 2605**

### **LAWYERS**

Lawyers advise clients on legal matters, draw up documents, draft legislation, and negotiate, prepare and conduct court cases on behalf of individuals, corporations or Government.

#### **SKILL LEVEL**

The entry requirement for this unit group is a 4-5 year degree or post-graduate degree. 1 year on-the-job training is usual.

#### **DUTIES include:**

- preparing cases by investigating circumstances, researching statutes and previous court decisions
- briefing other legal professionals
- representing clients in court
- advising on legal, constitutional or parliamentary matters
- drawing up wills, documents relating to court matters, sale and purchase of land, leases and mortgages
- liaising with other law firms and relevant organisations
- researching and preparing reports/proposals on law reform and administration.

#### **CONTENT**

This Unit Group contains the following occupations:

2605-11 Barrister  
2605-13 Solicitor  
2605-91 Articled Clerk  
2605-99 Lawyers, nec

### **2605-11 BARRISTER**

Pleads cases before civil, criminal and industrial courts and other tribunals.

#### **SKILL LEVEL**

**Education:** 4-6 year degree plus 1 year Articles or legal workshop.

**Registration/Licensing:** Required as Barrister.

#### **DUTIES**

Provides advice and written opinions on points of law. Confers with client and witnesses if the matter in question is one which will lead to court proceedings.

Draws up pleadings, affidavits and other court documents.

Receives written information (briefs) concerning cases.

Researches statutes and previous court decisions relevant to cases.

Outlines facts to courts.

Calls and questions witnesses and makes addresses to courts.

Gives opinions on complex questions of law.

Draws up or settles documents.

#### **SPECIALISATION**

##### **Queen's Counsel**

#### **2605-13 SOLICITOR**

Provides legal advice, drafts documents and conducts negotiations on behalf of clients on matters associated with the law.

##### **SKILL LEVEL**

**Education:** 4-6 year degree plus 1 year Articles or legal workshop.

**Registration/Licensing:** Required as Solicitor.

##### **DUTIES**

Interviews clients to determine nature of problems and recommends appropriate legal action.

Prepares cases for court by carrying out investigations, arranging for witnesses to attend, and giving notice of court actions to the opposing parties.

Appears for clients in lower courts.

Handles dealings in property, by drawing up contracts of sale and purchase of land and buildings, drafting leases and arranging mortgages.

Prepares and vets contracts between parties.

Draws up wills according to clients' wishes.

Provides advice on family law, company law and partnerships, commercial law and trusts.

May act as trustee or guardian.

May appear for clients in higher courts.

May act as executor of clients' wills.

#### **2605-91 ARTICLED CLERK**

Performs legal and clerical duties under supervision to gain the experience required for admission as a practicing lawyer.

##### **SKILL LEVEL**

**Education:** 4-6 year degree.

##### **DUTIES**

Assists solicitors in the areas of conveyancing, probate and common law and in drafting and examining

contracts.

Assists in proving the validity of wills, establishing tax due, and filling out and lodging probate forms .

Researches, drafts, verifies and lodges legal documents.

Receives training in the skills and responsibilities of lawyers.

May attend settlements to finalise transfer of titles and funds.

May assist in court or attend court offices to deal with documentation procedures.

#### **2605-99 LAWYERS, nec**

This residual grouping covers lawyers not elsewhere classified.

##### **SKILL LEVEL**

**Education:** 4-6 year degree.

##### **SPECIALISATIONS**

###### **Corporate Legal Officer**

Performs legal work on behalf of employers in business or government organisations.

Provides legal advice.

Drafts proposed regulations or amendments to legislation.

Maintains contact with law firms.

Prepares cases for court.

Conducts research into legal problems.

Handles property dealings on behalf of organisations.

May communicate with governments and local councils on behalf of employer.

###### **Parliamentary Counsel**

Carries out legal duties connected with legislation.

Drafts bills and attends committee meetings during consideration of bills.

Gives advice on the legal implications of amendments.

Provides correct legal form for agreed alterations.

Advises government on legal, constitutional and parliamentary matters.

Provides advice to parliamentary committees, and to Judges of the Supreme and County Courts in the preparation of Court Rules.

Conducts research and prepares reports or proposals on aspects of law administration and reform.

May appear in court on behalf of governments.

###### **Judge's Associate**

Assists judges in court related activities.

---

## **UNIT GROUP 2607**

### **MINISTERS OF RELIGION**

Ministers of Religion conduct services and provide spiritual guidance and motivation for a congregation, parish or community.

##### **SKILL LEVEL**

The entry requirement for this unit group is a 3 year degree or diploma or associate diploma.

**DUTIES** include:

- preparing and conducting services of public worship and administering sacraments in accordance with the accepted ceremonial requirements.
- participating in the social and welfare activities of a community and encouraging social responsibility
- instructing in religious principles and practice
- advising individuals or groups in need or referring them to the appropriate welfare or self-help agency
- performing marriage, funeral and special memorial services
- maintaining records as required by civil or church law.

**CONTENT**

This Unit Group contains the following occupation:

2607-11 Minister of Religion

**2607-11 MINISTER OF RELIGION**

Provides motivation, guidance and training in religious life for the people of a congregation, parish or community.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**DUTIES**

Prepares and conducts services of public worship and administers sacraments in accordance with accepted ceremonial requirements.

Plans services and prepares and delivers sermons, homilies and special talks.

Plans music for services in association with organists or choral directors.

Participates in the social and welfare activities of communities and encourages people to be aware of their social and political responsibilities.

Conducts classes of religious instruction and organises participation in community projects.

Supervises prayer and discussion groups, retreats and seminars.

Conducts pre-marital and family counselling.

Refers people with special problems to professional agencies.

Visits church members in their homes, hospitals or other institutions to provide advice or religious comfort to those with problems or illness.

Performs marriages according to ecclesiastical and civil law.

Conducts funerals and special memorial services for the deceased.

Keeps records as required by civil or church law.

**SPECIALISATIONS**

**Aboriginal Ceremonial Celebrant**

**Clergyman/woman**

**Chaplain**

**Deacon/Deaconess**

**Priest**

**Rabbi**

**Religious Brother**

**Religious Sister**

**Salvation Army Officer**

**Student Minister**



## MINOR GROUP 27

### BUSINESS PROFESSIONALS

Business Professionals develop, implement and administer systems and programs to provide accounting, publicity, staffing, staff development and training, and computing services, and conduct research to develop new techniques and applications in these areas.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 3-4 year degree or diploma.

#### DUTIES include:

collecting, organising, analysing, presenting and interpreting financial, staff, computing and other business information; co-ordinating and undertaking research, and analysing results; developing methods to improve and promote business operations and effectiveness; preparing reports, manuals, statements and publicity material; designing or advising on computing systems; and writing computer software.

#### CONTENT

<b>2701</b>	<b>ACCOUNTANTS</b>
2701-11	Accountant
2701-91	Trainee Accountant

<b>2703</b>	<b>PUBLIC RELATIONS OFFICERS</b>
2703-11	Public Relations Officer

<b>2705</b>	<b>PERSONNEL SPECIALISTS</b>
2705-11	Personnel Officer
2705-13	Training Officer
2705-15	Staff Development Officer

<b>2707</b>	<b>COMPUTING PROFESSIONALS</b>
2707-11	Applications Programmer
2707-13	Systems Programmer
2707-15	Analyst Programmer
2707-17	Computer Systems Analyst
2707-19	Software Engineer
2707-21	Data Base Administrator
2707-23	Computer Scientist
2707-25	EDP Auditor

<b>2799</b>	<b>OTHER BUSINESS PROFESSIONALS</b>
2799-11	Medical Record Administrator
2799-13	Industrial Relations Officer
2799-15	Organisation and Methods Analyst
2799-99	Business Professionals, nec

## UNIT GROUP 2701 ACCOUNTANTS

Accountants plan and provide accounting and auditing systems and services, and advise individuals and enterprises on accounting matters.

### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree, diploma or business certificate. Special registration may be required for practice as a company auditor, liquidator, tax agent or to audit under certain acts.

### DUTIES include:

- collecting, analysing and interpreting information on financial standing, cost structures and trading effectiveness of organisations
- devising, reorganising or establishing budgetary cost control and other accounting systems, including computer based systems
- conducting audits and investigations
- preparing financial statements and reports for management, shareholders, statutory or other bodies.

### CONTENT

This Unit Group contains the following occupations:

2701-11 Accountant  
2701-91 Trainee Accountant

#### 2701-11 ACCOUNTANT

Plans and provides accounting services and systems, and advises on accounting matters for enterprises, institutions, government organisations and individuals.

#### SKILL LEVEL

**Education:** 3 year degree, diploma or certificate.

**Registration/Licensing:** May be required.

#### DUTIES

Plans, installs and advises on budgetary and accounting systems.

Assists in the formulation of budgetary and accounting policies.

Prepares financial statements for presentation to boards of directors, management, shareholders, statutory or other bodies.

Conducts financial investigations, undertakes audits, prepares reports, and advises on such matters as the purchase or sale of businesses, mergers, capital financing, suspected fraud, insolvency and bankruptcy, and taxation.

Examines production and sales costs, and the income and expenditure of institutions.

May advise on computer-based systems.

#### SPECIALISATIONS

##### Auditor

Examines and checks the accounts and supporting documents of firms or institutions and prepares reports for shareholders and members, or for governments.

##### Bursar

Provides accountancy services for educational institutions.

##### Liquidator

Specialises in accounting and associated arrangements in connection with liquidation, bankruptcy and receiverships.

##### Tax Agent

Provides advice on taxation matters and prepares taxation returns for clients.

#### RELATED OCCUPATIONS

Unit Group 1301	Finance Managers
Occupation 2707-25	EDP Auditor
Unit Group 6101	Securities and Finance Dealers

#### 2701-91 TRAINEE ACCOUNTANT

##### Cadet Accountant

Performs routine accounting duties while learning the skills of accountancy.

#### SKILL LEVEL

**Education:** Year 12.

#### DUTIES

Assists in the checking and preparation of accountancy documents under the direction of an Accountant.

#### RELATED OCCUPATIONS

Unit Group 5301	Accounting Clerks
-----------------	-------------------

## UNIT GROUP 2703

### PUBLIC RELATIONS OFFICERS

Public Relations Officers plan, organise and conduct programs of information dissemination to promote a favourable view of an organisation, product or services among the public.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma.

#### DUTIES include:

- commissioning research into public opinion, analysing findings and planning publicity campaigns accordingly
- co-ordinating the work of researchers and publicity writers, appraising and revising their work
- preparing news releases
- commissioning or obtaining photographs or other illustrative material
- organising exhibitions, seminars, entertainment, competitions and social functions to promote good-will and give favourable publicity
- arranging interviews and other dealings with publicity media on employers behalf and representing employer at business, social and other functions.

#### CONTENT

This Unit Group contains the following occupation:

2703-11 Public Relations Officer

#### 2703-11 PUBLIC RELATIONS OFFICER

##### Information Officer (Public Relations) Publicity Officer

Plans, organises and carries out programs of information dissemination to influence the public to view favourably organisations, products or services.

#### SKILL LEVEL

**Education:** 3-4 year degree or diploma.

#### DUTIES

Plans and organises publicity campaigns and assigns duties to researchers and publicity writers.

Prepares news releases.

Commissions or obtains photographs or other illustrative material.

Appraises and revises material submitted by publicity writers, photographers, illustrators and others.

Selects written material, photographs and illustrations

to create favourable publicity.

Undertakes and commissions public opinion research, analyses the findings and plans marketing campaigns.

Organises special exhibitions, seminars, entertainment, competitions and social functions to promote good-will and favourable publicity.

Represents employers and arranges interviews with publicity media, and attends business, social and other functions.

#### SPECIALISATIONS

##### Advertising Account Executive

Devises and co-ordinates advertising campaigns.

##### Media Officer

##### Press Officer

Handles dealings with news media.

##### Marketing Officer

##### Promotions Officer

## UNIT GROUP 2705

### PERSONNEL SPECIALISTS

Personnel Specialists plan, develop, implement and evaluate staff development, training and recruitment programs and organise staffing in commercial, industrial, government or other organisations.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma.

#### DUTIES include:

- assessing staffing needs
- devising general and specialised staff training programs and performance appraisal procedures/programs

- compiling training manuals, visual aids and materials
- advising management on development, placement and promotion of staff and on personnel procedures
- counselling staff on vocational matters, grievances and difficulties
- assisting in planning recreational services and safety programs and in implementing equal opportunity, anti-discrimination and other such programs.

### CONTENT

This Unit Group contains the following occupations:

2705-11 Personnel Officer  
2705-13 Training Officer  
2705-15 Staff Development Officer

### RELATED OCCUPATIONS

Unit Group 1309	Personnel and Industrial Relations Managers
Occupation 2603-17	Careers Counsellor and Advisor
Occupation 3901-15	Welfare Officer
Unit Group 5905	Personnel Clerks

### 2705-11 PERSONNEL OFFICER

Provides staffing and personnel administration services in commercial, industrial, government or other organisations.

#### SKILL LEVEL

**Education:** 3-4 year degree or diploma.

#### DUTIES

Conducts analyses to determine staffing needs.

Arranges for advertising of vacancies, interviewing and testing of applicants, and selection of staff.

Provides advice and information to management on personnel policies and procedures, staff performance and disciplinary matters.

Assists in the planning and provision of staff services such as canteens, recreational facilities and amenities.

Maintains personnel records.

Analyses and prepares job specifications.

Arranges the induction and training of staff and provides information on conditions of service, salaries and promotional opportunities.

May counsel employees or discuss their grievances, problems or difficulties.

May assist in the development and implementation of equal opportunity, anti-discrimination and similar programs.

May assist in the organisation of safety programs and procedures.

May supervise personnel clerks.

#### SPECIALISATIONS

##### Equal Employment Officer

Implements programs to provide equal opportunity in selection and promotion of staff.

May investigate complaints of sexual harassment and similar issues arising in the workplace.

##### Recruitment Officer

##### Employment Officer

Arranges recruitment and induction of staff and advertising of vacancies.

### RELATED OCCUPATIONS

Unit Group 1309	Personnel and Industrial Relations Managers
-----------------	---

### 2705-13 TRAINING OFFICER

Plans, administers and co-ordinates courses to meet training and staff development needs and advises management of appropriate external courses.

#### SKILL LEVEL

**Education:** 3-4 year degree or diploma.

#### DUTIES

Administers internal training programs and ensures that follow-up advice or guidance and training materials are available.

Recommends and designs training courses to prepare individuals for specific positions.

Compiles training manuals, visual aids and materials.

Conducts training courses, demonstrates equipment and operates training aids such as video recorders and cameras.

Obtains information on external training and staff development courses.

May prepare reports on the suitability of courses and make recommendations on employee attendance.

May discuss the selection and placement of staff to make effective use of their abilities.

May plan and provide career counselling sessions for employees.

### 2705-15 STAFF DEVELOPMENT OFFICER

Develops and co-ordinates staff management, development, counselling and training programs.

#### SKILL LEVEL

**Education:** 3-4 year degree or diploma.

#### DUTIES

Analyses staff qualities, skills and potential.

Defines staff requirements, qualifications, training and skills needed for training programs.

Develops and co-ordinates general and specialised training programs to provide required skills.

Advises management on the development, placement and promotion of staff.  
Plans and co-ordinates programs of performance appraisal.

May organise staff journals.  
May develop personnel and training manuals.

## UNIT GROUP 2707 COMPUTING PROFESSIONALS

Computing Professionals design and prepare software to meet specific requirements in all aspects of the computing environment, control and audit the operation of computing facilities within an organisation, and research the theoretical aspects of computing.

### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma. Data Base Administrators require an additional 5 years experience in an area related to database management.

### DUTIES include:

- writing, testing and maintaining operations or end-use software
- analysing systems to determine whether all specific requirements within an organisation are met
- developing and improving data processing procedures
- designing and modifying operating environment software to link with other software or with hardware
- maintaining data dictionary and data management systems of databases to ensure integrity and security of data
- conducting research into computers and computer based systems
- developing techniques for the application of computing theory
- analysing computer operations and usage to assess completeness, accuracy, validity and efficiency of systems.

### CONTENT

This Unit Group contains the following occupations:

2707-11 Applications Programmer  
2707-13 Systems Programmer  
2707-15 Analyst Programmer  
2707-17 Computer Systems Analyst  
2707-19 Software Engineer  
2707-21 Data Base Administrator  
2707-23 Computer Scientist  
2707-25 EDP Auditor

### RELATED OCCUPATION

Occupation 2799-15 Organisation and Methods Analyst

#### 2707-11 APPLICATIONS PROGRAMMER

Writes, tests and maintains computer programs to meet the application needs of end-users of computer systems.

#### SKILL LEVEL

**Education:** 3-4 year degree or diploma.

#### DUTIES

Analyses objectives and problems specified by Systems Analysts.

Prepares detailed logical designs to establish the order in which data is processed, points at which decisions must be made and the sequence of operations.

Writes programs as lists of instructions in computer languages, working from formalised representations of solutions.

Tests the validity and logic of programs and makes amendments.

Prepares documents detailing the operations and maintenance of programs.

May analyse, review and rewrite programs.

#### 2707-13 SYSTEMS PROGRAMMER

##### Software Programmer

Writes, maintains and updates programs which control the overall functioning of computers.

#### SKILL LEVEL

**Previous Experience:** 3 years as an applications programmer.

**DUTIES**

Confers with systems analysts, programmers and computer equipment suppliers on problems, improvements and modifications to computer system software.

Writes programs as lists of instructions in computer languages or machine code, working from formalised representations of solutions.

Tests the validity and logic of programs.

Modifies, amends and updates software programs.

Prepares reports, manuals and documentation on the status of system software for use by computer equipment suppliers, systems analysts, programmers and computer operators.

**SPECIALISATIONS**

**Communications Programmer**

**Data Base Programmer**

**2707-15 ANALYST PROGRAMMER**

Assists Systems Analysts in researching and documenting computer users' requirements, and participates in writing specifications for computer systems and producing the components of computer programs.

**SKILL LEVEL**

**Previous Experience:** 2-3 years as an applications programmer.

**DUTIES**

Confers with Systems Analysts and computer users to determine their requirements.

Translates the formalised solutions provided by Systems Analysts into detailed program specifications.

Co-ordinates the writing and testing of component modules of programs.

May write computer programs.

May analyse users' needs and assess the feasibility of computer processing.

May design computer and clerical systems to meet users' requirements and prepare formalised solutions to problems.

May maintain and adapt programs in consultation with users.

**2707-17 COMPUTER SYSTEMS ANALYST**

**Computer Analyst**  
**EDP Analyst**

Analyses functions, operations, procedures, physical systems and technical problems of organisations to establish and develop procedures for computerised data processing systems.

**SKILL LEVEL**

**Previous Experience:** 3-4 years as an applications programmer.

**DUTIES**

Consults with management, administrative and technical staff to determine information needs, data flows and system definitions.

Analyses systems, methods and procedures to assess the feasibility of developing computerised and manual information and data processing systems.

Prepares flow charts, and mathematical and other models of problems, and produces formalised solutions.

Writes programming specifications.

Devises means of entering data.

Prepares technical reports on the operation of systems.

Estimates costs of systems and prepares cost-benefit analyses.

Tests programs to eliminate errors.

Prepares instruction manuals specifying methods of operation and maintenance of systems.

May co-ordinate the work of Applications Programmers and other support staff.

May write computer programs.

**SPECIALISATIONS**

**Communications Analyst**

**Data Base Analyst**

**Telecommunications Analyst**

**RELATED OCCUPATION**

Occupation 2799-15 Organisation and Methods Analyst

**2707-19 SOFTWARE ENGINEER**

**Computer Systems Engineer (Software)**

Designs and modifies the operating environment software which links computer software and hardware.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Consults with users to determine their requirements.

Liases with Computer Engineers to determine the type and size of hardware for users' needs.

Analyses and evaluates computer systems and networks.

Designs new computer systems, and improvements and extensions to existing systems.

Devises linkages between different types and levels of software and between software and hardware.

Tests the efficiency of new and improved systems.

Implements new and improved systems, and provides software support for users.

Documents design features and programs.

May design circuit boards and microprocessors.

**SPECIALISATION**

**Computer Systems Designer (Software)**

**RELATED OCCUPATION**

Occupation 2211-13 Electronics Engineer

**2707-21 DATA BASE ADMINISTRATOR**

Controls computer databases by maintaining data dictionaries and data management systems, and ensuring the integrity and security of data.

**SKILL LEVEL**

**Previous Experience:** 5 years as an applications programmer or systems analyst.

**DUTIES**

Monitors system performance, and initiates recoveries after system failures.

Makes back-up copies of data to prevent losses due to system failures.

Manages the distribution of data on storage devices, assigns space for data, and authorises the retention of data.

Provides technical support for users of databases.

Modifies programs to improve data management, and co-ordinates changes to databases.

Liaises with personnel involved in application development, assisting them in designing logical data structures and naming conventions, and advising them on the relationship between new and existing data.

**2707-23 COMPUTER SCIENTIST**

Conducts research into computers and computer-based systems and develops techniques for their effective application and use.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**On-the-Job Training:** 2 months.

**DUTIES**

Examines the theoretical aspects of computing such as computer architecture and design, artificial intelligence, data structures and databases, simulation, heuristics, computer languages, numerical analyses, data communication and robotics.

Develops and tests architectures, techniques, languages, algorithms, structures, computer graphics and image processing, and symbolic algebraic computation for computer-based systems.

Writes reports and papers describing findings for publication.

**2707-25 EDP AUDITOR**

Analyses information processing systems to assess their completeness, accuracy, validity, and efficiency, and reviews organisations' computing environments and usage of computer facilities.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as an applications programmer or systems analyst.

**DUTIES**

Analyses the operations of systems in terms of control objectives and techniques, to determine the accuracy and reliability of the data produced.

Reviews the computing environment of organisations to assess the operations, systems software, systems development and security procedures.

Reviews the acquisition of software and hardware in terms of economy, efficiency and ability to meet operating requirements.

Investigates the usage of computing facilities.

Liaises with data processing management and systems users, and prepares reports recommending improvements in the management of computing facilities.

**SPECIALISATIONS**

**Computer Auditor**

**EDP Security Analyst**

**RELATED OCCUPATIONS**

Unit Group 2701 Accountants

**UNIT GROUP 2799****OTHER BUSINESS PROFESSIONALS**

This unit group covers business professionals not elsewhere classified.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree or diploma.

**CONTENT**

This Unit Group contains the following occupations:

2799-11 Medical Record Administrator

2799-13 Industrial Relations Officer

2799-15 Organisation and Methods Analyst

2799-99 Business Professionals, nec

**2799-11 MEDICAL RECORD ADMINISTRATOR****Medical Record Librarian**

Designs, implements and administers medical record systems and information services in accordance with medico-legal and confidentiality requirements.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**DUTIES**

Designs and revises medical record forms.

Designs and maintains computerised and other medical record systems and advises on their usage.

Recruits and trains medical record staff and provides in-service training for clerical staff.

Organises work flow, budget preparation, equipment ordering, medical transcription and ward clerk services.

Controls access to information and conducts statistical studies.

Facilitates communication with patients and between hospital departments and health providers.

Provides information on medico-legal matters.

Assists with surveys, projects and evaluative studies in the hospital or health field.

May assist with other patient services.

#### **SPECIALISATION**

##### **Health Data Administrator**

Analyses numerical data obtained from medical records.

#### **2799-13 INDUSTRIAL RELATIONS OFFICER**

##### **Industrial Officer**

Assists in resolving disputes and grievances by advising on industrial relations policies and problems, and representing industrial, commercial, union, employer or other organisations in negotiations.

#### **SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

#### **DUTIES**

Undertakes negotiations on terms and conditions of employment, wage structures, employee status, work value claims and similar matters.

Examines and attempts to resolve disputes and grievances.

Studies and interprets legislation, awards and agreements, wage payment systems and dispute settlement procedures.

Undertakes or assists in the development, planning and formulation of industrial relations policies and programs, and procedures for their implementation.

Advises on negotiating procedures, regulations relating to employment, salary agreements and arbitration decisions, and formulates collective bargaining contracts.

May carry out research.

May appear as an advocate before industrial tribunals.

#### **SPECIALISATIONS**

##### **Trade Union Official Trade Union Organiser**

Negotiates, and answers enquiries, on behalf of a trade union.

#### **2799-15 ORGANISATION AND METHODS ANALYST**

##### **Procedures Analyst**

Conducts studies of organisational structures, methods, systems and procedures used in industrial establishments and other institutions.

#### **SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

#### **DUTIES**

Records and analyses organisations' flow charts, records, reports, manuals and job descriptions.

Undertakes, or reviews, work studies by analysing existing or proposed methods and procedures such as administrative and clerical procedures.

Prepares and recommends proposals to revise methods and procedures, alter work flows, redefine job functions and resolve problems.

May assist in implementing approved recommendations, issuing revised instructions or procedure manuals, or drafting other documentation.

May review operating procedures and advise of any departures from procedures and standards.

May conduct staff training courses to train staff in new work methods.

#### **SPECIALISATION**

##### **Work Study Officer**

Analyses the work organisation and performance of production systems.

#### **2799-99 BUSINESS PROFESSIONALS, nec**

This residual grouping covers business professionals not elsewhere classified.

#### **SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

#### **SPECIALISATION**

##### **Management Consultant**



## MINOR GROUP 28

### ARTISTS AND RELATED PROFESSIONALS

Artists and Related Professionals communicate ideas, facts and impressions by manipulating aesthetic variables in a wide range of media to achieve particular effects, evaluate and edit or amend the result, interpret the physical representation of a composition such as a musical score or a script, to perform it or direct its performance, and host the presentation of such performances and other events.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 3-4 year degree or diploma.

#### DUTIES include:

collecting and analysing information and conceiving and developing ideas; selecting media materials and methods for the presentation of ideas; writing, reviewing and editing journalistic copy, literary work, musical compositions or film, television and radio scripts; presenting information and producing, directing, performing and recording various kinds of entertainment; editing sound and/or visual recordings of performances; expressing ideas visually by painting, drawing, sculpting, photography or lighting.

#### CONTENT

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

- 2801 PAINTERS, SCULPTORS AND RELATED PROFESSIONALS
- 2803 PHOTOGRAPHERS
- 2805 DESIGNERS AND ILLUSTRATORS
- 2807 JOURNALISTS
- 2809 AUTHORS AND RELATED PROFESSIONALS
- 2811 FILM, TELEVISION AND STAGE DIRECTORS
- 2813 DANCERS AND CHOREOGRAPHERS
- 2815 MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS
- 2817 ACTORS AND RELATED PROFESSIONALS
- 2819 ANNOUNCERS

Detailed contents are on the following page.

**2801 PAINTERS, SCULPTORS AND RELATED PROFESSIONALS**  
 2801-11 Painter (Artistic)  
 2801-13 Sculptor  
 2801-99 Painters, Sculptors and Related Professionals, nec

**2803 PHOTOGRAPHERS**  
 2803-11 Photographer

**2805 DESIGNERS AND ILLUSTRATORS**  
 2805-11 Fashion Designer  
 2805-13 Graphic Designer  
 2805-15 Industrial Designer  
 2805-17 Interior Designer  
 2805-19 Illustrator

**2807 JOURNALISTS**  
 2807-01 Associate Editor  
 2807-11 Sub-editor  
 2807-13 Reporter  
 2807-15 Copy-writer  
 2807-91 Cadet Journalist  
 2807-99 Journalists, nec

**2809 AUTHORS AND RELATED PROFESSIONALS**  
 2809-11 Author  
 2809-13 Book Editor  
 2809-15 Script Editor

**2811 FILM, TELEVISION AND STAGE DIRECTORS**  
 2811-11 Art Director (Television, Film or Stage)  
 2811-13 Casting Director  
 2811-15 Director (Film or Stage)  
 2811-17 Director of Photography  
 2811-19 Film Editor  
 2811-21 Stage Manager  
 2811-23 Director (Radio or Television)  
 2811-25 Technical Producer

**2813 DANCERS AND CHOREOGRAPHERS**  
 2813-11 Choreographer  
 2813-13 Dancer

**2815 MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS**  
 2815-11 Music Director  
 2815-13 Concert and Opera Singer  
 2815-15 Popular Singer  
 2815-17 Instrumental Musician  
 2815-19 Composer  
 2815-99 Musicians, Composers and Related Professionals, nec

**2817 ACTORS AND RELATED PROFESSIONALS**  
 2817-11 Actor  
 2817-13 Variety Artist  
 2817-99 Actors and Related Professionals, nec

**2819 ANNOUNCERS**  
 2819-11 Announcer

**UNIT GROUP 2801****PAINTERS, SCULPTORS AND RELATED PROFESSIONALS**

Painters, Sculptors and Related Professionals create visual forms using painting, drawing, printing, electronic or other media, and three dimensional forms by carving, modelling or constructing to communicate an impression or idea.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree or diploma.

**DUTIES** include:

- conceiving and developing ideas for artistic presentation, and selecting and arranging subject
- selecting artistic medium, method and materials, and preparing materials
- painting and drawing or sculpting stone, wood, clay, wax or other material into desired shape, using techniques to harmonise relationships of line, colour, design and mass into a unified artistic arrangement.

**CONTENT**

This Unit Group contains the following occupations:

- 2801-11 Painter (Artistic)
- 2801-13 Sculptor
- 2801-99 Painters, Sculptors and Related Professionals, nec

**2801-11 PAINTER (ARTISTIC)****Artist (Painting)**

Creates visual art forms such as pictures, abstract designs and similar original compositions to communicate impressions or ideas.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**DUTIES**

Conceives and develops ideas for painting or design.  
 Selects medium such as oil, water colours, pencil, pastels, acrylic or ink and prepares material to be used for painting or drawing.  
 Arranges objects, positions models, selects landscape or other visual forms according to chosen subject matter.  
 Mixes liquid colouring matter and applies to surface using appropriate techniques to harmonise relationships of line, colour, design and mass into unified and artistic arrangements.  
 May produce design work or illustrations for publications.  
 May teach art.

**SPECIALISATIONS****Cartoonist**

Illustrates stories or depicts persons and events by means of caricatures.

**2801-13 SCULPTOR**

Creates three-dimensional forms to communicate an impression or idea by carving or modelling materials such as wood, stone, clay or metal.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**DUTIES**

Conceives and develops design for sculpture.  
 Decides on material and techniques to be used, and selects materials of suitable proportions, quality and texture.  
 Arranges objects, positions models or selects visual forms according to chosen subject matter.  
 Sketches designs of proposed sculptures or makes models of wax or plaster.  
 Carves or otherwise models materials to desired form using hand or power tools.  
 Models plastic substances such as clay or wax using fingers or hand tools.  
 Fires clay objects in kilns.  
 Prepares moulds for casting sculptures in metal.  
 Devises artistic forms from metal using welding or metalworking equipment, or from stone using masonry tools.

**2801-99 PAINTERS, SCULPTORS AND RELATED PROFESSIONALS, nec**

This residual grouping covers painters, sculptors and related professionals not elsewhere classified.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**SPECIALISATIONS****Etcher (Artistic)**

Creates artwork by etching designs with acid into metal plates and using them to produce prints.

**Printmaker**

Uses printmaking methods such as raised (relief), recessed (intaglio), flat (lithography) and stencil (including silk screen printing) to produce art work, by preparing printmaking substrate, inking surface,

transferring image to print material, and co-ordinating printing processes.

**Environmental Artist****Laser Artist****Scene Painter (Performing Arts)**

## UNIT GROUP 2803 PHOTOGRAPHERS

Photographers operate still cameras to take photographs of persons, places, merchandise and other subjects.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree or diploma or a 2 year certificate.

**DUTIES** include:

- selecting type of camera, film, artificial lighting or flash
- setting up, or directing assistant to set up, equipment at assigned location
- measuring light levels and determining exposure
- adjusting camera angle, aperture setting and subject to achieve desired composition
- rearranging lighting and filters to bring out highlights and colours.

**CONTENT**

This Unit Group contains the following occupation:  
2803-11 Photographer

**2803-11 PHOTOGRAPHER**

Operates a still camera to take photographs of persons, places, merchandise and other subjects.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma, or 2 year certificate.

**DUTIES**

Studies requirements of assignment and decides on type of camera, film and lighting.

Transports and sets up equipment at assigned location.

Measures lighting levels and determines exposure.

Adjusts camera angle, aperture and subject to achieve appropriate composition.

Rearranges lighting and filters to bring out highlights and colours.

May mix chemicals and process film.

May make enlarged prints, and mount and frame prints.

## UNIT GROUP 2805 DESIGNERS AND ILLUSTRATORS

Designers and Illustrators create designs for new types and styles of clothing and accessories, new commercial and industrial products, and building interiors, or do artwork and illustrations for presentation by a wide variety of media.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree or diploma. For fashion designers a 2-3 year para-professional certificate is required.

**DUTIES** include:

- determining the objectives of the design by consulting with client, undertaking research, analysing functional requirements or studying layouts
- formulating design concept for garment or fashion accessory, copy layout, commercial or industrial product, building interior or illustration

- preparing illustrations or sketches to communicate design concept
- discussing design with management, sales and manufacturing staff, and clients
- supervising the production of sample garment or accessory, instructing other workers making models or patterns of products, or instructing finishing or layout artists assembling artwork for printing
- selecting or recommending decorative and functional materials for building interiors.

## CONTENT

This Unit Group contains the following occupations:

2805-11 Fashion Designer  
 2805-13 Graphic Designer  
 2805-15 Industrial Designer  
 2805-17 Interior Designer  
 2805-19 Illustrator

## RELATED OCCUPATIONS

Occupation 3999-17 Layout Artist  
 Occupation 3999-21 Interior Decorator

### 2805-11 FASHION DESIGNER

Creates new types and styles of apparel by developing original ideas or by adapting existing styles.

#### SKILL LEVEL

**Education:** 3-4 year degree or diploma, or 2-3 year certificate.

#### DUTIES

Conceives designs and makes sketches for garments or fashion accessories such as handbags and shoes.

Prepares detailed sketches showing front, back and seams of garments.

Chooses fabrics, colours and trim to complement styles.

Discusses new designs with management, sales and manufacturing staff.

Works closely with patternmakers to produce master patterns of new styles, and supervises production of sample garments.

May interpret overseas styles to suit Australian market, climate and manufacturing processes.

May be involved in garment production.

### 2805-13 GRAPHIC DESIGNER

#### Commercial Artist

Designs art and copy layouts of material for visual communication media such as books, magazines, newspapers, television and audio-visual presentations and advertising.

#### SKILL LEVEL

**Education:** 3-4 year degree or diploma.

#### DUTIES

Consults with clients to determine objectives.

Analyses clients' needs, undertakes research in relevant areas and plans presentation of material.

Prepares concepts and illustrations or rough sketches of material.

Submits designs to clients for approval.

Prepares notes and instructions for finishing or layout artists to assemble and prepare final artwork for printing.

Reviews final layout and suggests improvements as work progresses through proofing.

May prepare series of drawings to illustrate sequence and timing of story development for television production.

May supervise photography of artwork.

## SPECIALISATIONS

#### Animator

Creates and draws motion picture animated cartoons and commercials.

#### Exhibition Designer

Designs and sets up exhibitions and displays for purposes such as advertising, publicity and education.

#### Set Designer

Designs sets, scenery and production visuals for television, motion picture and stage presentations.

#### Calligrapher

#### Publication Designer

#### Package Designer

## RELATED OCCUPATION

Occupation 3999-17 Layout Artist

### 2805-15 INDUSTRIAL DESIGNER

#### Product Designer

Develops and implements designs for commercial and industrial products and creates models for mass production.

#### SKILL LEVEL

**Education:** 3-4 year degree or diploma.

#### DUTIES

Designs products which have a pleasing appearance, are functional and meet cost requirements.

Undertakes research and development.

Considers variables influencing the design of products such as cost, availability of materials, methods of production, new technology, safety factors, marketing considerations and business objectives.

Prepares sketches showing style, shape, size and general appearance of products such as domestic appliances, electrical and electronic goods, medical equipment and motor vehicles.

Directs workers making models and patterns of products.

May make technical drawings, schematic diagrams and reports of products to communicate manufacturing details to manufacturers.

May modify design to meet manufacturing or cost requirements.

#### **SPECIALISATIONS**

**Furniture Designer**

**Textile Designer**

#### **2805-17 INTERIOR DESIGNER**

Plans and designs building interiors taking into account aesthetic, functional, safety and other requirements.

#### **SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

#### **DUTIES**

Consults with clients to determine needs and preferences.

Analyses functional requirements, desired effect and purpose of furnishing interior.

Devises harmonious colour schemes and sketches plans of areas showing arrangement of furniture and accessories.

Estimates costs and amounts of materials required and presents plans to clients for approval.

Selects or recommends purchases of decorative and functional materials and accessories such as furniture, lighting fixtures and pictures.

Creates original designs for furnishings to conform with proposed scheme.

May direct workers engaged in implementing proposed scheme.

May work as a consultant or as a member of a design group.

#### **RELATED OCCUPATION**

Occupation 3999-21 Interior Decorator

#### **2805-19 ILLUSTRATOR**

Draws and paints pictures to illustrate or explain narrative and dialogue.

#### **SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

#### **DUTIES**

Prepares layouts and sketches of proposed illustrations and examines related materials to become familiar with assignment.

Determines style, technique and medium to produce desired effects and conform with reproduction requirements.

Conceives and renders illustrations and details from models, sketches or imagination.

Discusses and amends illustrations at various stages of completion.

May select type, draw lettering or lay out material.

May specialise in illustrating scientific work, technical manuals, reference books and other publications.

## **UNIT GROUP 2807**

### **JOURNALISTS**

Journalists write and edit news reports, commentaries and feature stories for presentation by print or electronic media or compose written material to advertise products or services.

#### **SKILL LEVEL**

The entry requirement for this unit group is a 3 year degree or cadetship, or a 1 year graduate cadetship. A 2 year associate diploma is required for Copy-writers.

#### **DUTIES** include:

- collecting and analysing facts about newsworthy events from interviews, printed matter, investigations and observations
- determining advertising approach by consulting client and management, and studying product
- writing news reports, commentaries on topics of public interest, feature stories and newspaper headlines
- writing headline and text of advertisements
- reviewing copy for publication to ensure conformity with accepted rules of grammar, style and format, coherence of story, and accuracy and legality of content
- instructing printer on type to use for headlines and text and selecting photographs and drawings to illustrate copy.

**CONTENT**

This Unit Group contains the following occupations:

2807-01 Associate Editor  
 2807-11 Sub-editor  
 2807-13 Reporter  
 2807-15 Copy-writer  
 2807-91 Cadet Journalist  
 2807-99 Journalists, nec

**2807-01 ASSOCIATE EDITOR****Assistant Editor**

Directs the preparation of a section of a newspaper, magazine or other publication.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a reporter.

**DUTIES**

Assigns reporting staff and photographers to obtain news coverage in accordance with editorial policy.

Prepares rosters of reporting staff and approves leave and expenses.

Hires casual reporting staff.

Reviews copy for publication ensuring that it conforms with accepted rules of style and format.

Attends meetings and events relevant to particular area of expertise, and interviews people in the field.

May edit copy, write headline and plan layout of news item in appropriate section of publication.

May prepare news and feature copy.

May write articles or critical reviews.

May plan layout of publication.

**SPECIALISATIONS****News Editor**

Directs gathering, selection and editing of news for newspaper or newsagency, or for television or radio news reports or public affairs programs.

**2807-11 SUB-EDITOR**

Assesses suitability of reports and articles for publication or broadcasting within established style and format, and edits as necessary.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a reporter.

**DUTIES**

Co-ordinates coverage of news items to produce a coherent story to meet deadlines.

Advises editor about suitability of material submitted.

Determines presentation of material from newsagencies and ensures that reports are suitable for publication in terms of news style and editorial policy.

Reads copy to detect errors in spelling, construction, continuity, punctuation and content.

Verifies facts in news stories by reference to newspaper files and other sources, and by discussion with other writers.

Ensures that news items give accurate impressions of information and are not misleading or libellous.

Writes headlines to fit space allocated to story or copy.

Decides layout of photographs and drawings and the size of type.

**2807-13 REPORTER**

Collects and analyses facts about newsworthy events by interview, investigation or observation and writes stories for newspapers, news services, magazines, television or radio news or public affairs programs.

**SKILL LEVEL**

**Education:** 3-4 year degree or cadetship, or 1 year graduate cadetship.

**DUTIES**

Reports to scene of event.

Interviews persons and observes events to obtain and verify facts and to develop leads for future news items.

Takes notes and reads publicity releases, copies of speeches or similar material to facilitate organisation and writing of story.

Writes or types story on visual display unit to meet deadline, referring to reference books, newspaper files or other sources to secure additional facts.

Refers stories for approval.

Reads and evaluates news reports and suggestions for future stories.

**SPECIALISATIONS****Roundsman/woman (News)**

Works as reporter for television news programs.

**News Correspondent****Radio Journalist****2807-15 COPY-WRITER**

Composes written material to advertise products or services.

**SKILL LEVEL**

**Education:** 3 year degree, professional certificate or 2 year associate diploma.

**On-the-Job Training:** 1 year.

**DUTIES**

Discusses theme, style and length of copy with advertisers or management to determine most suitable approach.

Studies products or services to ascertain principal selling features.

Plans and writes headline and text, and submits copy for approval.

Writes advertisements for the press, radio, television, cinema screens, billboards and catalogues, and displays in shops.

May specialise in one medium such as the press, television or radio.

May be required to name products, write copy for packaging, and write brochures and other sales and promotional material.

#### SPECIALISATION

##### Continuity Writer

Writes scripts for announcers to provide continuity for radio and television broadcasts.

#### 2807-91 CADET JOURNALIST

Under supervision, performs routine reporting duties and undertakes training in skills such as interviewing, typing and sub-editing to obtain accreditation as a journalist.

#### SKILL LEVEL

**Education:** Year 12 or 3-4 year degree or diploma.

#### DUTIES

Covers less complex stories and writes articles.

Accompanies and assists journalists on assignments to learn methods of reporting.

#### 2807-99 JOURNALISTS, nec

Writes analyses, commentaries or special articles for publication or broadcast.

#### SKILL LEVEL

**Education:** 3-4 year degree or cadetship, or 1 year graduate cadetship.

#### SPECIALISATIONS

##### Editorial Writer

##### Leader Writer

Discusses daily news topics in editorial columns of newspapers.

##### Columnist

##### Critic

##### Editorial Assistant

##### Freelance Journalist

## UNIT GROUP 2809

### AUTHORS AND RELATED PROFESSIONALS

Authors and Related Professionals write, edit and evaluate literary works for publication and scripts for stage, film, radio and television productions.

#### SKILL LEVEL

The entry requirement for this unit group is a 3 year degree or 2 year associate diploma.

#### DUTIES include:

- selecting essay, play, novel, poem or film, radio or television script
- writing manuscript of literary composition or script
- reviewing and evaluating manuscripts of books submitted by authors or literary agents of scripts, stories and other material for radio, television, stage or motion picture production
- editing, or supervising editing of, material for coherence of style and grammar, and overseeing preparation of manuscript for publication.

#### CONTENT

This Unit Group contains the following occupations:

2809-11 Author  
2809-13 Book Editor  
2809-15 Script Editor

#### 2809-11 AUTHOR

Plans and writes literary or other written work for publication or performance.

#### SKILL LEVEL

**Education:** 3 year degree or 2 year associate diploma.

#### DUTIES

Chooses theme for written work.

Conducts research into subject, assembles background material and obtains other necessary data.

Plans and organises material and composes original manuscript.

Revises work, ensuring coherence of style, proper development of theme, plot and characterisation or correct referencing.

Submits work for comment and editing for publication.

May write work of particular type and length for a literary journal, theatre company or other specialist client.

May edit and rewrite material.



**SPECIALISATIONS****Librettist**

Writes text for musical works, such as opera, cantata or musical comedy.

**Screenwriter**

Writes material for screen productions.

**Script Writer**

Writes original scripts for stage, film, radio and television productions.

**Novelist****Playwright****Poet****2809-13 BOOK EDITOR**

Evaluates manuscripts of books to determine suitability for publication, and supervises final manuscript preparation.

**SKILL LEVEL**

**Education:** 3 year degree or 2 year associate diploma.

**DUTIES**

Reviews and evaluates manuscripts of novels, biographies, short stories, essays, poems, text books and other books.

Advises publishers about potential of material for publication and conditions of publication contract.

Suggests changes to manuscripts and negotiates with authors regarding details of publication such as royalties, publication date and number of copies to be printed, according to estimation of public demand for book.

Edits material for coherence of style and punctuation.

Oversees preparation of manuscript for publication.

May negotiate with authors concerning contracts for future writing.

**2809-15 SCRIPT EDITOR**

Edits and supervises the preparation of script material for radio, television, stage or motion picture productions.

**SKILL LEVEL**

**Education:** 3 year degree or 2 year associate diploma.

**On-the-Job Training:** 2 years.

**DUTIES**

Reviews and assesses stories and other material for radio, television, stage or motion picture presentations, and recommends on the purchase of material submitted by freelance writers.

Edits material to ensure conformity with company policy.

May direct the preparation of scripts to be read by announcers to introduce and connect parts of musical, news, sports or special events programs.

**UNIT GROUP 2811****FILM, TELEVISION AND STAGE DIRECTORS**

Film, Television and Stage Directors direct the overall production, or specific aspects of production, of motion pictures, radio or television programs and stage shows.

**SKILL LEVEL**

The entry requirement for this unit group is a 3 year degree or a 2 year associate diploma. On-the-job training of at least 6 months is usual.

**DUTIES** include:

- studying script to determine artistic interpretation
- planning and arranging set designs, sound effects and lighting
- selecting costumes for motion picture, stage or television production
- selecting cast and allocating roles by viewing performances, conducting screen tests and auditions, and searching through talent files
- planning, directing and co-ordinating the filming of a motion picture or television program, or the taping and broadcasting of a radio production
- editing film or video tape to produce desired effect and adding sound track music and other audio effects
- co-ordinating the activities of studio or stage crew, performers and technicians during rehearsals and productions of programs.

**CONTENT**

This Unit Group contains the following occupations:

- 2811-11 Art Director (Television, Film or Stage)
- 2811-13 Casting Director
- 2811-15 Director (Film or Stage)
- 2811-17 Director of Photography
- 2811-19 Film Editor

2811-21 Stage Manager  
 2811-23 Director (Radio or Television)  
 2811-25 Technical Producer

### 2811-11 ART DIRECTOR (TELEVISION, FILM OR STAGE)

Plans, organises, directs and controls artistic aspects of motion picture, stage or television productions.

#### SKILL LEVEL

**Education:** 3 year degree or diploma.

#### DUTIES

Reads books or scenarios concerning work to be performed, to determine theme and setting.

Assesses staging requirements for productions in co-operation with set designers.

Plans decor and selects costumes, furnishings, props and artefacts for aesthetic appeal and realistic portrayal of setting.

Directs placing of items on set to permit free movement of cast and to provide a clear view to audience or camera.

Supervises and co-ordinates the activities of staff involved in wardrobe, make-up and property, to achieve harmonious artistic presentation.

May prepare sketches, scale drawings or models of sets and scenes.

### 2811-13 CASTING DIRECTOR

#### Casting Officer

Selects cast for motion picture, stage or television productions and arranges the engagement of staff.

#### SKILL LEVEL

**Education:** 3 year degree or 2 year associate diploma.

#### DUTIES

Maintains files recording information about performers such as their personality types, specialities, past performances and availability.

Views other productions to search out and assess talent.

Reads scripts of programs or proposed productions to estimate cast costs and requirements.

Submits lists of suitable performers to producer or director for final selection.

Conducts screen tests and auditions to verify suitability of performers.

Negotiates with performers and agents to obtain contractual agreements on items such as salaries, fees, program credits, residual payments, performance dates and production schedules.

Attends rehearsals and presentations to evaluate performers.

### 2811-15 DIRECTOR (FILM OR STAGE)

Interprets scripts, directs and instructs cast and production personnel to achieve desired characterisation, treatment and style of presentation.

#### SKILL LEVEL

**Education:** 3-4 year degree or 2 year associate diploma.

**On-the-Job Training:** Up to 4 years.

#### DUTIES

Takes creative responsibility for stage or motion picture production.

Consults with producer about aims of production and commercial considerations.

Studies script to determine interpretation.

Confers with other specialists such as musical director and director of photography to develop script, costumes, scenery designs, choreography, sound and lighting effects, and filming techniques for motion picture production.

Selects cast or assists producer or casting officer in auditions and selections.

Assigns parts to cast and explains desired interpretation.

Schedules and directs rehearsals to obtain required standard of production.

Co-ordinates the activities of production and technical staff and instructs performers in interpretation of script.

Supervises editing and final mix.

May conduct skills maintenance classes during rehearsals and performances.

### 2811-17 DIRECTOR OF PHOTOGRAPHY

#### Cinematographer

Plans, directs and co-ordinates filming to control the quality of photography of motion pictures.

#### SKILL LEVEL

**Education:** 3 year degree or 2 year associate diploma.

**On-the-Job Training:** 6 months.

#### DUTIES

Confers with the director regarding photographic aspects of scenes to achieve desired effects.

Determines required lighting, film, shutter angles, filter factors, camera distance, depth of field and focus, angles of view and other variables.

Selects cameras, accessories, equipment and film stock.

Instructs camera operators regarding camera set-up, angles, distances, movement and other variables.

Signals cues to start and stop filming.

Surveys sets or locations, observes effects of lighting, measures lighting levels and co-ordinates changes prior to filming.

Views films after processing and makes adjustments to produce desired effects.

### 2811-19 FILM EDITOR

Makes editorial decisions regarding mood, pace and climax of films or television productions.

**SKILL LEVEL**

**Education:** 3 year degree or 2 year associate diploma.

**DUTIES**

Views processed film with production personnel to analyse, evaluate and select scenes, and to determine which scenes need to be improved or reshot.

Trims film segments to specific lengths and arranges and joins them in sequence so that the story is presented with maximum effect.

Edits and balances music and effects.

May select stock shots from film library and edit and incorporate them into film.

**2811-21 STAGE MANAGER**

Plans, organises, supervises and co-ordinates the activities of workers responsible for placing set and properties, and operating lighting and sound equipment as part of dramatic productions.

**SKILL LEVEL**

**Education:** 3 year degree or 2 year associate diploma.

**DUTIES**

Confers with production personnel to determine production requirements.

Interprets stage or set diagrams to determine lay-out.

Supervises crew engaged in placing scenery, equipment or properties.

Carries out producer's instructions during rehearsals and performances.

Reads annotated script during rehearsals and performances and gives cues for lights, properties and sound effects using cue cards or headphones.

Ensures that performers appear in the right place at the right time.

Controls communications during productions.

**SPECIALISATIONS****Floor Manager (Television)**

Plans, organises, supervises and co-ordinates the activities of studio staff in the production and presentation of television programs.

**2811-23 DIRECTOR (RADIO OR TELEVISION)**

Directs the creative and financial aspects of radio or television programs in accordance with company policy.

**SKILL LEVEL**

**Education:** 3 year degree or 2 year associate diploma.

**DUTIES**

Plans programs and studies scripts to determine artistic interpretation.

Performs administrative duties associated with the preparation and presentation of programs.

Briefs program guests and interviewers on subject matter to be discussed.

Confers with specialists such as technical producer to develop suitable sound and lighting effects, set designs, costumes and choreography.

Assists producer with auditions and personnel selection.

Directs rehearsal, filming, taping and broadcasting activities.

Coaches cast in delivery of dramatic lines, and suggests changes necessary to obtain required standards of production.

Co-ordinates the activities of production and technical staff to ensure desired mood, treatment and style of presentation.

Edits tapes and assembles program sequences to provide entertainment balance.

**RELATED OCCUPATION**

Occupation 1305-13 Producer (Media)

**2811-25 TECHNICAL PRODUCER****Technical Director**

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

**SKILL LEVEL**

**Education:** 3 year degree or 2 year associate diploma.

**DUTIES**

Studies script and attends production meetings to discuss program content, set locations and stage directions to determine technical requirements.

Establishes on-location requirements for technical production facilities.

Advises producer on the purchase or improvement of audio-visual equipment.

Plans and arranges for special effects requested by producer.

Assigns duties to technicians engaged in maintaining, operating and controlling lights, audio and video control equipment, microphones and cameras.

Observes television picture through monitor to evaluate quality, and instructs video camera operators to adjust equipment.

**UNIT GROUP 2813****DANCERS AND CHOREOGRAPHERS**

Dancers and Choreographers create and perform dances and instruct dancers in the interpretation and performance of dances.

**SKILL LEVEL**

The entry requirement for this unit group is a 3 year degree or diploma or a 2 year associate diploma.

**DUTIES** include:

- studying musical score, story or theme and consulting with production staff to determine interpretation
- creating dances to harmonise with music and subject, illustrate story, interpret emotion or complement musical show
- instructing dancers in performance of movements of dance
- performing classical, modern or acrobatic dances for audience
- practising regular dance exercises to maintain required physical condition of body and limbs and control of movements
- rehearsing dances under direction and instruction or developing own interpretation.

**CONTENT**

This Unit Group contains the following occupations:

2813-11 Choreographer  
2813-13 Dancer

**RELATED OCCUPATION**

Occupation 2505-15 Dance Teacher (Private)

**2813-11 CHOREOGRAPHER**

Creates original dances for stage, television, motion picture or nightclub productions, and instructs dancers in their interpretation and performance.

**SKILL LEVEL**

**Education:** 3 year degree or 2 year associate diploma.

**DUTIES**

Studies production factors such as musical score, story or theme, and consults with production staff concerning interpretation.

Creates dances to harmonise with music and subject, illustrate unfolding of story, interpret emotion or complement musical show.

Plans required movements of dances, demonstrating movements and instructing dancers.

May perform dances.

May plan and arrange movements of performers and extras in pageants or other outdoor spectacles.

May direct and stage dance presentations.

May specialise in ballet, dances for musical shows or revues or other types of dancing presentations.

May teach dance and direct a dance company.

May notate dance movement.

**RELATED OCCUPATION**

Occupation 2505-15 Dance Teacher (Private)

**2813-13 DANCER**

Performs dance as a soloist, with a partner or as a member of a group, to entertain audiences.

**SKILL LEVEL**

**Education:** 2-3 year degree, diploma or associate diploma.

**DUTIES**

Performs classical, modern or acrobatic dances for audience entertainment, co-ordinating body movements and facial expression, usually with musical accompaniment.

Practises regular dance exercises to maintain required physical condition of body and control of movements.

Rehearses dances under direction and instruction, or develops own interpretation.

May sing or act and provide other forms of entertainment.

May compose dance routines.

**SPECIALISATIONS**

**Ballet Dancer**

**Striptease Artist**

**Tap Dancer**

**UNIT GROUP 2815****MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS**

Musicians, Composers and Related Professionals write, arrange, orchestrate, perform and conduct musical compositions.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree or diploma. 2-5 years experience in a related music field is also usual for Music Directors.

**DUTIES** include:

- creating and writing musical compositions
- arranging musical compositions by selecting combinations of instruments and voices and by modifying harmonic structures, rhythms, tempos and music dynamics
- transcribing parts from musical score for each instrument or voice within a musical group or transposing music from one instrument or voice to another
- playing musical instruments in recital, as accompaniment, or as a member of an orchestra, band or other musical group
- singing classical, church or popular music as a soloist, or member of vocal ensemble, opera cast or musical group
- selecting music, assigning parts to individual musicians and singers, and directing musical performances.

**CONTENT**

This Unit Group contains the following occupations:

2815-11 Music Director  
 2815-13 Concert and Opera Singer  
 2815-15 Popular Singer  
 2815-17 Instrumental Musician  
 2815-19 Composer  
 2815-99 Musicians, Composers and Related Professionals, nec

**2815-11 MUSIC DIRECTOR**

Conducts choirs, orchestras, ensembles, opera companies and musical performances.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as an instrumental musician.

**DUTIES**

Auditions and selects musicians and singers.  
 Selects music to accommodate talents and abilities of group, and to suit type of performance to be given.  
 Assigns instrumental parts to musicians.  
 Positions musicians and singers to obtain balance of instruments and voices in accordance with musical score.  
 Directs group at rehearsals and performances to achieve desired effects such as tonal and harmonic balance, dynamics, rhythms, tempos and shadings.  
 May arrange and orchestrate score.  
 May schedule tours and performances.  
 May adapt musical compositions to create a particular style for a choral group.  
 May play a musical instrument.

**SPECIALISATIONS****Choral Director**

Studies composition and effect of various combinations of voices.

Assigns vocal parts to singers.

**Band Leader****Orchestra Conductor****2815-13 CONCERT AND OPERA SINGER**

Sings classical or church music in musical programs, or performs in stage presentations of opera.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**DUTIES**

Studies and rehearses words and music for performance as a soloist or member of a vocal ensemble using sheet music, vocal score or libretto.  
 Sings music such as lieder, arias and cantatas, combining musical training, expression and quality of voice with dramatic ability.  
 Watches conductor for directions during rehearsal and performance, or works with accompanist.  
 May make recordings.

**2815-15 POPULAR SINGER****Vocalist**

Sings popular songs to entertain audiences.

**SKILL LEVEL**

**Education :** 3-4 year degree or diploma.

**DUTIES**

Studies and rehearses music and special arrangements prior to performances.  
 Sings in a group or individually on stage, radio or television.  
 May make recordings and videos of performances.  
 May compose own songs.  
 May play a musical instrument.

**2815-17 INSTRUMENTAL MUSICIAN****Instrumentalist**

Plays musical instruments to entertain audiences or provide musical background.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**DUTIES**

Studies and rehearses musical scores prior to performances.

Plays music in recital, as an accompanist, or as a member of an orchestra, band or other musical group, from score or by memory.

May play under the direction of a conductor.

May make recordings of musical performances.

May provide musical backing for popular records, television commercials, radio, television or motion picture productions, or play in a theatre, opera or ballet orchestra.

May improvise, transpose, compose, or arrange music.

May teach music.

**SPECIALISATION****Accompanist****2815-19 COMPOSER**

Creates and writes musical compositions.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**DUTIES**

Invents melodic, harmonic and rhythmic structures to express ideas and emotions in musical form, musical works such as symphonies and operas, and incidental music for films, plays and television.

Translates compositions into standard musical signs and symbols for reproduction or performance.

May play musical instruments to assist in composing.

May specialise in one type of music or in

compositions for particular instruments.

May arrange music and copy parts for radio, television, stage and film, and recording companies and advertising agencies.

May conduct, play, sing or teach music.

**SPECIALISATION****Songwriter**

Writes words or music for songs.

**2815-99 MUSICIANS, COMPOSERS AND RELATED PROFESSIONALS, nec**

This residual grouping covers musicians, composers and related professionals not elsewhere classified.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**SPECIALISATIONS****Music Arranger**

Adapts and modifies musical compositions and selects various combinations of instruments, voices, harmonic structures, rhythms, tempos and music dynamics to obtain desired style and effect.

**Music Copyist**

Copies and compiles parts from musical scores for performers within musical groups.

**Orchestrator**

Provides full score and parts for compositions based on a piano score or melody line, by transposing from one instrument or voice to another to accommodate particular instruments or performers and to improve dynamics, tempo and harmonic effects.

**Chorister****Chorus Singer****UNIT GROUP 2817****ACTORS AND RELATED PROFESSIONALS**

Actors and Related Professionals portray roles in dramatic productions and perform humorous routines and variety acts, on stage, film, radio, television or elsewhere, to entertain audiences.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree or diploma, or a 2 year associate diploma.

**DUTIES include:**

- studying play or production to gain understanding of part and characterisation
- learning lines and cues, and rehearsing
- acting part in medium of presentation, interpreting role by speech and gesture
- telling jokes or humorous stories, singing humorous songs, performing comedy dances and acts to amuse audience
- performing a variety of acts, dances, songs, impersonations, mimes, ventriloquism, acrobatics, juggling or magical tricks to entertain audiences
- compering performances for the purpose of entertainment.

**CONTENT**

This Unit Group contains the following occupations:

2817-11 Actor  
2817-13 Variety Artist  
2817-99 Actors and Related Professionals, nec

**2817-11 ACTOR**

Portrays roles in dramatic productions for theatre, motion picture, radio, television or other audiences.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma, or 2 year associate diploma.

**DUTIES**

Studies plays or productions to gain understanding of parts and characterisations.

Learns lines and cues, and rehearses part, interpreting role by speech and gesture as directed.

Acts part, interpreting role as developed in rehearsals.

May act in commercials.

**2817-13 VARIETY ARTIST**

Entertains live audiences by performing variety acts.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**DUTIES**

Dances, sings, plays a musical instrument, performs impersonations, acts as a ventriloquist, tells jokes and humorous stories, performs acrobatics, juggles or performs magical tricks.

May compere performances for the purpose of entertainment.

**SPECIALISATIONS**

**Acrobat**  
**Circus Artist**  
**Clown**  
**Comedian**  
**Hypnotist**  
**Impersonator**  
**Juggler**  
**Magician**  
**Ventriloquist**

**2817-99 ACTORS AND RELATED PROFESSIONALS, nec**

This residual grouping covers actors and related professionals not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** Up to 5 years in a specialised area.

**SPECIALISATIONS**

**Mime**  
**Puppeteer**  
**Stuntman/woman**

**UNIT GROUP 2819****ANNOUNCERS**

Announcers broadcast news, sports and other information on radio, television or public address systems, and introduce and host special events.

**SKILL LEVEL**

The entry requirement for this unit group is a 6 week to 3 month certificate.

**DUTIES include:**

- announcing programs and music
- introducing entertainment items, entertainers, speakers and celebrities
- reading prepared news bulletins and special announcements
- describing and commenting on sports, processions and other events
- presenting opinions on sports, politics, social or economic matters.

**CONTENT**

This Unit Group contains the following occupation:

2819-11 Announcer

**2819-11 ANNOUNCER****Commentator**

Broadcasts news, sports and other information on radio, television or public address systems, and introduces performers and hosts special events.

**SKILL LEVEL**

**Education:** 6 week-3 month certificate.

**DUTIES**

Announces programs and music, and introduces entertainment items.

Introduces entertainers, speakers or celebrities.

Reads prepared news bulletins and makes special

announcements.

Makes live action commentary for sports, processions and other events.

Presents opinions on sports, politics, social or economic matters.

May interview public personalities at special events or in studios for live or taped broadcasts.

May read advertisements or introduce and announce sponsored promotions.

May write own script.

**SPECIALISATIONS**

**Compere**

**Disc Jockey**

---



## MINOR GROUP 29

### MISCELLANEOUS PROFESSIONALS

This residual minor group covers Professionals not elsewhere classified.

#### SKILL LEVEL

The entry requirement for this minor group is generally a 3-4 year degree or diploma.

#### CONTENT

#### **2901 ECONOMISTS**

2901-11 Economist

#### **2903 PSYCHOLOGISTS**

2903-11 Clinical Psychologist  
2903-13 Educational Psychologist  
2903-15 Occupational Psychologist

#### **2905 EDUCATION RESEARCHERS AND RELATED PROFESSIONALS**

2905-11 Curriculum Development Officer  
2905-13 Education Officer

#### **2907 OTHER SOCIAL SCIENTISTS**

2907-11 Urban and Regional Planner  
2907-13 Geographer  
2907-15 Historian  
2907-99 Social Scientists, nec

#### **2909 MATHEMATICIANS, STATISTICIANS AND ACTUARIES**

2909-11 Mathematician  
2909-13 Statistician  
2909-15 Actuary

#### **2911 LIBRARIANS**

2911-11 Librarian

#### **2999 OTHER PROFESSIONALS**

2999-11 Conservator  
2999-13 Archivist  
2999-15 Research Workers, nec  
2999-17 Recreation Officer  
2999-19 Interpreter  
2999-21 Translator  
2999-23 Intelligence Officer  
2999-99 Professionals, nec

## UNIT GROUP 2901 ECONOMISTS

Economists study and report on a wide range of theoretical or applied subjects relating to the economy at large or to particular industries.

### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree.

### DUTIES include:

- analysing interrelationships between economic variables
- selecting established economic techniques or developing new ones for analysis
- preparing reports and studies
- identifying the need for policy responses.

### CONTENT

This Unit Group Contains the following occupation:  
2901-11 Economist

#### 2901-11 ECONOMIST

Produces reports and studies on theoretical or applied subjects relating to the economy at large or to particular industries.

#### SKILL LEVEL

**Education:** 3-4 year degree.

#### DUTIES

Analyses inter-relationships between economic variables.

Determines appropriate data and selects established economic techniques and tools, or develops new ones, to undertake economic analysis.

Collects or assembles basic data and organises them into suitable forms for analysis.

Prepares reports and studies, summarising developments and trends.

Identifies the need for policy responses.

May participate in the development and implementation of policies in industry or government.

May analyse movements in particular industries, with reference to the efficiency of resource allocation.

#### SPECIALISATIONS

##### Agricultural Economist

Studies the economic aspects of rural resource utilization and the production and marketing of farm products.

##### Econometrician

Develops quantitative models to illustrate and forecast economic behaviour and patterns using statistical methods.

##### Macro-economist

Analyses economy-wide movements in output, incomes and expenditure and the interactions between their major components.

##### International Trade Economist

##### Labour Economist

##### Transport Economist

## UNIT GROUP 2903 PSYCHOLOGISTS

Psychologists devise and use psychological principles and techniques to investigate and assess cognitive, behavioural or emotional disorders or difficulties and provide treatment or counselling to foster optimal, personal, social, educational or occupational adjustment and development.

### SKILL LEVEL

The entry requirement for this unit group is a 4-6 year degree.

### DUTIES include:

- constructing achievement, diagnostic and predictive tests
- administering tests and assessing data to identify the source of problems and determine treatment
- conducting counselling or therapeutic interviews
- researching study motivation, teaching skills, occupational behaviour, working conditions and organisational structures

- providing follow-up services to groups and individuals for support and evaluation purposes
- evaluating the results of programs on personal and organisational effectiveness with reference to statistical data.

## CONTENT

This Unit Group Contains the following occupations:

- 2903-11 Clinical Psychologist
- 2903-13 Educational Psychologist
- 2903-15 Occupational Psychologist

### 2903-11 CLINICAL PSYCHOLOGIST

Provides individuals and groups with consultation and assessment for the treatment and prevention of psychological disorders and the realisation of psychological potentials.

#### SKILL LEVEL

**Education:** 4 year degree plus 2 years graduate study.

**Registration/Licensing:** May be required with State or Territory Board.

#### DUTIES

Assesses cognitive, behavioural and emotional disorders of individuals and develops, administers and evaluates individual and group treatment programs.

Collects data about clients through interviews, case histories, observations and from families and referring agencies.

Administers and interprets psychological tests to identify disorders and formulate plans for treatment.

Follows up results of individual and group programs to determine reliability and validity of procedures used.

May employ specialised psychological techniques such as bio-feedback, hypnosis, relaxation, psycho-drama and transactional analysis.

May organise groups to develop self understanding and confidence, assertiveness, communication and other inter-personal skills.

May interview people in clinics, hospitals, prisons, welfare and other institutions.

May consult with other professionals in developing treatment programs.

#### SPECIALISATION

##### Neuropsychologist

Provides consultation, assessment and treatment to persons with known or suspected brain damage.

### 2903-13 EDUCATIONAL PSYCHOLOGIST

#### Educational Guidance Officer

Investigates the processes of learning and teaching, and develops psychological principles and techniques to foster intellectual, social and emotional development and practical skills of individuals and groups in educational settings.

#### SKILL LEVEL

**Education:** 4-6 year degree.

#### DUTIES

Conducts research to study motivation in learning, transfer of training in teaching, causes of individual differences in educational performance and the behaviour of classroom groups.

Analyses characteristics of students, using interviews, observations of classroom behaviour, performance in psychological tests and information from parents, teachers and educational records to recommend educational programs to promote optimal development.

Constructs and develops achievement, diagnostic and predictive tests to aid teachers and instructors in planning methods of teaching and content of courses.

Develops special programs of remedial instruction.

Studies characteristics of successful teachers to aid in selection and adjustment for effective teaching.

Collaborates with education professionals in developing methods of organising and conducting programs of education and training, in planning curriculum content, and in evaluating programs.

May provide educational and vocational guidance, training in study skills and personal counselling, to individuals and groups of students.

#### SPECIALISATION

##### School Psychologist

#### RELATED OCCUPATIONS

Occupation 2603-17 Careers Counsellor and Advisor

Occupation 2603-99 specialisation, Student Counsellor

### 2903-15 OCCUPATIONAL PSYCHOLOGIST

#### Industrial Psychologist

#### Organisational Psychologist

Uses psychological principles and develops psychological techniques to study occupational behaviour, working conditions and organisational structures, and applies findings to problems of performance, work adjustment, personnel administration, organisational design and management.

#### SKILL LEVEL

**Education:** 4-6 year degree.

#### DUTIES

Observes and interviews workers, supervisors and managers to establish physical, mental, educational and other job requirements and to achieve optimal physical and social structures.

Develops and validates application forms, interview procedures, job simulations, rating scales, and psychological tests to assess abilities, aptitudes, skills, interests, and personality characteristics as aids in selection, placement counselling, appraisal and promotion.

Assists with staff training and development programs.

Evaluates selection, training, job design, and other procedures by statistical analyses of changes in personal and organisational effectiveness.

Counsels employees with problems related to working environment.

Conducts surveys and research studies on motivation and attitudes to work, design of jobs, relations within and between work groups and effectiveness of supervision, management and communication patterns.

May advise management or unions on work stress, occupational health, organisational design or industrial relations problems.

May study consumer needs for products and services and their reactions to new products and designs, using surveys, experiments and tests, and measuring the effectiveness of advertising media to aid in the sale of goods and services.

#### SPECIALISATIONS

##### **Military Psychologist**

Applies psychological principles and techniques to selection, classification, training, assignment and management of service personnel.

##### **Sports Psychologist**

Studies psychological aspects of performance enhancement in sport.

#### RELATED OCCUPATION

Occupation 2999-99 specialisation, Ergonomist

## UNIT GROUP 2905

### EDUCATION RESEARCHERS AND RELATED PROFESSIONALS

Education Researchers and Related Professionals conduct educational research and develop course curricula and associated materials for educational institutions or, in a consultant or specialist capacity, advise school teachers and administrative officials on a particular area of education.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree or diploma or a graduate diploma.

#### DUTIES include:

- researching educational systems and evaluating new developments
- conferring with teachers and education officials to co-ordinate programs
- identifying needs and planning, developing or modifying programs within the education system
- developing operational or training programs
- reviewing schools and assessing teachers
- assisting and advising teachers
- documenting subjects and courses developed
- preparing reports and information papers.

#### CONTENT

This Unit Group contains the following occupations:

2905-11 Curriculum Development Officer  
2905-13 Education Officer

#### **2905-11 CURRICULUM DEVELOPMENT OFFICER**

Conducts educational research and develops course curricula and associated teaching materials for use by educational institutions.

##### SKILL LEVEL

**Education:** 3-5 year degree or diploma plus graduate diploma.

##### DUTIES

Consults with teachers, principals and administrative officials of educational institutions to co-ordinate programs and provide advice.

Maintains awareness of, and evaluates new developments in, education by conducting research into educational systems.

Serves on committees to identify present and future needs within the educational system, and plan, develop or modify facilities and programs.

Documents subjects and courses developed, and

evaluates new courses.

Prepares reports and information papers.

May organise and conduct workshops and conferences to train teachers in new programs and methods.

##### SPECIALISATION

**Curriculum Advisory Teacher**

#### **2905-13 EDUCATION OFFICER**

Provides advice on approaches to education to school teachers and administrative officials of education departments.

##### SKILL LEVEL

**Education:** 3-5 year degree, or degree with graduate diploma.

##### DUTIES

Reports on needs arising from subject development and student capabilities.

Applies knowledge of learning processes and school structures to develop operational or training programs and submits them for decision and funding.

Provides teacher assistance and undertakes school reviews, teacher assessment and educational planning in primary and secondary schools.

May assess the suitability of teachers for promotion or further training.

### SPECIALISATIONS

#### Early Child Care Advisor

Assists in licensing child care establishments, undertakes periodic inspections of child care facilities and provides an advisory service to parents and communities on child care arrangements.

#### Home-School Liaison Officer

#### Pre-School Adviser

#### School Inspector

#### School Superintendent

## UNIT GROUP 2907

### OTHER SOCIAL SCIENTISTS

Other Social Scientists study human behaviour and institutions from current or historical perspectives with a view to understanding the development, structure, patterns and inter-relationships within societies and/or preserving items of historical interest or advising on policy or planning matters in relation to particular social institutions or the physical environment.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree and/or higher degree.

#### DUTIES include:

- compiling and analysing data on economic, legal, political, cultural, demographic, physical and environmental factors affecting land use
- observing, collecting and measuring data related to areas of geographical specialisation
- compiling historical data through research into primary and secondary sources, consultation and interview
- drafting and presenting graphic and narrative plans, programs and designs affecting land use, public utilities, community facilities, housing and transportation
- advising governments and organisations on urban and regional planning and resource planning
- organising, authenticating, evaluating and interpreting historical, political, sociological, anthropological and linguistic data
- presenting findings in written form.

#### CONTENT

This Unit Group contains the following occupations:

- 2907-11 Urban and Regional Planner
- 2907-13 Geographer
- 2907-15 Historian
- 2907-99 Social Scientists, nec

#### 2907-11 URBAN AND REGIONAL PLANNER

Develops and implements plans and policies for the controlled use of urban and rural land, and advises on economic, environmental and social needs of local, sub-regional and regional areas.

#### SKILL LEVEL

**Education:** 3-4 year degree, or graduate degree or diploma.

#### DUTIES

Compiles and analyses data on economic, legal, political, cultural, demographic, sociological, psychological, physical and environmental factors

affecting land use.

Confers with local and other government authorities, civic leaders, architects, social scientists, lawyers, and planning and development specialists.

Devises and recommends use and development of land, and methods by which this may be achieved.

Drafts and presents narrative and graphic plans, programs and designs to groups and individuals.

Recommends measures affecting land use, public utilities, community facilities, housing and transportation to control and guide community development and renewal.

May supervise and control the work of associates and technicians.

**SPECIALISATIONS****Town Planner****Traffic and Transport Planner****RELATED OCCUPATION**

Occupation 2201-11 Architect

**2907-13 GEOGRAPHER**

Studies and analyses the relationship between human activities and the natural environment.

**SKILL LEVEL****Education:** 3-4 year degree.**DUTIES**

Observes, collects and measures data on climate, soil and biological distribution, and social, economic and political activities.

Analyses and interprets statistical data and experimental information.

Advises on marketing problems, industrial and commercial site locations and environmental management.

Advises or acts as consultant to governments and organisations on urban and regional planning, resource planning, tourism, transportation, boundary demarcations, pollution control, land use, placement of public facilities, housing, population trends, urban renewal and other matters.

Edits and assists in the compilation of maps, atlases and other compendiums of geographic information.

**SPECIALISATIONS****Physical Geographer**

Studies and analyses the spatial distribution and inter-relationship of the elements of the natural environment.

**Biogeographer****Economic Geographer****2907-15 HISTORIAN**

Conducts research into past human activity and prepares chronological and thematic accounts of findings.

**SKILL LEVEL****Education:** 3-4 year degree.**DUTIES**

Conducts research into the history of countries, areas, institutions or periods, or into particular events, people, or aspect of history.

Compiles historical data by consulting and studying the works of other historians and researchers and primary sources of information such as diaries and newspaper files, and by interviewing people.

Organises, authenticates, evaluates and interprets data and presents findings and conclusions in written or other forms.

May act as an adviser or consultant and perform research.

May be involved with the setting up and supervising of museums.

**SPECIALISATION****Economic Historian****2907-99 SOCIAL SCIENTISTS, nec**

This residual grouping covers social scientists not elsewhere classified.

**SKILL LEVEL****Education:** 3-4 year degree or graduate diploma.**SPECIALISATIONS****Anthropologist**

Gathers and analyses data on social and cultural behaviour, artefacts, language and human biology of groups and societies.

Makes comparative studies of the origin, development and functioning of human societies and cultures.

May supervise programs for the protection and preservation of monuments, sites and artefacts of historical, scientific or cultural significance.

**Archaeologist****Prehistorian**

Reconstructs cultures by studying material remains from archaeological excavations.

May review environmental impact studies and maintain detailed documentation to ensure the protection of artefacts and known sites.

**Criminologist**

Examines the systems by which criminals are brought to justice and explains the reasons for criminal behaviour.

**Linguist**

Studies foreign languages and the social and cultural aspects of language.

**Political Scientist**

Studies the theory, origin, development, inter-relationships and functioning of political institutions, movements and behaviour.

**Sociologist**

Studies the development, structure, social patterns and inter-relationships of human societies.

Observes and investigates social phenomena such as the family, the community, education, industrial relations, crime, politics, minority and ethnic relations, poverty and mass communications.

**Market Research Analyst**

**UNIT GROUP 2909****MATHEMATICIANS, STATISTICIANS AND ACTUARIES**

Mathematicians, Statisticians and Actuaries apply mathematical and statistical principles and techniques to duties including designing statistical collections, studying financial policy and investment, conducting scientific research and solving engineering, management and other problems.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree.

**DUTIES** include:

- assessing risks and analysing investments in a variety of financial areas
- advising management on corporate investment policy
- selecting, designing or developing methods of obtaining statistical data
- planning and organising surveys and designing questionnaires
- advising on data collection and determining reliability of findings
- analysing and interpreting data
- developing mathematical theory and models to simulate processes in the physical, biological and social sciences or to solve management problems
- developing and performing computations and applying methods of numerical analysis

**CONTENT**

This Unit Group contains the following occupations:

2909-11 Mathematician  
2909-13 Statistician  
2909-15 Actuary

**2909-11 MATHEMATICIAN**

Applies mathematical principles and techniques to solve problems in science, engineering, management and other fields.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Develops the mathematical theory underlying processes in the physical, biological and social sciences.

Formulates mathematical models to simulate processes.

Applies models to experimental observations and adjusts or recasts them.

Adjusts mathematical principles and techniques in the solution of problems in research, development, production, distribution and other functional areas.

Develops and performs computations and applies methods of numerical analysis.

Operates or directs the operation of electronic computation equipment and other aids.

Writes reports and papers for the guidance of management or for publication.

May write computer programs or direct and supervise programming activities.

**SPECIALISATION****Operations Research Analyst**

Conducts logical analyses of management and other operational problems and formulates mathematical models to produce solutions.

**2909-13 STATISTICIAN**

Designs statistical collections or compilations, statistical tools and processing systems, and uses these to produce statistical information and analyses.

**SKILL LEVEL**

**Education:** 3-4 year degree.

**DUTIES**

Assists in establishing the nature and extent of areas to be examined.

Specifies the type and amount of statistical data required.

Identifies or develops statistical concepts and classifications.

Chooses, designs or develops methods of obtaining statistical data, by extraction from existing records, by specific enquiry, survey or experiment.

Determines the nature and extent of surveys, and plans, organises and designs questionnaires.

Advises on, or controls, data collection.

Evaluates and processes data obtained to provide measures of the reliability of findings.

Reports on findings, arranging presentation of results in forms such as summary tables, graphs and charts.

Describes sources of data and limitations on data reliability or utility to management, researchers and others.

Analyses and interprets data to point out significant differences and relationships among sources of data.

May work on the development of algorithms and assist in or direct the writing of computer programs for statistical processing.

**SPECIALISATIONS****Mathematical Statistician**

Conducts research into the mathematical basis of statistics, develops statistical methodology and advises on its practical application.

**Biometrician****Demographer****2909-15 ACTUARY**

Applies mathematical and statistical techniques to a range of practical problems in insurance, superannuation and financial activities.

**SKILL LEVEL**

**Education:** 3-4 year degree plus 3-4 years graduate study.

**Registration/Licensing:** Required with the Institute of Actuaries of Australia.

**DUTIES**

Defines, analyses and solves complex business problems.

Designs new types of policies, assesses risks and analyses investments in life insurance, superannuation funds, health insurance, friendly societies, stock exchanges and other areas.

Assists with corporate investment policy and gives advice to management.

Calculates company surpluses and advises on the distribution to policy holders.

May examine financial projections for general insurance companies, finance companies and other institutions.

May advise governments on the design and implementation of financial policies in such areas as superannuation funds and pensions, sickness, retirement and unemployment schemes.

May work as a consultant, offering statistical and financial advice to general insurance companies, finance companies and other institutions.

**UNIT GROUP 2911****LIBRARIANS**

Librarians develop, organise and maintain a collection of written and recorded material and provide an information service for users based on the collection and on library and information networks.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year degree plus 1 year graduate diploma.

**DUTIES** include:

- reviewing, evaluating and modifying services in response to community and user needs
- selecting and recommending on the acquisition of books, periodicals, audio-visual and other recorded material
- organising, classifying and cataloguing library material
- administering inter-library loan systems and information networks.

**CONTENT**

This Unit Group contains the following occupation:  
2911-11 Librarian

**2911-11 LIBRARIAN**

Develops, organises and maintains collections of recorded material and provides information services for users based on collections and on library and information networks.

**SKILL LEVEL**

**Education:** 3-4 year specialist degree, or 3-4 year degree plus 1 year graduate diploma.

**DUTIES**

Analyses the needs of the community in terms of the provision of library services and advises on the most appropriate service.

Selects and recommends on the acquisition of books, periodicals, audio-visual and other material.

Organises library collections by classifying and cataloguing material.

Assists in the preparation and use of catalogues, lists and indexes.

Manages inter-library loan systems.

Reviews, evaluates and modifies services in response to user needs.

May supervise library technicians, clerical and other support staff.

May search bibliographic and computer data bases on behalf of clients.

**SPECIALISATIONS****Bibliographer****Cataloguer**



## UNIT GROUP 2999 OTHER PROFESSIONALS

This unit group covers professionals not elsewhere classified.

### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year degree.

### CONTENT

This Unit Group contains the following occupations:

- 2999-11 Conservator
- 2999-13 Archivist
- 2999-15 Research Workers, nec
- 2999-17 Recreation Officer
- 2999-19 Interpreter
- 2999-21 Translator
- 2999-23 Intelligence Officer
- 2999-99 Professionals, nec

#### 2999-11 CONSERVATOR

Plans and organises the conservation of materials and objects in libraries, archives, museums or art galleries.

##### SKILL LEVEL

**Education:** 3 year degree or 2 year associate diploma.

##### DUTIES

Examines items to determine their condition and confirm their identification and authenticity.

Carries out scientific analyses to determine causes and extent of deterioration and recommends remedial action.

Implements restoration procedures to correct damage or deterioration, and records details of restorative measures taken.

Advises on optimum storage conditions and handling methods for valuable items.

Advises on acquisition of conservation equipment and materials.

Organises systematic inspections of collections and prepares written reports.

May give lectures and demonstrations on conservation techniques to institutions, agencies and private collectors, and provide in-service training.

May conduct research into the causes of deterioration and develop techniques, procedures and standards for protection, treatment and restoration.

May specialise in conservation of paper and audio visual materials in libraries and archives, paintings and other works of art in galleries, and other natural and cultural materials in museums.

#### 2999-13 ARCHIVIST

Organises the receipt, storage and disposal of records, describes them and ensures their safe-keeping by regulating access.

##### SKILL LEVEL

**Education:** 3-4 year degree plus graduate diploma.

##### DUTIES

Preserves records for legal, administrative or other purposes.

Undertakes appraisals based on knowledge of the administrative and historical context of records and their use.

Prepares procedures for the destruction or retention of records.

Surveys records maintained by agencies and individuals and negotiates for their transfer to archival custody.

Arranges records according to analysis of their administrative origin and order.

Prepares administrative histories and compiles guides, inventories and indexes to facilitate reference and research.

Assists users in the interpretation of record-keeping systems.

Provides reference services and informs users of the range and availability of material.

Administers access provisions laid down by legislation, agency regulation or depositors' directions.

Selects documents for reproduction and publication and edits microfilm and other copies.

Arranges public displays of documents.

Directs processes for the conservation and restoration of records.

Directs the destruction of records designated as of non-permanent value after an appropriate period.

May write for research journals or other publications.

#### 2999-15 RESEARCH WORKERS, nec

Undertakes research in a variety of fields for academics, parliamentarians or other professionals.

##### SKILL LEVEL

**Education:** 3-4 year degree.

##### DUTIES

Gathers information and data through observation, interviewing, searches of documents or experimentation.

Makes preliminary analysis and evaluation of data.

Reports findings verbally or in writing.

**2999-17 RECREATION OFFICER****Recreation Adviser**

Plans, organises and co-ordinates recreation facilities and programs.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**DUTIES**

Studies and analyses recreation needs and resources.

Develops and implements recreation management policies on behalf of government and community service organisations.

Encourages and assists in the implementation of recreation projects and programs through existing organisations, such as schools, church bodies and youth organisations.

Interprets recreation policies and programs and answers inquiries about them.

Provides technical and professional advice to urban planners and others concerned with the provision of recreation facilities.

Advises on requirements for, and procurement of, new equipment and materials, and on the design of new facilities.

Prepares or assists with the preparation of budgets.

May recruit, train and supervise recreation or play leaders.

**SPECIALISATION****Activities Officer**

Plans and arranges recreational activities at tourist resorts or for special events.

**2999-19 INTERPRETER**

Translates spoken statements verbally into another language.

**SKILL LEVEL**

**Education:** 3 year degree or 2 year associate diploma.

**DUTIES**

Provides simultaneous verbal renditions of speeches into the language of other participants at international conferences, debates, discussions or negotiations.

Summarises the meaning and feeling of what is said in courts, hospitals, schools and in other environments using the language of the audience.

May translate written texts.

**2999-21 TRANSLATOR**

Renders documents into other languages in written form.

**SKILL LEVEL**

**Education:** 3 year degree or 2 year associate diploma

**DUTIES**

Studies original texts to comprehend meanings and converts them into another language to convey the original meanings.

Consults dictionaries and other reference sources to determine accurate meanings of terms.

Ensures that phraseology and terminology of legal, technical or scientific texts are correctly rendered.

Conveys the original spirit and feeling of literary works in translation.

Specialises in particular languages, or in particular types of subject matter eg law, health, science/technology.

May revise translations to improve them.

May act as an Interpreter.

**2999-23 INTELLIGENCE OFFICER**

Collects, analyses, assesses and interprets information for military and political purposes.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**DUTIES**

Collects political, military, economic, geographic and demographic information.

Assesses information to estimate the intentions, capabilities and reactions of individuals, organisations and governments.

Writes reports.

**2999-99 PROFESSIONALS, nec**

This residual grouping covers professionals not elsewhere classified.

**SKILL LEVEL**

**Education:** 3-4 year degree or diploma.

**SPECIALISATIONS****Court Registrar**

Supervises the documentation, listing and recording of court actions as a judicial and administrative officer of a higher court.

**Ergonomist**

Investigates the design and use of equipment and systems and examines their suitability for human operators.

**Executive Assistant**

Provides executive assistance to managers by co-ordinating the preparation of policy submissions, briefing papers, reports and speeches and undertaking special projects.

**Master of the Court**

Carries out administrative functions as chief clerks of state supreme courts, decides procedural issues prior to civil cases and decides contested applications.

May hear cases by consent of the parties concerned.

**Prothonotary****Clerk of High Court**

Assists justices of higher courts in administrative matters and acts on their behalf.

**Occupational Hygienist**

Identifies and evaluates hazards arising in or from the workplace, and controls those hazards which may cause impaired health or discomfort to workers or inhabitants.

**Industrial Registrar****Military Personnel Selection Assessor****Oenologist****Patent Examiner**

## **MAJOR GROUP 3 PARA-PROFESSIONALS**

Para-Professionals perform complex technical duties requiring the understanding of a body of theoretical knowledge and significant practical skills.

Occupations in this major group have a level of skill commensurate with a 2-3 year certificate or associate diploma. Most Para-Professionals receive some on-the-job training in addition to formal education.

Duties performed by Para-Professionals include conducting laboratory tests; operating and maintaining complex equipment; operating and supporting the operation of ships; providing skilled nursing care; enforcing the law; and inspecting establishments and sites to ensure conformity to government and industry standards. These duties are often performed in support of Professionals.

### **CONTENT**

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

- 31 Medical and Science Technical Officers and Technicians
- 32 Engineering and Building Associates and Technicians
- 33 Air and Sea Transport Technical Workers
- 34 Registered Nurses
- 35 Police
- 39 Miscellaneous Para-Professionals



**MINOR GROUP 31**  
**MEDICAL AND SCIENCE**  
**TECHNICAL OFFICERS AND TECHNICIANS**

Medical and Science Technical Officers and Technicians perform laboratory tests and other technical support functions to assist professionals engaged in the diagnosis and treatment of disease, and in research, design and production in all areas of the natural sciences.

**SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with a 2 year associate diploma. Most Medical and Science Technical Officers and Technicians receive on-the-job training in addition to their formal education.

**DUTIES** include:

performing diagnostic and scientific tests, experiments and computations and collating and analysing results; developing, operating and maintaining instruments and equipment used in clinical diagnosis and experimental research; collecting and testing samples of body fluids; and preparing, examining, identifying and classifying microscopic samples.

**CONTENT**

<p><b>3101</b></p> <p>3101-11 3101-13 3101-15 3101-99</p>	<p><b>MEDICAL TECHNICAL OFFICERS AND TECHNICIANS</b></p> <p>Medical Laboratory Technical Officer                  Medical Laboratory Technician                  Dental Therapist                  Medical Technical Officers and Technicians, nec</p>
---	--

<p><b>3103</b></p> <p>3103-11 3103-13 3103-15 3103-17 3103-19 3103-21 3103-23 3103-25 3103-27 3103-29 3103-31</p>	<p><b>SCIENCE TECHNICAL OFFICERS AND TECHNICIANS</b></p> <p>Chemistry Technical Officer                  Chemistry Technician                  Earth Science Technical Officer                  Earth Science Technician                  Physics Technical Officer                  Physics Technician                  Textiles Technical Officer                  Life Science Technical Officer                  Life Science Technician                  Agricultural Technical Officer                  Agricultural Technician</p>
---	---

## UNIT GROUP 3101

### MEDICAL TECHNICAL OFFICERS AND TECHNICIANS

Medical Technical Officers and Technicians perform technical support functions ranging in complexity to assist with research, design, development, production, quality and process control in chemistry, earth sciences, physical sciences, textile production, life sciences and agriculture.

#### SKILL LEVEL

The entry requirement for this unit group is a 2 year associate diploma or certificate. 3 months on-the-job training is usual and 1-2 years as a technician or trainee prior to becoming an associate.

#### DUTIES include:

- collating information from geological surveys, seismic surveys and meteorological observations
- developing, maintaining and repairing instruments and equipment for use in experimental research
- isolating, identifying, collecting and classifying living organisms, studying their reaction to light, temperature, nutrition and chemical agents
- taking blood samples
- inoculating animals and plants
- cross-pollinating plants, analysing soils, surveying and measuring trees
- analysing fabrics, selecting and developing dyestuffs, preparing specifications and overseeing production in textile plants
- identifying pathogenic micro-organisms and insects, parasites, fungi and weeds deleterious to crops and livestock and devising methods of control
- inspecting livestock, analysing produce, and recommending means for improving quality
- administering medication to livestock and assisting with experimental feeding programs
- studying chemical and physical problems and developing solutions, controlling experimental procedures, testing samples and monitoring usage for quality and quantity control of laboratory supplies
- performing tests, experiments and analyses, preparing, plotting and graphing data, performing routine mathematical calculations, and computations of measurements.

#### CONTENT

This Unit Group contains the following occupations:

- 3101-11 Medical Laboratory Technical Officer
- 3101-13 Medical Laboratory Technician
- 3101-15 Dental Therapist
- 3101-99 Medical Technical Officers and Technicians, nec

#### RELATED OCCUPATIONS

- Occupation 2109-11 Medical Laboratory Scientist
- Occupation 2305-11 Dentist

#### 3101-11 MEDICAL LABORATORY TECHNICAL OFFICER

Performs complex technical support functions in medical laboratory science and co-ordinates medical laboratory work.

#### SKILL LEVEL

**Education:** 2 year associate diploma or certificate.

**Previous Experience:** 1-2 years as a medical laboratory technician.

#### DUTIES

Performs duties covered by the General Description Associate.

Oversees medical laboratory activities.

Performs complex duties associated with medical laboratory work such as blood, urine, electrocardiograph and basal metabolism tests and microscopic examinations.

Controls the use and maintenance of laboratory equipment.

#### RELATED OCCUPATIONS

- Unit Group 2109 Medical Testing Professionals
- Occupation 2303-37 Pathologist

#### 3101-13 MEDICAL LABORATORY TECHNICIAN

Carries out routine laboratory tests and other procedures for use in diagnosing and treating diseases and disorders of the human body.

#### SKILL LEVEL

**Education:** 1 year certificate.

#### DUTIES

Performs duties covered by the General Description Technician.

Collects blood samples, takes blood counts, and performs tests to determine bleeding, coagulation time, blood types and other characteristics of blood.

Prepares and stains slides of micro-organisms for microscopic examination.

Performs urine analyses and other standard body-fluid tests.

Prepares patients for, and performs, basal metabolism and electrocardiograph tests.

Cleans, washes and sterilises laboratory glassware and equipment.

**SPECIALISATIONS**

**Clinical Biochemistry Technician**

**Clinical Microbiology Technician**

**Cytopathology Technician**

**Haematology Technician**

**Histopathology Technician**

**RELATED OCCUPATIONS**

Unit Group 2109 Medical Testing Professionals

Occupation 2303-37 Pathologist

**3101-15 DENTAL THERAPIST**

**Oral Therapist**

Examines and treats ailments of the teeth, mainly among pre-school and primary school children, under the supervision of dentists.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**Previous Experience:** Up to 2 years as a dental nurse.

**DUTIES**

Carries out oral examinations including dental radiography.

Gives pre and post-operative instruction to patients.

Applies rubber dams, irrigates mouths and removes sutures.

Applies solutions to teeth and oral tissues.

Removes dental calculus and cleans and polishes teeth and restorations.

Prepares cavities and restores teeth using amalgam, cement or plastic materials.

Performs forceps extractions of deciduous teeth.

Takes part in programs to educate and motivate children, their parents and the community in matters

relating to oral health.

May administer local analgesics.

**SPECIALISATION**

**Dental Hygienist**

**RELATED OCCUPATIONS**

Unit Group 2305 Dental Practitioners

Unit Group 6605 Dental Nurses

**3101-99 MEDICAL TECHNICAL OFFICERS AND TECHNICIANS, nec**

This residual grouping covers medical technical officers and technicians not elsewhere classified.

**SKILL LEVEL**

**Education:** 1-2 year associate diploma or certificate.

**SPECIALISATIONS**

**Anaesthetic Technician**

Operates anaesthetising equipment under the direction of anaesthetists.

**Audiometrist**

Administers audiometric tests and examinations under the direction of audiologists or medical practitioners to obtain information on patients' hearing abilities.

**Cardiac Technician**

**Electrocardiographic Technician**

Assists Cardiographers in cardiac diagnosis and treatment by recording changes in the electrical activity of the heart structures using electro and vector-cardiography, examining heart sounds, measuring heart pressure, detecting malfunctions and deformities of the heart using x-ray equipment, and testing prosthetic devices after implantation.

**Neurophysiological Technician**

**Electroencephalographic Technician**

Operates equipment under the direction of Neurologists and other medical practitioners to diagnose and treat disorders of the central nervous system by recording electrical activity from the brain while stimulating the sensory systems.

**Renal Technician**

**Dialysis Technician**

Operates equipment used in renal medicine for diagnostic and therapeutic purposes under the direction of Nephrologists or other medical practitioners.

**UNIT GROUP 3103**

**SCIENCE TECHNICAL OFFICERS AND TECHNICIANS**

Science Technical Officers and Technicians perform technical support functions ranging in complexity to assist with research, design, development, production, quality and process control in chemistry, earth sciences, physical sciences, textile production, life sciences and agriculture.

**SKILL LEVEL**

The entry requirement for this unit group is a 2 year associate diploma or certificate. 3 months on-the-job training is usual and 1-2 years as a technician or trainee prior to becoming an associate.

**DUTIES** include:

- collating information from geological surveys, seismic surveys and meteorological observations
- developing, maintaining and repairing instruments and equipment for use in experimental research
- isolating, identifying, collecting and classifying living organisms, studying their reaction to light, temperature, nutrition and chemical agents
- taking blood samples
- inoculating animals and plants
- cross-pollinating plants, analysing soils, surveying and measuring trees
- analysing fabrics, selecting and developing dyestuffs, preparing specifications and overseeing production in textile plants
- identifying pathogenic micro-organisms and insects, parasites, fungi and weeds deleterious to crops and livestock and devising methods of control
- inspecting livestock, analysing produce, and recommending means for improving quality
- administering medication to livestock and assisting with experimental feeding programs
- studying chemical and physical problems and developing solutions, controlling experimental procedures, testing samples and monitoring usage for quality and quantity control of laboratory supplies
- performing tests, experiments and analyses, preparing, plotting and graphing data, performing routine mathematical calculations, and computations of measurements.

**CONTENT**

This Unit Group contains the following occupations:

- 3103-11 Chemistry Technical Officer
- 3103-13 Chemistry Technician
- 3103-15 Earth Science Technical Officer
- 3103-17 Earth Science Technician
- 3103-19 Physics Technical Officer
- 3103-21 Physics Technician
- 3103-23 Textiles Technical Officer
- 3103-25 Life Science Technical Officer
- 3103-27 Life Science Technician
- 3103-29 Agricultural Technical Officer
- 3103-31 Agricultural Technician

**RELATED OCCUPATIONS**

- Occupation 2101-11 Chemist
- Occupation 2103-11 Geologist
- Occupation 2107-27 Agricultural Extension Officer
- Occupation 2199-15 Meteorologist
- Occupation 2207-11 Chemical Engineer

**3103-11 CHEMISTRY TECHNICAL OFFICER**

Carries out complex technical support functions in chemistry research, design and development under the direction of Chemists or Chemical Engineers.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**Previous Experience:** 1-2 years as a chemistry technician.

**DUTIES**

Performs duties covered by the General Description Associate.

Conducts chemical experiments by designing and constructing equipment and controlling experimental procedures.

Controls the quality and quantity of laboratory supplies by testing samples and monitoring usage.

Ensures that experiments are carried out according to instructions.

May be responsible, in production environments, for

maintaining standards of raw material supplies and for ensuring prescribed procedures are followed.

May design chemical experiments.

May solve chemical problems.

**SPECIALISATIONS**

**Chemical Instrumentation Technical Officer**

**Chemical Process Analyst**

**Chemical Research Technical Officer**

**RELATED OCCUPATIONS**

Unit Group 2101 Chemists

Unit Group 2207 Chemical Engineers

**3103-13 CHEMISTRY TECHNICIAN**

Carries out a limited range of technical functions in chemistry, primarily in relation to laboratory operation and maintenance, and quality and process control activities.



**SKILL LEVEL**

**Education:** 1 year certificate.  
**On-the-Job Training:** 3 months.

**DUTIES**

Performs duties covered by the General Description Technician.

Conducts standard chemical and physical laboratory tests and makes routine qualitative and quantitative analyses of materials including liquids and gases.

Sets up laboratory equipment and instrumentation required for tests, research or process control.

Prepares chemical solutions for use in tests, following standardised formulae and procedures.

May set up and operate small scale chemical pilot-plant equipment under laboratory conditions for testing chemical methods and processes.

May work with radioactive materials, carrying out radiochemical procedures under supervision.

**RELATED OCCUPATIONS**

Unit Group 2101 Chemists  
Unit Group 2207 Chemical Engineers

**3103-15 EARTH SCIENCE TECHNICAL OFFICER**

Carries out complex technical functions within a framework of established scientific practices in support of earth scientists.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.  
**Previous Experience:** 1-2 years as an earth science technician.

**DUTIES**

Performs duties covered by the General Description Associate.

Collates information collected by surveys such as geological field surveys, seismic surveys and meteorological observations.

Analyses data using methodology prescribed by earth scientists to interpret survey results.

Presents results in graphic or written form by preparing maps, charts and diagrams, or writing reports.

**SPECIALISATIONS**

**Geology Technical Officer**

Analyses, records and maps geological survey information and investigates mineral extraction methods.

**Geophysical Technical Officer**

Analyses, records and maps geophysical data such as seismic, magnetic and gravity measurements.

**Meteorological Technical Officer**

Analyses, records and maps meteorological data to provide information such as public weather broadcasts.

**Soils Science Technical Officer**

**RELATED OCCUPATIONS**

Unit Group 2103 Geologists and Geophysicists  
Unit Group 2199 Other Natural Scientists

**3103-17 EARTH SCIENCE TECHNICIAN**

Performs a limited range of technical functions in support of earth scientists by making observations and measurements, recording and plotting information, collecting and analysing samples, and maintaining collections and equipment.

**SKILL LEVEL**

**Education:** 1 year certificate.  
**On-the-Job Training:** 3-6 months.

**DUTIES**

Performs duties covered by the General Description Technician.

Makes observations, takes measurements and collects samples.

Performs routine analysis and classification, and makes computations of measurements.

Prepares samples for testing.

Records testing activities and results.

Plots data against specific tables or past results to establish patterns.

Checks, calibrates, sets and maintains testing equipment including electronic equipment.

Presents results in standard forms.

**SPECIALISATIONS**

**Gravity Prospecting Observer**

**Seismic Prospecting Observer**

Takes measurements and records data for mineral prospecting surveys.

**Hydrological Technician**

**Hydrographer**

Measures and records rates of flow and levels of water, collects and analyses water samples and records and plots data.

**Meteorological Observer**

Analyses and records meteorological information.

**Geochemical Technician**

**Geology Technician**

**Geophysics Technician**

**Lapidary Technician**

**Mineral Separation Technician**

**Palaeontology Technician**

**Soil Science Technician**

**Well-Logging Technician**

**RELATED OCCUPATIONS**

Unit Group 2103 Geologists and Geophysicists  
Unit Group 2199 Other Natural Scientists

**3103-19 PHYSICS TECHNICAL OFFICER**

Carries out complex technical support functions in physics research, design and development activities.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.  
**Previous Experience:** 1-2 years as a physics technician.

**DUTIES**

Performs duties covered by the General Description Associate.

Carries out experiments, tests and analyses in physics.

Controls the use of research, computer and measurement facilities for technical work.

Develops instruments and equipment for physics research and experimentation.

Performs measurements and processes data.

May study physics problems and suggest solutions.

**SPECIALISATIONS**

**Optics Technical Officer**

**Spectroscopic Technical Officer**

**RELATED OCCUPATIONS**

Unit Group 2105    Physicists

**3103-21 PHYSICS TECHNICIAN**

Carries out a limited range of technical functions in physics, primarily by setting up and operating measuring equipment and recording experimental results.

**SKILL LEVEL**

**Education:** 1 year certificate.

**On-the-Job Training:** 3 months.

**DUTIES**

Performs duties covered by the General Description Technician.

Sets up and operates equipment for making physical measurements and operates physics research facilities following specifications and guidance from physicists.

Maintains and repairs test equipment.

May carry out routine data processing using computers.

**SPECIALISATION**

**Vacuum Technician**

**RELATED OCCUPATIONS**

Unit Group 2105    Physicists

**3103-23 TEXTILES TECHNICAL OFFICER**

Performs technical functions in various aspects of the design, production and quality control of textile products.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**Previous Experience:** 1-2 years as a technician.

**DUTIES**

Performs duties covered by the General Description Associate.

Analyses fibres and designs fabrics, and prepares specifications for their production.

Selects and develops dyestuffs and dyeing formulae for the production of given shades of fabric.

Obtains and analyses test data, and sets and maintains standards of quality.

Supervises production in textile plants in departments such as spinning, weaving, knitting, dyeing, finishing and garment manufacturing.

Establishes production allocation schedules and maintains and supervises the preparation of records and analytical reports.

**SPECIALISATIONS**

**Dyeing and Finishing Technical Officer**

**Fabric Design Technical Officer**

**3103-25 LIFE SCIENCE TECHNICAL OFFICER**

Carries out complex technical support functions in life sciences.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**Previous Experience:** 1-2 years as a life science technician.

**DUTIES**

Performs duties covered by the General Description Associate.

Isolates, identifies and collects living organisms and maintains collections of specimens.

Conducts field and laboratory studies of life forms.

Observes living organisms to study their appearance, behaviour and life cycles.

Conducts experiments and observes their results to detail the reaction of living organisms to stimuli such as the reaction of organisms to light and temperature, and the effect of environment, nutrition and chemical agents on organisms.

Sets up and uses experimental equipment.

Prepares specimens for microscopic observation by freezing, dehydrating, smearing, slicing and staining material and mounting it on glass slides.

Uses irradiation and radioactive isotopes and trace elements to conduct experiments.

May analyse and test soils for their effects on life forms.

May experiment with industrial and food production processes by observing the effects of bacteria and micro-organisms on fermentation or food processing.

May handle experiments on heredity by breeding rapidly developing organisms or by inducing mutations by irradiation.

**SPECIALISATIONS**

**Fisheries Technical Officer**

Studies aquatic life forms as part of the fishing industry.

**Forestry Technical Officer**

Co-ordinates forestry research projects and supervises forestry production work.

**Microbiology Technical Officer**

Studies microscopic life forms using magnifying equipment and may grow cultures of significant micro-organisms.

**Biology Technical Officer**

**Botany Technical Officer**

**Ecological Technical Officer**

**Zoology Technical Officer**

**RELATED OCCUPATIONS**

Unit Group 2107    Life Scientists

**3103-27 LIFE SCIENCE TECHNICIAN**

Carries out routine technical support functions in life sciences.

**SKILL LEVEL**

**Education:** 1 year certificate.

**On-the-Job Training:** 3 months.

**DUTIES**

Performs duties covered by the General Description Technician.

Maintains laboratory and field specimens such as animals, plants and micro-organisms.

Carries out experimental procedures such as taking animal blood samples, testing seed and experimental plants, cross pollinating plants, analysing soil, surveying and measuring forest trees.

Prepares chemicals, vaccines, toxoids, antiserums and hormones, inoculates animals and plants and records results.

Inspects and tests animals and plants for diseases.

Records experimental and test results, performs routine mathematical calculations and prepares graphs.

Collects, classifies and preserves specimens and samples.

Cleans and maintains equipment and facilities.

Breeds and maintains experimental plants and animals.

May perform minor surgical procedures on animals.

May assist with genetic and grafting experiments.

**SPECIALISATIONS**

**Animal Technician**

**Botanical Technical Assistant**

**Botanical Technician**

**Forest Assessor**

**Forestry Technician**

**Horticultural Technician**

**Hydroponics Technician**

**Mycological Technician**

**Plant Pathology Technician**

**Tree Marker**

**RELATED OCCUPATIONS**

Unit Group 2107 Life Scientists

**3103-29 AGRICULTURAL TECHNICAL OFFICER**

Carries out complex technical support functions and provides advice in areas of agriculture such as research, production servicing and marketing.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**Previous Experience:** 1-2 years as an agricultural technician.

**DUTIES**

Performs duties covered by the General Description Associate.

Examines the topographical, physical and soil characteristics of farmland to determine its most effective utilisation and identify nutrient deficiencies.

Assists in developing new methods of planting, fertilising, harvesting, processing and transporting crops to achieve optimum land usage.

Identifies pathogenic micro-organisms and insects, parasites, fungi and weeds harmful to crops and livestock, and assists in devising methods of control.

Analyses produce to set and maintain standards of quality.

Inspects livestock to gauge the effectiveness of feed formulae.

Assists in controlled breeding experiments to develop improved strains.

Advises producers on farming techniques and management.

Arranges the supply of drugs, vaccines and other chemicals and gives producers advice on their use.

Collects and collates data for research.

Plans slaughtering, harvesting and other aspects of production processes.

Solves production problems or arranges specialist advice for producers.

**SPECIALISATIONS**

**Cereals Technical Officer**

**Horticultural Technical Officer**

**RELATED OCCUPATION**

Occupation 2107-27 Agricultural Extension Officer

**3103-31 AGRICULTURAL TECHNICIAN**

Carries out routine technical support functions for agricultural research and production.

**SKILL LEVEL**

**Education:** 1 year certificate.

**On-the-Job Training:** 3 months.

**DUTIES**

Performs duties covered by the General Description Technician.

May prepare seedbeds, plant and fertilise crops in commercial, advisory or research situations.

May observe and record plant growth, health and productivity to monitor farming efficiency.

May arrange application of agents such as herbicides and insecticides to crops.

May assist in livestock feeding in commercial agriculture, as a service or for research.

May observe livestock at specified intervals to note changes in their physical condition revealed by appetite, lustre of coat or plumage, level of activity, weight variation, and egg or milk production and quality.

May administer medication to livestock under veterinary supervision, observing and recording physical condition.

May collect, examine and preserve semen for use in artificial insemination.

May record responses to diet variations.

**SPECIALISATIONS**

**Artificial Insemination Technician**

Inseminates female livestock by selecting semen, preparing female, placing semen dose into syringe, inserting syringe and injecting semen to fertilise livestock, and recording details.

**Dairy Technician**

**Field Crop Technician**

**Poultry Technician**



**MINOR GROUP 32**  
**ENGINEERING AND BUILDING**  
**ASSOCIATES AND TECHNICIANS**

Engineering and Building Associates and Technicians perform technical support functions to assist Building Professionals and Engineers in research, design, construction operations, maintenance of equipment and installations, resource estimation and site inspection.

**SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with a 2 year associate diploma.

**DUTIES** 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 and mechanical equipment; and estimating materials costs and quantities.

**CONTENT**

**3201 ELECTRICAL AND ELECTRONIC ENGINEERING ASSOCIATES AND TECHNICIANS**  
 3201-11 Electrical Engineering Associate  
 3201-13 Electrical Engineering Technician  
 3201-15 Electronics Engineering Associate  
 3201-17 Electronics Engineering Technician

**3207 BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATES AND TECHNICIANS**  
 3207-11 Building Technician  
 3207-13 Architectural Associate  
 3207-15 Surveying Associate

**3203 CIVIL ENGINEERING ASSOCIATES AND TECHNICIANS**  
 3203-11 Civil Engineering Associate  
 3203-13 Civil Engineering Technician

**3299 OTHER ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS**  
 3299-11 Metallurgical Technician  
 3299-99 Engineering and Building Associates and Technicians, nec

**3205 MECHANICAL ENGINEERING ASSOCIATES AND TECHNICIANS**  
 3205-11 Mechanical Engineering Associate  
 3205-13 Mechanical Engineering Technician

**UNIT GROUP 3201**  
**ELECTRICAL AND ELECTRONIC ENGINEERING**  
**ASSOCIATES AND TECHNICIANS**

Electrical and Electronic Engineering Associates and Technicians perform technical support functions ranging in complexity to assist engineers in research, design, manufacture, assembly, construction, operation and maintenance of electrical and electronic equipment, facilities and distribution systems.

**SKILL LEVEL**

The entry requirement for this unit group is a technician's or post-trade certificate, 2 year associate diploma or TAFE certificate. 2 months on-the-job training is usual.

**DUTIES** include:

- preparing drawings, plans and diagrams
- developing, constructing and testing prototype electronic devices
- assisting in design and layout of electrical installations and circuitry
- performing tests, graphing results, preparing charts
- estimating materials costs and quantities
- evaluating performance of equipment
- assisting engineers in commissioning non-standard equipment
- inspecting designs and finished products for compliance with specifications and regulations
- installing, testing and repairing equipment.

**CONTENT**

This Unit Group contains the following occupations:

- 3201-11 Electrical Engineering Associate
- 3201-13 Electrical Engineering Technician
- 3201-15 Electronics Engineering Associate
- 3201-17 Electronics Engineering Technician

**RELATED OCCUPATIONS**

Unit Group 2211      Electrical and Electronics Engineers

**3201-11 ELECTRICAL ENGINEERING  
ASSOCIATE**

Carries out complex technical functions in the planning, design, manufacture, assembly, construction, operation and maintenance of electrical facilities, installations, components, equipment and distribution systems.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**Previous Experience:** 2-4 years as an electrical engineering technician.

**DUTIES**

Performs duties covered by the General Description Associate.

Assists Electrical Engineers in the design and layout of electrical installations and circuitry on switchyards, substations, switchgear, cabling systems and motor control systems.

Prepares drawings, plans and diagrams of electrical installations and circuitry.

Estimates material costs and quantities.

Ensures that designs and finished products are within specifications, regulations and contract provisions.

Collects data, performs complex computations and prepares diagrams.

Assists in testing and commissioning of electrical equipment and installations and in the supervision of

operations and maintenance.

Assists with research and experimentation programs.

**SPECIALISATIONS**

**Electrical Engineering Design Draftsperson**

**Electrical Engineering Drafting Officer**

**Electrical Engineering Technical Officer**

**Relays Drafting Officer**

**Substation Design Draftsperson**

**RELATED OCCUPATION**

Occupation 2211-11 Electrical Engineer

**3201-13 ELECTRICAL ENGINEERING  
TECHNICIAN**

Carries out limited technical support functions in electrical engineering design, research, manufacture, construction, operation and maintenance.

**SKILL LEVEL**

**Education:** 1 year certificate, or post trade qualification.

**On-the-Job Training:** 2 months.

**DUTIES**

Performs duties covered by the General Description Technician.

Assists Electrical Engineers and Electrical Engineering Associates in field, workshop and office activities.

Performs tests.

Undertakes complex electrical workshop functions such as assemblies for protection relays, metering and indicating devices.

Assembles, installs, tests and calibrates electrical installations to conform with regulations and safety requirements.

**SPECIALISATIONS**

- Electrical Engineering Detail Draftsperson**
- Electrical Engineering Drafting Assistant**
- Electrical Instrument Technician**

**RELATED OCCUPATION**

Occupation 2211-11 Electrical Engineer

**3201-15 ELECTRONICS ENGINEERING ASSOCIATE**

Carries out complex technical functions in support of electronic equipment research, design, manufacture, installation and maintenance.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**On-the-Job Training:** 2-4 years as an electronics engineering technician.

**DUTIES**

Performs duties covered by the General Description Associate.

Assists Electronics Engineers in the development, design, testing, manufacture, assembly and maintenance of electronic equipment and associated circuitry such as radio, television, communications and process control equipment.

Prepares drawings, plans and diagrams for electronic engineering work.

Constructs and tests prototype electronic devices.

Undertakes more difficult and complex calibrations, tests and adjustments.

Collects and analyses data, carries out complex computations and prepares reports.

Estimates material costs and quantities.

Inspects designs and installations for conformity with specifications, drawings, contracts and regulations.

Evaluates the performance of electronic equipment.

Selects, commissions and maintains electronic equipment.

Develops specifications for, and assists engineers in the commissioning of, non-standard systems and equipment.

Organises and supervises maintenance activities, and diagnoses and directs rectification of faults in electronic equipment and systems.

May operate and maintain complex telecommunications equipment including computer controlled equipment.

May assist engineers in the design, manufacture and maintenance of process control and instrumentation systems using electronic, digital, electrical and

pneumatic sensors, signal systems, instruments, controllers, recorders and indicators.

**SPECIALISATIONS**

- Aircraft Electronics Technical Officer**
- Communications and Data Systems Drafting Officer**
- Communications Engineering Technical Officer**
- Control Systems Drafting Officer**
- Digital Controls Technical Officer**
- Electronics Engineering Design Draftsperson**
- Electronics Engineering Drafting Officer**
- Electronics Engineering Technical Officer**
- Flight Surveyor**
- Process Control Technical Officer**
- Radio Maintenance Officer**
- Telecommunications Technical Officer**

**RELATED OCCUPATIONS**

Occupation 2211-13 Electronics Engineer

Occupation 4399-99 Electrical and Electronics Tradespersons, nec

**3201-17 ELECTRONICS ENGINEERING TECHNICIAN**

Provides limited technical support functions in electronic research, design, manufacture, operation and maintenance.

**SKILL LEVEL**

**Education:** 1 year certificate, or post trade qualification.

**On-the-Job Training:** 2 months.

**DUTIES**

Performs duties covered by the General Description Technician.

Assembles circuitry for electronic equipment in accordance with technical manuals and engineers' instructions.

Tests electronic instruments and equipment, repairing or replacing defective components.

Calibrates electronic measuring and indicating instruments according to established standards.

Installs, tests, repairs and modifies electronic equipment, following technical manuals or engineers' instructions.

**SPECIALISATIONS**

- Aerial Survey Technician**  
Operates and maintains electronic equipment used in aerial survey work.
- Communications Electronic Systems Technician (Air Force)**
- Communications Engineering Technician**
- Electronics Detail Drafting Assistant**
- Electronics Detail Draftsperson**
- Printed Circuit Board Designer**
- Process Control Technician**
- Telemetry Technician**

**RELATED OCCUPATION**

Occupation 2211-13 Electronics Engineer

**UNIT GROUP 3203****CIVIL ENGINEERING ASSOCIATES AND TECHNICIANS**

Civil Engineering Associates and Technicians perform technical support functions ranging in complexity to assist Civil Engineers in research, design, construction, operations and maintenance.

**SKILL LEVEL**

The entry requirement for this unit group is a technician's or post-trade certificate, 2 year associate diploma or TAFE certificate. 2 months on-the-job training is usual.

**DUTIES** include:

- performing and/or directing field and laboratory tests of soils and construction materials
- collecting and analysing data, performing complex computations
- preparing sketches, charts, tabulations, plans and designs for drainage, water supply, sewage reticulation systems, roads, airports, dams and bridges
- estimating materials costs, organising maintenance and repairs
- inspecting civil engineering works.

**CONTENT**

This Unit Group contains the following occupations:

- 3203-11 Civil Engineering Associate
- 3203-13 Civil Engineering Technician

**RELATED OCCUPATION**

Occupation 2209-11 Civil Engineer

**3203-11 CIVIL ENGINEERING ASSOCIATE**

Carries out complex technical support functions in civil engineering research, design, construction, operations and maintenance.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**Previous Experience:** 2-4 years as a civil engineering technician.

**DUTIES**

Performs duties covered by the General Description Associate.

Assists Civil Engineers in their work.

Performs and directs fieldwork, laboratory testing and analysis of results.

Collects and analyses data, carries out complex computations and prepares diagrams.

Prepares drawings, plans and designs for construction work.

Estimates material costs and ensures finished works are within specifications, regulations and contract provisions.

Inspects civil engineering works and organises and supervises maintenance and repair work.

**SPECIALISATIONS**

Civil Engineering Design Draftsperson  
Civil Engineering Drafting Officer  
Civil Engineering Technical Officer  
Road Design Draftsperson  
Sewage Reticulation Drafting Officer  
Structural Design Draftsperson

**Structural Engineering Drafting Officer****RELATED OCCUPATIONS**

Unit Group 2209 Civil Engineers

**3203-13 CIVIL ENGINEERING TECHNICIAN**

Provides limited technical support functions in civil engineering research, design, construction, operations and maintenance.

**SKILL LEVEL**

**Education:** 1 year certificate, or post trade qualification.

**On-the-Job Training:** 2 months.

**DUTIES**

Performs duties covered by the General Description Technician.

Assists Civil Engineers and Civil Engineering Associates to conduct field and laboratory tests of construction materials and soils, and collect data for traffic surveys.

Prepares computations, sketches, charts and tabulations for civil engineering works such as drainage, water supply, sewage reticulation systems, roads, airports, dams, bridges and other structures.

**SPECIALISATIONS**

Civil Engineering Detail Draftsperson  
Civil Engineering Drafting Assistant

**RELATED OCCUPATIONS**

Unit Group 2209 Civil Engineers



**UNIT GROUP 3205**

**MECHANICAL ENGINEERING ASSOCIATES AND TECHNICIANS**

Mechanical Engineering Associates and Technicians perform technical support functions ranging in complexity to assist in mechanical engineering research and in the design, manufacture, construction, operation and maintenance of machines, manufacturing equipment, mechanical installations and facilities.

**SKILL LEVEL**

The entry requirement for this unit group is a technician's or post-trade certificate, 2 year associate diploma or TAFE certificate. 2 months on-the-job training is usual.

**DUTIES** include:

- installing new or modified mechanical assemblies, components, hydraulic power systems, machine tools and controls
- studying materials handling methods and recommending changes for cost reduction
- estimating materials costs, quantities and machinery requirements
- assisting mechanical engineers in mechanical equipment, tool and plant design
- performing and/or directing field or laboratory tests
- collecting and analysing data, performing complex computations
- inspecting and maintaining machinery and plant.

**CONTENT**

This Unit Group contains the following occupations:

- 3205-11 Mechanical Engineering Associate
- 3205-13 Mechanical Engineering Technician

**RELATED OCCUPATION**

Occupation 2213-11 Mechanical Engineer

**3205-11 MECHANICAL ENGINEERING ASSOCIATE**

Carries out complex technical support functions in mechanical engineering research and in the design, manufacture, construction, operation, production and maintenance of machines, manufacturing equipment, mechanical installations and mechanical facilities.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**Previous Experience:** 2-4 years as a mechanical engineering technician.

**DUTIES**

Performs duties covered by the General Description Associate.

Assists Mechanical Engineers in the design of mechanical equipment and plant.

Collects and analyses data, carries out complex computations and prepares diagrams.

Prepares drawings, plans and designs for mechanical engineering work.

Performs or directs field or laboratory testing and analysis of results.

Estimates material costs and quantities, and machinery requirements.

Ensures that designs and finished work are within specifications, regulations and contract provisions.

Selects tools and equipment.

Organises and supervises inspection and maintenance of machinery and plant.

**SPECIALISATIONS**

- Air-Conditioning Drafting Officer
- Heating and Ventilating Technical Officer
- Mechanical Engineering Design Draftsperson
- Mechanical Engineering Drafting Officer
- Mechanical Engineering Technical Officer
- Tool Design Draftsperson
- Tool Designer

**RELATED OCCUPATIONS**

Unit Group 2213 Mechanical Engineers

**3205-13 MECHANICAL ENGINEERING TECHNICIAN**

Carries out limited technical support functions in mechanical engineering research, design, construction, operations and maintenance.

**SKILL LEVEL**

**Education:** 1 year certificate, or post-trade qualification.

**On-the-Job Training:** 2 months.

**DUTIES**

Performs duties covered by the General Description Technician.

Performs workshop and field tests using standard instruments and methods.

Assembles and installs new or modified mechanical assemblies, components, machine tools and controls, and hydraulic power systems.

Studies materials handling methods and suggests changes to reduce handling costs.

Assists in developing quality control tests for products and components.

May design precision equipment, machine tools and production machinery.

#### SPECIALISATIONS

**Boiler Testing Technician**

**Hydraulic Controls Technician**

**Mechanical Detail Draftsperson**

**Mechanical Engineering Drafting Assistant**

**Pipe Testing Technician**

**Tool Design Detail Draftsperson**

#### RELATED OCCUPATIONS

Unit Group 2213 Mechanical Engineers

### UNIT GROUP 3207

## BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATES AND TECHNICIANS

Building, Architectural and Surveying Associates and Technicians perform technical support functions to assist builders, architects and surveyors in time, cost and resource estimation, data evaluation, design mapping construction, site supervision and inspection.

#### SKILL LEVEL

The entry requirement for this unit group is a 2-3 year associate diploma or TAFE certificate. Licensing may be required for Building Technicians.

#### DUTIES include:

- interpreting building plans, regulations and codes of practice
- calculating costs and estimating time scales
- preparing tenders, support contract bids and variations
- co-ordinating works programs for various trades
- inspecting work and materials for compliance with specifications, regulations and standards
- analysing architect's design, preparing preliminary sketches and working drawings, showing plans, elevations, sections, materials, plumbing, drainage carparking and landscaping layout
- collecting data using surveying instruments and photogrammetric equipment
- performing routine computations and plotting preliminary data
- preparing, editing and revising plans, maps, charts and drawings.

#### CONTENT

This Unit Group contains the following occupations:

- 3207-11 Building Technician
- 3207-13 Architectural Associate
- 3207-15 Surveying Associate

#### RELATED OCCUPATIONS

- Occupation 1601-13 Professional Builder
- Occupation 2201-11 Architect
- Unit Group 2205 Cartographers and Surveyors

#### 3207-11 BUILDING TECHNICIAN

Carries out complex technical and supervisory functions concerned with the physical and human resources used in the construction and maintenance of buildings.

#### SKILL LEVEL

**Education:** 2-3 year associate diploma, or post-trade qualification.

**Previous Experience:** 2-5 years in the building industry.

**Registration/Licensing:** State government licences may be required.

#### DUTIES

Assists Professional Builders in the planning and organising of building projects.

Interprets building plans, building regulations and codes of practice.

Calculates costs and estimates completion times to prepare tenders and to support contract bids and contract variations.

Arranges supplies of material and equipment.

Draws up detailed programs for site works and co-ordination of tradespersons.

Directs the progress of building work.

Inspects building work to ensure compliance with plans, specifications and regulations and that proper

techniques and materials are used.  
 Negotiates with subcontractors and others on commercial and technical matters.  
 Keeps records of building progress and of departures from design drawings or specifications.  
 Makes reports to builders and architects.  
 May supervise and co-ordinate the work of tradespersons and other workers.  
 May direct the activities of sub-contractors.  
 May perform building work.  
 May inspect existing buildings to assess conditions.  
 May give advice on building matters.  
 May work as building contractors in domestic and light commercial building work.

**SPECIALISATIONS**

- Building Construction Supervisor**
- Building Estimator**
- Building Foreman/woman**
- Clerk of Works**

**RELATED OCCUPATIONS**

- Minor Group 44 Building Tradespersons
- Occupation 1601-13 Professional Builder
- Occupation 1601-15 Building Contractor

**3207-13 ARCHITECTURAL ASSOCIATE**

Carries out complex technical support functions in architecture to implement architects' concepts by design and drawing preparation, estimation and site supervision.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**DUTIES**

Performs duties covered by the General Description Associate.  
 Prepares architectural drawings showing internal, external and other features of buildings.  
 Analyses architects' designs and prepares preliminary sketches and detailed instructions.  
 Makes calculations to determine quantity and quality of materials required.  
 Prepares working drawings showing plans, elevations, sections, typical details, materials, finishes and other aspects of building projects such as layouts, plumbing, drainage, carparking and landscaping.  
 Prepares material and labour cost estimates and calculates completion dates.  
 May represent architects on building sites to ensure

compliance with plans and specifications.  
 May assist in the preparation of building specifications.  
 May conduct negotiations with local governments and other authorities, and investigate pertinent codes and by-laws.

**SPECIALISATIONS**

- Architectural Drafting Officer**
- Architectural Technical Officer**

**RELATED OCCUPATIONS**

- Unit Group 2201 Architects and Landscape Architects

**3207-15 SURVEYING ASSOCIATE**

**Cartographic Associate**

Carries out technical support functions in surveying and cartography by collecting, recording and evaluating survey, photogrammetric and other data, and selecting, evaluating and using this data to draw and publish maps, charts and plans.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**DUTIES**

Performs duties covered by the General Description Associate.  
 Uses surveying instruments and photogrammetric equipment to obtain data for surveying purposes.  
 Records data, performs routine computations and plots preliminary data.  
 Collects and analyses source maps, survey data, photographs, computer records and other information.  
 Manipulates data to fit mapping formats.  
 Prepares, edits and revises plans, maps, charts, and other drawings.  
 Prepares finished material for reproduction and publication.

**SPECIALISATIONS**

- Engineering Survey Drafting Officer**
- Photogrammetrist**
- Photographic Interpreter (Air Force)**
- Topographic Drafting Officer**

**RELATED OCCUPATIONS**

- Unit Group 2205 Cartographers and Surveyors
- Unit Group 8411 Survey Hands

**UNIT GROUP 3299**

**OTHER ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS**

This unit group covers engineering and building associates and technicians not elsewhere classified.

**SKILL LEVEL**

The entry requirement for this unit group is a 1-2 year associate diploma or certificate.

**CONTENT**

This Unit Group contains the following occupations:

3299-11 Metallurgical Technician  
3299-99 Engineering and Building Associates and Technicians, nec

**3299-11 METALLURGICAL TECHNICIAN**

Provides technical support to metallurgists and other professionals, primarily by testing materials as part of mineral refining or metal processing, or for research purposes.

**SKILL LEVEL**

**Education:** 1-2 year associate diploma or certificate.

**DUTIES**

Performs duties covered by the General Description Technician.

Obtains samples for testing.

Sets up, cleans and maintains testing equipment.

Subjects materials to test procedures.

Records and reports results.

**SPECIALISATIONS**

**Dye Penetrant Testing Technician**

**Eddy Current Testing Technician**

**Heat Metal Technician**

**Magnetic Testing Technician**

**Non-Destructive Testing Technician**

**Physical Testing Technician**

**Pressure Testing Technician**

**Ultrasonic Technician**

**RELATED OCCUPATIONS**

Unit Group 2217 Metallurgists and Materials  
Scientists

**3299-99 ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS, nec**

This residual grouping covers engineering and building associates and technicians not elsewhere classified.

**SKILL LEVEL**

**Education:** 1-2 year associate diploma or certificate.

**SPECIALISATIONS**

**Aeronautical Engineering Technical Officer**

**Aircraft Detail Draftsperson**

**Aircraft Systems Technician (Air Force)**

**Airframe Technical Officer**

**Architectural Tracer**

**Avionics Systems Technician (Air Force)**

**Engineering Tracer**

**Lighting Design Drafting Officer**

**Mine Deputy**

**Mine Undermanager**

**Mine Ventilation Officer**

**Mining Detail Draftsperson**

**Mining Technician**

**Production Planning Officer (Engineering)**

**Shipbuilding Design Drafting Officer**

**Surveying Tracer**

**Welding Technical Officer**

**Welding Technician**

**MINOR GROUP 33**

**AIR AND SEA TRANSPORT TECHNICAL WORKERS**

Air and Sea Transport Technical Workers command and navigate aircraft and ships and perform technical functions to ensure their safe and efficient movement and operation.

**SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with a 2-4 year certificate or diploma.

**DUTIES** include:

controlling the movement of ships at sea and in ports and of aircraft in the air and on the ground, from on board or from a control tower; supervising and inspecting crew; inspecting machinery, equipment, aircraft and ships to ensure they are correctly loaded and mechanically sound; preparing for operation, and monitoring the performance of, ship and aircraft engines, and initiating action for their maintenance; and recording details of flight, voyage or maintenance operations.

**CONTENT**

**3301 AIRCRAFT PILOTS**  
3301-11 Aircraft Pilot

**3305 SHIP'S PILOTS AND DECK OFFICERS**  
3305-11 Ship's Captain  
3305-13 Ship's Officer  
3305-15 Master Fisherman/woman  
3305-91 Cadet Deck Officer

**3303 AIR TRANSPORT OPERATING SUPPORT WORKERS**  
3303-11 Air Traffic Controller  
3303-13 Flight Service Officer  
3303-15 Flight Engineer  
3303-17 Airways Surveyor  
3303-19 Airworthiness Surveyor  
3303-21 Examiner of Flightcrew  
3303-23 Aircraft Navigator  
3303-25 Aircraft Crewman/woman (Military and Rescue)  
3303-27 Loadmaster  
3303-91 Trainee Air Traffic Controller  
3303-93 Trainee Flight Service Officer  
3303-99 Air Transport Operating Support Workers, nec

**3307 MARINE ENGINEERS AND SURVEYORS**  
3307-11 Marine Engineer  
3307-13 Marine Engineer Surveyor  
3307-15 Marine Surveyor  
3307-91 Trainee Marine Engineer

## UNIT GROUP 3301 AIRCRAFT PILOTS

Aircraft Pilots fly aircraft to transport passengers, mail and freight, or to provide agricultural services.

### SKILL LEVEL

The entry requirement for this unit group is a 2-3 year certificate. 6 months on-the-job training is usual. Licensing is necessary.

### DUTIES include:

- preparing and submitting flight plans or examining standard flight plans
- ensuring that aircraft are properly loaded, mechanically sound and provided with adequate fuel
- checking flight controls, instruments, navigation equipment and radios before, during and after flight
- flying aircraft in accordance with established Air Traffic Control and aircraft operating procedures
- controlling aircraft on the ground and during take-off and landing
- monitoring information from instruments and other sources to maintain course and flight.

### CONTENT

This Unit Group contains the following occupation:

3301-11 Aircraft Pilot

### RELATED OCCUPATIONS

Unit Group 3303      Air Transport Operating Support Workers

#### 3301-11 AIRCRAFT PILOT

Flies aircraft to transport passengers, mail and freight, or to provide agricultural aviation services.

#### SKILL LEVEL

**Education:** 2-3 year certificate.

**On-the-Job Training:** Up to 6 months.

**Registration/Licensing:** Licence issued by government authority.

#### DUTIES

Examines standard flight plans noting the availability of navigational aids and other operational facilities, or prepares and submits flight plans giving consideration to factors such as weather conditions and aircraft performance.

Examines quantity of passengers and freight to be moved, location of pick-up and destinations, plus any requirement for additional equipment.

Assesses fuel requirements and availability, and arranges supply.

Examines maintenance releases and conducts inspections to ensure aircraft are mechanically sound, maintenance has been performed and that all equipment is operational.

Signs necessary certificates, accepting and relinquishing responsibility for aircraft, and maintains official records of flight details.

Ensures aircraft are properly loaded for flight.

Briefs crew on flight details and co-ordinates crew activities.

Conducts routine checks of flight controls, instruments, radio navigation aids and radios before, during and after flights.

Tunes radio navigation equipment.

Flies aircraft in accordance with established Air Traffic Control and aircraft operating procedures and ensures that flights are carried out in safety and that aircraft are efficiently operated.

Controls aircraft at all stages of operation, including taxiing and parking on the ground, take off and landing, climbing, descending, cruising and manoeuvring.

Obtains briefings and clearances before flights and maintains contact with air traffic or flight control during flights.

Monitors information from instruments and other sources to keep aircraft on track and flying safely, and calculates requirements for course and height changes.

May handle public relations with passengers by giving information such as summaries of aircraft movements, flight times and weather.

May pilot a variety of aircraft types including helicopters.

May operate on regular airline flights, commuter, charter and executive flights.

#### SPECIALISATIONS

##### Agricultural Pilot

Provides aerial services to agriculture.

Investigates treatment requirements, calculates quantities, inspects treatment areas and organises markers to guide aircraft.

Supervises the mixing and loading of treatment agents such as fertilizers and agricultural sprays.

Pilots aircraft to release agents.

##### Aircraft Captain

##### Commercial Pilot

##### Helicopter Pilot

**UNIT GROUP 3303**

**AIR TRANSPORT OPERATING SUPPORT WORKERS**

Air Transport Operating Support Workers perform a variety of functions to enable the safe movement and operation of aircraft in flight and on the ground.

**SKILL LEVEL**

The entry requirement for this unit group is a 1-3 year certificate. Experience of 5-15 years may also be required for some occupations in this unit group. 3-12 months on-the-job training is usual. Licensing may be required.

**DUTIES** include:

- monitoring the performance of aircraft engines, mechanical and fuel systems
- plotting and directing aircraft position in flight, using electronic navigational equipment
- directing aircraft movements in airspace and on the ground using radar, radio and lighting systems
- recording details of flight and operations
- informing flight crews and operations staff about weather conditions, operational facilities, flight plans and air traffic
- initiating and organising emergency, search and rescue services and procedures
- inspecting aircraft, flight crews, airways facilities and navigational aids to ensure compliance with standard specifications and procedures
- issuing certificates of airworthiness for aircraft, licensing aircraft maintenance organisations and personnel
- determining engineering action required to bring equipment to standard, approving design modifications and repairs to aircraft
- developing and reviewing standards for aircraft operations and maintenance.

**CONTENT**

This Unit Group contains the following occupations:

- 3303-11 Air Traffic Controller
- 3303-13 Flight Service Officer
- 3303-15 Flight Engineer
- 3303-17 Airways Surveyor
- 3303-19 Airworthiness Surveyor
- 3303-21 Examiner of Flightcrew
- 3303-23 Aircraft Navigator
- 3303-25 Aircraft Crewman/woman (Military and Rescue)
- 3303-27 Loadmaster
- 3303-91 Trainee Air Traffic Controller
- 3303-93 Trainee Flight Service Officer
- 3303-99 Air Transport Operating Support Workers, nec

**RELATED OCCUPATIONS**

- Unit Group 3301 Aircraft Pilots
- Unit Group 4211 Aircraft Maintenance Engineers

**3303-11 AIR TRAFFIC CONTROLLER**

Controls aircraft operations within controlled airspace and at controlled aerodromes by directing aircraft movements, providing operational control and aeronautical information services and by co-ordinating search and rescue assistance.

**SKILL LEVEL**

**Education:** 1-2 year certificate.

**Previous Experience:** 1-2 years as a trainee air traffic controller.

**DUTIES**

Supervises the collection, preparation, collation and dissemination of aeronautical information necessary for the safety, regulation and efficiency of air

navigation.

Provides pre-flight and in-flight information such as operational information for flight crews and airways operations staff, information on wind direction and strength, details of cloud cover and temperature, and altimeter settings.

Controls the initiation, continuation, diversion or termination of flights to ensure safety of aircraft operations.

Checks flight plans, position reports, flight levels, estimated arrival times at reporting points or destinations, and authorises changes of flight levels and altitudes.

Controls aircraft movements using radar or non-radar procedures and directing aircraft by radio according to accepted separation standards.

Controls aircraft movements on aerodromes by issuing runway clearances and directing taxiing, take-offs and landings.

Controls the operation of airport lighting systems including runway lights, approach lights, visual approach slope indicator systems, taxiway, obstruction and flood lights, and hazard and aerodrome beacons.

Communicates with other air traffic control and flight service centres and units to co-ordinate activities.

Activates stand-by radio and electrical power equipment in emergencies.

Alerts airport fire crew and emergency or search and rescue services when aircraft are in difficulties or uncertainty arises regarding the safety of aircraft or occupants.

Organises search and rescue assistance to aircraft in distress and the provision of aid to survivors of aircraft accidents and forced landings.

May instruct air traffic control trainees and conduct on-the-job training of licenced controllers upgrading their ratings.

### 3303-13 FLIGHT SERVICE OFFICER

Provides advice and information required for the safe and efficient conduct of aircraft flying within assigned airspace.

#### SKILL LEVEL

**Education:** 1-3 year certificate.

**Previous Experience:** 1-3 years as a trainee flight service officer.

**Registration/Licensing:** Licence issued by government authority.

#### DUTIES

Provides pre-flight briefings and aeronautical information services to pilots.

Accepts and distributes flight plans.

Provides pilots flying in uncontrolled airspace with information of other aircraft in their vicinity.

Advises changes in weather conditions and in the operational status of facilities such as aerodromes, navigational aids and communications.

Monitors the progress of flights.

Initiates search and rescue action in the event of emergencies or if aircraft are overdue.

Operates communications and other facilities such as radio transmitters and receivers, radio navigational aids, airport and runway lights, direct speech communication channels and telecommunications.

### 3303-15 FLIGHT ENGINEER

Maintains liaison between aircraft captains and engineering maintenance staff, and advises captains on operational engineering matters.

#### SKILL LEVEL

**Previous Experience:** 5 years as an aircraft maintenance engineer.

**On-the-Job Training:** Up to 6 months.

**Registration/Licensing:** Licence issued by government authority.

#### DUTIES

Inspects aircraft documents regarding operational status of aircraft.

Completes cockpit preparations and external inspections to determine that aircraft are acceptable for flight.

Operates aircraft engines and systems in accordance with captains' instructions.

Monitors aircraft mechanical performance at all times and reports on mechanical condition of engines, especially abnormal trends or malfunctions.

Manages fuel feed systems and computes fuel consumption.

Monitors communications to maintain awareness of altimetry and aircraft flight paths.

Diagnoses and assesses defects and malfunctions and records these in aircraft technical logs.

Maintains flight logs concerning operational data, periodical instrument readings and flight path comparisons.

Reads normal and emergency checklists and alternate procedures when required.

Initiates emergency procedures for aircraft engines systems in co-ordination with pilots.

Services aircraft and certifies airworthiness when ground staff are not available.

#### RELATED OCCUPATIONS

Unit Group 3301 Aircraft Pilots

Unit Group 4211 Aircraft Maintenance Engineers

### 3303-17 AIRWAYS SURVEYOR

Flight tests airways facilities, examines aircraft operations, tests navigational aids and procedures and pilot control to ensure standards and safety of air transport are maintained.

#### SKILL LEVEL

**Previous Experience:** 10-15 years as an aircraft pilot.

**On-the-Job Training:** 1 year.

**Registration/Licensing:** Licence issued by government authority.

#### DUTIES

Develops and reviews operational standards, specifications and procedures for aircraft operations.

Conducts ground inspections and reports on the condition of aerodromes checking aspects such as operational limits, licencing, and layout of lighting and marking.

Inspects aircraft for performance details, instrumentation, emergency equipment performance, cargo handling, and search and rescue facilities.

Conducts surveys into aspects of aircraft operations such as the application of rules of the air, instrument approach and holding techniques, assignment of air space and the provision of meteorological services.

Examines requests for changes to standards of operations, facilities and procedures, and investigates International Airways Organisation proposals.

Revises operational manuals and air navigation orders.

#### RELATED OCCUPATION

Occupation 3201-15 specialisation, Flight Surveyor



**3303-19 AIRWORTHINESS SURVEYOR**

Examines aircraft and checks manufacturers' service documents to assess the condition of aircraft and recommend engineering action or approve airworthiness certification.

**SKILL LEVEL**

**Previous Experience:** 8 years as an aircraft maintenance engineer.

**Registration/Licensing:** Licence issued by government authority.

**DUTIES**

Inspects aircraft to assess compliance with design, manufacture, maintenance and performance standards. Issues airworthiness certificates for suitable aircraft. Approves designs for modifications or repairs to aircraft. Details engineering action required to bring equipment to standard. Investigates aircraft defects and airworthiness aspects of aircraft accidents. Approves engineering content of aircraft maintenance manuals, including overhaul and inspection intervals. Examines and controls licencing and sets standards for aircraft maintenance organisations and personnel.

**SPECIALISATIONS**

- Airworthiness Surveyor (Airframes)
- Airworthiness Surveyor (Electrical and Instruments)
- Airworthiness Surveyor (Engines)
- Airworthiness Surveyor (Radio)

**RELATED OCCUPATIONS**

Unit Group 4211 Aircraft Maintenance Engineers

**3303-21 EXAMINER OF FLIGHTCREW**

Develops and reviews standards and procedures for aircrews to maintain the safety of air operations.

**SKILL LEVEL**

**Previous Experience:** 10-15 years as an aircraft pilot.

**On-the-Job Training:** 1 year.

**Registration/Licensing:** Licence issued by government authority.

**DUTIES**

Conducts flight checks and ground inspections of flightcrews. Reports on the operational efficiency of domestic and international air services, aircraft operators, flightcrews and training organisations, and on the training and licencing of pilots. Issues and renews instrument ratings for pilots. Examines requests for changes in flightcrew operational standards. Ensures that recommended standards and procedures for aircraft operation are interpreted and applied uniformly. Advises on aircraft performance, instrumentation, emergency equipment, and requirements for aerodromes and associated training areas. Advises on requirements for navigation aids and airways facilities.

Examines and recommends on aspects of operations manuals, assists with theoretical examinations and prepares and revises air navigation regulations and orders.

**SPECIALISATION**

**Flight Engineer Inspector**

Reviews standards and procedures and conducts flight checks and ground inspections of Flight Engineers.

**3303-23 AIRCRAFT NAVIGATOR**

Establishes and monitors aircraft positions in flight, plots and directs aircraft courses, prepares flight plans and provides operational support to pilots.

**SKILL LEVEL**

**Education:** 1 year certificate.

**On-the-Job Training:** 3-6 months.

**Registration/Licensing:** Licence issued by government authority.

**DUTIES**

Uses navigational aids and charts to plot aircraft courses. Operates electronic navigational equipment. Monitors air and weather conditions and calculates their effect on aircraft operations. Prepares flight plans prior to flights. Keeps logs of flight details. Provides operational support to pilots during flights. Carries out observations during maritime flights. Assists with the operations of strike and weapons systems. May perform training and teaching functions. May be involved in staff work.

**SPECIALISATION**

**Observer (Navy)**

**3303-25 AIRCRAFT CREWMAN/WOMAN (MILITARY AND RESCUE)**

Assists air pilots, air navigators and other air crew members in the operation of military and rescue aircraft.

**SKILL LEVEL**

**On-the-Job Training:** 1 year.

**DUTIES**

Acts as an observer to detect, locate and report military forces, fires, and persons in need of rescue. Operates radio and navigation equipment. Administers first aid. May operate aircraft rescue equipment and perform rescue procedures.

**SPECIALISATIONS**

- Air Observer (Rescue)
- Helicopter Observer (Rescue)

**3303-27 LOADMASTER**

Directs the loading and unloading of military aircraft, the despatch of personnel and equipment in flight, and the operation and despatch of rescue equipment, as a member of an aircrew.

**SKILL LEVEL**

**On-the-Job Training:** 1 year.

**DUTIES**

Directs the loading and unloading of military aircraft. Controls the despatch of paratroopers and air-delivered cargoes.

Implements and ensures adherence to inflight safety procedures for passengers on cargo aircraft and helicopters.

Obtains customs and quarantine papers and liaises with associated officials on behalf of passengers and aircrew.

Operates air rescue equipment on helicopters.

Administers first aid to injured passengers and crew members.

**RELATED OCCUPATION**

Occupation 5503-11 specialisation, Aircraft Load Controller

**3303-91 TRAINEE AIR TRAFFIC CONTROLLER**

Undergoes training in the theoretical aspects of air traffic control, and practical training in air traffic control operations, to gain certification as an Air Traffic Controller.

**SKILL LEVEL**

**Education:** Employers may set entry requirements.

**DUTIES**

Studies, and obtains experience on air traffic control equipment such as radio, radar and flight control equipment.

Under direction progressively undertakes the duties of Air Traffic Controller, according to a training program.

**3303-93 TRAINEE FLIGHT SERVICE OFFICER**

Undergoes training in the theoretical aspects of flight service work, and practical training in flight service operations, to obtain certification as a Flight Service Officer.

**SKILL LEVEL**

**Education:** Employers may set entry requirements.

**DUTIES**

Studies, and obtains experience on flight control equipment such as radio transmitters and receivers and navigational aids.

Under direction progressively undertakes the duties of Flight Service Officer, according to a training program.

**3303-99 AIR TRANSPORT OPERATING SUPPORT WORKERS, nec**

This residual grouping covers air transport operating support workers not elsewhere classified.

**SKILL LEVEL**

**Education:** 6-12 month certificate.

**SPECIALISATIONS**

**Airborne Electronics Analyst**

**Air Defence Officer**

**UNIT GROUP 3305****SHIP'S PILOTS AND DECK OFFICERS**

Ship's Pilots and Deck Officers control and navigate, or provide specialised service to, vessels used in water transport, and command crew.

**SKILL LEVEL**

The entry requirement for this unit group is a 1-4 year certificate or diploma. Experience of 5 years may be required, and 6-12 months on-the-job training is usual. Licensing is required.

**DUTIES include:**

- directing and supervising ship's officers and/or deck crew in the performance of their duties
- directing the movement of vessel and the stowage and discharge of cargoes
- determining vessel's position, using electronic and non electronic navigational aids
- communicating with ship and shore stations and encoding and decoding data for radio transmissions
- keeping watch for specified periods at sea and in port
- recording vessel's progress, crew's activities, weather and sea state
- directing fishing operations, maintaining catch records and arranging marketing and sales.

**CONTENT**

This Unit Group contains the following occupations:

- 3305-11 Ship's Captain
- 3305-13 Ship's Officer
- 3305-15 Master Fisherman/woman
- 3305-91 Cadet Deck Officer

**3305-11 SHIP'S CAPTAIN**

**Ship's Master**

Controls the operations of vessels used in water transport, and commands ships' officers and crew.

**SKILL LEVEL**

**Previous Experience:** 5-9 years as a ship's officer.

**On-the-Job Training:** 1 year.

**Registration/Licensing:** Certificate issued by government authority.

**DUTIES**

Directs and co-ordinates the work of all departments on board vessels.

Controls the safety of vessels and their equipment, cargo, passengers and crew.

Controls the navigation of vessel.

Supervises ships' officers in the performance of their duties such as watchkeeping and ballasting.

Represents owners of vessels and takes responsibility for the safe, efficient and economic operation of vessels.

Ensures compliance with local, national and international regulations pertaining to the safety of life at sea and protection of the marine environment.

Communicates with ship and shore stations using radio-telephones.

Gives instructions to tugs to assist in berthing and departure operations.

May discipline people on board vessels.

May command vessels of particular types such as tankers, fishing vessels or ships of limited size, or operating in limited geographical areas.

**SPECIALISATIONS**

**Marine Pilot**

**Ship's Pilot**

Gives advice to other masters to steer for safe passage through confined or hazardous waterways such as harbours and rivers where special skill and knowledge of area is required.

**Tug Master**

Command tugs to tow ships and barges in harbours and inland waters.

**Dredge Master**

**Ferry Master**

**Fishing Vessel Master**

**Hovercraft Operator**

**Hydrofoil Operator**

**Merchant Ship's Captain**

**Pearling Skipper**

**Trawler Master**

**3305-13 SHIP'S OFFICER**

Navigates and controls the safe operation of ships at sea, in port and at anchor, co-ordinates the activities of the deck crew, and controls cargo stowage, loading

and unloading operations.

**SKILL LEVEL**

**Education:** 1-4 year degree, diploma or certificate.

**Previous Experience:** 5 years as a cadet deck officer.

**On-the-Job Training:** 6 months.

**Registration/Licensing:** Certificate issued by government authority.

**DUTIES**

Stands bridge watch for specified periods at sea.

Determines the position of ships using navigational aids such as radar, decca, omega, satellite navigator and echo sounders.

Supervises steering and keeps ships on safe track.

Records the progress of ships and the daily activities of deck departments.

Observes and records weather and sea state, including temperature and barometric pressure.

Encodes and decodes data for radio transmission, and uses data to determine safe passage for ships.

Maintains a safe lookout and ensures continued protection of the marine environment.

Keeps anchor and port watches.

Plans and controls the stowage and discharge of cargos.

Supervises loading, unloading and ballasting operations.

Ensures that fire-fighting and life-saving equipment is ready for immediate use.

Directs the activities of the deck crew for navigational support duties, berthing and unberthing, maintenance, cleaning and painting of superstructures, and repair and replacement of defective deck gear and equipment.

Supervises the performance of safety drills.

May communicate with shore stations and other ships using radiotelephones, signal lamps or code flags.

May assume command if master becomes incapacitated.

**SPECIALISATIONS**

**Seaman Officer (Navy)**

**Ship's Mate**

**Ship's Navigating Officer**

**3305-15 MASTER FISHERMAN/WOMAN**

Controls fishing operations to catch and preserve fish, crustacea and molluscs.

**SKILL LEVEL**

**Education:** 1-6 month certificate.

**Previous Experience:** 2 years as a fisherman/woman.

**Registration/Licensing:** Master Fisherman's Licence.

**DUTIES**

Plots course and computes position using navigational aids.

Operates radio, radar, sonar, echo sounder and other navigational and fishing aids.

Monitors and interprets weather patterns and obtains radio weather forecasts.

Uses nets, lines, poles, pots and traps at varying depths to catch fish, molluscs and crustacea.

Directs fishing operations by employing knowledge of species sought, fishing grounds, seasons and capability of vessel and crew.

Directs and assists crew in fishing operations and sorting, cleaning, preserving, stowing and refrigerating the catch.

Records daily activities in ships' logs.

Maintains records of catch.

Inspects vessels and gear to ensure proper maintenance.

Oversees repair or replacement of defective items.

Purchases supplies and equipment.

Supervises and assists in the loading, unloading and storage of supplies, equipment and catch, and the preserving, processing and marketing of catch.

Keeps accounts and other records.

May be involved in diving operations.

May harvest shellfish from sea bed using towed dredges or rakes.

#### RELATED OCCUPATIONS

Unit Group 8925 Fishermen/women, Deckhands and Seamen/women

#### 3305-91 CADET DECK OFFICER

Receives theoretical training in seamanship, and practical experience in the operation of vessels, to obtain certification as a Ship's Officer.

#### SKILL LEVEL

**Education:** Year 12.

#### DUTIES

Under direction progressively undertakes the duties of Ship's Officer, according to a training program.

### UNIT GROUP 3307

#### MARINE ENGINEERS AND SURVEYORS

Marine Engineers and Surveyors operate and maintain ship machinery and inspect vessels, machinery and hulls to establish and implement safety standards and procedures.

#### SKILL LEVEL

The entry requirement for this unit group is a 2-4 year certificate or diploma. Experience of 7-8 years as a Marine Engineer is required for Marine Engineer Surveyors. Marine Surveyors require 8-11 years experience as a Marine Engineer Surveyor. 1 year on-the-job training is usual.

#### DUTIES include:

- operating, testing and repairing main propulsion engine, auxiliary machines and domestic systems
- standing engine room watches at sea and in port
- approving design plans of ship hulls and equipment and specifying standards of construction
- inspecting ship hulls, machinery and equipment during construction and throughout ship's life to ensure that standards are met and maintained
- measuring vessels for the calculation of tonnage, registration and the issue of safety certificates
- establishing, and monitoring the implementation of standards for the safe handling, stowage and carriage of bulk cargoes
- investigating the causes of marine casualties, accidents, machine and equipment failures.

#### CONTENT

This Unit Group contains the following occupations:

3307-11 Marine Engineer  
3307-13 Marine Engineer Surveyor  
3307-15 Marine Surveyor  
3307-91 Trainee Marine Engineer

#### RELATED OCCUPATIONS

Occupation 2219-15 Naval Architect  
Occupation 7303-13 Marine Engine and Boiler Operator

#### 3307-11 MARINE ENGINEER

##### Ship's Engineer Officer

Controls the operation and maintenance of machinery

and equipment in ships' engine rooms.

#### SKILL LEVEL

**Education:** 2-4 year degree, diploma or certificate.

**On-the-Job Training:** 1 year.

**Registration/Licensing:** Certificate of Competency issued by government authority.

**DUTIES**

Stands engine room watches at sea and in port on a rostered basis.  
 Prepares ships' main propulsion engines and auxiliary machinery such as boilers, steam turbines, diesel engines, electrical power generators, steering gear and engine cooling water systems.  
 Tests all machinery and systems for correct operation and sets and tests automatic control and alarm systems.  
 Regulates main propulsion engines in response to bridge commands and operates auxiliary machinery.  
 Monitors machinery operation and records operating conditions.  
 Assesses the performance of machinery and diagnoses faults.  
 Repairs and maintains machinery and equipment.  
 Attends to electrical plant.  
 Operates, maintains and repairs auxiliary and domestic systems such as fuel, oil, fresh water, refrigeration, air-conditioning and fire control systems.  
 Records use of consumable stores and spare parts and tools.  
 Supervises engine room workers.  
 May service electrical and refrigeration machinery and appliances.

**SPECIALISATION**

**Motor Vessel Engineer Officer**

**RELATED OCCUPATION**

Occupation 7303-13 Marine Engine and Boiler Operator

**3307-13 MARINE ENGINEER SURVEYOR**

Surveys machinery and hull of ships to ensure they are constructed, equipped and maintained according to safety standards, rules and regulations laid down by marine authorities.

**SKILL LEVEL**

**Previous Experience:** 7-8 years as a marine engineer.

**On-the-Job Training:** 1 year.

**Registration/Licensing:** Certificate of Competency issued by government authority.

**DUTIES**

Examines and approves design plans of hulls and equipment such as main propulsion engines, auxiliary boilers and turbines, electrical power generating plant and systems, refrigeration and air conditioning plant and pumping systems.  
 Specifies standards of construction and witnesses tests of materials.  
 Inspects hulls, machinery and equipment during construction to ensure standards are met.  
 Conducts periodical surveys throughout the ship's life to ensure that standards are maintained.  
 Investigates the causes of marine casualties, machine

and equipment failures, and boiler and other pressure vessel explosions.

Witnesses tests and operation of emergency and safety machinery and equipment.

Measures ships for tonnage and surveys them for load line assignment.

May examine Marine Engineers for Certificate of Competency.

**3307-15 MARINE SURVEYOR**

Develops and monitors the implementation of safety standards and procedures for marine survey work in relation to hulls, equipment and cargoes of Australian registered ships.

**SKILL LEVEL**

**Previous Experience:** 8-11 years as a marine engineer surveyor.

**On-the-Job Training:** 1 year.

**Registration/Licensing:** Certificate of Competency from government authority.

**DUTIES**

Conducts investigations into marine casualties and accidents and provides technical advice to Courts of Marine Enquiry.

Tests and inspects new equipment submitted for approval for Australian vessels.

Surveys vessels for the issue of safety certificates and for the calculation of tonnages.

Sets and monitors the implementation of standards for the safe handling, stowage and carriage of bulk cargoes including grain, petroleum, chemical and gas products, livestock and dangerous goods.

Develops standards and procedures of marine survey work in relation to mobile oil rigs, submersibles, and air cushioned vessels.

Measures ships for registration, and calculates tonnage.

Performs inspections required by Pollution of the Sea by Oil Act.

Advises on and formulates changes to acts and regulations effecting navigation.

May adjust magnetic compasses.

**3307-91 TRAINEE MARINE ENGINEER**

Undergoes training in the theoretical aspects of marine engineering and gains practical experience in the operation and maintenance of marine engines and equipment to gain a certificate as a marine engineer.

**SKILL LEVEL**

**Education:** Year 12.

**DUTIES**

Under direction progressively undertakes duties of Marine Engineer, according to a training program.

**SPECIALISATION**

**Cadet Marine Engineer**



**MINOR GROUP 34  
REGISTERED NURSES**

Registered Nurses treat and provide specialised care for the physically or mentally ill or disabled, the elderly, and mothers and their new-born babies. They provide health counselling for individuals and families.

**SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with a 3-4 year hospital-based certificate or 3 year diploma. Specialist nurses require additional training. Registration is required.

**DUTIES** include:

assisting in the examination of patients; administering prescribed treatment; monitoring patients' progress; discussing cases with Medical Practitioners and Social Professionals; and maintaining records of their activities.

**CONTENT**

<b>3401</b>	<b>REGISTERED NURSES</b>
3401-01	Nursing Supervisor
3401-11	Registered General Nurse
3401-13	Registered Community Health Nurse
3401-15	Registered Midwife
3401-17	Registered Mental Retardation Nurse
3401-19	Registered Psychiatric Nurse
3401-91	Student Registered Nurse
3401-99	Registered Nurses, nec

## UNIT GROUP 3401 REGISTERED NURSES

Registered Nurses treat and care for the physically and mentally ill or disabled, the elderly and mothers and their new-born babies in hospitals, nursing homes, medical centres and the community. They advise individuals and families on health matters.

### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year hospital-based certificate or 3 year diploma. Specialist nurses require additional training. Registration is required.

### DUTIES include:

- assisting medical practitioners to examine patients
- administer treatment, and deliver babies
- administering prescribed treatment in the form of medication and therapy to patients suffering from physical or mental disorders
- monitoring patient's condition, reactions to medication and other treatment, and the progress of childbirth
- conferring with psychiatrists, psychologists, social workers, occupational therapists and other workers to evaluate the condition of psychiatric patients and intellectually disabled persons and to plan therapy and rehabilitation programs
- instructing and advising on nutrition, child care, family planning, disease prevention and other health matters
- maintaining records of patients' progress and treatment administered.

### CONTENT

This Unit Group contains the following occupations:

3401-01 Nursing Supervisor  
3401-11 Registered General Nurse  
3401-13 Registered Community Health Nurse  
3401-15 Registered Midwife  
3401-17 Registered Mental Retardation Nurse  
3401-19 Registered Psychiatric Nurse  
3401-91 Student Registered Nurse  
3401-99 Registered Nurses, nec

### RELATED OCCUPATIONS

Unit Group 1315	Directors of Nursing
Occupation 2505-25	Nurse Educator
Unit Group 6603	Enrolled Nurses

### 3401-01 NURSING SUPERVISOR

Charge Nurse  
Charge Sister

Supervises and co-ordinates the activities of Registered Nurses.

#### SKILL LEVEL

**Previous Experience:** 3-5 years as a registered nurse.

**Registration/Licensing:** Required as a registered nurse.

#### DUTIES

Performs duties covered by the General Description Supervisor.

#### SPECIALISATION

Ward Supervisor

### 3401-11 REGISTERED GENERAL NURSE

Provides nursing care for patients in hospitals, nursing homes, extended care facilities and other institutions, and in the community.

#### SKILL LEVEL

**Education:** 3-4 year degree, diploma or hospital-based certificate, or 1 year graduate course for registered psychiatric nurses.

**Registration/Licensing:** Required as a registered nurse.

#### DUTIES

Assesses, plans, implements and evaluates nursing care for patients according to accepted nursing practice and standards.

Works in consultation with medical practitioners and members of health teams.

Administers medications and treatments.

Observes, records and reports on changes in patients' conditions and their reactions to drugs and other treatments.



Promotes health and assists in the prevention of ill health by participating in health education and other health promotion activities.

May be responsible for medical supplies and sterile instruments.

May supervise and co-ordinate the work of enrolled nurses and other workers.

**3401-13 REGISTERED COMMUNITY HEALTH NURSE**

Provides nursing care and health counselling to individuals and families at home, schools, workplaces, health centres or in any other community environment, to maintain health and prevent disease.

**SKILL LEVEL**

**Education:** 3-4 year degree, diploma or hospital-based training plus graduate degree, diploma or post-basic certificate.

**Registration/Licensing:** Required as a registered nurse.

**DUTIES**

Administers prescribed treatment to patients suffering from physical or mental disorders.

Examines school students and evaluates their health and physical development.

Co-ordinates activities in day hospitals.

Instructs classes in health education, disease prevention and related subjects, and counsels on health matters.

Liaises with welfare workers.

Advises families on the care of ill persons in the home and teaches appropriate skills.

May advise on occupational health and safety.

May provide nursing care and health education services in situations or areas where medical practitioners are not available.

**SPECIALISATIONS**

**Domiciliary Nurse**

Provides nursing care at patients' homes.

**Infant Welfare Nurse**

**Maternal and Child Health Nurse**

Monitors the development of babies and toddlers, advises mothers on breast feeding and children's nutritional and behavioural problems, provides health education and maintains babies' health records.

**Occupational Health Nurse**

Attends to injuries and general health care of workers at industrial sites and other work places.

**3401-15 REGISTERED MIDWIFE**

Provides specialised nursing care to mothers and their babies.

**SKILL LEVEL**

**Education:** 3-4 year degree, diploma, or hospital-based training plus graduate degree, diploma or post-basic certificate.

**Registration/Licensing:** Required as a registered midwife.

**DUTIES**

Provides advice and assistance to women during pregnancy, childbirth and in the post-natal period.

Assists with normal and complicated births.

Assesses progress and recognises warning signs of abnormal or potentially abnormal pregnancies requiring referral to a medical practitioner.

Monitors condition of mother and foetus during labour.

Provides health education classes and seminars to promote the health of mothers and infants.

Gives nutritional, child care and family planning advice.

Performs normal deliveries and provides emergency care.

May supervise the work of students and enrolled nurses and co-ordinate the care given by other health workers.

**3401-17 REGISTERED MENTAL RETARDATION NURSE**

Provides nursing care to intellectually handicapped people.

**SKILL LEVEL**

**Education:** 3-4 year degree, diploma or hospital-based certificate, or 1 year post-basic course for registered nurses.

**Registration/Licensing:** Required as registered mental retardation nurse.

**DUTIES**

Attends to nursing care of patients, giving individual care including supervision of personal hygiene.

Observes, records and reports to supervisors or medical practitioners on developments in patients' conditions.

Confers with Psychologists, Social Workers, Occupational Therapists and other workers to evaluate patients' conditions and plan rehabilitation programs.

Aids patients' families to understand patients' social, intellectual and psychological needs.

Maintains rehabilitation programs including behaviour modification.

Assists in providing occupational therapy according to patients' abilities.

May supervise the work of students and enrolled nurses and co-ordinate the care given by other health workers.

**3401-19 REGISTERED PSYCHIATRIC NURSE**

Provides nursing care to patients with mental and emotional problems who are undergoing psychiatric treatment in hospitals, clinics or private homes.

**SKILL LEVEL**

**Education:** 3-4 year degree, diploma or hospital-based certificate, or 1 year post-basic course for registered nurses.

**Registration/Licensing:** Required as registered psychiatric nurse.

**DUTIES**

Attends to nursing care of patients, administering prescribed medications and treatments, and supervising nutrition and personal hygiene.

Observes, records and reports to supervisors or medical practitioners symptoms, reactions and changes in the patient's condition.

Confers with Psychiatrists, Psychologists, Social Workers, Occupational Therapists and other workers to evaluate patients' conditions and plan therapy.

Encourages and supports patients' participation in work functions and recreational, community and other activities to build up self-confidence and to develop relationships with others.

May supervise the work of students and enrolled nurses and co-ordinate the care given by other health workers.

May counsel patients at home or in clinics, and evaluate patients' adjustment in the community.

**3401-91 STUDENT REGISTERED NURSE**

Under supervision, trains to learn the skills of a registered nurse, and undertakes nursing studies.

**SKILL LEVEL**

**Education:** Year 12.

**DUTIES**

Performs less complex nursing duties consistent with the stage of training reached.

Attends classes, demonstrations and other formal training activities.

**SPECIALISATION**

**Student Registered Psychiatric Nurse**

**3401-99 REGISTERED NURSES, nec**

This residual grouping covers registered nurses not elsewhere classified.

**SKILL LEVEL**

**Education:** 3-4 year degree, diploma or hospital-based training plus graduate degree, diploma or post-basic certificate.

**Registration/Licensing:** Required as a registered nurse.

**SPECIALISATIONS****Intensive Care Nurse**

Provides continuous nursing care to patients by taking frequent observations, monitoring life support systems and medication.

**Neurosurgical Nurse**

Provides nursing care and assists neurosurgeons in surgery to treat disorders of the nervous system.

**Oncological Nurse**

Specialises in nursing care involved with cancer prevention, detection, research and treatment by surgery, radiotherapy and chemotherapy.

**Operating Theatre Nurse**

Provides assistance to surgeons and is responsible for supplies and materials needed for operations.

**Paediatric Nurse**

Provides nursing care for children from birth up to and including adolescence.

**Spinal Injuries Nurse**

Provides nursing care to patients in orthopaedic wards and assists other health workers in rehabilitation processes.

**Coronary Care Nurse****Geriatric Care Nurse**

**MINOR GROUP 35**  
**POLICE**

Police enforce the law and maintain public order by discouraging offences and dealing with offenders.

**SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with a 15 week to 2 year certificate.

**DUTIES** include:

patrolling public areas; investigating complaints and offences; observing, pursuing, arresting and interviewing suspects; and maintaining records and preparing reports.

**CONTENT**

<b>3501</b>	<b>POLICE</b>
3501-01	Police Supervisor
3501-11	Policeman/woman
3501-13	Detective

## UNIT GROUP 3501 POLICE

Police investigate crimes, arrest offenders, patrol public areas, attend the scenes of accidents and perform other duties of law enforcement and maintenance of public order.

### SKILL LEVEL

The entry requirement for this unit group is 15 weeks in-service training.

### DUTIES include:

- patrolling an assigned area on foot or in a radio controlled vehicle to check security
- investigating crimes, minor offences and citizens' complaints
- pursuing, arresting and interviewing persons suspected of crimes
- observing traffic and issuing traffic infringement notices
- examining scenes of crimes and searching property or premises for evidence
- searching suspects for weapons, stolen or illegal goods
- checking licensed premises to ensure that licensing laws are obeyed
- preparing briefs or reports for police files or for use in court
- testifying or presenting prosecution cases in court
- taking statements and collecting evidence at scenes of traffic accidents.

### COMMENT

Under any of these occupation titles, police officers may be designated according to rank and/or branch of police work. Police Commissioners and Commissioned Police Officers are classified from in Unit Groups 1201 General Managers and 1319 Commissioned Officers (Management) respectively, because their duties are primarily managerial.

### CONTENT

This Unit Group contains the following occupations:

- 3501-01 Police Supervisor
- 3501-11 Policeman/woman
- 3501-13 Detective

#### 3501-01 POLICE SUPERVISOR

##### Police Station Sergeant

Supervises and co-ordinates the activities of shift personnel at police stations or on patrol.

### SKILL LEVEL

**Previous Experience:** 5 years as a policeman/woman.

### DUTIES

Performs duties covered by the General Description Supervisor.

Prepares and amends daily and weekly staffing rosters.

Assigns duties to police personnel and informs them of departmental orders, major crimes or special investigations.

Ensures that prisoners are searched when arrested, and questions them in accordance with regulations.

Maintains contact with police on duty away from the station, to allocate patrol officers to attend calls.

Checks logbooks and records kept by station personnel and patrol officers to ensure proper recording of information.

Writes reports and tells relieving shift officers of incidents during shift, complaints received and investigations made.

Attends to telephone enquiries from the public and police.

Checks that articles confiscated from prisoners, or handed in to the station as lost property, are tagged

and stored in accordance with police procedures.

May conduct tests on persons suspected of driving under the influence of alcohol or drugs.

May prepare court briefs and testify or present police prosecution cases in court.

#### 3501-11 POLICEMAN/WOMAN

Maintains public order, and enforces laws by investigating crimes, patrolling public areas and arresting offenders.

### SKILL LEVEL

**Education:** 15 to 20 weeks in-service training.

### DUTIES

Patrols assigned areas on foot or in radio controlled vehicles to check security of property and watch for unusual or illegal activity.

Directs and reroutes traffic at congested areas.

Attends disputes affecting public order.

Investigates minor crimes and misdemeanours.

Stops suspicious persons and questions them about their activities.

Gathers information about crimes and accidents by talking to victims and witnesses, and taking notes and statements in writing.

Responds to citizens' complaints and attends scenes of disturbances or crimes.

Arrests and searches suspects for weapons, stolen or illegal goods, ensuring compliance with police procedures.

Checks licensed establishments to ensure licensing laws are obeyed.

Issues infringement notices for traffic offences.

May prepare briefs from which evidence is given in court.

May give evidence and present police prosecution in court.

May test persons suspected of driving under the influence of alcohol or drugs.

May check the identity and intentions of persons entering security areas.

May guard designated people and buildings.

May identify explosive devices and ensure the safety of persons and property threatened.

May examine scenes of crimes or accidents to locate and obtain evidence for testing and analysis.

**3501-13 DETECTIVE**

**Plain Clothes Police Officer**

Investigates serious crimes such as homicide, armed robbery, vice and arson, and gathers evidence to arrest

and prosecute criminals.

**SKILL LEVEL**

**Previous Experience:** 5 years as a policeman/woman.

**On-the-Job Training:** 1 month.

**DUTIES**

Examines scenes of crimes to collect clues and gather evidence such as fingerprints.

Questions suspects and takes statements.

Interviews witnesses to crimes and associates of suspects, and records information to be used in court.

Searches premises and property for evidence.

Examines documents, files and other items relevant to the solving of crimes.

Arrests criminals.

Collects and co-ordinates reports from other police to establish clues.

Prepares reports for police files and for presentation in court.

Reports progress of investigations to superior officers.

May testify in court or present prosecution cases.

May escort prisoners for trial.

May escort and guard seized goods while in transit.

May perform undercover work.



**MINOR GROUP 39**  
**MISCELLANEOUS PARA-PROFESSIONALS**

This residual minor group covers Para-Professionals not elsewhere classified.

**SKILL LEVEL**

The entry requirement for this minor group is a 1-2 year certificate.

**CONTENT**

**3901 WELFARE PARA-PROFESSIONALS**  
3901-11 Community Worker  
3901-13 Parole Officer  
3901-15 Welfare Officer  
3901-17 Youth Worker

**3911 PRISON OFFICERS**  
3911-01 Chief Prison Officer  
3911-11 Prison Officer

**3903 PERFORMING ARTS SUPPORT WORKERS**  
3903-01 Supervisor, Performing Arts Support Workers  
3903-11 Sound Technician  
3903-13 Motion Picture Camera Operator  
3903-15 Television Equipment Operator  
3903-17 Broadcast Transmitter Operator  
3903-19 Light Technician  
3903-99 Performing Arts Support Workers, nec

**3913 PROCUREMENT OFFICERS**  
3913-11 Purchasing Officer  
3913-13 Commodities Buyer  
3913-15 Retail Buyer

**3905 INSPECTORS AND REGULATORY OFFICERS**  
3905-01 Supervisor, Inspectors and Regulatory Officers  
3905-11 Building Inspector  
3905-13 Safety Inspector  
3905-15 Primary Products Inspector  
3905-17 Train Examiner  
3905-19 Customs Investigator  
3905-21 Health Inspector  
3905-23 Arbitration Inspector  
3905-25 Water Usage Inspector  
3905-27 Corporate Safety Officer  
3905-29 Insurance Assessor (except Health)  
3905-31 Traffic Inspector  
3905-99 Inspectors and Regulatory Officers, nec

**3915 SPORTSPERSONS AND RELATED WORKERS**  
3915-11 Coach (Sport)  
3915-13 Jockey  
3915-15 Other Sportspersons  
3915-17 Racecourse Official  
3915-19 Referee  
3915-91 Apprentice Jockey

**3907 CHILD CARE CO-ORDINATORS**  
3907-11 Child Care Co-ordinator

**3999 OTHER PARA-PROFESSIONALS**  
3999-01 Supervisor, Other Para-Professionals  
3999-11 Radio Telegraphist  
3999-13 Museum and Art Gallery Technician  
3999-15 Library Technician  
3999-17 Layout Artist  
3999-19 Window Dresser  
3999-21 Interior Decorator  
3999-23 Photographic Studio Assistant  
3999-25 Photograph Retoucher  
3999-27 Forms Analyst and Designer  
3999-29 Credit and Loans Analyst  
3999-31 Park Ranger  
3999-33 Military Disciplinary Supervisor  
3999-35 Wool Classer  
3999-37 Hide and Skin Classer  
3999-99 Para-Professionals, nec

**3909 AMBULANCE OFFICERS**  
3909-11 Ambulance Officer

## UNIT GROUP 3901

### WELFARE PARA-PROFESSIONALS

Welfare Para-Professionals provide support, information and advice to individuals or groups on emotional, financial, recreational, health, housing and other social matters, and evaluate and co-ordinate the services of welfare and community service agencies.

#### SKILL LEVEL

The entry requirement for this unit group is a 2 year associate diploma or certificate. Some occupations require 1-5 years experience in social welfare work.

#### DUTIES include:

- assessing community need and resources for health, welfare, housing, employment, training and other facilities and services
- monitoring and reporting on the progress of parolees
- advising on available community services to aid rehabilitation
- interviewing disadvantaged individuals and groups
- assessing the nature and extent of difficulties
- writing reports and submitting recommendations
- referring clients to appropriate agencies
- designing recreational activities for young people.

#### CONTENT

This Unit Group contains the following occupations:

3901-11 Community Worker  
3901-13 Parole Officer  
3901-15 Welfare Officer  
3901-17 Youth Worker

#### RELATED OCCUPATIONS

Occupation 2601-13 Community Social Worker  
Occupation 2601-15 Social Case Worker  
Occupation 2999-17 Recreation Officer

#### 3901-11 COMMUNITY WORKER

##### Community Development Officer

Organises and works with agencies and groups concerned with social problems.

#### SKILL LEVEL

**Education:** 2 year associate diploma or certificate.

**Previous Experience:** 1-5 years in social welfare work.

#### DUTIES

Evaluates resources devoted to health, welfare, recreation, housing, employment, training and other community facilities.

Interprets identified needs for community organisations, social agencies and groups, and stimulates their interest and enlists co-operation.

Provides leadership and co-ordinates programs.

Prepares reports and assists with budgeting and policy formulation.

#### SPECIALISATION

**Neighbourhood Centre Co-ordinator**

#### RELATED OCCUPATIONS

Unit Group 2601 Social Workers

#### 3901-13 PAROLE OFFICER

Supervises offenders who have been released from corrective institutions on condition that they report regularly.

#### SKILL LEVEL

**Education:** 2 year associate diploma or certificate.

#### DUTIES

Establishes contact with offenders and investigates their social history, both before and during detention.

Interviews offenders, their families, employers and teachers to obtain relevant information.

Submits reports and recommendations on whether offenders should be granted parole.

Arranges for treatment or employment of offenders as directed by courts.

Supervises parolees and advises them on such matters as education, employment, finance, housing and other community services which may help in rehabilitation.

Conducts regular interviews with parolees and reports on their progress.

Maintains contact with families to help solve problems of readjustment and rehabilitation.

May assist in determining which cases fall in the jurisdiction of the court system and which should be referred to other agencies.

May supervise adult or juvenile offenders.



**SPECIALISATION**

**Probation Officer**

Prepares reports for courts and parole boards on social and personal aspects of cases.  
Supervises probationers.

**3901-15 WELFARE OFFICER**

**Social Worker Associate**

Provides assistance to individuals or groups experiencing social, emotional or financial difficulties.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.  
**Previous Experience:** 1-5 years in social welfare work.  
**Registration/Licensing:** Required in some States.

**DUTIES**

Assists social workers in specialised welfare areas, involving children, older people, handicapped people, families, migrants, single parents, disadvantaged aboriginals and islanders, and people in institutions. Visits and interviews people.  
Assesses the nature and extent of difficulties and writes reports.  
Provides social support and advice to homeless people, families or people undergoing crisis such as victims of domestic violence and alcoholics.  
May co-ordinate employment training programs.

**SPECIALISATIONS**

**Residential Care Worker**

Provides care and support to disabled people and their families.

Assists with social and living skills, and training for people unable to live independently or work in open employment.

**RELATED OCCUPATIONS**

Unit Group 2601 Social Workers

**3901-17 YOUTH WORKER**

**Youth Leader**

**Youth Officer**

Assists young people as individuals or groups to solve their social, emotional or financial problems in an agency framework.

**SKILL LEVEL**

**Education:** 2-3 year associate diploma or certificate.  
**Previous Experience:** 1-5 years in social welfare work.  
**Registration/Licensing:** Required in some States.

**DUTIES**

Assists young people in schools, corrective institutions, hospitals, recreation areas, youth refuges or at home. Provides support and information about available welfare and other community services.  
Designs activities for young people such as sports, handicrafts, dancing, drama, hiking and bushwalking. May plan and organise activities for young people in the community, such as establishing and supervising clubs.  
May work under the supervision of a social worker.

**RELATED OCCUPATION**

Occupation 2999-17 Recreation Officer

**UNIT GROUP 3903**

**PERFORMING ARTS SUPPORT WORKERS**

Performing Arts Support Workers provide technical and other assistance for the production, recording and/or broadcasting of artistic performances.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-12 month certificate. 1-3 years on-the-job training is usual.

**DUTIES** include:

- operating motion picture or television cameras to record events or scenes on film or video tape or for direct telecast
- positioning microphones, recording sounds or operating equipment to mix and regulate the quality and volume of sound from several sources
- operating console to monitor and control radio and television broadcasts
- applying make-up to performers taking part in stage, television or motion picture productions
- selecting, positioning and operating lighting equipment to illuminate set or studio during stage performance, television broadcast or motion picture scenes
- designing, fabricating and using various devices to create special sounds and visual effects for broadcasting, motion picture and stage productions.

**CONTENT**

This Unit Group contains the following occupations:

- 3903-01 Supervisor, Performing Arts Support Workers
- 3903-11 Sound Technician
- 3903-13 Motion Picture Camera Operator
- 3903-15 Television Equipment Operator
- 3903-17 Broadcast Transmitter Operator
- 3903-19 Light Technician
- 3903-99 Performing Arts Support Workers, nec

**3903-01 SUPERVISOR, PERFORMING ARTS SUPPORT WORKERS**

Supervises and co-ordinates the activities of workers engaged in monitoring, controlling and operating technical equipment used in support of performing arts.

**SKILL LEVEL**

**Education:** 1-2 year certificate.

**Previous Experience:** 3-5 years as a performing arts support worker.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Studies continuity, script and details of production to plan desired effects.

Confers with production personnel to co-ordinate technical aspects, and suggests changes in technical plans.

May direct maintenance and repair of technical equipment.

**SPECIALISATIONS****Supervising Technician, Radio Operations**

Supervises and co-ordinates the activities of workers engaged in recording, editing and broadcasting material for radio productions.

**Supervising Technician, TV Production Operations**

Supervises and co-ordinates the activities of workers engaged in recording and broadcasting material for television productions.

**Lighting Supervisor**

**Supervisor, Sound Recording and Reproduction Equipment Operators**

**3903-11 SOUND TECHNICIAN**

Operates technical equipment to amplify, enhance, record, mix and reproduce sound in support of performing arts.

**SKILL LEVEL**

**Education:** 3 month certificate.

**On-the-Job Training:** 3 years.

**DUTIES**

Determines sound requirements for individual items as directed by supervisor.

Sets up equipment in accordance with the acoustics of the area and selects, places and adjusts microphones.

Monitors audio signals and operates console controls to adjust the output of microphones or tape feeds.

Monitors audio input/output to detect quality deviations or malfunctions.

Adjusts controls to maintain correct sound levels.

Prepares equipment and performs minor maintenance.

May perform dubbing and editing duties.

May assemble programs from taped segments and reproduce copies from master recordings.

May obtain tapes and records from libraries.

May instruct performers regarding microphone usage.

May thread tape and activate recording machines.

May identify content and playing time of tapes.

**SPECIALISATIONS****Sound Mixer****Audio Operator  
Audio Technician**

Operates multi-channel sound mixing consoles and associated equipment to regulate volume and quality of sound from several audio feeds.

**Sound Recordist****Dubbing Projectionist (Sound Mixing)**

Records sound during production on magnetic tape or film and mixes complex sound tracks for major film productions.

**Dubbing Machine Operator****Re-recording Mixer****Sound Editor****Video and Sound Recorder****3903-13 MOTION PICTURE CAMERA OPERATOR**

Sets up and operates cameras to photograph scenes for motion pictures.

**SKILL LEVEL**

**Education:** 3 month certificate.

**On-the-Job Training:** 1-3 years.

**DUTIES**

Confers with Director of Photography to receive instructions regarding types of film and lenses to be used, focus and distance settings, and camera angles.

Selects and attaches lenses and film magazines to cameras and adjusts focus and distance settings.

Views scenes through view finders and makes final adjustments to cameras.

Starts cameras and photographs scenes.

Moves cameras and adjusts controls to follow action of scenes being photographed.

Works in motion picture studios or on location.

**3903-15 TELEVISION EQUIPMENT OPERATOR**

Operates television equipment in studio or outdoors, to record, edit, mix or prepare material for broadcast.

**SKILL LEVEL**

**Education:** 3 month certificate.

**On-the-Job Training:** 1-3 years.

**DUTIES**

Selects and sets up equipment and accessories.  
 Adjusts controls of equipment for required settings.  
 Monitors equipment during operation to ensure efficient operation.  
 May instruct other workers to move and set up equipment.  
 May consult with other technical workers such as Light Technicians to obtain required results.  
 May operate equipment in conjunction with sound equipment.  
 May transport equipment and set it up on location.

**SPECIALISATIONS**

**Television Camera Operator**

Operates cine or electronic television cameras, in studios or outdoors, to record events or scenes for direct telecast or for recording.

**Telecine Operator**

**Vision Mixer**

**3903-17 BROADCAST TRANSMITTER OPERATOR**

Operates consoles to control radio or television broadcast transmitters.

**SKILL LEVEL**

**Education:** 3 month certificate.

**On-the-Job Training:** 3 years.

**DUTIES**

Observes meters and indicators to monitor broadcast transmitters.  
 Verifies that equipment operating levels such as power output, radiated frequency and modulation percentage meet standards.  
 Adjusts console controls to correct discrepancies in transmission.  
 Operates controls to switch program origination from one studio to another, to site of remote broadcast, or to network as indicated by program schedule or on signal from studio manager.  
 Operates microwave equipment to transmit video information to transmitter site or receives video signal from remote location.  
 May repair radio transmitters and associated equipment using electronic test equipment.

**RELATED OCCUPATIONS**

Occupation 4311-11 Broadcasting Tradesperson

**3903-19 LIGHT TECHNICIAN**

Positions, sets up and operates lighting equipment to illuminate sets or studios during stage performances, television broadcasts or motion picture productions.

**SKILL LEVEL**

**Education:** 3 month certificate.

**On-the-Job Training:** 3 years.

**DUTIES**

Studies scripts and confers with production personnel to determine lighting effects.  
 Co-ordinates activities with electrical crew in erecting metal scaffolding to support lighting equipment.  
 Selects and positions equipment, such as spotlights and floodlights, manually or using hoists.  
 Arranges cables into groups and connects conduits to sources of electricity supply, using portable junction boxes.  
 Operates lights during filming or broadcasting, following script.  
 Varies intensity of light, using silk, spun glass or gelatin diffusion discs over lens of light source.  
 Maintains and repairs lighting equipment.  
 May arrange for transportation of lighting equipment to remote locations.

**3903-99 PERFORMING ARTS SUPPORT WORKERS, nec**

This residual grouping covers performing arts support workers not elsewhere classified.

**SKILL LEVEL**

**Education:** 3-12 month certificate.

**On-the-Job Training:** 1-3 years.

**SPECIALISATIONS**

**Make-up Artist**

Studies production requirements such as character, period, setting and situation, creates designs for make-up and applies make-up to performers to suit their roles.

**Microphone Boom Operator**

Positions microphones on adjustable booms for performers during filming of motion pictures or television broadcasts.

**Sound Effects Person**

**Special Effects Person**

Designs, fabricates and operates devices to simulate sound and visual effects for performing arts productions.

**Continuity Person**

**Costume Designer**

Co-ordinates wardrobe requirements for costumes for television, theatre and film productions and acquires, hires and cares for costumes.

## UNIT GROUP 3905

### INSPECTORS AND REGULATORY OFFICERS

Inspectors and Regulatory Officers conduct inspections to enforce government standards and regulations, industrial awards, or industry standards, to maintain and improve the quality of services, or in relation to insurance.

#### SKILL LEVEL

The entry requirement for this unit group is a 1-4 year degree, diploma or certificate. 2-4 years experience in a relevant area may be required. 1-3 years on-the-job training is usual.

#### DUTIES include:

- inspecting animal, fish or plant products and processing establishments to ensure conformity with government standards and health regulations
- inspecting factories and other work sites, machinery and equipment, working conditions, railway freight cars, public places and waste disposal sites to ensure conformity with government standards and regulations or with industrial awards
- regulating irrigation, alteration of water courses, drilling, or artesian and sub-artesian bores and the construction of stock water facilities
- examining cargo and mail for export or import, passengers, luggage, crew, aircraft and ships departing for and arriving from overseas, and documents concerned with customs and related legislation
- inspecting insured buildings, vehicles and commercial and industrial establishments to evaluate conditions and practices affecting insurance risk and to develop safety programs
- analysing accidents to determine causes.

#### CONTENT

This Unit Group contains the following occupations:

3905-01 Supervisor, Inspectors and Regulatory Officers  
 3905-11 Building Inspector  
 3905-13 Safety Inspector  
 3905-15 Primary Products Inspector  
 3905-17 Train Examiner  
 3905-19 Customs Investigator  
 3905-21 Health Inspector  
 3905-23 Arbitration Inspector  
 3905-25 Water Usage Inspector  
 3905-27 Corporate Safety Officer  
 3905-29 Insurance Assessor (except Health)  
 3905-31 Traffic Inspector  
 3905-99 Inspectors and Regulatory Officers, nec

#### 3905-01 SUPERVISOR, INSPECTORS AND REGULATORY OFFICERS

Supervises and co-ordinates the activities of inspectors and regulatory officers.

##### SKILL LEVEL

**Previous Experience:** 2-3 years as an inspector or regulatory officer.

**On-the-Job Training:** 2-4 years.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 3905-11 BUILDING INSPECTOR

Enforces, advises on and interprets laws and regulations governing building construction.

##### SKILL LEVEL

**Education:** 2-3 year associate diploma or certificate, or post trade qualification.

**Previous Experience:** 2-5 years in the building industry.

**Registration/Licensing:** May be required.

##### DUTIES

Interprets building plans, building regulations and codes of practice.

Inspects building work to ensure compliance with plans, specifications and regulations, and that proper techniques and materials are used.

Maintains records of building progress and of departures from design drawings or specifications.

Assesses building plans submitted for approval.

May inspect existing buildings to assess conditions.

May give advice on building matters.

##### SPECIALISATIONS

**Electrical Installation Inspector**

**Plumbing and Drainage Inspector**

**RELATED OCCUPATIONS**

Occupation 3207-11 Building Technician  
 Minor Group 44 Building Tradespersons

**3905-13 SAFETY INSPECTOR**

Enforces, advises on and interprets laws and regulations governing safety in construction and other industries.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a tradesperson.

**Registration/Licensing:** Certificate of Competency required.

**DUTIES**

Inspects old and new structures for safety hazards and warns owners of their legal duty to correct unsafe conditions.

Inspects and tests mechanical devices such as boilers, lifting equipment and pressure vessels.

Enforces industrial safety regulations to eliminate unsafe working conditions and health hazards in industrial plants.

May test air to detect toxic or explosive gases or dust.

**SPECIALISATIONS**

**Mines Inspector**

Observes activities in underground or open-pit mines to detect violations of mine-safety regulations and unsafe conditions such as rotten or incorrectly placed timbers, defective electrical and mechanical equipment and improperly stored explosives.

**Boilers and Pressure Vessels Inspector**

**Gas Examiner**

**Lifts and Cranes Inspector**

**3905-15 PRIMARY PRODUCTS INSPECTOR**

Inspects animals, plants and agricultural produce to ensure conformity with government standards and health regulations.

**SKILL LEVEL**

**Education:** 2-4 year associate diploma or certificate.

**On-the-Job Training:** 3-6 months.

**Registration/Licensing:** May be required.

**DUTIES**

Examines produce at farms, processing plants, wholesale markets, places of storage or shipment.

Tests produce for purity and grading and advises producers on all aspects of produce handling.

Examines specimens of produce or live animals and crops to detect and identify diseases or insect and other damage and rejects those of sub-standard quality.

Checks produce such as meat, fruit, vegetables and grains during processing to establish quality, size and grade of product.

Ensures that ingredients used in processing fall within standards of purity and grading.

Examines imported plants and animals, and products such as timber, seeds or dried fruits and makes quarantine arrangements.

Ensures that required standards of hygiene are observed at storage, processing and packing facilities and in transport vehicles.

Advises primary producers on economic aspects of disease eradication and informs producers and the general public of health implications of diseases and impurities.

Advises on the identification of pests and diseases and on regulations pertaining to grading, packing and loading of products.

May aid in the prevention of diseases communicable to man.

May appear in court in cases involving breaches of regulations.

**SPECIALISATIONS**

**Dairy Produce Inspector**

Inspects machinery, buildings and equipment at dairy farms, milk depots, dairies and milk shops to ensure that required standards of construction, repair and cleanliness are observed.

Tests milk and milk products for purity and grading.

**Fish Exports Inspector**

Enforces commercial fishing regulations, tests produce for grading and quality and inspects storage, processing, handling and transport facilities to ensure standards are maintained.

**Horticultural Inspector**

**Meat Inspector**

**Quarantine Inspector**

**Sugar Cane Inspector**

**3905-17 TRAIN EXAMINER**

Inspects rolling stock in railway yards, terminals or stations to ensure adherence to rules and regulations.

**SKILL LEVEL**

**Previous Experience:** 2-3 years in railway operations.

**On-the-Job Training:** 7 months.

**DUTIES**

Examines empty freight wagons and carriages for condition and correct classification.

Directs the removal of defective wagons and cars from service for repair.

Inspects handling and servicing of wagons containing perishable freight to ensure adherence to regulations.

Expedites return to service of cars carrying freight.

Checks areas for empty foreign wagons and authorises movement.

Reviews conductors' siding reports for correct compilation and submission.

Prepares reports on handling of cars and perishable freight.

Recommends action to supervisors to correct irregularities.

**SPECIALISATION**

**Locomotive Inspector**

**3905-19 CUSTOMS INVESTIGATOR**

Administers and enforces customs and related legislation.

**SKILL LEVEL**

**Education:** Year 12.

**On-the-Job Training:** 1 year in service.

**DUTIES**

Assists with customs control of overseas passengers, crew, aircraft, ships and imported cargo and mail.

Examines and assesses documents and conducts clearance of imported goods.

Carries out random check programs of documents and commodities to detect illegal removal of dutiable goods.

Initiates action, such as the preparation of reports and documents, when offences are detected.

Investigates suspected breaches of customs and related legislation.

May make arrests and give evidence in court.

**SPECIALISATION****Customs Examining Officer****3905-21 HEALTH INSPECTOR****Health Surveyor**

Enforces laws and regulations governing health and hygiene standards.

**SKILL LEVEL**

**Education:** 2-4 year degree or associate diploma.

**On-the-Job Training:** 2 years.

**DUTIES**

Inspects restaurants, hotels, cafeterias and other public places covered by sanitation laws to check ventilation, sanitation, sewage and drainage arrangements.

Investigates reports of infectious diseases and pest infestation.

Visits plants where food, drugs, cosmetics and similar items are manufactured to investigate sanitary conditions and health and hygiene habits of people handling products.

Inspects waste disposal sites to ensure that pollution control regulations are followed.

May institute legal proceedings and give evidence in courts relating to the enforcement of acts and regulations.

**SPECIALISATIONS****Industrial Hygiene Inspector****Water Quality Inspector****3905-23 ARBITRATION INSPECTOR****Industrial Inspector**

Investigates award breaches, and checks that conditions of arbitration and conciliation awards are being observed.

**SKILL LEVEL**

**Education:** Year 12.

**Previous Experience:** 1-5 years as a clerk.

**On-the-Job Training:** 3 months.

**DUTIES**

Carries out inspections, makes inquiries and interviews employers and employees to determine whether the provisions of awards are being observed.

Investigates and reports on complaints.

Advises employers and employees on their obligations and rights and the means of complying with the provisions of awards.

Collects evidence, prepares recommendations and provides assistance in relation to prosecutions.

**3905-25 WATER USAGE INSPECTOR**

Monitors the use of water resources and water distribution equipment and investigates and advises on applications for water use.

**SKILL LEVEL**

**Education:** 2 year certificate.

**Previous Experience:** 2-3 years as a clerk.

**DUTIES**

Receives applications for licences to use water.

Assesses applications relating to the demands already on water resources and the nature of proposals such as size of pump to be used and acreage and type of crop to be irrigated.

Investigates hydrological records to determine ability of water resources to meet new requirements.

Performs site inspections.

Maintains records and prepares reports covering factors relating to licences.

Participates in advisory board meetings.

Investigates complaints concerning flooding, construction of unauthorised work or obstructions to water courses, and the need for stock route water facilities.

Administers regulations relating to the licensing of water use and artesian and sub-artesian bores.

Prepares and presents evidence in courts relating to appeals against the issue or the refusal of issue of licences, or prosecutions for breaches of acts.

Supervises the removal of sand and gravel from water courses and the work of drilling contractors involved with bore construction and reconditioning to ensure that they meet statutory requirements.

Conducts pumping tests on bores and measures flows and pressures of artesian bores.

Provides landholders with technical advice on bore construction and reconditioning.

Maintains and repairs water level observation bores.

Organises and supervises government bore sinking operations such as the construction of stock route water facilities.

May carry out minor surveys of water courses and irrigation areas.

**SPECIALISATIONS****Boring Inspector**

Monitors the use of bore water and bore facilities, supervises the activities of drilling contractors and provides landholders with technical advice on bore construction and reconditioning.

**Stream Control Officer**

Monitors the use of surface water including irrigation water, and carries out investigations, prepares reports and submits recommendations on applications from landholders to irrigate from, or make any alterations to, water courses.

**3905-27 CORPORATE SAFETY OFFICER**

Inspects employer's machinery, equipment and working conditions to ensure conformity with fire, safety and sanitary standards and regulations.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a tradesperson or machine operator.

**Registration/Licensing:** Certificate of Competency may be required.

**DUTIES**

Examines equipment specifications and inspects and tests equipment such as hoisting devices, machine shields, ladders, scaffolding, materials handling equipment, storage and hot water tanks, safety devices and clothing to ensure conformity with safety standards and serviceability.

Observes workers to ensure protective devices are being utilised according to regulations and that combustible or hazardous materials are used and stored according to approved procedures.

Conducts tests in work areas to detect toxic fumes, explosive gas-air mixtures or other work hazards, using testing instruments.

Examines new and reconditioned equipment to ensure conformity with safety standards.

Ensures fire prevention materials and other safety supplies, such as first aid kits, stretchers and blankets are kept to predetermined standards.

Investigates accidents and unsafe working conditions, studies causes, and recommends action.

Assists in conducting safety meetings and campaigns.

Organises education and training in general safety principles and techniques in keeping with statutes and regulations.

May report unsafe conditions and careless actions of workers to supervisors.

**3905-29 INSURANCE ASSESSOR (EXCEPT HEALTH)**

Inspects insured properties to evaluate conditions affecting underwriting standards and develops and promotes safety programs.

**SKILL LEVEL**

**Education:** 1-2 year certificate.

**Previous Experience:** 5 years as an insurance clerk.

**DUTIES**

Inspects buildings and vehicles, and the operations of commercial and industrial establishments, to assess physical conditions and work practices.

Compiles data affecting premiums.

Prepares reports and recommends action to reduce risks.

Analyses claims and accident-history data or inspects scenes of accidents to determine causes and effects.

Develops safety programs compatible with the needs and resources of the policy holders.

May conduct meetings to promote safety programs among educational, civic and industrial groups, by informing them of government and company safety standards and regulations.

**SPECIALISATIONS**

**Claims Assessor (except Health)**

**Loss Adjuster**

**3905-31 TRAFFIC INSPECTOR**

Co-ordinates scheduled services of tramway, bus or rail organisations and investigates service disruptions within assigned territory.

**SKILL LEVEL**

**On-the-Job Training:** 2-3 months.

**Previous Experience:** 2-5 years in a transport organisation.

**DUTIES**

Checks that service is provided according to schedule.

Investigates delays in maintaining schedules, accidents and complaints, and files written reports.

Informs despatchers of disruptions in service, using radio-telephones.

Liaises with despatchers in rerouting traffic around temporary obstructions, such as accidents or to supply additional vehicles on temporarily overloaded routes.

Recommends improvements and changes in services.

May patrol routes to detect obstructions.

May liaise with police to clear obstructions along routes and reroute traffic.

**SPECIALISATIONS**

**Bus Inspector**

**Tram Inspector**

**3905-99 INSPECTORS AND REGULATORY OFFICERS, nec**

This residual grouping covers inspectors and regulatory officers not elsewhere classified.

**SKILL LEVEL**

**Education:** Year 12.

**SPECIALISATIONS**

**Fisheries and Wildlife Inspector**

Protects wildlife in specified areas, and enforces fisheries and wildlife conservation laws.

**Postal Services Field Manager**

Plans, co-ordinates and undertakes field inspections and audits of the postal service network in accordance with established policy and guidelines, and recommends improvements.

**Patrolman/woman (Utilities)**

**Utility Man/Woman**

**Pipeline Inspector**

Conducts routine patrols to inspect pipelines, fittings and surrounding areas, and undertakes minor maintenance and repairs.

**Travel Accommodation Inspector**

Examines and assesses travel accommodation, operations, and services of hotels, motels, restaurants and campsites.

**Liquor Licensing Inspector**

**Pest Control Inspector**

**Vermin and Noxious Weeds Inspector**

**Weights and Measures Inspector**

### UNIT GROUP 3907 CHILD CARE CO-ORDINATORS

Child Care Co-ordinators direct the activities of a Child Care or Family Day Care Centre and supervise teachers, child care workers, assistants and aides caring for children.

#### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year diploma, and 1-3 years experience in a relevant area.

#### DUTIES include:

- implementing programs to enhance the physical, social, emotional and intellectual development of young children
- providing care for primary school children in centres catering for before-school and after-school care
- maintaining records and accounts for the centre.

#### CONTENT

This Unit Group contains the following occupation:

3907-11 Child Care Co-ordinator

#### RELATED OCCUPATIONS

Unit Group 2401	Pre-Primary School Teachers
Unit Group 6601	Child Care, Refuge and Related Workers

#### 3907-11 CHILD CARE CO-ORDINATOR

##### Child Care Centre Director

Directs the activities of a child care or family day care centre.

#### SKILL LEVEL

**Education:** 3-4 year degree or diploma.

**Previous Experience:** 1-3 years in teaching, child care or welfare work.

#### DUTIES

Performs duties covered by the General Description Supervisor.

Directs child care workers in providing care and supervision for young children.

Implements programs to enhance the physical, social, emotional and intellectual development of young children.

Provides care for primary school children in centres catering for before-school and after-school care.

Maintains records and accounts for the centre.

May provide residential care for children.

May implement family day care schemes.

#### RELATED OCCUPATIONS

Unit Group 6601	Child Care, Refuge and Related Workers
-----------------	--

### UNIT GROUP 3909 AMBULANCE OFFICERS

Ambulance Officers transport ill and injured persons and provide emergency health care.

#### SKILL LEVEL

The entry requirement for this unit group is a 2-3 year certificate. A driving licence may be required.

#### DUTIES include:

- transporting ill or injured persons to places of medical treatment
- transporting ill or disabled persons to and from centres of specialised treatment
- administering first aid
- instructing community groups and essential service workers in first aid
- attending public gatherings where accidents or other health emergencies may occur.



**CONTENT**

This Unit Group contains the following occupation:  
3909-11 Ambulance Officer

**3909-11 AMBULANCE OFFICER**

Provides specialised transport services and emergency health care for sick and injured people.

**SKILL LEVEL**

**Education:** Up to 3 years in-service certificate.  
**Registration/Licensing:** Appropriate driving licence required.

**DUTIES**

Attends accidents or emergencies to provide first aid, and transport casualties to hospitals.

Resuscitates patients and operates life-support equipment.

Transports sick or disabled persons to and from centres of specialised treatment.

Provides first aid instruction to community groups and essential service workers.

Attends public gatherings where accidents or other health emergencies may occur.

**SPECIALISATION**

**Ambulance Paramedic**

**UNIT GROUP 3911  
PRISON OFFICERS**

Prison Officers guard and control inmates in penal institutions.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 3 months on-the-job training is usual.

**DUTIES** include:

- locking prisoners in cells and guarding prisoners during work assignments, sport and recreation periods, meals and in transit
- searching prisoners and cells for weapons, valuables, drugs or contraband articles
- inspecting locks, window bars, grills, doors and gates and patrolling assigned areas to prevent escapes and disturbances
- investigating disturbances or unusual occurrences
- providing meals to prisoners confined in cells, administering first aid and requisitioning items needed by prisoners.

**CONTENT**

This Unit Group contains the following occupations:  
3911-01 Chief Prison Officer  
3911-11 Prison Officer

**3911-01 CHIEF PRISON OFFICER**

Supervises and co-ordinates the activities of officers engaged in guarding inmates at prisons and reformatories.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a prison officer.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Ensures subordinate personnel maintain discipline over prison inmates in accordance with established rules and regulations.

Administers the daily operations of a prison.

Ensures that prisoners maintain an adequate level of hygiene and are engaged in productive activities.

**3911-11 PRISON OFFICER**

Guards and controls inmates in penal institutions.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**DUTIES**

Searches prisoners and cells for weapons, valuables, drugs or contraband articles.

Locks prisoners in cells.

Observes the conduct and behaviour of prisoners to prevent disturbances and escapes.

Inspects the security of locks, window bars, grills, doors and gates.

Guards prisoners during work assignments, recreation periods, sports and meals.

Patrols assigned areas, and reports to superiors or other workers, any breach of rules, unsatisfactory

attitudes or adjustment problems of prisoners.  
Serves meals to prisoners confined to cells.  
Requisitions clothing, toilet articles, reading material or other items needed by prisoners.  
Gives directions to visitors.  
Guards prisoners in transit between prisons and court

rooms, police lock ups or other institutions.  
Prepares admission and other reports.  
May be in charge of a wing or area of a prison and supervise the work of subordinate officers.  
May render first aid.

## UNIT GROUP 3913 PROCUREMENT OFFICERS

Procurement Officers prepare purchase orders for industrial, commercial, government or other establishments, and act as agents to purchase and sell farm produce.

### SKILL LEVEL

The entry requirement for this unit group is a 1-2 year certificate and 1-7 years of relevant experience. 3 months on-the-job training is usual.

### DUTIES include:

- preparing and despatching purchase orders for goods and materials
- verifying specifications of purchase requests
- searching inventory records or warehouses to check whether material is on hand in sufficient quantity
- consulting catalogues to obtain prices and specifications
- recording items purchased or transferred between departments, prices, deliveries and inventories
- conferring with suppliers to determine reasons for late deliveries
- assessing type and quality of produce such as wool, hide and skin or grain
- purchasing produce at auction or direct from farmer or grower.

### CONTENT

This Unit Group contains the following occupations:

3913-11 Purchasing Officer  
3913-13 Commodities Buyer  
3913-15 Retail Buyer

### 3913-11 PURCHASING OFFICER

Keeps records and compiles information to prepare purchase orders for materials for industrial, commercial, government or other establishments.

#### SKILL LEVEL

**Education:** 1-2 year certificate.

**Previous Experience:** 1 year as a stock or purchasing clerk.

**On-the-Job Training:** 3 months.

#### DUTIES

Prepares and despatches purchase orders for goods and materials, and arranges details of purchases.

Verifies specifications of purchase requests.

Searches inventory records or warehouses to determine if materials are on hand in sufficient quantities.

Consults catalogues to obtain prices and specifications.

Writes purchase orders and sends copies to suppliers and originating departments.

Compiles records of prices, deliveries and inventories for items purchased or transferred.

Confers with suppliers to determine reasons for late deliveries.

May compare prices, specifications and delivery dates,

and award contracts to bidders, or place orders with sales representatives or mail order firms.

May compute total costs of items purchased.

May classify priorities according to regulations.

May verify bills from suppliers with bids or purchase orders.

#### SPECIALISATION

**Supply Officer**

### 3913-13 COMMODITIES BUYER

Arranges the purchase of commodities for manufacturing, processing or consumption.

#### SKILL LEVEL

**Previous Experience:** Up to 5 years as a stock or purchasing clerk.

#### DUTIES

Monitors commodity prices, and the supply and demand for commodities.

Inspects commodities for sale to determine quality.

Plans buying activities in terms of desired quality and quantity, and funds available.

Negotiates purchases of commodities.  
May arrange transport and storage.

**SPECIALISATIONS**

- Grain Buyer
- Hide and Skin Buyer
- Livestock Buyer
- Wool Buyer

**3913-15 RETAIL BUYER**

Buys goods for resale in a retail establishment.

**SKILL LEVEL**

**Previous Experience:** 3-7 years in a sales related area.

**DUTIES**

Interviews store executives and salespersons to obtain information on stock levels and identify fast and slow moving goods.

Inspects, compares and selects goods.  
Considers profitability, marketability and suitability of goods to fit company image.  
Contacts suppliers to replenish stocks and obtain favourable purchase arrangements.  
Supervises delivery arrangements, and ensures correct mark up is applied to stock.  
Oversights the marketing of stock and the implementation of displays to be mounted.  
Compiles budget requirements of departments under control.  
Liaises with store management to discuss and participate in long term planning and sales promotions.  
Establishes and works to plans according to seasonal and budgetary requirements.  
May anticipate fashion trends and determine quantity, style and quality of goods to be purchased.  
May mark down stock.  
May estimate and advise on gross profit.

**UNIT GROUP 3915**

**SPORTSPERSONS AND RELATED WORKERS**

Sportspersons and Related Workers compete in sporting activities for monetary gain, train sporting competitors and officiate at sporting events.

**SKILL LEVEL**

The entry requirement for this unit group is a 2-4 year degree, associate diploma or certificate. 3-5 years on-the-job training is usual.

**DUTIES** include:

- coaching teams and training sportspersons in the performance of their sport by demonstrating techniques, prescribing exercises and supervising practice
- planning and directing game strategy and evaluating performance after game
- competing in, and training for, sporting events
- regulating the activities of sportspersons during sporting events according to established rules
- determining violations of rules, and assessing and imposing penalties for infractions of rules
- co-ordinating and directing horse or dog racing activities.

**CONTENT**

This Unit Group contains the following occupations:

- 3915-11 Coach (Sport)
- 3915-13 Jockey
- 3915-15 Other Sportspersons
- 3915-17 Racecourse Official
- 3915-19 Referee
- 3915-91 Apprentice Jockey

**3915-11 COACH (SPORT)**

**Sports Trainer**

Coaches, trains and instructs sportspersons by analysing their performances and developing individual or team abilities.

**SKILL LEVEL**

**Education:** 2-3 year degree or associate diploma.

**DUTIES**

Observes performances of individual athletes, players or teams.  
Coaches teams or instructs sportspersons by demonstrating techniques, overseeing practices and evaluating players' and athletes' physical condition.  
Prescribes routine and corrective exercises to strengthen muscles and improve fitness.

Plans and directs game strategies, develops play patterns, analyses game progress and motivates and instructs players.

Conducts after game analyses of play, evaluates performances and makes changes in strategy.

May teach and demonstrate skills, techniques and use of gymnastic apparatus.

May demonstrate and teach body movements and skills and explain safety measures.

May recommend special diets.

May render first aid to injured persons.

### 3915-13 JOCKEY

Rides horses in competitive races at racetracks, and at exercise.

#### SKILL LEVEL

**Education and Training:** 4 year apprenticeship.

#### DUTIES

Receives racing instructions from trainers before races.

Rides horses in exercises, race trials and races.

Judges horses' abilities, to determine the best tactics.

Discusses performances of horses with trainers after races or exercise gallops.

Advises trainers of factors affecting horses.

May ride horses in jumping events.

May assist with training of horses or undertake stable duties.

### 3915-15 OTHER SPORTSPERSONS

Competes in sporting events.

#### SKILL LEVEL

**On-the-Job Training:** 5 years.

#### DUTIES

Trains for events under the guidance of coaches who improve fitness, skills and mental preparation.

Assesses other competitors and conditions at venues.

Decides on strategies in consultation with coaches.

Practices regularly and plays in competitions.

May participate in interviews with the media, appear on television sports or other programs or in promotional activities.

May coach junior or other teams, and run coaching clinics.

May arrange financial sponsorship or contracts.

### 3915-17 RACECOURSE OFFICIAL

Co-ordinates and directs horse or dog racing activities, and liaises with other officials to interpret and enforce racing rules and regulations as members of racing boards or as stewards.

#### SKILL LEVEL

**On-the-Job Training:** 3-5 years.

#### DUTIES

Supervises employees at racing events.

Controls acceptances of horses and dogs, and approves equipment changes.

Determines violations of racing rules and imposes penalties.

Orders the removal of unfit horses or dogs from races.

Observes entry of horses and dogs into starting gates or boxes to ensure that proper starting arrangements are observed.

Observes races, and hears and decides protests.

May decide placegetters and post results.

#### SPECIALISATIONS

**Handicapper (Racing)**

**Horse Racing Judge**

**Race Steward**

### 3915-19 REFEREE

#### Umpire

Officiates at sporting events such as football, basketball or cricket games, and boxing and wrestling matches, to enforce rules.

#### SKILL LEVEL

**On-the-Job Training:** 3-5 years.

**Registration/Licensing:** Required with sporting association.

#### DUTIES

Observes the actions of participants in sporting events to detect infractions of rules, and awards penalties.

Inspects team sheets, players' apparel and the safety of equipment.

Starts and stops games and events.

Acts to ensure the safety of players.

Awards points scored.

May report unsporting conduct or dangerous play to controlling body.

May keep scores, and time games.

#### SPECIALISATION

**Linesman/woman (Sport)**

### 3915-91 APPRENTICE JOCKEY

Under direction, performs routine riding and stable duties, and receives instruction and training as a Jockey.

#### SKILL LEVEL

**Education:** Horse racing and training authorities may set entry requirements.

#### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Jockey, according to a training schedule.

**UNIT GROUP 3999**  
**OTHER PARA-PROFESSIONALS**

This unit group covers para-professionals not elsewhere classified.

**SKILL LEVEL**

The entry requirement for this unit group is a 1-3 year certificate. Some occupations require 1-5 years relevant experience, and 1-2 years on-the-job training is common.

**CONTENT**

This Unit Group contains the following occupations:

- 3999-01 Supervisor, Other Para-Professionals
- 3999-11 Radio Telegraphist
- 3999-13 Museum and Art Gallery Technician
- 3999-15 Library Technician
- 3999-17 Layout Artist
- 3999-19 Window Dresser
- 3999-21 Interior Decorator
- 3999-23 Photographic Studio Assistant
- 3999-25 Photograph Retoucher
- 3999-27 Forms Analyst and Designer
- 3999-29 Credit and Loans Analyst
- 3999-31 Park Ranger
- 3999-33 Military Disciplinary Supervisor
- 3999-35 Wool Classer
- 3999-37 Hide and Skin Classer
- 3999-99 Para-Professionals, nec

**3999-01 SUPERVISOR, OTHER  
PARA-PROFESSIONALS**

Supervises and co-ordinates the activities of other para-professionals.

**SKILL LEVEL**

**Previous Experience:** 2 years as a para-professional.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**3999-11 RADIO TELEGRAPHIST**

**Radio Operator**

Transmits and receives radio messages by use of morse code, voice and radio teletype.

**SKILL LEVEL**

**Education:** 2 year certificate.

**DUTIES**

Selects appropriate circuits to contact receiving stations.

Transmits messages by use of hand key or teletype.

Receives messages by interpreting code and converting to plain language, and writes or types messages for transmission.

Monitors radio traffic and transmits and receives voice messages.

Maintains records of messages sent and received.

**3999-13 MUSEUM AND ART GALLERY  
TECHNICIAN**

Prepares specimens, artefacts and artworks for collections, and constructs and arranges museum and art gallery exhibits.

**SKILL LEVEL**

**Education:** 2-3 year associate diploma or certificate.

**On-the-Job Training:** 2 months.

**DUTIES**

Cleans rock matrix from fossil specimens, moulds and restores skeletal parts, constructs skeletal mounts, reassembles fragmented specimens and fabricates substitute pieces.

Constructs models and makes castings or moulds of artefacts and objects for display purposes.

Mounts and prepares objects for display.

Designs and arranges exhibit furnishings, display cases and display areas.

Helps other staff to set up lighting and display equipment.

Receives, ships, packs and unpacks exhibits.

Constructs protective containers for travelling exhibits.

Maintains museum and gallery files.

Supervises and assists other workers cleaning, cataloguing, labelling and storing specimens.

**SPECIALISATION**

**Taxidermist**

**RELATED OCCUPATION**

Occupation 2999-11 Conservator

**3999-15 LIBRARY TECHNICIAN**

Assists librarians to organise and operate systems for handling recorded material and files.

**SKILL LEVEL**

**Education:** 2 year associate diploma or certificate.

**DUTIES**

Orders new library materials and maintains library records.

Searches and verifies bibliographic data.

Catalogues books, magazines, journals and recorded material.

Enters data into computerised data bases and edits computer records.

Maintains library circulation systems.

Assists Librarians to answer enquiries.

Operates audio-visual equipment and performs simple maintenance.

Produces display and publicity materials.

Operates reprographic equipment.

Arranges inter-library loans, under supervision.

**3999-17 LAYOUT ARTIST**

Designs artwork layouts to illustrate books, magazines and newspapers or for use in audio-visuals, television commercials, advertisements, packaging, point-of-sale displays and signs.

**SKILL LEVEL**

**Education:** 2-3 year associate diploma or certificate.

**DUTIES**

Plans designs of layouts in accordance with clients' requirements by studying drawings, illustrations, photographs, texts and artwork to be reproduced.

Paints or draws comprehensive samples of finished layouts, and submits them for approval.

Executes approved designs, arranging drawings, photographs and texts to meet objectives.

Decides styles and sizes of type.

Marks work sheets with explanatory legends for printing or reproduction.

May work from graphic designers' instructions.

**SPECIALISATIONS****Finish Artist**

Renders and draws objects in a variety of media, and assembles artwork for reproduction.

**Paste-up Artist**

Arranges and mounts copy and photographs completed layout.

**Showcard Ticket-Writer**

Produces showcards, tickets and posters for retail stores.

**3999-19 WINDOW DRESSER**

Designs and installs window or interior displays of merchandise to show goods to the best advantage.

**SKILL LEVEL**

**Education:** 2 year certificate.

**On-the-Job Training:** 2 years.

**DUTIES**

Liaises with management to determine goods for display.

Prepares sketches or models showing layout, colour and other features, and submits them for approval.

Obtains props and other accessories, and constructs displays.

Sets up and arranges fabricated displays in store windows or other areas.

Arranges merchandise or articles to be shown.

**3999-21 INTERIOR DECORATOR**

Plans the interior design of domestic premises and arranges for decorating work to be done.

**SKILL LEVEL**

**Education:** 2 year certificate.

**DUTIES**

Inspects premises, or plans of premises, to be decorated.

Consults with owners to determine decorating requirements.

Draws up preliminary decoration schemes for approval.

Prepares final decoration plans including quotes and costs for work and materials.

Supervises decorating work or performs work personally.

Prepares accounts and arranges payment for sub-contractors.

**SPECIALISATION****Fine Furnisher****RELATED OCCUPATIONS**

Occupation 4405-11 Painter and Decorator

Occupation 2805-17 Interior Designer

**3999-23 PHOTOGRAPHIC STUDIO ASSISTANT****Photographic Studio Technician**

Assists photographers in taking and developing photographs.

**SKILL LEVEL**

**Education:** 6-12 month certificate.

**DUTIES**

Arranges lights and screens, positions cameras and moves objects to create desired background for photographs.

Cleans and oils camera equipment and recharges camera batteries.

Threads cameras manually with film before filming.

Loads and unloads film magazines.

Assists with darkroom duties such as mixing chemical solutions and developing films, and undertakes routine printing of photographs.

May label photographs, and hire models, scenery and props.

May sign out and carry equipment on location.

**3999-25 PHOTOGRAPH RETOUCHER**

Retouches portrait, commercial or other photographic negatives and prints to accentuate desirable features of subjects.

**SKILL LEVEL**

**Education:** 6-12 month certificate.

**Previous Experience:** 1-2 years as a photographic developer and printer.

**DUTIES**

Examines negatives or prints to determine which features should be emphasised or minimized.

Paints negatives or prints with retouching medium.

Shades negatives or prints with pencils or airbrushes to smooth facial contours, conceal blemishes, soften harsh highlights or emphasize desirable features.

Brushes or sprays colours on prints to accentuate lights and shadows and produce clear and attractive features.

**SPECIALISATION**

**Colourist**

Adds oil colour to photographic portraits to give them a lifelike appearance.

**3999-27 FORMS ANALYST AND DESIGNER**

Determines forms requirements, and designs and develops forms for use in government, commercial or industrial establishments.

**SKILL LEVEL**

**Previous Experience:** 2 years as a clerk.

**On-the-Job Training:** 1 month.

**DUTIES**

Discusses the purpose of new forms with management. Reviews systems and procedures in which forms are to be used.

Analyses form requirements.

Determines data to be entered on forms and best possible layout.

Investigates standardisation and combination of existing forms.

Determines design specifications such as sequence of data, arrangement of space, and size, kind and colour of paper and printing to be used.

Prepares sketches of proposed forms and submits designs for approval.

Prepares detailed specifications for the manufacture of approved forms.

Controls the classification and cataloguing of forms.

May prepare written instructions on the use of forms.

**SPECIALISATIONS**

**Forms Analyst**

**Forms Designer**

**3999-29 CREDIT AND LOANS ANALYST**

Evaluates and analyses loan practices and policies for financial institutions.

**SKILL LEVEL**

**Education:** 2 year certificate.

**Previous Experience:** 4-5 years in banking or finance.

**On-the-Job Training:** 6-12 months.

**DUTIES**

Assesses credit ratings, investment risks, or the prospects of applicants or institutions.

Authorises the approval of loan applications or recommends loan conditions and limits.

Contacts financial and credit institutions to obtain information about customers.

Obtains and analyses information about clients.

Maintains records and prepares reports on findings and on defaulting customers.

Inspects property and business enterprises subject to loans or mortgages.

Supplies information to financial and credit institutions on customers' standings.

May recommend or approve and arrange mortgages, and maintain records and correspondence.

**3999-31 PARK RANGER**

**Park Warden**

Controls national parks, scenic areas, historic sites, nature reserves and recreation areas.

**SKILL LEVEL**

**Education:** 2-3 year degree, associate diploma or certificate.

**On-the-Job Training:** 1 year.

**DUTIES**

Informs visitors of park facilities and features, and supervises public visits.

Collects fees from campers and visitors.

Participates in management planning by providing information and making inventories of plants and animals.

Ensures parks, park facilities and equipment are maintained and cleaned.

Patrols waterways, tracks and roads to observe and report on the condition of animals and plants.

Co-ordinates search and rescue operations, draws up fire prevention plans and undertakes hazard reduction work and fire-fighting.

Protects parks, reserves and wildlife and enforces park regulations.

Controls feral plants and animals.

**SPECIALISATION**

**Park Superintendent**

**3999-33 MILITARY DISCIPLINARY SUPERVISOR**

Instructs non-commissioned officers and other ranks in matters of military standards, and enforces discipline.

**SKILL LEVEL**

**On-the-Job Training:** 16 weeks.

**DUTIES**

Instructs military personnel in dress, deportment, demeanour, behaviour, drill, and devotion to duty to maintain military standards.

Teaches military traditions and customs.  
 Conducts parade ground drills and inspections.  
 Advises superior officers on the application of discipline.  
 Monitors the morale, welfare and behaviour of subordinates, and advises commanding officers accordingly.  
 Arranges and co-ordinates summary hearings.  
 Sets up court-martial rooms and acts as court orderly during trials.

**SPECIALISATIONS**

**Company Sergeant Major**  
**Disciplinary Warrant Officer**  
**Regimental Sergeant Major**  
**Warrant Officer Coxswain**

**3999-35 WOOL CLASSER**

Classifies wool to accepted industry standards in a shearing shed or woolstore.

**SKILL LEVEL**

**Education:** 1-2 year certificate.

**On-the-Job Training:** 2 years.

**DUTIES**

Classifies wool and advises and reports on matters pertaining to the clip and its preparation for sale.  
 Instructs shearing shed workers concerned with woolrolling, and supervises the skirting and rolling of fleece.  
 Instructs and supervises workers concerned with piece picking, picking up the fleeces, and other aspects of wool handling.  
 Instructs wool pressers and supervises the pressing, weighing and branding of bales.  
 Maintains, or supervises the recording of, details of stations' clip in shed wool books.  
 Writes summaries of how clips were prepared for market.  
 May order wool packs and pressers' requisites.  
 May class wool.

**3999-37 HIDE AND SKIN CLASSER**

Inspects and assigns gradings to skins, hides or tanned leather.

**SKILL LEVEL**

**Education:** 1-2 year certificate.

**On-the-Job Training:** 1-2 years.

**DUTIES**

Inspects and tests green skins, or hides, for size, cleanliness, colour, markings and quality, and sorts into lots for fellmongering, drying, salting or tanning.  
 Inspects and sorts dried or salted skins for baling or tanning.  
 Inspects wet-blue leather hides or tanned skins for thickness, size and quality and sorts into lots for

further tanning or despatch.

Directs assistants in artificial drying, stacking, folding and baling.

Consults with stock clerks to verify bale stencilling.

Directs assistants in the collection and laying out of hides, skins or leather.

Records information such as quantity and quality of hides.

**SPECIALISATION****Leather Grader**

Examines leather to detect defects such as scars and holes, feels leather to detect thin and thick areas and cuts out defective parts.

Grades and stacks leather according to thickness, colour and quality.

**Fur Grader****3999-99 PARA-PROFESSIONALS, nec**

This residual grouping covers para-professionals not elsewhere classified.

**SKILL LEVEL**

**Education:** 2-4 year degree, diploma or certificate.

**On-the-Job Training:** 6 months.

**SPECIALISATIONS****Administrative Officer**

Administers office services such as personnel, accommodation and records systems.

Develops and supervises programs for the maximum utilisation of personnel, equipment and accommodation.

Co-ordinates the activities of office workers engaged in clerical and other activities.

Arranges maintenance and alteration of office areas and equipment, and the lay out of office facilities.

Arranges the purchase of office supplies and equipment and the employment and training of office personnel.

May assist in budget preparation, administration of commercial functions and administrative planning.

**Agricultural Secretary**

Provides administrative services to farm and rural businesses.

**Inquiry Agent****Private Detective**

Conducts investigations for clients, and prepares evidence for court proceedings.

**Forest Ranger**

Patrols forests to check forest conditions, selects timber for cutting, grades and measures logs, plants trees and administers fire prevention activities.

**Radar Operator****Ship's Purser****Signaller (Defence Forces)****Sonar Operator**



## MAJOR GROUP 4 TRADESPERSONS

Tradespersons perform complex physical duties, applying a body of trade-specific technical knowledge. These duties require initiative and a high degree of manual dexterity and other practical skills.

Occupations in this major group have a level of skill commensurate with a 4 year trade certificate, usually obtained by apprenticeship.

Duties performed by Tradespersons include constructing buildings and other large structures; fabricating individual (i.e. not mass-produced) metal, wood, glass, and textile products; repairing and maintaining these products, motor vehicles and other machinery, electrical and electronic equipment; applying protective and decorative finishes to surfaces; printing and binding documents; preparing and cooking food; and propagating and cultivating plants.

### CONTENT

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

- 41 Metal Fitting and Machining Tradespersons
- 42 Other Metal Tradespersons
- 43 Electrical and Electronics Tradespersons
- 44 Building Tradespersons
- 45 Printing Tradespersons
- 46 Vehicle Tradespersons
- 47 Food Tradespersons
- 48 Amenity Horticultural Tradespersons
- 49 Miscellaneous Tradespersons



## MINOR GROUP 41

### METAL FITTING AND MACHINING TRADESPERSONS

Metal Fitting and Machining Tradespersons shape metal stock, usually to fine tolerances, using lathes and other precision metal tools to fabricate or repair tools, dies, jigs and other individual (ie not mass-produced) metal products, assemble machinery incorporating these as components, and set up partially automated machine tools for use by less skilled operators.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 4 year trade certificate, usually obtained by apprenticeship.

#### DUTIES include:

selecting stock; determining dimensions and tolerances; setting machine controls; manipulating stock and controls of machine tools to shape stock by cutting, drilling or abrasion; measuring products for conformity to specifications; and fitting parts into machinery using hand tools, and testing to ensure that machinery functions correctly.

This minor group includes Metal Machinists (Second and Third Class) because they perform similar duties to Metal Machinists (First Class), and cannot reliably be distinguished from them in statistical collections, although their skill level is different.

#### CONTENT

<b>4101</b>	<b>TOOLMAKERS</b>
4101-01	Supervisor, Toolmakers
4101-11	Toolmaker
4101-91	Apprentice Toolmaker

<b>4103</b>	<b>METAL FITTERS AND MACHINISTS</b>
4103-01	Supervisor, Metal Fitters and Machinists
4103-11	Fitter
4103-13	Metal Machinist (First Class)
4103-15	Textile Mechanic
4103-17	Die Setter
4103-19	Metal Machinist (Second Class)
4103-21	Metal Machinist (Third Class)
4103-91	Apprentice Metal Fitter and Machinist

## UNIT GROUP 4101 TOOLMAKERS

Toolmakers make and repair tools, dies, jigs, fixtures and other parts and equipment to fine tolerances.

### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate.

### DUTIES include:

- determining dimensions and tolerances of article to be manufactured from drawings, blueprints or specifications
- measuring and marking out metal stock or casting using various gauges
- shaping metal stock using machine tool
- checking accuracy of manufactured article to fine tolerances, using precision measuring instruments
- testing and modifying manufactured article.

### CONTENT

This Unit Group contains the following occupations:

- 4101-01 Supervisor, Toolmakers
- 4101-11 Toolmaker
- 4101-91 Apprentice Toolmaker

#### 4101-01 SUPERVISOR, TOOLMAKERS

##### Supervisor, Tool Room

Supervises and co-ordinates the activities of toolmakers engaged in making and repairing tools, precision equipment, jigs and fixtures, and the sharpening of tools.

##### SKILL LEVEL

**Previous Experience:** 3-5 years as a toolmaker.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4101-11 TOOLMAKER

##### Tool and Die Maker

Makes and repairs tools, dies, jigs, fixtures and other precision parts and equipment to fine tolerances for machine tools and other production machinery.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Studies blueprints, drawings or specifications of articles to be manufactured.

Establishes dimensions and tolerances utilising knowledge of tool and precision equipment construction, properties of metals and other materials, machining methods and workshop mathematics.

Positions, measures and marks out metal stock or castings, using gauges.

Sets up and operates machine tools to form workpieces by shaping stock.

Checks the accuracy of fabricated items to close tolerances, using precision measuring instruments.

Fits and assembles tool or article parts, test-operates and modifies them.

May dismantle faulty machine tools and machines, and repair or replace defective tools, dies and fixtures.

May heat-treat tools, dies and fixtures during fabrication.

May braze or weld parts during assembly.

May design tools and precision equipment.

May set up and operate numerically controlled, computer-numerically controlled and electrical discharge machine tools, and program these machine tools.

May fabricate press tools, dies, plastic moulds or jigs, or lay-out and finish cavities in die blocks.

##### SPECIALISATIONS

**Die Caster**

**Die Sinker**

**Jigmaker (Metal)**

**Plastic Mould Maker**

**Press-Tool Maker**

#### 4101-91 APPRENTICE TOOLMAKER

Under direction performs routine repairing of tools, dies, jigs, fixtures and other precision parts, and receives instruction and training in the trade of toolmaking.

##### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

##### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Toolmaker, according to a training schedule.

**UNIT GROUP 4103****METAL FITTERS AND MACHINISTS**

Metal Fitters and Machinists set up machining tools, production machines and textile machines, operate machining tools and machines to shape metal stock and castings, and fit and assemble the fabricated metal parts into products.

**SKILL LEVEL**

The entry requirement for this unit group is generally a 4 year trade certificate. However, Die Setters and Metal Machinists (Second Class) only require 1-3 years experience as a machinist.

**DUTIES** include:

- determining suitable material, method and sequence of operations, and machine settings from drawings, blueprints, or job specification cards
- setting guides, stops and other controls on machining tools, setting up prescribed cutting or shaping tools or dies in machine or press, or setting controls for textile machines
- forming metal stock or castings to fine tolerances using machining tool to press, cut, grind, plane, bore or drill metal
- fitting fabricated metal parts into products and assembling metal parts and sub-assemblies to produce machinery and equipment using hand tools
- checking fabricated and assembled metal parts for accuracy, clearance and fit, using precision measuring instruments
- preparing pattern mechanism to control the operation of textile machines used to spin, weave, knit, sew and tuft fabric.

**CONTENT**

This Unit Group contains the following occupations:

- 4103-01 Supervisor, Metal Fitters and Machinists
- 4103-11 Fitter
- 4103-13 Metal Machinist (First Class)
- 4103-15 Textile Mechanic
- 4103-17 Die Setter
- 4103-19 Metal Machinist (Second Class)
- 4103-21 Metal Machinist (Third Class)
- 4103-91 Apprentice Metal Fitter and Machinist

**4103-01 SUPERVISOR, METAL FITTERS AND MACHINISTS**

Supervises and co-ordinates the activities of workers engaged in using machine tools and machines to shape and form metal stock and castings, and in fitting and assembling metal parts.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a metal fitter and machinist.

**DUTIES**

Performs duties covered by the General Description Supervisor.

May apply functional testing and inspecting procedures to metal stock and castings to ensure compliance with engineering standards or contract specifications.

**4103-11 FITTER**

Fits and assembles metal parts and sub-assemblies to fabricate production machinery and other equipment, using hand and machine tools, precision measuring instruments and detailed drawings or specifications.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Studies blueprints, drawings or specifications to determine methods and sequences of operations.

Checks prepared metal components for accuracy, using measuring instruments such as micrometers, callipers and rules.

Lifts and hoists components on to working surface, lays out and marks reference points, and aligns parts using measuring instruments.

Drills holes and taps threads for bolting parts together. Fits and assembles parts and sub-assemblies.

Cuts, threads, bends and installs hydraulic and pneumatic pipes and lines.

Verifies alignment of, and clearances between, components using measuring instruments.

Cleans and lubricates assembled articles.

May mark out stock to be shaped and formed into metal parts by other workers.

May shrink-fit parts during assembly, using oxy-acetylene torches and presses.

May fit and assemble non-metallic parts.

May erect machinery and equipment on-site.

May test-assemble articles in workshops to ensure accuracy of fit.

**SPECIALISATIONS****Diesel Fitter-Mechanic  
Mechanic (Diesel and Heavy Earthmoving  
Equipment)****Plant Mechanic**

Maintains large diesel and earthmoving plant, and other machinery and equipment.

**Fitter-Machinist  
Fitter and Turner**

Sets-up and operates machine tools to shape metal stocks and fits the stocks to sub-assemblies of machinery.

May use machine tools to reshape and reform worn or damaged metal parts.

**Fitter-Mechanic  
Maintenance Fitter  
Service Fitter**

Services and repairs production machinery and other equipment according to a maintenance schedule or on notification of malfunctions.

May observe equipment in operation and study manufacturers' manuals and specifications to detect malfunctions.

Dismantles units, checks parts for wear, and repairs or replaces them.

Re-assembles units, checks accuracy of fit, test-operates and adjusts them.

**Fitter-Welder**

Operates welding equipment to repair defective metal parts and assemblies.

**Sewing Machine Mechanic**

Repairs and adjusts industrial and domestic sewing machines, and inspects and observes their operations to locate malfunctions.

Dismantles machines, checks, repairs, replaces and re-assembles parts, and test-operates.

**Bench Fitter****4103-13 METAL MACHINIST (FIRST  
CLASS)**

Sets up and operates machine tools to shape and form metal stock and castings to fine tolerances, using detailed drawings and specifications.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Examines blueprints, drawings or specifications to determine suitable materials, and methods and sequences of operations, using knowledge of metal properties, machining techniques and workshop mathematics.

Lifts or hoists and secures metal stock on to machine tools, and measures and marks out reference points using measuring instruments.

Selects cutting tools and speed, pressure and depth of cuts.

Adjusts the guides, stops and controls on machine tools to ensure that stock is machined to specifications.

Operates machine tools to produce articles by turning, boring, milling, planing, shaping, slotting, grinding or drilling metal stock.

Controls the flow of lubricant on to cutting tool edges

or surfaces.

Checks product dimensions and changes tools or re-adjusts settings.

May clean, lubricate and maintain machine tools.

May sharpen or true-cut tools or machining surfaces.

May use tracer attachments to copy model workpieces.

May machine non-metallic materials, such as plastic.

May set up and operate numerically controlled machine tools, and program them.

**SPECIALISATIONS****Aircraft Machinist  
Automotive Machinist**

Sets up and operates machine tools to shape and form the mechanical components of aircraft or automobiles, or to reshape worn or damaged components.

**Machine Setter (Metal)**

Sets up and resets machine tools which are continuously operated by other workers.

**Turner**

Sets up and operates a range of metal turning lathes to shape and form metal stock and castings to fine tolerances according to detailed drawings and specifications.

**Milling Machinist****Radial Driller****Vertical Borer****4103-15 TEXTILE MECHANIC**

Sets up, adjusts and maintains textile spinning, weaving, knitting, and tufting machines.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Studies specifications to determine machine settings and arrangement of yarn.

Sets up machines using hand tools and instruments.

Installs and aligns gears and adjusts setscrews.

Prepares pattern mechanisms to control the operations of machines and arranges them in machines to produce fabrics.

Installs spools on machines and draws ends of strands through mechanisms using hooks.

Starts machines for trial runs and inspects fabrics to determine adjustments or repairs needed.

Repairs or replaces defective parts.

**SPECIALISATION****Loom Tuner****4103-17 DIE SETTER**

Sets up machine tools and other production machines as specified in detailed instructions, to be operated by other workers.

**SKILL LEVEL**

**Previous Experience:** 1-2 years as a metal machinist (second class).

**On-the-Job Training:** 3-9 months

**DUTIES**

Studies job specification cards or other instructions and sets up prescribed cutting or shaping tools or dies in machines or presses.

Secures workpieces using hand tools.

Adjusts the guides, stops and other controls of machines to ensure that stock is machined to specifications.

Test-runs machines, makes adjustments, advises operators and observes initial operations.

May check product dimensions using measuring instruments and report significant deviations from specifications or re-adjusts machines.

**RELATED OCCUPATION**

Occupation 7407-11 Plastics Production Machine Setter

**4103-19 METAL MACHINIST (SECOND CLASS)**

**Machine Tool Operator (Metal)**

Sets up and operates machine tools and machines to shape and form metal stock and castings, using preset measuring instruments and standardised drawings or instructions.

**SKILL LEVEL**

**Previous Experience:** 1-3 years as a metal machinist (third class).

**On-the-Job Training:** 3-6 months.

**DUTIES**

Examines drawings or specifications and follows prescribed methods and sequences of operation.

Fastens cutting tools in position and sets speed, pressure and depth of cuts.

Operates machine tools or machines to produce articles by performing a limited number of boring, milling, drilling, stamping, pressing, turning or other shaping operations.

Periodically checks dimensions of articles using preset or unadjustable measuring instruments.

May re-adjust settings to produce articles with specified dimensions.

May operate machines which have been set up by other workers.

**SPECIALISATION**

**Gear Cutter**

**4103-21 METAL MACHINIST (THIRD CLASS)**

Operates preset automatic, semi-automatic or single-purpose machines or machine tools to shape and form metal stock, components and castings.

**SKILL LEVEL**

**On-the-Job Training:** 1-12 weeks.

**DUTIES**

Loads stock or other items into feeding mechanisms, or secures workpieces on working surfaces.

Activates hand or foot controls to start drilling, spot welding, milling, stamping, pressing or cutting.

Monitors the operations of machines and reports malfunctions to supervisors.

Removes and inspects products, and collects them in bins, or stacks them on trolleys for further processing.

Reloads machines.

May use preset or unadjustable gauges to check dimensions of products before or during production runs.

**RELATED OCCUPATIONS**

Unit Group 7403 Metal Press Operators

Unit Group 7405 Other Metal Products Machine Operators

**4103-91 APPRENTICE METAL FITTER AND MACHINIST**

Under direction performs routine duties in operating machine tools to shape and form metal stock, or in fitting and assembling production machinery, and receives instruction and training in the trades of fitting and machining.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

**Apprentice Aircraft Machinist**

**Apprentice Automotive Machinist**

**Apprentice Fitter, Turner and Machinist**

**Apprentice Mechanic (Diesel and Heavy Earthmoving Equipment)**

**Apprentice Sewing Machine Mechanic**

**Apprentice Textile Mechanic**





## MINOR GROUP 42

### OTHER METAL TRADESPERSONS

Other Metal Tradespersons cut, shape, join and finish metal, using a variety of tools and equipment other than lathes and similar machine tools.

#### **SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with a 4 year trade certificate, usually obtained by apprenticeship.

#### **DUTIES** include:

drawing or marking-out patterns; heating metal stock and shaping it using hammers; cutting stock or mould components to shape using hand tools, cutting torches or machine tools; joining components by welding, soldering brazing, rivetting, bolting, screwing or gluing; dismantling and inspecting aircraft components and complex items of metal machinery, repairing or replacing faulty components, and re-assembling; and applying protective or decorative finishes to metal products.

This minor group includes Electroplaters and Sheet Metal Workers (Second and Third Class) because they perform similar duties to Electroplaters and Sheet Metal Workers (First Class) and cannot reliably be distinguished from them in statistical collections, although their skill level is different.

#### **CONTENT**

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

- 4201 FORGING TRADESPERSONS
- 4203 SHEETMETAL TRADESPERSONS
- 4205 STRUCTURAL STEEL, BOILERMAKING AND WELDING  
TRADESPERSONS
- 4207 METAL CASTING TRADESPERSONS
- 4209 METAL FINISHING TRADESPERSONS
- 4211 AIRCRAFT MAINTENANCE ENGINEERS
- 4213 PRECISION METAL TRADESPERSONS

Detailed contents are on the following page.

**4201 FORGING TRADESPERSONS**

- 4201-01 Supervisor, Forging Tradespersons
- 4201-11 Blacksmith
- 4201-13 Farrier
- 4201-91 Apprentice Forging Tradesperson

**4203 SHEETMETAL TRADESPERSONS**

- 4203-01 Supervisor, Sheetmetal Tradespersons
- 4203-11 Sheetmetal Worker (First Class)
- 4203-13 Coppersmith
- 4203-15 Metal Spinner
- 4203-17 Sheetmetal Worker (Second Class)
- 4203-91 Apprentice Sheetmetal Tradesperson

**4205 STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSONS**

- 4205-01 Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
- 4205-11 Metal Fabricator
- 4205-13 Structural Steel Tradesperson
- 4205-15 Pressure Welder
- 4205-17 Welder (First Class)
- 4205-19 Welder (Second Class)
- 4205-21 Welder (Third Class)
- 4205-91 Apprentice Structural Steel, Boilermaking and Welding Tradesperson

**4207 METAL CASTING TRADESPERSONS**

- 4207-01 Supervisor, Metal Casting Tradespersons
- 4207-11 Metal Casting Patternmaker
- 4207-13 Moulder and Coremaker
- 4207-91 Apprentice Metal Casting Tradesperson

**4209 METAL FINISHING TRADESPERSONS**

- 4209-01 Supervisor, Metal Finishing Tradespersons
- 4209-11 Metal Polisher
- 4209-13 Electroplater (First Class)
- 4209-15 Electroplater (Second Class)
- 4209-17 Electroplater (Third Class)
- 4209-91 Apprentice Metal Finishing Tradesperson

**4211 AIRCRAFT MAINTENANCE ENGINEERS**

- 4211-01 Supervisor, Aircraft Maintenance Engineers
- 4211-11 Aircraft Maintenance Engineer (Engines)
- 4211-13 Aircraft Maintenance Engineer (Airframes)
- 4211-15 Aircraft Maintenance Engineer (Electrical)
- 4211-17 Aircraft Maintenance Engineer (Radio)
- 4211-19 Aircraft Maintenance Engineer (Instruments)
- 4211-91 Apprentice Aircraft Maintenance Engineer

**4213 PRECISION METAL TRADESPERSONS**

- 4213-01 Supervisor, Precision Metal Tradespersons
- 4213-11 Precision Instrument Maker and Repairer
- 4213-13 Watch and Clock Maker and Repairer
- 4213-15 Locksmith
- 4213-17 Saw Maker and Repairer
- 4213-19 Gunsmith
- 4213-21 Engraver
- 4213-91 Apprentice Precision Metal Tradesperson

## UNIT GROUP 4201

### FORGING TRADESPERSONS

Forging Tradespersons heat and hammer metal to shape, make or repair metal articles, including horseshoes.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate.

#### DUTIES include:

- selecting metal and preparing horses' hooves for shoeing
- heating metal in fire, furnace or forge or by using welding equipment or propane torch
- hammering, punching or cutting metal to join parts using hand tools or machine presses
- tempering and hardening finished article by quenching in oil or water bath or by cooling gradually in air
- nailing horseshoe to hoof and trimming hoof flush with shoe using a rasp.

#### CONTENT

This Unit Group contains the following occupations:

- 4201-01 Supervisor, Forging Tradespersons
- 4201-11 Blacksmith
- 4201-13 Farrier
- 4201-91 Apprentice Forging Tradesperson

#### 4201-01 SUPERVISOR, FORGING TRADESPERSONS

Supervises and co-ordinates the activities of forging tradespersons engaged in shaping and forming metal parts by hammering, pressing and drop-forging metal, with or without heat.

##### SKILL LEVEL

**Previous Experience:** 5 years as a blacksmith or farrier.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4201-11 BLACKSMITH

Shapes bars, rods and blocks of metal by heating and hammering to produce or repair metal articles, using hand and power hammers and tools.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Determines job requirements by examining drawings or other specifications.

Selects metal stock and heats it in forges.

Observes the colour and temperature of metal in furnaces and removes and positions metal on anvils or other working surfaces.

Hammers, punches or cuts metal to size and shape using hand tools or presses.

Verifies the dimensions of forging visually and using measuring instruments.

Forge-welds parts together by heating, applying flux and hammering.

Anneals, tempers and hardens finished articles by heating and quenching in oil or water bath, or cooling

gradually in air.

Directs other workers to hold tools and assist in lifting and holding workpieces during hammering.

May make and repair agricultural equipment and mining and quarrying machinery.

May forge cold metal.

##### SPECIALISATIONS

###### Springmaker

Operates power hammers or presses equipped with open dies to shape heated metal stock into forging.

Selects, installs and aligns dies on rams and anvils of machines.

Starts machines and regulates actions or signals helpers to vary the length and force of hammer strokes.

###### Forging Smith

###### Hammersmith

###### Toolsmith

#### 4201-13 FARRIER

Inspects, trims and shapes horses' hooves, and forms, fits and nails horseshoes.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Observes horses' legs and hooves to check for deviations in motion, interference, peculiarities in gait or abnormalities in size and shape of hooves.

Removes worn or defective shoes and notes wear patterns.

Inspects hooves to check for foreign bodies, bruising, infections or anatomical abnormalities.

Trims and shapes hooves using knives, hoof cutters and rasps.

Measures horses' hooves and estimates length of metal required for shoe.

Selects and cuts metal according to type, size and weight of shoes, and use of the horse.

Selects nails according to the wall texture of hooves and the sizes of shoes.

Positions shoes against hooves to determine the amount of shaping required.

Heats shoes, shapes them on anvils and hammers them to size.

Positions shoes on hooves and punches nail holes.

Positions and nails shoes to hooves and ensures that clips and clenched nails are smooth and flush with walls of hooves.

May specialise in corrective or surgical shoeing.

#### **4201-91 APPRENTICE FORGING TRADESPERSON**

Under direction performs routine shaping of bars, rods

and blocks of metal by forging and simple heat treatment processes, or shaping horseshoes, and receives instruction and training in the trades of blacksmithing or farriery.

#### **SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

#### **DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

#### **SPECIALISATIONS**

**Apprentice Blacksmith**

**Apprentice Farrier**

### **UNIT GROUP 4203**

#### **SHEETMETAL TRADESPERSONS**

Sheetmetal Tradespersons cut, shape and join sheetmetal, using hand and power tools or machines, or assemble and install sheetmetal products.

#### **SKILL LEVEL**

The entry requirement for this unit group is generally a 4 year trade certificate. However, Sheetmetal Worker (Second Class), has no specific entry requirement, although 6-18 months on-the-job training is usual.

#### **DUTIES** include:

- marking out selected sheetmetal using templates, gauges and other instruments
- cutting sheetmetal using hand tools, power shears, guillotines or drills
- shaping cut sheetmetal into products using folding machines, rollers or presses, or metal spinning lathe
- checking dimensions of formed articles using precision measuring instruments
- bolting, rivetting, brazing or soldering components together using hand or power tools
- finishing products by cleaning, polishing, filing or bathing them in acid solutions.

#### **CONTENT**

This Unit Group contains the following occupations:

- 4203-01 Supervisor, Sheetmetal Tradespersons
- 4203-11 Sheetmetal Worker (First Class)
- 4203-13 Coppersmith
- 4203-15 Metal Spinner
- 4203-17 Sheetmetal Worker (Second Class)
- 4203-91 Apprentice Sheetmetal Tradesperson

#### **4203-01 SUPERVISOR, SHEETMETAL TRADESPERSONS**

Supervises and co-ordinates the activities of sheetmetal tradespersons engaged in marking out, shaping, forming, joining, fitting, assembling and installing sheetmetal for a range of products and components.

#### **SKILL LEVEL**

**Previous Experience:** 5 years as a sheetmetal tradesperson.

#### **DUTIES**

Performs duties covered by the General Description Supervisor.

#### **SPECIALISATION**

**Supervisor, Metal Spinners**

**4203-11 SHEETMETAL WORKER (FIRST CLASS)**

Marks out, shapes, forms and joins sheetmetal and other materials to make products or components, using hand and power tools and machines.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Examines detailed drawings or specifications to determine job, material and equipment requirements.

Selects metal stock, such as stainless steel, galvanised iron, mild steel, aluminium, copper and other materials, and checks sizes, gauges and other dimensions of material relative to specifications.

Marks out stock with reference points and lines, using templates, gauges and other measuring instruments.

Cuts material along guidelines using hand or power shears, guillotines or drills.

Shapes and forms cut material into products using folding or bending machines, rollers or presses.

Checks products or components against specifications using templates and measuring instruments.

Joins components by rivetting, bolting, welding, brazing or soldering.

Polishes, files or cleans assembled products.

May repair damaged sheetmetal products and components.

May specialise in fabrication, or on-site assembly and installation, of sheetmetal products.

May produce aircraft sheet metal components requiring advanced drawing and calculating skills.

**SPECIALISATION**

**Sheetmetal Patternmaker**

**4203-13 COPPERSMITH**

Marks out, shapes, forms and joins sheets, pipes and other stock of copper or similar metals into products and components.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Examines detailed drawings or specifications to determine job, material and equipment requirements.

Selects and checks specified metal types, shapes and dimensions.

Marks out stock with reference points and lines in accordance with product specifications, using templates, gauges and other measuring and marking-out instruments.

Cuts material along guidelines.

Shapes and forms cut material into products or components, such as tanks, vats, hot water systems, piping, tubs and ornaments.

Rolls, bends, presses, heats and hammers metal.

Anneals metal to retain malleability during shaping.

Checks products or components against specifications during and after shaping.

Fits and assembles components into final products by welding, rivetting, soldering, brazing or otherwise joining.

Cleans and polishes assembled products.

Repairs worn or damaged copper articles.

May specialise in decorative copperwork.

**4203-15 METAL SPINNER**

Sets up and operates spinning lathes to spin shaped articles from sheet or structural metal.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Examines drawings or specifications to determine job requirements and methods of operation.

Sets up lathes by selecting spinning chucks, or making chucks and securing to spindles, using hand tools.

Clamps disc-shaped metal workpieces to chucks, starts machines and ensures that discs are spinning without eccentricity.

Coats discs with spinning compounds.

Positions forming tools against discs and applies pressure to discs, manually or by operating hydraulic controls, to form discs into required shapes.

Adjusts pressure depending on types of metal, shapes of spinning chucks and dimensions of discs.

Resets metalworking tools or changes chucks.

Replaces forming tools with cutting tools to trim excess material from articles.

Verifies dimensions of formed articles, using precision measuring instruments such as micrometers and vernier gauges.

Sands or otherwise finishes articles.

**4203-17 SHEETMETAL WORKER (SECOND CLASS)**

Shapes, forms and cuts sheetmetal by hand or machine, or assembles and installs sheetmetal products or components on site, according to specifications or instructions.

**SKILL LEVEL**

**On-the-Job Training:** 6-18 months.

**DUTIES**

Operates sheetmetal shaping, forming, cutting and joining machines such as brake presses, folding, bending and rivetting machines, rollers, guillotines, drills or spot-welders.

Cuts metal using power shears, nibblers and hacksaws following template or previously marked guidelines.

Checks product dimensions during and after fabrication using templates and measuring instruments.

Joins, assembles and mounts components using bolts, rivets or spot-welds.

Finishes products by cleaning, polishing, filing or bathing them in acid solutions.

Drills mounting holes in products and in surfaces on which items are to be mounted.

May specialise in the assembly and installation of heating ducts, ventilation shafts, air-conditioning, furnace casings and metal partitions.

**SPECIALISATIONS**

**Ductworker**

**Guillotine Operator (Metal)**

**Metal Bending Machine Operator**

**Sheetmetal Rolling Machine Operator**

**4203-91 APPRENTICE SHEETMETAL TRADESPERSON**

Under direction performs routine duties in shaping, forming and joining sheetmetal, or operating spinning lathes, and receives instruction and training in the trades of sheetmetal working or metal spinning.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

**Apprentice Coppersmith**  
**Apprentice Metal Spinner**

**UNIT GROUP 4205****STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSONS**

Structural Steel, Boilermaking and Welding Tradespersons cut, shape, join and repair metal parts of iron and steelwork structures, pressure pipes, ships, boilers or other vessels subject to greater pressure than the weight of their contents, and weld metals together.

**SKILL LEVEL**

The entry requirement for this unit group is generally a 4 year trade certificate. However, Welder (Second Class) only requires up to 1 year experience as a Welder (Third Class) and up to 1 year on-the-job training is usual for both these occupations.

**DUTIES** include:

- cutting marked-out metal sections and shapes using hand tools, flame cutting torches or metal cutting machines
- shaping and bending metal sections and pipes using hand and machine tools or by heating and hammering
- aligning parts to be joined using hand tools and measuring instruments and, for large sections, with the aid of cranes or other lifting equipment
- joining metal sections by various welding techniques, bolting or rivetting
- cleaning and smoothing welds by filing, chiselling and grinding.

**CONTENT**

This Unit Group contains the following occupations:

4205-01 Supervisor, Structural Steel, Boilermaking and Welding Tradespersons  
4205-11 Metal Fabricator  
4205-13 Structural Steel Tradesperson  
4205-15 Pressure Welder  
4205-17 Welder (First Class)  
4205-19 Welder (Second Class)  
4205-21 Welder (Third Class)  
4205-91 Apprentice Structural Steel, Boilermaking and Welding Tradesperson

**4205-01 SUPERVISOR, STRUCTURAL STEEL, BOILERMAKING AND WELDING TRADESPERSONS**

Supervises and co-ordinates the activities of structural steel, boilermaking and welding tradespersons engaged in joining, surfacing, cutting, fabricating and repairing metal parts and structures.

**SKILL LEVEL**

**Previous Experience:** 5 years as a structural steel, boilermaking or welding tradesperson.

**DUTIES**

Performs duties covered by the General Description Supervisor.

May inspect and test the work of pressure welders.

**4205-11 METAL FABRICATOR****Boilermaker**

Marks off, fabricates and erects steel or iron plate to produce or repair ships, boilers and other vessels subject to pressure.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Studies drawings to determine layouts and sequences of operations.

Marks guidelines on metal stock, using measuring and marking-off tools and equipment.

Cuts marked metal sections using hand tools or flamecutting torches, or by setting up and operating metalworking machines such as guillotines and shearing machines.

Shapes and bends sections and pipes using hand and machine tools such as vices, hydraulic presses and rolling machines, or by forging.

Positions and aligns parts.

Joins parts by welding, bolting or rivetting.

May make full-size templates to be used in marking-off or in the fabrication of structural metal products.

May use cranes and other lifting equipment.

**SPECIALISATIONS**

**Boilermaker-Welder**

**Metal Fabricator-Welder**

**Template Maker**

**4205-13 STRUCTURAL STEEL TRADESPERSON**

**Structural Boilermaker**

**Structural Metal Fabricator**

Lays out, aligns, fits, assembles, joins, makes and repairs structural iron and steelwork such as towers, bridges, trusses and girders.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Studies drawings and other specifications to determine locations and inter-relationships of parts.

Checks the alignment of sections and assembles them by clamping, bolting or tack-welding prior to final joining.

Joins sections by welding, bolting or rivetting and assists in testing assembled structures to ensure that specifications for stress, tension or alignment have been met.

Repairs structures on-site by unbolting or flamecutting defective sections, replacing worn lugs on bolts and installing new sections.

May supervise other workers.

**4205-15 PRESSURE WELDER**

Assembles, welds and repairs pressure vessels and pipes to pressure test standards.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required with State or Territory licensing authorities.

**DUTIES**

Studies blueprints or other specifications to determine job requirements.

Cleans and prepares metal surfaces by gouging, bevelling, grinding or filing.

Cuts metal shapes using thermal cutting equipment.

Aligns surfaces to be joined and secures by tack-welding or jiggling.

Selects welding techniques appropriate to type and thickness of metal.

Connects electrode holders to power sources and adjusts controls on electrode holders or welding equipment to regulate currents.

Forms arcs which generate heat to melt metal from electrodes, and deposits metal on workpieces to fuse joints.

Guides electrodes along weld lines.

Cleans and smooths welds by filing, chiselling or grinding, and examines welds for width of bead, penetration and precision.

Cuts metal shapes using thermal cutting equipment.

May weld mild, alloy and stainless steel, aluminium and copper.

**4205-17 WELDER (FIRST CLASS)**

Fabricates and repairs metal products by welding metals, applying several different welding processes.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Studies blueprints, specifications or other instructions to determine appropriate welding processes and other job requirements.

Cleans and prepares metal surfaces for welding by flamecutting, thermal cutting, gouging, bevelling, grinding or filing.

Preheats thick materials to required temperatures.

Fits attachments, connects hoses to gas tanks, or wires to power sources of equipment used in welding operations.

Adjusts controls to regulate gas pressure, voltage or amperage.

Opens valves or switches and lights torches, strikes arcs or starts machines.

Guides torches or electrodes along lines of weld manually or by operating machine controls.

Examines welds, and cleans and smooths them by filing, chiselling or grinding.

Cuts metal shapes using flame and thermal cutting torches.

May set up welding machines for other operators.

**SPECIALISATION****Special Class Welder**

Welds of all types of metals, including mild steel, stainless steel, cast iron, aluminium, copper, brass, diecast metal and magnesium.

**4205-19 WELDER (SECOND CLASS)**

Operates welding equipment and jigs to weld, cut, trim or scarf metal objects.

**SKILL LEVEL**

**Previous Experience:** Up to 1 year as a welder (third class).

**On-the-Job Training:** 3-12 months.

**DUTIES**

Examines work orders or specifications to determine job requirements.

Cleans and smooths work surfaces and aligns and clamps metal parts to be welded or bonded.

Connects hoses from guns to gas cylinders or connects cables from guns to power terminals.

Attaches electrodes or threads electrode wires through welding guns.

Sets angles of electrodes, observes gauges and regulates pressure, voltage, amperage and feed-rate of electrode wires according to specifications.

Opens cylinder valves, observes gauges and regulates pressure, according to specifications.

Applies flux along joints or to alloy rods which are to be soldered or brazed.

Directs torches, cutting tips or soldering irons along work surfaces to bond or fuse joints, or to burn paths along weld cutting lines.

Forms arc to melt metals with electrode and cuts or welds fabricated parts of metal products.

Builds up surfaces with progressive applications of welds.

Examines brazed joints or welds for completeness and rebrazes, rewelds or adjusts controls to vary size and penetration of bead (welded metal).

Cleans finished welds with power or hand tools.

May heat soldering irons electrically or in gas flames, or light torches.

**SPECIALISATIONS****Arc Welder****Gas-shielded Arc Welding Operator****Metal-Inert-Gas Welder****Plasma-arc Welder**

Operates arc-welding machines which may be fitted with welding guns to blow inert or non-combustible gas such as helium, argon or carbon dioxide over arc to prevent oxidation of metal in weld areas.

**Brazier****Gas Welder-Cutter****Oxy-acetylene Welder-Cutter  
Solderer****4205-21 WELDER (THIRD CLASS)**

Assembles components and sub-assemblies of metal products and operates preset spot, butt, stud or friction welding machines.

**SKILL LEVEL**

**On-the-Job Training:** 1-8 weeks.

**DUTIES**

Follows instructions and drawings to locate and position, or secure on workbench, the components to be assembled.

Assembles components using hand and power tools.

Solders or spot welds components.

Deburs and finishes items using files, grinding wheels or emery paper.

Uses electric spot or butt welding machine.

May cut scrap metal with oxy-acetylene blowpipes.

**4205-91 APPRENTICE STRUCTURAL  
STEEL, BOILERMAKING AND  
WELDING TRADESPERSON**

Under direction performs routine erecting, welding and repairing of boilers, pressure vessels and pipes, structural steel or metal products, and receives instruction and training in the trades of structural steel working, boilermaking and welding.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS****Apprentice Boilermaker****Apprentice Metal Fabricator****Apprentice Structural Steel Tradesperson****Apprentice Template Maker****Apprentice Welder****UNIT GROUP 4207****METAL CASTING TRADESPERSONS**

Metal Casting Tradespersons plan and fabricate mould patterns and form sand moulds and cores used in the production of metal castings.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- drawing pattern for mould on layout board



- cutting and shaping stock using band-saws, lathes, planers and routers
- assembling parts using glue, dowels and screws, to form moulding box
- smoothing and shaping surface of moulding box using hand tools, and applying sealing finish
- applying parting agent to moulding box and positioning vents to allow gases to escape
- filling box with sand and packing sand in place using hand ramming tools or pneumatic hammers
- applying refractory paint to prevent molten metal from fusing with sand and positioning cores in moulds.

## CONTENT

This Unit Group contains the following occupations:

- 4207-01 Supervisor, Metal Casting Tradespersons
- 4207-11 Metal Casting Patternmaker
- 4207-13 Moulder and Coremaker
- 4207-91 Apprentice Metal Casting Tradesperson

### 4207-01 SUPERVISOR, METAL CASTING TRADESPERSONS

Supervises and co-ordinates the activities of metal casting tradespersons engaged in planning, laying out and fabricating mould patterns, and in the formation of sand moulds and cores for the production of metal castings.

#### SKILL LEVEL

**Previous Experience:** 5 years as a patternmaker or moulder and coremaker.

#### DUTIES

Performs duties covered by the General Description Supervisor.

### 4207-11 METAL CASTING PATTERNMAKER

Plans, lays out and fabricates mould patterns used in forming sand moulds for metal castings.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

#### DUTIES

Makes full-size section drawings on layout boards to assist in planning for construction and moulding of patterns, allowing for shrinkage of metal, machining and taper to allow patterns to be withdrawn from the sand moulds.

Lays out drawings on stock and divides patterns into sections to facilitate removal of patterns from moulds.

Cuts and shapes parts using band-saws, lathes, planers and routers.

Makes core boxes in which sand cores are made.

Fits and fastens parts to form patterns or sections.

Trims, smooths and shapes surfaces.

Assembles sections and verifies conformity with specifications.

Repairs or rebuilds worn or broken patterns.

Finishes patterns by applying shellac, lacquer, paint or other finish.

### 4207-13 MOULDER AND COREMAKER

Forms sand moulds and cores for the production of metal castings, applying knowledge of contours of patterns, moulding and core sands, metal characteristics and pouring procedures.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

#### DUTIES

Sets lower half of pattern on moulding boards and encloses with frame of lower half of moulding boxes.

Applies parting agents to patterns and positions vents to allow gases to escape.

Sifts sand around pattern faces.

Fills boxes with sand and packs it in place using hand ramming tools or pneumatic hammers.

Turns moulding boxes over and secures top half of pattern.

Fixes top half of moulding box and repeats moulding operation.

Separates moulding boxes and removes patterns.

Repairs damaged mould surfaces using hand tools.

Applies refractory paint and positions cores in moulds.

Rejoins and secures moulding boxes.

Pours molten metal into moulds.

May carry out sweep moulding by rotating templates to scrape moulds to circular shapes.

#### SPECIALISATIONS

**Coremaker**

**Metal Moulder**

### 4207-91 APPRENTICE METAL CASTING TRADESPERSON

Under direction, performs routine duties in planning, laying out and fabricating mould patterns, or forming sand moulds and cores for production of metal castings, and receives instruction and training in the trades of patternmaking or moulding and coremaking.

#### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

#### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

#### SPECIALISATIONS

**Apprentice Metal Casting Patternmaker**

**Apprentice Moulder and Coremaker**

## UNIT GROUP 4209

### METAL FINISHING TRADESPERSONS

Metal Finishing Tradespersons coat metal parts and articles using electrolytic processes or polish metal articles.

#### SKILL LEVEL

The entry requirement for this unit group is generally a 4 year trade certificate. Electroplater (Second Class) and Electroplater (Third Class) have no specific entry requirement, although 1-6 months on-the-job training is usual.

#### DUTIES include:

- polishing and buffing sheet or other metal by hand or machine to finish metal parts or articles
- preparing electrolytic and silver solutions for electroforming and applying silver solution to the objects to be coated
- setting and adjusting controls to regulate electric current and depositing of coating on objects
- rinsing solutions from coated articles
- checking depth of coatings.

#### CONTENT

This Unit Group contains the following occupations:

- 4209-01 Supervisor, Metal Finishing Tradespersons
- 4209-11 Metal Polisher
- 4209-13 Electroplater (First Class)
- 4209-15 Electroplater (Second Class)
- 4209-17 Electroplater (Third Class)
- 4209-91 Apprentice Metal Finishing Tradesperson

#### 4209-01 SUPERVISOR, METAL FINISHING TRADESPERSONS

Supervises and co-ordinates the activities of metal finishing tradespersons engaged in electroplating metal parts and other articles, or polishing them.

##### SKILL LEVEL

**Previous Experience:** 5 years as a metal finishing tradesperson.

##### DUTIES

Performs duties covered by the General Description Supervisor.

May apply functional testing and inspecting procedures to metal stock and castings during or after processing, machining, shaping or forming, to ensure compliance with engineering standards or contract specifications.

#### 4209-11 METAL POLISHER

Performs multiple polishing processes to impart smooth, reflective or other finishes to metal surfaces.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Polishes and buffs sheet and other metal using processes such as emery buffing, grease mopping, burnishing and scratch brushing.

Selects continuous abrasive bands or polishing heads, such as wire brushes, wheels or bobs of felt, leather or fibre, or polishing mops of calico, cotton or chamois.

Positions and attaches polishing heads to machines.

Sets controls to regulate speeds and angles of polishing heads and feed rate of lubricants.

Dresses polishing heads with abrasives or finishing materials such as emery, grease or rouge, or applies buffing compounds to surfaces to be polished.

Operates controls to rotate polishing heads.

Holds surfaces against polishing heads until desired finishes are obtained.

Removes imperfections or polishes less accessible areas by hand.

#### 4209-13 ELECTROPLATER (FIRST CLASS)

Controls plating processes and maintains solutions used to coat metal articles or other parts with non-ferrous metals.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Prepares and maintains plating solutions.

Cleans, prepares and descales surfaces of parts or articles with cleaning solutions such as acids or alkalis or by using blasting cabinets.

Masks areas not to be plated with waxes, lacquers or resistant adhesive tapes.

Places parts, either individually or in batches, in fixtures, jigs or racks and immerses them in plating solutions or uses procedures such as selective brush plating.

Sets and adjusts controls to pass required electric current between anodes and cathodes according to thickness of plating required.

Examines articles or parts to check progress of plating

and monitor quality of finish.  
 Checks instruments and adjusts current flow.  
 Adds water or other materials to maintain mixture and level of cleaning, rinsing and plating solutions.  
 Removes parts or articles at completion of plating and rinses and dries them by hand or machine.  
 Removes masking substances from articles.  
 May work to military or manufacturing specifications and work on such items as telecommunications components, printed circuitry, aircraft engine components and gravure printing cylinders.  
 May undertake high level electroforming and anodising operations.

**SPECIALISATIONS****Electroformer**

Reproduces lacquer discs for phonograph record masters, or treats other objects with non-conducting surfaces, by spraying on silver coating solution to deposit metal electrolytically.  
 May polish surfaces of formed metal articles using hand polishing machines.

**Anodiser****4209-15 ELECTROPLATER (SECOND CLASS)****Production Plater**

Operates electroplating equipment to coat metal objects electrolytically with copper, nickel, chromium or other non-ferrous metals.

**SKILL LEVEL**

**On-the-Job Training:** 4-6 months.

**DUTIES**

Masks areas not to be plated with waxes, lacquers or resistant adhesive tapes.  
 Immerses components in cleaning solutions and places them in fixtures, jigs, racks or barrels to immerse them in plating solutions.  
 Suspends pieces of plating metal in solutions to act as anodes.  
 Sets and adjusts controls, and switches on electric current or starts rotation of boards.  
 Examines components to check the progress of plating.  
 Observes meters and adjusts current flow.  
 Removes plated components and immerses in rinsing tanks.  
 Removes masking substances, examines components for plating defects and dries them by hand or machine.  
 May use blasting cabinets to prepare surfaces or

descale objects.  
 May replace anodes or cathodes of plating equipment.

**SPECIALISATION****Metal Plater****4209-17 ELECTROPLATER (THIRD CLASS)**

Tends barrel-plating equipment to coat metal objects electrolytically with copper, nickel, chromium or other non-ferrous metals.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

**DUTIES**

Uses blasting cabinets for surface preparation and descaling of objects.  
 Masks areas not to be plated with waxes, lacquers or resistant adhesive tapes.  
 Immerses components in cleaning solutions, places them in barrels and immerses them in plating solutions.  
 Switches on electric current and starts rotation of barrels.  
 Removes plated components and rinses and dries them by hand or machine.  
 Removes masking substances and examines components for plating defects.

**SPECIALISATION****Barrel Plater****4209-91 APPRENTICE METAL FINISHING TRADESPERSON**

Under direction performs routine duties in electroplating, or polishing and buffing of sheet and other metal products, and receives instruction and training in the trades of electroplating or metal polishing.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

**Apprentice Electroplater**  
**Apprentice Metal Polisher**

**UNIT GROUP 4211****AIRCRAFT MAINTENANCE ENGINEERS**

Aircraft Maintenance Engineers maintain and repair aircraft engines, electrical systems and mechanical systems and assemble components of aircraft frames.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES include:**

- dismantling, inspecting and reassembling aircraft engines, ancillary motors and engine accessories, electrical systems, or sub-assemblies of aircraft frames using hand and power tools and equipment
- testing aircraft communication equipment, aircraft instrumentation and electrical systems using electronic testing equipment and specialised test apparatus
- assembling parts and sub-assemblies of aircraft frames using hand and power tools
- installing electrical circuits and equipment
- conducting routine pre-flight inspections of engines, aircraft frames and mechanical systems.

**CONTENT**

This Unit Group contains the following occupations:

- 4211-01 Supervisor, Aircraft Maintenance Engineers
- 4211-11 Aircraft Maintenance Engineer (Engines)
- 4211-13 Aircraft Maintenance Engineer (Airframes)
- 4211-15 Aircraft Maintenance Engineer (Electrical)
- 4211-17 Aircraft Maintenance Engineer (Radio)
- 4211-19 Aircraft Maintenance Engineer (Instruments)
- 4211-91 Apprentice Aircraft Maintenance Engineer

**RELATED OCCUPATIONS**

- Occupation 3303-15 Flight Engineer
- Occupation 3303-19 Airworthiness Surveyor

**4211-01 SUPERVISOR, AIRCRAFT MAINTENANCE ENGINEERS**

Supervises and co-ordinates the activities of aircraft maintenance engineers engaged in assembling, maintaining, overhauling and repairing aircraft engines, electrical, instruments, airframes and related systems.

**SKILL LEVEL**

**Previous Experience:** 5 years as an aircraft maintenance engineer.

**Registration/Licensing:** Licensing may be required.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4211-11 AIRCRAFT MAINTENANCE ENGINEER (ENGINES)**

**Aircraft Engine Fitter**  
**Aircraft Ground Engineer (Engines)**  
**Aircraft Mechanic (Engines)**

Fits, maintains, overhauls and repairs aircraft engines, sub-assemblies and related systems.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** Licensing may be required.

**DUTIES**

Removes engines from aircraft.

Dismantles engines according to specifications.

Rectifies minor faults, and sends items requiring major repairs to machine or welding shops, or other support facilities.

Reassembles engines, checking specifications such as

clearances, gear movements and nut and bolt torques with the aid of precision measuring and testing instruments, at each stage.

Submits engines to final tests in specially designed testing facilities, and makes adjustments.

Treats engines with anti-corrosion agents.

Services auxiliary motors and engine accessories such as generators, starters and thermocouples.

Conducts routine pre-flight engine inspections.

Maintains records of action taken.

**SPECIALISATIONS****Line Maintenance Aircraft Engineer (Engines)**

Services aircraft between flights by overseeing re-fuelling, consulting with pilots or flight engineers about aircraft performance and repairing minor malfunctions.

Inspects engines and airframes.

**Examiner of Aircraft Engines****Licensed Aircraft Maintenance Engineer (Engines)**

Repairs aircraft engines and related systems and certifies their airworthiness.

**4211-13 AIRCRAFT MAINTENANCE ENGINEER (AIRFRAMES)**

**Aircraft Ground Engineer (Airframes)**  
**Airframe Fitter**  
**Airframe Mechanic**

Fits, assembles, maintains and repairs components and sub-assemblies which comprise aircraft frames.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** Licensing may be required.

**DUTIES**

Positions parts and sub-assemblies such as fuselage, wing or tail components, fuel tanks, landing gear, safety systems and internal fittings on working surfaces, part-assembled airframes or assembly jigs, using hoists.

Lays out and marks reference points or guidelines, and aligns parts, using precision measuring instruments.

Assembles parts and sub-assemblies.

Supervises welding of components.

Verifies alignments, clearances and quality of finish after final assembly, by visual inspection and measurement, and rectifies faults.

Maintains and overhauls aircraft systems and sub-assemblies, in accordance with established maintenance schedules, and rectifies defects or malfunctions recorded by test or flight crews.

Dismantles sub-assemblies and checks parts for wear using test apparatus to simulate flying conditions.

Replaces and repairs worn and damaged parts.

Checks fuel and oil lines, control cables and other aircraft systems.

Reassembles components and checks them for operating efficiency.

Conducts routine pre-flight aircraft inspections.

Maintains records of action taken.

**SPECIALISATIONS****Line Maintenance Aircraft Engineer (Airframes)**

Services aircraft between flights by overseeing re-fuelling, consulting with pilots or flight engineers about aircraft performance and repairing minor malfunctions.

Inspects airframes.

**Examiner of Airframes****Licensed Aircraft Maintenance Engineer (Airframes)**

Repairs airframes and related systems and certifies their airworthiness.

**4211-15 AIRCRAFT MAINTENANCE ENGINEER (ELECTRICAL)**

**Aircraft Electrical Engineer**  
**Aircraft Ground Engineer (Electrical)**

Installs, maintains, repairs or modifies electrical wiring and electrical power systems in aircraft.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** Licensing may be required.

**DUTIES**

Studies drawings and specifications to determine layout and location of aircraft electrical systems.

Exposes or dismantles electrical systems, and examines components such as voltage regulators, starter motors, generators, relays, activators, alternators, booster coils and electronic equipment, to detect faults.

Undertakes maintenance to comply with schedules and regulations.

Installs electrical circuits and electrical equipment using electrical testing instruments such as voltmeters, ammeters and continuity testers.

Examines systems to ensure compliance with electrical safety regulations.

Repairs or replaces defective parts and wiring.

Records causes of malfunctions and action taken or recommended.

**SPECIALISATIONS****Examiner of Aircraft (Electrical)****Licensed Aircraft Maintenance Engineer (Electrical)**

Repairs aircraft electrical and related systems and certifies their airworthiness.

**4211-17 AIRCRAFT MAINTENANCE ENGINEER (RADIO)**

**Aircraft Ground Engineer (Radio)**  
**Aircraft Mechanic (Radio)**

Maintains, inspects and replaces radio receivers and related radar, audio and visual equipment on aircraft.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** Licensing may be required.

**DUTIES**

Conducts diagnostic tests to determine the nature of aircraft radio malfunctions.

Monitors radio reception to assist in diagnosing faults.

Removes protective coverings to gain access to equipment.

Performs voltage and resistance tests and waveform checks, using electronic testing equipment.

Installs and tests equipment, wiring looms and aerials.

Replaces defective components.

Adjusts or replaces faulty parts.

Tests electronic circuitry, resistors and capacitors.

**SPECIALISATIONS****Examiner of Aircraft Radio****Licensed Aircraft Maintenance Engineer (Radio)**

Repairs aircraft radio and related systems and certifies their airworthiness.

**4211-19 AIRCRAFT MAINTENANCE ENGINEER (INSTRUMENTS)**

**Aircraft Ground Engineer (Instruments)**  
**Aircraft Mechanic (Instruments)**

Maintains and overhauls aircraft navigational, flight and engine performance, instruments and instrument systems.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** Licensing may be required.

**DUTIES**

Conducts tests of aircraft instruments such as automatic pilots and navigational, flight and engine performance instruments.

Performs tests using a wide range of test apparatus such as cathode ray oscilloscopes, and oscillators, designed to find faults in components.

Replaces or repairs defective instruments, instrument systems and electrical wiring.

Solders printed circuits and other small components.

Removes and refits instruments, and tests aircraft instrument systems.

Overhauls instruments, by dismantling, inspecting and repairing them in accordance with manufacturers' workshop manuals.

#### SPECIALISATIONS

**Examiner of Aircraft Instruments**  
**Licensed Aircraft Maintenance Engineer**  
(Instruments)

Repairs aircraft instrument systems and certifies their airworthiness.

#### 4211-91 APPRENTICE AIRCRAFT MAINTENANCE ENGINEER

Under direction performs routine duties in assembly, maintenance, servicing and repair of aircraft engines, airframes, electrical, radio or instrument systems, and

receives instruction and training in the trades of aircraft maintenance engineering.

#### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

#### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

#### SPECIALISATIONS

**Apprentice Aircraft Ground Engineer**  
**Apprentice Aircraft Mechanic**

## UNIT GROUP 4213

### PRECISION METAL TRADESPERSONS

Precision Metal Tradespersons fabricate, assemble, maintain and repair precision instruments.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate.

#### DUTIES include:

- assembling parts and sub-assemblies of precision implements, locks, timepieces and small arms using hand tools, measuring instruments and magnifying aids
- calibrating precision instruments using standard weights and measures, jigs and fixtures and hand tools to adjust and align parts and small balancing weights
- dismantling precision instruments, locks, timepieces and small arms, repairing or replacing defective parts and reassembling article using hand or power tools or specially designed machines
- testing circuits in electronic timepieces using electronic testing equipment
- installing security systems, changing tumblers in locks, changing locks, cutting keys and opening locks by manipulation
- making blades for circular, band or other power saws and/or repairing, setting and sharpening blades for hand or power saws
- inscribing letters, figures and designs on surfaces of jewellery, trophies or other ornamental items.

#### CONTENT

This Unit Group contains the following occupations:

- 4213-01 Supervisor, Precision Metal Tradespersons
- 4213-11 Precision Instrument Maker and Repairer
- 4213-13 Watch and Clock Maker and Repairer
- 4213-15 Locksmith
- 4213-17 Saw Maker and Repairer
- 4213-19 Gunsmith
- 4213-21 Engraver
- 4213-91 Apprentice Precision Metal Tradesperson

#### 4213-01 SUPERVISOR, PRECISION METAL TRADESPERSONS

Supervises and co-ordinates the activities of precision metal tradespersons engaged in fabricating, assembling, maintaining and repairing precision instruments, clocks, watches, locks, saws and guns.

#### SKILL LEVEL

**Previous Experience:** 5 years as a precision metal tradesperson.

#### DUTIES

Performs duties covered by the General Description Supervisor.

**4213-11 PRECISION INSTRUMENT MAKER AND REPAIRER****Instrument Fitter**

Assembles, calibrates, installs and overhauls mechanical precision instruments and equipment.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Fits and assembles instrument parts and sub-assemblies such as springs, valves, plates, bearings, lenses and glass faces, using hand tools, measuring instruments and magnifying aids.

Calibrates instruments using standard weights and measures, jigs and fixtures and hand tools to adjust and align parts and small balancing weights.

Installs industrial instruments and equipment such as control panels, meters and fixed cameras.

Overhauls instruments and equipment.

Dismantles instruments, and repairs or replaces defective parts using hand and power tools.

Monitors performance using testing and measuring instruments, and makes adjustments.

Records action taken.

**SPECIALISATIONS**

**Camera Repairer**

**Scalemaker and Adjuster**

**Scientific Instrument Maker and Repairer**

**4213-13 WATCH AND CLOCK MAKER AND REPAIRER****Watchmaker**

Repairs, cleans and adjusts watches and clocks.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Examines timepieces to determine sources of malfunctions.

Dismantles timepieces and disassembles mechanisms.

Diagnoses faults and repairs or replaces defective parts using hand tools and machines such as watchmakers' lathes and electronic timing machines.

Tests circuits in electronic watches and clocks.

Reassembles, fits and adjusts parts to ensure correct operation.

Lubricates moving parts and demagnetises mechanisms.

Replaces watch and clock faces.

Sets and checks timing.

May estimate costs and prepare quotes for repairs.

**4213-15 LOCKSMITH**

Installs and maintains locks and related security devices.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Determines customers' locking requirements by discussion, and examination of site.

Designs or recommends appropriate systems such as safes, strongrooms, master key systems, alarms or door and window locks.

Fits and installs locking systems.

Repairs jammed, worn or damaged locks by manipulating, dismantling, repairing or replacing defective parts.

Modifies locks by changing tumblers in locking mechanisms or changing locks.

Cuts new or duplicate keys for locks and other security devices using keycutting machines.

Opens locked safes, doors or padlocks by manipulation when keys have been mislaid.

May keep records of specifications of installed locking systems.

May fabricate, fit and assemble parts for one-off locks and security systems.

**SPECIALISATION**

**Safemaker**

Fabricates, fits and installs safes and strongrooms.

**4213-17 SAW MAKER AND REPAIRER****Saw Doctor**

Makes, repairs, sets and sharpens blades for circular, band and other saws.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Selects sheetmetal stock appropriate to the size and type of blades to be manufactured.

Straightens and stretches stock to desired shape using rolling machines.

Installs dies in power presses and operates presses to cut teeth in stock.

Operates grinding and boring machines to trim and sharpen pressed teeth, and to install mounting pinholes in blades.

Welds or brazes ends of bandsaws.

Checks blade and teeth dimensions against specifications using precision measuring instruments such as micrometers and gauges.

Cuts broken teeth from saws using power shears, bevels sheared joints, and brazes or welds new teeth to blades, using grinding machines and brazing or welding equipment.

Sets teeth to ensure specified width of cuts using special hand tools.

Sets up saw-sharpening machines to obtain required distances between saw teeth, angles of bevel and depths of cut.

Operates machines to sharpen teeth.

May manually sharpen teeth.

**SPECIALISATION**

**Saw Sharpener**

**4213-19 GUNSMITH****Armourer**

Modifies, services and repairs rifles, revolvers and other firearms.

**SKILL LEVEL**

**On-the-Job Training:** 4 years.

**DUTIES**

Examines weapon parts and sub-assemblies such as barrels, triggers, bolts, ejectors and magazines for condition and accuracy of fit.

Dismantles and corrects by chiselling, filing, scraping, grinding, boring or otherwise machining.

Replaces worn and broken parts and reassembles firearm.

Treats and polishes metal to limit corrosion and improve finish.

Test-operates firearms to ensure smooth operation of moving parts, determine and correct sighting errors, or detect faulty parts and assembly.

May fabricate, fit and assemble parts for custom-built or other specialised small arms.

May modify guns to customer specifications by reboring barrels to enlarge calibre, or fitting new stocks.

May make ammunition or refill spent cartridges using special tools and machines.

May shape and fit gunstocks.

**4213-21 ENGRAVER**

Inscribes letters, figures and designs on metal, glass, wooden, rubber, plastic and other surfaces.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Lays out lettering or designs on objects by sketching on paper or in powder on the objects to be engraved.

Marks outlines of designs using scribers, mounts objects in vices and cuts designs with engraving tools.

Cleans and polishes engraved areas.

May sketch original designs or copy sketches or photographs.

May brush powder or solutions on to surfaces of dies or plates which imprint designs.

May use pantographs to enlarge or reduce designs.

May operate engraving machines to cut standard designs.

**4213-91 APPRENTICE PRECISION METAL TRADESPERSON**

Under direction performs routine duties in assembling, repairing and installing mechanical precision instruments and equipment, and receives instruction and training in the trades of making and repairing precision instruments, watches and clocks, locks, saws or guns.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

**Apprentice Locksmith**

**Apprentice Saw Maker and Repairer**

**Apprentice Watch and Clock Repairer**



## **MINOR GROUP 43**

### **ELECTRICAL AND ELECTRONICS TRADESPERSONS**

Electrical and Electronics Tradespersons assemble, test and repair electrical and electronic systems, equipment and components.

#### **SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with a 4 year trade certificate, usually obtained by apprenticeship.

#### **DUTIES** include:

examining and updating wiring and cable location diagrams; testing for, locating and repairing electrical malfunctions; cutting and connecting wiring and cables; assembling, fabricating and/or fitting electrical components using hand-held and power tools; connecting electrical systems and appliances to power supply; joining air-conditioning ducting components; and filling refrigeration units with refrigerant.

#### **CONTENT**

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

- 4301 ELECTRICAL POWERLINE TRADESPERSONS
- 4303 ELECTRICAL FITTERS
- 4305 AUTOMOTIVE ELECTRICIANS
- 4307 REFRIGERATION AND AIR-CONDITIONING MECHANICS
- 4309 ELECTRICAL MECHANICS
- 4311 COMMUNICATIONS EQUIPMENT TRADESPERSONS
- 4313 RADIO AND TELEVISION SERVICERS
- 4315 OFFICE EQUIPMENT AND COMPUTER SERVICERS
- 4399 OTHER ELECTRICAL AND ELECTRONICS TRADESPERSONS

Detailed contents are on the following page.

**4301 ELECTRICAL POWERLINE TRADESPERSONS**  
 4301-01 Supervisor, Electrical Powerline Tradespersons  
 4301-11 Electrical Linesman/woman  
 4301-13 Electrical Cable Jointer  
 4301-91 Apprentice Electrical Powerline Tradesperson

**4303 ELECTRICAL FITTERS**  
 4303-01 Supervisor, Electrical Fitters  
 4303-11 Electrical Equipment Fitter  
 4303-13 Electrical Appliance Servicer  
 4303-91 Apprentice Electrical Fitter

**4305 AUTOMOTIVE ELECTRICIANS**  
 4305-01 Supervisor, Automotive Electricians  
 4305-11 Automotive Electrician  
 4305-91 Apprentice Automotive Electrician

**4307 REFRIGERATION AND AIR-CONDITIONING MECHANICS**  
 4307-01 Supervisor, Refrigeration and Air-Conditioning Mechanics  
 4307-11 Air-Conditioning Mechanic  
 4307-13 Refrigeration Mechanic  
 4307-91 Apprentice Refrigeration and Air-Conditioning Mechanic

**4309 ELECTRICAL MECHANICS**  
 4309-01 Supervisor, Electrical Mechanics  
 4309-11 Electrical Mechanic  
 4309-13 Electrician (Special Class)  
 4309-91 Apprentice Electrical Mechanic

**4311 COMMUNICATIONS EQUIPMENT TRADESPERSONS**  
 4311-01 Supervisor, Communications Equipment Tradespersons  
 4311-11 Broadcasting Tradesperson  
 4311-13 Telecommunication Tradesperson  
 4311-15 Telecommunications Line Serviceman/woman  
 4311-91 Trainee Communications Equipment Tradesperson  
 4311-99 Communications Equipment Tradespersons, nec

**4313 RADIO AND TELEVISION SERVICERS**  
 4313-01 Supervisor, Radio and Television Servicers  
 4313-11 Radio and Television Servicer  
 4313-91 Apprentice Radio and Television Servicer

**4315 OFFICE EQUIPMENT AND COMPUTER SERVICERS**  
 4315-01 Supervisor, Office Equipment and Computer Servicers  
 4315-11 Office Equipment Servicer  
 4315-13 Computer Servicer  
 4315-91 Trainee Office Equipment and Computer Servicer

**4399 OTHER ELECTRICAL AND ELECTRONICS TRADESPERSONS**  
 4399-01 Supervisor, Other Electrical and Electronics Tradespersons  
 4399-11 Lift Mechanic  
 4399-13 Vending Machine Servicer  
 4399-99 Electrical and Electronics Tradespersons, nec

## UNIT GROUP 4301

### ELECTRICAL POWERLINE TRADESPERSONS

Electrical Powerline Tradespersons install, repair, maintain and monitor overhead and underground electric power distribution networks.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate. Licences are required for some classes of work.

#### DUTIES include:

- joining and splicing cables, and insulating wiring
- changing the layout of cable systems
- testing cables to ensure quality of performance and adequacy of insulation
- installing and servicing aerial equipment
- laying, fixing and joining cross-layered polyethylene covered cable
- performing emergency repairs and de-energising conductors
- maintaining location diagrams
- driving vehicles
- operating cranes and lifting devices
- installing earth stakes, poles and guy wires
- digging holes and trenches using hand and power tools.

#### CONTENT

This Unit Group contains the following occupations:

- 4301-01 Supervisor, Electrical Powerline Tradespersons
- 4301-11 Electrical Linesman/woman
- 4301-13 Electrical Cable Joiner
- 4301-91 Apprentice Electrical Powerline Tradesperson

#### 4301-01 SUPERVISOR, ELECTRICAL POWERLINE TRADESPERSONS

Supervises and co-ordinates the activities of linesmen/women engaged in installing, repairing, maintaining and patrolling overhead and underground electrical power distribution networks.

##### SKILL LEVEL

**Previous Experience:** 5 years as an electrical power linesman/woman.

**Registration/Licensing:** May be required with State authorities.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4301-11 ELECTRICAL LINESMAN/WOMAN

Installs, repairs, maintains and patrols overhead and underground electrical sub-transmission and distribution systems from supplier to customers.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required with State authorities.

##### DUTIES

Drives vehicles to patrol electrical lines or to and from work sites.  
Operates hand and power tools to install earth stakes,

poles and guy wires.

Ensures that safe operating conditions exist for working on electrical equipment and distribution systems of all voltages.

Climbs ladders, or stands in lift buckets to install or service aerial equipment such as cross arms, insulators, transformers, street lights and customer supply points, or to trim trees clear of power lines.

Covers energised conductors with insulating materials and performs low and medium voltage live work.

Joins overhead conductors using compression fittings, and adjusts tension.

Performs emergency repairs and de-energising of conductors.

Monitors safe working conditions and equipment, and practises resuscitation, rescue and first aid procedures.

#### 4301-13 ELECTRICAL CABLE JOINER

Joints insulated electric power cables installed in underground conduits and trenches and prepares cable terminations for connection to electrical equipment and overhead lines.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required with State authorities.

##### DUTIES

Repairs and maintains cables.

Joins cables at connecting points in sub-transmission and distribution systems.

Splices conductors leading away from junctions of main cables, insulates splices and connects cable sheathing.

Tests performance of installed cables and checks that insulation of cables is in good condition.

Maintains location diagrams.

Ensures that electrical conductors are correctly connected between sub-stations and customers' premises.

May dig trenches and service pits or tunnels for cables.

May test for the presence of gas.

May encase cables in armoured or other protective covers.

### 4301-91 APPRENTICE ELECTRICAL POWERLINE TRADESPERSON

#### Trainee Electrical Linesman/woman

Under direction performs routine duties in installing, repairing and maintaining overhead and underground electric power distribution networks, and receives instruction and training in electrical powerline installation, maintenance and repair.

#### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

#### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Electrical Linesman/woman, according to a training schedule.

## UNIT GROUP 4303 ELECTRICAL FITTERS

Electrical Fitters assemble, install, test and maintain electrical equipment and components, and service and repair domestic and commercial electrical appliances and equipment.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate. Licences are required for some classes of work.

#### DUTIES include:

- examining blueprints, wiring diagrams and specifications
- measuring and laying out installation reference points
- fabricating or modifying metal parts and assembling components using lathes, drilling machines, hand tools and welding equipment
- selecting, cutting and connecting wire or cable to terminals or connectors
- lubricating bearings and moving parts of mechanisms
- repairing or replacing faulty wiring and defective parts
- reassembling and test-operating unit.

#### CONTENT

This Unit Group contains the following occupations:

- 4303-01 Supervisor, Electrical Fitters
- 4303-11 Electrical Equipment Fitter
- 4303-13 Electrical Appliance Servicer
- 4303-91 Apprentice Electrical Fitter

#### RELATED OCCUPATIONS

- Occupation 4213-11 Precision Instrument Maker and Repairer
- Occupation 4309-11 Electrical Mechanic

### 4303-01 SUPERVISOR, ELECTRICAL FITTERS

Supervises and co-ordinates the activities of electrical fitters engaged in fitting, assembling, installing, maintaining and testing electrical plant, equipment and components.

#### SKILL LEVEL

**Previous Experience:** 5 years as an electrical fitter.

**Registration/Licensing:** May be required with State authorities.

#### DUTIES

Performs duties covered by the General Description Supervisor.

**4303-11 ELECTRICAL EQUIPMENT FITTER**

Fits, assembles, installs, maintains and tests electrical plant, equipment and components.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required with State authorities.

**DUTIES**

Establishes job requirements from blueprints, wiring diagrams or specifications.

Determines parts and materials required and checks them for accuracy, using measuring instruments.

Fabricates or modifies metal parts, assembles components and checks alignment and accuracy of fit.

Selects and cuts wires or cables, strips insulation from wire ends and connects wires or cables to terminals or connectors according to wiring diagrams.

Lubricates moving parts such as bearings.

Lays out installation reference points.

Positions and assembles components on site.

Connects plant and equipment to power supply and test-operates and makes adjustments.

Operates machine tools such as lathes, drilling machines, welding and heating equipment and hoists.

**SPECIALISATIONS****Heavy Coil Winder**

Winds or shapes continuous coils for heavy-duty electrical equipment.

**Armature Winder****Electrical Instrument Fitter****4303-13 ELECTRICAL APPLIANCE SERVICER**

Services and repairs domestic and commercial

electrical appliances and equipment.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required with State authorities.

**DUTIES**

Diagnoses faults and inspects parts for flaws or signs of wear.

Traces electrical circuits, using wiring diagrams, and repairs faulty wiring.

Repairs or replaces defective parts.

Cleans and lubricates mechanisms.

Reassembles and test-operates units.

Monitors performance and makes adjustments.

Records causes of malfunctioning and action taken.

May drive vehicles to customers' premises to service appliances.

May prepare cost estimates and give quotes.

May arrange for payment for services.

**4303-91 APPRENTICE ELECTRICAL FITTER**

Under direction performs routine duties in installing, maintaining and testing electrical plant, equipment and components, and receives instruction and training in the trade of electrical fitting.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

---

## UNIT GROUP 4305 AUTOMOTIVE ELECTRICIANS

Automotive Electricians install, repair and maintain electrical wiring and components in automobiles.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate. Licences are required for some classes of work.

**DUTIES** include:

- installing gauges, alternators, capacitors, starter motors and other such electrical equipment
- connecting electrical accessories to power supply
- testing for and locating electrical malfunctions
- replacing defective items and parts
- repairing defective ignition and electrical wiring.

**CONTENT**

This Unit Group contains the following occupations:

- 4305-01 Supervisor, Automotive Electricians
- 4305-11 Automotive Electrician
- 4305-91 Apprentice Automotive Electrician

**4305-01 SUPERVISOR, AUTOMOTIVE ELECTRICIANS**

Supervises and co-ordinates the activities of automotive electricians engaged in the installation, maintenance and repair of electrical wiring and components in motor vehicles.

**SKILL LEVEL**

**Previous Experience:** 5 years as an automotive electrician.

**Registration/Licensing:** May be required with State authorities.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4305-11 AUTOMOTIVE ELECTRICIAN****Automotive Electrical Fitter**

Installs, maintains and repairs electrical wiring and components in automobiles, trucks and buses.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required with State authorities.

**DUTIES**

Installs electrical equipment such as gauges, alternators, capacitors and starter motors in motor

vehicles.

Connects power operated equipment such as radios, air-conditioners and power windows to power supply.

Uses test instruments to locate electrical malfunctions.

Adjusts engine control systems and timing.

Tests and replaces defective alternators, generators, starter motors, and related items such as voltage regulators.

Repairs or replaces faulty ignition and electrical wiring.

Replaces defective parts such as fuses, lamps and switches.

**4305-91 APPRENTICE AUTOMOTIVE ELECTRICIAN**

Under direction performs routine duties in installing, maintaining and repairing electrical wiring and components in motor vehicles, and receives instruction and training in the trade of automotive electrics.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Automotive Electrician, according to a training schedule.

**UNIT GROUP 4307****REFRIGERATION AND AIR-CONDITIONING MECHANICS**

Refrigeration and Air-Conditioning Mechanics assemble, install, service and repair refrigeration and air-conditioning units and systems.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate. Licences are required for some classes of work.

**DUTIES include:**

- measuring and laying out installation reference points
- installing refrigeration or air-conditioning components such as compressors
- installing compressors, motors, condensers, evaporators, switches, gauges and piping
- connecting piping and component parts to form complete circulatory system
- testing system for leaks using test gas or fluid and vacuum pumping equipment
- filling units with refrigerant
- servicing equipment, and testing for defects
- repairing or replacing defective parts, and recharging systems with refrigerant.

## CONTENT

This Unit Group contains the following occupations:

- 4307-01 Supervisor, Refrigeration and Air-Conditioning Mechanics
- 4307-11 Air-Conditioning Mechanic
- 4307-13 Refrigeration Mechanic
- 4307-91 Apprentice Refrigeration and Air-Conditioning Mechanic

#### 4307-01 SUPERVISOR, REFRIGERATION AND AIR-CONDITIONING MECHANICS

Supervises and co-ordinates the activities of workers engaged in installing, maintaining and repairing refrigeration and air-conditioning systems.

##### SKILL LEVEL

**Previous Experience:** 5 years as a refrigeration or air-conditioning mechanic.

**Registration/Licensing:** May be required with State authorities.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4307-11 AIR-CONDITIONING MECHANIC Air-Conditioning Technician

Assembles, installs, services and repairs air-conditioning units and systems.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required with State authorities.

##### DUTIES

Installs compressor and condenser units using material handling equipment.

Installs evaporator units in cabinets or in air ducts.

Cuts, bends and threads piping.

Attaches piping to refrigeration units using sleeves, couplings or unions, and solders joints to form complete circulatory systems for refrigerants and chilled water.

Co-ordinates activities with workers installing ducting.

Installs wiring for circulating fans, compressor units and air filters.

Charges units with refrigerant.

Commissions units, observes pressure and vacuum gauges, and adjusts controls for optimum performance.

Tests refrigerant lines to detect leaks.

Repairs installed units by adjusting or replacing controls or parts, or by recharging with refrigerant.

#### 4307-13 REFRIGERATION MECHANIC Refrigeration Fitter

Assembles, installs, services, repairs and maintains

industrial, commercial and domestic refrigeration and air-conditioning systems.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required with State authorities.

##### DUTIES

Establishes job requirements from blueprints and specifications, and lays out installation reference points using measuring instruments.

Drills holes, installs mounting brackets and cuts, bends and threads piping.

Installs components such as compressors, motors, condensers, evaporators, switches and gauges, and copper lines for steam, gas, refrigerant, compressed air, fuel, oil and chilled water.

Bolts, solders, rivets, welds or brazes pipes to connect equipment.

Checks alignment and accuracy of fit.

Fills systems with gas or fluid to check for leaks.

Removes test gas or fluid using vacuum pumps and fills with refrigerant.

Test-operates systems, checks mechanisms and makes adjustments.

Checks and overhauls systems, diagnoses faults and repairs or replaces defective components.

Adjusts system controls and mechanisms and reassembles systems.

Records causes of malfunctioning and action taken.

#### 4307-91 APPRENTICE REFRIGERATION AND AIR-CONDITIONING MECHANIC

Under direction performs routine duties in assembling, installing, servicing, repairing and maintaining refrigeration and air-conditioning systems, and receives instruction and training in the trades of refrigeration or air-conditioning mechanics.

##### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

##### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

## UNIT GROUP 4309

### ELECTRICAL MECHANICS

Electrical Mechanics install, maintain and repair electrical wiring and related equipment in houses, ships, trains, commercial and industrial sites and establishments.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate. Licences are required.

#### DUTIES include:

- examining wiring diagrams and installation areas to determine layout of wiring system
- positioning and installing electrical switchboards
- measuring, cutting and installing conduit
- splicing wires by twisting and soldering
- connecting wires to circuit breakers, transformers, timers and other electrical equipment to complete circuit
- connecting power distribution system to power systems
- installing switches, light fittings and earthing systems
- testing circuits for safety, and checking for defects
- repairing or replacing defective components or systems.

#### CONTENT

This Unit Group contains the following occupations:

- 4309-01 Supervisor, Electrical Mechanics
- 4309-11 Electrical Mechanic
- 4309-13 Electrician (Special Class)
- 4309-91 Apprentice Electrical Mechanic

#### 4309-01 SUPERVISOR, ELECTRICAL MECHANICS

Supervises and co-ordinates the activities of electrical mechanics engaged in the installation, maintenance and repair of electrical wiring and related equipment in ships, trains, houses, and commercial and industrial establishments.

##### SKILL LEVEL

**Previous Experience:** 5 years as an electrical mechanic.

**Registration/Licensing:** Required with State authorities.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4309-11 ELECTRICAL MECHANIC

##### Electrician

Installs, maintains and repairs electrical wiring and related equipment in ships, trains, houses, and commercial and industrial establishments.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

**Registration/Licensing:** Required with State authorities.

##### DUTIES

Examines wiring diagrams and installation areas to plan layout of wiring systems.

Positions and installs electrical switchboards.

Installs sheathed cables, using power drills and hand

tools.

Measures, cuts and installs plastic conduit and pulls wires through.

Splices wires by stripping insulation from terminal leads with pliers, twisting and soldering wires and applying tape or terminal caps.

Connects ends of installed wires to circuit breakers, transformers, timers and other electrical equipment to complete circuits.

Installs and connects items such as switches, lighting fixtures and earthing systems.

Connects clients' systems to power supply.

Tests continuity of circuit to ensure electrical compatibility and safety using instruments such as ohmmeters, voltmeters and insulation resistance testers.

May install, modify, maintain and repair electrical equipment such as storage heaters, water heaters, electric signs or switchboards.

##### SPECIALISATION

##### Electrical Contractor

#### 4309-13 ELECTRICIAN (SPECIAL CLASS)

Services and repairs intricate and complex electrical or electronic circuitry.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

**Registration/Licensing:** Required with State authorities.



**DUTIES**

Diagnoses and repairs faults in electrical circuitry which has a substantial electronic component and is connected to multiple and often varied energy sources with controlled sequences, or is otherwise of a complex nature.

Analyses drawings and specifications to determine sequences and methods of operation.

Uses electrical and electronic test instruments to trace faults.

Dismantles units, repairs or replaces defective components and reassembles.

Test-operates and monitors the performance of systems, and adjusts settings.

Records causes of malfunctioning and action taken.

May service and repair circuitry in prototype and other non-standard units.

May service and repair components of electrical equipment powered by hydraulic, pneumatic or other non-electrical energy sources.

**4309-91 APPRENTICE ELECTRICAL MECHANIC****Apprentice Electrician**

Under direction performs routine duties in installing, maintaining and repairing electrical wiring and related equipment, and receives instruction and training in the trade of electrical mechanics.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Electrical Mechanic, according to a training schedule.

**UNIT GROUP 4311****COMMUNICATIONS EQUIPMENT TRADESPERSONS**

Communications Equipment Tradespersons install, maintain and repair external telecommunications equipment, telecommunications appliances, electronic broadcasting and telecine equipment and instruments and systems used for monitoring and process control.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate. Licences are required for some classes of work.

**DUTIES** include:

- erecting, testing and maintaining aerial wires
- installing underground cables for telephone, radio and computer transmission
- installing telephones in homes and computerised switchboards in office blocks
- installing alarm, radar, medical monitoring, two-way radio and computer systems
- dismantling and examining equipment
- locating defective components or circuitry using electronic testing instruments
- replacing or repairing defective components and parts, lines and cables
- assembling and soldering equipment.

**CONTENT**

This Unit Group contains the following occupations:

- 4311-01 Supervisor, Communications Equipment Tradespersons
- 4311-11 Broadcasting Tradesperson
- 4311-13 Telecommunications Tradesperson
- 4311-15 Telecommunications Line Serviceman/woman
- 4311-91 Trainee Communications Equipment Tradesperson
- 4311-99 Communications Equipment Tradespersons, nec

**4311-01 SUPERVISOR, COMMUNICATIONS EQUIPMENT TRADESPERSONS****Telecommunications Line Supervisor**

Supervises and co-ordinates the activities of communications equipment tradespersons engaged in the installation, maintenance, testing and repairing of communications equipment.

**SKILL LEVEL**

**Previous Experience:** 5 years as a communications equipment tradesperson.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4311-11 BROADCASTING  
TRADESPERSON****Broadcasting Technician**

Maintains and repairs radio and television electronic broadcasting equipment, such as microphones, television cameras and telecine equipment.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required.

**DUTIES**

Analyses reports and consults with equipment operators to obtain details of malfunctions.

Examines equipment to detect defects such as loose or broken wires, and poor connections.

Replaces defective wiring and terminals, and re-solders connections.

Locates faulty components such as capacitors, electron tubes, printed circuit boards and transformers, using electronic test equipment.

Replaces faulty assemblies and components.

Switches on transmitting equipment and checks output power, frequency and modulation against specifications.

Checks the operation of equipment such as antennas, remote controls and auxiliary power units.

May work on outside broadcasting locations.

**4311-13 TELECOMMUNICATIONS  
TRADESPERSON****Telecommunications Technician**

Installs, maintains, operates and repairs telecommunications equipment and appliances such as telephones, switchboards, telegraph and data transmission equipment, in homes or at business or telephone exchanges.

**SKILL LEVEL**

**Education and Training:** a trade level certificate.

**DUTIES**

Examines drawings, specifications and work areas to determine positioning and connections for equipment to be installed.

Attaches outgoing and incoming wires and cables to appliances being installed.

Locates faults in equipment using instruments such as ohmmeters, voltmeters and ammeters.

Adjusts, replaces and repairs faulty items at telephone exchanges, telephone installation centres or fault control centres.

Repairs telephones in homes, or installs computerised switchboards in office blocks.

Tests equipment using electrical and electronic instruments.

May run telephone cables underground.

**4311-15 TELECOMMUNICATIONS LINE  
SERVICEMAN/WOMAN****Telecommunications Linesman/woman**

Installs, maintains and locates faults in all types of external telecommunication equipment, including

aerial lines, conduits and cables.

**SKILL LEVEL**

**Education and Training:** a trade level certificate.

**DUTIES**

Erects, tests and maintains aerial wires.

Installs underground cables for telephone and other communications transmissions.

Joins cables by hand or machine and seals sheaths with lead or thermoplastic.

Distributes cable pairs from exchanges or pillars.

Locates and repairs faults in lines and cables.

May install lead-ins, internal wiring, and less complex equipment at customers' premises.

**SPECIALISATIONS****Telecommunications Cable Joiner**

Connects pairs of lines at street junction boxes or pillars in telephone cable networks.

**Radio Lineman/woman**

Installs radio masts, towers, antennas and transmitter feeders.

**4311-91 TRAINEE COMMUNICATIONS  
EQUIPMENT TRADESPERSON**

Under direction performs routine duties in installing, maintaining and repairing communications equipment, and receives instruction and training in communications trades.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Undertakes theoretical studies and progressively performs duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS****Telecommunications Line****Serviceman/woman-in-Training****Telecommunications Linesman/woman-in-Training****Telecommunications Technician-in-Training****Trainee Telecommunications Linesman/woman****4311-99 COMMUNICATIONS  
EQUIPMENT TRADESPERSON,  
nec**

This residual grouping covers communications equipment tradespersons not elsewhere classified.

**SKILL LEVEL**

**Education and Training:** a trade level certificate.

**SPECIALISATION****Alarms Installer**

Examines drawings, specifications and work sites to determine positioning and connections for equipment to be installed.

Installs and connects wiring and recording or warning equipment.

Checks circuits of installations to verify the accuracy of assembly.  
 Checks monitoring and warning controls to prepare systems for operation and adjusts them under operating conditions.

Implements inspection programs.  
 May install remote control television cameras and intrusion detection and fire alarm systems.

**UNIT GROUP 4313**  
**RADIO AND TELEVISION SERVICERS**

Radio and Television Servicers maintain and repair radio and television receivers, tape recorders, phonographs and video cassette recorders.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- observing reception to determine nature of malfunction
- performing voltage and resistance tests and waveform check using electronic testing equipment
- adjusting controls of colour receiver using colour bar generator
- examining motors of record turntables and tape recorders
- repairing or replacing defective parts.

**CONTENT**

This Unit Group contains the following occupations:

- 4313-01 Supervisor, Radio and Television Servicers
- 4313-11 Radio and Television Servicer
- 4313-91 Apprentice Radio and Television Servicer

**4313-01 SUPERVISOR, RADIO AND TELEVISION SERVICERS**

Supervises and co-ordinates the activities of radio and television tradespersons engaged in maintaining, adjusting and repairing radio and television receivers, and related audio and visual reproduction equipment.

**SKILL LEVEL**

**Previous Experience:** 5 years as a radio and television servicer.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4313-11 RADIO AND TELEVISION SERVICER**

**Radio and Television Repairer**

Maintains, adjusts and repairs radio and television receivers, and related audio and visual reproduction equipment such as tape recorders and video cassette recorders.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Discusses the nature of equipment malfunctions with clients.  
 Monitors radio and television reception to assist in diagnosing faults.

Removes protective coverings to gain access to equipment.

Performs voltage and resistance tests and waveform checks, using electronic test equipment.

Adjusts or replaces faulty parts.

Tests electronic circuitry, resistors and capacitors.

Records servicing time and replacement parts used.

May install television sets and antennas on clients' premises.

May accept payments and write receipts for service.

May adjust controls of colour receivers using colour bar generators.

May examine motors of record turntables and tape recorders.

**SPECIALISATIONS**

- Radio Mechanic
- Television Mechanic
- Video Technician

**4313-91 APPRENTICE RADIO AND TELEVISION SERVICER**

Under direction performs routine duties in repairing and maintaining radio and television receivers, and receives instruction and training in the trade of radio and television servicing.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties

covered by the occupation Radio and Television Servicer, according to a training schedule.

**UNIT GROUP 4315****OFFICE EQUIPMENT AND COMPUTER SERVICERS**

Office Equipment and Computer Servicers install, service and repair computer hardware, vending machines, typewriters, calculating, adding and book-keeping machines, cash registers and other office equipment.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate or equivalent level certificate.

**DUTIES** include:

- dismantling machines and examining components
- adjusting, repairing and replacing worn or defective parts using hand tools and soldering equipment
- lubricating moving parts
- setting up test equipment to evaluate functional and operational performance and locate circuitry defects
- repairing and replacing defective wiring
- reassembling machinery.

**CONTENT**

This Unit Group contains the following occupations:

- 4315-01 Supervisor, Office Equipment and Computer Servicers
- 4315-11 Office Equipment Servicer
- 4315-13 Computer Servicer
- 4315-91 Trainee Office Equipment and Computer Servicer

**4315-01 SUPERVISOR, OFFICE EQUIPMENT AND COMPUTER SERVICERS**

Supervises and co-ordinates the activities of office equipment and computer servicers engaged in installing, servicing and repairing electrically, electronically or mechanically activated office equipment such as computer hardware, typewriters, calculating machines and cash registers.

**SKILL LEVEL**

**Previous Experience:** 5 years as an office equipment and computer servicer.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4315-11 OFFICE EQUIPMENT SERVICER****Business Equipment Mechanic**

Services and repairs typewriters, calculators, cash registers and other commercial and office machines.

**SKILL LEVEL**

**Education and Training:** a trade level certificate.

**DUTIES**

Examines and operates machines, and consults customers to determine causes of malfunctions.  
 Disassembles machines and examines components.  
 Repairs or replaces defective parts.  
 Reassembles, test-operates and adjusts machines.  
 Cleans machine parts and interiors of machines.  
 Undertakes routine work on electrical or electronic components by repairing or replacing faulty parts or wiring.  
 Uses electrical and electronic testing equipment.  
 Advises users of correct operating procedures to prevent malfunctions.

**4315-13 COMPUTER SERVICER****Computer Technician**

Installs, services and repairs computer hardware.

**SKILL LEVEL**

**Education and Training:** a trade level certificate.

**DUTIES**

Reads blueprints and consults manufacturers' manuals to determine installation procedures.  
 Assembles circuitry in accordance with specifications.  
 Sets up standard test equipment to evaluate functional

and operational performance.  
 Interprets test data and examines circuitry to locate faults.  
 Replaces defective components and wiring.  
 Adjusts and calibrates circuitry and components.  
 Completes service reports.

**4315-91 TRAINEE OFFICE EQUIPMENT AND COMPUTER SERVICER**

Under direction performs routine duties in servicing and repairing computers and office equipment, and receives instruction and training in office equipment

and computer servicing.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Undertakes theoretical studies and progressively performs duties covered by one of the occupations in this Unit Group, according to a training schedule.

**SPECIALISATION**

**Apprentice Office Equipment and Computer Servicer**

**UNIT GROUP 4399**

**OTHER ELECTRICAL AND ELECTRONICS TRADESPERSONS**

This unit group covers electrical and electronics tradespersons not elsewhere classified.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate or equivalent level certificate.

**CONTENT**

This Unit Group contains the following occupations:

- 4399-01 Supervisor, Other Electrical and Electronics Tradespersons
- 4399-11 Lift Mechanic
- 4399-13 Vending Machine Servicer
- 4399-99 Electrical and Electronics Tradespersons, nec

**4399-01 SUPERVISOR, OTHER ELECTRICAL AND ELECTRONICS TRADESPERSONS**

Supervises and co-ordinates the activities of other electrical and electronics tradespersons.

**SKILL LEVEL**

**Previous Experience:** 5 years as an electrical and electronics tradesperson.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATION**

**Supervisor, Lift Mechanics**

**4399-11 LIFT MECHANIC**

**Lift Electrician**

Assembles, installs, adjusts, maintains and repairs electric and hydraulic freight and passenger lifts and escalators.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** Required by State authorities.

**DUTIES**

Studies drawings, and lays out location of frameworks, counter-balance rails, motors, pumps, and cylinder foundations.

Installs elevator guide rails and verifies their alignment.

Installs cables, counterweights, pumps, motor foundations, escalator drives, elevator cars, doors, entrance frames and control panels.

Installs safety and control devices.

Connects electrical wiring to control panels and electric motors.

Tests and adjusts assemblies, including cables, wiring and electrical controls.

Adjusts counter weights and regulates controls to compensate for power overload.

Tests and adjusts safety controls, such as brakes and governors.

Carries out regular maintenance programs on operational lifts.

Locates and determines causes of faults in motors, brakes, switches and control systems.

Repairs hydraulic or mechanical brakes by adjusting or replacing valves, ratchets, seals and brake linings.

**4399-13 VENDING MACHINE SERVICER**

Maintains and repairs vending machines.

**SKILL LEVEL****On-the-Job Training:** 6-12 months.**DUTIES**

Studies product manuals or specifications.

Consults customers to determine the nature of malfunctions.

Dismantles and examines machines to identify causes of malfunctions.

Repairs or replaces faulty parts by renewing worn bearings, realigning cogs, soldering cracked or broken housings, replacing sheared bolts, broken springs or other faulty parts.

Lubricates moving parts.

Reassembles, test-operates and adjusts machines.

**SPECIALISATIONS****Amusement Machine Mechanic****Poker Machine Servicer****4399-99 ELECTRICAL AND ELECTRONICS TRADESPERSONS, nec**

This residual grouping covers electrical and electronics tradespersons not elsewhere classified.

**SKILL LEVEL****Education:** a trade level certificate.**Registration/Licensing:** May be required.**SPECIALISATIONS****Apprentice Electronic Instrumentation Tradesperson****Electronic Instrument and Control Tradesperson****Electronic Instrument Tradesperson (Complex Systems)**

## MINOR GROUP 44

### BUILDING TRADESPERSONS

Building Tradespersons construct, install, and repair buildings, civil engineering structures, plumbing and theatrical sets; finish surfaces by tiling or applying sheet materials or liquids; and design and paint signs.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 4 year trade certificate, usually obtained by apprenticeship.

#### DUTIES include:

examining plans and specifications; selecting appropriate materials, components and fittings; erecting scaffolding; cutting, mixing, assembling and/or applying materials and components to achieve desired effect, using a variety of hand-held, power and other tools; checking accuracy of work; repairing and replacing damaged fixtures and sections of structures and surfaces; and cleaning equipment and work area.

#### CONTENT

#### 4401 CARPENTERS AND JOINERS

4401-01 Supervisor, Carpenters and Joiners  
4401-11 Carpenter  
4401-13 Joiner  
4401-91 Apprentice Carpenter and Joiner

#### 4407 PLASTERERS

4407-01 Supervisor, Plasterers  
4407-11 Solid Plasterer  
4407-13 Fibrous Plasterer  
4407-91 Apprentice Plasterer

#### 4403 BRICKLAYERS

4403-01 Supervisor, Bricklayers  
4403-11 Bricklayer  
4403-91 Apprentice Bricklayer

#### 4409 PLUMBERS

4409-01 Supervisor, Plumbers  
4409-11 Plumber (General)  
4409-13 Gasfitter  
4409-15 Drainer  
4409-91 Apprentice Plumber

#### 4405 PAINTERS, DECORATORS AND SIGNWRITERS

4405-01 Supervisor, Painters, Decorators and Signwriters  
4405-11 Painter and Decorator  
4405-13 Paperhanger  
4405-15 Signwriter  
4405-91 Apprentice Painter, Decorator and Signwriter

#### 4411 ROOF SLATERS AND TILERS

4411-01 Supervisor, Roof Slaters and Tilers  
4411-11 Roof Slater and Tiler  
4411-91 Apprentice Roof Slater and Tiler

#### 4413 WALL AND FLOOR TILERS

4413-01 Supervisor, Wall and Floor Tilers  
4413-11 Wall and Floor Tiler  
4413-91 Apprentice Wall and Floor Tiler

## UNIT GROUP 4401 CARPENTERS AND JOINERS

Carpenters and Joiners construct, erect, install, finish, renovate and repair wooden structures and fixtures used in internal and external building frameworks, dams, bridges and theatrical sets.

### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate. State Licensing Boards may require self-employed tradespersons to be registered.

### DUTIES include:

- determining details of work from plans and specifications
- selecting appropriate timber and materials
- cutting timber to size using hand or power tools
- assembling and installing fixtures and structures
- checking the accuracy of work with a square rule and spirit level.

### CONTENT

This Unit Group contains the following occupations:

- 4401-01 Supervisor, Carpenters and Joiners
- 4401-11 Carpenter
- 4401-13 Joiner
- 4401-91 Apprentice Carpenter and Joiner

### RELATED OCCUPATIONS

Unit Group 4901	Wood Machinists and Turners
Unit Group 4903	Cabinetmakers
Unit Group 4905	Other Wood Tradespersons

#### 4401-01 SUPERVISOR, CARPENTERS AND JOINERS

Supervises and co-ordinates the activities of carpenters and joiners engaged in the construction or maintenance of wooden structures, and in the fixtures of buildings, bridges and dams.

#### SKILL LEVEL

**Previous Experience:** 5 years as a carpenter and joiner.

**Registration/Licensing:** May be required.

#### DUTIES

Performs duties covered by the General Description Supervisor.

#### RELATED OCCUPATIONS

Occupation 1601-15 Building Contractor  
Occupation 3207-11 Building Technician

#### 4401-11 CARPENTER

Constructs, erects, installs, renovates and repairs structures and fixtures of wood, plywood, wallboard and other materials.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required.

#### DUTIES

Reads drawings and specifications to determine materials required, dimensions and installation

procedures.

Orders and selects timbers and materials, and prepares layouts.

Cuts materials with hand and power tools, and assembles or nails cut and shaped parts.

Erects framework, lays sub-flooring and verifies trueness of structures.

Assembles ceiling joists and rafters to construct roof framing, or nails pre-fabricated roof trusses into place.

Nails fascia panels, sheathes rooves and fits exterior wall cladding to enclose structures.

Cuts and nails frames around windows and doors, hangs doors, installs prefabricated units and other structures, and nails floor-boards over subfloor.

May install door handles, locks, hardware, flooring underlay, suspended ceilings, insulating materials and other fixtures.

May examine and remove parts of existing structures, do minor preparatory work and install building supports.

May erect scaffolding and steel studding.

#### SPECIALISATIONS

##### Fixing Carpenter

##### Shop Fitter

Manufactures, installs and repairs fittings, furniture, finishing items and pre-fabricated panels, showcase partitions, exhibitors' stands, and home improvement products.

May work with aluminium.



**Formwork Carpenter**

Constructs formwork for concrete pouring on buildings and other construction work such as bridges, wharfs and piers.

**Prop and Scenery Maker**

Constructs props, miniatures, sets and backgrounds for motion picture, television and theatrical productions.

**RELATED OCCUPATIONS**

Unit Group 4907 Marine Construction Tradespersons

**4401-13 JOINER**

Cuts, shapes and fits timber parts in workshops to form structures and fittings, ready for installation.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Determines job requirements from drawings, written instructions and templates.

Sets out work and makes cutting lists.

Sets up jigs, selects timber and cuts to size and shape using templates.

Cuts joints using wood cutting machines or hand and power tools.

Assembles prepared wood to form structures and fittings.

Checks the accuracy of work.

Maintains and sharpens hand tools.

May repair existing fittings.

May work with plastic laminates, perspex or metals.

May fit aluminium window frames, and glaze windows of units for sectional timber buildings.

**SPECIALISATIONS****Joinery Setter-out**

Selects timber and marks out designs and cutting lines.

**Joinery Patternmaker**

Prepares full-scale drawings and assembles templates.

Marks instructions and information on templates.

Repairs and rebuilds damaged templates.

**4401-91 APPRENTICE CARPENTER AND JOINER**

Under direction performs routine duties in the construction and repair of timber fixtures and joinery, and receives instruction and training in the trades of carpentry and joinery.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

**Apprentice Carpenter**

**Apprentice Joiner**

**UNIT GROUP 4403****BRICKLAYERS**

Bricklayers lay bricks, stones, tiles and building blocks to construct and repair structures such as walls, foundations and arches; or equipment such as boilers, industrial ovens, furnaces, kilns and smelters.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate. State Licensing Boards may require self-employed tradespersons to be licensed.

**DUTIES** include:

- examining plans and specifications
- erecting scaffolding and positioning supporting frames for brickwork
- spreading mortar over bricks, blocks or tiles and laying them in place, removing excess mortar with trowel
- checking each row for vertical and horizontal alignment
- shaping bricks to fit irregular spaces
- spreading high heat plastic refractory mixes over exposed brickwork to prevent deterioration
- repairing and maintaining brick and related structures and equipment.

**CONTENT**

This Unit Group contains the following occupations:

4403-01 Supervisor, Bricklayers

4403-11 Bricklayer

4403-91 Apprentice Bricklayer

**4403-01 SUPERVISOR, BRICKLAYERS**

Supervises and co-ordinates the activities of bricklayers engaged in preparing and laying bricks and related materials.

**SKILL LEVEL**

**Previous Experience:** 5 years as a bricklayer.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**RELATED OCCUPATION**

Occupation 1601-15 Building Contractor

**4403-11 BRICKLAYER****Blocklayer**

Lays bricks, precut stone, concrete blocks and other types of building blocks in mortar to construct and repair veneer and solid walls, foundations, partitions, arches and other structures.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required.

**DUTIES**

Examines plans and specifications.

Erects scaffolding.

Seals foundations with damp-resistant materials.

Spreads layers of mortar to serve as base and binder for blocks, using trowels.

Lays bricks in rows, designs or shapes, spreading mortar between joints.

Embeds blocks in mortar, and removes excess mortar from blocks.

Checks vertical and horizontal alignment.

Shapes bricks to fit irregular spaces and constructs arches and ornamental brickwork.

Repairs and maintains brick, cement block and related structures.

May operate brick cutting machines.

May lay paving bricks, tiles or other materials in sand.

**SPECIALISATIONS****Refractory Bricklayer****Retort Setter (Bricklaying)**

Lays fire, plastic and coke bricks and refractory tiles to build, line and repair steam boilers, industrial ovens, furnaces, kilns and smelters.

Cuts or drills openings in bricks or plastic for heating elements and pyrometers.

**Arch Builder****Chimney Builder****Tuckpointer****RELATED OCCUPATION**

Occupation 4999-15 Stonemason

**4403-91 APPRENTICE BRICKLAYER**

Under direction performs routine duties in laying bricks and refractory tiles, and receives instruction and training in the trade of bricklaying.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Bricklayer, according to a training schedule.

**UNIT GROUP 4405****PAINTERS, DECORATORS AND SIGNWRITERS**

Painters, Decorators and Signwriters apply paint, varnish and other finishes to walls and ceilings, or cover them to protect and decorate surfaces of domestic, commercial and industrial buildings; or design and paint signs for displays, buildings and other structures.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- studying proposals, sketches or written instructions and conferring with client to confirm nature and style of work to be undertaken
- determining type and quantity of materials required
- erecting scaffolding and setting up brushes and equipment
- preparing surfaces by cleaning and sanding
- selecting and mixing paint or adhesive
- marking out and painting sign, wall or other surface using roller, spraygun or brush and metal stick

- cleaning and maintaining equipment and work area
- applying paper, vinyl, fabric or similar wall covering materials.

## CONTENT

This Unit Group contains the following occupations:

- 4405-01 Supervisor, Painters, Decorators and Signwriters
- 4405-11 Painter and Decorator
- 4405-13 Paperhanger
- 4405-15 Signwriter
- 4405-91 Apprentice Painter, Decorator and Signwriter

### 4405-01 SUPERVISOR, PAINTERS, DECORATORS, AND SIGNWRITERS

Supervises and co-ordinates the activities of painters, decorators and signwriters engaged in applying paint and related materials, and wallpaper and fabrics to buildings and other structures, or painting signs.

#### SKILL LEVEL

**Previous Experience:** 5 years as a painter, decorator or signwriter.

**Registration/Licensing:** May be required.

#### DUTIES

Performs duties covered by the General Description Supervisor.

### 4405-11 PAINTER AND DECORATOR

Applies paint, varnish, wallpaper and other finishes to protect, maintain and decorate interior and exterior surfaces of domestic, commercial and industrial buildings and structures.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

#### DUTIES

Determines quantity of materials required.  
 Erects scaffolding, cradles and ladders, and places dropsheets to protect areas from paint spattering.  
 Removes old paint or paper.  
 Prepares surfaces by fixing woodwork and filling and sealing holes, cracks and joints.  
 Cleans structures and equipment.  
 Selects or prepares paints to match colours by mixing portions of pigment, oil and thinning and drying additives.  
 Brushes, rolls or sprays paints, stains, varnishes and other finishes on to surfaces.  
 May hang wallpaper.  
 Washes equipment and cleans work areas.

#### SPECIALISATION

##### Industrial Painter (Structures)

Paints or applies other protective materials to industrial structures.

### 4405-13 PAPERHANGER

Covers interior walls and ceilings with materials such as paper, vinyl, carpet and fabrics, for protective and decorative purposes.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

#### DUTIES

Estimates quantities of wallpaper or fabrics required.  
 Erects scaffolding and sets up pasteboards.  
 Removes old paper or other finishes with scrapers, water and chemicals.  
 Cleans surfaces, fills cracks and holes with fillers, and smooths down with sandpaper.  
 Sprays or brushes acetic acid on damp plaster to neutralise lime effect.  
 Brushes size on to porous surfaces to seal and waterproof.  
 Measures surfaces and cuts wallpaper or fabric to required lengths, ensuring that designs match.  
 Trims rough edges from strips.  
 Mixes pastes and applies to wallpaper or fabric.  
 Moistens pre-pasted paper, using water trough or wet sponge.  
 Marks vertical guidelines on walls to align wallpaper.  
 Places strips on surfaces, and matches adjacent edges of designs.  
 Smooths coverings with dry brushes or felt-covered rollers to remove wrinkles or bubbles.  
 Smooths joints with rollers, and trims overlap.

### 4405-15 SIGNWRITER

#### Signcraftsman/woman

Designs, draws, makes and paints signs for displays, buildings, hoardings, boats and structures.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

#### DUTIES

Studies proposals, sketches or written instructions and confers with clients to determine style and composition of signs.  
 Selects sign materials such as plastic, wood, metal, lacquers and varnishes.  
 Prepares paint by mixing, tinting and thinning.  
 Prepares brick, metal, timber, glass and other surfaces for signwriting.  
 Marks out lettering or designs by freehand, or with the aid of templates, stencils or paper patterns.  
 Masks sign background, and paints signs using rollers, spray guns or brushes and mahl sticks.  
 Makes and erects three-dimensional signs.  
 Cleans and maintains brushes and equipment.  
 May erect and work on scaffolding.  
 May design and create wall murals, screen prints, gold leaf work and custom vehicle art.

**4405-91 APPRENTICE PAINTER,  
DECORATOR AND SIGNWRITER**

Under direction performs routine paperhanging and preparation and painting of surfaces and signs, and receives instruction and training in the trades of painting, decorating or signwriting.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

## UNIT GROUP 4407 PLASTERERS

Plasterers apply plaster, cement or similar materials and fix fibrous sheets to the interior or exterior of domestic and commercial buildings.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- erecting scaffolding
- mixing plaster to desired consistency, applying and smoothing coats of plaster using a trowel and creating decorative textures in finish coats
- straightening corners, angles and surfaces
- finishing surfaces with acoustic, insulating and fireproofing materials
- determining fibreboard layout and installing insulation and vapour barriers
- measuring and marking surfaces to prepare them for fibreboard installation
- cutting fibreboard and fixing it in place, securing with metal corner beads
- covering joints and nail holes and finishing surface.

**CONTENT**

This Unit Group contains the following occupations:

- 4407-01 Supervisor, Plasterers
- 4407-11 Solid Plasterer
- 4407-13 Fibrous Plasterer
- 4407-91 Apprentice Plasterer

**4407-01 SUPERVISOR, PLASTERERS**

Supervises and co-ordinates the activities of plasterers engaged in fixing fibrous plaster sheets and applying solid plaster to walls and ceilings.

**SKILL LEVEL**

**Previous Experience:** 5 years as a plasterer.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4407-11 SOLID PLASTERER**

**Cement Renderer  
Cement Plasterer**

Applies decorative and protective coverings of plaster, cement or similar materials to the interiors and exteriors of structures.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Mixes plaster and cement.

Applies coats of plaster to structures, using trowels.

Levels and smooths coats to uniform thickness.

Plumbs and straightens corners, angles and wall and ceiling surfaces.

Applies finishing coats of plaster and smooths surfaces.

Creates decorative textures in finishing coats.

Applies and finishes acoustic, insulating and fireproofing materials bonded with plaster, plastic cement and similar materials.

May spray or apply protective glazes or vermiculite to covered surfaces.

May fix pre-cast cornices, panel mouldings, ceiling centres and other plaster fittings.

May apply water-proofing coats to structures.

May lay floors of granolithic, terrazzo, cement or similar composition.

May finish concrete floors.

May erect scaffolds and trestles.

**4407-13 FIBROUS PLASTERER**

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

Applies and fixes suspended ceilings and plasterboard partitions, fire rating systems, acoustic tiles, and composite wall linings to domestic and commercial buildings.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Determines plasterboard layout, and installs insulation and vapour barriers.

Measures and marks reference points on plasterboard.

Cuts plasterboard, lifts and positions panels and secures them to walls and ceilings, or to battens.

Prepares corner beads and secures them in position.

Fixes pre-cast cornices, panel mouldings, ceiling centres and other plaster fittings.

Covers joints and nail holes with wet plaster or sealing compounds, and smooths them using wet brushes and sand paper.

May spray fibrous materials over surfaces to be covered.

**4407-91 APPRENTICE PLASTERER**

Under direction performs routine duties in applying plaster or fixing plasterboard in buildings, and receives instruction and training in the trade of plastering.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**UNIT GROUP 4409****PLUMBERS**

Plumbers install and repair pipelines, plumbing and related equipment for water, gas, sewerage and other systems in residential, commercial and industrial establishments.

**SKILL LEVEL**

The entry requirement for this unit group is a trade certificate. Registration or licensing is required.

**DUTIES** include:

- determining layout of pipeline systems and materials required from drawings and specifications
- locating and marking positions for fixtures and for trenches to be excavated
- cutting holes and excavating through floors and walls and directing excavation for tanks, sullage pits and transpiration beds
- measuring, cutting, threading and bending pipes
- welding, threading, cementing or soldering pipes together
- assembling and installing pipelines, connecting pipes to components, equipment and appliances
- testing and adjusting lines, control mechanisms and sewerage systems.

**CONTENT**

This Unit Group contains the following occupations:

4409-01 Supervisor, Plumbers  
4409-11 Plumber (General)  
4409-13 Gasfitter  
4409-15 Drainer  
4409-91 Apprentice Plumber

**4409-01 SUPERVISOR, PLUMBERS**

Supervises and co-ordinates the activities of plumbers and other workers engaged in installing and repairing pipelines, plumbing and related equipment for water, gas, sewerage and other systems.

**SKILL LEVEL**

**Previous Experience:** 5 years as a plumber.

**Registration/Licensing:** Required with State authorities.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATIONS**

**Supervisor, Drainers**

**Supervisor, Gasfitters**

**4409-11 PLUMBER (GENERAL)**

Lays out, fabricates, installs, tests and maintains pipes, fixtures, fittings, gas lines, meters and regulators.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** Required with State authorities.

**DUTIES**

Examines drawings and specifications to determine necessary materials, and layout of plumbing systems.

Locates and marks positions for connections, passage holes, and fixtures in walls and floors.

Cuts holes through walls and floors to accommodate pipes, measures pipes and marks cutting or bending lines.

Cuts and threads pipes, and bends pipes using pipe-bending tools.

Assembles and installs piping, valves and fittings.

Joins pipe sections and secures pipes.

Tests lines as required by local plumbing regulations.

Installs plumbing fixtures such as toilets, wash basins, sprinkler systems and industrial processing units.

Maintains and repairs plumbing systems.

May cut, fit and secure metal flashing into angles formed by walls, chimney vents and intersecting roof surfaces.

May install and fix roofs and guttering.

May install, service and repair plumbing components of water heating and ducted air-conditioning systems.

**SPECIALISATIONS****Pipe Joiner****Pipe Fitter (Plumbing)**

Lays out, fabricates, installs and maintains pressure systems of piping and fittings for conducting steam, water, oils, acids, or other chemicals, liquids and gases, used in heating, cooling, lubricating and other industrial processing systems.

**Roof Plumber****Sprinkler Fitter****4409-13 GASFITTER****Gas-main and Line Fitter**

Installs, maintains, tests and repairs gas lines, meters, regulators, units and appliances, in residential, commercial and industrial establishments.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** Required by State authorities.

**DUTIES**

Examines drawings and specifications.

Measures and marks reference points for location of equipment.

Installs gas meters and regulators, and cuts openings

in structures to accommodate pipes and fittings.

Prepares and installs gas supply and feeder pipelines between gas units and meters.

Installs vents and flues, and connects components such as burners, valves, automatic controls and gas supplies.

Tests and adjusts control mechanisms, turns on gas and inspects and tests pipelines and equipment.

Locates leaks and faulty connections and determines pressure and flow of gas.

Attends to leaks by examining and repairing supply lines, meters, controls and appliances.

Advises customers of built-in safety features and standards, and answers queries in relation to the operation and maintenance of gas units and systems.

May inspect equipment.

**SPECIALISATIONS****Leadburner****Liquid Petroleum Gasfitter****Pinpointer****4409-15 DRAINER**

Installs, maintains and repairs pipes in storm or sanitation systems and drains, and installs septic tanks, holding wells, sullage pits and transpiration beds.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required with State authorities.

**DUTIES**

Determines where piping should be laid to ensure proper drainage.

Marks off areas for trenches and arranges excavation.

Excavates through concrete floors and brick walls prior to laying of pipes.

Measures and cuts pipes made of PVC plastic, clay, concrete and similar materials and lays pipe sections into position in trenches.

Fits reflux valves and constructs pits and access facilities.

Fills joints of concrete and clay pipes with mortar, oakum and rubber rings to form seals.

Repairs breaks in drainage or sewer lines, and opens clogged sewer lines.

Excavates for tanks, sullage pits and transpiration beds, and places and seals tanks.

Carries out tests to conform with local regulations and conditions.

May clean drains or install tanks.

**SPECIALISATIONS****Drain Cleaner****Septic Tank Installer**

**4409-91 APPRENTICE PLUMBER**

Under direction performs routine duties in installing, repairing and maintaining plumbing pipes, fixtures and fittings, and receives instruction and training in the plumbing trades.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

Apprentice Drainer  
Apprentice Gasfitter  
Apprentice Leadburner  
Apprentice Sprinkler Fitter

## UNIT GROUP 4411 ROOF SLATERS AND TILERS

Roof Slaters and Tilers cover structures with roof tiles, sheets or shingles to form a waterproof surface.

**SKILL LEVEL**

The entry requirement for this unit group is a trade certificate. State Licensing Boards may require self-employed tradespersons to be licensed.

**DUTIES** include:

- determining layout for tiles and materials required from drawings and specifications
- erecting ladders and scaffolding and securing waterproof sheets under eaves
- nailing or stapling roof underlay to roof
- aligning and securing starter row of roofing material, and laying successive overlapping layers
- cutting roofing material to fit around vents, chimney edges, ridges and corners
- fixing edge and ridge tiles in mortar or cement.

**CONTENT**

This Unit Group contains the following occupations:

4411-01 Supervisor, Roof Slaters and Tilers  
4411-11 Roof Slater and Tiler  
4411-91 Apprentice Roof Slater and Tiler

**4411-01 SUPERVISOR, ROOF SLATERS AND TILERS**

Supervises and co-ordinates the activities of roof slaters and tilers engaged in applying roof tiles, sheets or shingles, to form waterproof surfaces.

**SKILL LEVEL**

**Previous Experience:** 5 years as a roof slater and tiler.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4411-11 ROOF SLATER AND TILER**

Covers structures with roof tiles, sheets or shingles to form waterproof surfaces.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required.

**DUTIES**

Examines drawings, specifications and work sites to determine materials required.

Erects ladders and scaffolds.

Places and secures waterproof sheets over eaves.

Nails or staples roofing underlay to roofs.

Aligns starter rows of roofing material with edges of roofs, and secures with wire, staples or nails.

Overlaps successive layers of tiles.

Sizes and cuts roofing material to fit around vents, chimney edges, corners and ridges.

Slips roofing materials under pre-fabricated flashing and nails it down.

Fixes edge and ridge tiles in cement mortar.

May caulk exposed nail heads and flashing to prevent leaks.

May lay aluminium or steel tiles.

**SPECIALISATIONS**

Roof Fixer  
Roof Shingler

**4411-91 APPRENTICE ROOF SLATER  
AND TILER**

Under direction performs routine duties in roof slating and tiling, and receives instruction and training in the trade of roof slating and tiling.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Roof Slater and Tiler, according to a training schedule.

**UNIT GROUP 4413  
WALL AND FLOOR TILERS**

Wall and Floor Tilers lay ceramic and similar tiles on external and internal walls and floors to provide a protective and decorative finish.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate. State Licensing Boards may require self-employed tradespersons to be licensed.

**DUTIES** include:

- examining plans, measuring and marking surface to be covered and laying out work
- preparing surface by removing old tiles, grout and adhesive, and cleaning with soap and water
- spreading adhesive onto surface, setting tile in position and aligning it using level, square, plumb line and straight-edge
- cleaning tiles and removing excess grout.

**CONTENT**

This Unit Group contains the following occupations:

- 4413-01 Supervisor, Wall and Floor Tilers
- 4413-11 Wall and Floor Tiler
- 4413-91 Apprentice Wall and Floor Tiler

**RELATED OCCUPATION**

Unit Group 4919      Floor Coverers

**4413-01 SUPERVISOR, WALL AND  
FLOOR TILERS**

Supervises and co-ordinates the activities of floor and wall tilers engaged in preparing and laying ceramic, slate and related tiles.

**SKILL LEVEL**

**Previous Experience:** 5 years as a wall and floor tiler.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4413-11 WALL AND FLOOR TILER****Wall and Floor Tile Fixer**

Lays ceramic, clay, slate, marble and glass tiles on external and internal walls and floors to provide protective and decorative finishes.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required.

**DUTIES**

Examines plans, measures and marks surfaces and lays out work.

Prepares wall and floor surfaces by removing old tiles, grout and adhesive, and cleaning with soap and water.

Spreads adhesive onto prepared surfaces and tiles, and sets tiles in position.

Ensures tiles are properly aligned.

Grouts tiles and cleans and removes excess grout.

May lay floors of granolithic, terrazzo, cement or similar composition.

**SPECIALISATIONS**

**Ceramic Tiler**

**Mosaic Tiler**

**Terrazzo Floor Layer**

**RELATED OCCUPATION**

Unit Group 4919      Floor Coverers



**4413-91 APPRENTICE WALL AND FLOOR  
TILER**

Under direction performs routine duties in laying ceramic, clay, slate, marble, glass or related tiles, and receives instruction and training in the trade of wall and floor tile laying.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Wall and Floor Tiler, according to a training schedule.

---



## MINOR GROUP 45

### PRINTING TRADESPERSONS

Printing Tradespersons prepare, set and duplicate type prior to printing, reproduce camera-ready copy on to film, plate, cylinder or screen printing stencil, set up and operate printing machines, and bind and finish printed products.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 4 year trade certificate, usually obtained by apprenticeship.

#### DUTIES include:

composing and making up pages for typesetting; making plastic or rubber moulds of formes for duplicates needed in multiple and/or long printing runs; treating film, plates, cylinders and moulds with chemicals; setting up, operating and monitoring machines used in typesetting, photographing copy, printing and cutting, folding, collating and binding printed material; finishing book covers and edges using hand tools; performing routine maintenance and minor repairs on machinery; and cleaning equipment.

#### CONTENT

<b>4501</b>	<b>COMPOSITORS</b>
4501-01	Supervisor, Compositors
4501-11	Compositor
4501-91	Apprentice Compositor

<b>4507</b>	<b>BINDERS AND FINISHERS</b>
4507-01	Supervisor, Binders and Finishers
4507-11	Binder and Finisher
4507-91	Apprentice Binder and Finisher

<b>4503</b>	<b>GRAPHIC REPRODUCTION TRADESPERSONS</b>
4503-01	Supervisor, Graphic Reproduction Tradespersons
4503-11	Plate Preparer (Printing)
4503-13	Cylinder Preparer (Printing)
4503-15	Image Preparer (Printing)
4503-91	Apprentice Graphic Reproduction Tradesperson

<b>4509</b>	<b>STEREOTYPERS AND ELECTROTYPERS</b>
4509-01	Supervisor, Stereotypers and Electrotypers
4509-11	Stereotyper and Electrotyper
4509-91	Apprentice Stereotyper and Electrotyper

<b>4505</b>	<b>PRINTING MACHINISTS</b>
4505-01	Supervisor, Printing Machinists
4505-11	Letterpress Printing Machinist
4505-13	Lithographic Printing Machinist
4505-15	Flexographic or Gravure Printing Machinist
4505-17	Newspaper Press Machinist (Metropolitan)
4505-19	Small Offset Printing Machinist
4505-91	Apprentice Printing Machinist

<b>4511</b>	<b>SCREEN PRINTERS</b>
4511-01	Supervisor, Screen Printers
4511-11	Screen Printer
4511-91	Apprentice Screen Printer

## UNIT GROUP 4501 COMPOSITORS

Compositors set and lay out type and other material by hand or machine prior to printing.

### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate.

### DUTIES include:

- planning and composing pages in metal, bromide or film
- setting up and operating keyboard controlled type-casting machines
- casting lines of type in hot metal and/or cold type
- entering and manipulating copy on visual display terminals of computerised phototypesetting systems
- processing output from computerised systems to obtain image on bromide or film.

### CONTENT

This Unit Group contains the following occupations:

- 4501-01 Supervisor, Compositors
- 4501-11 Compositor
- 4501-91 Apprentice Compositor

#### 4501-01 SUPERVISOR, COMPOSITORS

Supervises and co-ordinates the activities of workers engaged in setting and composing type for printing.

##### SKILL LEVEL

**Previous Experience:** 5 years as a compositor.

##### DUTIES

Performs duties covered by the General Description Supervisor.

May perform costing and estimating duties.

#### 4501-11 COMPOSITOR

Sets and composes type and other material by hand or machine into a format for printing.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Prepares layouts, and assembles, plans, imposes and makes up pages in metal, bromide or film.

Sets up and operates keyboard controlled typesetting machines.

Sets lines of type in hot metal or cold type, according

to copy and instructions for style.

Operates computerised phototypesetting systems by keying-in and manipulating copy on visual display terminals according to style and program instructions.

Processes output to obtain images on bromide or film.

May undertake proof-reading and revising, mark-up, cast off and coding of copy.

##### SPECIALISATION

**Typesetter**

#### 4501-91 APPRENTICE COMPOSITOR

Under direction performs routine setting up and composing of type, and receives instruction and training in the trade of printing composition.

##### SKILL LEVEL

**Education:** Training authorities may set entry standards.

##### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Compositor, according to a training schedule.

## UNIT GROUP 4503

### GRAPHIC REPRODUCTION TRADESPERSONS

Graphic Reproduction Tradespersons prepare and develop film (in negative or positive form), printing plates or cylinders for gravure printing.

### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- operating photographic equipment to reproduce camera-ready copy on to film, plate or cylinder
- treating plates and cylinders chemically
- developing film positives or negatives or bromides
- chrome-plating and polishing plates and cylinders
- dot etching, retouching and correcting film
- printing and examining proofs to check quality and make corrections.

**CONTENT**

This Unit Group contains the following occupations:

- 4503-01 Supervisor, Graphic Reproduction Tradespersons
- 4503-11 Plate Preparer (Printing)
- 4503-13 Cylinder Preparer (Printing)
- 4503-15 Image Preparer (Printing)
- 4503-91 Apprentice Graphic Reproduction Tradesperson

### 4503-01 SUPERVISOR, GRAPHIC REPRODUCTION TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in the preparation of images for subsequent reproduction and related duties.

**SKILL LEVEL**

**Previous Experience:** 5 years as a graphic reproduction tradesperson.

**DUTIES**

Performs duties covered by the General Description Supervisor.

May perform costing and estimating duties.

### 4503-11 PLATE PREPARER (PRINTING)

#### Plate Maker (Printing)

Prepares and makes printing plates.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Combines, plans and opaques film for the preparation and making of plates.

Produces multiple images by hand or by using step and repeat machinery.

Chemically treats and coats zinc, steel, magnesium, aluminium copper or other metal plates with a photosensitive surface.

Prepares and coats photo-polymer plates for exposure to film.

Exposes prepared plates to light through the film negative and develops images on plates.

Etches pre-exposed metal or photo-polymer plates with acids, solvents and other solutions for the formation of printing surfaces.

Hand engraves, routs and mounts blocks.

Prints and examines proofs to check quality and makes corrections to plates.

**SPECIALISATIONS**

**Etcher-Finisher (Photo Engraving)**

**Flexographic Plate Maker**

**Gravure Plate Preparer**

**Letterpress Plate Maker**

**Lithographic Plate Preparer**

**Proofer-Finisher (Printing)**

### 4503-13 CYLINDER PREPARER (PRINTING)

Prepares and makes cylinders for gravure printing.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Copper-deposits, grinds and polishes cylinders for laying and etching.

Coats cylinders with light sensitive coatings.

Plans the layout of film.

Exposes light through film to light-sensitive coatings on cylinders.

Prepares and exposes carbon tissue for laying on cylinders by transfer method, then develops image.

Paints out and etches cylinders.

Prints proofs and checks them for quality.

Chrome-plates and polishes cylinders.

Examines proofs to verify quality of etching.

**SPECIALISATIONS**

**Cylinder Reviser**

**Depositor and Grinder**

**Proofer (Printing)**

### 4503-15 IMAGE PREPARER (PRINTING)

Prepares and produces films, in negative or positive form, from which printing surfaces, plates or cylinders are made.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Operates graphic cameras or other photographic equipment to reproduce camera ready copy on to films.

Operates plate making equipment to reproduce images from film to printing plates.

Operates computer screen based equipment for scanning, colour separation, colour correction, masking, creative design, combining, imposing, retouching, or other processes used to transfer copy to film and produce film for plate or cylinder productions.

Develops film manually or by film processor.

Carries out dot etching, retouching, planning, combining, colour correction, colour separation, opaquing or stripping.

Carries out chemical proofing from negative or positive film.

Produces film positives or negatives, or bromides, by contact printing.

Produces multiple images by step and repeat processes.

#### **SPECIALISATIONS**

**Electronic Scanner Operator (Printing)**

**Process Camera Operator (Printing)**

#### **Retoucher and Planner (Printing)**

#### **4503-91 APPRENTICE GRAPHIC REPRODUCTION TRADESPERSON**

Under direction performs routine duties in preparing printing film, plates and cylinders, and receives instruction and training in the trade of graphic reproduction.

#### **SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

#### **DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

## **UNIT GROUP 4505 PRINTING MACHINISTS**

Printing Machinists set up and operate letterpress, lithographic, flexographic, gravure, newspaper, small offset or screen printing presses.

#### **SKILL LEVEL**

The entry requirement for this unit group is generally a 4 year trade certificate. However, Newspaper Press Machinist (Metropolitan) and Small Offset Printing Machinist have no specific entry requirement, although 3-6 months on-the-job training is usual.

#### **DUTIES include:**

- preparing image material, photoengravings, stereotypes, electrotypes, hot metal type and/or printing plates
- setting and adjusting paper-feed mechanism, delivery mechanism, cylinders, inking and distributor rollers and other machine functions
- selecting, matching and mixing coloured inks and regulating paper and ink supply during print run
- monitoring machine operation and printing quality
- maintaining production records
- cleaning and maintaining, presses and performing minor repairs.

#### **CONTENT**

This Unit Group contains the following occupations:

- 4505-01 Supervisor, Printing Machinists
- 4505-11 Letterpress Printing Machinist
- 4505-13 Lithographic Printing Machinist
- 4505-15 Flexographic or Gravure Printing Machinist
- 4505-17 Newspaper Press Machinist (Metropolitan)
- 4505-19 Small Offset Printing Machinist
- 4505-91 Apprentice Printing Machinist

#### **4505-01 SUPERVISOR, PRINTING MACHINISTS**

Supervises and co-ordinates the activities of workers engaged in operating printing presses.

#### **SKILL LEVEL**

**Previous Experience:** 5 years as a printing machinist.

#### **DUTIES**

Performs duties covered by the General Description Supervisor.

Controls print-room operations.

May control dark-room operations.

May perform costing and estimating duties.

**4505-11 LETTERPRESS PRINTING MACHINIST**

Sets up and operates letterpress printing presses.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Prepares image materials, photoengravings, stereotypes, electrotypes, hot metal type and photo polymer plates.

Sets and adjusts paper-feed mechanisms, delivery mechanisms, cylinders, inking and distributor rollers and other machine functions.

Prepares paper or board for loading into feeder stacks.

Mixes ink to standard and regulates paper and ink supply during print runs.

Monitors press operations to check print quality and detect malfunctions.

Undertakes routine maintenance, adjustment and repair.

Completes production records.

**4505-13 LITHOGRAPHIC PRINTING MACHINIST**

Sets up and operates single or multicolour, sheet-fed or web-fed lithographic presses.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Prepares plates, blankets and impression cylinders on offset lithographic printing presses.

Sets and adjusts paper feed mechanisms, delivery mechanisms, entry and distribution rollers and other machine functions.

Prepares paper or board, in sheet or reel form, for loading into feed mechanisms.

Mixes and matches inks and colours.

Monitors press operations to check print quality and detect malfunctions.

Maintains quality of print-images throughout production of jobs.

Undertakes routine maintenance, adjustment and repair.

Completes production records.

**4505-15 FLEXOGRAPHIC OR GRAVURE PRINTING MACHINIST**

Sets up and operates flexographic or gravure printing presses.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Fits printing plates or cylinders to presses.

Sets doctor blades, which remove excess ink from plates or cylinders in gravure processes, and grinds and files edges of worn blades.

Adjusts web tension, regulates drying and cooling apparatus and paper or other material feeding devices, and mixes inks and solvents.

Monitors press operations to check print quality and detect malfunctions.

Maintains and preserves plates and cylinders at end of runs.

Undertakes routine maintenance, adjustments and repair.

Completes production records.

**4505-17 NEWSPAPER PRESS MACHINIST (METROPOLITAN)**

Operates newspaper presses for the production of metropolitan newspapers.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Prepares presses, sets rollers, changes blankets, sets and controls colours, and sets up and adjusts folding mechanisms.

Operates, loads and unloads spider mechanisms which feed paper from reels into presses.

Loads paper on to presses, glues it and operates control mechanisms.

Operates brakes on presses, adjusts side-lays of sheets and inspects paper-folders.

Assists with placing of plates on presses.

Keeps production records.

May perform routine lubrication of presses.

May be in charge of press operations.

**4505-19 SMALL OFFSET PRINTING MACHINIST**

Sets up and operates small offset printing presses used in instant print shops or for in-house printing.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Prepares plates, blankets and impression cylinders on small offset lithographic printing presses.

Loads paper into feeding mechanisms.

Monitors machine operations and quality of printing.

Undertakes routine maintenance, repair and cleaning of machines.

May collate, trim and staple documents.

May keep production records.

**4505-91 APPRENTICE PRINTING MACHINIST**

Under direction performs routine duties in operating printing presses, and receives instruction and training in the trade of printing machining.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**UNIT GROUP 4507**  
**BINDERS AND FINISHERS**

Binders and Finishers bind and/or finish books and printed products by hand or machine.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- binding books and repairing book bindings
- edge-gilding, bevelling, marbling or otherwise finishing book covers using hand tools
- folding, collating and sewing signatures (sheets) by hand or machine
- cutting and trimming paper using manual and automatic guillotines
- operating machines to bind and finish books and other printed products.

**CONTENT**

This Unit Group contains the following occupations:

- 4507-01 Supervisor, Binders and Finishers
- 4507-11 Binder and Finisher
- 4507-91 Apprentice Binder and Finisher

**4507-01 SUPERVISOR, BINDERS AND FINISHERS**

Supervises and co-ordinates the activities of workers engaged in binding and finishing of printed products.

**SKILL LEVEL**

**Previous Experience:** 5 years as a binder and finisher.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4507-11 BINDER AND FINISHER**

Binds books and other publications, or finishes printed products, by hand or machine.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Binds full, half-bound, quarter-bound and limp-bound books, and repairs bindings.

Edge-gilds, bevells and marbles bindings using hand tools.

Folds, collates and sews signatures by hand or machine.

Operates paper guillotines for pre-press and post-press paper cutting and trimming, and programs electronically-operated units.

May prepare, set up and supervise the operation of automatic binding and finishing equipment.

May mix inks and operate pen or disc-ruling machines.

**SPECIALISATION**

**Paper Guillotine Operator (Bookbinding)**

**4507-91 APPRENTICE BINDER AND FINISHER**

Under direction performs routine duties in binding and finishing printed products, and receives instruction and training in the trade of binding and finishing.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Binder and Finisher, according to a training schedule.



## UNIT GROUP 4509

### STEREOTYPERS AND ELECTROTYPERS

Stereotypers and Electrotypers make duplicates of prepared formes (assemblages) of type and other material for long-run or multiple printing operations.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate.

#### DUTIES include:

- pressing pliable rubber or plastic matrix against forme to make mould
- pouring molten metal into mould either by hand or casting machine
- trimming, shaving or levelling plate using hand tools or machines
- treating and electroplating moulds chemically
- maintaining plating baths and repairing damaged plates
- filing and storing matrices.

#### CONTENT

This Unit Group contains the following occupations:

- 4509-01 Supervisor, Stereotypers and Electrotypers
- 4509-11 Stereotyper and Electrotyper
- 4509-91 Apprentice Stereotyper and Electrotyper

#### 4509-01 SUPERVISOR, STEREOTYPERS AND ELECTROTYPERS

Supervises and co-ordinates the activities of workers engaged in stereotyping and electrotyping to support printing.

##### SKILL LEVEL

**Previous Experience:** 5 years as a stereotyper and electrotyper.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4509-11 STEREOTYPER AND ELECTROTYPYER

Makes duplicate plates for long-run or multiple printing operations, by making moulds and using them to cast stereometal plates (stereoetyping) or to make plates from a shell of electrolytically deposited metal (electrotyping).

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Prepares formes from original engraving or type, or combinations of both.

Presses pliable mache, flong, rubber, plastic or wax matrix against formes using hydraulic presses to

produce moulds.

Pours molten metal into moulds and removes stereometal plates from moulds.

Chemically coats moulds and suspends them in electrolytic solutions to produce metal shells which are stripped from moulds and backed with metal or plastic.

Trims and finishes plates using hand tools and machines.

Repairs or makes alterations to damaged plates.

Files and stores matrices.

May maintain and correct alloy composition and plating baths.

#### 4509-91 APPRENTICE STEREOTYPER AND ELECTROTYPYER

Under direction performs routine duties associated with the duplication of printing plates, and receives instruction and training in the trade of stereotyping and electrotyping.

##### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

##### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Stereotyper and Electrotyper, according to a training schedule.

## UNIT GROUP 4511 SCREEN PRINTERS

Screen Printers make stencils, either by hand or photographically, and print from stencils using machines or hand processes.

### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate.

### DUTIES include:

- designing work for hand-cut or photographic stencils
- hand-cutting stencils
- tracing stencils from master sketches
- preparing photographic stencils
- applying stencils to screens
- operating a camera, preparing and exposing fine and coarse screen, half tone and line, wet and/or dry plate or film negatives and positives
- printing on paper or fabric using stencil, screen and ink, or dye-impregnated sponge or cloth, or using printing machines.

### CONTENT

This Unit Group contains the following occupations:

- 4511-01 Supervisor, Screen Printers
- 4511-11 Screen Printer
- 4511-91 Apprentice Screen Printer

#### 4511-01 SUPERVISOR, SCREEN PRINTERS

Supervises and co-ordinates the activities of workers engaged in screen printing and preparing stencils.

##### SKILL LEVEL

**Previous Experience:** 5 years as a screen printer.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4511-11 SCREEN PRINTER

Sets up and operates power driven or hand operated screen printers, and prepares stencils.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Selects, mixes and matches coloured inks and loads ink into presses.

Loads paper, fabric, plastic or other material stock and adjusts registers of feeder mechanisms.

Controls machines and inspects quality of printing.

Loads printed items into drying racks, unloads and stacks dry items.

Removes waste and cleans machines and work areas.

Performs routine maintenance of machines and

attachments.

May set and maintain drying oven temperature.

May keep production records.

##### SPECIALISATION

##### Screen Printing Stencil Preparer

Prepares master sketches.

Traces hand-cut and photographic stencils from master sketches.

Hand cuts stencils and prepares photographic stencils.

Applies stencils to screens.

May operate cameras.

#### 4511-91 APPRENTICE SCREEN PRINTER

Under direction performs routine duties in preparing screen printing stencils and screen printing, and receives instruction and training in the trade of screen printing.

##### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

##### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Screen Printer, according to a training schedule.

## MINOR GROUP 46

### VEHICLE TRADESPERSONS

Vehicle Tradespersons repair motor vehicles, construct and paint specialised vehicle bodies, and fit or replace interior trim and upholstery in vehicles.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 4 year trade certificate, usually obtained by apprenticeship.

#### DUTIES include:

assessing faults and damage, and estimating repair and replacement costs; dismantling engines, or removing damaged panels or interior trim; repairing faulty parts using a variety of machines and hand-held tools; making and fitting replacement parts; painting repaired vehicle surfaces; and constructing, modifying, painting and upholstering specialised vehicle bodies.

#### CONTENT

#### **4601 VEHICLE MECHANICS**

4601-01 Supervisor, Vehicle Mechanics  
 4601-11 Motor Mechanic  
 4601-13 Small Engine Mechanic  
 4601-91 Apprentice Motor Mechanic

#### **4603 PANEL BEATERS**

4603-01 Supervisor, Panel Beaters  
 4603-11 Panel Beater  
 4603-91 Apprentice Panel Beater

#### **4605 VEHICLE PAINTERS**

4605-01 Supervisor, Vehicle Painters  
 4605-11 Vehicle Painter  
 4605-91 Apprentice Vehicle Painter

#### **4607 VEHICLE BODY MAKERS**

4607-01 Supervisor, Vehicle Body Makers  
 4607-11 Vehicle Body Maker  
 4607-91 Apprentice Vehicle Body Maker

#### **4609 VEHICLE TRIMMERS**

4609-01 Supervisor, Vehicle Trimmers  
 4609-11 Vehicle Trimmer  
 4609-91 Apprentice Vehicle Trimmer

## UNIT GROUP 4601

### VEHICLE MECHANICS

Vehicle Mechanics maintain, test and repair motor vehicles, parts and sub-assemblies and repair small engines and other propulsion or associated systems in boats, motor cycles and similar equipment.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate. Licences may be required.

#### DUTIES include:

- diagnosing faults by listening to engines or operating specialised testing equipment
- removing engine, transmission or differential assemblies using hand tools and lifting equipment
- dismantling assembly, checking parts
- repairing or replacing defective parts
- reassembling, testing and adjusting sub-assembly, reinstalling in vehicle
- tuning engine
- relining and adjusting brakes, replacing worn shock absorbers, changing oil and air filters, lubricating vehicle parts.

#### CONTENT

This Unit Group contains the following occupations:

- 4601-01 Supervisor, Vehicle Mechanics
- 4601-11 Motor Mechanic
- 4601-13 Small Engine Mechanic
- 4601-91 Apprentice Motor Mechanic

#### RELATED OCCUPATIONS

- Unit Group 4103 Metal Fitters and Machinists
- Occupation 7303-13 Marine Engine and Boiler Operator

#### 4601-01 SUPERVISOR, VEHICLE MECHANICS

Supervises and co-ordinates the activities of workers engaged in maintaining and repairing vehicles.

##### SKILL LEVEL

**Previous Experience:** 3-5 years as a vehicle mechanic.

**Registration/Licensing:** May be required.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4601-11 MOTOR MECHANIC

Maintains, repairs and tests motor vehicles and their parts and sub-assemblies.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required.

##### DUTIES

Diagnoses faults by discussing symptoms with vehicle operators, listening to engines, fitting and operating specialised test equipment and test-driving vehicles.

Raises vehicles, using hydraulic jacks or hoists.

Removes assemblies such as engines, transmissions, differentials or steering gear.

Dismantles faulty assemblies, checks parts and refers to workshop manuals.

Repairs or replaces worn and defective parts.

Reassembles, tests and adjusts sub-assemblies and reinstalls them in vehicles.

Checks exhaust emissions and tunes engines to achieve smoother running and ensure compliance with air and noise pollution regulations.

Relines and adjusts brakes.

Aligns front ends.

Replaces worn shock absorbers.

Changes oil, and oil and air filters, and lubricates vehicles.

May inspect vehicles and issue roadworthiness certificates or detail work required to achieve roadworthiness.

#### SPECIALISATIONS

##### Brake Mechanic

Diagnoses, overhauls, tests and repairs the mechanical parts of disc, drum or power brake systems including truck compressed-air brake systems.

Uses vacuum gauges to check power brake cylinders.

Machines disc and drum brakes and attaches new linings to brake shoes by bonding or rivetting.

Adjusts shoe clearances and bleeds air from brake lines.

##### Diesel Motor Mechanic

Maintains, repairs and tests diesel-powered cars and trucks.

##### Automotive Air-Conditioning Mechanic

Installs, maintains and repairs automotive air-conditioning units.

**4601-13 SMALL ENGINE MECHANIC**

Repairs small engines and associated systems in motorcycles, boats and other specialised equipment.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Diagnoses faults by discussing symptoms with operators, listening to engines and using specialised testing equipment.

Dismantles faulty assemblies, checks parts using precision measuring equipment and refers to workshop manuals.

Tunes engines to achieve smoother running.

Services or overhauls engines.

**SPECIALISATIONS**

Lawnmower Mechanic

Motorcycle Mechanic

Outboard Motor Mechanic

**4601-91 APPRENTICE MOTOR MECHANIC**

Under direction performs routine duties in repairing motor vehicles, their parts and sub-assemblies, and receives instruction and training in the trade of motor mechanics.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

Apprentice Brake Mechanic

Apprentice Diesel Motor Mechanic

Apprentice Motorcycle Mechanic

Apprentice Small Engine Mechanic

**UNIT GROUP 4603****PANEL BEATERS**

Panel Beaters repair motor vehicle bodies and panels.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate. Licences may be required.

**DUTIES** include:

- removing damaged panels and parts or removing upholstery and accessories to gain access to damaged areas
- placing specially shaped metal tools against dented surface and pounding opposite surface with hammer to remove dents
- straightening badly damaged vehicles using mechanical and hydraulic equipment
- filling depressions with plastic filler, filing, grinding and sanding repaired surfaces.

**CONTENT**

This Unit Group contains the following occupations:

4603-01 Supervisor, Panel Beaters

4603-11 Panel Beater

4603-91 Apprentice Panel Beater

**4603-01 SUPERVISOR, PANEL BEATERS**

Supervises and co-ordinates the activities of workers engaged in manufacturing and forming vehicle panels and repairing damaged motor vehicle bodies.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a panel beater.

**Registration/Licensing:** May be required.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Maintains records for insurance or warranty claims and provides customer quotes.

**4603-11 PANEL BEATER**

Repairs damage to metal body work on vehicles, and manufactures and forms vehicle panels using machines or hand tools.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required.

**DUTIES**

Removes damaged panels and parts, or removes upholstery and accessories to gain access to damaged areas.

Places specially shaped metal tools against surfaces of dented areas and pounds opposite surfaces with

hammers to remove dents.

Straightens badly damaged vehicles using mechanical and hydraulic equipment.

Fills depressions with plastic filler, and files, grinds and sands repaired surfaces.

Repairs panels by welding on new sections.

May assist vehicle body builders in the construction of custom designed, specialty or vintage vehicles.

May spray-paint vehicles.

May form panels using presses, guillotines and metal cutters, according to dimensional drawings.

#### **4603-91 APPRENTICE PANEL BEATER**

Under direction performs routine duties in repairing and making vehicle panels, and receives instruction and training in the trade of panel beating.

##### **SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

##### **DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Panel Beater, according to a training schedule.

### **UNIT GROUP 4605 VEHICLE PAINTERS**

Vehicle Painters prepare vehicle surfaces, mix paint colours and spray-paint vehicles.

#### **SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

#### **DUTIES include:**

- filing or chiselling rough spots
- sanding surfaces by hand or with electric sander
- covering areas not to be painted with masking tape and paper
- selecting or mixing paint shade to match existing vehicle colour
- applying primer and finish coats with spray-gun, rubbing down surface between coats
- removing masking papers, waxing and polishing finished paintwork.

#### **CONTENT**

This Unit Group contains the following occupations:

- 4605-01 Supervisor, Vehicle Painters
- 4605-11 Vehicle Painter
- 4605-91 Apprentice Vehicle Painter

#### **4605-01 SUPERVISOR, VEHICLE PAINTERS**

Supervises and co-ordinates the activities of workers engaged in spray-painting new and damaged vehicles and body panels.

##### **SKILL LEVEL**

**Previous Experience:** 3-5 years as a vehicle painter.

##### **DUTIES**

Performs duties covered by the General Description Supervisor.

#### **4605-11 VEHICLE PAINTER**

Prepares surfaces of vehicles, matches and mixes colours and applies prime and finish coats of paint.

##### **SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required.

##### **DUTIES**

Removes rough spots on vehicle panels.

Sands surfaces by hand or with electric sanders.

Covers areas not to be painted with masking tape and paper.

Colour matches and mixes paints to match paint shades, or selects premixed paint.

Applies primer and finish coats using spray guns and rubs down surfaces between coats.

Touches-up paintwork and applies polish to vehicles.

Removes masking papers and waxes and polishes finished paintwork.

May paint signs or artwork on vehicles.

May treat vehicles with rust-proofing chemicals.

#### **4605-91 APPRENTICE VEHICLE PAINTER**

Under direction performs routine duties in preparing and painting motor vehicles, and receives instruction and training in the trade of vehicle painting.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Vehicle Painter, according to a training schedule.

## UNIT GROUP 4607 VEHICLE BODY MAKERS

Vehicle Body Makers fabricate and repair specialised vehicle bodies including bus, fire engine, coach, carriage and wagon bodies.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- constructing framework sections in metal, wood, fibreglass or substitute materials using stretching and shrinking machinery and welding equipment
- bolting, screwing, rivetting or welding sections together to form complete framework
- cutting and shaping panels of sheetmetal, aluminium or reinforced plastic and attaching to framework using hand and power tools
- altering assembly line vehicles to special requirements.

**CONTENT**

This Unit Group contains the following occupations:

- 4607-01 Supervisor, Vehicle Body Makers
- 4607-11 Vehicle Body Maker
- 4607-91 Apprentice Vehicle Body Maker

### 4607-01 SUPERVISOR, VEHICLE BODY MAKERS

Supervises and co-ordinates the activities of workers engaged in manufacturing and repairing vehicle bodies.

**SKILL LEVEL**

**Education:** a trade certificate.

**Previous Experience:** 3-5 years as a vehicle body maker.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Provides quotations, checks service warranty claims and establishes standard times and customer charges.

### 4607-11 VEHICLE BODY MAKER

#### Vehicle Body Builder

Manufactures and repairs prototype production units and specialised vehicle bodies such as buses, fire engines and caravans.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Studies blueprints, body drafts, drawings and specifications.

Constructs framework sections, without the aid of jigs,

in metal, wood, fibreglass and other materials, using stretching and shrinking machinery and welding equipment.

Bolts, screws, rivets or welds sections together to form complete frameworks.

Cuts, shapes and attaches panels of sheetmetal, aluminium or reinforced plastic to frameworks.

May alter assembly line vehicles to special requirements.

**SPECIALISATION****Coach Builder**

### 4607-91 APPRENTICE VEHICLE BODY MAKER

Under direction performs routine duties in manufacturing and repairing specialised motor bodies, and receives instruction and training in the trade of vehicle body making.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Vehicle Body Maker, according to a training schedule.

## UNIT GROUP 4609

### VEHICLE TRIMMERS

Vehicle Trimmers make, install, repair and replace the interior trimmings and upholstery of vehicles.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate.

#### DUTIES include:

- removing old coverings or fittings from vehicle and taking new measurements
- selecting and cutting pieces of fabric, vinyl or leather using shears or electrical tools
- sewing pieces together using heavy duty sewing machine
- installing lining, floor coverings and arm rests in vehicle
- attaching door trims, rubber seals, locks and handles.

#### CONTENT

This Unit Group contains the following occupations:

- 4609-01 Supervisor, Vehicle Trimmers
- 4609-11 Vehicle Trimmer
- 4609-91 Apprentice Vehicle Trimmer

#### 4609-01 SUPERVISOR, VEHICLE TRIMMERS

Supervises and co-ordinates the activities of workers engaged in manufacturing and repairing the interior trim of motor vehicles.

##### SKILL LEVEL

**Previous Experience:** 3-5 years as vehicle trimmer.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4609-11 VEHICLE TRIMMER

Installs, repairs and replaces the interior trim of vehicles, such as seats, linings, floor coverings and door trims.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Removes old coverings or fittings from vehicles and takes new measurements.

Selects and cuts out pieces of fabric, vinyl or leather using shears or electrical cutting tools.

Sews pieces together using heavy duty sewing

machines.

Fits and installs trim in vehicles.

Attaches door trims, rubber seals, locks and handles.

Prepares new work according to drawings and sketches.

May perform developmental work.

##### SPECIALISATION

**Vehicle Upholsterer**

#### 4609-91 APPRENTICE VEHICLE TRIMMER

Under direction performs routine duties in making and repairing interior trim for motor vehicles, and receives instruction and training in the trade of vehicle trimming.

##### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

##### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Vehicle Trimmer, according to a training schedule.



## MINOR GROUP 47

### FOOD TRADESPERSONS

Food Tradespersons perform the more complex duties in the preparation of food, applying technical expertise and knowledge of the properties of food.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 4 year trade certificate, usually obtained by apprenticeship.

#### DUTIES include:

slaughtering livestock and cutting carcasses into standard cuts of meat; milling grains; selecting, measuring, cutting up, mixing and shaping ingredients using various techniques and appliances; cooking foodstuffs using ovens, hotplates, grills and similar equipment, and chilling food, monitoring temperature and elapsed time throughout; and planning menus, considering factors of nutrition, taste, colour and texture.

#### CONTENT

#### **4701 MEAT TRADESPERSONS**

4701-01 Supervisor, Meat Tradespersons  
 4701-11 Butcher  
 4701-13 Smallgoods Maker  
 4701-15 Slaughterman/woman  
 4701-91 Apprentice Meat Tradesperson

#### **4703 BAKERS AND PASTRYCOOKS**

4703-01 Supervisor, Bakers and Pastrycooks  
 4703-11 Pastrycook  
 4703-13 Baker  
 4703-15 Biscuit Maker  
 4703-91 Apprentice Baker and Pastrycook

#### **4705 COOKS**

4705-01 Supervisor, Cooks  
 4705-11 Chef  
 4705-13 Qualified Cook  
 4705-91 Apprentice Cook  
 4705-99 Cooks, nec

#### **4799 OTHER FOOD TRADESPERSONS**

4799-01 Supervisor, Other Food Tradespersons  
 4799-11 Miller  
 4799-13 Buttermaker  
 4799-15 Cheesemaker  
 4799-17 Confectioner  
 4799-91 Apprentice, Other Food Trades  
 4799-93 Trainee Miller

## UNIT GROUP 4701 MEAT TRADESPERSONS

Meat Tradespersons slaughter livestock, cut, trim, select and prepare meat to be packed and sold to establishments such as restaurants and smallgoods manufacturers, or to the public.

### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate. A licence or permit to operate may be required.

### DUTIES include:

- slaughtering livestock (including poultry) in abattoirs
- cutting or sawing carcasses into manageable proportions
- cutting or trimming standard cuts of meat using hand tools or power equipment
- removing bones
- feeding boneless meat through roller cutter of cubing machine to cube or tenderise
- operating mincer (grinder), mixer, patty-forming or sausage-forming machinery
- seasoning, pickling or curing meat
- shaping and tying roasts and poultry.

### CONTENT

This Unit Group contains the following occupations:

- 4701-01 Supervisor, Meat Tradespersons
- 4701-11 Butcher
- 4701-13 Smallgoods Maker
- 4701-15 Slaughterman/woman
- 4701-91 Apprentice Meat Tradesperson

#### 4701-01 SUPERVISOR, MEAT TRADEPERSONS

Supervises and co-ordinates the activities of workers engaged in slaughtering and cutting meat, and making smallgoods.

##### SKILL LEVEL

**Previous Experience:** 4-6 years as a meat tradesperson.

##### DUTIES

Performs duties covered by the General Description Supervisor.

##### SPECIALISATIONS

**Supervisor, Abattoir Workers**  
**Supervisor, Smallgoods Makers**

#### 4701-11 BUTCHER

Organises, selects, cuts, trims and prepares meat for sale or supply.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Cuts and trims standard cuts of meat to shape and size for display or as ordered, using knives, hand tools and power equipment.

Cuts bones from meat.

Trims excess fat and gristle, and scrapes bone dust from portions.

Advises customers on the suitability and uses of cuts of meat.

Cuts, weighs and wraps meat and records costs.

Orders meat supplies from wholesalers.

Stores meat in refrigerators or freezers.

Feeds pieces of boneless meat through roller cutters of cubing machines to cube or tenderise.

Dips steaks or cutlets into egg and presses into bread crumbs.

Prepares roasts by shaping, tying, marinating and stuffing with herbs and seasonings.

Sets up and operates mincers, grinders, mixers, patty forming or sausage forming machines.

Packs products in lined containers or on trays.

May slice and trim steaks, chops, fowl, fish and shellfish.

May assist in menu planning, scheduling and estimating food production costs.

May collect payment for sales.

May prepare offal and smallgoods.

#### 4701-13 SMALLGOODS MAKER

Selects and prepares meats to make smallgoods.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Orders meat supplies from wholesalers.

Stores meat in refrigerators or freezers.

Prepares meat by removing bones and trimming fat.

Makes seasonings and pickles by mixing spices, salt and other ingredients according to recipes.

Cuts, minces and grinds meat and fat.

Adds seasonings to ground meat.

Operates filling machines, cooking kettles and vats, and smoking chambers.  
Cures meat.

**4701-15 SLAUGHTERMAN/WOMAN**

Slaughters livestock in abattoirs.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Severs jugular veins of animals which have been stunned, to drain blood and facilitate dressing.

Trims and removes head meat or severs animal heads.

Shaves pig carcasses and skins cattle, sheep and goat carcasses with hide strippers.

Slits open, eviscerates and trims animal carcasses.

Scribes, saws or splits carcasses into smaller portions for easier handling.

Trims, sorts and washes viscera to prepare and separate edible portions for further processing.

Washes work areas.

May slaughter livestock according to procedures required by religious laws.

**4701-91 APPRENTICE MEAT TRADESPERSON**

Under direction performs routine duties in cutting and preparing meat, and receives instruction and training in the meat trades.

**SKILL LEVEL**

**Education and Training:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

Apprentice Butcher

Apprentice Smallgoods Maker

Apprentice Slaughterman/woman

**UNIT GROUP 4703****BAKERS AND PASTRYCOOKS**

Bakers and Pastrycooks prepare and bake buns, cakes, bread loaves and rolls, and operate forming machines to make biscuits.

**SKILL LEVEL**

The entry requirement for this unit group is generally a 4 year trade certificate. However, Biscuit Maker has no specific entry requirement although 2 years on-the-job training is usual.

**DUTIES include:**

- checking cleanliness and operation of equipment before production runs to ensure health and safety regulations are met
- weighing and mixing ingredients
- mixing, kneading, cutting, moulding and shaping dough by hand
- operating machines which roll and mould dough or cut biscuits
- adjusting moulding dies, cutters or rollers on machines
- co-ordinating the loading and unloading of ovens
- monitoring baking times, temperatures and appearance of products.

**CONTENT**

This Unit Group contains the following occupations:

- 4703-01 Supervisor, Bakers and Pastrycooks
- 4703-11 Pastrycook
- 4703-13 Baker
- 4703-15 Biscuit Maker
- 4703-91 Apprentice Baker and Pastrycook

**4703-01 SUPERVISOR, BAKERS AND PASTRYCOOKS**

Supervises and co-ordinates the activities of workers engaged in making and baking products such as dough, bread, cakes and pastries.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a baker and pastrycook.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4703-11 PASTRYCOOK**

Prepares and bakes buns, cakes and pastrygoods.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Checks the cleanliness and operation of equipment before production runs to ensure health and safety regulations are met.

Weighs and mixes ingredients for doughs and cake mixes.

Mixes and kneads dough by hand or machine.

Matures, cuts, moulds and shapes dough preparatory to baking.

Operates pastry dough baking and rolling equipment.

Mixes pastry fillings.

Glazes buns and pastries and decorates cakes with cream or icing.

Monitors forming machines for crumpets, muffins and wafers.

Loads buns, pastries and cakes into ovens.

Controls baking times and monitors the temperature and appearance of products.

Unloads ovens and allows products to cool.

Operates machines which finish baked products.

Orders pastry making supplies from wholesalers.

Transfers trays of products between processes, or transfers them to delivery trays.

Empties, cleans and greases baking trays and tins.

Wraps and packages products.

May fill and shape pastrygoods.

May load and unload freezers.

May maintain and clean equipment and premises.

May bake bread.

May serve customers.

May operate production line machinery to make pastrygoods in large quantities.

**SPECIALISATION****Cake Decorator****4703-13 BAKER**

Prepares and bakes bread loaves and rolls, including fancy breads.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Checks the cleanliness and operation of equipment before production runs to ensure health and safety regulations are met.

Checks the quality of raw materials and weighs ingredients for making dough.

Mixes and kneads dough by hand or machine.

Forms, reforms, proves and places dough into tins or on to trays.

Loads tins or trays into proofers and then into ovens.

Cleans and greases tins and trays.

Monitors oven temperatures and bread appearance to determine baking times.

Unloads ovens and arranges depanning and cooling of bread.

Co-ordinates the forming, loading and baking of batches of bread and rolls.

May operate machines which slice and wrap bread or rolls.

May make dough or pastries.

May maintain and clean equipment and premises.

May serve customers.

May operate production line machinery to make dough and bake bread in large quantities.

**SPECIALISATION****Doughmaker****4703-15 BISCUIT MAKER**

Prepares ingredients and makes and bakes biscuits.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 years.

**DUTIES**

Checks production schedules to determine types and quantities of biscuits to be baked.

Checks the cleanliness and operation of machinery before production runs to ensure health and safety regulations are met.

Prepares and weighs ingredients to prescribed recipes.

Loads ingredients into mixing machines to form dough.

Controls mixing times and transfers dough to tempering rooms.

Operates machines which roll and mould dough or cut biscuits to shape and size, and recycles dough offcuts.

Changes and adjusts moulding dies, cutters or rollers on biscuit forming machines.

Mixes cream filling ingredients and operates machinery which joins cream biscuits.

Monitors oven temperatures and biscuit appearance, and adjusts heating and belt speeds to bake biscuits.

May serve customers.

**4703-91 APPRENTICE BAKER AND PASTRYCOOK**

Under direction performs routine duties in making doughs, cakes, bread and fillings, and unloading ovens and tins, and receives instruction and training in the trades of pastrycooking or baking.

**SKILL LEVEL**

**Education and Training:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**UNIT GROUP 4705****COOKS**

Cooks plan menus, and prepare and cook food in catering, dining, domestic or other establishments.

**SKILL LEVEL**

The entry requirement for this unit group is generally a 4 year trade certificate. However, some occupations require only 1 year experience as a kitchenhand.

**DUTIES include:**

- planning menus on the basis of available ingredients, preferred style, and customers' tastes
- requisitioning food, kitchen supplies and equipment
- examining foodstuffs to ensure quality
- preparing and cooking meat, fish, vegetables and other foods using a variety of methods
- seasoning food during cooking according to personal judgement, experience or recipes
- portioning food, adding sauces, gravies and garnishes
- cleaning or supervising cleaning of utensils, dishes, equipment and work area.

**CONTENT**

This Unit Group contains the following occupations:

4705-01 Supervisor, Cooks  
 4705-11 Chef  
 4705-13 Qualified Cook  
 4705-91 Apprentice Cook  
 4705-99 Cooks, nec

**4705-01 SUPERVISOR, COOKS**

Plans menus, estimates costs, and supervises the activities of chefs and cooks who prepare and cook food in catering and dining establishments.

**SKILL LEVEL**

**Previous Experience:** 8 years as a cook.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Plans menus and advises chefs and cooks on sizes of portions or servings.

Reviews labour and food costs and arranges menus according to budget.

Confers with customers regarding plans for special occasions, such as weddings and banquets.

Arranges for equipment purchases and repairs.

Examines supplies of foodstuffs to ensure quality.

Meets with establishment management to discuss problems and plans.

May demonstrate special cooking techniques to chefs and cooks.

**SPECIALISATION**

**Executive Chef**

**4705-11 CHEF**

Co-ordinates the activities of kitchen staff, and prepares and cooks food in catering and dining establishments.

**SKILL LEVEL**

**Previous Experience:** 4 years as a cook.

**DUTIES**

Requisitions food, kitchen supplies and equipment.

Advises cooks on size of portions or servings.

Regulates temperatures of ovens, grills and other cooking equipment.

Adds seasonings to foods during mixing or cooking according to personal judgement, experience or recipes.

Observes, tastes and smells food being cooked to determine stage of cooking.

Portions food, places in appropriate dishes, adds gravies or sauces, and garnishes.

Confers with customers regarding plans for special occasions.

Co-ordinates the activities of cooks and other staff.

Demonstrates techniques to cooks and advises them on cooking procedures.

Discusses food preparation issues with managers, dietitians, executive chefs or other staff members.

Ensures cleanliness of kitchen staff, dishes, utensils, kitchen equipment and work areas.

May create new dishes.

May plan menus and estimate food and labour costs.

May interview, hire and dismiss staff.

May freeze and preserve foods.

**SPECIALISATION**

**Sous-chef**

**4705-13 QUALIFIED COOK**

Prepares, seasons and cooks food in catering and dining establishments.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Obtains food from storage.  
 Regulates temperatures of ovens, grills and other cooking equipment.  
 Prepares and cooks food.  
 Adds seasonings to foods during mixing or cooking according to personal judgement, experience or recipes.  
 Observes, tastes and smells food being cooked to determine stage of cooking.  
 Portions food, places it in dishes, adds gravies or sauces, and garnishes.  
 Stores food in temperature controlled facilities.  
 May prepare and perform bulk cooking in hospitals.  
 May prepare food to meet special dietary requirements.  
 May plan menus and estimate food requirements.  
 May freeze and preserve foods.

**4705-91 APPRENTICE COOK**

Under direction performs routine duties in preparing and cooking food, and receives instruction and training in the trade of cooking.

**SKILL LEVEL**

**Education and Training:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**4705-99 COOKS, nec**

This residual grouping covers cooks not elsewhere classified.

**SKILL LEVEL**

**Previous Experience:** Up to 1 year as a kitchenhand.

**SPECIALISATIONS****Domestic Cook**

Prepares and cooks meals in private homes.

**Shearers' Cook**

Prepares and cooks meals, including morning and afternoon teas, for shearing gangs.

May travel with one gang under contract and provide own cooking equipment.

**UNIT GROUP 4799****OTHER FOOD TRADESPERSONS**

This unit group covers food tradespersons not elsewhere classified.

**SKILL LEVEL**

The entry requirement for this unit group is generally a 4 year trade certificate. However, Miller requires a 2 year certificate. A certificate or licence may be required.

**CONTENT**

This Unit Group contains the following occupations:

4799-01 Supervisor, Other Food Tradespersons  
 4799-11 Miller  
 4799-13 Buttermaker  
 4799-15 Cheesemaker  
 4799-17 Confectioner  
 4799-91 Apprentice, Other Food Trades  
 4799-93 Trainee Miller

**4799-01 SUPERVISOR, OTHER FOOD TRADESPERSONS**

Supervises and co-ordinates the activities of workers engaged in grain, dairy product and confectionery processing.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a food tradesperson.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATIONS**

**Supervisor, Buttermakers**

**Supervisor, Cheesemakers**

**Supervisor, Confectioners**

**Supervisor, Millers**

**4799-11 MILLER**

Controls the processes of mixing, milling and treating grains and by-products to produce flour or stockfeed.

**SKILL LEVEL**

**Education:** 2 year certificate.

**Previous Experience:** 2-4 years as trainee miller.

**DUTIES**

Receives production and storage schedules.  
 Sets up milling flow and processing systems.  
 Controls and adjusts feed gates or rolling machines to provide the required mixtures and flow rates of grain.  
 Adjusts the settings of rollers.  
 Ensures formulae and moisture content of products are met.  
 Directs the activities of other workers.  
 Monitors the bagging of products and by-products.  
 Implements and monitors grain infestation control programs.  
 Maintains production data and checks the quantities of ingredients used and in storage.  
 Supervises the preparation of additives.  
 Changes from one processing batch to another, ensuring machinery and implements are cleaned.  
 May operate computer consoles which control automated processes.  
 May take samples and conduct tests for factors which affect storage and production.  
 May fire and maintain steam boilers.  
 May make test doughs and bread.

**SPECIALISATION****Stockfeed Miller**

Mixes and mills ingredients to produce stockfeed pellets and mashes.

**4799-13 BUTTERMAKER**

Controls equipment to make butter, using batch or continuous process churning methods.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required.

**DUTIES**

Connects piping between cream storage vats and churns.  
 Activates controls to pump sterilising solutions through equipment before churning.  
 Starts flow of cream to churns or continuous buttermakers.  
 Observes separation of butter-milk from butter and pumps buttermilk from churns.  
 Tests butter for moisture, salt content and consistency, using testing apparatus.  
 Adjusts equipment to process butter in conformity with specifications.  
 Removes butter from churns and loads it into moulding and packaging machine hoppers.  
 Examines the smell, taste and texture of butter, and tests butter to determine its grade.  
 May place empty cartons in packaging units at discharge end of continuous process churn.

**4799-15 CHEESEMAKER**

Controls equipment to form and cure cheeses, and to make processed and natural cheese.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required.

**DUTIES**

Adds measured amounts of bacterial culture to milk.  
 Adds and stirs prescribed quantities of rennet into mixtures.  
 Starts agitators, and mixes ingredients until specified levels of acidity are reached.  
 Removes and tests samples of milk mixtures.  
 Stops agitators to allow mixtures to form curds.  
 Pulls curd knives through curds or uses handscoops to separate curds and release whey.  
 Observes thermometers, adjusts steam valves and starts agitators to stir and cook curds until desired firmness and texture are attained.  
 Directs other workers to add ingredients and to cut, pile, mill and mould curd into cheese shapes.  
 Samples cheese after manufacture and during maturation for taste, smell and texture to determine grade.  
 Records processing data and test results.

**4799-17 CONFECTIONER**

Mixes raw materials, and shapes and cooks confectionery.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Examines production schedules to determine confectionery types and quantities to be made.  
 Checks the cleanliness and operation of equipment before production runs.  
 Weighs and mixes batches of ingredients according to recipes.  
 Controls temperature and pressure in boilers used to make boiled sweets.  
 Cools, folds, coats, slices, moulds and wraps sweets by hand or machine.  
 Operates equipment which makes chocolate from beans and refines and tempers chocolate.  
 Operates coating and moulding machines.

**4799-91 APPRENTICE, OTHER FOOD TRADES**

Under direction performs routine duties in setting up food processing equipment, mixing ingredients and making food products, and receives instruction and training in food trades such as buttermaking, cheesemaking or confectionery.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

**Apprentice Buttermaker**

**Apprentice Cheesemaker**

**Apprentice Confectioner**

**4799-93 TRAINEE MILLER**

Under direction performs routine setting up of grain milling systems, and receives instruction and training in milling.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Undertakes theoretical studies and progressively undertakes duties covered by the occupation Miller, according to a training schedule.



## MINOR GROUP 48

### AMENITY HORTICULTURAL TRADESPERSONS

Amenity Horticultural Tradespersons propagate and nurture plants, and establish and maintain gardens and surfaces on which sports are played.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 4 year trade certificate, usually obtained by apprenticeship.

#### DUTIES include:

preparing soil for planting; planting seeds, propagating plants, and transplanting seedlings; fertilising soil at regular intervals; operating irrigation systems to water plants and turf; removing pests, weeds and garden debris, and treating diseased plants; maintaining turf or synthetic surfaces, and repairing or replacing damaged sections; preparing plants for sale in nurseries, and turf for sporting events; planning and constructing domestic garden and other landscapes; and recording dates and other details of plantings, yields and treatments.

#### CONTENT

#### **4801 NURSERYMEN/WOMEN**

4801-01 Supervisor, Nurserymen/women  
4801-11 Nurseryman/woman  
4801-91 Apprentice Nurseryman/woman

#### **4803 GREENKEEPERS**

4803-01 Head Greenkeeper  
4803-11 Greenkeeper  
4803-91 Apprentice Greenkeeper

#### **4805 GARDENERS**

4805-01 Head Gardener  
4805-11 Gardener (General)  
4805-13 Landscape Gardener  
4805-15 Tree Surgeon  
4805-91 Apprentice Gardener

## UNIT GROUP 4801 NURSERYMEN/WOMEN

Nurserymen/women propagate and nurture trees, shrubs, ornamental and flowering plants in a plant nursery.

### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate.

### DUTIES include:

- preparing potting media or containers for planting
- selecting and planting seeds, bulbs or cuttings and propagating plants
- recording soil mixtures, plantings, treatments, losses and yields
- watering plants and controlling automatic watering operations
- controlling pests, diseases, weeds and nutritional and environmental plant disorders
- selecting and packaging plants for presentation and delivery.

### CONTENT

This Unit Group contains the following occupations:

- 4801-01 Supervisor, Nurserymen/women
- 4801-11 Nurseryman/woman
- 4801-91 Apprentice Nurseryman/woman

#### 4801-01 SUPERVISOR, NURSERYMEN/WOMEN

Supervises and co-ordinates the activities of workers engaged in the planting and cultivation of plants in nurseries.

##### SKILL LEVEL

**Previous Experience:** 5 years as a nurseryman/woman.

##### DUTIES

Performs duties covered by the General Description Supervisor.

##### SPECIALISATION

Supervisor, Plant Nursery

#### 4801-11 NURSERYMAN/WOMAN

##### Plant Propagator

Plants, cultivates and harvests trees, shrubs, ornamental and flowering plants in plant nurseries.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Prepares potting media or containers before planting. Selects seeds, bulbs or cuttings and plants them in beds or lawn areas and tubs. Keeps records of soil mixtures, plantings, treatments,

losses and yields.

Waters plants manually and controls automatic watering operations.

Applies pesticides to control pests, diseases, weeds and nutritional and environmental plant disorders.

Selects plants and packages them for presentation or delivery.

Selects budding and grafting materials and performs budding and grafting activities.

May advise customers on the care of plants, and the most appropriate plants for local conditions.

May maintain tools and nursery equipment.

#### 4801-91 APPRENTICE NURSERYMAN/WOMAN

Under direction performs routine duties in planting and cultivating trees, shrubs and flowers, and receives instruction and training in the trade of nursery keeping.

##### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

##### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Nurseryman/woman, according to a training schedule.

## UNIT GROUP 4803

### GREENKEEPERS

Greenkeepers establish fine turf and lawns and maintain grassed or synthetic surfaces used for sport.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate.

#### DUTIES include:

- mowing, rolling and levelling turf using hand or power driven equipment
- installing, maintaining and operating irrigation and drainage systems
- repairing green damage and controlling pests, diseases and weeds
- installing nets, posts and stumps, marking out lines and logos to prepare grounds for play.

#### CONTENT

This Unit Group contains the following occupations:

- 4803-01 Head Greenkeeper
- 4803-11 Greenkeeper
- 4803-91 Apprentice Greenkeeper

#### 4803-01 HEAD GREENKEEPER

##### Head Groundsman/woman

Supervises and co-ordinates the activities of workers engaged in the maintenance of lawn playing areas for sports.

#### SKILL LEVEL

**Previous Experience:** 3-5 years as a greenkeeper.

#### DUTIES

Performs duties covered by the General Description Supervisor.

#### SPECIALISATIONS

**Golf Course Superintendent**  
**Sporting Facility Curator**

#### 4803-11 GREENKEEPER

##### Groundsman/woman

Establishes and maintains fine turf, grassed areas, associated plantings and synthetic surfaces used for sport.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

#### DUTIES

Mows, rolls and levels turf.  
Installs and maintains irrigation and drainage systems.  
Establishes and maintains turf by watering with sprinkler systems, oversowing or overseeding damaged

areas, and repairing green damage with sods.

Pegs and marks out lines and logos ready for play.

Installs nets, posts and stumps, and places sports equipment on playing areas.

Replants, repairs, aerates, fertilises and topdresses lawns.

Controls pests, diseases and weeds.

Operates, maintains and adjusts hand and power driven equipment.

May construct cricket wickets, tennis courts, bowling or croquet greens, or golf greens, according to plans and specifications.

May maintain buildings, fences and surrounding gardens.

May advise club committees on state of playing surfaces.

#### 4803-91 APPRENTICE GREENKEEPER

Under direction performs routine duties in mowing, watering caring for plants and controlling weeds, and receives instruction and training in the trade of greenkeeping.

#### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

#### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Greenkeeper, according to a training schedule.

## UNIT GROUP 4805 GARDENERS

Gardeners cultivate and maintain plants, plan and construct gardens and landscapes, and inspect and treat plants to improve their health and appearance.

### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate or a 2 year associate diploma. Up to 1 year on-the-job training is usual for Tree Surgeons.

### DUTIES include:

- drawing and interpreting plans and preparing landscape construction schedules
- estimating and ordering landscaping materials
- planting and transplanting lawns, flowers, shrubs and trees
- mowing lawns using hand or power driven mowers
- pruning, fertilising and watering plants and controlling pests and diseases
- constructing garden features and facilities
- felling trees and lopping limbs using chain or hand saws
- treating damaged or diseased trees with protective materials.

### CONTENT

This Unit Group contains the following occupations:

- 4805-01 Head Gardener
- 4805-11 Gardener (General)
- 4805-13 Landscape Gardener
- 4805-15 Tree Surgeon
- 4805-91 Apprentice Gardener

#### 4805-01 HEAD GARDENER

Supervises and co-ordinates the activities of workers engaged in the cultivation and maintenance of plants and the construction of garden landscapes in private gardens and public areas.

##### SKILL LEVEL

**Previous Experience:** 5 years as a gardener.

##### DUTIES

Performs duties covered by the General Description Supervisor.

##### SPECIALISATION

**Supervisor, Landscape Gardeners**

- Plants, mows and maintains lawn and grassed areas.
- Recognises, prevents and controls plant pests, diseases and weeds.
- May transplant and remove trees and shrubs.
- May grow and maintain indoor plants and conservatory displays.
- May construct features and facilities within gardens, such as paths and paved areas, rockeries, ponds and water features, and planter boxes.
- May maintain park or garden furniture and buildings.
- May operate and maintain watering and irrigation systems.
- May maintain horticultural hand tools and equipment.
- May keep records of plantings.

#### 4805-11 GARDENER (GENERAL)

Performs gardening duties in the cultivation and maintenance of plants in private gardens or public areas.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

- Prepares new sites and beds or lawn areas by cultivating soil and adding compost and fertilisers, and spraying weedicides.
- Plants and transplants flowers, shrubs, trees and lawns.
- Maintains gardens by weeding, trimming, fertilising and watering.
- Prunes trees and hedges.
- Operates lawn mowers and other machinery.
- Propagates plants from seed.

#### 4805-13 LANDSCAPE GARDENER

##### Landscape Horticulturalist

Plans and constructs garden landscapes.

##### SKILL LEVEL

**Education and Training:** a trade certificate or 2 year associate diploma.

##### DUTIES

- Reads and interprets plans and drawings and produces landscape construction schedules.
- Selects plants to create landscapes.
- Prepares areas for landscape constructions by analysing sites and clearing debris.
- Estimates and orders landscaping materials.
- Prepares lawn areas by spreading top soil and planting grass, or by laying instant turf.

Digs holes to plant trees, bushes and hedges, and plants flowers and bulbs.

Recognises, prevents and controls plant pests, diseases and weeds.

Constructs or refaces garden walls, fences, trellises, pergolas, ponds and fountains.

Constructs and installs facilities within landscaped areas such as ferneries, barbeques, play structures and garden furniture.

Uses paving materials, gravels and timber for paths and paved areas.

Constructs steps and garden edges.

Mixes and spreads fertilisers.

Shovels and spreads tan bark, wood chips and gravel around trees and shrubs.

Installs irrigation and drainage systems.

Uses and maintains hand tools and associated horticultural equipment.

May work from plans produced by landscape architects.

#### **4805-15 TREE SURGEON**

**Arboriculturalist  
Tree Doctor**

Inspects, diagnoses, advises on and treats trees and shrubs to improve their health and appearance.

##### **SKILL LEVEL**

**On-the-Job Training:** Up to 1 year.

##### **DUTIES**

Examines trees to assess their condition and determine treatment.

Gains access to tree limbs using ladders or mobile lifting platforms, and attaches rigging cables.

Lops limbs of trees and shapes branches using chain or hand saws.

Paints protective materials over cut surfaces.

Scrapes decayed wood from cavities in trees and inserts plastic to prevent further deterioration.

Sprays and dusts trees to control insects and diseases.

Fells diseased trees, grubs out stumps and removes material.

Plants and transplants trees.

May use large mobile equipment.

Maintains equipment and sharpens saws and blades.

#### **4805-91 APPRENTICE GARDENER**

Under direction performs routine duties in landscaping, and weeding, planting and watering gardens or parks, and receives instruction and training in the trade of gardening.

##### **SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

##### **DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the occupations in this Unit Group, according to a training schedule.

##### **SPECIALISATION**

**Apprentice Landscape Gardener**



## **MINOR GROUP 49**

### **MISCELLANEOUS TRADESPERSONS**

This minor group covers Tradespersons not elsewhere classified.

#### **SKILL LEVEL**

The entry requirement for this minor group is a trade or equivalent certificate.

#### **CONTENT**

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

- 4901 WOOD MACHINISTS AND TURNERS
- 4903 CABINETMAKERS
- 4905 OTHER WOOD TRADESPERSONS
- 4907 MARINE CONSTRUCTION TRADESPERSONS
- 4909 BLASTING TRADESPERSONS
- 4911 GARMENT TRADESPERSONS
- 4913 UPHOLSTERERS AND BEDDING TRADESPERSONS
- 4915 SHOEMAKING AND REPAIRING TRADESPERSONS
- 4917 OTHER LEATHER AND CANVAS TRADESPERSONS
- 4919 FLOOR COVERERS
- 4921 GLASS TRADESPERSONS
- 4923 JEWELLERY AND PRECIOUS METALWARE TRADESPERSONS
- 4925 CRAFTWORKERS
- 4927 HAIRDRESSERS
- 4929 SHEEP SHEARERS
- 4931 ANIMAL TRAINERS
- 4999 OTHER TRADESPERSONS

Detailed contents are on the next two pages.

**4901 WOOD MACHINISTS AND TURNERS**  
 4901-01 Supervisor, Wood Machinists and Turners  
 4901-11 Wood Machinist (A-Grade)  
 4901-13 Wood Turner  
 4901-15 Wood Machinist (B-Grade)  
 4901-17 Wood Machinist (C-Grade)  
 4901-91 Apprentice Wood Machinist  
 4901-93 Apprentice Wood Turner

**4911 GARMENT TRADESPERSONS**  
 4911-01 Supervisor, Garment Tradespersons  
 4911-11 Tailor  
 4911-13 Dressmaker  
 4911-15 Apparel Cutter  
 4911-17 Furrier  
 4911-19 Patternmaker-Grader (Textiles)  
 4911-21 Hat Maker  
 4911-91 Apprentice Garment Tradesperson

**4903 CABINETMAKERS**  
 4903-01 Supervisor, Cabinetmakers  
 4903-11 Cabinetmaker  
 4903-91 Apprentice Cabinetmaker

**4913 UPHOLSTERERS AND BEDDING TRADESPERSONS**  
 4913-01 Supervisor, Upholsterers and Bedding Tradespersons  
 4913-11 Furniture Upholsterer  
 4913-13 Bedding and Mattress Maker  
 4913-91 Apprentice Upholsterer and Bedding Tradesperson

**4905 OTHER WOOD TRADESPERSONS**  
 4905-01 Supervisor, Other Wood Tradespersons  
 4905-11 Wood Carver  
 4905-13 Picture Framer  
 4905-15 Cooper  
 4905-17 Cane Furniture Maker  
 4905-19 Furniture Finisher  
 4905-21 Model Maker  
 4905-91 Apprentice, Other Wood Trades

**4915 SHOEMAKING AND REPAIRING TRADESPERSONS**  
 4915-01 Supervisor, Shoemaking and Repairing Tradespersons  
 4915-11 Shoemaker  
 4915-13 Shoe Repairer  
 4915-91 Apprentice Shoemaker and Repairer

**4907 MARINE CONSTRUCTION TRADESPERSONS**  
 4907-01 Supervisor, Marine Construction Tradespersons  
 4907-11 Shipwright  
 4907-13 Boat Builder and Repairer  
 4907-91 Apprentice Marine Construction Tradesperson

**4917 OTHER LEATHER AND CANVAS TRADESPERSONS**  
 4917-01 Supervisor, Other Leather and Canvas Tradespersons  
 4917-11 Leather Goods Maker  
 4917-13 Canvas Goods Maker  
 4917-15 Sailmaker  
 4917-91 Apprentice, Other Leather and Canvas Trades

**4909 BLASTING TRADESPERSONS**  
 4909-01 Supervisor, Blasting Tradespersons  
 4909-11 Shot-firer  
 4909-13 Stope Miner

**4919 FLOOR COVERERS**  
 4919-01 Supervisor, Floor Coverers  
 4919-11 Floor Coverer  
 4919-91 Apprentice Floor Coverer



**4921 GLASS TRADESPERSONS**

4921-01 Supervisor, Glass Tradespersons  
 4921-11 Flat Glass Tradesperson  
 4921-13 Glass Blower  
 4921-91 Apprentice Flat Glass Tradesperson  
 4921-93 Trainee Glass Blower

**4929 SHEEP SHEARERS**

4929-01 Overseer, Shearing Shed  
 4929-03 Shearing Shed Expert  
 4929-11 Shearer

**4923 JEWELLERY AND PRECIOUS METALWARE TRADESPERSONS**

4923-01 Supervisor, Jewellery and Precious Metalware Tradespersons  
 4923-11 Jeweller  
 4923-13 Gem Cutter and Polisher  
 4923-15 Precious Metal Smith  
 4923-91 Apprentice Jewellery and Precious Metalware Tradesperson

**4931 ANIMAL TRAINERS**

4931-11 Horse Breaker  
 4931-99 Animal Trainers, nec

**4925 CRAFTWORKERS**

4925-01 Supervisor, Craftworkers  
 4925-11 Piano Tuner  
 4925-13 Potter  
 4925-91 Apprentice Craftworker  
 4925-99 Craftworkers, nec

**4999 OTHER TRADESPERSONS**

4999-01 Supervisor, Other Tradespersons  
 4999-11 Dental Technician  
 4999-13 Optical Mechanic  
 4999-15 Stonemason  
 4999-17 Motion Picture Projectionist  
 4999-19 Saturation Technician  
 4999-21 Offshore Diver  
 4999-23 Onshore Diver  
 4999-25 Florist  
 4999-27 Aircraft Safety Equipment Worker  
 4999-29 Military Explosives Technician  
 4999-91 Apprentice, Other Trades  
 4999-99 Tradespersons, nec

**4927 HAIRDRESSERS**

4927-01 Supervisor, Hairdressers  
 4927-11 Hairdresser  
 4927-91 Apprentice Hairdresser

## UNIT GROUP 4901

### WOOD MACHINISTS AND TURNERS

Wood Machinists and Turners set up and operate woodworking machines and wood turning lathes to shape wood stock.

#### SKILL LEVEL

The entry requirement for this unit group is generally a 4 year trade certificate. However, Wood Machinist (B-Grade) and Wood Machinist (C-Grade) have no specific entry requirements although 1-12 months on-the-job training is usual.

#### DUTIES include:

- determining job requirements from drawings, specifications, work orders or sample parts
- installing selected cutting edge or drill bit in woodworking machine
- installing guides, fixtures or jigs to table or bed of machine, adjusting angle and height of table and adjusting feed rollers to control movement of workpiece
- operating machine to cut, plane, shape and sand workpiece
- positioning wood stock in wood turning lathe, and adjusting turning speed of lathe
- placing selected chisel in contact with rotating wood stock to cut and shape workpieces.

#### CONTENT

This Unit Group contains the following occupations:

- 4901-01 Supervisor, Wood Machinists and Turners
- 4901-11 Wood Machinist (A-Grade)
- 4901-13 Wood Turner
- 4901-15 Wood Machinist (B-Grade)
- 4901-17 Wood Machinist (C-Grade)
- 4901-91 Apprentice Wood Machinist
- 4901-93 Apprentice Wood Turner

#### 4901-01 SUPERVISOR, WOOD MACHINISTS AND TURNERS

Supervises and co-ordinates the activities of workers engaged in wood machining and turning.

##### SKILL LEVEL

**Previous Experience:** 5 years as a wood machinist and turner.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4901-11 WOOD MACHINIST (A-GRADE)

Sets up, operates and maintains woodworking machines, such as planers, routers, tenoners and saws, to cut, plane, shape and sand wood stock to specifications.

##### SKILL LEVEL

**Education and Training:** a trade certificate.

##### DUTIES

Studies drawings, work orders or sample parts to determine specifications.

Selects and fits knives, saws, drill bits or cutter heads, on drums, spindles or in chucks of machines, and balances cutter heads.

Attaches guides, fixtures or jigs to machines with clamps or bolts.

Adjusts stops, guides, feed rollers and tailstocks, and the angle and height of tables.

Selects the direction and speed of rotation of workpieces to produce smooth finishes.

Starts machines and feeds stock into machines or operates automatic feed mechanisms.

Adjusts parts to maintain conformity of work with specifications.

May supervise other machinists.

##### SPECIALISATIONS

###### Woodworking Machine Setter

Sets up a line of woodworking machines, determines tooling and machinery requirements and sequence of operations, and observes operations to detect defects, make adjustments and maintain feed rates, cutting speeds and dimensions of cut.

###### Automatic Profile Sander Operator

Operates sanding machines to shape timber to pre-determined contours.

###### Copy Lathe Operator

Uses lathes to turn and shape copies of master models.

###### Double-End Tenoner Operator

Operates machines to cut tenons for joints on both ends of pieces of timber.

###### Edge Bander Operator

Operates machines to glue veneer strips to edges of timber for use in furniture manufacture.

###### Jig Maker (Wood)

Measures out, cuts and assembles jigs to be used as templates for assembling timber products.

###### Panel Saw Operator

Operates panel sawing equipment.

**Program Router Cutter**

Operates machines to cut grooves, slots and recesses in timber.

**RELATED OCCUPATIONS**

Occupation 4401-13 Joiner  
Unit Group 7413 Wood Processing Machine Operators

**4901-13 WOOD TURNER**

Operates wood turning lathes to turn and shape wood stock by holding chisels against rotating stock.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Studies drawings or reads work orders or specifications to determine set-up data.

Positions and secures wood stock in lathes.

Adjusts turning speeds to size of work.

Positions and clamps tool rests.

Starts machines, places gauge chisels on tool rests in contact with stock and reduces square stock to rough cylinders.

Lays out cutting lines according to drawings.

Resets speed control to speed appropriate for diameter of workpieces.

Places chisels against rotating workpieces to cut shapes.

Verifies dimensions.

May smooth surfaces of work by holding sandpaper against rotating workpieces.

May apply wax or other finishes to workpieces.

**SPECIALISATION****Wood Turning Lathe Operator**

Sets up grinding and honing knives, feed and take-off devices and required templates, and operates and maintains wood turning lathes.

**4901-15 WOOD MACHINIST (B-GRADE)**

Sets up, operates and maintains less complex woodworking machines such as buzzers, planers, saws and sanders.

**SKILL LEVEL**

**On-the-Job Training:** 6-12 months.

**DUTIES**

Studies work orders to determine requirements.

Attaches guides, fixtures or jigs to machines with clamps or bolts.

Starts machines and feeds stock into machines or

operates automatic feed mechanisms.

Adjusts parts to conform with requirements.

May adjust stops, guides, feed rollers and tailstocks, and the angle and height of tables.

May select the direction and speed of rotation of workpieces.

May operate complex woodworking machines which have been set up by A-Grade Wood Machinists.

**4901-17 WOOD MACHINIST (C-GRADE)**

Operates simple woodworking machines.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

**DUTIES**

Starts machines and feeds stock into machines or operates automatic feed mechanisms.

Cleans machines and work areas.

May operate woodworking machines which have been set up by A-Grade Wood Machinists.

**4901-91 APPRENTICE WOOD MACHINIST**

Under direction performs routine duties in machining wood, and receives instruction and training in the trade of wood machining.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation A-Grade Wood Machinist, according to a training schedule.

**4901-93 APPRENTICE WOOD TURNER**

Under direction performs routine duties in turning wood, and receives instruction and training in the trade of wood turning.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Wood Turner, according to a training schedule.

**UNIT GROUP 4903****CABINETMAKERS**

Cabinetmakers fabricate and/or assemble wooden parts to make and repair furniture.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- determining job requirements from drawings or other specifications and selecting wood and/or prepared furniture parts
- marking out, cutting and shaping wood using saws, chisels, planes, powered hand tools and woodworking machines to form furniture parts
- fitting parts together to form sections of furniture using glue, clamps, nails, dowels or screws
- assembling sections of furniture to form completed articles
- fitting hinges, locks, catches, drawers and shelves
- repairing damaged furniture and cabinets.

**CONTENT**

This Unit Group contains the following occupations:

- 4903-01 Supervisor, Cabinetmakers
- 4903-11 Cabinetmaker
- 4903-91 Apprentice Cabinetmaker

**4903-01 SUPERVISOR, CABINETMAKERS**

Supervises and co-ordinates the activities of workers engaged in cabinetmaking.

**SKILL LEVEL**

**Previous Experience:** 5 years as a cabinetmaker.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4903-11 CABINETMAKER**

Makes or repairs wooden furniture and fits and assembles prepared wooden parts to make furniture.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Determines job requirements by examining drawings and other specifications.

Selects wood and prepared parts.

Marks out, cuts and shapes wood using saws, chisels, planes, power tools and woodworking machines.

Trims, glues, joints and fits parts together to form sections of furniture.

Places sections in clamps, applies pressure and reinforces joints with nails, dowels or screws.

Removes sections from clamps, and assembles to form

completed articles.

Fits hinges, locks, catches, drawers and shelves.

Repairs damaged furniture and cabinets.

May make jigs, templates or prototypes for production assembly of furniture.

**SPECIALISATIONS**

**Antique Furniture Reproducer**

**Antique Furniture Restorer**

**Chairmaker**

**Coffin Maker**

**Couchmaker**

**Custom Furniture Maker**

**4903-91 APPRENTICE CABINETMAKER**

Under direction performs routine duties in making furniture, and receives instruction and training in the trade of cabinetmaking.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Cabinetmaker, according to a training schedule.

**UNIT GROUP 4905****OTHER WOOD TRADESPERSONS**

Other Wood Tradespersons carve designs in wood, apply finishes to furniture, make picture frames, models or barrels from wood or make cane furniture.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- carving ornamental designs in wood for furniture, panelling and other decorative purposes using gauges, knives, chisels and mallet or other hand tools and woodworking machines
- cutting out and assembling mouldings to make picture frames using hand and power tools
- assembling wooden staves to make barrels, casks and vats using metal or wooden hoops, tressing machines and hand tools
- preparing furniture for finishing or refinishing using solvents and abrasive materials
- applying stains, varnish, paint and other finishes to furniture, and polishing and waxing surfaces
- constructing full size or scale models of production line items using measuring instruments and woodworking tools and machines
- shaping and joining cane rods and weaving cane around structure to make furniture using clamps, shaping device, hand tools and fasteners.

**CONTENT**

This Unit Group contains the following occupations:

4905-01 Supervisor, Other Wood Tradespersons  
 4905-11 Wood Carver  
 4905-13 Picture Framers  
 4905-15 Cooper  
 4905-17 Cane Furniture Maker  
 4905-19 Furniture Finisher  
 4905-21 Model Maker  
 4905-91 Apprentice, Other Wood Trades

**4905-01 SUPERVISOR, OTHER WOOD TRADESPERSONS**

Supervises and co-ordinates the activities of workers engaged in woodworking trades such as wood carving, picture framing, furniture finishing, coopering, cane furniture making and model making.

**SKILL LEVEL**

**Previous Experience:** 5 years as a wood tradesperson.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATIONS**

**Supervisor, Cane Furniture Makers**  
**Supervisor, Coopers**  
**Supervisor, Furniture Finishers**  
**Supervisor, Picture Framers**  
**Supervisor, Wood Carvers**

**4905-11 WOOD CARVER**

Carves ornamental designs in wood for furniture, panelling and other decorative purposes, using hand tools and woodworking machines.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Determines job requirements by examining drawings, models or other specifications.  
 Prepares detailed drawings of designs, and traces them on to wood.  
 Marks out lengths of wood using dividers or pointers.  
 Clamps wood in jigs.  
 Carves patterns by hand using tools, such as gouges, paring knives, chisels and mallets.  
 Smooths edges with chisels or sandpaper.

May restore woodwork in churches and historic buildings.

**4905-13 PICTURE FRAMER****Picture Frame Maker**

Cuts out and assembles mouldings to make picture frames.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Consults customers to determine style, size, materials and cost for frames.  
 Cuts frame pieces to size and prepares joints for corners.  
 Determines location, size and angle of holes to be drilled.  
 Clamps pieces in vices and brushes glue on mitred ends.  
 Fits and fastens frame pieces together.  
 Mounts backing materials and subjects for framing.  
 May butt mitre pieces of moulding together using staple guns.  
 May cut glass to size.  
 May fit prints, photographs or paintings to ready-made frames.

**4905-15 COOPER**

Makes, repairs and assembles wooden barrels, casks and vats.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Determines job requirements from specifications.  
 Selects wood and cuts, shapes, smooths and tapers boards to form staves, or uses prepared wooden parts.  
 Assembles staves into rough shapes inside temporary hoops using hammers and hoop drivers.  
 Applies hot water or steam to staves to make them pliable.  
 Cuts, bends and rivets metal strips or wooden pieces to form hoops and fits hoops in position around barrels or casks, drawing staves tightly together.  
 Removes temporary hoops and fits additional hoops.  
 Draws ends of staves together using trussing machines and secures with temporary hoops.  
 Cuts grooves inside rims of staves, makes up heads and fits into grooves.  
 Smooths surfaces using spokeshaves.  
 Repairs damaged staves by removing and replacing them.  
 May countersink bung holes.  
 May check for leaks and insert sealants.

**4905-17 CANE FURNITURE MAKER**

Makes furniture from cane and other decorative materials.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Selects cane rods and straightens them by hand.  
 Cuts rods to size and sands or splices ends.  
 Secures framing rods in clamps or shaping devices and bends them while applying heat or steam.  
 Joins rods using adhesives, nails or screws.  
 Winds cane around framework joints to strengthen and conceal them.  
 Weaves cane around structures to form shapes and decorative patterns.  
 May soak cane for bending.  
 May paint finished articles or apply decorative finishes.  
 May repair worn or damaged cane furniture.

**4905-19 FURNITURE FINISHER****Furniture Polisher**

Finishes, polishes or refinishes furniture.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Smooths furniture surfaces using sanding blocks or machines.  
 Mixes stains by stirring in base colours to match colour or shade, and applies to furniture using brushes, sprays or pads.  
 Applies varnish, shellac, lacquer or paint to workpieces.  
 Polishes and waxes finished surfaces.  
 Dismantles furniture, masks areas not being finished and removes accessories such as knobs and hinges to prepare articles for refinishing.

Removes old finishes by stripping with steel wool or glasspaper, or by applying solvents or paint strippers and removing softened finishes by scraping.

Removes excess solvent by rubbing surfaces with cloths containing water, thinners or other materials.

Removes indentations by scraping, hot ironing or sanding, and fills cracks with beeswax, plastic wood or lacquer putty.

May grain wood or paint wood trim using graining rollers, combs, sponges or brushes.

May restore wood surfaces to natural colour using acid and neutralisers.

May spread graining ink over metal portions of surfaces to simulate wood-grain finish.

May hand polish and restore antique furniture.

**SPECIALISATION****French Polisher**

Polishes timber with a mixture of shellac and methylated spirits to produce a high gloss finish.

**4905-21 MODEL MAKER**

Constructs full size or scale models of production line items, such as machinery, vehicles, furniture, household appliances and toys.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Determines model requirements by examining drawings, drafts or samples and consulting with designers.

Selects stock, marks parts and determines layout.

Operates band-saws, lathes, planers, routers and other woodworking machines to cut and shape parts for models.

Fits parts together with dowels, glue, nails, bolts, screws and other fasteners.

Planes, shaves, files, scrapes and sands models during handforming process, referring to templates and measuring devices.

May wax and polish finished models.

May construct plastic or metal models, or assemble metal parts.

**4905-91 APPRENTICE, OTHER WOOD TRADES**

Under direction performs routine duties in processing, preparing and assembling wood, timber and related components, and finishing and polishing furniture, and receives instruction and training in wood trades such as picture framing, coopering, furniture finishing, wood carving, model making and cane furniture making.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

Apprentice Cane Furniture Maker  
 Apprentice Cooper  
 Apprentice Furniture Finisher

Apprentice Model Maker

Apprentice Picture Framer

Apprentice Wood Carver

**UNIT GROUP 4907****MARINE CONSTRUCTION TRADESPERSONS**

Marine Construction Tradespersons fabricate, install and repair structural sections and components of ships and boats.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- constructing templates of ship or boat parts to be fabricated
- marking lines and reference points on dry dock, slipway or layout floor and on material used for fabrication of boat parts
- preparing slipway for construction of ship or boat
- assembling shell of boat or erecting hull sections of ship and temporarily securing them
- building and/or installing masts, booms, decking and other structures and fittings
- repairing, or removing and replacing, damaged plating and other faulty units, fittings and accessories.

**CONTENT**

This Unit Group contains the following occupations:

4907-01 Supervisor, Marine Construction Tradespersons  
 4907-11 Shipwright  
 4907-13 Boat Builder and Repairer  
 4907-91 Apprentice Marine Construction Tradesperson

**4907-01 SUPERVISOR, MARINE CONSTRUCTION TRADESPERSONS**

Supervises and co-ordinates the activities of workers engaged in constructing ships or boats from metal, wood and other materials.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a marine construction tradesperson.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4907-11 SHIPWRIGHT**

Constructs, fits out and repairs ships made of metal, wood or other materials.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Prepares preliminary sketches of structural parts and sections.

Makes templates from full-size detail drawings for fabrication, or assists in the production of tenth-scale plans used in automatic flamecutting machines to cut

metal sections.

Studies plans and specifications, and sights, plots and marks reference points and lines on drydocks or slipways.

Checks positioning and smooth functioning of slipway apparatus, such as gates and hydraulic-ram gear.

Lays and builds bilge and keel block supports, cradles and shoring.

Directs crane drivers and erects hull sections in docks, aligns sections using hydraulic jacks, and temporarily secures them for permanent welding.

Erects and prepares launching platforms and apparatus, and conducts pre-launch tests.

Supervises launching procedures.

Installs fittings such as ladders, handrails, winches, davits, lifeboats, seating and safety equipment.

Shapes and installs wooden masts, frames, decking and fittings.

Secures vessels for repair work by lofting vessel lines on to docks and supervising docking and shoring procedures.

Examines vessels and specifications to determine repair requirements and procedures.

Removes and replaces damaged plating, and repairs or replaces other faulty units, fittings or accessories.

May fabricate or repair aluminium, wood, fibreglass or concrete hulled vessels.

May order materials, and cost and quote for jobs.

**SPECIALISATIONS****Loftsman/woman (Marine)**

Lays out full-scale or tenth-scale portions of ships' plans on loft floors and marks frame and other reference lines, working from drawings and tables of offsets.

Constructs templates to be used as patterns or layout guides and marks with identifying data and location for installation.

May lay out and construct wooden master patterns used in making moulds for hulls and decks of fibreglass boats.

**Metal Liner-off**

Examines detailed drawings which specify the location of ship structures, machinery and other equipment such as ventilation ducts, masts and machinery bollards, and lines-off positions in ships for installation.

**Ship's Carpenter**

Fabricates and repairs structural timber and timber fittings and gear on ships, and performs other maintenance and general duties.

**4907-13 BOAT BUILDER AND REPAIRER**

Fabricates, repairs or modifies boats to specifications and drawings using hand and power tools.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Lays out full-scale outlines of boats on mouldloft floors according to drawings.

Establishes dimensional reference points on layouts and makes templates of parts.

Scribes lines following templates, and cuts and forms parts such as keels, stems, stern posts, ribs and sidings.

Assembles shells of boats by forming steam softened sidings on moulds, removing moulds and securing sidings to keels, or by securing ribs to keels and covering them with planking.

Builds and installs structures such as cabins, mountings for machinery, shafting and propeller supports and rudders.

Installs decking, masts, booms and ladders.

**4907-91 APPRENTICE MARINE CONSTRUCTION TRADESPERSONS**

Under direction performs routine duties in ship and boat building, and receives instruction and training in the trades of shipwrighting or boat building.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

Apprentice Boatbuilder

Apprentice Ship's Carpenter

Apprentice Shipwright

**UNIT GROUP 4909****BLASTING TRADESPERSONS**

Blasting Tradespersons assemble, position and detonate explosives.

**SKILL LEVEL**

The entry requirement for this unit group is a 6 month certificate and 2-4 years relevant experience. Shot-firers have 6-12 months on-the-job training. A licence is required.

**DUTIES include:**

- positioning explosives in bore holes and priming, or directing other workers to prime, explosives using detonators and explosive cartridges
- connecting wire, fuse or detonating cord to explosive cartridge and detonator and wire to electric detonator
- filling and tamping holes with rock dust, sand or other materials
- firing electric detonator or lighting fuse to detonate explosives
- inspecting blasting area before and after explosion to ensure safety
- removing material broken by explosion from areas of underground mine inaccessible to high production equipment.

**CONTENT**

This Unit Group contains the following occupations:

4909-01 Supervisor, Blasting Tradespersons

4909-11 Shot-firer

4909-13 Stope Miner



**4909-01 SUPERVISOR, BLASTING TRADESPERSONS**

Supervises and co-ordinates the activities of workers engaged in preparing, placing and detonating explosives.

**SKILL LEVEL**

**Previous Experience:** 5 years as a blasting tradesperson.

**Registration/Licensing:** Required with State authorities.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Ensures adherence to safe operating procedures for the mixing, loading and firing of explosives.

Determines hole loading requirements to ensure effective and economic blasting.

Maintains daily records of explosives removed from or returned to magazines.

**4909-11 SHOT-FIRER****Blaster  
Powder Monkey**

Assembles, positions and detonates explosives to break or dislodge rock and soil, or to demolish structures.

**SKILL LEVEL**

**Education:** 6 month certificate.

**Previous Experience:** 2-3 years as a shot firer's assistant.

**On-the-Job Training:** 6-12 months.

**Registration/Licensing:** Required with State authorities.

**DUTIES**

Inspects blasting areas to ensure observance of safety regulations governing the position, number, quantity and type of explosives, and methods of firing.

Checks depths of bore-holes, and cleans holes.

Inserts high explosives into holes, or positions hoses and fills holes with granulated blasting agents or liquid slurry explosives such as ammonium nitrate and fuel oil mixture.

Assembles primers using detonators and explosive cartridges, attaches wires, fuses or detonating cords and inserts them into holes.

Connects detonating cords to ring mains.

Fills and tamps holes with rock dust, sand or other materials.

Connects wires, fuses or detonator cords into series,

tests electrical circuits with galvanometers and repairs malfunctions.

Withdraws prescribed distance, and at firing times lights fuses, or connects wires and fires electrical detonators.

Inspects areas to ensure all explosives are detonated and declares areas safe.

May operate front end loaders to stem blast holes or clear loose material.

May ventilate underground areas after blasts by rigging ventilation bags to fresh air fans and washing broken material with water to settle dust.

May fire single charges independently.

**SPECIALISATION****Seismograph Shooter**

Assembles and detonates explosives on land, or assembles explosives in guns when working from boats, to create seismic waves to provide information about sub-surface strata.

**4909-13 STOPE MINER**

Assembles and detonates explosives and mines ore in underground mines in areas inaccessible to high production equipment.

**SKILL LEVEL**

**Education:** 6 month certificate.

**Previous Experience:** 3-4 years as an underground plant operator.

**Registration/Licensing:** Required with State authorities.

**DUTIES**

Cuts channels under working faces using picks or cutting machines.

Operates air leg drilling machines to bore blasting holes in working faces of mines according to drilling patterns.

Lays, sets and detonates explosives to break down material.

Shovels or moves broken material to stope ore passes with scrapers, compressed air powered loaders or bulldozers.

Installs timber or roof bolts to support stope walls and backs.

Ventilates underground areas after blasts by rigging ventilation bags to fresh air fans and washing broken material with water to settle dust.

May undertake development work such as opening up new shafts, drives, air vents, rises, winzes or crib rooms.

**UNIT GROUP 4911****GARMENT TRADESPERSONS**

Garment Tradespersons prepare patterns and materials for the making of garments and make garments, including fur garments and hats.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate or a 2 year certificate. Some occupations require 1-4 years experience in a related area or 2-3 years on-the-job training.

**DUTIES** include:

- drafting master patterns of garments from sketches, sample articles or design specifications
- cutting out patterns for a range of garment sizes using drafting instruments, scissors or perforating machines
- cutting out parts of garment, hat or fur, according to pattern using portable electric cutter, hand shears or fur cutting knife to cut through layers
- sewing fabric or fur parts together and sewing buttonholes using needle and thread or sewing machine
- attaching buttons and other fasteners
- making hats by shaping, wiring, sewing, gluing and blocking material using needle and thread, sewing machine, steamer and hand iron.
- measuring customer's size and drafting original pattern or altering existing pattern of garment to fit customer.

**CONTENT**

This Unit Group contains the following occupations:

4911-01 Supervisor, Garment Tradespersons  
 4911-11 Tailor  
 4911-13 Dressmaker  
 4911-15 Apparel Cutter  
 4911-17 Furrier  
 4911-19 Patternmaker-Grader (Textiles)  
 4911-21 Hat Maker  
 4911-91 Apprentice Garment Tradesperson

**RELATED OCCUPATIONS**

Occupation 4913 Upholsterers and Bedding Tradespersons  
 Occupation 4917 Other Leather and Canvas Tradespersons

**4911-01 SUPERVISOR, GARMENT TRADESPERSONS**

Supervises and co-ordinates the activities of workers engaged in making, altering and repairing made-to-measure or ready-to-wear garments.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a garment tradesperson.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATIONS**

Supervisor, Dressmakers  
 Supervisor, Furriers  
 Supervisor, Tailors

**4911-11 TAILOR**

Makes garments such as suits, topcoats, overcoats and other dress clothing.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Confers with customers to determine types of material to be used and styles and designs of garments.

Measures and records customers' sizes.

Drafts patterns for garments, or alters patterns to fit customers.

Positions and pins patterns to fabric and cuts fabric.

Assembles garments and bastes garment parts, using needle and thread or sewing machines.

Fits basted garments on customers and marks areas requiring alterations using chalk.

Alters garments, joins parts and sews buttons and buttonholes to finish garments.

May fit collar facings, and trim and sew collars.

May use presses or steam irons on finished products.

May perform specialised hand and machine sewing in the manufacture of ready-to-wear clothing.

**4911-13 DRESSMAKER**

Makes women's garments such as dresses, coats, suits and other clothing, applying knowledge of women's garment design, construction and styling.

**SKILL LEVEL**

**Education:** 1-2 year certificate.

**Previous Experience:** 1-3 years as a textile sewing machinist.

**DUTIES**

Confers with customers to determine types of material to be used and styles and designs of garments.

Measures customers and records measurements for use in preparing patterns.

Drafts or modifies patterns to suit style and size of garments.

Positions and pins patterns to fabric and cuts fabric.

Pins or bastes fabric parts together.

Fits basted garments on customers and marks areas requiring alteration.

Sews fabric parts together using sewing machines, and removes pins.

Presses seams.

Sews felling stitches in hems of garments to conceal threads.

Sews buttonholes, and sews on buttons, hooks and eyes or press fasteners to finish garments.

May make garments according to pictures provided by customers.

### SPECIALISATIONS

#### Apparel Sample Hand

Selects garment parts and threads and sews sample garments for new designs, according to pattern specifications and designers' directions.

Positions garments on model forms, examines the fit and drape, and marks positions of fittings.

#### Wardrobe Assistant

Makes, alters, fits and repairs costumes for television, theatre and film productions.

### 4911-15 APPAREL CUTTER

Lays out, marks and cuts fabric to form parts of garments, using cutting machines or scissors.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

#### DUTIES

Unrolls and spreads fabric in layers on tables.

Arranges patterns on fabric and marks outlines of patterns on fabric, using chalk, crayon or perforating machines.

Sets and operates cutting machines and guides them around edges of patterns or along markings on top layer of fabric to cut out parts.

Labels and ties bundles of parts.

May recover cutting waste for other uses.

May drill holes through layers of fabric or cut notches in edges according to patterns.

May operate automatic machines which use computerised patterns.

May cut fabric using laser cutters.

May mark and cut cloth, leather or synthetic fabric into pieces to be used in vehicle trimming or upholstery.

### 4911-17 FURRIER

Prepares furs, and makes, alters, restyles and repairs fur garments.

#### SKILL LEVEL

**Education:** 1-2 year certificate.

**On-the-Job Training:** 2-3 years.

#### DUTIES

Estimates costs of new garments, alterations, renovations and repairs.

Selects and modifies patterns for fur garments to suit customers' size and style preferences.

Grades, sorts and matches fur.

Cuts furs according to patterns, using fur-cutting knives.

Joins fur parts together using sewing machines.

Lays out, stretches and trims sewn parts to conform to patterns.

Assembles and sews fur parts and linings to produce finished articles.

Repairs garments by cutting out worn or damaged skins, matching and cutting replacement furs and sewing in place.

May alter style of fur garments.

May glaze fur articles using steam-ironing machines to restore glossy appearance.

May sell pelts or garments.

### SPECIALISATIONS

#### Fur Cutter

Selects, matches and arranges pelts according to size, design, colour and quality, and nails to patterns.

Marks fur components on patterns, cuts off unusable parts and trims and shapes them for making, altering or repairing fur articles.

#### Fur Matcher

Visually compares pelts with samples of each grade, strokes fur to determine density, undercolour and height of fur, selects those which match or blend, and places in single garment bundles.

May estimate numbers of pelts required for garments.

May store and keep inventories of matched and dressed pelts.

### 4911-19 PATTERNMAKER-GRADER (TEXTILES)

Draws sets of master patterns following sketches, sample articles and design specifications, and cuts out patterns for garments.

#### SKILL LEVEL

**Previous Experience:** 2-4 years as a dressmaker or apparel cutter.

#### DUTIES

Examines sketches, sample articles and design specifications to determine data such as number, shape and size of pattern parts, and quantities of cloth required to make finished articles.

Draws outlines of parts on paper, using drafting instruments.

Increases or decreases the dimensions of master patterns to produce required sizes.

Draws details such as positions of pleats, pockets, buttonholes and buttons, on patterns.

Marks outlined garments with lines and notches that serve as guides in joining parts.

Cuts out master patterns, using scissors and knives, or forms cutting lines on stencils, using perforating machines.

Marks size, identification and style information on patterns or stencils.

**4911-21 HAT MAKER**

Fabricates hats to customers' specifications or to standard patterns, from materials such as straw, felt, fabric and fur.

**SKILL LEVEL**

**Education:** 1-2 year certificate.

**On-the-Job Training:** 2-3 years.

**DUTIES**

Marks out and cuts patterns to desired sizes and shapes.

Lays patterns on material and cuts around patterns using shears.

Shapes, models, wires, sews, glues and blocks materials.

Finishes and trims hat, using a variety of materials.

May spray sizing solution on to hats to stiffen them.

May shape and trim prefabricated hat bodies to make hats.

May reshape hats.

May display, fit and sell hats and accessories.

May package and despatch hats.

May create hat designs.

**SPECIALISATION****Milliner**

Makes and decorates women's hats.

**4911-91 APPRENTICE GARMENT TRADESPERSON**

Under direction performs routine duties in garment making, and receives instruction and training in the trades of tailoring or textile cutting.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATION****Apprentice Tailor****UNIT GROUP 4913****UPHOLSTERERS AND BEDDING TRADESPERSONS**

Upholsterers and Bedding Tradespersons cover furniture and bed spring units with fabric or other material and repair furniture.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES include:**

- measuring and cutting covering material for furniture using measuring tape and scissors or shears
- joining sections of covering material and seaming cushions using sewing machines
- tacking covering material on to furniture frame
- tacking, gluing or sewing ornamental trim, braids and buttons to material or frame
- fabricating bed springs using coiling machine
- forming frame using machine to shape edge wire
- attaching springs to frame using fastening gun
- stapling spring unit to box frame
- encasing bed spring unit and padding with selected covering material using staple gun or closing machine
- replacing covering, webbing, padding and springs to repair upholstered furniture.

**CONTENT**

This Unit Group contains the following occupations:

4913-01 Supervisor, Upholsterers and Bedding Tradespersons

4913-11 Furniture Upholsterer

4913-13 Bedding and Mattress Maker

4913-91 Apprentice Upholsterer and Bedding Tradesperson

**4913-01 SUPERVISOR, UPHOLSTERERS AND BEDDING TRADESPERSONS**

Supervises and co-ordinates the activities of workers engaged in making, rebuilding and repairing

upholstered products such as chairs, couches, beds and mattresses.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as an upholsterer or bedding tradesperson.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4913-11 FURNITURE UPHOLSTERER**

Makes, rebuilds and repairs upholstered furniture such as chairs and sofas.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Discusses fabrics, colours, styles and costs with customers.

Measures and cuts covering and padding materials.

Operates sewing machines to seam cushions and join various sections of covering material.

Secures material, padding, springs and webbing to articles to be upholstered.

Attaches ornamental trims, braids and buttons to covers or frames.

Removes coverings, webbing and padding from furniture items.

Removes and replaces defective springs.

Makes and repairs wooden frames.

May remove stains from fabrics.

May estimate and quote costs for repairs or re-upholstering.

May finish wooden surfaces on furniture.

**RELATED OCCUPATION**

Occupation 4609-11 Vehicle Trimmer

**4913-13 BEDDING AND MATTRESS MAKER**

Pads and covers spring units to upholster mattresses.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Inserts wire into coiling machines and springs into assembly machines, and starts machines.

Test-runs, adjusts and operates machines.

Forms wire frames and secures springs.

Staples bedding units to box spring frames.

Positions padding on units and encases units with covering materials.

Attaches covers using staple guns or closing machines.

Packages units with protective covering and seals with tape.

May tack dust cloths to bottoms of frames.

**4913-91 APPRENTICE, UPHOLSTERER AND BEDDING TRADESPERSON**

Under direction performs routine duties in upholstering and bedding making, and receives instruction and training in the trades of upholstery or bedding and mattress making.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**UNIT GROUP 4915****SHOEMAKING AND REPAIRING TRADESPERSONS**

Shoemaking and Repairing Tradespersons cut out, shape and join parts of shoes and repair shoes.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- cutting shoe parts from leather or other material using knife, scissors or machine which stamps die onto material
- joining, decorating and reinforcing shoe parts using single, double or multiple stitching machine
- stretching upper part of footwear over last using machine or lasting tool to shape upper
- joining upper to insole using tacking device or adhesive
- sewing edge on insole
- sewing or cementing outer sole to edge
- trimming and buffing shoe using knife and buffing wheel
- applying dye to shoe
- polishing shoe using rotating power brush
- repairing or refinishing shoes.

**CONTENT**

This Unit Group contains the following occupations:

- 4915-01 Supervisor, Shoemaking and Repairing Tradespersons
- 4915-11 Shoemaker
- 4915-13 Shoe Repairer
- 4915-91 Apprentice Shoemaker and Repairer

**4915-01 SUPERVISOR, SHOEMAKING  
AND REPAIRING  
TRADESPERSONS**

Supervises and co-ordinates the activities of workers engaged in making and repairing shoes.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a shoemaker or shoe repairer.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4915-11 SHOEMAKER**

Makes boots or shoes, using hand and machine tools.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Selects patterns and materials for uppers, and outlines patterns on material.

Selects and spreads leather or other material on cutting beds, positions cutting dies or knives so that grain, finish and pattern of shoe parts will match when assembled and that maximum number of parts can be obtained.

Cuts out parts with scissors, knives or clicking machines, and operates stitching machines to join, decorate or reinforce shoe parts to form uppers.

Marks and punches out eyelets and inserts and clips metal rings.

Selects or assembles lasts.

Pulls or stretches uppers on to lasts and shapes footwear items.

Trims uppers with knives, and sews on welts.

Attaches uppers to insoles with tacks and adhesives.

Sews outer soles to lasted uppers or cements soles in place.

Cuts and trims excess threads and material, and trims and buffs edges of soles and heels.

Brushes dressing dyes on shoes and polishes shoes with rotating power brushes.

May operate clicking machines.

**SPECIALISATIONS****Bespoke Maker**

Makes individual items of footwear to order.

**Clicker**

Cuts shoe parts from leather or other material by hand or machine, bundles or boxes parts and marks size and style data to assist assembly.

**Laster**

Shapes and assembles the upper parts of footwear and joins them to insoles.

**Surgical Shoemaker**

Makes footwear for people with leg and foot problems or abnormalities.

**4915-13 SHOE REPAIRER**

Repairs shoes and refinishes them according to customer specifications.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Positions shoes on lasts and cuts off soles or heels with pincers and knives.

Holds welts against rotating sanding wheels or rubs them with sandpaper to bevel and roughen them.

Selects sole or heel blanks or cuts pieces to size.

Brushes cement on sole or heel pieces and welts insoles or heels.

Positions new parts over shoes and fastens them with nails, tacks or by sewing.

Trims sole or heel edges to shapes of shoes.

Holds and turns shoe soles or heels against revolving abrasive wheels to smooth edges and remove excess material.

Restitches torn portions or sews patches over holes in shoe uppers.

Paints shoe parts.

**4915-91 APPRENTICE SHOEMAKER AND  
REPAIRER**

Under direction performs routine duties in making and repairing boots and shoes, and receives instruction and training in the trade of shoemaking.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATION**

**Apprentice Clicker**

## UNIT GROUP 4917

### OTHER LEATHER AND CANVAS TRADESPERSONS

Other Leather and Canvas Tradespersons make and repair goods made from leather or canvas and similar materials or prepare sailcloth for sewing.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate.

#### DUTIES include:

- marking out and cutting sailcloth or canvas and similar materials from pattern using hand shears or power cutters
- joining parts of leather articles using rivets, handsewing, tools, sewing machine or adhesive
- dyeing, staining and polishing leather articles
- sewing sections of canvas and similar materials together to make awnings, tents, tarpaulins, horse rugs, caravan annexes or other products using sewing machine
- punching holes in canvas and similar materials using mallet and punch and attaching grommets, metal fittings and fastenings to product by machine or hand sewing
- calculating dimensions of sail and allowances for hemming and stretching using sail calculation tables and sail specification computer card
- drawing full size pattern of sail and supervising final sewing of sail.

#### CONTENT

This Unit Group contains the following occupations:

- 4917-01 Supervisor, Other Leather and Canvas Tradespersons
- 4917-11 Leather Goods Maker
- 4917-13 Canvas Goods Maker
- 4917-15 Sailmaker
- 4917-91 Apprentice, Other Leather and Canvas Trades

#### 4917-01 SUPERVISOR, OTHER LEATHER AND CANVAS TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in making and repairing leather and canvas goods, including sails.

#### SKILL LEVEL

**Previous Experience:** 3-5 years as a leather or canvas tradesperson.

#### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4917-11 LEATHER GOODS MAKER

Fabricates or repairs leather articles such as wallets, cases, harness and saddlery.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

#### DUTIES

Cuts leather to size and shape and bevels edges using clicking and skiving machines.

Fastens parts together using rivets and sewing machines or adhesives.

Attaches eyelets and metal decorations to articles using hammers and punches.

Hand sews leather using needles, awls and stitch gauge punches.

Stains finished edges using raven oil or beeswax.

Uses dyes and polish to restore leather articles.  
May emboss leather with patterns.

#### SPECIALISATION

#### Saddler

Makes and repairs leather saddlery and harness.

#### 4917-13 CANVAS GOODS MAKER

Lays out, cuts, assembles and repairs canvas and related products such as awnings, tents, tarpaulins, horse rugs and caravan annexes.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

#### DUTIES

Lays out full scale drawings according to blueprints or sketches.

Cuts patterns from paper according to drawings.

Marks outlines on material with crayons.

Cuts material with shears or power cutters.

Sews sections of material together using sewing machines.

Measures and marks out grommet holes on material.

Punches holes using mallets, punches and hardwood blocks or anvils and attaches grommets, metal fittings and fastenings.

Secures ropes or cables to finished articles using hand tools.

Wraps and sews parts of ropes or wires that are subject to chafing.

May stencil names on articles.

**4917-15 SAILMAKER**

Calculates sail requirements, lays out patterns and cuts out and sews sails.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Analyses sail requirements for type, size and usage of boats.

Calculates sail dimensions using sail-calculation tables.

Computes dimensional allowances for hemming and stretching of sail-cloth and for draft and roach of sails.

Draws full size patterns of sails on floors.

Spreads sail-cloth over floor patterns, marks pattern outlines on cloth and cuts into parts for assembly.

Supervises or performs sewing of cloth to make sails.

**4917-91 APPRENTICE, OTHER LEATHER AND CANVAS TRADES**

Under direction performs routine duties in leather or canvas cutting, sewing and handling, and receives instruction and training in the trades of sail and leather and canvas goods making.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

**Apprentice Canvas Goods Maker**

**Apprentice Leather Goods Maker**

**Apprentice Sailmaker**

## UNIT GROUP 4919 FLOOR COVERERS

Floor Coverers install carpet, linoleum, vinyl, cork tiles and other floor coverings, except ceramic tiles, slate and stone.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- examining area to be covered to ensure that floor is firm, dry and clean
- measuring and marking off area with layout
- fixing underlays of hardboard sheets, rubber or felt
- laying covering material over floor
- cutting shapes around permanent obstructions, matching adjacent patterns and trimming edges
- removing baseboard moulding trim to install edges of coverings.

**CONTENT**

This Unit Group contains the following occupations:

4919-01 Supervisor, Floor Coverers

4919-11 Floor Coverer

4919-91 Apprentice Floor Coverer

**4919-01 SUPERVISOR, FLOOR COVERERS**

Supervises and co-ordinates the activities of workers engaged in laying carpets and other floor coverings, and finishing floors.

**SKILL LEVEL**

**Previous Experience:** 5 years as a floor coverer.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATION**

**Supervisor, Carpet Layers**

**4919-11 FLOOR COVERER**

Measures, cuts, installs and repairs soft floor coverings such as carpet, floor vinyl and cork tiles.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Examines areas to be covered to ensure that floors are firm, dry and clean.

Measures areas to be covered to estimate quantities of floor coverings.

Fixes underlays of hardboard sheets, rubber or felt.

Lays covering materials over floor, matches patterns, cuts shapes around fixtures and trims edges.



Removes baseboard moulding trims to install edges of coverings.

Secures floor coverings and fits edge trims in doorways.

May repair minor defects in floors before laying coverings.

May lay parquet blocks or resilient floor coverings.

#### SPECIALISATIONS

##### Carpet Layer

Fastens edges of carpet using hand or machine stitchers, seaming irons or bonding tape and rollers to remove seam marks.

Shifts and stretches carpet using knee kickers or powered implements, and secures carpet along borders using tackless strips, kick plates or carpet tacks.

##### Floor Finisher

Smooths floors using industrial sanding machines, and polishes floors.

May stain floors or apply special coatings.

#### RELATED OCCUPATION

Occupation 4413-11 Wall and Floor Tiler

#### 4919-91 APPRENTICE, FLOOR COVERER

Under direction performs routine floor covering duties, and receives instruction and training in a floor covering trade.

#### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

#### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Floor Coverer, according to a training schedule.

## UNIT GROUP 4921 GLASS TRADESPERSONS

Glass Tradespersons cut, finish and install glass panes, and bend and blow glass.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate or 3 years experience as a trainee glass blower.

#### DUTIES include:

- scoring glass surface using cutting tool
- breaking glass along scored line using notched tool or glass pliers
- fitting and installing glass panes and mirrors and assembling prefabricated glass units
- blowing through pipe to inflate gob of molten glass
- rotating pipe while blowing to attain shape and size of glass object
- joining tubing or extending parts of object by reheating using specialised hand tools.

#### CONTENT

This Unit Group contains the following occupations:

- 4921-01 Supervisor, Glass Tradespersons
- 4921-11 Flat Glass Tradesperson
- 4921-13 Glass Blower
- 4921-91 Apprentice Flat Glass Tradesperson
- 4921-93 Trainee Glass Blower

#### 4921-01 SUPERVISOR, GLASS TRADESPERSONS

Supervises and co-ordinates the activities of workers engaged in cutting, shaping and installing glass.

#### SKILL LEVEL

**Previous Experience:** 5 years as a glass tradesperson.

#### DUTIES

Performs duties covered by the General Description Supervisor.

#### 4921-11 FLAT GLASS TRADESPERSON

Measures, cuts, finishes, fits and installs flat glass and mirrors.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

#### DUTIES

Determines dimensions and quality of glass required. Lays sheets of glass on padded tables or in jigs, and places patterns on or under glass. Measures and marks glass for cutting. Examines glass and marks defective areas.

Scores glass according to patterns or along straight edges, using cutting tools.

Breaks off sheets or excess glass with notched tools or glass pliers.

Inserts sealing beds, sets glass panes and mirrors into sashes, seals with tape or other sealer and secures glass in position.

Assembles and secures parts of prefabricated glass units such as shop fittings, display cases and shower enclosures.

May install metal window and door frames into which glass panels are fitted.

May smooth rough edges, using belt sanders or smoothing wheels.

May cut, trim and treat glass to achieve special effects.

#### SPECIALISATIONS

##### Beveller

Operates hand, automatic and fixed machinery to shape decorative edges on glass and mirrors.

##### Glazier

Cuts, fits and installs glass and mirrors in windows, skylights, display cases, interior walls and ceilings.

##### Glass Silverer

Coats glass surfaces with silvering films to make mirrors.

##### Glass Cutter

Measures and cuts glass sheets.

##### Glass Embosser

Carves relief designs and textures into glass.

##### Glass Etcher

Etches designs and textures into glass.

#### 4921-13 GLASS BLOWER

Blows and shapes free-form glass objects and standard shaped glassware.

##### SKILL LEVEL

**Previous Experience:** 3 years as a trainee glass blower.

##### DUTIES

Examines sketches and drawings, develops specifications, conceives shapes for objects and determines type of glass to be used.

Observes batches of molten glass in melting tanks to determine readiness.

Dips ends of blowpipes into molten glass tanks to gather amount required.

Blows through pipes to inflate gobs of molten glass.

Rotates pipes to form shapes, prevent sagging, and maintain density and colour.

Reheats, shapes, forms and joins tubing or individual parts of objects to create forms.

Draws, shapes and shears extended sections.

Detaches blown articles from blowpipes.

Measures products or checks against patterns to verify dimensions.

May blow objects inside moulds.

May anneal glass to metal components such as electrodes, flanges, tubes and wires.

May use compressed air to form shapes.

May co-ordinate the work of Trainee Glass Blowers to finish production run items.

May make objects such as scientific apparatus.

#### SPECIALISATIONS

##### Glass Blowing Lathe Operator

Uses lathes to turn blown glassware.

Selects and attaches mandrels and glass workpieces to lathes.

Starts and adjusts lathes and flame jets to heat workpieces.

##### Glass Bender

Heats, bends and shapes glass tubing.

May form neon signs, fuse electrodes into ends and charge them with gas.

#### 4921-91 APPRENTICE FLAT GLASS TRADESPERSON

Under direction performs routine duties in cutting, shaping and installing glass, and receives instruction and training in a flat glass trade.

##### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

##### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Flat Glass Tradesperson, according to a training schedule.

#### 4921-93 TRAINEE GLASS BLOWER

Under direction performs routine glass blowing duties, and receives instruction and training in the techniques of glass blowing.

##### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

##### DUTIES

Undertakes theoretical studies and progressively undertakes duties covered by the occupation Glass Blower according to a training schedule.

## UNIT GROUP 4923

### JEWELLERY AND PRECIOUS METALWARE TRADESPERSONS

Jewellery and Precious Metalware Tradespersons make fashion or industrial jewels from rough gemstones and make and repair precious metal and complete jewellery articles using precision hand and power tools.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate.

**DUTIES** include:

- studying rough stone using magnifying glass and marking out cutting guidelines
- cleaning stone, securing in jig, operating lathe, grinding wheel or rotating disc to shape and smooth surface and cut facets
- cutting blanks from metal sheet
- shaping blanks by annealing, heating or spinning on spinning lathe
- preparing wax mould for article or metal mounting and pouring molten metal into mould
- assembling jewellery by soldering, brazing, rivetting or bolting, and finishing by filing or buffing
- checking article against specifications using precision measuring instruments
- repairing jewellery and worn metalware by soldering, replacing or remaking damaged parts, annealing or heating.

**CONTENT**

This Unit Group contains the following occupations:

- 4923-01 Supervisor, Jewellery and Precious Metalware Tradespersons
- 4923-11 Jeweller
- 4923-13 Gem Cutter and Polisher
- 4923-15 Precious Metal Smith
- 4923-91 Apprentice Jewellery and Precious Metalware Tradesperson

**RELATED OCCUPATION**

Occupation 4213-13 Watch and Clock Maker and Repairer

**4923-01 SUPERVISOR, JEWELLERY AND PRECIOUS METALWARE TRADESPERSONS**

Supervises and co-ordinates the activities of workers engaged in manufacturing jewellery or precious metalware.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a jewellery and precious metalware tradesperson.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4923-11 JEWELLER**

Creates, makes and repairs jewellery such as rings, brooches, chains and bracelets.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Studies designs and specifications for jewellery.  
Prepares wax moulds and pours molten precious metal into moulds for jewellery.  
Shapes moulded metal by cutting, filing, beating, turning and bending, using specialised hand and power tools.  
Assembles articles by soldering, screwing together or otherwise attaching parts.  
Finishes articles using files, emery paper or buffing machines.  
Repairs jewellery by soldering, replacing or rebuilding worn and broken parts.

Restyles old jewellery.

May produce design jewellery.

May design jewellery.

May make wax or metal models of jewellery items to assess appearance, material or production requirements, and cost of final articles.

**SPECIALISATIONS****Gem Setter**

Examines designs, shapes mountings and decorates and finishes jewellery settings.

Positions and secures precious stones in retaining prongs or ridges, or by tapping edges of settings.

Smooths and checks final settings.

**Ring Maker****RELATED OCCUPATION**

Occupation 4213-13 Watch and Clock Maker and Repairer

**4923-13 GEM CUTTER AND POLISHER**

Cuts, shapes and polishes rough gemstones to produce fashion or industrial jewels.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Assesses job requirements and studies rough stones using magnifying equipment.

Marks out cutting guidelines with ink and stylus.

Cleaves stones or saws blocks to approximate final shape, using precision hand and power tools and jigs.

Secures stones in chucks or jigs, sets up required angles and operates lathes, grinding wheels or rotating discs to shape and smooth surfaces and cut facets.

Checks cutting progress and accuracy.

Resecures cut stones and polishes them against treated discs or rotating polishing heads.

May polish stones in tumblers.

#### SPECIALISATIONS

**Diamond Cutter**

**Faceter**

**Lapidary**

**Opal Polisher**

#### 4923-15 PRECIOUS METAL SMITH

Makes and repairs precious metal and white metal articles.

#### SKILL LEVEL

**Education and Training:** a trade certificate.

#### DUTIES

Studies drawings and specifications or models to determine job requirements.

Cuts blanks from metal sheet.

Shapes metal blanks by annealing and beating over shaped anvils or spinning on lathes.

Checks component dimensions.

Assembles shaped components according to specifications by soldering, brazing, rivetting or bolting.

Trims excess metal from articles and grinds and

polishes assembled articles to eliminate distortions.

Assembles components already shaped by other workers to make metal hollow-ware.

Repairs worn metalware by remaking or replacing damaged parts, or annealing and beating articles.

#### SPECIALISATIONS

**Goldsmith**

**Silversmith**

#### 4923-91 APPRENTICE JEWELLERY AND PRECIOUS METALWARE TRADESPERSON

Under direction performs routine duties in making and repairing jewellery and precious metalware, and receives instruction and training in the trades of jewellery making or precious metal smithing.

#### SKILL LEVEL

**Education:** Training authorities may set entry requirements.

#### DUTIES

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

#### SPECIALISATIONS

**Apprentice Diamond Cutter**

**Apprentice Jeweller**

**Apprentice Silversmith**

## UNIT GROUP 4925

### CRAFTWORKERS

Craftworkers make, maintain and repair objects which have both functional and aesthetic qualities.

#### SKILL LEVEL

The entry requirement for this unit group is a 4 year trade certificate or equivalent level certificate.

#### DUTIES include:

- designing style and shape of object to meet functional and aesthetic requirements
- manipulating materials to make objects according to design
- finishing object to impart aesthetic qualities
- maintaining objects to ensure they are in working order
- repairing damaged or defective craft objects.

#### CONTENT

This Unit Group contains the following occupations:

- 4925-01 Supervisor, Craftworkers
- 4925-11 Piano Tuner
- 4925-13 Potter
- 4925-91 Apprentice Craftworker
- 4925-99 Craftworkers, nec

**4925-01 SUPERVISOR, CRAFTWORKERS**

Supervises and co-ordinates the activities of workers engaged in making craft items, or pottery, or tuning, making and repairing musical instruments.

**SKILL LEVEL**

**Previous Experience:** 5 years as a craftworker.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATIONS**

**Supervisor, Musical Instrument Makers and Repairers**  
**Supervisor, Potters**

**4925-11 PIANO TUNER**

Tunes and repairs pianos and pianolas.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Tests piano components using specialised hand tools and gauges.

Detaches mechanisms and replaces faulty parts, strings, tuning pins and joint connections.

Examines, repairs and replaces wooden parts such as bridges and soundboards.

Levels keys by inserting paper and felt shims.

Aligns hammers and turn-screws to adjust striking action of keys.

Places strips between strings to mute them.

Strikes notes and compares pitch to that of standard tuning forks.

Turns tuning pins with tuning hammers to adjust tension on strings until pitch corresponds to that of tuning forks.

Tunes remaining strings by aural comparison with tuned strings.

**4925-13 POTTER**

Moulds clay to form handcrafted pottery using handbuilding and wheel techniques.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Conceives styles and shapes into which pottery pieces are to be formed.

Moulds clay into items such as mugs, bowls and tableware by wheel throwing, moulding or hand building.

Mixes glazing materials and applies glazes to dried pottery by dipping or painting.

Places finished or decorated pieces in kilns.

Sets and operates electric or gas-fired kilns, or lights and replenishes solid fuel kilns.

May attach other structures or materials to pottery for artistic effect.

May market finished products.

May teach pottery.

May operate production run machinery.

**RELATED OCCUPATIONS**

Unit Group 2801	Painters, Sculptors and Related Professionals
Unit Group 7419	Clay and Stone Processing Machine Operators

**4925-91 APPRENTICE CRAFTWORKER**

Under direction performs routine duties in craftwork, and receives instruction and training in the trades of piano tuning, musical instrument making and repairing, and pottery.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group, according to a training schedule.

**SPECIALISATIONS**

**Apprentice Musical Instrument Maker and Repairer**  
**Apprentice Piano Tuner**  
**Apprentice Potter**

**4925-99 CRAFTWORKERS, nec**

This residual grouping covers craftworkers not elsewhere classified.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**SPECIALISATIONS****Musical Instrument Maker**

Constructs, repairs or restores musical instruments and adjusts or alters them to owners' specifications.

**Leadlighter**

Creates art and craft works by cutting glass shapes, moulding metal frames, mounting stained glass in frames and installing finished work.

**Stringed Instrument Repairer**

**UNIT GROUP 4927****HAIRDRESSERS**

Hairdressers cut, style and treat hair.

**SKILL LEVEL**

The entry requirement for this unit group is a 4 year trade certificate. Licences may be required.

**DUTIES** include:

- discussing hair style with customer, taking into account customer's requirements
- cutting hair using scissors, razor or electric clippers
- washing, tinting, streaking, permanent-waving hair and applying conditioner or other treatments
- styling or straightening hair using brush, comb, rollers, clips, curling iron and blow dryer
- arranging appointments
- collecting payments
- cleaning work area and instruments.

**CONTENT**

This Unit Group contains the following occupations:

4927-01 Supervisor, Hairdressers

4927-11 Hairdresser

4927-91 Apprentice Hairdresser

**4927-01 SUPERVISOR, HAIRDRESSERS**

Supervises and co-ordinates the activities of workers engaged in cutting, styling and dyeing hair.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a hairdresser.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**4927-11 HAIRDRESSER**

Cuts, styles and treats hair, and provides scalp treatments.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Advises customers on hair styles.

Follows instructions from customers.

Cuts hair using razors, scissors or electric clippers.

Shampoos and rinses hair, and provides other treatments such as dyeing, tinting, streaking, permanent waving or scalp conditioning.

Dries hair using dryers.

Styles or straightens hair using brushes, combs, rollers, clips, curling irons and dryers.

Advises customers on hair care and beauty products.

Arranges appointments.

Collects payments.

Cleans work areas and instruments.

May block, clean, colour, adjust, curl and cut wigs and hair pieces.

May perform facial and scalp massages.

May sell hair care products.

May perform manicures and facials and tint eyelashes and eyebrows.

May shave and trim beards and moustaches.

**SPECIALISATION****Barber****4927-91 APPRENTICE HAIRDRESSER**

Under direction performs routine hairdressing duties, and receives instruction and training in the trade of hairdressing.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by the occupation Hairdresser, according to a training schedule.

## UNIT GROUP 4929

### SHEEP SHEARERS

Sheep Shearers shear wool from sheep using either mechanically driven handpiece or blade shears, and maintain and repair shearing equipment.

#### SKILL LEVEL

The entry requirement for this unit group is 2 years experience as a shearing shed hand and 6 months on-the-job training is usual.

#### DUTIES include:

- inspecting and lubricating equipment and ensuring that shearers' stands are fully equipped
- removing sheep from catching pen
- selecting shearing comb to suit sheep type
- shearing sheep closely avoiding cuts to skin of animal or to wool
- removing fleece in one piece for picking up and handling
- treating cuts and returning sheep to release pens.

#### CONTENT

This Unit Group contains the following occupations:

- 4929-01 Overseer, Shearing Shed
- 4929-03 Shearing Shed Expert
- 4929-11 Shearer

#### 4929-01 OVERSEER, SHEARING SHED

Supervises and co-ordinates the activities of workers engaged in sheep shearing.

##### SKILL LEVEL

**Previous Experience:** 3-5 years as a shearer.

##### DUTIES

Performs duties covered by the General Description Supervisor.

Inspects shearers' quarters and wool sheds to ensure readiness for shearing teams.

Consults with station owners or farm managers on behalf of shearers.

Inspects gates and catches on sheep pens to ensure they are in working order.

Ensures optimum standards of work are maintained, signs-on workers and keeps records such as payments to workers and shearing tallies.

##### SPECIALISATION

**Shearing Contractor**

#### 4929-03 SHEARING SHED EXPERT

Inspects and services shearing equipment prior to commencement of shearing, and maintains and repairs it during shearing.

##### SKILL LEVEL

**Education:** 1 year certificate.

**Previous Experience:** 3-5 years as a shearer.

#### DUTIES

Inspects shearing equipment including handpieces, downtubes, head gears, drive belts, grinders and motors.

Lubricates equipment prior to use and ensures that spare parts are ordered and on hand.

Inspects shearing stands prior to shearing to ensure that each shearer has an oil can, comb brush, comb and cutter tin.

Maintains shearing machinery, sharpens combs and cutters, and replaces worn emery discs.

Stores equipment at conclusion of shearing.

May install shearing machinery and gear.

#### 4929-11 SHEARER

Shears wool from animals using mechanically driven handpieces or blade shears.

##### SKILL LEVEL

**Previous Experience:** 2 years as a shearing shed hand.

**On-the-Job Training:** 6 months.

##### DUTIES

Moves sheep from catching pens to shearing stands.

Selects shearing combs to suit type of sheep.

Removes belly wool and fleece avoiding skin cuts to animals, and second cuts to the wool.

Removes fleece in one piece.

Returns shorn sheep to let-out pens.

Treats severe sheep skin cuts.

## UNIT GROUP 4931 ANIMAL TRAINERS

Animal Trainers direct and participate in the breaking and training of horses for riding or racing, the training of dogs for racing or guiding the blind, and training other animals to perform for public entertainment.

### SKILL LEVEL

The entry requirement for this unit group is a 1-2 year certificate and 2-4 years experience working with animals.

### DUTIES include:

- planning and supervising training schedule
- feeding, grooming and exercising animals or supervising other workers in the performance of these duties
- examining and treating animals for minor illnesses or injuries
- bridling, saddling and accustoming race horses to reins and rider
- harnessing and hitching harness racing horses and teaching them to pull sulkies.

### CONTENT

This Unit Group contains the following occupations:

4931-11 Horse Breaker  
4931-99 Animal Trainers, nec

#### 4931-11 HORSE BREAKER

Breaks-in horses for riding or harness in progressive stages to accustom them to equipment.

#### SKILL LEVEL

**Previous Experience:** 2-3 years as a stockman/woman.

#### DUTIES

Gains confidence of horses.

Places equipment such as bridles, collars, harness, saddle blankets, and saddles on horses.

Accustoms horses to reins or harness.

Lies and sits on horses' backs and rides horses to accustom them to riders.

Harnesses horses, leads them using reins and teaches them to pull vehicles.

May team horses to be broken with older horses.

#### 4931-99 ANIMAL TRAINERS, nec

This residual grouping covers animal trainers not elsewhere classified.

#### SKILL LEVEL

**Education:** 1-2 year certificate.

**Previous Experience:** 3-4 years working with animals.

#### SPECIALISATIONS

##### Horse Trainer

Supervises the preparation of horses for competitions, advises and consults with owners and directs stable staff and jockeys.

##### Dog Trainer

## UNIT GROUP 4999 OTHER TRADESPERSONS

This unit group covers tradespersons not elsewhere classified.

### SKILL LEVEL

The entry requirement for this unit group is generally a 4 year trade certificate. However, some occupations require only on-the-job training.

### CONTENT

This Unit Group contains the following occupations:

4999-01 Supervisor, Other Tradespersons  
4999-11 Dental Technician  
4999-13 Optical Mechanic  
4999-15 Stonemason



4999-17 Motion Picture Projectionist  
 4999-19 Saturation Technician  
 4999-21 Offshore Diver  
 4999-23 Onshore Diver  
 4999-25 Florist  
 4999-27 Aircraft Safety Equipment Worker  
 4999-29 Military Explosives Technician  
 4999-91 Apprentice, Other Trades  
 4999-99 Tradespersons, nec

#### **4999-01 SUPERVISOR, OTHER TRADESPERSONS**

Supervises and co-ordinates the activities of tradespersons engaged in activities such as dental or optical mechanics, stonemasonry, motion picture projection, underwater diving and floristry.

##### **SKILL LEVEL**

**Previous Experience:** 5 years as a tradesperson.

##### **DUTIES**

Performs duties covered by the General Description Supervisor.

#### **4999-11 DENTAL TECHNICIAN**

##### **Dental Mechanic Dental Prosthetist**

Constructs, repairs and fits dentures and other dental devices.

##### **SKILL LEVEL**

**Education and Training:** a trade certificate.

**Registration/Licensing:** May be required.

##### **DUTIES**

Fabricates full and partial dentures using wax and plaster models.

Shapes metal or plastic plates for dentures.

Mounts porcelain or plastic teeth in plates according to size, shape, shade and colour.

Finishes dentures.

Constructs metal clasps, inlays, bridgework and other aids according to specifications.

Joins breaks, makes additions or relines denture bases to repair dentures.

##### **SPECIALISATION**

**Orthodontic Technician**

#### **4999-13 OPTICAL MECHANIC**

##### **Ophthalmic Lens Surfacer and Fitter Optical Technician**

Operates machines to grind, polish and surface lenses to meet optical prescription requirements, and fits lenses to spectacle frames.

##### **SKILL LEVEL**

**Education and Training:** a trade certificate.

##### **DUTIES**

Locates and marks axes and optical centres on lens blanks, makes calculations to grind lenses to specifications and sets machines.

Tests polished lenses for quality and trueness.

Shapes and fits lenses to spectacle frames, inspects finished products and repairs broken spectacles.

Grinds special shape and size lenses, and bifocal lenses.

May sell sunglasses and other optical goods.

##### **SPECIALISATION**

##### **Optical Dispenser**

Interprets and dispenses optical prescriptions, and services spectacle lenses and frames.

Measures clients for spectacles, discusses styles and fits glasses.

##### **RELATED OCCUPATIONS**

Unit Group 2311 Optometrists

#### **4999-15 STONEMASON**

Cuts and shapes hard and soft stone blocks and masonry slabs for the construction and renovation of stone structures and monumental masonry.

##### **SKILL LEVEL**

**Education and Training:** a trade certificate.

##### **DUTIES**

Operates machines and hand tools to cut, shape and polish stone.

Designs and cuts monumental masonry including lettering.

Constructs walls using stone slabs and large masonry slab blocks.

May do stone paving.

May work on-site or in stoneyards.

May fix stone facades to buildings.

##### **SPECIALISATIONS**

##### **Stone Fixer**

Restores stone buildings by laying, repairing and replacing stone blocks.

##### **Monumental Mason**

##### **RELATED OCCUPATION**

Occupation 4403-11 Bricklayer

#### **4999-17 MOTION PICTURE PROJECTIONIST**

Operates motion picture projection and sound reproducing equipment.

##### **SKILL LEVEL**

**Education:** 1-2 year certificate.

**On-the-Job Training:** 6-12 months.

**Registration/Licensing:** May be required.

**DUTIES**

Threads film into projectors or makes up program platters.

Switches on equipment, adjusts focus and sound, and changes over or closes down projectors.

Performs minor repairs and basic maintenance to projection equipment, and makes safety checks.

Ensures compliance with safety regulations for cinemas.

May operate slide projectors, spotlights or similar equipment.

May assist with general theatre maintenance.

**4999-19 SATURATION TECHNICIAN**

Controls divers' life support equipment in saturation tanks and decompression chambers.

**SKILL LEVEL**

**Previous Experience:** 2-3 years as a plant operator.

**On-the-Job Training:** 3 months.

**DUTIES**

Monitors gauges and digital displays on control panels to determine the temperature, humidity and levels of oxygen, carbon dioxide and helium in the atmosphere of saturation tanks.

Adjusts temperature, levels of gases and atmosphere scrubbing equipment.

Adjusts pressures within saturation chambers to control decompression.

Operates radios and decoders to communicate with divers.

Records operational details in logs.

**4999-21 OFFSHORE DIVER**

Performs deep water diving activities related to offshore drilling, exploration, construction, maintenance and repairs.

**SKILL LEVEL**

**On-the-Job Training:** Up to 1 year.

**DUTIES**

Inspects diving equipment, checking for faults.

Dons diving suits and connects air supply equipment.

Performs mechanical construction, repair or inspection duties at work sites using hand tools and hydraulic or air powered equipment.

May assist other divers to don or remove diving equipment, handles air and life lines, and observes and ensures correct functioning of pressure depth gauges.

May connect cables which provide gas mixtures for breathing, hot water to maintain body temperature, pressure indicators and power and communication lines.

May dive in diving bells monitoring pressure, depth, temperature and atmospheric gauges, maintaining communications and monitoring and assisting other divers.

May control bells' articulated arms to perform underwater duties.

May carry out underwater non-destructive testing.

**SPECIALISATION****Saturation Diver**

Undertakes deep water diving duties for which remaining in pressurised conditions for a number of days is necessary.

**4999-23 ONSHORE DIVER****Shallow Water Diver**

Performs activities such as searching, salvaging, and exploratory photography while diving in water of shallow to medium depth.

**SKILL LEVEL**

**On-the-Job Training:** Up to 1 year.

**DUTIES**

Dons diving gear and self-contained breathing apparatus or air hoses.

Enters water from boats, docks or shore.

Uses signal lines or radio to communicate with surface.

Surveys areas, and searches for objects and structures.

Uses cutting and welding equipment, hand tools and hydraulic or air powered tools designed to operate underwater.

Secures objects to cables to be winched to the surface.

Uses flotation devices to float objects to the surface.

Operates underwater equipment including television cameras and sonar gear.

Places recording instruments underwater and collects samples for scientific or exploratory purposes.

May dive to collect items from beneath the surface.

**SPECIALISATIONS****Abalone Diver****Pearl Diver****Police Diver****4999-25 FLORIST**

Prepares floral arrangements and organises storage, sale and delivery of arrangements and flowers.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Determines types of arrangements to be created, by discussion with clients or reference to orders.

Selects and trims flowers, greenery, dry foliage and other materials to create artistic arrangements.

Selects flower pots, foam blocks, wire or other devices to secure arrangements.

Arranges flowers.

Assembles and packages arrangements.

Writes messages on cards and organises presentation, wrapping and delivery of flowers and arrangements.

Arranges supply of flowers from commercial flower growers.

Arranges storage of flowers and other perishable materials.

May serve customers, calculate prices, and record orders and delivery requirements.

May advise customers on types of flowers or arrangements.

May manipulate flowers to achieve special effects by processes such as dyeing, trimming and wiring.

#### **4999-27 AIRCRAFT SAFETY EQUIPMENT WORKER**

Maintains and repairs protective and survival equipment for military aircrew, and designs, manufactures and repairs upholstery and interior furnishings in aircraft.

##### **SKILL LEVEL**

**On-the-Job Training:** 1 year.

##### **DUTIES**

Maintains, repairs, modifies and packs parachutes, life jackets, oxygen masks, survival packs, helicopter crewman slings, life rafts and other air-sea rescue apparatus.

Designs and sews fabric goods associated with military aircraft, such as flying suits, restraining straps and protective covers.

Soundproofs and trims aircraft.

Fits and maintains seating and carpets in aircraft.

##### **SPECIALISATION**

###### **Parachute Rigger**

Packs parachutes so that they will open correctly when in use.

##### **RELATED OCCUPATIONS**

Unit Group 4609 Vehicle Trimmers

Unit Group 7427 Textile Sewing Machinists

#### **4999-29 MILITARY EXPLOSIVES TECHNICIAN**

Maintains military weapon systems, weapons and ammunition to ensure they are operational and safe.

##### **SKILL LEVEL**

**Education and Training:** a military trade certificate.

##### **DUTIES**

Maintains systems designed to discharge ordnance.

Repairs weapons and detonates deteriorated ammunition.

Loads and unloads ordnance on aircraft.

Stores ordnance, ensuring that it does not deteriorate or accidentally detonate.

Arms and disarms ordnance.

##### **SPECIALISATIONS**

**Ammunition Technician**

**Armament Fitter**

**Armament Mechanic**

**Explosive Ordnance Demolition Technician**

##### **RELATED OCCUPATIONS**

Unit Group 4909 Blasting Tradespersons

#### **4999-91 APPRENTICE, OTHER TRADES**

Under direction performs routine duties and receives instruction and training in trades in this Unit Group such as dental or optical mechanics, stonemasonry and floristry.

##### **SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

##### **DUTIES**

Performs duties covered by the General Description Apprentice, and progressively undertakes duties covered by one of the trade occupations in this Unit Group according to a training schedule.

##### **SPECIALISATIONS**

**Apprentice Dental Mechanic**

**Apprentice Florist**

**Apprentice Optical Mechanic**

**Apprentice Stonemason**

#### **4999-99 TRADESPERSONS, nec**

This residual grouping covers tradespersons not elsewhere classified.

##### **SKILL LEVEL**

**Education and Training:** a trade certificate.

##### **SPECIALISATION**

**Chainsaw Mechanic**

Assembles and test runs chainsaws, and services and repairs chainsaw motors and cutting attachments.



## MAJOR GROUP 5

### CLERKS

Clerks gather, record, order, transform, store and transmit information on paper or electronic media. These duties require competence in literacy and numeracy.

Occupations in this major group have a level of skill commensurate with Years 10-12 at secondary school.

Duties performed by Clerks include typing, stenographic and other secretarial duties; operating data processing and business machines and telephone switchboards; producing and recording financial and statistical information; sorting, classifying, filing and despatching mail and other documents; recording details of production, transportation, storage and purchase of goods; providing information to the public; collecting debts and charity payments; assisting teachers; and keeping personnel records.

#### CONTENT

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

- 51 Stenographers and Typists
- 52 Data Processing and Business Machine Operators
- 53 Numerical Clerks
- 54 Filing, Sorting and Copying Clerks
- 55 Material Recording and Despatching Clerks
- 56 Receptionists, Telephonists and Messengers
- 59 Miscellaneous Clerks



## MINOR GROUP 51 STENOGRAPHERS AND TYPISTS

Stenographers and Typists produce printed documents using typewriters or word processing machines, take shorthand manually or by machine, and perform associated office duties for managerial staff.

### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 1 year shorthand/typing certificate.

### DUTIES include:

taking dictated correspondence and verbatim transcripts of meetings and legal proceedings in shorthand (manually or using a machine); typing correspondence, briefing notes, reports and other documents using typewriters, telex and word processing equipment; proof-reading and correcting copy; editing and printing documents on word processors; receiving, distributing and preparing replies to less important correspondence; screening phone calls and visitors for managerial staff; arranging meetings and travel for managerial staff; and maintaining filing systems.

### CONTENT

#### **5101 OFFICE SECRETARIES AND STENOGRAPHERS**

5101-01 Supervisor, Office Secretaries and Stenographers  
5101-11 Office Secretary  
5101-13 Office Stenographer  
5101-15 Court and Hansard Reporter

#### **5103 TYPISTS AND TYPIST-CLERKS**

5103-01 Supervisor, Typists and Typist-Clerks  
5103-11 Typist-Clerk  
5103-13 Typist

#### **5105 WORD PROCESSING OPERATORS**

5105-01 Supervisor, Word Processing Operators  
5105-11 Word Processing Operator



## UNIT GROUP 5101

### OFFICE SECRETARIES AND STENOGRAPHERS

Office Secretaries and Stenographers perform organisational and clerical duties in support of management, including taking shorthand, typing and filing and making shorthand records of court and parliamentary proceedings either manually or by machine.

#### SKILL LEVEL

The entry requirement for this unit group is a 1-2 year certificate or a 2-3 year diploma. 2-3 months on-the-job training is usual.

#### DUTIES include:

- taking dictation
- receiving and distributing incoming correspondence
- preparing and typing correspondence, briefing notes, memoranda and reports
- screening telephone calls and personal callers
- making appointments and travelling arrangements
- maintaining a filing system
- taking shorthand transcripts of meetings, lectures, legal and parliamentary proceedings and reading out portions on request.

#### CONTENT

This Unit Group contains the following occupations:

- 5101-01 Supervisor, Office Secretaries and Stenographers
- 5101-11 Office Secretary
- 5101-13 Office Stenographer
- 5101-15 Court and Hansard Reporter

#### 5101-01 SUPERVISOR, OFFICE SECRETARIES AND STENOGRAPHERS

Supervises and co-ordinates the activities of workers engaged in secretarial and stenographic duties.

##### SKILL LEVEL

**Previous Experience:** 5 years as an office secretary or stenographer.

**On-the-Job Training:** 2 months.

##### DUTIES

Performs duties covered by the General Description Supervisor.

Assigns stenographers and secretaries to executives and other officials.

##### RELATED OCCUPATIONS

- Occupation 5103-01 Supervisor, Typists and Typist-Clerks
- Occupation 5105-01 Supervisor, Word Processing Operators

#### 5101-11 OFFICE SECRETARY

##### Personal Secretary

Assists managers or other executives by performing clerical, secretarial and other administrative duties.

##### SKILL LEVEL

**Education:** 1 year certificate or 2-3 year degree or diploma.

**On-the-Job Training:** 3 months.

##### DUTIES

Receives and distributes incoming letters, memoranda and journals.

Files correspondence and other records.

Processes incoming and outgoing mail.

Screens telephone and personal callers and operates switch.

Keeps executives' personal appointment books and makes appointments and travel arrangements.

Takes and transcribes dictation of letters and other documents, using dictation equipment, typewriters or word processors.

Acts as secretary at meetings.

Photocopies documents.

May handle bookkeeping and petty cash functions.

May implement management decisions.

May greet visitors, ascertain nature of business and conduct visitors to appropriate persons.

May liaise with others to arrange meetings and deliveries, or to gain or provide information.

May prepare reports, briefing notes, memoranda and correspondence.

May assist in research.

##### SPECIALISATIONS

##### Legal Secretary

Prepares legal contracts and other legal documents and performs other office duties in a law firm.

##### Girl/Man Friday

##### Stenographic Secretary

##### RELATED OCCUPATIONS

- Unit Group 5601 Receptionists and Information Clerks



**5101-13 OFFICE STENOGRAPHER****Shorthand-Typist**

Takes shorthand, types, files and performs related clerical duties.

**SKILL LEVEL**

**Education:** 1 year certificate.

**On-the-Job Training:** 2 months.

**DUTIES**

Takes down dictation in shorthand and transcribes it for typing or word processing.

Proof-reads work for typographical and grammatical errors.

Assembles information for preparation of routine reports.

Assists in opening, screening and distribution of incoming mail.

Maintains records.

May assist in other office duties such as answering telephones and receiving clients.

May do photocopying, filing and other routine clerical duties.

**5101-15 COURT AND HANSARD REPORTER**

Makes verbatim reports of court proceedings by taking shorthand, or using a stenotype machine.

**SKILL LEVEL**

**Education:** 2 year diploma.

**Previous Experience:** 2 years as a stenographer.

**On-the-Job Training:** 3 months.

**DUTIES**

Attends meetings, lectures, courts of law, parliamentary sittings and other proceedings to make verbatim records in rapid shorthand or using shorthand-writing machines.

Reads portions of transcripts during trials or other proceedings on request of judges or other officials.

Dictates shorthand notes to typists or into dictating machines or passes notes to stenographers for transcription.

May perform typing duties.

**UNIT GROUP 5103****TYPISTS AND TYPIST-CLERKS**

Typists and Typist-Clerks copy written, typed or recorded material using typewriters and dictation equipment, and perform clerical duties.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-12 month certificate and 1-3 months on-the-job training is usual.

**DUTIES** include:

- typing reports, letters, statistical tables and similar material, attending to layout
- proof-reading and correcting copy
- operating dictation equipment and typing recorded material heard through ear-phones
- filing records and reports
- sorting and distributing mail.

**CONTENT**

This Unit Group contains the following occupations:

- 5103-01 Supervisor, Typists and Typist-Clerks
- 5103-11 Typist-Clerk
- 5103-13 Typist

**5103-01 SUPERVISOR, TYPISTS AND TYPIST CLERKS**

Supervises and co-ordinates the activities of workers engaged in typing dictated or prepared material, and related clerical duties.

**SKILL LEVEL**

**Previous Experience:** 5 years as a typist or typist-clerk.

**On-the-Job Training:** 2 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

May proof-read and arrange editing of typed material.

**RELATED OCCUPATIONS**

- Occupation 5101-01 Supervisor, Office Secretaries and Stenographers
- Occupation 5105-01 Supervisor, Word Processing Operators

**5103-11 TYPIST-CLERK**

Performs typing and clerical duties.

**SKILL LEVEL**

**Education:** 3-12 month certificate.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Types letters, reports and other routine material.  
Operates dictation, typewriting and other processing equipment.  
Types stencils for duplicating.  
Transcribes information recorded in dictating machines.  
Proof-reads and corrects copy.  
Files records and reports, and posts information to files.  
May sort and distribute mail.  
May compute amounts of bills and accounts using adding machines or calculators.  
May answer telephones or receive clients.  
May do photocopying and other routine clerical duties.

**5103-13 TYPIST**

Operates typewriters to type documents such as letters, research papers and statistical tables.

**SKILL LEVEL**

**Education:** 3-12 month certificate.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Types communications, reports, letters, stencils or other material from drafts or recordings.  
Sets out copy according to standard format or as directed by authors.  
Types statistical tables, production and sales data and similar material, according to standard procedures and instructions.  
Proof-reads and corrects copy.  
Prepares reports of a routine nature.  
May perform repetitive typing of routine information such as addresses.  
May perform filing and minor clerical duties.  
May answer telephones or receive clients.

**SPECIALISATION**

**Dictatypist**  
Transcribes copy from audio recordings.

**UNIT GROUP 5105****WORD PROCESSING OPERATORS**

Word Processing Operators type and edit documents on a word processing machine and print copies.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-12 month certificate. 3-6 months on-the-job training is usual.

**DUTIES** include:

- typing standard letters, business forms and other documents into word processing machine
- planning layout and format, or following pre-set
- altering, rearranging and editing recorded data
- operating associated printers.

**CONTENT**

This Unit Group contains the following occupations:

- 5105-01 Supervisor, Word Processing Operators
- 5105-11 Word Processing Operator

**5105-01 SUPERVISOR, WORD PROCESSING OPERATORS**

Supervises and co-ordinates the activities of workers engaged in recording, processing and printing material using word processing equipment.

**SKILL LEVEL**

**Previous Experience:** 5 years as a word processing operator.

**On-the-Job Training:** 2 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.  
Monitors the operation of word processing systems.  
May proof-read and arrange editing of material.  
May liaise with authors and organise work priorities.

**RELATED OCCUPATIONS**

- Occupation 5101-01 Supervisor, Office Secretaries and Stenographers
- Occupation 5103-01 Supervisor, Typists and Typist-Clerks

**5105-11 WORD PROCESSING OPERATOR**

Copies or transcribes documents onto word processing machines, edits documents and prints copies.

**SKILL LEVEL**

**Education:** 3-12 month certificate.

**On-the-Job Training:** 3-6 months.

**DUTIES**

- Types standard letters, business forms and other documents into word processing equipment.
  - Plans or follows layout and formatting.
  - Makes alterations to recorded data including re-arrangement and editing.
  - Operates print-out machines.
  - Proof-reads and edits documents.
  - May perform other clerical duties.
-



## MINOR GROUP 52

### DATA PROCESSING AND BUSINESS MACHINE OPERATORS

Data Processing and Business Machine Operators operate electronic data processing and business machines to record, process, transmit and extract data and perform mathematical calculations.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with Years 10-12 at secondary school.

#### DUTIES include:

sorting documents containing information to be entered on computers and business machines; entering, verifying, editing and retrieving data using keyboards; operating business machines to perform mathematical calculations; transmitting and receiving messages and facsimiles of documents; and keeping records of calculations, and of transmissions made and received.

#### CONTENT

<b>5201 DATA PROCESSING MACHINE OPERATORS</b>
---

5201-01	Supervisor, Data Processing Machine Operators
5201-11	Computer Operator
5201-13	Data Entry Operator
5201-15	Data Transceiver Operator
5201-99	Data Processing Machine Operators, nec

<b>5203 BUSINESS MACHINE OPERATORS</b>
--

5203-01	Supervisor, Business Machine Operators
5203-11	Business Machine Operator

## UNIT GROUP 5201

### DATA PROCESSING MACHINE OPERATORS

Data Processing Machine Operators operate electronic equipment for data entry, processing and transmission.

#### SKILL LEVEL

The entry requirement for this unit group is completion of years 10-12 at secondary school. 1-6 months on-the-job training is usual.

#### DUTIES include:

- transcribing data from source material onto computer compatible storage devices
- selecting mode of computer operations, loading input and output units and scheduling computer job flow to process data
- entering, editing and retrieving data on mainframe or other computers using keyboard
- correcting entered and transcribed data on visual display unit
- transmitting and receiving messages and facsimiles of documents, using electronic transmission equipment.

#### CONTENT

This Unit Group contains the following occupations:

- 5201-01 Supervisor, Data Processing Machine Operators
- 5201-11 Computer Operator
- 5201-13 Data Entry Operator
- 5201-15 Data Transceiver Operator
- 5201-99 Data Processing Machine Operators, nec

#### RELATED OCCUPATIONS

- Occupation 2805-13 Graphic Designer
- Occupation 4501-11 Compositor
- Occupation 5999-15 Classified Advertising Clerk

#### 5201-01 SUPERVISOR, DATA PROCESSING MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating equipment used for recording, storing, processing and transmitting documents, graphics, text or data.

##### SKILL LEVEL

**Previous Experience:** 3-5 years as a data processing machine operator.

**On-the-Job Training:** 2 months.

##### DUTIES

Performs duties covered by the General Description Supervisor.

##### SPECIALISATION

###### Electronic Mail Controller

Oversights the operation of electronic mail transmission.

##### RELATED OCCUPATION

Occupation 5105-01 Supervisor, Word Processing Operators

#### 5201-11 COMPUTER OPERATOR

Controls the operations of computers and their peripherals to process data.

##### SKILL LEVEL

**On-the-Job Training:** 1-6 months.

##### DUTIES

Sets controls required to prepare, start, cease or change modes of computer system operations, according to program and data requirements.

Selects and loads input and output, peripheral or ancillary equipment with materials such as discs, tapes or printout forms.

Schedules computer job flow.

Monitors equipment for errors or stoppages and takes remedial action.

Records operating data such as in-use and down times.

Sorts and distributes output, replenishes stationery and performs related duties.

Operates ancillary computer equipment processing, reading or sorting data.

May perform routine maintenance and cleaning of equipment.

May assist in training other staff.

##### SPECIALISATION

**Computer Console Operator**

**5201-13 DATA ENTRY OPERATOR****Data Processing Operator**

Operates terminal keyboards to communicate with computer mainframes or micro computers, and to input data.

**SKILL LEVEL**

**On-the-Job Training:** 1-6 months.

**DUTIES**

Uses visual display units or terminals.  
Types in data and codes required to process information.  
Retrieves, confirms and updates data in storage.  
Keeps records of data input.  
Maintains logs of messages to and from computers.  
Observes screens to detect malfunctions, and notifies supervisors of defects.  
May perform verifying operations.  
May transcribe data from source material into computer-compatible format.

**SPECIALISATIONS****Keyboard Operator-Assembler**

Receives advertising or newspaper copy, transcribes material on to pre-set keyboard-controlled photo-composing or tape-perforating machines and verifies and corrects input on visual display units.

**Remote Computer Terminal Operator****Verifier Operator****Visual Display Unit Operator****RELATED OCCUPATION**

Occupation 5105-11 Word Processing Operator

**5201-15 DATA TRANSCIEVER OPERATOR**

Operates equipment to type, transmit and receive messages or transmit and receive facsimile documents.

**SKILL LEVEL**

**Previous Experience:** 6 months as a typist.

**On-the-Job Training:** 3-5 weeks.

**DUTIES**

Sorts outgoing material, inputs data or prepares or copies documents for transmission.  
Establishes contact with transmitting or receiving locations and operates equipment to route and transmit or receive messages.  
Adjusts controls to ensure acceptable quality of transmission or reproduction.  
Forwards material received to appropriate persons.  
Reports malfunctions to supervisors.  
Operates automatic equipment used to transmit and receive data such as weather maps, printed materials, photographs and drawings.  
May maintain records of transactions including the time taken, and compute charges for service.  
May receive letters and messages by phone, enter text on keyboards and verify and correct messages on visual display units.  
May advise customers of the availability and costs of services.

**SPECIALISATION****Electronic Mail Operator**

Receives and transmits messages over the electronic mail network.

**5201-99 DATA PROCESSING MACHINE OPERATORS, nec**

This residual grouping covers data processing equipment operators not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** Up to 6 months.

**SPECIALISATION****Cryptographic Machine Operator****UNIT GROUP 5203****BUSINESS MACHINE OPERATORS**

Business Machine Operators record and compute data using office business machines.

**SKILL LEVEL**

The entry requirement for this unit group is completion of years 10-12 at secondary school. 1-2 months on-the-job training is usual.

**DUTIES include:**

- sorting documents containing information to be entered
- performing mathematical calculations using accounting machine, calculator or other business machine
- recording results of mathematical calculations on forms or documents
- verifying entries and balances
- preparing periodic trial balances and other statistical information.

**CONTENT**

This Unit Group contains the following occupations:

5203-01 Supervisor, Business Machine Operators  
5203-11 Business Machine Operator

**5203-01 SUPERVISOR, BUSINESS MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating business machines.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a business machine operator.

**On-the-Job Training:** 1 week.

**DUTIES**

Performs duties covered by General Description Supervisor.

**SPECIALISATION**

**Supervisor, Bookkeeping Machine Operators**

**5203-11 BUSINESS MACHINE OPERATOR**

Operates business machines to compute and record statistical, accounting, financial and other numeric data, and perform mathematical calculations.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

**DUTIES**

Sorts documents such as cheques and debit and credit items.

Operates machine keyboards to perform mathematical calculations or record financial transactions.

Calculates and posts totals, net amounts and other computations on forms or documents such as inventories, payrolls, invoices, test reports and statistical summaries.

Verifies entries and balances totals.

Prepares trial balances and other statistical information.

May verify computations made by others.

**SPECIALISATIONS**

**Accounting Machinist**

**Comptometrist**

**Ledger Machinist**



## MINOR GROUP 53 NUMERICAL CLERKS

Numerical Clerks compile and record financial and statistical information for management, and process documents relating to financial transactions.

### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with Years 11-12 at secondary school.

### DUTIES include:

recording and verifying summaries of financial transactions and operation costs; preparing reports of accounting activities for management; processing loan and insurance applications and claims, and accounts payable and receivable; despatching notices of insurance premiums and other payments due; advising policy and account holders on technical matters; calculating wages and salaries; and compiling tables, charts and graphs of statistical information.

### CONTENT

<b>5301</b>	<b>ACCOUNTING CLERKS</b>
5301-01	Supervisor, Accounting Clerks
5301-11	Bookkeeper
5301-13	Accounts Clerk
5301-15	Payroll Clerk
5301-17	Branch Accountant (Financial Institution)
5301-19	Credit Officer
5301-21	Cost Clerk

<b>5303</b>	<b>INSURANCE AND BROKING CLERKS</b>
5303-01	Supervisor, Insurance and Broking Clerks
5303-11	Insurance Clerk
5303-13	Stockbroking Clerk

<b>5305</b>	<b>STATISTICAL AND ACTUARIAL CLERKS</b>
5305-01	Supervisor, Statistical and Actuarial Clerks
5305-11	Statistical Clerk
5305-13	Actuarial Clerk

## UNIT GROUP 5301 ACCOUNTING CLERKS

Accounting Clerks record financial information for management.

### SKILL LEVEL

The entry requirement for this unit group is a 2 year certificate and 2-5 years clerical or banking experience. 1-12 months on-the-job training is usual.

### DUTIES include:

- recording and compiling summaries of financial transactions, wage and salary deductions and variations, and operation and production costs
- processing loan applications, accounts payable and accounts receivable
- calculating wages and salaries from payroll records, payments received, expenditure and standard costs
- verifying recorded transactions and reporting irregularities to management
- preparing reports of accounting activities, financial statements and customer's credit rating
- compiling and distributing wages and salaries.

### CONTENT

This Unit Group contains the following occupations:

5301-01 Supervisor, Accounting Clerks  
5301-11 Bookkeeper  
5301-13 Accounts Clerk  
5301-15 Payroll Clerk  
5301-17 Branch Accountant (Financial Institution)  
5301-19 Credit Officer  
5301-21 Cost Clerk

### RELATED OCCUPATIONS

Unit Group 1301	Finance Managers
Unit Group 2701	Accountants
Unit Group 6401	Tellers

### 5301-01 SUPERVISOR, ACCOUNTING CLERKS

Supervises and co-ordinates the activities of workers engaged in calculating, classifying, posting and recording data to keep sets of accounts and other financial records.

#### SKILL LEVEL

**Previous Experience:** 1-2 years as an accounting clerk.

**On-the-Job Training:** 6-12 months.

#### DUTIES

Performs duties covered by the General Description Supervisor.

#### SPECIALISATION

**Supervisor, Payroll Clerks**

#### RELATED OCCUPATIONS

Unit Group 2701      Accountants

### 5301-11 BOOKKEEPER

Keeps records of financial transactions in account books.

#### SKILL LEVEL

**Education:** 2 year certificate.

**On-the-Job Training:** 1-2 years.

#### DUTIES

Makes and checks entries in books of account such as sales, purchases and cash journals, and ledgers.

Verifies the accuracy of documents and records relating to payments, receipts and other financial transactions.

Assists in the preparation of accounts.

Prepares profit and loss statements and assists in the preparation of trial balances.

#### RELATED OCCUPATIONS

Unit Group 2701      Accountants

### 5301-13 ACCOUNTS CLERK

Undertakes routine documentation and general duties associated with the monitoring of creditor and debtor accounts.

#### SKILL LEVEL

**On-the-Job Training:** 1-4 months.

#### DUTIES

Receives invoices, cheques, payment advices and similar documentation related to accounts payable and accounts receivable.

Confirms liability for payments and obtains authorisation for payment.

Arranges payments by cheque or other methods.

Reports variations between invoice amounts and payments received.

Assists in the preparation of debtors listings and prepares procedural reports on money outstanding.

Allocates expenditure to budget accounts.

Summarises expenditure in accordance with company accounting systems.

Verifies the accuracy of figures, calculations and postings and certifies entries.

Prepares correspondence associated with payments.

#### SPECIALISATIONS

##### Claims Clerk

Maintains and records correspondence regarding damage claims, account queries and discrepancies.

##### Invoice Clerk

Maintains invoice records, completes invoice forms in accordance with price and rebate arrangements and sends to warehouse for despatch with goods.

##### Warranty Clerk

Examines defective parts and items, and reviews customer claims for re-imburement.

##### Audit Clerk

##### Investment Accounting Clerk

#### 5301-15 PAYROLL CLERK

##### Pay Clerk

Prepares payrolls and related records.

#### SKILL LEVEL

**On-the-Job Training:** 2-4 months.

#### DUTIES

Computes wages and earnings from time sheets and other payroll records, and prepares pay documents.

Adjusts records at the time of approved salary changes.

Prepares and distributes wages and salaries.

Keeps account of taxation and other deductions from wages.

Arranges for deductions to be forwarded to taxation departments and other institutions.

May maintain records of overtime, absenteeism and other variations in working arrangements.

May prepare group certificates.

May keep superannuation deduction records.

#### SPECIALISATION

**Paymaster/mistress**

#### 5301-17 BRANCH ACCOUNTANT (FINANCIAL INSTITUTION)

Administers accounting systems and related operational activities of branches of banks, building societies, credit unions or other financial institutions.

#### SKILL LEVEL

**Education:** 2 year certificate.

**Previous Experience:** 5 years in clerical work.

**On-the-Job Training:** 6-12 months.

#### DUTIES

Prepares regular reports of financial institutions' accounting activities.

Reviews accounting books to ensure conformity with established procedures, and submits reports to managers.

Investigates discrepancies in tellers' balances and reports to management on deficits and surpluses.

Ensures maintenance of procedures for clearing of funds and security of financial institutions.

May grant or approve loans within limits set by institutions' regulations.

#### SPECIALISATION

**Bank Accountant**

#### RELATED OCCUPATIONS

Unit Group 2701 Accountants

#### 5301-19 CREDIT OFFICER

Examines, evaluates and processes applications for credit or loans.

#### SKILL LEVEL

**Education:** 2 year certificate.

**Previous Experience:** 3-5 years in clerical work.

**On-the-Job Training:** 6-12 months.

#### DUTIES

Assesses loan requests through interviews with applicants and examination of references, credit ratings, pay slips and other information.

Approves or recommends approval for loans within policy guidelines.

Prepares papers setting out conditions of loans, rates of repayment and loan periods.

Prepares reports of loans and accounts which have outstanding amounts.

Keeps records of arrears of payments and prepares routine letters requesting payment.

Prepares statements of overdue accounts and forwards these for legal action.

Prepares reports on credit ratings of customers.

Answers inquiries concerning loan balances, penalties and credit standing of customers.

#### SPECIALISATIONS

**Loans Clerk**

**Loans Officer**

#### 5301-21 COST CLERK

Calculates and investigates wages, material, overhead and other operating costs of establishments.

#### SKILL LEVEL

**On-the-Job Training:** 1-3 months.

#### DUTIES

Calculates and analyses cost items, working from records such as time and production sheets and payrolls.

Undertakes cost investigations into quotations, estimates and proposed expenditures.

Performs routine investigations to verify claims.  
Calculates standard costs and values from purchase invoices and shipping files, and prepares journal entries.

Maintains records of inventory transfers, surpluses or scrap materials, salvage and rejections.

Assists in the preparation of actual cost computations.

## UNIT GROUP 5303 INSURANCE AND BROKING CLERKS

Insurance and Broking Clerks record insurance and stockbroking transactions, and process related documents.

### SKILL LEVEL

The entry requirement for this unit group is a 2 year certificate. 2-12 months on-the-job training is usual.

### DUTIES include:

- processing insurance applications, adjustments to insurance cover, standard endorsements and insurance claims
- despatching notices of premiums due and relevant forms concerning conservation or transfer of insurance
- advising agents or policy holders on technical matters relating to individual cases
- recording stock transfer documents received from clients or other stockbroking firms
- checking validity of documents and forwarding documents to company's share register
- claiming accruing dividends and new stock issues.

### CONTENT

This Unit Group contains the following occupations:

- 5303-01 Supervisor, Insurance and Broking Clerks
- 5303-11 Insurance Clerk
- 5303-13 Stockbroking Clerk

#### 5303-01 SUPERVISOR, INSURANCE AND BROKING CLERKS

Supervises and co-ordinates the activities of workers engaged in keeping records of insurance transactions.

#### SKILL LEVEL

**Education:** 2-3 year certificate.

**Previous Experience:** 5 years as an insurance and broking clerk.

#### DUTIES

Performs duties covered by the General Description Supervisor.

Supervises the acceptance, processing and payment of insurance claims in accordance with established policy and procedures.

Liaises with management concerning policies and customer services.

#### 5303-11 INSURANCE CLERK

Carries out clerical functions associated with insurance transactions.

#### SKILL LEVEL

**On-the-Job Training:** 6-12 months.

#### DUTIES

Processes agents' and brokers' correspondence and determines actions to be taken.

Conducts monthly balances of accounts and summarises reinsurance to determine outstanding amount of risk.

Issues, receives and checks insurance application forms.

Adjusts insurance coverage and prepares, checks, signs and despatches standard endorsements.

Reconciles accounts.

Maintains statistics.

Dispatches notices of premiums due, and forms concerning conservation or transfer of insurance.

Advises agents or policy holders on technical matters relating to individual cases.

Processes claims arising out of surrenders, maturities or the granting of loans.

Assesses sickness and accident claims and corresponds with policy holders.

Maintains and updates computer records.

May answer telephones and attend to customer enquiries.

#### SPECIALISATIONS

- Health Insurance Assessor
- Superannuation Fund Clerk

**5303-13 STOCKBROKING CLERK****Script Clerk (Stockbroking)**

Processes documents in stockbroking establishments to ensure registration of marketable securities.

**SKILL LEVEL**

**Education:** 2 year certificate.

**On-the-Job Training:** 2-12 months.

**DUTIES**

Records transfer documentation received from clients and other stockbroking firms.

Checks the validity of documents and allocates documentation to purchasers.

Forwards documents to company share registrars for up-dating registers of shareholders.

Claims accruing dividends.

**UNIT GROUP 5305****STATISTICAL AND ACTUARIAL CLERKS**

Statistical and Actuarial Clerks compile and tabulate statistical information.

**SKILL LEVEL**

The entry requirement for this unit group is completion of years 11-12 at secondary school. 3 to 12 months on-the-job training is usual.

**DUTIES include:**

- calculating actuarial and other statistical data
- compiling tables, charts and graphs of statistical information from source materials and calculations
- updating computer files
- preparing actuarial or statistical statutory returns.

**CONTENT**

This Unit Group contains the following occupations:

5305-01 Supervisor, Statistical and Actuarial Clerks

5305-11 Statistical Clerk

5305-13 Actuarial Clerk

**5305-01 SUPERVISOR, STATISTICAL AND ACTUARIAL CLERKS**

Supervises and co-ordinates the activities of workers engaged in collecting and collating statistical information.

**SKILL LEVEL**

**Previous Experience:** 2 years as a statistical and actuarial clerk.

**On-the-Job Training:** 3 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**5305-11 STATISTICAL CLERK**

Compiles and tabulates statistics.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**DUTIES**

Compiles statistics from source materials such as records of production, sales, expense invoices, debit

notes, bank records, time sheets, survey sheets and data from industry associations and government statistical bureaux.

Verifies the authenticity of source material.

Assembles and classifies statistics.

Operates computers to input, manipulate and output information.

May maintain graphs and charts.

**5305-13 ACTUARIAL CLERK**

Performs actuarial computations and compiles charts and graphs for use in actuarial studies.

**SKILL LEVEL**

**On-the-Job Training:** 1 year.

**DUTIES**

Computes actuarial data such as premium rates, risks, policy reserve values, surrender values, loan values and paid up policy values.

Controls and reconciles the updating of computer files.

Prepares actuarial and statistical statutory returns.

Compiles results of calculations into tables and graphs to be used in actuarial studies.



## MINOR GROUP 54

### FILING, SORTING AND COPYING CLERKS

Filing, Sorting and Copying Clerks arrange mail, documents and other items containing information into categories and copy information for storage and despatch.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with Years 10-12 at secondary school.

#### DUTIES include:

sorting documents and mail and placing items on files or shelves or in sorted bundles for delivery; maintaining registers of files, of items for filing, shelving or distribution, and of filed or shelved items; opening and closing files; retrieving items on request; issuing library items to borrowers and recording details; delivering items to despatch area; and operating photocopying or duplicating equipment to copy and collate documents in bulk quantities.

#### CONTENT

<b>5401      LIBRARY AND FILING CLERKS</b>
--

5401-01	Supervisor, Library and Filing Clerks
5401-11	Library Assistant
5401-13	Filing Clerk

<b>5403      MAIL SORTERS</b>
-------------------------------

5403-01	Supervisor, Mail Sorters
5403-11	Mail Sorter

<b>5499      OTHER FILING, SORTING AND COPYING CLERKS</b>
---

5499-11	Other Filing, Sorting and Copying Clerks
---------	--

## UNIT GROUP 5401

### LIBRARY AND FILING CLERKS

Library and Filing Clerks classify, sort and file publications, documents, correspondence and audio-visual material in libraries and offices.

#### SKILL LEVEL

The entry requirement for this unit group is completion of years 10-12 at secondary school. 1-6 months on-the-job training is usual.

#### DUTIES include:

- placing documents on files, and files in drawers
- sorting, cataloguing and maintaining index cards for library items, cards, correspondence, invoices, receipts and other materials according to established procedures and classification systems
- maintaining a register of materials for filing, shelving, storage or distribution
- locating and retrieving materials on request
- issuing library items to borrowers
- recording identification details, removal and return of materials
- labelling file covers and containers with correct codes.

#### CONTENT

This Unit Group contains the following occupations:

5401-01 Supervisor, Library and Filing Clerks  
5401-11 Library Assistant  
5401-13 Filing Clerk

#### RELATED OCCUPATIONS

Unit Group 2911 Librarians

#### 5401-01 SUPERVISOR, LIBRARY AND FILING CLERKS

Supervises and co-ordinates the activities of workers engaged in classifying, sorting or filing publications, documents or correspondence.

##### SKILL LEVEL

**Previous Experience:** 2-5 years as a library or filing clerk.

**On-the-Job Training:** 2 months.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 5401-11 LIBRARY ASSISTANT

##### Library Attendant

Sorts, shelves, issues and receives library items such as books, magazines, tapes and motion pictures, and maintains associated records.

##### SKILL LEVEL

**On-the-Job Training:** 6 months.

##### DUTIES

Issues items from library collections to borrowers and records identification data and due dates.

Sorts material according to classification or catalogue number and places articles in designated storage areas.

Reviews records to compile lists of overdue items and issues overdue notices to borrowers.

Inspects returned items for damage, verifies dates, and determines and receives fines levied on overdue items.

Sorts returned items according to classification codes and returns these items to shelves or other storage areas.

Locates, retrieves, prepares and issues material to users.

Issues borrowers' identification cards.

Makes minor repairs to damaged items.

Allocates index numbers according to acquisition procedures and prepares index control cards for file references.

May circulate or file articles.

May answer telephone enquiries.

May duplicate material for distribution.

##### SPECIALISATION

##### Computer Tape Librarian

Classifies, catalogues, indexes, stores and maintains collections of computer tapes or discs and circulates them for use.

May keep program development notes, user guides or operating instructions.

##### RELATED OCCUPATIONS

Unit Group 2911 Librarians  
Occupation 3999-15 Library Technician

#### 5401-13 FILING CLERK

Files papers and documents according to subject matter or other criteria.



**SKILL LEVEL**

**On-the-Job Training:** 1-6 months.

**DUTIES**

Sorts material such as cards, correspondence, invoices, receipts and maps according to established procedures and classification systems.

Keeps registers of material to be filed, distributed or retained.

Classifies and numbers documents, and assigns codes to previously unclassified documents.

Places material in cabinets, drawers or cases.

Labels storage locations with codes.

Locates and retrieves material such as files from

storage.

Keeps records of material removed or returned.

Stamps material received, traces missing file folders and writes or types indexing information on folders.

Disposes of obsolete material.

Reviews documents and enters data on records.

**SPECIALISATION****Registry Clerk**

Classifies records and stores and retrieves files to supply information.

Controls access to important or confidential documents to ensure limited circulation.

**UNIT GROUP 5403****MAIL SORTERS**

Mail Sorters receive, sort and despatch mail at sorting centres.

**SKILL LEVEL**

The entry requirement for this unit group is completion of years 10-12 at secondary school. 2-3 months on-the-job training is usual.

**DUTIES include:**

- receiving and checking incoming mail
- sorting and distributing mail according to categories and destination
- recording and processing registered and special articles
- wrapping, bundling and bagging mail
- transporting mail to dock areas.

**CONTENT**

This Unit Group contains the following occupations:

- 5403-01 Supervisor, Mail Sorters
- 5403-11 Mail Sorter

**RELATED OCCUPATION**

Occupation 5605-13 Postman/woman

**5403-01 SUPERVISOR, MAIL SORTERS**

Supervises and co-ordinates the activities of mail processing staff engaged in sorting, processing, bagging and despatching mail.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a mail sorter.

**On-the-Job Training:** 6-12 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Prepares reports for management on attainment of service standards and recommends procedural changes.

**SPECIALISATION**

**Overseer (Mails)**

**RELATED OCCUPATION**

Occupation 1599-15 Postmaster/mistress

**5403-11 MAIL SORTER****Mail Officer**

Receives, sorts and despatches mail.

**SKILL LEVEL**

**On-the-Job Training:** 2-3 months.

**DUTIES**

Receives and checks incoming mail.

Opens and checks the contents of mail bags.

Assists in the verification of registered and special articles.

Segregates and distributes mail into categories.

Sorts mail according to destinations.

Transfers mail between sorting areas.

Re-wraps damaged articles.

Assists in the processing of bulk lodgements of mail.

Bundles sorted letters and ties and seals bags.

Operates mail processing equipment such as letter preparation lines, letter indexing and sorting equipment and postmarking machines.

Transfers bagged mail to dock areas.

May stack bags or load them on to trucks.

May check and re-route insufficiently addressed mail.

### UNIT GROUP 5499

#### OTHER FILING, SORTING AND COPYING CLERKS

This unit group covers filing, sorting and copying clerks not elsewhere classified.

##### SKILL LEVEL

The entry requirement for this unit group is completion of years 10-12 at secondary school. 1 month on-the-job training is usual.

##### CONTENT

This Unit Group contains the following occupations:

5499-11 Other Filing, Sorting and Copying Clerks

##### 5499-11 OTHER FILING, SORTING AND COPYING CLERKS

Collects, files, copies and distributes documents and papers such as letters, forms and tickets.

##### SKILL LEVEL

**On-the-Job Training:** 1 month.

##### DUTIES

Sorts items such as forms, cheques, bills, sales dockets or correspondence, according to codes, classifications or other systems.

Distributes papers to other workers.

May keep records of items filed, sorted or mailed.

May photocopy and collate material.

##### SPECIALISATION

**Photocopying and Duplicating Clerk**

## MINOR GROUP 55

### MATERIAL RECORDING AND DESPATCHING CLERKS

Material Recording and Despatching Clerks keep records of goods produced, transported, purchased and issued to staff, and of freight vehicles and destinations, to ensure that quotas are met and orders are filled correctly.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with Years 11-12 at secondary school.

#### DUTIES include:

arranging and recording details of storage, despatch and shipment of goods; checking goods against inventories, invoices and orders; recording defects and damage in goods, and items missing; checking that schedules and production quotas are met and reporting problems; and ordering new supplies.

#### CONTENT

<b>5501      PRODUCTION RECORDING CLERKS</b>
--

5501-01	Supervisor, Production Recording Clerks
5501-11	Production Scheduling Clerk
5501-13	Production Tally Clerk

<b>5503      TRANSPORT RECORDING AND DESPATCHING CLERKS</b>
---

5503-01	Supervisor, Transport Recording and Despatching Clerks
5503-11	Receiving and Despatching Clerk
5503-13	Import/Export Clerk
5503-15	Radio Despatcher
5503-99	Transport Recording and Despatching Clerks, nec

<b>5505      STOCK AND PURCHASING CLERKS</b>
--

5505-01	Supervisor, Stock and Purchasing Clerks
5505-11	Stock Clerk
5505-13	Purchasing Clerk
5505-15	Order Clerk

## UNIT GROUP 5501

### PRODUCTION RECORDING CLERKS

Production Recording Clerks estimate production schedules and record work-flow and receipt, production, transfer and despatch of materials and products in manufacturing plants and other commercial establishments.

#### SKILL LEVEL

The entry requirement for this unit group is completion of years 10-12 at secondary school. 1 month to 2 years on-the-job training is usual.

#### DUTIES include:

- examining orders and compiling data for production schedules
- checking inventories
- recording number and kind of defects, unsatisfactory materials and products
- signing tally sheets and attaching them to checked items
- examining containers to ensure that they are filled to specified level and marking them for identification
- checking attainment of production quotas
- maintaining production records and compiling reports.

#### CONTENT

This Unit Group contains the following occupations:

5501-01 Supervisor, Production Recording Clerks  
5501-11 Production Scheduling Clerk  
5501-13 Production Tally Clerk

#### 5501-01 SUPERVISOR, PRODUCTION RECORDING CLERKS

Supervises and co-ordinates the activities of workers engaged in recording work flow, examining orders for goods and materials, and preparing work or production schedules.

##### SKILL LEVEL

**Previous Experience:** 5 years as a production recording clerk.

**On-the-Job Training:** 3 months.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 5501-11 PRODUCTION SCHEDULING CLERK

##### Schedule Clerk

Co-ordinates and records the flow of work and materials within or between departments of manufacturing plants and other commercial units.

##### SKILL LEVEL

**On-the-Job Training:** 1-2 years.

##### DUTIES

Examines customer orders for goods or services. Compiles data for operations and production schedules.

Estimates output and time limits.

Checks inventory records and prepares delivery schedules for supplies or parts.

Checks attainment of production quotas.

Confirms completion of orders and compliance with specifications.

May arrange consignments of merchandise for customers.

Maintains production records and compiles reports.

##### SPECIALISATIONS

##### Radio Traffic Scheduler

Receives orders for radio advertising space and allots times and records bookings.

May prepare invoices.

##### Programme Arranger

#### 5501-13 PRODUCTION TALLY CLERK

##### Production Recorder

Records numbers of units of material, products or other articles received, transferred or produced.

##### SKILL LEVEL

**On-the-Job Training:** 1-3 months.

##### DUTIES

Observes and counts material or records information relayed by other workers.

Records the number and kind of defects of unsatisfactory units for quality control.

Prepares, signs and attaches tally sheets to items checked.

Examines containers to ensure they are filled, and records quantities.

Marks containers to identify type, quality and quantity.

May stack boxes for closure and sealing.

**UNIT GROUP 5503****TRANSPORT RECORDING AND DESPATCHING CLERKS**

Transport Recording and Despatching Clerks check contents and compile and check documents of freight goods, tally and record consignments and destination details of articles and containers and make freight bookings and associated arrangements.

**SKILL LEVEL**

The entry requirement for this unit group is generally completion of years 10-12 at secondary school. However, some occupations require 5 years clerical experience. 1-3 months on-the-job training is usual.

**DUTIES** include:

- recording numbers and details of articles as called out by wharf workers, and signing tally sheets
- checking and recording defects or deficiencies of goods
- arranging distribution and despatch of goods received and notifying authorities or addressees of despatch
- preparing and checking documents, maintaining records of receipts and despatches
- checking availability of cargo space and arranging bookings on behalf of customers
- notifying addressees of shipment details and clearance requirements and authorising collection of cargo from the dock
- maintaining records of import and export transactions.

**CONTENT**

This Unit Group contains the following occupations:

5503-01 Supervisor, Transport Recording and Despatching Clerks  
 5503-11 Receiving and Despatching Clerk  
 5503-13 Import-Export Clerk  
 5503-15 Radio Despatcher  
 5503-99 Transport Recording and Despatching Clerks, nec

**RELATED OCCUPATION**

Occupation 8909-15 Wharf Labourer

**5503-01 SUPERVISOR, TRANSPORT RECORDING AND DESPATCHING CLERKS**

Supervises and co-ordinates the activities of workers engaged in arranging and recording the receipt, despatch and transport of goods.

**SKILL LEVEL**

**Previous Experience:** 5 years as a transport recording and despatching clerk.

**On-the-Job Training:** 3 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**5503-11 RECEIVING AND DESPATCHING CLERK**

**Freight Clerk**  
**Transport Clerk**

Checks the contents and documents of goods received or despatched.

**SKILL LEVEL**

**On-the-Job Training:** 2-3 months.

**DUTIES**

Checks the number of articles or containers in consignments of goods received or despatched.

Ensures articles are in good condition and correspond to invoices, manifests or other records.

Arranges internal distribution of goods received.

Prepares and arranges for despatch of goods.

Prepares and attaches documentation to articles to be despatched.

Maintains records of receipts and despatches.

Contacts senders to rectify shortages or to arrange replacement of damaged goods.

May weigh articles.

**SPECIALISATIONS****Aircraft Load Controller**

Calculates permissible weights for fuel, passengers and cargo, plans weight distribution and issues instructions to loading staff of commercial aircraft.

**Circulation Representative**

Records numbers of newspapers delivered to agents or subscribers and maintains and updates circulation records.

**Freight Traffic Controller**

Arranges allocation of cargo to available space on rail or road-haulage systems.

**Shipping Clerk**

Performs clerical functions involved in the receiving, loading, unloading, stacking or delivery of cargo in ships, wharves or wharf sheds.

**Truck Despatcher**

Arranges assignment, routing and timetabling of trucks for transport of freight.

**Container Loading Clerk****Distribution Clerk****5503-13 IMPORT-EXPORT CLERK**

Compiles documents on imported cargo prior to removal from port of entry, or books outward bound freight.

**SKILL LEVEL**

**Previous Experience:** 5 years in clerical or transport work.

**On-the-Job Training:** 2 months.

**DUTIES**

Examines manifests and bills of lading to ascertain cargo to be released.

Contacts freight terminal staff to determine time of availability.

Records details of shipments and clearance requirements.

Authorises collection of cargo.

Computes storage and clearance charges and bills customers.

Ascertains details of outgoing cargo.

Arranges booking of freight space.

Informs clients of bookings, and arranges for collection of goods.

Prepares bills of lading and entries in manifests, and forwards documentation to customers.

Maintains records of import and export transactions.

**SPECIALISATIONS****Bond clerk**

Maintains clerical records, computes payments due and arranges for clearance of goods from customs or bond stores.

**Customs Agent****Customs Clerk**

Documents import and export of goods for customs authorities and ensures customs laws and other regulations are complied with.

**Wharf Tally Clerk****5503-15 RADIO DESPATCHER**

Receives and relays orders and messages over a radio network.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

**DUTIES**

Records messages received and notes radio calls relayed and received in log books.

Co-ordinates radio communications.

Broadcasts messages to units.

Monitors broadcasting activities on networks and reports to supervisors.

Prepares reports of radio traffic handled.

May operate teletype machines to send and receive messages.

May direct the movements of mobile units.

**RELATED OCCUPATION**

Occupation 3999-11 Radio Telegraphist

**5503-99 TRANSPORT RECORDING AND DESPATCHING CLERKS, nec**

This residual grouping covers transport recording and despatching clerks not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

**SPECIALISATIONS****Railway Number Taker**

Keeps records of rolling stock during railway shunting operations.

**Delivery Clerk****UNIT GROUP 5505****STOCK AND PURCHASING CLERKS**

Stock and Purchasing Clerks prepare purchase orders, receive, store and issue stocks and maintain records.

**SKILL LEVEL**

The entry requirement for this unit group is completion of years 10-12 at secondary school. 1-3 months on-the-job training is usual.

**DUTIES** include:

- assessing current stock to determine need for purchase order
- issuing supplies from stock
- preparing inventories and requisitioning material
- checking supply invoices against purchase orders
- compiling reports on stock-handling equipment, adjustments to inventories, spoilage or damage to stock, location changes or refusals of shipments
- pricing goods, estimating costs, and storing or shelving articles.

**CONTENT**

This Unit Group contains the following occupations:

5505-01 Supervisor, Stock and Purchasing Clerks  
 5505-11 Stock Clerk  
 5505-13 Purchasing Clerk  
 5505-15 Order Clerk

**5505-01 SUPERVISOR, STOCK AND PURCHASING CLERKS**

Supervises and co-ordinates the activities of workers engaged in receiving, recording, storing and issuing stocks and supplies.

**SKILL LEVEL**

**Previous Experience:** 5 years as a stock and purchasing clerk.

**On-the-Job Training:** 3 years.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Takes inventories of stock, estimates future requirements and authorises stock requisitions.

Prepares cost estimates.

**5505-11 STOCK CLERK****Stores Clerk**

Records inventories, orders and receipts of stock.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**DUTIES**

Counts incoming articles to confirm receipt, and examines them for conformity with specifications.

Fills orders or issues supplies from stock.

Prepares inventories.

Requisitions material to fill orders.

Compiles reports on stock-handling equipment, spoilage or damage to stock, stock location changes and delays of shipments.

Estimates costs of requisitions or value of stock. May store articles on shelves or in containers.

**SPECIALISATIONS**

**Inventory Clerk**

**Supply Clerk**

**RELATED OCCUPATION**

Occupation 8907-11 Storeman/woman

**5505-13 PURCHASING CLERK****Procurement Clerk**

Compiles information and records to prepare purchase orders for the procurement of material.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**DUTIES**

Checks details and specifications of purchase requests.

Searches inventory records or warehouses to determine if sufficient material is on hand.

Consults catalogues to obtain prices and specifications.

Writes or types purchase orders and sends copies to suppliers and originating departments.

Compiles records of items purchased or transferred between departments, their prices, delivery details, and changes to inventories.

Checks supply invoices against purchase orders.

Confers with suppliers regarding late deliveries.

May compare prices, specifications and delivery dates and award contracts to bidders or place orders with salespersons or mail-order firms.

**5505-15 ORDER CLERK**

Receives, checks and processes orders for goods or services.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 months.

**DUTIES**

Receives, checks and records orders from customers.

Requisitions supplies from stock or sends orders to production departments or other firms.

Confirms completion of orders and compliance with details specified.

Prepares invoices for despatch of goods.

May consign goods and maintain records of orders.

**SPECIALISATION**

**Mail Order Clerk**

Processes orders received from customers by mail.





## MINOR GROUP 56

### RECEPTIONISTS, TELEPHONISTS AND MESSENGERS

Receptionists, Telephonists and Messengers facilitate communication and contact between parties by delivering postal items and messages, establishing telephone connections and arranging access to the personnel and facilities of an establishment.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with Years 10-12 at secondary school.

#### DUTIES include:

answering inquiries from, and providing information about the establishment's facilities and services to, customers, clients, guests and patients at reception, inquiry and admission desks or over the telephone; arranging appointments for clients, registering guests, booking and connecting domestic and international telephone calls; reporting difficulties experienced by users of services to technical staff; alerting emergency services on behalf of callers; and delivering mail, other documents and messages.

#### CONTENT

<b>5601      RECEPTIONISTS AND INFORMATION CLERKS</b>
---

5601-11 Receptionist 5601-13 Inquiry Clerk 5601-15 Admissions Clerk
---

<b>5603      TELEPHONISTS</b>
-------------------------------

5603-01 Supervisor, Telephonists 5603-11 Telephonist
---

<b>5605      MESSENGERS AND DELIVERY OFFICERS</b>
---

5605-01 Supervisor, Messengers and Delivery Officers 5605-11 Messenger 5605-13 Postman/woman
---

## UNIT GROUP 5601

### RECEPTIONISTS AND INFORMATION CLERKS

Receptionists and Information Clerks provide information on the services or goods offered by the establishment and arrange for the public to use such services and goods.

#### SKILL LEVEL

The entry requirement for this unit group is completion of years 10-12 at secondary school. 1-12 months on-the-job training is usual.

#### DUTIES include:

- answering inquiries and providing information on the services or goods offered by the establishment
- supplying information pamphlets, brochures, standard forms or hospital admission forms
- referring clients to appropriate expert or adviser
- directing customers to the location of required merchandise in retail establishments
- arranging appointments between employer and clients, customers or patients
- arranging registration of hotel or motel guests, or admission of hospital patients
- calculating accounts and forwarding accounts to hospital accounts department, or receiving payment for accounts from hotel or motel guests
- recording details of inquiries, appointments, reservations or hospital admissions
- distributing messages.

#### CONTENT

This Unit Group contains the following occupations:

5601-11 Receptionist  
5601-13 Inquiry Clerk  
5601-15 Admissions Clerk

#### 5601-11 RECEPTIONIST

##### Appointments Clerk

Greets people entering or phoning offices or other establishments and responds to their enquiries with advice or action.

#### SKILL LEVEL

**On-the-Job Training:** 1 month.

#### DUTIES

Answers enquiries and provides information on the activities of establishments.

Records details of calls and callers such as names, times of calls, nature of business and persons sought.

Arranges appointments by mail, telephone or in person.

Records details of appointments.

Records and distributes messages.

May advise on and arrange reservations and accommodation.

May check guests into and out of hotels or motels, collect payments and give receipts.

May maintain listings of accounts due or paid.

May perform clerical duties such as typing or filing.

#### 5601-13 INQUIRY CLERK

##### Inquiry Officer

Answers inquiries and provides information.

#### SKILL LEVEL

**On-the-Job Training:** 1 year.

#### DUTIES

Provides information on the availability and location of goods and services.

Distributes standard forms and information pamphlets.

Advises people on procedures for dealing with organisations.

Directs customers to the locations of merchandise in retail establishments.

Answers inquiries regarding departures, arrivals, stops and destinations of vehicles in transport organisations.

Refers clients to experts or advisors.

May operate public address systems.

May attend to telephone inquiries.

May refer inquiries to other organisations.

#### SPECIALISATIONS

##### Complaints Clerk

Handles complaints by recording details to be investigated and taking appropriate action to remedy problems, or referring matters to other workers.

##### Customer Service Officer

##### Information Desk Clerk

#### 5601-15 ADMISSIONS CLERK

##### Hospital Admitting Clerk

Records information required for the admission and discharge of patients, and calculates accounts.

#### SKILL LEVEL

**On-the-Job Training:** 1 month.

**DUTIES**

Supplies patients with hospital admission forms.  
 Records patients' personal and admission details.  
 Provides brochures explaining hospital regulations, such as visiting hours, payment of accounts and schedules of charges.  
 Types admitting records and sends them to designated departments.

Determines accounts and forwards them to accounts departments.

May retrieve, file and process medical documents of discharged patients.

**SPECIALISATION**

**Hospital Ward Clerk**

**UNIT GROUP 5603****TELEPHONISTS**

Telephonists operate public and private telephone switchboards to assist callers in establishing telephone connections and to relay incoming, outgoing and inter-office calls.

**SKILL LEVEL**

The entry requirement for this unit group is completion of years 10-12 at secondary school. 3-10 weeks on-the-job training is usual.

**DUTIES** include:

- operating switchboard to connect and disconnect telephone calls
- talking to callers to ascertain requirements and provide information on operating systems
- informing callers about phone numbers, dialling codes, national traffic levels, international costs and time delays
- alerting emergency services in cases of fire, crime or accident
- investigating nature and extent of problems in operating systems
- informing maintenance services of faults and informing callers about resulting service difficulties.

**CONTENT**

This Unit Group contains the following occupations:

- 5603-01 Supervisor, Telephonists
- 5603-11 Telephonist

**5603-01 SUPERVISOR, TELEPHONISTS**

Supervises and co-ordinates the activities of workers engaged in operating telephone switchboards.

**SKILL LEVEL**

**Previous Experience:** 2-3 years as a telephonist.

**DUTIES**

Performs duties covered by the General Description Supervisor.  
 Reports equipment failures to management or repair organisations.

**5603-11 TELEPHONIST****Telephone Operator**

Operates telephone switchboards to assist subscribers in establishing local or long-distance telephone connections and to relay incoming, outgoing and inter-office calls.

**SKILL LEVEL**

**On-the-Job Training:** 3-10 weeks.

**DUTIES**

Operates switchboards to connect and disconnect telephone calls.

Talks to callers to ascertain requirements and gives information on operating systems.

Provides information such as phone numbers and names, dialling codes, national traffic levels, international costs and time delays.

Alerts emergency services in cases such as fire, crime or accident.

Investigates nature and extent of problems in operating systems.

Informs maintenance services of faults and informs callers of resulting service difficulties.

May monitor the efficiency of systems by service sampling.

May keep records of special calls, trunk calls and telegrams.

May take messages.

May determine charges for public telephone calls and operator connected long-distance calls.

**SPECIALISATIONS****Manual Assistant (Telecom)**

Operates switchboards to provide telecommunication links by directing telephone traffic and giving information and advice on operating systems, costs and charges.

**Phonogram Operator**

Receives, confirms, records and relays telegram messages by telephone, quotes rates and charges and may suggest rewording of telegrams for clarity and conciseness.

**Switchboard Operator****UNIT GROUP 5605****MESSENGERS AND DELIVERY OFFICERS**

Messengers and Delivery Officers deliver goods, documents, messages, mail and other items.

**SKILL LEVEL**

The entry requirement for this unit group is completion of years 10-12 at secondary school. 2 weeks to 18 months on-the-job training is usual. A licence may be required.

**DUTIES** include:

- sorting items for delivery
- delivering mail, parcels, telegrams, documents and other items to customers or mail boxes
- collecting signatures and charges from customers
- receiving orders for deliveries from customers
- issuing and collecting receipts for pick-up and delivery items.

**CONTENT**

This Unit Group contains the following occupations:

5605-01 Supervisor, Messengers and Delivery Officers  
5605-11 Messenger  
5605-13 Postman/woman

**RELATED OCCUPATIONS**

Unit Group 5403	Mail Sorters
Occupation 5909-13	Postal Officers
Occupation 7105-11	Delivery Driver

**5605-01 SUPERVISOR, MESSENGERS AND DELIVERY OFFICERS**

Supervises and co-ordinates the activities of messengers and delivery officers.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a messenger or delivery officer.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATIONS**

**Supervisor, Postmen/women**

**5605-11 MESSENGER**

Delivers goods, documents or messages on foot or by bicycle or motorbike.

**SKILL LEVEL**

**On-the-Job Training:** 2 weeks.

**Registration/Licensing:** May be required.

**DUTIES**

Receives orders from customers.

Collects, sorts and delivers documents, parcels or other articles.

Keeps records of items received and delivered.

Collects charges for cash-on-delivery orders.

Gives and obtains receipts for pick-up and delivery.

**SPECIALISATIONS**

**Copy Boy/Girl**

**Despatch Rider (Army)**

**RELATED OCCUPATION**

Occupation 7105-11 Delivery Driver

CLERKS

Receptionists, Telephonists and Messengers **56**

**5605-13 POSTMAN/WOMAN**

Sorts and delivers postal and other items on an allocated route or as directed.

**SKILL LEVEL**

**On-the-Job Training:** 18 months.

**Registration/Licensing:** May be required.

**DUTIES**

Sorts local mail into rounds and prepares it for delivery along pre-determined beats.

Delivers mail on foot, or by bicycle or motor vehicle to customer addresses.

Delivers telegrams or special articles to customers.

Obtains signatures or payments from customers.

May collect mail from post boxes.

**RELATED OCCUPATIONS**

Unit Group 5403 Mail Sorters

Unit Group 5909 Postal Clerks and Officers



## MINOR GROUP 59

### MISCELLANEOUS CLERKS

This residual minor group covers Clerks not elsewhere classified.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with Years 10-12 at secondary school.

#### CONTENT

#### **5901 COLLECTION CLERKS**

5901-11 Debt Collector  
5901-99 Collection Clerks, nec

#### **5903 TEACHERS' AIDES**

5903-11 Teachers' Aide

#### **5905 PERSONNEL CLERKS**

5905-11 Personnel Records Clerk  
5905-13 Employment Office Clerk

#### **5907 LEGAL AND RELATED CLERKS**

5907-11 Clerk of Court  
5907-13 Law Clerk  
5907-15 Court Orderly  
5907-99 Legal and Related Clerks, nec

#### **5909 POSTAL CLERKS AND OFFICERS**

5909-11 Postal Clerk  
5909-13 Postal Officer

#### **5999 OTHER CLERKS**

5999-11 Meter Reader  
5999-13 Proof Reader  
5999-15 Classified Advertising Clerk  
5999-17 Bookmaker's Clerk  
5999-19 Market Research Interviewer  
5999-99 Clerks, nec

## UNIT GROUP 5901 COLLECTION CLERKS

Collection Clerks collect payments and perform clerical duties associated with debt collection.

### SKILL LEVEL

The entry requirement for this unit group is completion of years 10-12 at secondary school and 1-2 years clerical experience. 1-2 months on-the-job training is usual.

### DUTIES include:

- telephoning or writing to customers to collect money or arranging later payment
- checking lists and making enquiries to trace addresses of customers
- recommending legal action when payment cannot be otherwise obtained
- recording amounts collected, noting requirement for further action.

### CONTENT

This Unit Group contains the following occupations:

5901-11 Debt Collector  
5901-99 Collection Clerks, nec

#### 5901-11 DEBT COLLECTOR

Collects payments for overdue accounts, instalments, damage claims or dishonoured cheques.

#### SKILL LEVEL

**Previous Experience:** 1-2 years in clerical work.

**On-the-Job Training:** 2 months.

#### DUTIES

Visits or telephones debtors to collect amounts due or to arrange for payments to be made.

Traces addresses of customers who have moved by checking name lists and making enquiries.

Recommends legal action when collection cannot be made.

Records amounts collected and notes further action required.

Prepares statements of account for clients or arranges

for money collected to be transferred to their accounts.

May perform clerical duties involving the preparation of collection notices to be posted.

#### SPECIALISATION

**Collection Agent**

#### 5901-99 COLLECTION CLERKS, nec

This residual grouping covers collection clerks not elsewhere classified.

#### SKILL LEVEL

**On-the-Job Training:** 1 month.

#### SPECIALISATION

**Charity Collector**

## UNIT GROUP 5903 TEACHERS' AIDES

Teachers' Aides perform non-teaching and preparatory duties to assist teaching staff in schools.

### SKILL LEVEL

The entry requirement for this unit group is completion of year 12 at secondary school. 1-3 months on-the-job training is usual.

### DUTIES include:

- preparing stencils and duplicates and collating copies
- distributing and collecting lesson material
- maintaining records of distribution of materials
- administering minor first aid
- assisting in controlling and caring for pupils at school functions and excursions
- preparing teaching aids and equipment
- ordering stocks and replenishing standard items.



**CONTENT**

This Unit Group contains the following occupations:  
5903-11 Teachers' Aide

**5903-11 TEACHERS' AIDE****Teachers' Assistant**

Assists teaching staff in the preparation of teaching materials, and with general classroom non-teaching duties.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 months.

**DUTIES**

Helps with the preparation of teaching aides, and copies and collates written material.  
Distributes and collects lesson material.

Maintains records of books and materials distributed to pupils.

Helps supervise pupils for school functions and excursions.

Helps maintain attendance rolls and assessment records.

Assists teachers in attending to sick pupils and those in need of minor first aid.

May assist with teaching duties when requested by teachers.

May prepare texts, notes and correspondence.

May assist teachers to work with children in special schools and provide personal services and supervision.

## UNIT GROUP 5905 PERSONNEL CLERKS

Personnel Clerks advertise for, interview and assess the suitability of persons for employment with an organisation, and maintain personnel records of employees.

**SKILL LEVEL**

The entry requirement for this unit group is completion of years 10-12 at secondary school.  
1-6 months on-the-job training is usual.

**DUTIES** include:

- preparing selection criteria and duty statements
- organising advertising, interviewing and staff selection
- interviewing applicants, recording details and notifying applicants of interview results
- establishing file on employment history and qualifications of applicants
- updating salary, superannuation, taxation and leave records and recording promotions and transfers
- informing supervisors/management and employees of events requiring action
- preparing rosters
- conducting correspondence and answering queries.

**CONTENT**

This Unit Group contains the following occupations:

5905-11 Personnel Records Clerk  
5905-13 Employment Office Clerk

**RELATED OCCUPATIONS**

Unit Group 2705      Personnel Specialists  
Occupation 5301-15   Payroll Clerk

**5905-11 PERSONNEL RECORDS CLERK**

Updates and maintains personnel records.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

**DUTIES**

Raises records for newly appointed workers and checks them for completeness.

Files records and updates information on leave types taken and accumulated, positions worked in, transfers and promotions, salaries, superannuation and taxation, qualifications, training or abilities.

Informs supervisors and employees of events requiring action.

Prepares correspondence and answers queries on personnel entitlements and conditions.

Implements changes to personnel records.

Processes applications for employment or promotion and advises applicants of results.

May prepare job descriptions and letters of appointment.

May arrange security passes and identification.

May prepare rosters and duty statements.

#### **SPECIALISATION**

##### **Roster Clerk**

Draws up rosters for shiftworkers using lists of workers allocated to work areas, and amends rosters in consultation with supervisors.

#### **5905-13 EMPLOYMENT OFFICE CLERK**

Interviews applicants to determine their job requirements and suitability for employment, assessing their education, abilities, interests, work histories and other employment factors.

#### **SKILL LEVEL**

**On-the-Job Training:** 6 months.

#### **DUTIES**

Interviews job seekers and applicants, and records information such as scholastic achievement, employment history and employment ambitions.

Evaluates information to determine applicants' suitability for referral to vacancies.

Supplies information to applicants regarding nature of job vacancies, company and union policies, duties, responsibilities, working conditions, hours and pay, and promotional opportunities.

Refers applicants to prospective employers for further interview.

Assesses job applicants, notifies those selected of job offers and makes recommendations for filling future vacancies.

Prepares permanent records of interviews with both successful and unsuccessful applicants.

Discusses recruitment policies with superiors to ensure the effectiveness of selection techniques and recruitment programs.

Observes jobs to obtain first hand information of job requirements.

Discusses job requirements with employers and prepares selection criteria.

Organises advertising, interviewing and selection processes with employers.

May interview job applicants in employment agencies and refer them to prospective employers.

May assist in the development and administration of labour market training programs.

#### **RELATED OCCUPATIONS**

Unit Group 2705 Personnel Specialists

## **UNIT GROUP 5907**

### **LEGAL AND RELATED CLERKS**

Legal and Related Clerks provide administrative support to legal professionals by performing clerical work associated with the functions of a court or legal practice.

#### **SKILL LEVEL**

The entry requirement for this unit group is generally completion of years 10-12 at secondary school. However, Clerk of Court requires 1-5 years experience as a law clerk. 1 year on-the-job training is usual.

#### **DUTIES include:**

- listing court actions, collecting moneys and maintaining court records
- issuing and filing court documents
- serving legal orders and documents
- repossessing property
- assisting solicitor in conveyancing, probate, common law and drafting of contracts
- advising staff and public on court procedures and rules.

#### **CONTENT**

This Unit Group contains the following occupations:

5907-11 Clerk of Court  
5907-13 Law Clerk  
5907-15 Court Orderly  
5907-99 Legal and Related Clerks, nec

#### **5907-11 CLERK OF COURT**

Performs administrative functions for law courts and in support of judges and magistrates.

#### **SKILL LEVEL**

**Previous Experience:** 1-5 years as a law clerk.

**DUTIES**

Receives, authenticates and files or issues documentation for court actions.

Lists actions for hearing by courts.

Documents details of court proceedings and decisions.

Documents court orders and decisions as they effect parties to actions.

Performs financial dealings required by courts such as the collection, investment and distribution of money.

Gives advice on court procedures.

Attends court and assists court officials.

**SPECIALISATION****Magistrate's Clerk**

Provides administrative services to Magistrates' or equivalent Courts, authenticating court actions, listing them for hearing, collecting money, maintaining records and advising on points of law.

**5907-13 LAW CLERK****Legal Clerk**

Performs routine clerical work associated with legal practice, under the supervision of a solicitor, barrister or clerk of court.

**SKILL LEVEL**

**On-the-Job Training:** 1 year.

**DUTIES**

Assists solicitors in the areas of conveyancing, probate and common law, and in drafting contracts.

Searches titles to verify ownership and equity in property and to establish whether encumbrances exist.

Examines contracts for terms of agreement and obtains information relative to the contract deed to enable solicitors to proceed with finalisation.

Assists in proving the validity of wills, establishing tax due, filling out probate forms and lodging them with probate offices.

Lodges legal documents at government offices.

May attend settlements to finalise transfers of titles and funds.

May assist in court or attend court offices dealing with documentation procedures.

May attend calling over of court lists and similar matters.

May visit titles offices and search records for property lot numbers, plan and title numbers, and company and business names.

May perform clerical functions in court administration.

**SPECIALISATIONS****Title Searcher**

Searches records to establish property titles, records information relevant to search and lodges documents at Land Titles Offices.

**Conveyancing Clerk**

Handles deeds and transfer documents to arrange conveyance of titles.

**5907-15 COURT ORDERLY****Court Attendant**

Acts as attendant in courts and hearing rooms, opening and closing proceedings and summoning and swearing-in juries and witnesses.

**SKILL LEVEL**

**On-the-Job Training:** 1 year.

**DUTIES**

Maintains order in court and hearing rooms and in adjacent public and waiting areas.

Announces cases and calls witnesses.

Opens court and hearing rooms.

Ensures court lists are posted on notice boards.

Arranges furniture to meet requirements for each court and hearing room.

Allocates rooms for use by legal practitioners.

Delivers court files, transcripts and mail to chambers.

Records file movements and notifies registries.

May assist with counter enquiries.

May act as personal assistant to magistrates.

**SPECIALISATIONS****Court Usher****Tipstaff****5907-99 LEGAL AND RELATED CLERKS, nec**

This residual grouping covers legal and related clerks not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 1 year.

**SPECIALISATIONS****Bailiff****Sheriff****Sheriff's Officer**

Enforces laws as officers of the court by executing court orders such as eviction notices, serving legal orders and documents such as summonses and subpoenas, and seizing or repossessing property .

Administers jury rosters, escorts prisoners to and from courts, and keeps records of court processes served.

**Trust Officer**

Administers trusts, estates and settlements.

Identifies assets and liabilities.

Prepares probate papers and income tax and State duty returns.

Collects and realises assets and pays debts, duties and taxes.

Satisfies statutory requirements, establishes beneficial entitlements and distributes assets.

Maintains probate and trust files, invests trust funds and administers accounts.

**UNIT GROUP 5909**  
**POSTAL CLERKS AND OFFICERS**

Postal Clerks and Officers perform sorting, clerical and sales functions at post offices.

**SKILL LEVEL**

The entry requirement for this unit group is completion of years 10-12 at secondary school. 1-6 months on-the-job training is usual.

**DUTIES** include:

- sorting mail for post office boxes and for despatch to mail centres
- selling stamps, postal goods and money orders over the counter
- maintaining records of counter and financial transactions including telephone account payments
- acting as savings bank agent
- checking records and compiling mail statistics
- accepting telegrams and registered mail.

**CONTENT**

This Unit Group contains the following occupations:

5909-11 Postal Clerk  
5909-13 Postal Officer

**RELATED OCCUPATIONS**

Unit Group 5403	Mail Sorters
Occupation 5605-13	Postman/woman
Unit Group 6401	Tellers

**5909-11 POSTAL CLERK**

Performs clerical, sales and telling functions at post offices.

**SKILL LEVEL**

**On-the-Job Training:** 6 months.

**DUTIES**

Sells stamps and other postal products and services.  
Issues and pays money orders.  
Acts as savings bank agent.  
Receives payments for telephone and other accounts.  
Receives telegram, intelpost and similar messages for transmission.  
Receives registered mails and computes charges.  
Handles and safeguards cash and postal stock.  
Advises customers on postal services and charges.  
Sells philatelic products and undertakes associated promotional duties.  
May assist in the preparation of promotional displays.

**RELATED OCCUPATION**

Occupation 1599-15 Postmaster/mistress

**5909-13 POSTAL OFFICER**

Performs sorting and clerical duties associated with the provision of postal services.

**SKILL LEVEL**

**On-the-Job Training:** 4-6 weeks.

**DUTIES**

Sorts mail into post office boxes.  
Sorts locally posted mail to preliminary breakup and despatches it to mail centres.  
Sells stamps, postal stationery and other goods and services.  
Advises customers on postal services and charges.  
Performs clerical duties including maintenance of mail statistics.  
Handles and safeguards cash and postal stock.  
May supervise postal sorting and delivery staff.  
May process general agency transactions.  
May clear post boxes.  
May deliver telegrams, imagegrams or special delivery mail or parcels.

**RELATED OCCUPATIONS**

Unit Group 5403	Mail Sorters
Occupation 5605-13	Postman/woman

## UNIT GROUP 5999

### OTHER CLERKS

This unit group contains clerks not elsewhere classified.

#### SKILL LEVEL

The entry requirement for this unit group is completion of years 10-12 at secondary school. 1-6 months on-the-job training is usual.

#### CONTENT

This Unit Group contains the following occupations:

- 5999-11 Meter Reader
- 5999-13 Proof Reader
- 5999-15 Classified Advertising Clerk
- 5999-17 Bookmaker's Clerk
- 5999-19 Market Research Interviewer
- 5999-99 Clerks, nec

#### 5999-11 METER READER

Reads electric, gas or water meters, records consumption and keeps records.

##### SKILL LEVEL

**On-the-Job Training:** 2 weeks.

##### DUTIES

Walks over established routes, enters premises or land and locates meters.

Checks numbers of meters and addresses, and reads meters.

Inspects meters for defects, damage or unauthorised connections, and reports irregularities for servicing action.

Checks readings to locate abnormal consumption.

Reads meters for customers vacating premises or after replacement of meters.

Records details of customers who have moved without notification.

May calculate amounts due and leave accounts for customers.

May drive vehicles.

May take or arrange applications for new services.

##### SPECIALISATION

##### Meter Records Clerk

Records technical data and installation details of meters, prepares work orders for their servicing and replacement and supplies maintenance workers, accounting departments and customers with information.

#### 5999-13 PROOF READER

Reads typescripts or proofs of typed material to detect errors and make corrections to grammar, typing or composition.

##### SKILL LEVEL

**On-the-Job Training:** 3-6 months.

##### DUTIES

Compares proof and copy.

Marks proofs using codes to indicate deviations from

copy or instruct operators to alter typographic details.

Discusses grammatical or compositional discrepancies in copy with authors, and obtains signatures on copy authorising changes.

Lodges marked proof for corrective action.

Signs and dates proofs to indicate approval of corrections and authorise preparation of type for printing.

May amend proof on visual display terminals.

#### 5999-15 CLASSIFIED ADVERTISING CLERK

Receives advertising copy from clients by mail, phone or at a counter and records it for publication or broadcasting.

##### SKILL LEVEL

**On-the-Job Training:** 1-2 months.

##### DUTIES

Checks submitted text to ensure accuracy of names, prices and details, and typesetting requirements.

Confirms headings and conditions under which copy is to appear.

Advises on rates, applies discounts, calculates costs and accepts payments or makes charges to accounts.

Maintains filing systems to facilitate processing.

May enter text and other details directly into computerised typesetting and accounting systems.

#### 5999-17 BOOKMAKER'S CLERK

##### Penciller

Assists bookmakers to provide betting services for punters at race meetings.

##### SKILL LEVEL

**On-the-Job Training:** 3 months.

##### DUTIES

Records details of bets in transaction ledgers.

Monitors amounts of money placed on race entrants and advises bookmakers.

Hands copies of betting ledgers to bookmakers after the closing of bets for each race.

Checks details and numbers on winning betting tickets against those in betting ledgers.

Crosses off entries on ledgers, pays money to punters and files or marks tickets.

Pays money on winning tickets.

May operate computer consoles to record bets and other information.

#### **SPECIALISATION**

##### **Bagman/woman**

Accepts money from punters and places it into bags, reads odds boards, writes betting tickets and calls out odds and details for recording.

#### **5999-19 MARKET RESEARCH INTERVIEWER**

##### **Survey Interviewer**

Questions people and records their responses for analysis.

#### **SKILL LEVEL**

**On-the-Job Training:** 1 month.

#### **DUTIES**

Visits potential survey participants to seek their co-operation and to discuss surveys or leave

pamphlets.

Questions participants and records answers to standardised questions or leaves questionnaires to be completed.

Records the distribution of documents.

Collects questionnaires and returns documents to market research managers.

May encode responses or check their consistency.

May interview people at random in crowds or on the street.

May attend debriefing sessions.

#### **5999-99 CLERKS, nec**

This residual grouping covers clerks not elsewhere classified.

#### **SKILL LEVEL**

**On-the-Job Training:** 1-6 months.

#### **SPECIALISATIONS**

##### **Parking Inspector**

Patrols assigned areas to check that vehicles are legally parked and have not overstayed maximum parking times, and issues parking infringement notices where parking laws have been violated.

##### **Stamp Classifier**

## **MAJOR GROUP 6**

### **SALESPERSONS AND PERSONAL SERVICE WORKERS**

Salespersons and Personal Service Workers sell financial and transportable commodities to retailers or directly to members of the public, sell real estate, and provide services in relation to finance, property, recreation and personal needs. These duties require skills in interpersonal communication.

Most occupations in this major group have a level of skill commensurate with Year 10 at secondary school. However, some require higher qualifications, but are included in this major group because their primary duty is selling.

Duties performed by Salespersons and Personal Service Workers include conducting financial market and banking transactions; selling and managing real estate; selling insurance; selling goods to retailers and members of the public; receiving payment for goods or services; operating cash registers and computer terminals to complete financial transactions; serving food and drinks in bars, restaurants, aircraft, ships and trains; organising travel and accommodation; and providing basic nursing, child care and personal services.

#### **CONTENT**

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

- 61 Investment, Insurance and Real Estate Salespersons
- 62 Sales Representatives
- 63 Sales Assistants
- 64 Tellers, Cashiers and Ticket Salespersons
- 65 Miscellaneous Salespersons
- 66 Personal Service Workers





## MINOR GROUP 61

### INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS

Investment, Insurance and Real Estate Salespersons sell insurance and real estate, conduct investment transactions involving securities, stocks and bonds for clients, and manage properties on behalf of clients.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with Year 10 at secondary school, 1-5 years previous experience and 2 years on-the-job training.

#### DUTIES include:

analysing market trends; discussing requirements with clients; informing clients about stocks, bonds, market conditions, prospects of particular corporations, insurance policies and benefits, terms of sale or conditions of lease; conducting financial market transactions on behalf of clients; soliciting custom; and locating, promoting, demonstrating, inspecting and managing properties for sale or lease.

#### CONTENT

**6101     SECURITIES AND FINANCE  
           DEALERS**

6101-11 Stock Exchange Dealer  
6101-99 Securities and Finance Dealers, nec

**6103     INSURANCE BROKERS AND  
           AGENTS**

6103-01 Supervisor, Insurance Brokers and Agents  
6103-11 Insurance Agent  
6103-13 Insurance Broker

**6105     REAL ESTATE SALESPERSONS  
           AND PROPERTY MANAGERS**

6105-11 Real Estate Salesperson  
6105-13 Real Estate Property Manager

**6199     OTHER INVESTMENT,  
           INSURANCE AND REAL ESTATE  
           SALESPERSONS**

6199-11 Commodities Broker  
6199-13 Valuer

**UNIT GROUP 6101**  
**SECURITIES AND FINANCE DEALERS**

Securities and Finance Dealers conduct financial market transactions on behalf of clients or company and recommend transactions to clients or senior management.

**SKILL LEVEL**

The entry requirement for this unit group is a 3 year degree or diploma or 3-5 years previous experience as a financial clerk. 6 months to 2 years on-the-job training is usual. Licencing may be required.

**DUTIES** include:

- obtaining information on securities, market conditions, government regulations and financial circumstances of clients
- analysing market trends from securities reports, financial periodicals and stock quotation viewer screen
- informing prospective clients about stocks, bonds, market conditions and the history and prospects of corporations
- recording and transmitting buy or sell orders for stocks and bonds
- calculating costs of transactions
- negotiating purchase terms between borrowers and lenders
- supervising documentation and recording of financial transactions.

**CONTENT**

This Unit Group contains the following occupations:

- 6101-11 Stock Exchange Dealer
- 6101-99 Securities and Finance Dealers, nec

**6101-11 STOCK EXCHANGE DEALER**

Buys and sells stocks and bonds as a member, or as an employee of a member, of a stock exchange.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a stockbroking clerk.

**On-the-Job Training:** 6-12 months.

**Registration/Licensing:** May be required with Stock Exchanges.

**DUTIES**

Obtains information on securities, market conditions, government regulations and financial circumstances of customers.

Interprets data from securities reports, financial periodicals and stock-quotation viewer screens.

Gives information and advice regarding stocks, bonds, market conditions and the history and prospects of corporations.

Records and transmits buy or sell orders, calculates and records costs of transactions and develops lists of investments for customers.

**SPECIALISATIONS**

**Trading Floor Operator (Stock Exchange)**

Buys and sells stocks and other securities listed on the stock exchange, according to instructions.

**Investment Dealer**  
**Securities Dealer**

**6101-99 SECURITIES AND FINANCE DEALERS, nec**

This residual grouping covers securities and finance dealers not elsewhere classified.

**SKILL LEVEL**

**Education:** 3 year degree or diploma.

**On-the-Job Training:** Up to 2 years.

**SPECIALISATIONS**

**Corporate Finance Officer**

Provides financial advisory services concerning project and corporate finance and takeover activities.

**Foreign Exchange Dealer**

Analyses and speculates on trends in foreign exchange and arranges immediate or future transfers of funds into foreign currencies.

**Futures Dealer**

Arranges transactions on commodity futures markets.

**Investment Advisor**

Provides financial counselling and investment services.

**Money Market Dealer**

Undertakes money market activities, trading in money market securities and using the short term money market for funding, and arranging short term funds for clients.

**Properties Investment Manager**

Advises clients on real estate investment and controls real estate investments.

**UNIT GROUP 6103**  
**INSURANCE BROKERS AND AGENTS**

Insurance Brokers and Agents sell insurances to new and existing clients and solicit custom from potential clients.

**SKILL LEVEL**

The entry requirement for this unit group is completion of years 9-10 at secondary school and 1-3 years experience in sales or insurance. 2-3 months on-the-job training is usual.

**DUTIES** include:

- compiling lists of potential clients from directories and other sources
- explaining insurance policies, risks covered, and rates and benefits of policies to client
- analysing client's circumstances
- advising on type and amount of insurance cover.

**CONTENT**

This Unit Group contains the following occupations:

- 6103-01 Supervisor, Insurance Brokers and Agents
- 6103-11 Insurance Agent
- 6103-13 Insurance Broker

**6103-01 SUPERVISOR, INSURANCE  
BROKERS AND AGENTS**

Supervises and co-ordinates the activities of agents and brokers engaged in selling insurance.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as an insurance broker and agent.

**DUTIES**

Performs duties covered by the General Description Supervisor.  
Develops sales through controlling the activities of an insurance sales force.  
Attends seminars on management and sales promotion to keep abreast of new techniques.  
Maintains contact with major clients.  
Conducts underwriting surveys and writes reports.

**6103-11 INSURANCE AGENT**

Sells insurance to new and existing clients, and solicits custom from potential customers.

**SKILL LEVEL**

**Previous Experience:** 1-2 years as a sales assistant or sales representative.

**On-the-Job Training:** 2-3 months.

**DUTIES**

Compiles lists of prospective customers from directories and other sources.  
Makes contact with prospective customers to seek interviews and gauge interest.

Interviews prospective and present customers to explain policies, risks covered, rates and benefits of policies and to make recommendations for amount and type of cover.

May collect premiums and keep records of payments.

**SPECIALISATIONS**

**Insurance Underwriter**  
**Life Assurance Representative**

**6103-13 INSURANCE BROKER**

Operates as an independent agent to sell life, fire, accident, industrial and marine insurance for many companies.

**SKILL LEVEL**

**Previous Experience:** 2-3 years as an insurance agent.

**DUTIES**

Compiles lists of prospective customers from directories and other sources.  
Makes contact with prospective customers to seek interviews and gauge interest.  
Interviews prospective and present customers to explain policies, risks covered, rates and benefits of policies.  
Makes recommendations for amount and type of cover.  
Checks details of insurance companies policies to select the cover most appropriate for customers' requirements.  
May collect premiums and keep records of payments.

## UNIT GROUP 6105

### REAL ESTATE SALESPERSONS AND PROPERTY MANAGERS

Real Estate Salespersons and Property Managers arrange sale, purchase, rental and lease of real property.

#### SKILL LEVEL

The entry requirement for this unit group is a 1-3 year certificate. 2 years on-the-job training is usual.

#### DUTIES include:

- listing details of land or building for sale or rental and arranging advertising of properties
- assessing the needs of prospective buyers and tenants
- selecting suitable properties and conducting prospective buyers and tenants through them
- advising prospective buyers on terms of sale and prospective tenants on conditions of rent or lease
- arranging signing of lease agreements
- collecting rent and bond moneys
- inspecting properties before, during and after tenancies.

#### CONTENT

This Unit Group contains the following occupations:

- 6105-11 Real Estate Salesperson
- 6105-13 Real Estate Property Manager

#### 6105-11 REAL ESTATE SALESPERSON

##### Real Estate Sub-Agent

Arranges the sale and leasing of real estate and property on behalf of owners as commission agents, and assists buyers to find suitable properties.

#### SKILL LEVEL

**Education:** 1-3 year certificate.

**On-the-Job Training:** Up to 2 years.

**Registration/Licensing:** May be required.

#### DUTIES

Lists details of land or buildings for sale and arranges for the advertising of properties.

Assesses buyers' needs and locates properties for their consideration.

Conducts buyers on inspections of properties.

Advises on merits of properties and terms of sale.

Accepts premises for lease, contacts clients or advertises properties and negotiates leasing.

May arrange rent collection, and oversight the maintenance of premises.

May arrange finance for buyers.

May arrange for land brokerage and conveyancing.

May advise vendors of reasonable asking prices for properties.

#### SPECIALISATION

**Real Estate Sales Representative**

#### 6105-13 REAL ESTATE PROPERTY MANAGER

##### Leasing Agent

Brings together two or more parties to enact a real estate or property leasing agreement.

#### SKILL LEVEL

**On-the-Job Training:** 3 months.

#### DUTIES

Inspects properties to assess market rentals.

Places vacant properties on the rental market after discussions with landlords.

Arranges advertising of properties.

Shows prospective tenants over properties and arranges signing of leases.

Acts under landlords' instructions with respect to collecting rents and bond money, inspecting properties before, during or after tenancies, screening prospective tenants, maintaining properties and accounting for income and expenses.

Ensures that real estate practice and legal requirements are observed.

May maintain registers of persons seeking rental accommodation.

## UNIT GROUP 6199

### OTHER INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS

This unit group covers investment, insurance and real estate salespersons not elsewhere classified.

#### SKILL LEVEL

The entry requirement for this unit group is a 2-4 year diploma or 3-5 years sales experience. 4 years on-the-job training is usual.

#### CONTENT

This Unit Group contains the following occupations:

6199-11 Commodities Broker  
6199-13 Valuer

#### 6199-11 COMMODITIES BROKER

Brings together buyers and sellers of commodities to negotiate private sales on a commission basis, or arranges sales through established market places.

#### SKILL LEVEL

**Previous Experience:** 3-5 years in selling commodities.

#### DUTIES

Analyses the state of commodities markets and advises clients.

Establishes the financial circumstances of clients, and provides advice on sales and purchases.

Monitors government policies and regulations affecting the operations of local and foreign commodities markets to develop sales strategies for clients.

May specialise in particular commodities such as diamonds, grain and wool.

#### 6199-13 VALUER

Assesses the values of properties, land, buildings, commercial equipment, merchandise, personal and household effects and objects of art.

#### SKILL LEVEL

**Education:** 3-4 year degree or 2 year associate diploma.

**On-the-Job Training:** 4 years.

**Registration/Licensing:** May be required.

#### DUTIES

Examines items and selects methods of valuation.

Calculates values by considering market demand, condition of items, future trends and other factors.

Submits written assessments.

May be required to appear in court to justify valuations.



## MINOR GROUP 62

### SALES REPRESENTATIVES

Sales Representatives promote and sell business services and manufacturers' and wholesalers' goods for resale or for use in other establishments, usually by visiting clients at their establishments.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with Year 10 at secondary school, 1-3 years selling experience and 1-6 months on-the-job training. However, some require higher qualifications.

#### DUTIES include:

studying new products; discussing requirements with customers; demonstrating products or services; advising customers on the product or service which best meets their needs; arranging for delivery of goods or provision of service; and soliciting custom from potential customers.

#### CONTENT

<b>6201</b>	<b>SALES REPRESENTATIVES</b>
6201-11	Sales Representative (Chemical Products)
6201-13	Sales Representative (EDP Equipment)
6201-15	Sales Representative (Medical, Dental and Veterinary Equipment)
6201-17	Sales Representative (Electronic Equipment except EDP)
6201-19	Sales Representative (Toys and Sporting Goods)
6201-21	Sales Representative (Business Services)
6201-23	Sales Representative (Books and Paper Products)
6201-25	Sales Representative (Builders' Hardware)
6201-27	Sales Representative (Floor Coverings and Furniture)
6201-29	Sales Representative (Food, Drink and Tobacco Products)
6201-31	Sales Representative (Household Goods and Domestic Hardware)
6201-33	Sales Representative (Toiletries)
6201-35	Sales Representative (Pharmaceuticals)
6201-37	Sales Representative (Textiles, Clothing and Footwear)
6201-99	Sales Representatives, nec

**UNIT GROUP 6201**  
**SALES REPRESENTATIVES**

Sales Representatives represent companies for the sale of goods and services to industrial, business, professional or other establishments or for the sale of goods to wholesale or retail establishments. They visit clients at their establishments to show samples and take orders.

**SKILL LEVEL**

The entry requirement for this unit group is completion of years 9-10 at secondary school and 1-3 years experience in sales or in a product or service related area. However, some occupations require a higher qualification. 1-6 months on-the-job training is usual.

**DUTIES** include:

- acquiring and updating knowledge of employer's and competitors' products and understanding of market conditions
- assessing customers' needs and explaining and demonstrating products or services to them
- quoting and negotiating prices and credit terms, preparing contracts and recording orders
- arranging for delivery of goods, installation of equipment and provision of services
- reporting to employer on sales made and marketability of products.

**CONTENT**

This Unit Group contains the following occupations:

- 6201-11 Sales Representative (Chemical Products)
- 6201-13 Sales Representative (EDP Equipment)
- 6201-15 Sales Representative (Medical, Dental and Veterinary Equipment)
- 6201-17 Sales Representative (Electronic Equipment except EDP)
- 6201-19 Sales Representative (Toys and Sporting Goods)
- 6201-21 Sales Representative (Business Services)
- 6201-23 Sales Representative (Books and Paper Products)
- 6201-25 Sales Representative (Builders' Hardware)
- 6201-27 Sales Representative (Floor Coverings and Furniture)
- 6201-29 Sales Representative (Food, Drink and Tobacco Products)
- 6201-31 Sales Representative (Household Goods and Domestic Hardware)
- 6201-33 Sales Representative (Toiletries)
- 6201-35 Sales Representative (Pharmaceuticals)
- 6201-37 Sales Representative (Textiles, Clothing and Footwear)
- 6201-99 Sales Representatives, nec

**RELATED OCCUPATIONS**

- Occupation 5901-11 Debt Collector
- Unit Group 6105 Real Estate Salespersons and Property Managers

**6201-11 SALES REPRESENTATIVE  
(CHEMICAL PRODUCTS)**

Represents companies in the wholesaling of chemicals and chemical products.

**SKILL LEVEL**

**Previous Experience:** 3 years as a chemist or chemistry technical officer.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells agricultural chemicals such as insecticides, fertilizers, superphosphate, and industrial chemicals such as dyes, adhesives and synthetic substitutes.

Provides advice on the purity, characteristics and dangers of chemicals.

Provides information on regulations governing the use, storage and disposal of chemicals and chemical products.

**6201-13 SALES REPRESENTATIVE (EDP  
EQUIPMENT)**

Represents companies in the wholesaling of computers and electronic data processing equipment.

**SKILL LEVEL**

**Previous Experience:** 2-3 years as a computer operator or computing professional.

**DUTIES**

Performs duties covered by the General Description Sales Representative.



Sells computers, word processors, electronic mailing systems, and associated equipment such as printers, visual display units, keyboards, calculators and plotters, modems and software programs.

Analyses customers' needs and advises on the most suitable equipment.

Provides reference guides and operating and systems manuals.

Arranges the installation and testing of equipment.

May demonstrate equipment and train operators.

**6201-15 SALES REPRESENTATIVE  
(MEDICAL, DENTAL AND  
VETERINARY EQUIPMENT)**

Represents companies in the wholesaling of medical, dental and veterinary equipment.

**SKILL LEVEL**

**Previous Experience:** 3 years as a registered nurse or medical technical officer or technician.

**On-the-Job Training:** 3-6 months.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells medical, veterinary and dental equipment and supplies, except drugs and patent medicines, to health diagnosis and treatment practitioners and hospitals.

Provides technical information on products and new equipment.

**6201-17 SALES REPRESENTATIVE  
(ELECTRONIC EQUIPMENT  
EXCEPT EDP)**

Represents companies in the wholesaling of electronic equipment except electronic data processing equipment.

**SKILL LEVEL**

**Previous Experience:** 2-3 years as an electronics engineering associate or technician, or sales assistant.

**On-the-Job Training:** 1-2 months.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells electronic equipment such as switchboards, mechanical and sensing control mechanisms, security and communications systems.

Arranges the installation and testing of equipment.

May demonstrate equipment and train operators.

**SPECIALISATION**

**Sales Representative (Communications Equipment)**

**6201-19 SALES REPRESENTATIVE (TOYS  
AND SPORTING GOODS)**

Represents companies in the wholesaling of games, toys, sporting equipment and accessories.

**SKILL LEVEL**

**Previous Experience:** 1 year as a sales assistant.

**On-the-Job Training:** 1 month.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells games, toys and play equipment, and tennis, football, cricket, running, cycling, golfing and other sporting goods to sports centres and retail establishments.

Arranges the delivery and setting up of displays of sporting goods and toys.

**6201-21 SALES REPRESENTATIVE  
(BUSINESS SERVICES)**

Represents companies in the wholesaling of financial, advertising and other business services.

**SKILL LEVEL**

**On-the-Job Training:** Up to 1 year.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells financial and related services such as credit information and debt collection.

Provides information on market services, consumer information, business publications and training.

**SPECIALISATION**

**Sales Representative (Advertising)**

Sells advertising services, material and space.

**6201-23 SALES REPRESENTATIVE  
(BOOKS AND PAPER  
PRODUCTS)**

Represents companies in the wholesaling of books, periodicals and paper products.

**SKILL LEVEL**

**Previous Experience:** 1 year as a sales assistant.

**On-the-Job Training:** 1 month.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells products such as books, magazines, stationery, greeting cards, periodicals and paper products.

Advises on publication dates for books.

Arranges delivery of displays and samples for the promotion of new books.

May suggest sales promotion techniques to book dealers.

**6201-25 SALES REPRESENTATIVE  
(BUILDERS' HARDWARE)**

Represents companies in the wholesaling of builders' timber, hardware and supplies.

**SKILL LEVEL**

**Previous Experience:** 1-2 years as a building tradesperson or sales assistant.

**On-the-Job Training:** 1 month.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells products such as paint, plaster, builders' tools, wire, timber, plumbing and electrical supplies, and wood products.

**6201-27 SALES REPRESENTATIVE  
(FLOOR COVERINGS AND  
FURNITURE)**

Represents companies in the wholesaling of floor coverings and furniture.

**SKILL LEVEL**

**Previous Experience:** 1 year as a sales assistant.

**On-the-Job Training:** 1 month.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells products such as carpets, vinyl and underlay, and furniture such as beds, tables, chairs and cabinets.

**6201-29 SALES REPRESENTATIVE  
(FOOD, DRINK AND TOBACCO  
PRODUCTS)**

Represents companies in the wholesaling of food, drink or tobacco products.

**SKILL LEVEL**

**Previous Experience:** 1 year as a sales assistant.

**On-the-Job Training:** 1 month.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

May arrange for the supply and installation of cigarette vending machines or refrigerators in which to store food.

**6201-31 SALES REPRESENTATIVE  
(HOUSEHOLD GOODS AND  
DOMESTIC HARDWARE)**

Represents companies in the wholesaling of household goods and domestic hardware.

**SKILL LEVEL**

**Previous Experience:** 1 year as a sales assistant.

**On-the-Job Training:** 1 month.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells products such as kitchen appliances, refrigerators, radios and televisions, air-conditioners, cooking utensils, lawnmowers and garden tools.

**6201-33 SALES REPRESENTATIVE  
(TOILETRIES)**

Represents companies in the wholesaling of toiletries.

**SKILL LEVEL**

**Previous Experience:** 1-2 years as a sales assistant.

**On-the-Job Training:** 3 months.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells products such as cosmetics, toilet preparations and perfumes.

May arrange training for sales assistants in the use and sales of cosmetic products.

**6201-35 SALES REPRESENTATIVE  
(PHARMACEUTICALS)**

Represents companies in the wholesaling of drugs and medicine to hospitals, pharmacists and medical practitioners.

**SKILL LEVEL**

**Previous Experience:** 3 years as a registered nurse or medical technical officer or technician.

**On-the-Job Training:** 3-6 months.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells prescription drugs to health diagnosis and treatment practitioners, and hospitals.

Describes the purposes for which drugs may be used.

Describes the therapeutic and side effects of drugs.

Provides technical descriptions of drugs.

**6201-37 SALES REPRESENTATIVE  
(TEXTILES, CLOTHING AND  
FOOTWEAR)**

Represents companies in the wholesaling of textiles, clothing and footwear.

**SKILL LEVEL**

**Previous Experience:** 1 year as a sales assistant.

**On-the-Job Training:** 3 months.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

Sells products such as fabrics, clothing and footwear.

May arrange fashion shows.

**6201-99 SALES REPRESENTATIVES, nec**

This residual grouping covers sales representatives not elsewhere classified.

**SKILL LEVEL**

**Previous Experience:** 1-2 years as a sales assistant.

**On-the-Job Training:** 1-2 months.

**DUTIES**

Performs duties covered by the General Description Sales Representative.

**SPECIALISATIONS**

**Sales Representative (Jewellery and Watches)**

**Sales Representative (Musical Goods)**

**Sales Representative (Photographic Equipment and Supplies)**

**Sales Representative (Printing)**

**MINOR GROUP 63**  
**SALES ASSISTANTS**

Sales Assistants sell merchandise in retail or other establishments, usually working in a shop environment.

**SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with Year 10 at secondary school and 1 month on-the-job training.

**DUTIES** include:

arranging items on display; discussing with customers their requirements and preferences; informing customers of characteristics and prices of goods; receiving payment for goods; operating cash register and issuing receipts or dockets; wrapping and arranging delivery of purchased goods; and participating in regular stocktakes.

**CONTENT**

<b>6301</b>	<b>SALES ASSISTANTS</b>
6301-01	Supervisor, Sales Assistants
6301-11	Sales Assistant (Hardware and Gardening Supplies)
6301-13	Sales Assistant (Fabrics, Clothing and Footwear)
6301-15	Sales Assistant (Food and Drink Products)
6301-17	Sales Assistant (Furniture, Floor Coverings and Household Goods)
6301-19	Sales Assistant (Caravans and Motor Vehicles)
6301-21	Sales Assistant (Stationery, Newspapers and Books)
6301-23	Sales Assistant (Pharmaceutical Products and Toiletries)
6301-25	Sales Assistant (Vehicle Parts and Accessories)
6301-99	Sales Assistants, nec

## UNIT GROUP 6301

### SALES ASSISTANTS

Sales Assistants sell merchandise in a retail or wholesale establishment to members of the general public. They usually work behind the counter in a shop.

#### SKILL LEVEL

The entry requirement for this unit group is completion of years 9-10 at secondary school. 1 month to 4 years on-the-job training is usual.

#### DUTIES include:

- advising customers on the selection, price, delivery, use and care of merchandise
- operating cash register and accepting payment, or preparing invoices or contracts
- packaging merchandise for customer
- stacking and displaying items for sale
- checking stock and participating in stock takes.

#### CONTENT

This Unit Group contains the following occupations:

- 6301-01 Supervisor, Sales Assistants
- 6301-11 Sales Assistant (Hardware and Gardening Supplies)
- 6301-13 Sales Assistant (Fabrics, Clothing and Footwear)
- 6301-15 Sales Assistant (Food and Drink Products)
- 6301-17 Sales Assistant (Furniture, Floor Coverings and Household Goods)
- 6301-19 Sales Assistant (Caravans and Motor Vehicles)
- 6301-21 Sales Assistant (Stationery, Newspapers and Books)
- 6301-23 Sales Assistant (Pharmaceutical Products and Toiletries)
- 6301-25 Sales Assistant (Vehicle Parts and Accessories)
- 6301-99 Sales Assistants, nec

#### RELATED OCCUPATIONS

Unit Group 1501	Shop Managers
Minor Group 62	Sales Representatives
Occupation 6501-15	Door-to-Door Salesperson
Occupation 8999-27	Automotive Parts Recycler

#### 6301-01 SUPERVISOR (SALES ASSISTANTS)

##### Sales Department Manager

Supervises and co-ordinates staff in departments of larger retail establishments engaged in selling merchandise to customers.

#### SKILL LEVEL

**Previous Experience:** 2-5 years as a sales assistant.

#### DUTIES

Performs duties covered by the General Description Supervisor.

Plans and arranges department layout, including display arrangements.

Investigates complaints and arranges for refunds or exchanges of merchandise returned by customers.

Organises and carries out stocktaking.

Maintains contact with Retail Buyers to discuss sales.

May authorise credit and check non-cash payments.

May place orders with warehouses or manufacturers if articles are unavailable from sales floor.

May count cash register receipts or dockets at the close of business.

May prepare displays of merchandise in windows or on sales floors.

May buy stock.

#### RELATED OCCUPATION

Occupation 1501-11 Shop Manager

#### 6301-11 SALES ASSISTANT (HARDWARE AND GARDENING SUPPLIES)

Sells hardware and gardening supplies in retail or wholesale establishments.

#### SKILL LEVEL

**On-the-Job Training:** Up to 3 months.

#### DUTIES

Performs duties covered by the General Description Sales Assistant.

Sells products such as brushware, garden supplies, electrical and plumbing fittings, paint, wire products, building materials, powered hand tools, lawnmowers and powered implements.

May assist with simple repair work on appliances or arrange for repairs.

May saw timber into lengths as requested by customers.

May mix paint and calculate amounts required.

**6301-13 SALES ASSISTANT (FABRICS,  
CLOTHING AND FOOTWEAR)**

Sells soft furnishings, manchester, clothing or footwear in retail or wholesale establishments.

**SKILL LEVEL**

**On-the-Job Training:** Up to 3 months.

**DUTIES**

Performs duties covered by the General Description Sales Assistant.

Sells products such as footwear, haberdashery, knitting wools, ladieswear, menswear, childrens wear, clothing fabrics, soft furnishings including bedspreads, cushions and curtains, and manchester items including sheets, towels, pillowcases and quilts.

May take customers' measurements to select correct sizes of goods.

May arrange for clothes to be altered to fit customers.

May calculate length of fabrics.

May suggest and display accessories and colour combinations of fabrics or clothes.

**6301-15 SALES ASSISTANT (FOOD AND  
DRINK PRODUCTS)**

Sells food and drink products in retail or wholesale establishments.

**SKILL LEVEL**

**On-the-Job Training:** Up to 3 months.

**DUTIES**

Performs duties covered by the General Description Sales Assistant.

Sells products such as milk, bread, confectionery, meat, fruit, vegetables, liquor and soft drink.

May prepare food and drinks.

May clean and wash eating areas and cooking utensils.

May sell a range of products in mixed businesses or supermarkets.

**SPECIALISATIONS**

**Bottle Shop Attendant**

**Canteen Assistant**

**RELATED OCCUPATIONS**

Unit Group 6503 Bar Attendants

Unit Group 6505 Waiters and Waitresses

**6301-17 SALES ASSISTANT (FURNITURE,  
FLOOR COVERINGS AND  
HOUSEHOLD GOODS)**

Sells furniture, floor coverings, household appliances and home improvement items in retail or wholesale establishments.

**SKILL LEVEL**

**On-the-Job Training:** Up to 3 months.

**DUTIES**

Performs duties covered by the General Description Sales Assistant.

Sells products such as floor coverings, underlay, kitchen appliances, heating equipment, electrical appliances, china, glassware, cutlery and crockery.

May calculate floor covering requirements.

May arrange for products to be delivered and installed.

May inform customers of after-sales service availability.

May undertake manufacturers' training courses to increase knowledge of products.

**6301-19 SALES ASSISTANT (CARAVANS  
AND MOTOR VEHICLES)**

Sells new and used motor vehicles, motor cycles, boats, caravans and earthmoving equipment in retail or wholesale establishments.

**SKILL LEVEL**

**On-the-Job Training:** Up to 3 months.

**DUTIES**

Performs duties covered by the General Description Sales Assistant.

Sells products such as new and used motor vehicles, motor cycles, boats, caravans, tractors, harvesters, cherry-pickers, cranes and earthmoving equipment.

May assist with pre-delivery checks to ensure vehicles are functioning correctly.

May offer trade-in prices for vehicles.

May sell attachments for vehicles.

May assist with arranging loans for customers.

May inform customers of warranty conditions and after-sales service availability.

May provide customers with lists of optional accessories available for vehicles.

May sell vehicle accessories.

**6301-21 SALES ASSISTANT  
(STATIONERY, NEWSPAPERS  
AND BOOKS)**

Sells newspapers, books, stationery and office supplies in retail or wholesale establishments.

**SKILL LEVEL**

**On-the-Job Training:** Up to 3 months.

**DUTIES**

Performs duties covered by the General Description Sales Assistant.

Sells products such as newspapers, magazines, journals, books, cards, pens, pencils, paper and office supplies, and art supplies including paints and brushes.

May arrange for newspapers and journals to be delivered to customers.

May act as agents for services such as lottery systems and dry-cleaning.

**SPECIALISATION****Sales Assistant (Office Supplies)****6301-23 SALES ASSISTANT  
(PHARMACEUTICAL PRODUCTS  
AND TOILETRIES)**

Sells cosmetics, perfumes, patent medicines and toiletries in retail or wholesale establishments.

**SKILL LEVEL**

**On-the-Job Training:** Up to 3 months.

**DUTIES**

Performs duties covered by the General Description Sales Assistant.

Sells products such as cosmetics, non-prescription pharmaceuticals, toiletries, first aid supplies, shampoo, soap and perfumes.

May demonstrate cosmetics.

May advise customers on the correct application and storage of patent medicines.

May undertake manufacturers' training courses to increase knowledge of products.

**SPECIALISATION****Chemist Shop Assistant****6301-25 SALES ASSISTANT (VEHICLE  
PARTS AND ACCESSORIES)**

Sells vehicle accessories and spare parts in retail or wholesale establishments.

**SKILL LEVEL**

**On-the-Job Training:** 1-4 years.

**DUTIES**

Performs duties covered by the General Description Sales Assistant.

Sells products such as vehicle spare parts, tyres, tubes, car radios and cassettes, seat covers, lights, tow bars, mirrors, batteries, lubricating oils, petrol and petroleum products.

Receives orders for parts.

Determines part sizes and details such as vehicle make, model, manufacturer and year.

Searches microfiche lists or books to find part numbers and cost.

Obtains parts from storage.

Calculates sales tax, discounts and prices to prepare accounts.

Packages and despatches parts.

May unpack, sort and store parts.

May collect and deliver parts.

May assist with repairing or replacing parts or components.

May arrange for products to be installed.

**SPECIALISATIONS****Apprentice Automotive Parts Interpreter****Automotive Parts Interpreter****Sales Assistant (Tyres)****6301-99 SALES ASSISTANTS, nec**

This residual grouping covers sales assistants not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** Up to 12 months.

**SPECIALISATIONS****Sales Assistant (EDP and Office Equipment)**

Sells products such as calculators, computers, printers, computer software packages, photocopiers, industrial video cassette recorders, word processors and office equipment accessories in retail or wholesale establishments.

**Sales Assistant (Musical Equipment and Supplies)**

Sells products such as musical instruments, cases and parts, records, pre-recorded tapes, sheet music and music equipment accessories in retail or wholesale establishments.

**Sales Assistant (Photographic Equipment and Supplies)**

Sells products such as cameras, projectors, film, enlargers, processing equipment, photographic chemicals and accessories in retail or wholesale establishments.

**Sales Assistant (Sports Equipment and Toys)**

Sells products such as camping, sporting, climbing, sailing, skiing, hobby and athletic equipment, and clothing, cycles and parts, toys and indoor games, in retail or wholesale establishments.

**Sales Assistant (Watches and Jewellery)**

Sells products such as watches, clocks, precious stones, ceramics, silverware, pewter and costume jewellery in retail or wholesale establishments.

## MINOR GROUP 64

### TELLERS, CASHIERS AND TICKET SALESPERSONS

Tellers, Cashiers and Ticket Salespersons conduct monetary transactions, receiving payment, wagers or deposits from customers in return for goods or services provided, and giving change, winnings, withdrawn savings, tickets or other receipts to customers.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with Year 10 at secondary school and 1-6 months on-the-job training. However, some require clerical experience.

#### DUTIES include:

receiving cash or cheques from customers, or conducting transactions on credit (including checking cardholder's identity and credit limit); operating cash register or computer terminal to process payment or deposit; verifying records to ensure that all details of the transaction are correct, including the amount of money exchanged; paying out money for change, withdrawals or winnings; issuing receipts or tickets; recording transactions; counting money and tickets at the end of the shift; providing information to enquiring customers about other services offered by the establishment.

#### CONTENT

<p><b>6401</b>    <b>TELLERS</b>  6401-01    Supervisor, Tellers  6401-11    Teller</p>
---

<p><b>6403</b>    <b>CASHIERS</b>  6403-01    Supervisor, Cashiers  6403-11    Checkout Operator  6403-13    Office Cashier</p>
---

<p><b>6405</b>    <b>TICKET SALESPERSONS</b>  6405-11    Ticket Seller  6405-13    Transport Conductor</p>
--

**UNIT GROUP 6401****TELLERS**

Tellers receive and pay out money in financial and commercial institutions.

**SKILL LEVEL**

The entry requirement for this unit group is completion of year 11-12 at secondary school and 6 months experience as a clerk. 2 months on-the-job training is usual.

**DUTIES** include:

- receiving money or cheques
- verifying records and issuing receipts
- paying out money from customers' accounts
- crediting or debiting customers' accounts
- recording daily or periodical transactions
- balancing cash and informing management of cash position
- operating computerised cash register or terminal.

**CONTENT**

This Unit Group contains the following occupations:

6401-01 Supervisor, Tellers  
6401-11 Teller

**6401-01 SUPERVISOR, TELLERS**

Supervises the activities of workers engaged in receiving and disbursing money in banks or other financial or commercial institutions.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a teller.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Records daily balances of receipts and disbursements.

Requisitions daily cash requirements.

Investigates telling discrepancies.

**6401-11 TELLER**

Receives and pays out money, keeps records of transactions, issues receipts and cashes cheques.

**SKILL LEVEL**

**Education:** Year 11-12.

**Previous Experience:** 6 months as a clerk.

**On-the-Job Training:** 2 months.

**DUTIES**

Accepts money or cheques deposited by customers, verifies records and receipts, and credits customers' accounts.

Pays money to customers according to advice slips, cheques or negotiable documents, and debits customers' accounts.

Provides change and cashes cheques.

Records transactions.

Balances cash and advises supervisors of cash position or discrepancies.

May use computerised cash registers or terminals.

May answer customer enquiries.

May open and close accounts for customers.

**UNIT GROUP 6403****CASHIERS**

Cashiers receive cash, register payments, make payments and bank funds on behalf of retail stores or other organisations.

**SKILL LEVEL**

The entry requirement for this unit group is completion of year 10 at secondary school. 1-4 weeks on-the-job training is usual.

**DUTIES** include:

- checking goods purchased by customers
- operating a cash register
- receiving cash or credit card payment and issuing receipts
- processing payment received through mail



- counting and recording moneys received and checking against sales dockets or other documentation
- preparing petty cash disbursements
- arranging and conducting banking business.

### CONTENT

This Unit Group contains the following occupations:

6403-01 Supervisor, Cashiers  
6403-11 Checkout Operator  
6403-13 Office Cashier

#### 6403-01 SUPERVISOR, CASHIERS

Supervises and co-ordinates the activities of workers engaged in handling money and operating cash registers or check-out consoles.

##### SKILL LEVEL

**Previous Experience:** 3-5 years as a cashier.

**On-the-Job Training:** 3 months.

##### DUTIES

Performs duties covered by the General Description Supervisor.

Records or checks summaries of daily transactions.

Arranges supply of cash requirements for operations.

Investigates cash discrepancies.

May collect cash from cashiers for banking.

##### SPECIALISATION

**Check-out Supervisor**

#### 6403-11 CHECKOUT OPERATOR

Checks and enters prices of goods purchased by customers, operates cash registers and receives payments.

##### SKILL LEVEL

**On-the-Job Training:** 1 month.

##### DUTIES

Receives goods selected by customers, registers prices and totals amounts.

Receives cash, cheques or credit cards as means of payment, and gives change.

May wrap or pack goods.

May direct customers to locations of goods.

##### SPECIALISATION

**Service Station Console Operator**

##### RELATED OCCUPATIONS

Minor Group 63      Sales Assistants

#### 6403-13 OFFICE CASHIER

Receives and banks takings and makes payments.

##### SKILL LEVEL

**Previous Experience:** 1 year as a clerk or sales assistant.

**On-the-Job Training:** 1 month.

##### DUTIES

Receives payments from customers.

Counts and records money received, and checks amounts against sales dockets or other documentation.

Arranges and conducts banking.

Cashes authorised cheques.

Prepares petty cash disbursements.

May prepare wages.

---

## UNIT GROUP 6405

### TICKET SALESPERSONS

Ticket Salespersons collect fares, sell tickets and make reservations for travel, sporting or entertainment venues, or accept wagers and pay out minor winnings in lottery offices or betting shops.

##### SKILL LEVEL

The entry requirement for this unit group is completion of year 9-10 at secondary school. 2-4 weeks on-the-job training is usual.

##### DUTIES include:

- receiving fares and issuing tickets, working either aboard a bus or tram or at a stop
- accounting for money and unsold tickets at end of shift
- checking available seating, services and timetables and making reservations over-the-counter or by telephone

- issuing tickets or receipts
- accepting wagers and issuing tickets
- paying out winning bets and minor lottery winnings.

**CONTENT**

This Unit Group contains the following occupations:

6405-11 Ticket Seller  
6405-13 Transport Conductor

**6405-11 TICKET SELLER**

Sells tickets for sporting or entertainment venues, travel, lotteries or betting, and makes reservations.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Receives customers' requests and money.

Checks ticket availability and service times, and makes reservations.

Issues tickets, receipts and change.

Answers inquiries.

May contact customers to cancel or confirm reservations.

May arrange accommodation.

May check-in baggage and issue baggage dockets.

May announce arrival, departure and commencement times.

**SPECIALISATIONS****Airline Traffic Officer (Passenger Service)**

Assists airline passengers between flights with boarding, flight procedures, locating luggage and giving directions.

Chaperones unaccompanied children in transit.

**Booking Clerk****Reservations Clerk****TAB Clerk****6405-13 TRANSPORT CONDUCTOR**

Receives fares and issues tickets on transport vehicles.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 weeks.

**DUTIES**

Collects tickets and change from depot clerks.

Accepts fares from passengers, and issues tickets and change.

Signals drivers to start or stop vehicles.

Accounts for money and unsold tickets at end of shifts.

May sell weekly or monthly tickets at central ticket agencies.

May assist passengers with baggage.

May oversee passenger safety and behaviour.

**SPECIALISATIONS****Bus Conductor****Train Conductor****Tram Conductor**

**MINOR GROUP 65**  
**MISCELLANEOUS SALESPERSONS**

Miscellaneous Salespersons perform duties which involve the sale of goods and non-personal services, at outdoor locations or in licensed establishments.

**SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with Year 10 at secondary school, and 1-12 months on-the-job training. However, some require higher qualifications.

**DUTIES** include:

selling goods from vans or footpaths; buying goods for immediate resale to the public; mixing and selling drinks in bars and restaurants; serving food and drink to customers in restaurants; advising clients on travel options, tours and accommodation, and making bookings for them; auctioning items on behalf of owners; demonstrating products in retail establishments; and arranging and providing rental, motor vehicle driveway service and other non-personal services.

**CONTENT**

<b>6501</b>	<b>STREET VENDORS, CANVASSERS AND SALES DRIVERS</b>
6501-01	Supervisor, Street Vendors, Canvassers and Sales Drivers
6501-11	Scrap Merchant
6501-13	Cash Van Salesperson
6501-15	Door-to-Door Salesperson
6501-17	Street Vendor

<b>6507</b>	<b>TRAVEL AGENTS</b>
6507-11	Travel Agent (Commercial)
6507-13	Tourist Officer

<b>6503</b>	<b>BAR ATTENDANTS</b>
6503-01	Supervisor, Bar Attendants
6503-11	Bar Attendant

<b>6599</b>	<b>OTHER SALESPERSONS</b>
6599-11	Auctioneer
6599-13	Auction Room Attendant
6599-15	Sales Demonstrator
6599-17	Rental Salesperson
6599-19	Service Counter Clerk
6599-21	Service Station Attendant
6599-99	Salespersons, nec

<b>6505</b>	<b>WAITERS AND WAITRESSES</b>
6505-01	Supervisor, Waiters and Waitresses
6505-11	Formal Service Waiter/Waitress
6505-13	Drink Waiter/Waitress
6505-15	Waiter/Waitress (General)

**UNIT GROUP 6501****STREET VENDORS, CANVASSERS AND SALES DRIVERS**

Street Vendors, Canvassers and Sales Drivers sell or buy merchandise at a set outdoor location or route or solicit orders and sell merchandise by telephone or door-to-door.

**SKILL LEVEL**

The entry requirement for this unit group is completion of year 10 at secondary school. Some occupations require 1-3 years sales experience. 1-3 months on-the-job training is usual.

**DUTIES** include:

- appraising items for sale, offering price and negotiating contract for collection
- displaying products or catalogue of products to customers or describing merchandise over the telephone
- receiving payment on the spot or arranging for delivery of goods and collection of payment
- stocking and driving van for door-to-door sales
- loading and unloading push-cart or truck to transport goods to street location.

**CONTENT**

This Unit Group contains the following occupations:

6501-01 Supervisor, Street Vendors, Canvassers and Sales Drivers  
6501-11 Scrap Merchant  
6501-13 Cash Van Salesperson  
6501-15 Door-to-Door Salesperson  
6501-17 Street Vendor

**6501-01 SUPERVISOR, STREET VENDORS, CANVASSERS AND SALES DRIVERS**

Supervises and co-ordinates the activities of workers engaged in street vending, canvassing or door-to-door selling.

**SKILL LEVEL**

**Previous Experience:** 1-3 years as a street vendor, canvasser and sales driver.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Conducts training sessions to ensure that salespersons understand procedures to be used and products or services to be sold.

May arrange for advertising of goods and services.

**6501-11 SCRAP MERCHANT****Scrap Materials Buyer**

Buys scrap materials from private, industrial and commercial establishments and resells them.

**SKILL LEVEL**

**Previous Experience:** 1-3 years as a sales assistant.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Contacts households and establishments to purchase scrap materials.

Appraises items available for sale and makes offers of price or negotiates contracts.

Re-negotiates contracts when they expire or when variations occur in the amount of scrap collected.

Offers items for sale and arranges for delivery and payment.

May process metals by pressing into bales.  
May maintain lists of metal prices and trends.  
May sort items into groups.  
May arrange for items to be recycled.

**SPECIALISATION****Bottle Dealer****6501-13 CASH VAN SALESPERSON****Van Salesperson**

Drives vans or trucks on established routes to deliver and sell goods or services on a retail or wholesale basis.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**Registration/Licensing:** Drivers' licence required.

**DUTIES**

Loads vans with items and delivers goods to customers.

Writes delivery orders and collects payments for deliveries.

Loads vans with empty containers, unused and unsold merchandise, or articles to be serviced, for return to depots.

Informs customers of new products or services.

May call on prospective customers to solicit new orders.

May unload stock on to shelves.

May set up displays and posters on vans or trucks.

**SPECIALISATION****Milk Vendor**

**6501-15 DOOR-TO-DOOR SALESPERSON**

Sells books, magazines, cosmetics, kitchen items and other merchandise from door to door.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Displays sample products or catalogues to customers and explains qualities of products.

Writes orders and provides customers with dockets and delivery dates.

Delivers or arranges for delivery of merchandise, and collects payments.

Records customers' orders and addresses, and provides customers with delivery dates.

May develop lists of prospective customers or follow-up those supplied by management.

May arrange back-up and after-sales service.

May distribute advertising literature and leave samples.

May telephone customers and explain type, quality and price of merchandise or services available.

May arrange for typing and distribution of letters to advertise merchandise or services.

**SPECIALISATIONS**

**Canvasser**

Sells merchandise or services by soliciting orders from customers by telephone or letter.

**Fund Raiser**

**6501-17 STREET VENDOR**

Sells goods to customers at street locations.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**Registration/Licensing:** May be required.

**DUTIES**

Collects goods and loads them on to push-carts or trucks for transporting to street location.

Displays and arranges goods on stands or on footpaths.

Receives payments from customers for goods sold and gives change.

May have a permanent location or stand.

May operate from a street stall or stationery van.

**SPECIALISATION**

**Newsboy/girl**

Sell newspapers and periodicals on the street.

---

**UNIT GROUP 6503**

**BAR ATTENDANTS**

Bar Attendants prepare and serve drinks to patrons in licensed drinking establishments.

**SKILL LEVEL**

The entry requirement for this unit group is a 3 month certificate. 3 months on-the-job training is usual.

**DUTIES** include:

- taking orders for drinks at the bar
- pouring and mixing cocktails and other drinks
- operating a cash register
- receiving payment for drinks and snacks
- replenishing drink dispensers, shelves and refrigerators with new supplies
- washing used glassware
- cleaning the bar service area.

**CONTENT**

This Unit Group contains the following occupations:

- 6503-01 Supervisor, Bar Attendants
- 6503-11 Bar Attendant

**6503-01 SUPERVISOR, BAR ATTENDANTS**

**Bar Manager**

Supervises and co-ordinates the activities of workers engaged in preparing, mixing and serving drinks to patrons in hotels, restaurants, clubs and other licensed establishments.

**SKILL LEVEL**

**Previous Experience:** 3 years as a bar attendant.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Inspects storage and bar facilities to ensure that they are clean, functional and meet health regulations.

**6503-11 BAR ATTENDANT****Barmaid/Barman  
Bar Steward/Stewardess**

Prepares, mixes and serves drinks to patrons in licensed establishments.

**SKILL LEVEL**

**Education:** 3 month certificate.

**On-the-Job Training:** 3 months.

**DUTIES**

Serves and sells cocktails, mixed drinks, bottled, canned and other alcoholic and non-alcoholic drinks.

Mixes ingredients such as liquor, soda, water, fruit juices, sugar and bitters to prepare cocktails and other drinks.

Sells light snacks.

Collects payment for sales and operates cash registers.

Replenishes drink dispensers, shelves and refrigerators.

Taps kegs and attaches them to supply lines.

Washes glassware by hand or places into dishwashing machines.

Arranges bottles and glasses on shelves or benches.

Cleans and maintains bar service area.

May slice fruits to garnish drinks.

**UNIT GROUP 6505****WAITERS AND WAITRESSES**

Waiters and Waitresses welcome patrons and serve food and beverages to tables in dining establishments.

**SKILL LEVEL**

The entry requirement for this unit group is a 20 week certificate or a 4 year trade certificate. 1-12 months on-the-job training is usual.

**DUTIES** include:

- receiving and recording dining reservations by telephone
- welcoming patrons, and escorting them to tables
- setting tables with clean linen, cutlery and glasses
- presenting menus and wine lists to patrons
- writing order and relaying it to kitchen or bar staff
- serving food and wine
- attending patrons to fulfill any additional requests
- preparing and presenting bill and receiving payment.

**CONTENT**

This Unit Group contains the following occupations:

- 6505-01 Supervisor, Waiters and Waitresses
- 6505-11 Formal Service Waiter/Waitress
- 6505-13 Drink Waiter/Waitress
- 6505-15 Waiter/Waitress (General)

**6505-01 SUPERVISOR, WAITERS AND  
WAITRESSES****Headwaiter/waitress  
Maitre D'Hotel**

Supervises and co-ordinates the activities of workers engaged in serving food and beverages to patrons in hotels, restaurants, clubs and dining establishments.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a waiter or waitress.

**On-the-Job Training:** 2 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Ensures that tables, chairs, table settings and decorations are properly arranged.

Receives and records dining reservations by telephone.

Makes arrangements for special functions.

Welcomes patrons, escorts them to their tables and presents them with menus.

**SPECIALISATION****Dining Room Host/Hostess**

Greets patrons in hotels, restaurants, clubs and dining establishments and co-ordinates food service.

**6505-11 FORMAL SERVICE  
WAITER/WAITRESS****Silver Service Waiter/Waitress**

Serves food and beverages, in a formal dining setting, to patrons in hotels, restaurants, clubs and similar dining establishments.

**SKILL LEVEL**

**Education and Training:** a trade certificate.

**DUTIES**

Sets tables.  
Presents menus to patrons and suggests dishes.  
Answers questions regarding service and food preparation.  
Takes orders and relays them to kitchen or bar staff.  
Carries trays or pushes carts to transport food and beverages to tables.  
Garnishes dishes and carves meat.  
Serves food from chafing or warming dishes at tables.  
Attends to patrons to fulfill additional requests and ensure delivery of courses at appropriate times.  
Presents bills to patrons and accepts payment.  
Clears tables and returns dishes and cutlery to kitchens.  
Removes linen and places it in containers for laundering.

**6505-13 DRINK WAITER/WAITRESS**

Suggests and serves wine to patrons in hotels, restaurants, clubs and dining establishments.

**SKILL LEVEL**

**Education:** 20 week certificate, or trade certificate.

**On-the-Job Training:** 1 year.

**DUTIES**

Studies menus and wine lists to recommend wines to complement food orders.  
Greets patrons, presents them with wine lists and suggests wines.  
Takes drinks orders and obtains beverages from bar attendants.

Delivers drinks to tables.  
Opens wine bottles and pours wine.  
Adds drinks costs to bills.  
Refills and replaces glasses.  
Removes empty bottles from tables.  
May present wines to patrons for their approval.

**SPECIALISATIONS**

**Wine Steward/Stewardess**

**Wine Waiter/Waitress**

**6505-15 WAITER/WAITRESS (GENERAL)**

**Food Steward/Stewardess**

Serves food and beverages to patrons in dining establishments.

**SKILL LEVEL**

**On-the-Job Training:** 1-6 months.

**DUTIES**

Set tables.  
Presents menus to patrons and answers questions regarding food preparation.  
Takes orders and relays them to kitchen staff or bar attendants.  
Serves food and beverages.  
Presents bills to patrons.  
Clears tables and returns dishes and cutlery to kitchens.  
May move and arrange tables and chairs.  
May serve drinks.

**SPECIALISATION**

**Dining Room Attendant**

---

**UNIT GROUP 6507**

**TRAVEL AGENTS**

Travel Agents plan and organise travel and accommodation arrangements.

**SKILL LEVEL**

The entry requirement for this unit group is a 1 year certificate. 1-3 months on-the-job training is usual.

**DUTIES** include:

- providing literature and information to travellers concerning local, interstate and international tours, travel routes, accommodation and fares
- discussing clients' requirements and advising on suitable options
- making travel and accommodation bookings
- notifying clients of luggage limits and medical, passport, visa and currency requirements
- planning and preparing written itinerary with clients
- selling tickets and receiving payment
- recording sales transactions

**CONTENT**

This Unit Group contains the following occupations:

- 6507-11 Travel Agent (Commercial)
- 6507-13 Tourist Officer

**6507-11 TRAVEL AGENT (COMMERCIAL)****Travel Consultant**

Plans travel and accommodation for clients, and makes travel bookings.

**SKILL LEVEL**

**Education:** 1 year certificate.

**On-the-Job Training:** 3 months.

**Registration/Licensing:** May be required.

**DUTIES**

Determines travel, accommodation and special interest requirements of clients.

Studies travel routes and considers cost, availability and convenience of transport options and suggests itineraries.

Makes and confirms travel and accommodation reservations and informs clients of bus, plane, ship and train connections.

Notifies clients of travel dates, baggage limits, medical and visa requirements.

Provides information on tourist attractions or tours available, and procedures for lost or stolen documents.

Maintains records of transactions.

Ensures that travel clearances are obtained.

Gives clients itineraries and tickets for travel and vouchers for accommodation, and collects payment.

May provide information on travel insurance, overseas climate and customs, and use of credit cards or travellers' cheques.

**6507-13 TOURIST OFFICER****Tourist Adviser**

Provides travel and accommodation information to tourists.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Answers queries from tourists and offers suggestions on tours, travel routes and accommodation.

Provides literature and information on local and interstate tours and places of interest.

Discusses transport availability and cost.

May arrange tickets for travel and accommodation and collect payment.

May assist travel agents in preparing itineraries for tourists.

## UNIT GROUP 6599 OTHER SALESPERSONS

This unit group covers salespersons not elsewhere classified.

**SKILL LEVEL**

The entry requirement for this unit group generally is completion of year 10 at secondary school. However, some occupations require higher qualifications and 2 years sales experience. 1-12 months on-the-job training is usual.

**CONTENT**

This Unit Group contains the following occupations:

6599-11 Auctioneer  
6599-13 Auction Room Attendant  
6599-15 Sales Demonstrator  
6599-17 Rental Salesperson  
6599-19 Service Counter Clerk  
6599-21 Service Station Attendant  
6599-99 Salespersons, nec

**6599-11 AUCTIONEER**

Sells property or merchandise at public or private auctions.

**SKILL LEVEL**

**Education:** 1 year certificate.

**Previous Experience:** 2 years as an auction room attendant or real estate salesperson.

**Registration/Licensing:** Required by government authorities.

**DUTIES**

Inspects property or articles for auction and lists items to be catalogued.

Arranges publicity and conditions of sale for auctions.

Sets reserve prices in consultation with vendors.

Advises conditions of sale to prospective bidders and describes articles as they are presented.

Conducts auctions.

Calls for bids and accepts or rejects offers made by interested buyers.



Maintains records of sales.  
Supervises the activities of auction room attendants.  
May organise the preparation and distribution of catalogues.  
May arrange the display of merchandise for inspection prior to auctions.

**6599-13 AUCTION ROOM ATTENDANT**

Assists auctioneers to sell property or merchandise, assembles and arranges merchandise for sale, and receives payments for goods.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Receives articles and lists them in catalogues.  
Numbers articles for identification.  
Arranges lots in sequence and positions them for display.  
Displays articles during auctions.  
Prepares articles for despatch when sold.  
May draw auctioneers' attention to bidders during auctions.  
May approach bidders to record sales, and arrange methods of payment and delivery.

**6599-15 SALES DEMONSTRATOR**

Demonstrates articles and appliances for sale in wholesale, retail or industrial establishments, at exhibitions, or in private homes.

**SKILL LEVEL**

**On-the-Job Training:** 3-12 months.

**DUTIES**

Arranges displays of articles and appliances.  
Explains the functions and qualities of articles and demonstrates articles to audiences.  
Provides answers to questions about products.  
May offer advice on the use of articles or appliances.  
May sell goods or take orders at demonstrations.

**6599-17 RENTAL SALESPERSON**

**Rental Clerk**

Rents equipment or items to individuals, businesses or commercial organisations.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Determines the requirements of renters.  
Demonstrates items and suggests selections.  
Notes the condition of equipment prior to rental and checks the condition on return to determine whether damages should be charged.

Prepares dockets or contracts which detail customers' addresses and duration, costs and conditions of rental.  
May arrange delivery of items to customers.

**6599-19 SERVICE COUNTER CLERK**

Accepts articles for servicing or repair in retail sales or service establishments.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Quotes prices for the service or repair of articles.  
Estimates completion dates for services.  
Issues dockets to customers and documents articles prior to despatch to service departments.  
Returns articles to customers.  
Records cash receipts.  
Performs minor stock control procedures.  
May sell accessories or parts for products stocked.

**6599-21 SERVICE STATION ATTENDANT**

**Driveway Attendant**

Sells fuel, lubricants and other automotive accessories, and performs minor maintenance on motor vehicles at retail service stations.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Fills fuel tanks with fuel.  
Measures the level of oil in engines using dipsticks.  
Checks water levels in radiators and batteries.  
Measures air pressure in tyres.  
Replenishes oil, water and air.  
Receives money and gives change.  
Cleans petrol pumps and surrounding areas.  
May undertake stock control.  
May wash windscreens of vehicles.  
May sell grocery items.  
May drive vehicles and collect automotive spare parts.  
May assist mechanics in minor car cleaning and repair duties.

**6599-99 SALESPERSONS, nec**

This residual grouping covers salespersons not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**SPECIALISATION**

**Model**

Displays and demonstrates clothing or other goods.



## MINOR GROUP 66 PERSONAL SERVICE WORKERS

Personal Service Workers provide basic nursing, child care and other services to individuals for the enhancement of their health, welfare and comfort.

### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with a 1-2 year certificate and 1-24 months on-the-job training.

### DUTIES include:

serving meals to children in child care establishments, to persons requiring care at home, or to passengers in ships, trains and aircraft; explaining safety procedures to passengers; giving emotional support to sick, distressed or aged persons; bathing and dressing children, hospital patients, and sick or aged persons in their own homes; cleaning medical equipment and homes of invalids; monitoring patients' vital signs; minding children; arranging funerals on behalf of bereaved clients; providing facial therapy to enhance health and beauty; and massaging muscles to enhance condition.

### CONTENT

<b>6601</b>	<b>CHILD CARE, REFUGE AND RELATED WORKERS</b>
6601-11	Pre-School Aide
6601-13	Child Care Aide
6601-15	Child Care Attendant
6601-17	Hostel Parent
6601-19	Child Care Group Worker
6601-21	Refuge Worker
6601-99	Child Care, Refuge and Related Workers, nec

<b>6607</b>	<b>HOME COMPANIONS AND AIDES</b>
6607-11	Home Companion
6607-13	Family Aide

<b>6609</b>	<b>TRAVEL STEWARDS</b>
6609-01	Supervisor, Travel Stewards
6609-11	Flight Attendant
6609-13	Marine Steward
6609-15	Railway Steward

<b>6603</b>	<b>ENROLLED NURSES</b>
6603-11	Enrolled Nurse
6603-91	Student Enrolled Nurse

<b>6699</b>	<b>OTHER PERSONAL SERVICE WORKERS</b>
6699-11	Funeral Director
6699-13	Tourist Guide
6699-15	Beauty Therapist
6699-17	Masseur/Masseuse
6699-99	Personal Service Workers, nec

<b>6605</b>	<b>DENTAL NURSES</b>
6605-11	Dental Nurse

**UNIT GROUP 6601****CHILD CARE, REFUGE AND RELATED WORKERS**

Child Care, Refuge and Related Workers provide care and supervision for children in pre-schools, residential child care establishments (including government security institutions) and non-residential care centres, and provide residents of refuges with emotional support and a referral service.

**SKILL LEVEL**

The entry requirement for this unit group is completion of year 10 at secondary school. However, some occupations require a 1-2 year certificate or 1-5 years child care experience. 1-12 months on-the-job training is usual. Registration may be required.

**DUTIES** include:

- planning, conducting and participating in programs of games and activities to encourage social, emotional, physical and intellectual development in children
- laying out toys, recreational equipment, paints, paper, glue, clay and other materials for children's activities
- waking, washing, dressing and feeding children in residential care
- explaining behaviour standards
- preparing disciplinary reports on children in security institutions
- implementing disciplinary measures
- preparing and serving meals
- cleaning premises and putting equipment away
- organising accommodation in refuges
- ensuring refuge security
- referring refuge residents to appropriate qualified practitioners, authorities or agencies for assistance
- caring for disabled or handicapped children.

**CONTENT**

This Unit Group contains the following occupations:

6601-11 Pre-School Aide  
6601-13 Child Care Aide  
6601-15 Child Care Attendant  
6601-17 Hostel Parent  
6601-19 Child Care Group Worker  
6601-21 Refuge Worker  
6601-99 Child Care, Refuge and Related Workers, nec

**RELATED OCCUPATIONS**

Occupation 2401-11	Pre-Primary School Teacher
Minor Group 34	Registered Nurses
Unit Group 3901	Welfare Para-professionals

**6601-11 PRE-SCHOOL AIDE**

Under the control of pre-school teachers, provides care and supervision for children at pre-school centres.

**SKILL LEVEL**

**On-the-Job Training:** 1-6 months.

**Registration/Licensing:** May be required.

**DUTIES**

Demonstrates, supervises and participates in activities which enhance the physical, social, emotional and intellectual development of children in pre-school centres.

Prepares indoor or outdoor areas for learning or recreational activities.

Provides assistance to teachers in the preparation of materials and equipment.

Assists in the implementation of individual and group programs.

May participate in the planning of activities.

May take children on recreational or educational excursions.

**SPECIALISATION**

**Kindergarten Assistant**

**6601-13 CHILD CARE AIDE****Child Care Assistant**

Provides care and supervision for children at non-residential child care centres, and directs the activities of child care attendants.

**SKILL LEVEL**

**Education:** 2 year certificate.

**On-the-Job Training:** 1-6 months.

**Registration/Licensing:** May be required.

**DUTIES**

Supervises and participates in games, activities and programs in day care or child care centres.  
Assists in the preparation of materials and equipment for educational or recreational activities.  
Provides advice and assistance to staff.  
May take children on outings.

**6601-15 CHILD CARE ATTENDANT**

Provides care and supervision for children and babies in child care centres and in other environments.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**DUTIES**

Prepares and conducts activities for children.  
Prepares and lays out materials such as paint, glue, paper, clay, pencils, and recreational and other equipment such as toys.  
Entertains children by reading to them or playing games with them.  
Supervises children in recreational activities.  
Supervises the hygiene of children.  
Dresses and undresses children.  
Prepares and serves food and drinks to children.  
Tidies premises and packs away equipment.

**SPECIALISATIONS**

**Baby Sitter**  
**Child Minder**  
**Children's Nursery Assistant**  
**Creche Attendant**  
**Day Care Worker**

**6601-17 HOSTEL PARENT**

**House Parent**  
**Cottage Parent**

Operates residential child care establishments which provide home environments for children.

**SKILL LEVEL**

**Previous Experience:** 1-5 years as a child care attendant.

**DUTIES**

Plans and implements programs of supervision and care for children.  
Supervises and arranges activities to enhance the physical, social, emotional and intellectual development of children.  
Wakes children, and ensures that they wash, dress and develop hygienic living habits.  
Supervises domestic arrangements of children and develops their social skills.  
Prepares and lays out materials and equipment required in educational and recreational activities.  
Assists in teaching programs and counselling of children.  
Organises, leads and participates in recreational and

other activities and outings.

Maintains discipline and enforces regulations.

May cook and serve meals, clean premises, wash, iron and perform household duties.

May order supplies, keep accounts and attend to administrative matters.

**6601-19 CHILD CARE GROUP WORKER**

Provides care and supervision for children in government security institutions.

**SKILL LEVEL**

**Education:** 1 year certificate.

**On-the-Job Training:** 1 year.

**DUTIES**

Wakes children and ensures they are washed, dressed, fed and ready for educational and recreational activities.

Organises and participates in educational and recreational activities.

Supervises children during domestic activities such as eating meals and showering.

Enforces behaviour standards, compiles disciplinary reports and assists in implementing remedial measures.

May patrol centres, and lock or unlock doors.

May assist in serving meals or performing other housekeeping duties.

**6601-21 REFUGE WORKER**

Provides services and support to people seeking help in refuges.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Organises refuge accommodation.

Provides emotional support to residents of refuges.

Refers people to others for assistance.

Ensures security of refuge.

**6601-99 CHILD CARE, REFUGE AND RELATED WORKERS, nec**

This residual grouping covers child care, refuge and related workers not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 1-6 months.

**SPECIALISATIONS**

**Governess**

Supervises children in educational activities as an employee in a private household.

**Nanny**

Minds children as an employee in a private household.

**Special Teaching Assistant**

Cares for disabled children in special schools.

**UNIT GROUP 6603  
ENROLLED NURSES**

Enrolled Nurses assist registered nurses, doctors and other health professionals by giving basic nursing care to patients in hospitals and nursing homes, caring for infants and young children in infant homes, nurseries and day care centres, and performing ancillary duties, and advise mothers on health matters and infant care.

**SKILL LEVEL**

The entry requirement for this unit group is a 1-2 year certificate. 12-18 months on-the-job training is usual.

**DUTIES** include:

- bathing, dressing and undressing patients
- recording temperature, pulse and respiration rates and fluid intake
- assisting patients with rehabilitation exercises
- advising mothers on feeding, hygiene and health care for infants
- cleaning and sterilising equipment
- assisting in administering machine treatment or in applying traction equipment
- processing, labelling and filing x-rays.

**CONTENT**

This Unit Group contains the following occupations:

- 6603-11 Enrolled Nurse
- 6603-91 Student Enrolled Nurse

**RELATED OCCUPATIONS**

- Occupation 2317-11 Chiropractor
- Minor Group 34 Registered Nurses
- Occupation 3909-11 Ambulance Officer

**6603-11 ENROLLED NURSE**

Assists registered nurses in hospitals, nursing homes and other health care institutions in the provision of patient care.

**SKILL LEVEL**

**Education:** 1-2 year certificate.

**Registration/Licensing:** May be required.

**DUTIES**

Takes patients pulse and temperature and records their fluid intake and output.

Assists in bathing and dressing patients.

Assists patients in rehabilitation exercises and programs.

Cares for babies and children.

Assists in washing, feeding and caring for babies in infant and childcare homes.

Provides for the comfort of patients by assisting in the prevention of pressure sores.

May feed patients.

**SPECIALISATIONS****Mothercraft Nurse**

Cares for mothers, infants and young children.

Advise parents on feeding, healthcare and hygiene.

Arranges referrals to professional health workers, maintains case records and prepares reports for doctors or other health professionals.

**Motherhood Nurse****Nurses' Aide****RELATED OCCUPATIONS**

Unit Group 3401 Registered Nurses

**6603-91 STUDENT ENROLLED NURSE**

Under direction performs routine duties in caring for patients, and receives instruction and training in the skills of Enrolled Nurses.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Undertakes theoretical studies and progressively performs duties described in the occupation Enrolled Nurse, according to a training schedule.

**UNIT GROUP 6605**  
**DENTAL NURSES**

Dental Nurses prepare patients for dental examination and assist Dentists in providing treatment.

**SKILL LEVEL**

The entry requirement for this unit group is a 1 year certificate. 2 years on-the-job training is usual.

**DUTIES** include:

- handing required equipment and medication to dentist
- preparing materials for fillings
- pouring, tracing and mounting plaster models for dental impressions
- taking x-rays, processing and mounting x-ray films
- cleaning mouth with water sprays and suction devices, polishing teeth, applying fluoride
- cleaning and sterilising equipment.

**CONTENT**

This Unit Group contains the following occupation:  
6605-11 Dental Nurse

**6605-11 DENTAL NURSE**

Prepares patients for dental examinations and assists dentists in providing treatment.

**SKILL LEVEL**

**Education:** 1 year certificate.

**On-the-Job Training:** 2 years.

**DUTIES**

Receives and prepares patients.  
Arranges and hands instruments and medication to dentists.  
Prepares dental materials.

Pours, traces and mounts plaster models for dental impressions.

Takes, processes and mounts x-rays.

Uses suction devices and water sprays.

Performs routine maintenance on equipment.

May advise patients on dental health education and post-operative procedures.

May act as receptionist.

May perform billing and other clerical duties.

**SPECIALISATION**

**Dental Assistant**

---

**UNIT GROUP 6607**  
**HOME COMPANIONS AND AIDES**

Home Companions and Aides provide company and services in the home to families and sick or aged persons, and advise on welfare contacts for families experiencing difficulty.

**SKILL LEVEL**

The entry requirement for this unit group is completion of year 10 at secondary school. 1-6 months on-the-job training is usual.

**DUTIES** include:

- providing emotional support and companionship
- shopping for and preparing food
- assisting aged or sick employers with dressing, undressing and moving about
- minding children and attending to their needs
- arranging contacts with financial support organisations and welfare agencies.

**CONTENT**

This Unit Group contains the following occupations:  
6607-11 Home Companion  
6607-13 Family Aide

**RELATED OCCUPATIONS**

Unit Group 2601      Social Workers  
Occupation 3901-15      Welfare Officer

**6607-11 HOME COMPANION****Home Helper**

Provides emotional support, care, solace and companionship for sick or aged people in their homes.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Accompanies employers during daily activities.

May assist patients to move about.

May prepare or present food.

May arrange social activities.

May perform housekeeping duties.

May assist employers in personal hygiene and dressing.

May do shopping and run errands.

**6607-13 FAMILY AIDE****Family Support Worker**

Assists the work of social workers and welfare officers by providing services and support to families disrupted by illness or welfare problems.

**SKILL LEVEL**

**On-the-Job Training:** 6 months.

**DUTIES**

Visits families requiring assistance to determine their needs.

Provides advice and liaison with welfare agencies.

Arranges contact with financial support organisations.

Provides emotional support and companionship.

May assist in the preparation of meals and undertake other housekeeping duties.

May care for children.

**RELATED OCCUPATIONS**

Unit Group 2601      Social Workers  
Occupation 3901-15      Welfare Officer

## UNIT GROUP 6609 TRAVEL STEWARDS

Travel Stewards provide meals and other services for the comfort and safety of passengers in ships, railway sleeping cars and aircraft.

**SKILL LEVEL**

The entry requirement for this unit group is completion of year 10 at secondary school. However, some occupations require 2-3 years waiting experience. 1-3 months on-the-job training is usual.

**DUTIES** include:

- assisting in preparing meals
- serving refreshments, meals and drinks to passengers
- loading and unloading luggage and assisting with hand luggage
- preparing cabin beds and distributing pillows, blankets and reading materials
- answering queries and providing information on taxis and hire cars
- demonstrating the use of life jackets and oxygen masks and explaining other safety procedures
- administering first aid
- providing room service for passengers and crew.

**CONTENT**

This Unit Group contains the following occupations:

6609-01 Supervisor, Travel Stewards  
6609-11 Flight Attendant  
6609-13 Marine Steward  
6609-15 Railway Steward



**6609-01 SUPERVISOR, TRAVEL  
STEWARDS**

Supervises and co-ordinates the activities of workers engaged in attending to the comfort and safety of passengers.

**SKILL LEVEL**

**Previous Experience:** 1 year as a travel steward.

**On-the-Job Training:** 3 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATIONS**

**Aircraft Purser**

**Chief Marine Steward**

**Senior Flight Attendant**

**Senior Railway Steward**

**6609-11 FLIGHT ATTENDANT**

Attends to the safety and comfort of aircraft passengers as aircraft cabin crew.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**DUTIES**

Conducts pre-flight cabin safety checks.

Tidies aircraft cabins, and receives and stows food and equipment.

Conducts pre-flight demonstrations of aircraft safety equipment and procedures and ensures safe stowage of cabin baggage.

Carries out emergency procedures and assists and directs passengers in emergencies.

Directs passengers to seats and assists with their hand luggage.

Monitors passenger seating and behaviour.

Provides first aid treatment and assists passengers who are sick or nervous.

Ensures safety belt and smoking regulations are adhered to.

Distributes reading material, pillows, blankets and other materials for the comfort of passengers.

Serves refreshments and meals.

May provide information about ground transport.

**6609-13 MARINE STEWARD**

Provides cabin, bar and dining services to passengers and crew on ships.

**SKILL LEVEL**

**Previous Experience:** 2-3 years as a waiter or waitress.

**On-the-Job Training:** 4-6 weeks.

**DUTIES**

Cleans ships' cabins, lounges, alleyways and other public areas.

Directs passengers to cabins and assists them with their luggage.

Provides room service for passengers and crew.

Supplies linen and towels, and makes passengers' beds.

Assists in the preparation and serving of meals and drinks.

Checks and replenishes pantry supplies.

Assists in emergency drills.

Answers queries and delivers messages.

May assist with the loading of stores.

**6609-15 RAILWAY STEWARD**

Attends to the comfort and needs of railway passengers.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Checks passengers' tickets and directs them to cabins.

Prepares cabin beds and supplies soap and towels.

Assists with the loading and unloading of passengers' luggage.

Assists in the preparation of food and serves meals and beverages.

May provide blankets or pillows, and assist passengers.

May wake passengers.

**SPECIALISATION**

**Railway Conductor (Sleeping Car)**

---

**UNIT GROUP 6699**

**OTHER PERSONAL SERVICE WORKERS**

This unit group covers personal service workers not elsewhere classified.

**SKILL LEVEL**

The entry requirement for this unit group is completion of year 10 at secondary school. However, some occupations require a 3-6 month certificate or 1-5 years relevant experience. 1-12 months on-the-job training is usual.

## CONTENT

This Unit Group contains the following occupations:

6699-11 Funeral Director  
6699-13 Tourist Guide  
6699-15 Beauty Therapist  
6699-17 Masseur/Masseuse  
6699-99 Personal Service Workers, nec

**6699-11 FUNERAL DIRECTOR****Undertaker  
Mortician**

Arranges and conducts funerals.

**SKILL LEVEL**

**On-the-Job Training:** 1 year.

**Previous Experience:** 3-5 years as a funeral attendant.

**Registration/Licensing:** May be required.

**DUTIES**

Co-ordinates and supervises funeral workers, and makes funeral arrangements.

Interviews families to advise on funeral arrangements, including selection of coffins, type of service and publication of press notices.

Advises on costs and welfare provisions.

Collects bodies from morgues or from transport organisations.

Ensures death certificates have been issued, burial and cremation certificates processed and other legal requirements are met.

Prepares bodies for viewing and burial, by washing, draining body fluids, sewing lips and incisions, applying padding and cosmetics, dressing bodies and placing them in coffins.

Liaises with clergy, and cemetery and crematorium officers.

Co-ordinates the movement of coffins and funeral cars, arranges floral displays and collects attendance and tribute cards.

May arrange the construction of memorials or the disposal of ashes.

**SPECIALISATION****Embalmer****6699-13 TOURIST GUIDE**

Escorts tourists on sightseeing, educational or other tours, and describes points of interest.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 months.

**DUTIES**

Meets passengers and escorts them through buildings, exhibitions or other sightseeing venues.

Collects fares and issues or collects tickets.

Provides commentaries.

Arranges entry to places of interest such as museums, other buildings and nature reserves.

Answers questions and issues brochures and literature.

Reports complaints to agencies.

May plan or rearrange schedules and itineraries.

May liaise with hotels and travel agencies.

May arrange accommodation or bookings.

May drive vehicles or boats.

May operate film or slide projectors.

**SPECIALISATION****Tour Leader**

Escorts groups on tour.

**RELATED OCCUPATION**

Occupation 7101-11 specialisation, Coach Captain

**6699-15 BEAUTY THERAPIST**

Provides facials, facial therapies and skin-care treatments.

**SKILL LEVEL**

**Education:** 6 month certificate.

**Previous Experience:** 6 months as a sales assistant.

**DUTIES**

Selects treatments in consultation with clients.

Cleans skin with water, creams or lotions.

Uses appliances, lamps and cosmetic masks to treat skin and body.

Applies make-up, creams and lotions.

Gives facial massages.

Tints and bleaches facial and body hair.

Maintains client records.

May sell cosmetic materials and appliances.

May pluck eyebrows and apply false eyelashes.

May advise clients on further treatment, exercise programs or nutrition.

May receive bookings and arrange appointments for clients.

**SPECIALISATIONS****Beautician**

Provides facial beauty treatments and health care.

**Hair Remover**

Applies electric currents or creams and chemicals to remove unwanted hair.

**Manicurist****6699-17 MASSEUR/MASSEUSE**

Massages clients and administers body treatments for beauty or fitness purposes.

**SKILL LEVEL**

**Education:** 3 month certificate.

**DUTIES**

Massages bodies by hand or using brushes, vibrators or other equipment.  
Strokes, kneads and rubs skin and muscles of clients.  
Rubs alcohol onto skin or applies oils to lubricate body.  
Administers steam, dry heat or water treatments.  
Applies infra-red or ultra-violet rays.  
Cleans equipment and massage areas.  
Maintains records of treatments, appointments and payments.

**6699-99 PERSONAL SERVICE WORKERS,  
nec**

This residual grouping covers personal service workers not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 1-12 months.

**SPECIALISATIONS**

**Butler**

Supervises household staff, provides personal services, receives telephone calls and announces guests.

**Croupier**

Collects and pays money or chips at gaming tables, calls games and deals cards in gambling casinos.

**Escort**

Accompanies clients to meals, places of entertainment or other outings.

**Marriage Celebrant**

Conducts civil marriage ceremonies and maintains clerical records.

**Prostitute**

Provides sexual services to clients.

**Tattooist**

Tattoos skin by piercing skin with electric needles to insert coloured pigments and create designs.

---



## **MAJOR GROUP 7**

### **PLANT AND MACHINE OPERATORS, AND DRIVERS**

Plant and Machine Operators, and Drivers operate vehicles and other large equipment to transport passengers and goods, to move materials, to generate power, and to perform agricultural and manufacturing functions. These duties require some judgement and are performed under limited supervision.

Occupations in this major group require no formal education or experience but usually require 3-24 months on-the-job training. They may require specially endorsed licences.

Duties performed by Plant and Machine Operators, and Drivers include setting up, controlling and monitoring stationary equipment either directly or by remote control; driving road and rail transport vehicles to scheduled destinations; driving mobile plant to worksites and controlling its operation; cleaning machinery and performing minor repairs; and maintaining production records.

#### **CONTENT**

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

- 71 Road and Rail Transport Drivers
- 72 Mobile Plant Operators (except Transport)
- 73 Stationary Plant Operators
- 74 Machine Operators



## MINOR GROUP 71

### ROAD AND RAIL TRANSPORT DRIVERS

Road and Rail Transport Drivers operate trains, buses, cars, vans, trucks and motorcycles to transport passengers and goods.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with 3-24 months on-the-job training. They may require specially endorsed licences.

#### DUTIES include:

manipulating vehicle controls to determine direction and speed; monitoring gauges and vehicle condition generally; observing road conditions, traffic and signals; loading and unloading freight, luggage and mail or assisting with these functions; and assisting or directing passengers into and out of vehicle.

#### CONTENT

<b>7101</b>	<b>BUS AND TRAM DRIVERS</b>
7101-11	Bus Driver
7101-13	Tram Driver

<b>7103</b>	<b>AUTOMOBILE DRIVERS</b>
7103-11	Automobile Driver

<b>7105</b>	<b>TRUCK DRIVERS</b>
7105-11	Delivery Driver
7105-13	Heavy Truck Driver
7105-15	Furniture Removalist-Driver

<b>7107</b>	<b>LOCOMOTIVE DRIVERS</b>
7107-01	Supervisor, Locomotive Drivers
7107-11	Locomotive Driver
7107-91	Trainee Locomotive Driver

## UNIT GROUP 7101

### BUS AND TRAM DRIVERS

Bus and Tram Drivers operate motor powered buses or electric powered tram cars to transport passengers over established or special routes.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1-3 months on-the-job training is usual. A licence is required.

#### DUTIES include:

- operating vehicle by manipulating levers and pedals to control power and brakes
- starting, driving and stopping the vehicle
- opening and shutting doors to allow passengers to board or alight at stops
- complying with traffic regulations and rules
- changing controls and power supply pole at terminus to enable tram to be driven from other end.

#### CONTENT

This Unit Group contains the following occupations:

7101-11 Bus Driver  
7101-13 Tram Driver

#### 7101-11 BUS DRIVER

Operates buses to transport passengers over established or special routes.

#### SKILL LEVEL

**On-the-Job Training:** 1-3 months.

**Registration/Licensing:** Licences issued by government authorities.

#### DUTIES

Starts, manoeuvres, drives and stops vehicles.

Controls lighting, heating and ventilation for the comfort of passengers.

Opens and shuts doors before and after passengers board or alight.

May take money for fares and give change and tickets.

May use public address systems and give information to passengers.

May maintain, service and clean coaches.

May perform public relations activities such as assisting coach passengers with accommodation bookings.

May assist passengers with baggage.

#### SPECIALISATION

**Coach Captain**

#### 7101-13 TRAM DRIVER

Operates trams to transport passengers on urban tramway systems.

#### SKILL LEVEL

**On-the-Job Training:** 2 weeks.

**Registration/Licensing:** Licences issued by government authorities.

#### DUTIES

Drives trams to and from depots.

Operates trams by manipulating pedals and levers to control power and brakes.

Stops at tram stops to allow passengers to board and alight.

Changes controls and power supply poles to enable trams to be driven in opposite direction.

May open and shut doors before and after passengers board or alight.

## UNIT GROUP 7103

### AUTOMOBILE DRIVERS

Automobile Drivers drive vehicles to transport passengers for a salary or a fee pre-determined and pre-paid, or determined by taximeter, in accordance with transport regulations.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1-4 weeks on-the-job training is usual. A licence is required.



**DUTIES** include:

- picking up passengers at appointed venues, or stopping when hailed, and driving to designated destination
- communicating with radio control centre to receive booking details and to report on location and availability
- assisting passengers with handling and storage of luggage
- collecting and distributing parcels and mail or acting as courier
- cleaning, servicing, maintaining and repairing vehicles.

**CONTENT**

This Unit Group contains the following occupation:  
7103-11 Automobile Driver

**7103-11 AUTOMOBILE DRIVER**

Drives automobiles to transport passengers.

**SKILL LEVEL**

**On-the-Job Training:** 1-4 weeks.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Starts, manoeuvres and stops vehicles.  
Picks up passengers at designated locations or when hailed.  
Transports passengers to desired destinations.  
Collects and distributes parcels and other mail.

Assists passengers with handling of luggage.  
Services and cleans vehicles.  
Arranges vehicle repair and maintenance.  
May park customers' vehicles and retrieve them.  
May follow directions of radio control centres and report location and availability.  
May set fares using taximeters or by negotiation with passengers.  
May collect money and give change.

**SPECIALISATIONS**

- Chauffeur
- Hire Car Driver
- Taxi Driver

**UNIT GROUP 7105  
TRUCK DRIVERS**

Truck Drivers drive delivery and furniture removal vans and trucks to transport goods and materials.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1-3 months on-the-job training is usual. A licence is required.

**DUTIES** include:

- manoeuvring vehicles to load or unload goods
- loading and unloading vehicle
- stowing and securing loads
- driving vehicle to destination
- reporting and acting on vehicle maintenance needs
- maintaining logbook detailing vehicle movements
- verifying loading documents at pick up point, obtaining certification of delivery and checking condition of goods.

**COMMENT**

Heavy vehicle drivers require a specially endorsed driving licence.

**CONTENT**

This Unit Group contains the following occupations:  
7105-11 Delivery Driver  
7105-13 Heavy Truck Driver  
7105-15 Furniture Removalist-Driver

**7105-11 DELIVERY DRIVER****Van Driver**

Drives motor vehicles to deliver goods and materials or to act as messengers or couriers.

**SKILL LEVEL**

**On-the-Job Training:** 1-12 weeks.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Manoeuvres vehicles into position for loading or unloading.

Assists with loading or unloading operations to ensure goods are correctly stowed.

Verifies loading documents.

Starts, drives and manoeuvres vehicles to destinations.

Arranges, or performs, unloading and obtains certification for deliveries.

Reports vehicle maintenance needs.

May receive payments for deliveries or arrange accounts.

May operate over pre-determined routes.

May deliver vehicles.

May hand deliver goods.

**SPECIALISATIONS**

**Courier Driver**

**Taxi Truck Driver**

**7105-13 HEAVY TRUCK DRIVER**

Operates heavy trucks, requiring specially endorsed licences, to transport goods and materials.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 months.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Manoeuvres vehicles into position for loading or unloading.

Assists with or carries out loading or unloading operations.

Ensures goods are correctly stowed and covered, arranging articles to form compact loads, and using padding, ropes, chains, straps and tarpaulins to secure loads and prevent damage and breakage.

Verifies loading documents at pick up points, obtains certification of deliveries and checks condition of goods.

Starts, drives and manoeuvres vehicles to destinations.

Reports vehicle maintenance needs.

Maintains logbooks detailing vehicle movements.

May operate single-articulated vehicles such as semi-trailers or double-articulated vehicles such as road trains.

May transport dangerous goods such as explosives or petroleum goods.

May transport goods requiring special knowledge and experience, such as livestock.

May perform specialist operations such as vehicle towing.

May use auxiliary equipment such as trolleys, jacks, winches and lifting devices to load and unload trucks.

**SPECIALISATIONS**

**Concrete Mixer Driver**

**Haul Truck Driver**

**Log Hauler**

**Road Train Driver**

**Semi Trailer Driver**

**Stock Transport Driver**

**Tanker Driver**

**Tow Truck Driver**

**7105-15 FURNITURE  
REMOVALIST-DRIVER**

Drives trucks and moves household and office furniture and equipment between homes, offices and storage establishments.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Drives removal trucks or vans to collect items to be moved.

Packs small items into cartons or tea chests.

Wraps breakable items and places padding in cartons to provide cushioning between items.

Seals containers.

Carries articles to vehicles, using special trolleys to handle items such as refrigerators, pianos, safes and photocopiers.

Arranges articles in vans to form compact loads, loading heavy items first and using padding, ropes and straps to secure loads and prevent damage and breakage.

Drives vehicles to destinations for deliveries.

Checks items against inventories as goods are unloaded, noting damage.

May collect payments and issue receipts.

May load goods into and out of storage.

**RELATED OCCUPATIONS**

Unit Group 8909      Freight and Furniture Handlers

**UNIT GROUP 7107****LOCOMOTIVE DRIVERS**

Locomotive Drivers drive railway engines or self propelled rolling stock as part of a railway system.

**SKILL LEVEL**

There is no specific entry requirement for this unit group.

**DUTIES** include:

- checking locomotive to ensure safety of engine prior to use
- observing gauges, indications and signals prior to commencement of journey
- monitoring indicator gauges of engine throughout the journey
- observing signal directions and track
- driving locomotive, stopping at stations for passengers or freight
- reporting irregularities in engine or rolling stock.

**CONTENT**

This Unit Group contains the following occupations:

- 7107-01 Supervisor, Locomotive Drivers
- 7107-11 Locomotive Driver
- 7107-91 Trainee Locomotive Driver

**7107-01 SUPERVISOR, LOCOMOTIVE DRIVERS**

Supervises and co-ordinates the activities of workers engaged in driving locomotives.

**SKILL LEVEL**

**Previous Experience:** 10 years as locomotive driver.

**On-the-Job Training:** 1 month.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Co-ordinates the movement and maintenance of locomotives.

Liaises with Railway Station Masters/Mistresses and Supply and Distribution Managers to co-ordinate operations.

**7107-11 LOCOMOTIVE DRIVER**

**Locomotive Engineman/woman**

Operates railway engines or self propelled rolling stock units on railway systems.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a trainee locomotive driver.

**DUTIES**

Checks locomotives and despatch orders and ensures that safety regulations are observed.

Consults with train crews to check times and ensure adherence to timetables.

Starts and stops locomotive engines, and drives locomotives.

Observes signal directions and track conditions, and conforms to prescribed vehicle speeds and methods of

operation.

Stops at stations to pick up or set down passengers or freight.

Reports mechanical irregularities of engines and rolling stock.

Monitors indicator gauges of engines.

May drive locomotives while shunting rolling stock in marshalling yards.

May operate points when shunting.

May refuel locomotives.

**SPECIALISATIONS**

**Underground Locomotive Driver**

Operates locomotives in underground mines.

**Rail Car Driver**

**Train Driver**

**7107-91 TRAINEE LOCOMOTIVE DRIVER**

Under direction performs routine railway engine driving duties, and receives instruction and training in locomotive driving.

**SKILL LEVEL**

**Education:** Training authorities may set entry requirements.

**DUTIES**

Undertakes theoretical studies and progressively performs the duties of Locomotive Driver, according to a training schedule.

**SPECIALISATIONS**

**Assistant Locomotive Driver**

**Locomotive Observer**

**Railway Fireman/woman**



## MINOR GROUP 72

### MOBILE PLANT OPERATORS (EXCEPT TRANSPORT)

Mobile Plant Operators (except Transport) operate mechanical plant whose mobility is essential to its function, for purposes other than the transportation of goods or passengers.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with 3-24 months on-the-job training. They may require special licences.

#### DUTIES include:

driving plant to worksite; selecting and fitting attachments; driving or manoeuvring plant on site; manipulating controls to operate attachments, including pumps on fire engines, mechanically, hydraulically or electrically to pick up or deposit material, and servicing and maintaining plant.

#### CONTENT

<b>7201</b>	<b>EXCAVATING AND EARTHMOVING PLANT OPERATORS</b>
7201-01	Supervisor, Excavating and Earthmoving Plant Operators
7201-11	Bulldozer Operator
7201-13	Scraper Operator (Earthmoving)
7201-15	Back-hoe Operator
7201-17	Trench-digging Machine Operator
7201-19	Loader Operator (Earthmoving)
7201-21	Open Cut Mining Plant Operator
7201-23	Underground Plant Operator
7201-25	Dredge Operator
7201-27	Grader Operator
7201-29	Excavator Operator
7201-91	Trainee Excavating and Earthmoving Plant Operator

<b>7203</b>	<b>FORKLIFT AND RELATED DRIVERS</b>
7203-11	Forklift Driver
7203-13	Straddle Carrier Operator

<b>7205</b>	<b>LOGGING PLANT OPERATORS</b>
7205-11	Logging Plant Operator

<b>7207</b>	<b>PAVING AND SURFACING PLANT OPERATORS</b>
7207-01	Supervisor, Paving and Surfacing Plant Operators
7207-11	Paving Plant Operator
7207-13	Road Roller Operator

<b>7209</b>	<b>AGRICULTURAL PLANT OPERATORS</b>
7209-11	Farm Machinery Operator
7209-13	Amenity Horticulture Machinery Operator

<b>7211</b>	<b>FIRE FIGHTERS</b>
7211-01	Supervisor, Fire Fighters
7211-11	Fire Fighter

<b>7299</b>	<b>OTHER MOBILE PLANT OPERATORS (EXCEPT TRANSPORT)</b>
7299-11	Railway Track Repair Machine Operator
7299-99	Mobile Plant Operators, nec

**UNIT GROUP 7201****EXCAVATING AND EARTHMOVING PLANT OPERATORS**

Excavating and Earthmoving Plant Operators operate machinery used to excavate soil, ore and rock, break up pavement, road, rock and obstructions, move and load earth, rock and debris and level, smooth and compact surfaces, in construction, mining, forestry and other projects.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 3 months to 3 years on-the-job training is usual. A licence is required.

**DUTIES** include:

- operating plant and selecting and operating attachments (winch, tree faller, loading scoop, bucket, bucket chain or wheel, drill, rock breaking hammers, and blades with or without teeth)
- raising, lowering and manipulating attachments using manual or electrical controls
- driving and manoeuvring plant within surveyors' pegs or working from drawings, markers or verbal instructions
- monitoring operation of equipment and ensuring safety of other workers particularly within mines or on mining sites
- servicing, lubricating, cleaning and refuelling equipment, performing minor repairs
- communicating with other operators for on-site co-ordination.

**CONTENT**

This Unit Group contains the following occupations:

7201-01 Supervisor, Excavating and Earthmoving Plant Operators  
 7201-11 Bulldozer Operator  
 7201-13 Scraper Operator (Earthmoving)  
 7201-15 Back-Hoe Operator  
 7201-17 Trench-Digging Machine Operator  
 7201-19 Loader Operator (Earthmoving)  
 7201-21 Open Cut Mining Plant Operator  
 7201-23 Underground Plant Operator  
 7201-25 Dredge Operator  
 7201-27 Grader Operator  
 7201-29 Excavator Operator  
 7201-91 Trainee Excavating and Earthmoving Plant Operator

**7201-01 SUPERVISOR, EXCAVATING AND EARTHMOVING PLANT OPERATORS**

Supervises and co-ordinates the activities of workers engaged in earthmoving, digging, loading and levelling operations.

**SKILL LEVEL**

**Previous Experience:** 5-7 years as an excavating and earthmoving plant operator.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATIONS**

**Dragline Supervisor**  
**Pit Supervisor**  
**Shift Boss (Mining)**

**7201-11 BULLDOZER OPERATOR**

Operates bulldozers using blades and other attachments to gouge out, level and move materials in construction, forestry, mining and other projects.

**SKILL LEVEL**

**On-the-Job Training:** 12-18 months.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Connects hydraulic hoses, belts, mechanical linkages or other equipment to bulldozers.

Operates equipment by raising, lowering or tilting blades and manoeuvring bulldozers.

Drives bulldozers in successive passes to raise or lower terrain according to specifications, by moving or pushing soil, rock, trees or other materials.

Operates special attachments such as winches, scrub clearers or loading scoops.

Carries out basic maintenance, adjustments and repairs to equipment.

**7201-13 SCRAPER OPERATOR (EARTHMOVING)**

Operates scrapers to pick up, haul, deposit and level earth on construction sites such as road beds, reservoirs and airport runways.

**SKILL LEVEL**

**On-the-Job Training:** 6-12 months.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Drives machines to scrape surfaces to specified depth and collect earth into buckets.

Controls depth of scraper blades and raises and closes buckets.

Drives scrapers to areas where earth is to be dumped or spread.

Follows guidance of surveyors' pegs.

Services and makes minor repairs to plant.

**7201-15 BACK-HOE OPERATOR**

Operates back-hoes and attachments to excavate, break, drill, level and compact earth, rock and other material.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Examines plans or obtains instructions from supervisors.

Activates attachments and raises or lowers outriggers, blades or buckets.

Breaks up paving, rock and similar material by operating pneumatic drills.

Back-fills excavations with rock and earth using front-end loader buckets to push, scrape-up and dump material.

Services and makes minor adjustments and repairs to equipment.

Selects and changes attachments such as different buckets.

May drive machines to and from work sites.

**7201-17 TRENCH-DIGGING MACHINE OPERATOR**

Digs trenches by operating machines consisting of endless chains or wheels of buckets mounted on tractor chassis.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 months.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Manoeuvres tractors and operates bucket chains or wheels to excavate trenches for sewers, water drainage, pipelines and cables along surveyed trench lines.

Operates conveyor belts to discharge material to sides of trenches.

Services and makes minor adjustments and repairs to machines.

**7201-19 LOADER OPERATOR (EARTHMOVING)**

Operates motorised pneumatic tyre or crawler-tread loaders to move or load soil, rock or other material.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Manoeuvres machines to force buckets into material to be lifted and tip contents into trucks, railroad cars or on to conveyers or stockpiles.

Hoists and moves heavy objects such as pipe sections or timber using wire cables attached to buckets.

Observes surveyors' pegs and other markers while excavating or backfilling materials to maintain specified levels or size and depth of excavations.

Services and makes minor adjustments and repairs to machines.

May drive machines to and from work sites.

**SPECIALISATIONS**

**Bobcat Operator**

**Front-end Loader Operator**

**7201-21 OPEN CUT MINING PLANT OPERATOR**

Operates equipment to excavate and load coal, ore and rock in open cut mine workings.

**SKILL LEVEL**

**Previous Experience:** 1-4 years as a trainee excavating and earthmoving plant operator.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Starts and stops equipment, and monitors its performance.

Maintains fuel or power supplies to equipment.

Reports equipment malfunctions.

Communicates with other operators to co-ordinate mining operations.

Completes log sheets detailing operations during shifts.

May operate equipment by using electronic controls, sensors and television monitors.

May direct labourers, greasers and other workers in pit crews.

May lubricate and clean equipment.

**SPECIALISATIONS**

**Bucketwheel Excavator Operator**

**Dragline Operator**

**Mining Shovel Operator**

**7201-23 UNDERGROUND PLANT OPERATOR**

Operates underground equipment to excavate, load and transport ore and rock.

**SKILL LEVEL**

**On-the-Job Training:** 3-4 months.

**Registration/Licensing:** Licences may be required.

**DUTIES**

Starts, stops and controls mining equipment.  
Monitors the performance of equipment.  
Checks and maintains fuel or power supplies.  
Reports equipment malfunctions.  
Directs other members of mining crews performing manual operations such as protecting power cables from damage by equipment.  
Communicates with other operators to co-ordinate earthmoving operations.  
May lubricate and clean equipment.

**SPECIALISATIONS****Continuous Mining Machine Operator  
Longwall Miner Operator**

Operates continuous cutting machines to excavate coal.

**Development Machine Miner**

Operates equipment to excavate service workings and mine narrow veins of ore inaccessible to larger machinery.

**Mechanical Bogger Operator**

Operates mobile equipment to pick up coal, ore or rock and load it into cars or shutes, or on to conveyors.

**Underground Truck Operator**

Operates underground trucks or cars to transfer coal, ore or rock from mining machines to ore shutes or conveyors.

**7201-25 DREDGE OPERATOR**

Operates dredges to deepen harbours and waterways, reclaim earthfill, or to excavate or mine.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 years.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Positions dredges according to blueprints, maps and verbal instructions.  
Operates winches to adjust anchor cables and to raise and lower anchor poles.  
Controls dredging equipment such as dippers, clamshells, endless-bucket chains or suction pipes to excavate and deposit material.  
Verifies depth of excavations.

**7201-27 GRADER OPERATOR**

Operates graders to spread and level materials in construction projects.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 years.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Starts, stops and controls graders.  
Makes successive passes over working areas, observing surveyors' pegs or hand signals of other workers, to level surface soil, gravel, stone or other material.  
Excavates ditches by tipping blades on angles and driving graders parallel to ditches.  
Breaks up old paving or road beds with attachments such as scarifiers.  
Services and makes minor adjustments and repairs to machines.

**7201-29 EXCAVATOR OPERATOR**

Operates heavy excavation equipment to excavate, move and load earth, rock or rubble.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Loads and unloads plant from floats and manoeuvres plant around work sites.  
Controls plant during excavating operations.  
Communicates with other workers such as truck drivers to co-ordinate activities.  
Works from drawings and markers under the direction of supervisors and engineers.  
Selects and changes excavator attachments such as shovel blades, buckets, pile drivers and rock breaking hammers.  
Starts up and adjusts compressor units or connects hydraulic hoses.  
Services equipment by cleaning, lubricating and refuelling it, and adjusting clutches, brakes, belts and cables.  
Replaces cutting edges, teeth, shear pins, blades, cables and bolts.

**SPECIALISATION****Hydraulic Rockbreaker Operator****7201-91 TRAINEE EXCAVATING AND  
EARTHMOVING PLANT  
OPERATOR**

Under direction performs routine duties in operating excavating and earthmoving plant, and receives instruction and training in excavating and earthmoving plant operation.

**SKILL LEVEL**

**Education:** Employers may set entry requirements.

**DUTIES**

Assists plant operators, while learning the duties of excavating and earthmoving plant operation.

**SPECIALISATIONS****Dragline Oiler****Shovel Greaser****Shovel Oiler**



## UNIT GROUP 7203

### FORKLIFT AND RELATED DRIVERS

Forklift and Related Drivers operate motorised trucks equipped with either hydraulic fork lift or platform, or elevated frame with levers, to move crates, palletised goods, cartons, bales, timber, shipping containers and other heavy, large or unwieldy loads.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1-4 months on-the-job training is usual. A licence is required.

#### DUTIES include:

- operating controls of fork lift to align truck and raise or lower fork to stack or unstack articles
- positioning load against heel of forks to maintain stability of load and truck
- driving loaded truck to required position
- driving straddle carrier to position straddle frame and mechanism above load
- operating controls to move levers to grasp load, raise it and drive to delivery point
- servicing machinery, repairing minor faults and reporting mechanical problems to supervisor.

#### CONTENT

This Unit Group contains the following occupations:

7203-11 Forklift Driver  
7203-13 Straddle Carrier Operator

#### 7203-11 FORKLIFT DRIVER

Operates forklifts to move containers, crates, palletised goods, cartons and bales.

#### SKILL LEVEL

**On-the-Job Training:** 1-3 months.

**Registration/Licensing:** Licences issued by government authorities.

#### DUTIES

Operates controls to align forklifts and raise or lower forks to stack and unstack articles in warehouses, factories, timber yards or shipping terminals.

Positions loads against heels of forks to maintain stability of loads.

Drives loaded forklifts.

Services and makes minor repairs and adjustments to forklifts.

May record daily operating details.

May operate forklifts which run on rails or use electronic guidance systems to control movements in narrow aisles.

May operate forklifts with special features, such as reach mechanisms, pivoting masts or turrets or work platforms used for order picking.

#### SPECIALISATIONS

**Reach Truck Driver**

**Turret Truck Driver**

#### 7203-13 STRADDLE CARRIER OPERATOR

Operates specialised trucks to carry materials or containers beneath elevated frames.

#### SKILL LEVEL

**On-the-Job Training:** 3-4 months.

**Registration/Licensing:** Licences issued by government authorities.

#### DUTIES

Drives trucks astride objects to be carried such as timber or shipping containers.

Verifies loading documents.

Moves levers to grasp loads, raise them and drive to delivery points.

Positions trucks and lowers loads.

Stacks shipping containers.

Maintains machinery or reports vehicle maintenance needs.

May obtain certification for deliveries.

---

## UNIT GROUP 7205

### LOGGING PLANT OPERATORS

Logging Plant Operators operate machines to fell trees, cut them into logs, and load or transport logs on to trucks.

**SKILL LEVEL**

The entry requirement for this unit group is 1 year as a logging labourer. 3-6 months on-the-job training is usual. Licences are required.

**DUTIES** include:

- positioning plant, blades, crane boom, grapple and other equipment
- operating machinery to hold, sever and lift trees
- operating attachments to lift, swing, release or sort trees or logs for size
- feeding felled trees into processors for delimiting and cutting into logs
- transporting logs to loading areas and pushing into bundles
- loading logs on to stock pile or into truck
- servicing machinery and performing minor repairs.

**CONTENT**

This Unit Group contains the following occupation:  
7205-11 Logging Plant Operator

**RELATED OCCUPATIONS**

Unit Group 8203 Forestry Labourers

**7205-11 LOGGING PLANT OPERATOR**

Operates machines to fell trees and process them into logs and to drag, transport and load logs onto trucks.

**SKILL LEVEL**

**Previous Experience:** 1 year as a logging worker.

**On-the-Job Training:** 3-6 months.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Positions machinery, blades, crane booms, grappling and other equipment.

Operates machinery to hold, sever and lift trees.

Operates attachments to lift, swing, release or sort trees or logs for size.

Feeds felled trees into processors for delimiting and cutting into logs.

Transports logs to roadside loading areas and pushes logs into bunches.

Loads logs onto stock piles or into trucks.

Harvests marked trees.

Keeps log tallies and writes work reports.

Services machinery and makes minor repairs.

**SPECIALISATIONS**

**Forwarder Operator**

**Skidder Operator**

**Tree Feller Operator**

**RELATED OCCUPATIONS**

Unit Group 8203 Forestry Labourers

**UNIT GROUP 7207****PAVING AND SURFACING PLANT OPERATORS**

Paving and Surfacing Plant Operators operate machines to spread and level hot bituminous paving materials or lay concrete on highways, streets and parking areas.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1-6 months on-the-job training is usual. Licences may be required.

**DUTIES** include:

- signalling driver to position vehicle for dumping load
- regulating temperature of material flowing from hopper
- driving machine along specified path, observing distribution of paving material and operating controls to maintain specified paving thickness
- operating controls to advance spreader
- adjusting screed to desired paving width
- operating road roller to smooth and compact surface
- cleaning, servicing and maintaining machinery.

## CONTENT

This Unit Group contains the following occupations:

7207-01 Supervisor, Paving and Surfacing Plant Operators  
7207-11 Paving Plant Operator  
7207-13 Road Roller Operator

### 7207-01 SUPERVISOR, PAVING AND SURFACING PLANT OPERATORS

Supervises and co-ordinates the activities of workers engaged in paving and surfacing plant operation.

#### SKILL LEVEL

**Previous Experience:** 5-7 years as a paving and surfacing plant operator.

**Registration/Licensing:** Licences may be required.

#### DUTIES

Performs duties covered by the General Description Supervisor.

Co-ordinates the delivery of materials such as gravel and concrete to sites.

### 7207-11 PAVING PLANT OPERATOR

Operates machines to spread and level hot bituminous paving materials or lay concrete on areas such as highways, streets and parking areas.

#### SKILL LEVEL

**On-the-Job Training:** 3-6 months.

**Registration/Licensing:** Licences may be required.

#### DUTIES

Adjusts screeds to paving widths.

Operates machine controls to advance spreaders.

Drives machines, observes distribution of paving

material and operates controls to maintain thickness of paving.

Signals truck drivers to position vehicles for dumping loads.

Cleans, services and maintains machines.

May regulate temperature of material flowing from hoppers.

### 7207-13 ROAD ROLLER OPERATOR

#### Compactor Operator

Operates power-driven rollers to prepare surfaces for roads, runways and parking areas.

#### SKILL LEVEL

**On-the-Job Training:** 1-3 months.

**Registration/Licensing:** Licences issued by government authorities.

#### DUTIES

Drives machines in successive overlapping passes to compact and smooth material such as rock, gravel, earth and asphalt.

May operate rollers equipped with special attachments used to roughen or tear up surfaces.

May operate rollers with tamping actions to achieve high level of compaction.

May release water over rollers to prevent asphalt from sticking and to produce smooth asphalt.

---

## UNIT GROUP 7209

### AGRICULTURAL PLANT OPERATORS

Agricultural Plant Operators operate tractor-drawn or self propelled machinery to clear and cultivate land and sow and harvest plants in an agricultural or amenity horticultural operation.

#### SKILL LEVEL

There is no specific entry requirement for this unit group although 1-6 months on-the-job training is usual. Licences may be required.

#### DUTIES include:

- driving machines and attaching implements
- operating machinery to plough land, fertilise, plant, cultivate, spray or harvest crops
- performing gardening duties with specialised machinery such as rotary hoes and auto scythes
- adjusting speed, height or depth of machinery or attached implements
- servicing and repairing machinery.

## CONTENT

This Unit Group contains the following occupations:

7209-11 Farm Machinery Operator  
7209-13 Amenity Horticulture Machinery Operator

**7209-11 FARM MACHINERY OPERATOR**

Operates tractor-drawn or self-propelled machinery to clear and cultivate land and sow and harvest plants.

**SKILL LEVEL**

**On-the-Job Training:** 1-6 months.

**DUTIES**

Attaches instruments or equipment to tractors.

Operates controls of tractor-drawn or self-propelled machinery to plough land and fertilise, plant, cultivate, spray and harvest crops.

Adjusts the speed, height or depth of implements.

Services machinery and makes minor adjustments and repairs.

May load, unload and deliver grain.

**SPECIALISATIONS**

**Cotton Picking Machine Operator**

**Farm Tractor Driver**

**Harvester Operator**

**7209-13 AMENITY HORTICULTURE  
MACHINERY OPERATOR**

Operates machinery in amenity horticultural activities such as digging, cultivating, spreading and planting.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 months.

**Registration/Licensing:** Licences may be required.

**DUTIES**

Drives or transports machines to work sites.

Loads and operates machinery.

Checks safety conditions and avoids damage to plants.

Performs gardening duties with specialised machinery.

Services and maintains machinery.

**SPECIALISATIONS**

**Auto Scythe Operator**

**Rotary Hoe Operator**

**UNIT GROUP 7211****FIRE FIGHTERS**

Fire Fighters control or extinguish fires and protect life and property threatened by fires or accidents, and participate in and co-ordinate fire prevention activities.

**SKILL LEVEL**

The entry requirement for this unit group is a 3 month certificate. 3 months to 2 years on-the-job training is usual.

**DUTIES** include:

- operating pumps and spraying water, foam or chemicals from hose or extinguisher to put out fires or to disperse or neutralise dangerous substances
- developing fire-fighting and rescue techniques to combat specific hazards
- co-ordinating training of volunteers and instructing in fire-prevention, fire-fighting, rescue and use of breathing apparatus
- driving fire truck or other vehicle to scene of fire or emergency
- rescuing people from dangerous or inaccessible places using ladders or elevating platforms
- administering first aid and artificial respiration
- organising operations of a fire brigade
- investigating fire hazards and taking or co-ordinating necessary fire prevention action.

**CONTENT**

This Unit Group contains the following occupations:

7211-01 Supervisor, Fire Fighters

7211-11 Fire Fighter

**7211-01 SUPERVISOR, FIRE FIGHTERS**

Supervises and co-ordinates the activities of fire fighters, and participates in fire fighting activities.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a fire fighter.

**On-the-Job Training:** 3 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Co-ordinates training drills, joint exercises and inspections of buildings to ensure fire prevention standards are maintained.

Writes or supervises the writing of reports on shift activities.

**PLANT AND MACHINE OPERATORS,  
AND DRIVERS**

Mobile Plant Operators (except Transport) **72**

May prepare reports on fire calls, listing location, type, probable cause, estimated damage and casualties.  
May supervise salvage operations.

**7211-11 FIRE FIGHTER**

Controls and extinguishes fires and protects life and property as a member of a fire brigade.

**SKILL LEVEL**

**Education:** 3 month certificate.

**On-the-Job Training:** 3 months to 2 years.

**DUTIES**

Responds to fire alarms and emergency calls.

Drives or accompanies fire-fighting appliances or other vehicles to scenes of fire or accident.

Operates pumps.

Sprays water, foam or chemicals from hoses, portable extinguishers or other appliances to extinguish fires or to disperse or neutralise dangerous substances such as petroleum and chemicals.

Rescues people stranded or trapped in dangerous situations or inaccessible places, using ladders or elevating platforms.

Cuts openings in buildings and crashed vehicles to free occupants.

Administers first aid and artificial respiration.

Participates in fire drills, demonstrations and courses in fire-fighting techniques.

Visits buildings and potential fire hazards to study access points and locations of hydrants.

Services and maintains equipment and hydrants.

May co-ordinate training of industrial and volunteer fire-fighters and give instructions in fire-prevention, fire-fighting, rescue, evacuation and use of breathing apparatus.

**SPECIALISATIONS**

**Fire Prevention Officer**

Supervises and co-ordinates fire prevention and fire-fighting activities of industrial, commercial or other establishments.

**Fire Engineer (Army)**

---

**UNIT GROUP 7299**

**OTHER MOBILE PLANT OPERATORS (EXCEPT TRANSPORT)**

This unit group covers mobile plant and equipment operators (except transport) not elsewhere classified.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1-12 months on-the-job training is usual. Licences may be required.

**CONTENT**

This Unit Group contains the following occupations:

7299-11 Railway Track Repair Machine Operator

7299-99 Mobile Plant operators, nec

**7299-11 RAILWAY TRACK REPAIR  
MACHINE OPERATOR**

Operates machinery for carrying out maintenance and repairs to railway track.

**SKILL LEVEL**

**On-the-Job Training:** 6-12 months.

**DUTIES**

Operates machinery to clean, spread, level and tamp ballast.

Operates track aligning machines.

Operates road-bed scarifier machines, track-cranes, sleeper-injector machines, spike-driving and spike pulling machines.

Operates hydraulic turntables to change direction and to set machines off tracks on to side rails.

Services and carries out minor repairs to machinery.

**7299-99 MOBILE PLANT OPERATORS, nec**

This residual grouping covers mobile plant operators not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 months.

**Registration/Licensing:** Licences may be required.

**SPECIALISATIONS**

**Cable Ferry Operator**

**Military Aircraft Handler**

**Road Linemarker**

**Road Sweeper Operator**

**Recovery Mechanic (Army)**

**Specialist Vehicles Operator (Army)**

---



## **MINOR GROUP 73**

### **STATIONARY PLANT OPERATORS**

Stationary Plant Operators operate large and complex mechanical equipment which may be fully or partly automated (including large or multi-stage manufacturing equipment), at a fixed location.

#### **SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with 3-24 months on-the-job training. They may require special licences.

#### **DUTIES** include:

controlling supply of power or fuel, and quantity and mix of materials to be processed or handled; starting plant; visually monitoring the operation of plant, directly or by referring to instruments, to ensure safe operation and satisfactory level of throughput; manipulating controls of plant to move materials, transfer materials between process phases, or control electricity distribution; and monitoring condition of plant, reporting major problems and repairing minor defects.

#### **CONTENT**

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

- 7301 POWER GENERATION PLANT OPERATORS
- 7303 ENGINE AND BOILER OPERATORS (EXCEPT POWER GENERATION)
- 7305 CHEMICAL PLANT OPERATORS
- 7307 PETROLEUM AND GAS PLANT OPERATORS
- 7309 BULK MATERIALS HANDLING PLANT OPERATORS
- 7311 CRANE OPERATORS
- 7313 HOIST, WINCH AND LIFT OPERATORS
- 7315 FURNACE AND KILN OPERATORS
- 7317 DRILLING PLANT OPERATORS
- 7399 OTHER STATIONARY PLANT OPERATORS

Detailed contents are on the following page.





## UNIT GROUP 7301

### POWER GENERATION PLANT OPERATORS

Power Generation Plant Operators operate equipment for the generation, distribution and transmission of electric power.

#### SKILL LEVEL

The entry requirement for this unit group is a 2 year certificate, 4 years on-the-job training is usual.

#### DUTIES include:

- controlling the flow of fuel to generating equipment
- opening and closing power switches to control the distribution of electricity over feeder circuits between generating station and sub-stations and to transfer load between circuits
- shutting down boiler or turbine to decrease power output
- observing instruments and switchboard to monitor the operation of generator and turbine, and the transmission of electricity
- recording details of equipment performance, instrument readings and switching operations
- cleaning and lubricating components and equipment.

#### CONTENT

This Unit Group contains the following occupations:

- 7301-01 Supervisor, Power Generation Plant Operators
- 7301-11 Power Generation Plant Operator

#### 7301-01 SUPERVISOR, POWER GENERATION PLANT OPERATORS

Supervises and co-ordinates the activities of workers engaged in electric power generation, transmission and distribution.

##### SKILL LEVEL

**Previous Experience:** 5-10 years as a power generation plant operator.

**On-the-Job Training:** 1 year.

##### DUTIES

Performs duties covered by the General Description Supervisor.

Determines the number of generators required and notifies generating rooms of pending load changes.

Determines the operating levels for generating equipment or the details of distribution and transmission requirements.

Communicates operational requirements and details of operational changes to plant operators.

Monitors system operations to ensure levels of electricity supply are maintained.

Maintains records of system operations.

Inspects equipment to detect malfunctions or deterioration.

Programs and controls maintenance on generating, transmission and distribution equipment.

Ensures that equipment is de-energised before maintenance work is begun and that all maintenance workers are clear of equipment before it is re-energised.

May assume control of equipment in the event of transmission or generation failures.

#### 7301-11 POWER GENERATION PLANT OPERATOR

Operates electric power generating, distribution and transmission equipment.

##### SKILL LEVEL

**Education:** 2 year certificate.

**On-the-Job Training:** 4 years.

##### DUTIES

Controls the flow of fuel to generating equipment and analyses instrument readings to ensure efficient operation or combustion.

Controls the distribution of power over feeder circuits between generating station and sub-stations.

Operates instruments to de-energise lines or equipment and to connect alternative circuits to carry loads of de-energised lines.

Observes instruments and switchboards to determine synchronisation of generators, turbine load and operating efficiency, and detect line disturbances or verify flow of power.

Shuts down boilers or turbines to decrease power output.

Opens and closes power switches to protect safety of crews and to avoid interruptions to service during repairs.

Compiles records and reports on equipment performance, instrument readings and switching operations.

Cleans and lubricates components and equipment, and repairs defective equipment.

May control automated power plant.

##### SPECIALISATIONS

**Hydro-electric Station Operator**

**Power Generation Turbine Room Operator**

**UNIT GROUP 7303**  
**ENGINE AND BOILER OPERATORS**  
**(EXCEPT POWER GENERATION)**

Engine and Boiler Operators (except Power Generation) operate stationary engines (including marine engines) and associated mechanical equipment.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-6 months certificate. 1-4 years on-the-job training is usual. Licences may be required.

**DUTIES** include:

- setting valves, levers and switches to control the output of engines, boilers, refrigeration systems, air conditioning systems and associated mechanical equipment
- observing instrument readings to ensure efficient operation of engines and machinery and to detect malfunctions
- lubricating moving parts and replenishing oil and grease
- cleaning machinery, gauges and instruments
- recording instrument readings, hours of operation, fuel consumption and power output.

**CONTENT**

This Unit Group contains the following occupations:

- 7303-11 Stationary Engine and Boiler Operator
- 7303-13 Marine Engine and Boiler Operator

**7303-11 STATIONARY ENGINE AND BOILER OPERATOR**

Operates and maintains stationary engines and associated mechanical equipment.

**SKILL LEVEL**

**Education:** 3-6 month certificate.

**On-the-Job Training:** 2-4 years.

**Registration/Licensing:** Licences may be required.

**DUTIES**

Starts equipment, adjusts controls and observes meters, gauges and warning lights to obtain desired operating conditions and output.

Analyses temperature, pressure, fuel flow and other instrument readings to ensure efficient operation and combustion.

Observes the operation of equipment to detect or isolate malfunctions and prevent damage.

Records instrument readings, hours of operation, fuel consumption and power output.

Reports on equipment performance and serviceability.

Checks, cleans, lubricates and adjusts equipment.

**SPECIALISATIONS**

**Air-Conditioning Plant Operator**

Operates air-conditioning systems by controlling electric motors, fans, pumps, heaters, compressors, air purification and ventilation equipment, vents and ducts, to provide the required conditions of temperature and air quality.

**Boiler Attendant-Operator**

Operates boilers by maintaining water quality and supplies, providing and controlling fuel supplies and maintaining specified temperature and pressure levels.

**Refrigeration Plant Operator**

Operates refrigeration and cooling systems by adjusting and controlling refrigeration equipment to maintain required temperatures and conditions, by defrosting, cleaning and lubricating equipment and by keeping records of temperatures and other control readings.

**Motorman/woman (Fluids Drilling)**

**Sugar Mill Engine Driver**

**RELATED OCCUPATION**

Occupation 4103-11 specialisation, Maintenance Fitter

**7303-13 MARINE ENGINE AND BOILER OPERATOR**

Operates marine engines and auxiliary equipment.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 years.

**DUTIES**

Prepares and operates main propulsion engines, steering gear, steam turbines, diesel driven electrical power generation sets, refrigeration systems, auxiliary boilers and other machinery.

Checks gauges, controls, instruments and oil levels to maintain engine operation within prescribed limits.

Maintains lubrication by replenishing oil in reservoirs and sumps and grease in grease cups.

Lubricates moving parts such as shafts, bearings and gears.

Tends engine room workshops.

Makes simple repairs and reassembles machinery.

Cleans and stows engine room tools, gauges and instruments.

Operates pumping systems.

Wipes, cleans and paints machinery spaces, machinery and equipment.

Distributes engine room stores such as grease, oil and rags, and records stores requirements.

**SPECIALISATION**

**Marine Greaser**

**RELATED OCCUPATION**

Occupation 3307-11 Marine Engineer

## UNIT GROUP 7305 CHEMICAL PLANT OPERATORS

Chemical Plant Operators operate equipment used in the production of chemicals.

**SKILL LEVEL**

The entry requirement for this unit group is 1 year certificate and 3 years experience.

**DUTIES** include:

- controlling the preparation and measuring of raw material
- controlling the feeding of raw material and processing agents into the plant
- setting controls and operating machinery to initiate and regulate chemical processes
- checking instruments and equipment to ensure proper operation
- taking samples for testing
- recording process data.

**CONTENT**

This Unit Group contains the following occupations:

7305-01 Supervisor, Chemical Plant Operators

7305-11 Chemical Plant Operator

7305-91 Trainee Chemical Plant Operator

### 7305-01 SUPERVISOR, CHEMICAL PLANT OPERATORS

Supervises and co-ordinates the activities of workers engaged in chemical plant operation.

**SKILL LEVEL**

**Previous Experience:** 5 years as a chemical plant operator.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Controls a variety of chemical processes and co-ordinates chemical production.

**SPECIALISATION**

**Supervisor, Chemical Pilot Plant Operators**

### 7305-11 CHEMICAL PLANT OPERATOR

Controls the operation of chemical production equipment.

**SKILL LEVEL**

**Education:** 1 year certificate.

**Previous Experience:** 3 years as a trainee chemical plant operator.

**DUTIES**

Controls the operation of chemical plant such as continuous system units on chemical production lines,

chemical pilot plants or complex systems in batching processes.

Controls the preparation, measuring and feeding of raw material into plants.

Observes the operation of chemical plant by checking indicators such as gauges, instruments and levels.

Controls the introduction of processing agents such as catalysts and filtering media.

Initiates processes by operating pumps and valves, or machinery such as agitators and grinders.

Operates controls to regulate aspects of processes such as temperature, pressure and rate of flow.

Patrols plant and inspects equipment to ensure proper operation and detect abnormalities.

Records processing data and notes problems.

Takes samples for testing during processing.

Makes adjustments to processes based on results of tests, analysis of samples, observations and instrument readings.

Controls feeding out of finished products.

Cleans and maintains equipment.

May train assistant plant operators.

May operate equipment such as furnaces, dissolving tanks and evaporators that recover spent chemicals from waste, or reprocess waste.

May control equipment that blends, compounds, mixes, distills, fractionates, separates, filters, presses, evaporates, crystallises and vaporises chemical products.

May operate equipment to imprint or form rubber or plastic sheeting or rubberised fabric.

May operate equipment to generate, compress, refrigerate, liquify and solidify gases such as acetylene, ammonia, chlorine, fluorocarbon and carbon dioxide or to treat material with gases such as chlorine.

May prepare raw materials by processes such as grinding, mixing and blending.

#### SPECIALISATIONS

**Distiller (Chemicals)**

**Fermentation Operator (Chemicals)**

**Industrial Gas Production Operator**

**Paint Maker**

**Pharmaceutical Plant Operator**

**Pilot Plant Operator**

#### 7305-91 TRAINEE CHEMICAL PLANT OPERATOR

Under direction performs routine chemical plant operation duties, and receives instruction and training in chemical plant operation.

#### SKILL LEVEL

**Education:** Employers may set entry requirements.

#### DUTIES

Assists chemical plant operators in the performance of their duties.

### UNIT GROUP 7307

#### PETROLEUM AND GAS PLANT OPERATORS

Petroleum and Gas Plant Operators operate equipment to process oil and gas, to distribute refined products, to pump treatment agents into well holes and to test well pipes.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 3 months to 5 years on-the-job training is usual.

#### DUTIES include:

- setting and monitoring operating controls on equipment
- transferring oil and gas from well to refinery, within the refinery and from the refinery to the terminal by operating pumping equipment
- operating processing equipment to refine natural gas, manufacture refined petroleum products, and blend petroleum base stocks
- pumping treatment agents into well to stimulate oil and gas flow, seal rock formations or plug disused wells
- testing well pipes for leaks and fractures and taking samples of oil and gas from wells
- recording details of operations, production, quantities transferred and test data.

#### CONTENT

This Unit Group contains the following occupations:

- 7307-01 Supervisor, Petroleum and Gas Plant Operators
- 7307-11 Petroleum and Gas Refining and Pumping Operator
- 7307-13 Oil and Gas Well Treatment Operator
- 7307-15 Oil, Gas and Pipe Tester

#### 7307-01 SUPERVISOR, PETROLEUM AND GAS PLANT OPERATORS

Supervises and co-ordinates the activities of workers engaged in oil and gas pumping, processing and well treatment operations.

#### SKILL LEVEL

**Previous Experience:** 5 years as a petroleum and gas plant operator.

**On-the-Job Training:** 3 months.

#### DUTIES

Performs duties covered by the General Description Supervisor.

Prepares descriptions of general operating procedures and of specific procedures such as plant start-ups and shut-downs.

#### SPECIALISATIONS

**Supervisor, Oil and Gas Well Treatment Operators**

**Supervisor, Oil, Gas and Pipe Testing Operators**

#### 7307-11 PETROLEUM AND GAS REFINING AND PUMPING OPERATOR

Operates equipment to pump oil and gas from wellheads, refine and process petroleum products, blend base stocks and distribute finished products.

#### SKILL LEVEL

**On-the-Job Training:** 3-5 years.

**DUTIES**

Operates pumping equipment to transfer oil and gas from wellheads to refineries, to transfer stocks within refineries and to transfer finished products to terminals.

Controls equipment performing continuous or batch processes to process natural gas, manufacture refined petroleum products or blend petroleum basestocks to produce commercial fuels, lubricating oils and asphalt. Patrols and inspects equipment to ensure proper operation.

Sets operating controls on equipment.

Observes gauges, instruments and meters indicating operating conditions such as pressure, temperature and rate of flow.

Controls sampling and testing of products.

Controls records of production, quantities transferred and details of blending and pumping operations.

Adjusts equipment during procedures.

Checks equipment for malfunctions and arranges maintenance.

Directs cleaning of plant.

Operates pumps to transfer stocks within refinery or gas processing stations or to blend stocks.

Liaises with terminal operators to control flow of products to terminals.

May operate equipment to clean pipelines.

**SPECIALISATIONS****Gas Compressor Turbine Operator**

Operates equipment such as compressors, scrubbers, evaporators and pumps to transfer natural gas from wellheads to processing stations and from processing stations to distribution systems.

**Grease Manufacturing Plant Operator**

Operates kettles in which ingredients such as petroleum products, alkalis and fats are mixed and heated to produce grease.

**Petroleum Process Unit Operator**

Operates plant involved in distillation, decarbonisation, cracking, polymerisation and alkylation, hydro treating, solvent de-waxing and refining of petroleum products.

**Petroleum Blending Plant Operator****Petroleum Shipping Plant Operator****7307-13 OIL AND GAS WELL TREATMENT OPERATOR**

Operates equipment to pump substances into oil and gas wells to stimulate oil and gas flow, seal rock formations or plug disused well holes.

**SKILL LEVEL**

**Previous Experience:** 1 year as a driller's offsider.

**On-the-Job Training:** 3 months.

**DUTIES**

Positions plant at well heads.

Directs connection of plant to well heads.

Directs the preparation of treatment agents such as cement slurry, acid, gases and other chemicals.

Controls the operation of pumping equipment to force treatment agents into wells.

Monitors plant operation by observing gauges and indicators.

Records plant operation data.

Directs the removal of treatment equipment.

Directs the cleaning and servicing of equipment.

Records details of well treatment operation.

**SPECIALISATIONS****Oil Well Cementer**

Operates cement mixing and pumping equipment to force cement slurry or concrete plugs into well holes to seal rock formations in operating wells or to plug non-productive wells.

**Well Treatment Blender Operator**

Operates mixing and pumping equipment to blend and proportion well treatment agents such as fracturing fluid, granular propping agents, acids, inhibitors, gases and other chemicals for formation fracturing, acidising and other stimulation treatments of oil and natural gas wells.

**Well Treatment Pump Operator**

Operates high pressure pumping equipment to force treatment agents into well heads.

**7307-15 OIL, GAS AND PIPE TESTER**

Operates equipment to obtain samples of oil and gas from wells or tests well pipes for leaks or fractures.

**SKILL LEVEL**

**On-the-Job Training:** 3-24 months.

**DUTIES**

Transports and positions testing equipment.

Directs and assists in the connection of equipment to well heads.

Controls and monitors the operations of equipment.

Analyses samples and readings.

Records test data.

Directs, and assists in, the disconnection of equipment.

Controls the cleaning and servicing of equipment.

**SPECIALISATIONS****Oil and Gas Production Testing Operator**

Operates equipment that samples and tests oil and gas from production wells.

**Torque-turn Computer Operator**

Operates and controls torque-turn computer systems to monitor well casing sections on oil and gas wells.

**UNIT GROUP 7309****BULK MATERIALS HANDLING PLANT OPERATORS**

Bulk Materials Handling Plant Operators operate equipment to load, unload, move or store bulk materials.

**SKILL LEVEL**

There is no specific entry requirement for this unit group although 1-3 months on-the-job training is usual. Licences may be required.

**DUTIES** include:

- starting and stopping equipment
- monitoring equipment visually, through gauges and instruments, or through computerised equipment
- operating equipment to stockpile bulk materials, move bulk materials, liquids and fluidised solids, load and unload bulk materials from railway cars and ships
- communicating with other operators to co-ordinate actions
- inspecting controls and equipment to identify wear and damage
- reporting shift operations, level of productivity and breakdowns.

**CONTENT**

This Unit Group contains the following occupations:

7309-01 Supervisor, Bulk Materials Handling Plant Operators  
7309-11 Bulk Materials Handling Plant Operator

**7309-01 SUPERVISOR, BULK MATERIALS HANDLING PLANT OPERATORS**

Supervises and co-ordinates the activities of workers engaged in the movement of bulk materials such as grain, ore and sugar.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a bulk materials handling plant operator.

**On-the-Job Training:** 2 months.

**Registration/Licensing:** Licences may be required.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATION**

**Supervisor, Fluids Loading and Unloading Plant Operators**

**7309-11 BULK MATERIALS HANDLING PLANT OPERATOR**

Operates equipment to load, unload, move, store or stack bulk materials such as grain, sugar or mineral ore.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 months.

**Registration/Licensing:** Licences may be required.

**DUTIES**

Starts and stops equipment.

Communicates with other operators to co-ordinate actions.

Monitors equipment operation visually, through gauges

and instruments or through computerised monitoring equipment.

Controls or adjusts the operation of equipment.

Inspects controls and equipment to identify wear and damage, and arranges maintenance.

Compiles shift operation reports, recording levels of productivity, and breakdowns.

May operate central control facilities.

**SPECIALISATIONS****Bucketwheel Reclaimer Operator**

Operates bucketwheel reclaimers to transfer ore from stockpiles to loading areas.

**Bulk Fluids Handler**

Operates pumps, valves and pipe systems to transfer gases, liquids and fluidised solids such as nitrogen, liquid sugar or cement.

**Car Dumper Operator**

Operates equipment that dumps bulk material from railway cars.

**Conveyor Belt Operator**

Controls the operation of conveyor belt systems to move bulk material.

**Grain Handler**

Operates equipment loading and unloading bulk grain.

**Ore Stacker Operator**

Operates stacking equipment to construct stockpiles of ore.

**Train Loader Operator**

Operates equipment to load bulk material into railway cars.

**Tank Farm Operator**

## UNIT GROUP 7311 CRANE OPERATORS

Crane Operators operate stationary or mobile cranes to lift, move and lower objects.

### SKILL LEVEL

There is no specific entry requirement for this unit group, although 2-4 months on-the-job training is usual. Licences are issued by government authorities.

### DUTIES include:

- operating controls to rotate crane, move crane on fixed rails, raise and lower boom, and raise and lower hook
- communicating with rigger to position hook and to raise, move and place loads
- checking instruments
- inspecting equipment for malfunctions or wear
- lubricating ropes and winches on crane and replacing worn cables.

### CONTENT

This Unit Group contains the following occupations:

7311-01 Supervisor, Crane Operators  
7311-11 Crane Operator

#### 7311-01 SUPERVISOR, CRANE OPERATORS

Supervises and co-ordinates the activities of crane operators and other workers, such as crane chasers.

#### SKILL LEVEL

**Previous Experience:** 2-5 years as a crane operator.

**Registration/Licensing:** Licences issued by government authorities.

#### DUTIES

Performs duties covered by the General Description Supervisor.

Co-ordinates operations requiring more than one crane.

#### 7311-11 CRANE OPERATOR

Operates mobile or stationary cranes to lift, move and place objects at locations such as construction sites, wharves and shipyards.

#### SKILL LEVEL

**On-the-Job Training:** 2-4 months.

**Registration/Licensing:** Licences issued by government authorities.

#### DUTIES

Ensures power supplies and checks controls.

Operates controls that rotate cranes, move cranes on

fixed rails, raise and lower jibs or booms and raise, lower or move hooks.

Works in conjunction with construction riggers or crane chasers to position hooks, and raise, move and place loads.

Checks instruments such as ammeters, boom angle indicators, water and fuel gauges and tachometers.

Inspects equipment for malfunctions or wear.

Lubricates ropes and winches on cranes and replaces worn cables.

May assist rigging of pin up boom cranes.

May operate cranes fitted with attachments for purposes such as demolition or pile driving.

May operate tower cranes.

May operate overhead cranes using hand controls suspended by cables from cranes.

May position cranes on sites so that blocks and outriggers are properly placed to stabilise cranes and keep them level.

May drive cranes to work sites.

#### SPECIALISATIONS

**Cherry Picker Operator**

**Portainer Operator**

#### RELATED OCCUPATIONS

Occupation 8405-13 Rigger (Construction)

Occupation 8499-13 Crane Chaser

## UNIT GROUP 7313

### HOIST, WINCH AND LIFT OPERATORS

Hoist, Winch and Lift Operators operate hoists, winches and lifts to move materials, equipment or people.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although up to 3 years on-the-job training is usual. Licences may be required.

#### DUTIES include:

- operating controls to raise or lower hoist or lift containing materials, equipment or people
- operating winch to raise, lower or wind in object
- testing equipment before use to ensure safety
- controlling movement of load directly or by signalling to other operators
- monitoring operation of hoist, winch or lift and instruments to detect malfunctions and problems.

#### CONTENT

This Unit Group contains the following occupations:

7313-01 Supervisor, Hoist, Winch and Lift Operators  
7313-11 Hoist, Winch and Lift Operator

#### 7313-01 SUPERVISOR, HOIST, WINCH AND LIFT OPERATORS

Supervises and co-ordinates the activities of hoist, winch and lift operators and other workers, such as construction riggers.

##### SKILL LEVEL

**Previous Experience:** 2-5 years as a hoist, winch and lift operator.

**Registration/Licensing:** Licences may be required.

##### DUTIES

Performs duties covered by the General Description Supervisor.

#### 7313-11 HOIST, WINCH AND LIFT OPERATOR

Operates hoists, winches or lifts to move materials, equipment or people in areas such as building sites, factories, mines and sawmills.

##### SKILL LEVEL

**On-the-Job Training:** Up to 3 years.

**Registration/Licensing:** Licences may be required.

##### DUTIES

Operates controls of equipment to raise, lower or wind in objects.

Tests the operation of equipment before use to ensure safety.

Controls the movement of loads, monitoring speed, acceleration and braking distances directly or by directions or signals to other operators.

Monitors equipment operation, and instruments and gauges, to detect malfunctions or problems.

Carries out safety procedures in emergencies.

May transport, position and secure equipment prior to operation.

May examine loads to assess safety of movement.

May oversight loading or securing of objects to ensure safety procedures are observed.

May operate equipment to secure or move loads.

##### SPECIALISATIONS

###### Braceman/woman

Assists in the operation of mine cages by servicing cages at the surface and ensuring their safe operation.

Assists in the loading of cages.

Removes equipment secured underneath cages and uses hydraulic hoists to remove heavy equipment from cages.

###### Mine Cage Attendant

Controls the operation of mine cages and directs the movement of workers and materials between levels in underground mines.

###### Skipman/woman

Operates skips, raising ore bearing rock to the surface in mining operations by loading them with ore from loading bins and signalling winder drivers.

###### Winding Engine Driver

Operates winders to raise and lower mine cages or skips in underground mines..

##### RELATED OCCUPATION

Occupation 7311-11 Crane Operator



## UNIT GROUP 7315

### FURNACE AND KILN OPERATORS

Furnace and Kiln Operators operate furnaces, quenching plants, kilns or ovens to smelt, refine or treat metals, fire ceramics, dry and season wood products and timber, or burn waste.

#### SKILL LEVEL

The entry requirement for this unit group is a 1-2 year certificate or 1-3 years as a factory hand. 1 month to 3 years on-the-job training is usual.

#### DUTIES include:

- controlling the introduction of materials to be melted, treated, fired, dried or burned into the furnace, kiln or oven
- preparing materials to be added to molten metal and preparing quenching media for the heat treatment of metals
- operating cooling and quenching equipment to treat metal
- tapping furnaces and feeding molten metal into moulds, crucibles or other processing plant
- removing product and waste from furnace, kiln or oven.

#### CONTENT

This Unit Group contains the following occupations:

- 7315-01 Supervisor, Furnace and Kiln Operators
- 7315-11 Metals Furnace Operator
- 7315-13 Heat Treatment Furnace Operator
- 7315-15 Kiln Operator
- 7315-17 Incinerator Plant Operator

#### 7315-01 SUPERVISOR, FURNACE AND KILN OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating furnaces and kilns, and in heat treating, smelting, drying or burning materials.

##### SKILL LEVEL

**Previous Experience:** 3-5 years as a furnace and kiln operator.

##### DUTIES

Performs duties covered by the General Description Supervisor.

Monitors the performance of plant to ensure it is operating at optimum efficiency.

##### SPECIALISATIONS

**Supervisor, Blast Furnace Operators**  
**Supervisor, Roasting Plant Operators**  
**Smelting Supervisor**

#### 7315-11 METALS FURNACE OPERATOR

##### Smelting Furnace Operator

Operates furnaces and auxiliary equipment used in smelting, refining and forming of metals.

##### SKILL LEVEL

**On-the-Job Training:** 1-12 months.

**Previous Experience:** Up to 3 years as a metal processing and finishing factory hand.

##### DUTIES

Patrols plant, monitoring the performance of equipment.

Monitors gauges and records readings.

Controls temperatures of furnaces.

Controls rates of flow of ore, metal, water or air into furnaces and auxiliary equipment.

Operates auxiliary equipment such as mixers, blenders, vibrators and conveyors to prepare ingredients and feed them into furnaces.

Controls the introduction of additives such as fluxing and oxidising agents to furnaces.

Operates cooling and unloading equipment to remove products from furnaces.

Operates equipment to tap furnaces and feed molten metal into moulds, crucibles or other processing plant.

##### SPECIALISATIONS

##### **Basic Oxygen Steelmaking Furnace Operator**

Operates oxygen furnaces and auxiliary equipment to produce steel by controlling the charging of furnaces, regulating the flow of oxygen through oxygen lances, calculating the amount of additives required for charges, positioning transfer cars with ladles and slag pots and tilting furnaces for tapping operations.

##### **Blast Furnace Operator**

Operates blast furnaces to smelt iron ore by maintaining runners, dams and spouts that channel molten metal, positioning ladles, tapping and resealing furnaces and operating stoves that provide continuous blasts of hot air to furnaces.

##### **Open Hearth Furnace Operator**

Operates open hearth furnaces to produce steel.

##### **Pot Operator (Aluminium)**

Operates batteries of reduction pots that smelt alumina to produce aluminium by controlling the feeding of alumina into pots, breaking the crust to allow alumina to descend into baths, and syphoning molten aluminium into crucibles.

**Cupelman/woman**  
**Kettleman/woman**

### 7315-13 HEAT TREATMENT FURNACE OPERATOR

Operates furnaces and quenching plants to alter the physical and chemical properties of metal objects by controlled heating and cooling processes such as annealing, tempering, hardening and case hardening.

#### SKILL LEVEL

**Education:** 1-2 year certificate.

**On-the-Job Training:** 2-3 years.

#### DUTIES

Controls the feeding of metal objects into furnaces. Operates furnaces to produce required heat conditions. Monitors treatment conditions using instruments such as pyrometers.

Prepares treatment and quenching media such as potassium or sodium cyanide, ammonia gas or coke, coal and charcoal.

Operates quenching equipment to cool metals.

#### SPECIALISATIONS

##### Annealer

Controls furnaces to heat metal objects and cool them at predetermined rates to relieve internal stresses, restore ductility and refine grain structures.

##### Case Hardener

Imparts hard skins and tough ductile cores to steel objects by treating them with chemicals while heating, quenching and cooling.

##### Hardener

Hardens metal objects throughout by heating them in furnaces then cooling them in air or quenching.

##### Soaking Pit Furnace Operator

Operates furnaces or soaking pits to heat metals to specified temperatures for rolling, processing or stress relieving.

##### Temperer

Reheats hardened metal objects in furnaces and quenches them to relieve stresses caused by hardening processes, and to impart toughness.

### 7315-15 KILN OPERATOR

Operates kilns or ovens to fire ceramics such as pottery, bricks or porcelain, to dry and season other materials such as timber or particleboard, or as part of the production process for materials such as lime and cement.

#### SKILL LEVEL

**Previous Experience:** 1-2 years as a factory hand.

**On-the-Job Training:** 2-12 months.

#### DUTIES

Supervises the loading and unloading of kilns.

Determines the firing or drying patterns for items in kilns.

Monitors the operation of kilns by observing temperatures, controlling heating times and ventilation, and observing products.

May operate auxiliary equipment such as humidifiers and air pumps or conveyor belts, in continuous kilns.

May operate tunnel kilns by attaching and removing loaded kiln cars, controlling their speed of movement through kilns, and temperature and ventilation conditions.

May operate kilns to season timber and other wood products.

May operate kiln dryers to dry and cure veneer sheets.

May operate heat treatment ovens, humidifier units and auxiliary units to heat treat hardboard sheets.

May operate kilns to break down calcium compounds in the production of lime and cement.

#### SPECIALISATIONS

##### Ore Roaster Operator

Operates roasters to remove sulphur or other impurities from ores to form porous calcines and facilitate the recovery of iron.

##### Pellet Plant Operator

Operates pellet furnaces and associated equipment such as conveyors, fans and water cooling systems that harden green iron pellets.

##### Clay Products Kiln Operator

##### Timber Kiln Operator

### 7315-17 INCINERATOR PLANT OPERATOR

Operates furnaces to burn materials or eliminate waste.

#### SKILL LEVEL

**On-the-Job Training:** 2-6 weeks.

#### DUTIES

Directs the loading of material into incinerators.

Controls the supply of fuel and air to burners.

Controls combustion temperatures in furnaces.

Removes non-combustible material from burners.

Removes ashes and unburned material from incinerators.

May be responsible for the incineration of dangerous wastes requiring special skills and equipment.

#### SPECIALISATION

##### Crematorium Plant Operator

Operates equipment used to cremate bodies.

## UNIT GROUP 7317

### DRILLING PLANT OPERATORS

Drilling Plant Operators operate drilling rigs and related equipment to bore wells, shot holes and pilot holes.

#### SKILL LEVEL

The entry requirement for this unit group is 1-2 years experience as a driller's offsider. 1-4 years on-the-job training is usual.

#### DUTIES include:

- moving drilling rig and equipment from site to site
- setting up rig, positioning drilling equipment and connecting power cables and water and air hoses
- operating drilling rig, starting and stopping drill and changing drill bits
- retrieving broken equipment from holes
- directing offsiders and labourers assisting drilling operations
- recording details of operation, performance of well and information obtained by drilling.

#### CONTENT

This Unit Group contains the following occupations:

7317-01 Supervisor, Drilling Plant Operators  
7317-11 Drilling Plant Operator

#### RELATED OCCUPATIONS

Unit Group 1305      Production Managers  
Occupation 8415-11   Mining Labourer

#### 7317-01 SUPERVISOR, DRILLING PLANT OPERATORS

**Toolpusher**  
**Master Driller**

Supervises and co-ordinates the activities of workers engaged in drilling, taking core samples, testing and constructing wells.

#### SKILL LEVEL

**Previous Experience:** 7-10 years as a drilling plant operator.

**On-the-Job Training:** 1 year.

#### DUTIES

Performs duties covered by the General Description Supervisor.

Confers with engineers and other workers and studies available data to prepare drilling programs.

Directs and participates in the dismantling, loading, moving, unloading, setting up and aligning of drilling rigs, auxiliary equipment and other equipment such as surveying and data collecting instruments.

Adjusts drill performance by directing changes in pump pressure and weight applied to drill bits and the placement and use of specialist drilling and testing tools.

Records data during drilling operations, reports results and maps the layout of wells.

May supervise the testing and servicing of oil and natural gas wells.

#### SPECIALISATION

##### Directional Driller

Surveys well holes to determine location and orientation.

Plans and directs drilling operations to correct deviations in drill holes, drill around obstructions or to direct drill holes.

#### 7317-11 DRILLING PLANT OPERATOR

Moves, sets up and operates drilling rigs and related equipment.

#### SKILL LEVEL

**Previous Experience:** 1-2 years as a driller's offsider.

**On-the-Job Training:** 1-4 years.

**Registration/Licensing:** Licences may be required.

#### DUTIES

Moves drilling rigs and accessory equipment from site to site.

Sets up rigs and equipment, positions drills and connects power cables and water and air hoses.

Sets angle, depth and size of drill holes.

Starts and stops drills and directs the assembly and disassembly of pipes, casings and drill heads.

Monitors equipment and progress during drilling operations.

Directs Driller's Offsiders.

Takes samples and packages them.

Operates auxiliary equipment such as pumps for air, water or mud.

Dismantles and moves drilling rigs at end of operations.

Records performance details and information obtained from wells and keeps logs detailing operations.

Carries out minor maintenance and repairs, lubricates and cleans equipment and checks maintenance needs.

May construct and test wells for oil, gas or water production.

May operate equipment to drill shot holes for explosives.

May operate equipment to construct mine workings.

May operate auxiliary equipment and tools used to solve problems in drilled holes caused by the breakdown of drilling rigs and equipment or by adverse natural conditions.

May operate equipment that services existing well holes.

May drill primarily to obtain samples.

May set and detonate explosives.

#### SPECIALISATIONS

##### **Diamond Driller**

Obtains core samples for geological analysis.

##### **Fishing Tool Operator**

'Fishes' drilling equipment from wells.

##### **Jumbo Drill Operator**

Bores blasting holes in ore or rock in underground mines.

##### **Long Hole Drill Operator**

##### **Air Track Operator**

Bores long blasting holes and holes for ground support in underground mines.

##### **Power Tong Operator**

Connects well casing sections.

##### **Raise Drill Operator**

Reams pilot holes to create rises between levels in mines.

##### **Reeled Tubing Operator**

Inserts and removes reeled-tubing, and pumps servicing media into wells.

##### **Rock Drill Operator**

##### **Shaft Sinker**

##### **Winze Sinker**

Drills rock to construct mine workings or retrieve ore in narrow veins.

##### **Rotary Drill Operator**

##### **Coal Seam Drill Operator**

Bores shot holes in open cut mines.

##### **Service Rig Operator**

Services or dismantles and seals wells.

##### **Snubbing Unit Operator**

Forces pipes, tubings or casings in or out of wells.

##### **Water Well Driller**

Drills for water and constructs wells and headworks.

## UNIT GROUP 7399

### OTHER STATIONARY PLANT OPERATORS

This unit group covers stationary plant operators not elsewhere classified.

#### SKILL LEVEL

The entry requirement for this unit group is 1-2 years experience as a factory hand. 1-6 years on-the-job training is usual.

#### CONTENT

This Unit Group contains the following occupations:

- 7399-01 Supervisor, Other Stationary Plant Operators
- 7399-11 Mineral Ore Treating Plant Operator
- 7399-13 Metal Rolling Mill Operator
- 7399-15 Paper Pulp Preparation Plant Operator
- 7399-17 Wood Chipping and Particleboard Plant Operator
- 7399-19 Railway Switching and Signalling Operator
- 7399-21 Timber Treatment Plant Operator
- 7399-23 Concrete Pump Operator
- 7399-25 Insulation Maker
- 7399-27 Cement Production Plant Operator
- 7399-29 Water Supply and Treatment Plant Operator
- 7399-31 Electrolytic Cell Operator
- 7399-33 Carbon Plant Worker
- 7399-35 Concrete Batching Plant Operator
- 7399-99 Stationary Plant Operators, nec

#### **7399-01 SUPERVISOR, OTHER STATIONARY PLANT OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating stationary plant such as mineral ore treatment, metal rolling, wood chipping and

particleboard production plants.

#### SKILL LEVEL

**Previous Experience:** 1-5 years as a stationary plant operator.

**On-the-Job Training:** 2 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**7399-11 MINERAL ORE TREATING PLANT OPERATOR**

Operates equipment to process mineral ores.

**SKILL LEVEL**

**Previous Experience:** 3-6 months as a mineral ore processing labourer.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Checks the operation of equipment.

Communicates with controllers, supervisors or other plant operators to co-ordinate operations.

Starts plant and ancillary equipment such as conveyors, pumps and fans.

Monitors equipment operation by patrolling plant areas and observing instruments or by using electronic sensors and television monitors.

May take samples of products for analysis.

Clears obstructions from equipment.

Cleans plant areas and removes spillages.

**SPECIALISATIONS****Coal Preparation Plant Operator**

Operates equipment to size, sort and wash coal for transportation from mine sites.

**Flotation Operator**

Operates equipment using chemicals to separate metal particles from gangue by flotation.

**Ore and Stone Crusher Operator**

Operates rotary train dumpers, crushing and related equipment to crush and size material such as ore and rock.

**Ore Treating Solution Operator**

Operates equipment to leach metals from ores in solutions.

**Surface Hydraulic Fill Operator**

Pumps waste discharge from processing plants to fill disused mine workings.

**Wash Plant Operator**

Operates equipment to remove impurities such as clay from mineral bearing rock prior to further processing.

**Ore Separator Operator****7399-13 METAL ROLLING MILL OPERATOR****Metal Roller**

Operates or directs the operation of metal rolling mills.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a mineral processing and finishing factory hand.

**On-the-Job Training:** 1-2 years.

**DUTIES**

Controls the operation of metal rolling mills.

Sets controls according to rolling specifications such as size, shape and gauge of finished products, spaces between rolls, speed and tension of rolls and width of guides.

Directs loading of material such as ingots or coil strips into rolling mills.

Guides metal between rolls, operates shears, pushes rolled billets or bars off roller tables and into cooling beds and bins.

Loads coils onto uncoiling mechanisms, positions coils for rolling, feeds strips through mills and around re-coiling mechanisms and coils and weighs rolled strips.

Observes rolling operations, directly or with the aid of electronic equipment, to detect irregularities and rectify problems.

Adjusts equipment settings during rolling processes.

Co-ordinates the operations of rolling mills with other areas such as furnace operations required for hot rolling.

Inspects finished products.

Compiles operating reports.

**SPECIALISATION****Metal Rolling Mill Assistant****7399-15 PAPER PULP PREPARATION PLANT OPERATOR**

Operates equipment to produce paper pulp from wood billets, and refine and prepare it for paper making.

**SKILL LEVEL**

**Previous Experience:** 1-2 years as a pulp, papermaking and paper products factory hand.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Starts and stops equipment.

Feeds raw material into equipment in batches, or by conveyors or pumps as continuous flow.

Operates auxiliary equipment such as absorption towers, mixing tanks, rotary drums and washers.

Monitors equipment operation and arranges maintenance.

Carries out minor maintenance and cleaning.

Takes samples of products for testing.

May control the addition of chemicals to pulp.

May operate equipment that grinds wood billets into fibres and digests wood chips to produce cooked paper pulp.

May screen pulp to remove oversized slivers of wood, bleach, process and refine pulp, and shorten fibres to prepare pulp for papermaking.

May mix, dry, shred and bale pulp for paper manufacture.

**RELATED OCCUPATIONS**

Unit Group 7415 Paper and Paper Products Machine Operators

**7399-17 WOOD CHIPPING AND PARTICLEBOARD PLANT OPERATOR**

Operates continuous plant to grind logs into wood chips, digest and refine chips, add chemicals such as glues and resins, and form, press and dry material to produce products such as particleboard and hardboard.

**SKILL LEVEL**

**Previous Experience:** 1-2 years as a wood and wood products factory hand.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Starts and stops equipment.

Operates auxiliary equipment such as pumps and conveyors.

Controls the feeding of logs into processing plants.

Controls the feeding of additives such as glue, oil, veneer and fire retardant chemicals.

Monitors the operations of equipment by observing instruments such as thermometers and pressure gauges or computerised control panels.

Controls the unloading of finished products.

Monitors maintenance requirements and arranges for equipment to be serviced.

Cleans plant areas and cleans and lubricates equipment.

May provide written reports on plant operation and production levels.

**SPECIALISATIONS**

**Hardboard Plant Operator**

**Hardboard Press Operator**

**Oil Tempering Operator**

**7399-19 RAILWAY SWITCHING AND SIGNALLING OPERATOR**

Operates signal equipment and switching gear to control the movement of trains or to assemble and disassemble trains in marshalling yards.

**SKILL LEVEL**

**Previous Experience:** 1 year as a railway station assistant.

**On-the-Job Training:** 4 months.

**DUTIES**

Reads movement orders and timetables to become familiar with train movements and the arrangement of rolling stock.

Receives telephone, radio or telegraph advice of alterations to train movements.

Regulates switching and signalling gear to hold or move trains.

Observes electric indicator boards to determine locations of trains.

Regulates shunting movements at sidings or in marshalling yards.

May control marshalling yards and supervise shunting operations.

May operate railway turntables to change the direction of rolling stock.

May couple and uncouple rolling stock during shunting operations.

**SPECIALISATIONS**

**Railway Shunter**

**Railway Yard Assistant**

**7399-21 TIMBER TREATMENT PLANT OPERATOR**

Operates plant which impregnates timber with preserving or fire retarding chemicals.

**SKILL LEVEL**

**Previous Experience:** 1 year as a sawmill labourer.

**Education:** 6 month certificate.

**On-the-Job Training:** 6 months.

**DUTIES**

Controls the loading of timber into treating plants.

Prepares timber treating ingredients such as borax, copper chrome arsenate and creosote.

Controls treatment cycle by regulating heat and flow of preservatives in dip tank or by regulating air and fluid pressure and temperature in retort.

Operates pumps and valves that transfer treatment fluid in and out of treatment vessels.

Controls the removal of treated timber.

Records details of treatment.

**7399-23 CONCRETE PUMP OPERATOR**

Operates equipment to pump concrete.

**SKILL LEVEL**

**Previous Experience:** 1 year as a concrete worker.

**On-the-Job Training:** 3 months.

**Registration/Licensing:** Licenses issued by government authorities.

**DUTIES**

Drives pump trucks from depots to work sites.

Positions pumps and ancillary equipment.

Sets up pipes and hoses from pumps to points of placement.

Directs the input of concrete from concrete trucks to hoppers.

Operates pumps.

Cleans pumps, pipes and hoses at the conclusion of pumping operations.

**RELATED OCCUPATIONS**

Unit Group 7105      Truck Drivers

Unit Group 8403      Concrete Workers

**7399-25 INSULATION MAKER**

Operates plant to produce mineral fibre, fibreglass and other heat insulating materials.

**SKILL LEVEL**

**On-the-Job Training:** 1-4 weeks.

**DUTIES**

Operates equipment to collect fibres, press them into sheets and wind into rolls.

Operates equipment to build sectional pipe insulation on mandrels.

Changes mandrels for different sizes and grinds to external diameter.

Tends resin spraying, and oven drying and curing equipment.

Operates equipment to spray adhesive, fix facing materials and cut insulation to size or shape.

Operates equipment to fibreise offcut material and bag it for installation by spraying.

Stacks insulation pieces for storage or despatch.

May operate paper treatment plant to produce cellulose insulation.

May operate cupolas or electric furnaces, and produce fibres by controlling the flow of liquid rock on to spinning wheels, or by gravity attenuation.

#### **SPECIALISATION**

**Insulation Cupola Operator**

### **7399-27 CEMENT PRODUCTION PLANT OPERATOR**

Operates plant to produce cement, lime and clinker.

#### **SKILL LEVEL**

**Previous Experience:** 1-6 months as a cement and concrete plant labourer.

**On-the-Job Training:** 1-6 months.

#### **DUTIES**

Operates plant and auxiliary equipment.

Controls the loading and unloading of material or the operation of continuous feeding equipment such as pumps and conveyors.

Monitors the operations of equipment by observing instruments such as temperature and pressure gauges or physical indicators such as oil levels.

Monitors maintenance requirements and arranges for equipment to be serviced.

Cleans plant areas and cleans and lubricates equipment.

May provide written reports on plant operation and production levels.

#### **RELATED OCCUPATION**

Occupation 7315-15 Kiln Operator

### **7399-29 WATER SUPPLY AND TREATMENT PLANT OPERATOR**

Pumps water for supply and storage, and treats water to purify it or to remove waste.

#### **SKILL LEVEL**

**Education:** 1 year certificate.

**On-the-Job Training:** 1 year.

#### **DUTIES**

Operates pumps, valves and gates to control the flow of water.

Regulates flow through stages of treatment such as filtering, the addition of chemicals and aeration.

Monitors flow meters, and water pressure and level gauges.

Takes samples for analysis.

Prepares reports and logs detailing plant operations.

Performs routine servicing and cleaning of plant, pipes and channels.

Investigates and repairs faults in water supply and storage systems.

May operate waste disposal or water purification equipment.

May operate locks and adjust the height of weirs.

#### **SPECIALISATIONS**

**Irrigation Supervisor**

**Lock Master (Water Transport)**

**Sewage Plant Operator**

### **7399-31 ELECTROLYTIC CELL OPERATOR**

**Electrolytic Refiner**

Operates tanks or vats in which metals are refined by electrolytic processes.

#### **SKILL LEVEL**

**On-the-Job Training:** 1 year.

#### **DUTIES**

Prepares electrolytic solutions.

Positions anodes and cathodes above tanks or vats and lowers them into electrolytic solutions and turns on current.

Checks, records and adjusts temperatures of electrolytes and electric current ratings.

Controls the flow of solutions through electrolytic cells and tanks to obtain even heating, and replenishes electrolytes as required.

Ensures that metal does not build up and short circuit anodes and cathodes.

Removes cathodes bearing deposits of metal.

Removes spent anodes and electrolytic residues for cleaning and re-use.

May light boilers and adjust flames to ensure that correct temperatures are maintained.

#### **RELATED OCCUPATION**

Occupation 7315-11 specialisation, Pot Operator (Aluminium)

### **7399-33 CARBON PLANT WORKER**

Operates equipment to prepare anodes used in metal reduction pots.

#### **SKILL LEVEL**

**On-the-Job Training:** 2-8 weeks.

#### **DUTIES**

Removes rods from used anodes, straightens damaged rods and repairs them by welding.

Crushes used anodes for recycling.

Prepares carbon mixtures for anodes.

Adjusts mould operating temperatures.

Packs carbon mixture into moulds.

Regulates the flow of water to cooling chambers.

Operates ring furnaces to graphitise green carbon electrodes.

Operates rodding machines which attach rods to anodes.

Attaches rod spades using insulating paste and operating tamping mechanisms.

Monitors operating conditions such as temperatures,

pressures, cooling water flow rates and levels.  
 Inspects and maintains equipment such as pumps, motors, blowers, gas scrubber systems and pipelines.  
 Records operating data.

**SPECIALISATIONS**

**Anode Press Operator**  
**Rodding Press Operator**

**7399-35 CONCRETE BATCHING PLANT OPERATOR**

Operates equipment to add cement, sand, aggregate, water and other ingredients to mixing plant, to produce batches of concrete.

**SKILL LEVEL**

**Previous Experience:** 1 year as a cement and concrete plant labourer.

**On-the-Job Training:** 3-6 weeks.

**DUTIES**

Operates controls to transfer materials to gravity feed tanks.

Records and confirms batch details.

Determines composition and quantities of concrete.

Weighs quantities of cement, sand, gravel, other additives and water using manual scales or console controls.

Checks position and rotation of concrete truck agitators, signals drivers to increase rotation speed and varies discharge of materials to achieve even mixing.

Signals end of discharging and assesses the quality of mixed concrete.

Cleans equipment and work areas and checks records.  
 May add pigments for colouring.

**SPECIALISATION**

**Premix Concrete Batcher**

**7399-99 STATIONARY PLANT OPERATORS, nec**

This residual grouping covers stationary plant operators not elsewhere classified.

**SKILL LEVEL**

**Previous Experience:** 1 year as a factory hand.

**On-the-Job Training:** Up to 6 months.

**SPECIALISATIONS****Lighthouse Keeper**

Operates warning and communication equipment in lighthouses.

**Oilseed Processing Operator**

Controls equipment to extract raw oil from oilseeds and refine it.

**Weighbridge Operator**

Operates equipment to weigh vehicles and determine the net weights of loads.

**Distiller (Beverages)****Clay Crusher Operator**



## MINOR GROUP 74

### MACHINE OPERATORS

Machine Operators operate discrete items of stationary mechanical processing equipment performing a single function, typically a single stage of a manufacturing process.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with 3-12 months on-the-job training.

#### DUTIES include:

affixing attachments, setting controls, loading material to be processed and preparing surfaces prior to operation; starting machine, observing operation and adjusting controls to regulate temperature, pressure, blend of ingredients and speed of operation; cleaning and lubricating machinery and repairing minor defects; sampling output and checking quality; unloading and storing output; and maintaining production records.

#### COMMENT

Data Processing and Business Machine Operators are excluded because they do not operate mechanical processing equipment, but electronic equipment, and deal with data rather than material input. They are classified in Minor Group 52, Data Processing and Business Machine Operators.

#### CONTENT

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

- 7401 BASIC METAL PRODUCTS MACHINE OPERATORS
- 7403 METAL PRESS OPERATORS
- 7405 OTHER METAL PRODUCTS MACHINE OPERATORS
- 7407 PLASTICS PRODUCTION MACHINE OPERATORS
- 7409 RUBBER PRODUCTION MACHINE OPERATORS
- 7411 CHEMICAL PRODUCTION MACHINE OPERATORS
- 7413 WOOD PROCESSING MACHINE OPERATORS
- 7415 PAPER AND PAPER PRODUCTS MACHINE OPERATORS
- 7417 GLASS PRODUCTION MACHINE OPERATORS
- 7419 CLAY AND STONE PROCESSING MACHINE OPERATORS
- 7421 YARN PRODUCTION MACHINE OPERATORS
- 7423 HIDE AND SKIN PROCESSING MACHINE OPERATORS
- 7425 FABRIC PRODUCTION MACHINE OPERATORS
- 7427 TEXTILE SEWING MACHINISTS
- 7429 SHOEMAKING MACHINE OPERATORS
- 7431 FOOD PROCESSING MACHINE OPERATORS
- 7433 PACKAGING MACHINE OPERATORS
- 7435 PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS
- 7499 OTHER MACHINE OPERATORS

Detailed contents are on the following two pages.

**7401 BASIC METAL PRODUCTS MACHINE OPERATORS**  
 7401-01 Supervisor, Basic Metal Products Machine Operators  
 7401-11 Machine Moulder  
 7401-13 Casting Machine and Ladle Operator  
 7401-15 Wire Drawing Machine Operator  
 7401-17 Metal Extrusion Press Operator

**7403 METAL PRESS OPERATORS**  
 7403-11 Metal Press Operators

**7405 OTHER METAL PRODUCTS MACHINE OPERATORS**  
 7405-11 Other Metal Products Machine Operators

**7407 PLASTICS PRODUCTION MACHINE OPERATORS**  
 7407-01 Supervisor, Plastics Production Machine Operators  
 7407-11 Plastics Production Machine Setter  
 7407-13 Plastics Extruding Machine Operator  
 7407-15 Plastics Moulding Machine Operator  
 7407-17 Cellular Plastics Machine Operator  
 7407-19 Plastics Sheet Press Operator  
 7407-21 Plastics Blending Machine Operator  
 7407-23 Gun Hand (Plastics)  
 7407-25 Sheathing Extruder

**7409 RUBBER PRODUCTION MACHINE OPERATORS**  
 7409-01 Supervisor, Rubber Production Machine Operators  
 7409-11 Tyre Production Machine Operator  
 7409-99 Rubber Production Machine Operators, nec

**7411 CHEMICAL PRODUCTION MACHINE OPERATORS**  
 7411-01 Supervisor, Chemical Production Machine Operators  
 7411-11 Pharmaceuticals and Toiletries Production Machine Operator  
 7411-13 Explosives Production Machine Operator  
 7411-99 Chemical Production Machine Operators, nec

**7413 WOOD PROCESSING MACHINE OPERATORS**  
 7413-01 Supervisor, Wood Processing Machine Operators  
 7413-11 Head Sawyer  
 7413-13 Resawyer  
 7413-15 Dockerman/woman  
 7413-17 Timber Stock Cutter  
 7413-19 Veneer Production Machine Operator  
 7413-21 Plywood Production Machine Operator  
 7413-23 Wood Laminating Press Operator  
 7413-99 Wood Processing Machine Operators, nec

**7415 PAPER AND PAPER PRODUCTS MACHINE OPERATORS**  
 7415-01 Supervisor, Paper and Paper Products Machine Operators  
 7415-11 Wet End Papermaking Machine Operator  
 7415-13 Dry End Papermaking Machine Operator  
 7415-15 Paper Products Machine Operator

**7417 GLASS PRODUCTION MACHINE OPERATORS**  
 7417-01 Supervisor, Glass Production Machine Operators  
 7417-11 Glass Production Machine Operator

**7419 CLAY AND STONE PROCESSING MACHINE OPERATORS**  
 7419-01 Supervisor, Clay and Stone Processing Machine Operators  
 7419-11 Concrete Products Machine Operator  
 7419-13 Clay Products Machine Operator  
 7419-15 Stone Processing Machine Operator  
 7419-17 Porcelain Turner  
 7419-19 Plasterboard Maker  
 7419-21 Fibre-Cement Machine Operator  
 7419-99 Clay and Stone Processing Machine Operators, nec

**7421 YARN PRODUCTION MACHINE OPERATORS**

- 7421-01 Supervisor, Yarn Production Machine Operators
- 7421-11 Yarn Carding and Spinning Machine Operator
- 7421-13 Cotton Ginner
- 7421-15 Wool Scouring Operator

**7423 HIDE AND SKIN PROCESSING MACHINE OPERATORS**

- 7423-01 Supervisor, Hide and Skin Processing Machine Operators
- 7423-11 Hide and Skin Processing Machine Operator

**7425 FABRIC PRODUCTION MACHINE OPERATORS**

- 7425-01 Supervisor, Fabric Production Machine Operators
- 7425-11 Warp Machine Operator
- 7425-13 Weaver
- 7425-15 Textile Knitting Machine Operator
- 7425-17 Textile Dyeing and Finishing Machine Operator
- 7425-19 Rope and Cord Making Machine Operator
- 7425-21 Textile Products Mender
- 7425-99 Fabric Production Machine Operators, nec

**7427 TEXTILE SEWING MACHINISTS**

- 7427-01 Supervisor, Textile Sewing Machinists
- 7427-11 Textile Sewing Machinist (Single Needle)
- 7427-13 Textile Sewing Machinist (Multi Needle)

**7429 SHOEMAKING MACHINE OPERATORS**

- 7429-11 Shoemaking Machine Operator

**7431 FOOD PROCESSING MACHINE OPERATORS**

- 7431-01 Supervisor, Food Processing Machine Operators
- 7431-11 Grain and Cereal Processing Machine Operator
- 7431-13 Sugar Processing Machine Operator
- 7431-15 Soft Drink and Syrup Making Machine Operator (except Dairy)
- 7431-17 Alcoholic Beverage Machine Operators
- 7431-19 Meat and Fish Processing Machine Operator
- 7431-21 Milk Treatment Machine Operator
- 7431-23 Margarine Maker
- 7431-25 Ice-Cream Maker
- 7431-27 Food Factory Cook
- 7431-99 Food Processing Machine Operators, nec

**7433 PACKAGING MACHINE OPERATORS**

- 7433-01 Supervisor, Packaging Machine Operators
- 7433-11 Liquids Filler
- 7433-99 Packaging Machine Operators, nec

**7435 PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS**

- 7435-01 Supervisor, Photographic Products Machine Operators
- 7435-11 Photographic Developer and Printer
- 7435-13 Photographic Film Manufacturing Operator

**7499 OTHER MACHINE OPERATORS**

- 7499-01 Supervisor, Other Machine Operators
- 7499-11 Tobacco Technical Operator
- 7499-13 Tobacco Machine Attendant
- 7499-15 Dry Cleaning Machine Operator
- 7499-17 Laundry Machine Operator
- 7499-19 Military Weapons Operator
- 7499-21 Printing Bindery Assistant
- 7499-23 Printing Table Hand
- 7499-99 Machine Operators, nec

**UNIT GROUP 7401****BASIC METAL PRODUCTS MACHINE OPERATORS**

Basic Metal Products Machine Operators operate machines which produce a variety of basic metal products such as coils, moulds or cores for casting, wire and rods.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 3-12 months on-the-job training is usual.

**DUTIES** include:

- affixing attachments to machine
- selecting computer programs, setting control panel, lubricating mould or loading feed mechanism prior to operation
- threading strip or coil into coiling mechanism, feeding wire or cable into dies for drawing
- packing sand around pattern contours prior to operation of machine which consolidates sand to form mould
- lifting mould from pattern
- operating equipment to release ladle stopper to pour molten metal into moulds, observing level and operating stopper lever when mould is full
- operating controls to regulate temperature, pressure, speed or flow of operation
- repairing or replacing defective parts, repairing breaks in wire or cracks in moulds.

**CONTENT**

This Unit Group contains the following occupations:

- 7401-01 Supervisor, Basic Metal Products Machine Operators
- 7401-11 Machine Moulder
- 7401-13 Casting Machine and Ladle Operator
- 7401-15 Wire Drawing Machine Operator
- 7401-17 Metal Extrusion Press Operator

**7401-01 SUPERVISOR, BASIC METAL PRODUCTS MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines to mould, extrude or sheath metal products, or draw wire.

**SKILL LEVEL**

**Previous Experience:** 6-10 years as a basic metal products machine operator.

**On-the-Job Training:** 2 years.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**7401-11 MACHINE MOULDER**

Operates machines to form sand moulds and cores used in the production of metal castings.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**DUTIES**

Attaches flasks and patterns to machines, sifts sand over patterns and fills flasks with sand.

Packs sand around pattern contours.

Consolidates sand to form moulds.

Cleans patterns using air hoses.

Inverts moulds and withdraws patterns or lifts moulds from patterns.

Cleans cavities of moulds using air hoses.

Cleans moulding machines.

May coat moulds with refractory paint.

May repair defects in moulds such as cracks and broken edges.

May insert cores into moulds.

**7401-13 CASTING MACHINE AND LADLE OPERATOR**

Pours molten metal from casting machines and ladles into moulds or dies to form ingots, slabs, bars, rods, billets, castings or tubes.

**SKILL LEVEL**

**On-the-Job Training:** 4-12 months.

**DUTIES**

Preheats gas burners.

Lubricates moulds to prevent metal from sticking.

Checks that stoppers are correctly set in hot metal ladles prior to tapping of furnaces.

Checks that moulds are correctly prepared and positioned.

Controls casting speeds and cooling conditions to produce castings of uniform crystalline structure.

Monitors furnace and basin temperatures.

Tilts furnaces, positions pouring nozzles of ladles over moulds, releases ladle stoppers and allows molten metal to flow into moulds.

Observes levels of metal in moulds to prevent overflows.

Replaces stoppers when moulds are filled.  
 Takes samples of molten metal for quality control analysis.  
 Skims slag off molten metal or dumps slag.  
 Replaces defective stoppers and nozzles.  
 Directs crane drivers to move ladles and moulds.  
 May operate computer controlled equipment.  
 May clean and repair ladles.  
 May produce castings or ingots by pouring metal into central funnels or trumpets which fill surrounding moulds.

#### SPECIALISATIONS

**Ladleman/woman (Metals)**  
**Metal Pourer**  
**Teemer (Iron and Steel)**

#### 7401-15 WIRE DRAWING MACHINE OPERATOR

Operates machines to reduce the diameter of metal wires or rods by drawing them through graduated dies.

#### SKILL LEVEL

**On-the-Job Training:** 4-6 months.

#### DUTIES

Loads coils onto feed magazines using hoists, and tapes ends on pointing machines.  
 Feeds wire or cable ends through dies and attaches to winding reels.  
 Starts machines and operates them to control drawing processes.  
 Inspects and measures drawn wires.  
 Removes reels from machines after drawing.

Adjusts or changes dies and replaces worn dies.  
 Completes production process control charts.  
 May join coiled wires or repair breaks using wire welding machines.

#### 7401-17 METAL EXTRUSION PRESS OPERATOR

Operates extrusion presses to form products such as rods, bars, seamless tubing, wire and structural shapes, by extruding hot metal billets through dies.

#### SKILL LEVEL

**On-the-Job Training:** 6-12 months.

#### DUTIES

Sets up presses with dies.  
 Loads preheated billets into press containers or loads supplies of cold billets into feed conveyors of press furnaces.  
 Sets furnace controls to heat billets.  
 Operates controls of hydraulic rams to force heated metal through dies.  
 Regulates rates of extrusion to prevent metal ruptures and adherence of metal to container walls.  
 Starts press run-out tables to guide extrusion from presses, and butt shears to trim flashes.  
 Pulls extrusion along conveyors to racking tables or runs wires over guide pulleys to take up reels on winders.  
 Sprays or swabs dies with lubricants.  
 Removes metal remaining in containers after extrusion.  
 Records number of billets used, extrusion defects, items processed and downturns.

### UNIT GROUP 7403 METAL PRESS OPERATORS

Metal Press Operators operate machinery which shape and form metal stock and components, or form products such as rods, bars, seamless tubing and structural shapes.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although up to 3 months on-the-job training is usual.

#### DUTIES include:

- securing workpiece on working surface or setting up press with appropriate dies prior to operation
- loading stock or other items into feeding mechanism
- operating controls which activate stamping or pressing mechanism or hydraulic ram which forces metal through dies
- operating controls to regulate temperature, pressure and speed of operation
- monitoring operation, removing processed items, lubricating dies and reloading machine
- examining products, recording and reporting defects.

#### CONTENT

This Unit Group contains the following occupation:  
 7403-11 Metal Press Operator

**7403-11 METAL PRESS OPERATOR**

Operates machines or machine tools to shape and form metal stock and components.

**SKILL LEVEL**

**On-the-Job Training:** Up to 3 months.

**DUTIES**

Loads stock or other items into feeding mechanisms or secures workpieces on work surfaces.

Tends machines or machine tools which shape or form stock through processes such as pressing and stamping.

Monitors machine operation and reports faults.

Reloads machines and removes processed items.

Inspects final products.

May measure or examine samples of machines' products before making full production runs.

**UNIT GROUP 7405****OTHER METAL PRODUCTS MACHINE OPERATORS**

Other Metal Products Machine Operators operate machines which produce and finish metal products other than those covered elsewhere in minor group 74, Machine Operators.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 3-6 months on-the-job training is usual.

**DUTIES** include:

- setting up and checking the functioning of the machine prior to operation
- loading stock or other items into feeding mechanism
- cleaning and smoothing metal surfaces by grit blasting, applying bond coating to help adherence of metal or ceramic spray-coat
- spraying molten metal or ceramic on to metal products
- monitoring operations such as bending, dressing/grinding, galvanising, stretching, spring production or spray-coating
- examining product for defects or uniform thickness, recording and reporting defects.

**CONTENT**

This Unit Group contains the following occupation:

7405-11 Other Metal Products Machine Operator

**RELATED OCCUPATION**

Occupation 4103-21 Metal Machinist (Third Class)

**7405-11 OTHER METAL PRODUCTS MACHINE OPERATORS**

Operates machines or machine tools to shape, form, cut, spray and coat metal articles and components.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Checks machines and the feeding of metal stock. Switches on machines, inspects products and makes minor adjustments. May offload and stack products.

**SPECIALISATIONS**

**Thermal Sprayer**  
**Plasma Sprayer**  
**Metal Sprayer**

Sets up and operates equipment to spray molten metal or ceramics on to metal products to provide protective

or decorative coatings or to build up worn or damaged surfaces.

Prepares surfaces for coating by grit blasting and applying coating bonds.

Selects and fits nozzles to spray guns, loads guns with coating materials and ignites gas and air mixtures in guns to melt coating materials.

Directs sprays to ensure coating is applied evenly.

Monitors and adjusts gas and current flows, and measures the thickness of coating.

**Continuous Plant Galvaniser**

**Forging Machine Operator**

**Key Cutter**

**Knife Sharpener**

**Metal Dresser and Grinder**

**Springmaking Machine Operator**

**UNIT GROUP 7407****PLASTICS PRODUCTION MACHINE OPERATORS**

Plastics Production Machine Operators operate machines which manufacture and finish plastic products by extruding, moulding, mixing, drawing, embossing, laminating and other processes.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 3-18 months on-the-job training is usual.

**DUTIES** include:

- affixing, assembling or installing attachments
- spraying moulds with gelcoat, setting controls and checking the functioning of the machine prior to operation
- loading materials, items or ingredients for mixing into machine or feeding mechanism
- threading wire or cable (to be coated in plastic) through machine, extrusion dies and cooling chamber and fastening it to take-up reel
- operating controls which activate hydraulic ram to emboss, laminate or draw sheet through die
- operating mixing or pouring machinery
- operating controls to regulate temperature, pressure, speed and flow of operation
- monitoring operation, and regulating material supply or adding chemicals and colourants to mixture
- spraying fibre reinforced plastic onto mould or product
- examining products for defects, performing minor repairs and maintaining production records
- trimming flash.

**CONTENT**

This Unit Group contains the following occupations:

- 7407-01 Supervisor, Plastics Production Machine Operators
- 7407-11 Plastics Production Machine Setter
- 7407-13 Plastics Extruding Machine Operator
- 7407-15 Plastics Moulding Machine Operator
- 7407-17 Cellular Plastics Machine Operator
- 7407-19 Plastics Sheet Press Operator
- 7407-21 Plastics Blending Machine Operator
- 7407-23 Gun Hand (Plastics)
- 7407-25 Sheathing Extruder

**7407-01 SUPERVISOR, PLASTICS PRODUCTION MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in setting up and operating machines to manufacture plastic products.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a plastics production machine operator.

**On-the-Job Training:** 3-6 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**7407-11 PLASTICS PRODUCTION MACHINE SETTER**

Sets up and adjusts moulding, extruding and other machines to make plastic products.

**SKILL LEVEL**

**On-the-Job Training:** 6-18 months.

**DUTIES**

Positions and assembles or installs dies or moulds.

Uses hand tools to make adjustments and determine alignments.

Couples or attaches steam, air or water hoses, or lines, to machines.

Sets controls and checks and regulates temperature, pressure, timer, speed and gas-jet settings.

Directs the operation of machines to secure sample output.

Examines products for defects such as warp, bubbles and scratches.

Measures output for conformity to specifications.

Adjusts or re-aligns machines.

Records times, temperatures and output dates on job record cards for machine operators.

**SPECIALISATIONS**

**Cellular Plastics Machine Setter**  
**Plastics Extruding Machine Setter**  
**Plastics Moulding Machine Setter**  
**Thermoforming Machine Setter**

**RELATED OCCUPATION**

Occupation 4103-17 Die Setter

**7407-13 PLASTICS EXTRUDING MACHINE OPERATOR**

Operates extruding machines to extrude plastic material into rod, sheet or tubular form.

**SKILL LEVEL**

**On-the-Job Training:** 3-12 months.

**DUTIES**

Starts machines and watches operations to check supplies of raw materials are maintained.  
 Checks finished products for defects.  
 Notifies plastics extruding machine setters of malfunctions of machines or defective products.  
 Maintains production records.  
 May cut extrusions to desired lengths.

**7407-15 PLASTICS MOULDING MACHINE OPERATOR**

Operates injection, compression, thermoforming, rotational and blow moulding machines to produce plastic products such as drums and tanks.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Assists in estimating time and temperature requirements for moulding processes.  
 Places plastic pellets in moulds.  
 Starts machines and watches operations to check supplies of raw materials are maintained.  
 Cools moulds using water sprinklers and fans.  
 Checks finished products for defects.  
 Notifies plastics production machine setters of malfunctions of machines or defective products.  
 Maintains production records.  
 May de-flash and pack mouldings.  
 May make minor adjustments to machines.  
 May perform separating and regrinding duties.  
 May remove flash, runners and strues.  
 May apply mould release agents to surfaces of moulds.  
 May collate and stack finished products and attach labels.

**SPECIALISATIONS**

**Blow Moulding Machine Operator**  
**Compression Moulding Machine Operator**  
**Injection Moulding Machine Operator**  
**Rotational Moulding Machine Operator**  
**Thermoforming Machine Operator**

**7407-17 CELLULAR PLASTICS MACHINE OPERATOR**

Operates machines to make foam blocks and moulded foam products.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Assists cellular plastics machine setters to prepare machines for operation.  
 Watches operations to check supplies of raw materials are maintained and that mixtures flow correctly on to conveyor belts or boxes.  
 Checks that paper linings feed correctly.  
 Ensures that correct amounts of raw materials are placed in moulds from feed lines, and closes moulds.  
 Opens moulds and removes products after curing.  
 Checks products for surface defects.  
 May apply mould release agents to surfaces of moulds.  
 May stack finished products.

**SPECIALISATION**

**Plastic Foam Machine Operator**

**7407-19 PLASTICS SHEET PRESS OPERATOR**

Operates hydraulic presses to emboss, laminate or draw plastic sheets.

**SKILL LEVEL**

**On-the-Job Training:** 6-12 months.

**DUTIES**

Starts gas ovens and sets thermostats to regulate oven temperatures.  
 Clamps sheets to overhead racks and pushes racks into ovens to soften sheets.  
 Bolts dies or plates to beds of presses and adjusts length of travel of ram arms.  
 Positions softened sheets or layers of sheets on press beds and lowers pressure plates to hold sheets in place.  
 Operates controls to lower rams to draw sheets through open dies, emboss them, or compress layers of sheets to form laminated plastic boards.  
 Turns valves to regulate the flow of water or steam through dies or plates to maintain forming temperatures.  
 Trims plastic, using shears, power saws or knives.

**7407-21 PLASTICS BLENDING MACHINE OPERATOR**

Operates mixing machines to prepare plastic powders or liquid blends.

**SKILL LEVEL**

**On-the-Job Training:** 3-12 months.

**DUTIES**

Determines ingredient and mixing requirements.  
 Measures out quantities of ingredients into machines or regulates flow from feed conveyors, hoppers or pipes, and starts machines.



Mixes ingredients for specified time or until consistency or quality has been obtained.

Adds colourant and chemical additives to mixtures.

Monitors instruments and adjusts controls to regulate the speed and temperature of machines during mixing operations.

Carries out prescribed checks and withdraws samples for laboratory testing.

Removes blended material by hand, or discharges it to storage containers or to machines for further processing.

Cleans machines and equipment after use.

Maintains production records.

May remove scrap and flash from moulding machines for processing.

### SPECIALISATION

**Powder Hand (Plastics)**

### 7407-23 GUN HAND (PLASTICS)

Sprays moulds with gelcoats to produce finished surfaces prior to laminating, or sprays fibre reinforced plastic on to moulds or products.

#### SKILL LEVEL

**On-the-Job Training:** 2 months.

#### DUTIES

Inspects equipment prior to use.

Selects gelcoats and dyes.

Checks temperatures and adjusts catalyst levels.

Calculates flows of gelcoats.

Sprays trial panels and adjusts spray patterns.

Sprays moulds, keeping guns perpendicular to mould surfaces.

Cleans equipment after use.

Adjusts guns which chop and spray fibres with plastic.

May roll fibrous mass to remove air and compact it.

### 7407-25 SHEATHING EXTRUDER

Operates extrusion presses to encase electric wires, cords or cables in rubber or plastic.

#### SKILL LEVEL

**On-the-Job Training:** 4-6 months.

#### DUTIES

Bolts dies, guides and guide holders in extrusion heads of presses.

Clamps rolls of rubber on spindles of machines and threads strips into hopper-feeders or fills hoppers with plastic chips.

Sets temperature controls of presses.

Loads spools of wire on reels of machine spindles or payout stands, using hoists.

Threads wires or cables through machines and around take-up reels, or threads cables through dies and cooling chambers, and fastens ends to take up reels.

Starts machines and adjusts controls to regulate the speed of wire travel, pressure of hydraulic rams, temperature of extrusion dies, flows of metals, and pressure of water spray in cooling chambers to ensure sheaths are of uniform thickness.

#### SPECIALISATION

**Wire Sheather**

## UNIT GROUP 7409

### RUBBER PRODUCTION MACHINE OPERATORS

Rubber Production Machine Operators operate machines and perform ancillary duties to manufacture rubber products such as tyres and reinforced hose.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 3-6 months on-the-job training is usual.

#### DUTIES include:

- affixing attachments to machine
- setting controls and checking functioning of machine prior to operation
- loading stock
- marking out patterns from blue-prints and cutting sheets
- cleaning and smoothing non-rubber surfaces by sandblasting
- threading hose, cord or wire into knitting machine and monitoring operation to ensure uniform tension
- operating controls to regulate temperature, pressure and speed of grinding or production
- monitoring operation and controlling curing process
- removing wrinkles and compressed air in rolling operations
- trimming flash
- measuring product dimensions with special instruments
- weighing product
- examining products for defects, and performing minor repairs
- maintaining production records.

**CONTENT**

This Unit Group contains the following occupations:

- 7409-01 Supervisor, Rubber Production Machine Operators
- 7409-11 Tyre Production Machine Operator
- 7409-99 Rubber Production Machine Operators, nec

**7409-01 SUPERVISOR, RUBBER PRODUCTION MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines to produce rubber tyres and other rubber products.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a rubber production machine operator.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**7409-11 TYRE PRODUCTION MACHINE OPERATOR**

Builds raw tyres and retreads used tyres, and vulcanises them.

**SKILL LEVEL**

**On-the-Job Training:** Up to 6 months.

**DUTIES**

Wraps rubber sheets on to drums, cuts to length and joins edges to lay the casings of tyres.

Positions tyre beads on drums and turns in ply ends.

Wraps layers of plies, belts and rubber to produce first stage tyres.

Controls rollers to remove air from between layers and maintain uniform thickness.

Inspects first stage tyres for quality, type and size.

Inspects used tyre casings for defects.

Uses buffing machines on used tyres to remove old

rubber, roughen surfaces and produce uniform shape and radius.

Builds new tread by spraying cement and fitting tread rubber to casings.

Places tyres in vulcaniser presses and controls curing processes.

Inspects trims and finishes tyres.

Stacks tyres on mobile racks.

May perform tyre and tube repairing, fitting and balancing.

**SPECIALISATIONS**

**Tyre Builder**

**Tyre Retreader**

**7409-99 RUBBER PRODUCTION MACHINE OPERATORS, nec**

This residual grouping covers rubber production machine operators not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**SPECIALISATIONS**

**Rubber Knitting Machine Operator**

Operates machines to knit and cement fabric cord or wire around rubber hoses for reinforcement.

**Rubber Roll Builder**

Builds up rubber plies on metal cores for use as rollers.

**Rubber Roller Grinder Operator**

Sets up and operates roller grinders to produce rubber rollers.

**UNIT GROUP 7411****CHEMICAL PRODUCTION MACHINE OPERATORS**

Chemical Production Machine Operators operate machinery and equipment to produce pharmaceuticals, toiletries, explosives and other chemical products.

**SKILL LEVEL**

There is generally no specific entry requirement for this unit group. However, some occupations require 3 years experience as a factory hand. 2-6 months on-the-job training is usual.

**DUTIES** include:

- weighing and measuring chemical and other ingredients prior to operation
- pouring or pumping chemical or other ingredients including chemical agents or binding liquids into machinery
- operating and monitoring machines that mix, mill, grind, compress, coat, fill, seal and mould ingredients
- operating controls to regulate temperature, pressure, flow and speed of operation
- inspecting and testing products for defects.

**CONTENT**

This Unit Group contains the following occupations:

- 7411-01 Supervisor, Chemical Production Machine Operators
- 7411-11 Pharmaceuticals and Toiletries Production Machine Operator
- 7411-13 Explosives Production Machine Operator
- 7411-99 Chemical Production Machine Operators, nec

**7411-01 SUPERVISOR, CHEMICAL PRODUCTION MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines to produce chemical products.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a chemical production machine operator.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATIONS**

**Supervisor, Explosives Production Machine Operators**

**Supervisor, Pharmaceuticals and Toiletries Production Machine Operators**

**7411-11 PHARMACEUTICALS AND TOILETRIES PRODUCTION MACHINE OPERATOR**

Operates machines and equipment to produce pharmaceuticals and toiletries.

**SKILL LEVEL**

**On-the-Job Training:** 2-6 months.

**DUTIES**

Weighs and measures ingredients.

Cleans and disinfects machines.

Starts machines to mix, mill, grind, compress, coat, fill, seal or mould ingredients, or wind material on to reels.

Adds water, gelatine, alcohol or other liquids to bind ingredients.

Observes machine operations and adjusts pressure, temperature, tension and other controls.

Places products on to drying trays, or allows them to cool.

Applies coatings to flavour, colour or preserve, or adds medication to products.

Coats, glazes and sterilises products.

Measures and tests products.

May weigh and package products.

**SPECIALISATIONS**

**Granulator Machine Operator**

**Soap Maker**

**Suture Maker**

**Tablet Making Machine Operator**

**Toiletries Moulder and Compressor**

**7411-13 EXPLOSIVES PRODUCTION MACHINE OPERATOR**

Operates machines to mix, blend and process chemicals to produce explosives and ammunition.

**SKILL LEVEL**

**Previous Experience:** 3 years as a chemical plant labourer.

**DUTIES**

Weighs and measures chemicals.

Pours required chemicals into hoppers or nitrator agitators.

Starts pumps to add liquid chemical agents.

Sets controls to regulate temperatures, rates of flow and speed of wringers.

Starts machines to mix or blend ingredients.

Opens valves to flush and clean wringers.

Inspects and examines products.

**SPECIALISATIONS****Bullet Maker**

Inserts bullets into holes of moving feed dials, observes operations and clears jammed bullets.

May operate machines which produce shot-gun cartridges.

**Fuse Maker**

Uses winding machines to spin strands of cotton yarn around black powder cores to form fuses.

Winds fuses on to bobbins and unloads bobbins from machines.

Places bobbins in controlled temperatures to dry and cure fuses.

Unwinds cured fuses from bobbins and cuts to required lengths.

**Nitrocellulose Maker**

Loads nitrocotton into centrifugal wringers and sets timers.

Opens valves to remove excess acid and flushes wringer basins with water.

Loads nitrocotton into containers.

**Explosives Mixer Operator**

**7411-99 CHEMICAL PRODUCTION MACHINE OPERATORS, nec**

This residual grouping covers chemical production machine operators not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**SPECIALISATION**

**Candle Maker**

## UNIT GROUP 7413

### WOOD PROCESSING MACHINE OPERATORS

Wood Processing Machine Operators operate sawing and other machines to cut logs into poles or timber pieces; and operate machinery such as rollers and presses to make plywood, particleboard, solid laminate or similar timber products.

#### SKILL LEVEL

The entry requirement for this unit group is 1-2 years experience in wood processing work. 1-6 months on-the-job training is usual.

#### DUTIES include:

- setting controls, guides, saws, knives and pressure bars prior to operation
- operating controls to regulate temperature, pressure, and speed of operation
- monitoring operation, resetting guides, replacing defective timber for re-processing, cleaning glue from press plate, clearing blockages in hoppers or other feeding mechanisms, replacing saw blades or selecting different blades
- measuring with special instruments to ensure that product is of specified dimensions
- examining products for defects, performing repairs and maintaining production records
- grading wood and veneer.

#### CONTENT

This Unit Group contains the following occupations:

- 7413-01 Supervisor, Wood Processing Machine Operators
- 7413-11 Head Sawyer
- 7413-13 Resawyer
- 7413-15 Dockerman/woman
- 7413-17 Timber Stock Cutter
- 7413-19 Veneer Production Machine Operator
- 7413-21 Plywood Production Machine Operator
- 7413-23 Wood Laminating Press Operator
- 7413-99 Wood Processing Machine Operators, nec

#### 7413-01 SUPERVISOR, WOOD PROCESSING MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating machines to saw, resaw and stack logs and timber products and process wood or manufacture timber products.

##### SKILL LEVEL

**Previous Experience:** 3-8 years as a wood processing machine operator.

##### DUTIES

Performs duties covered by the General Description Supervisor.

##### SPECIALISATIONS

**Supervisor, Plywood Making Machine Operators**  
**Supervisor, Saw Operators**

#### 7413-11 HEAD SAWYER

##### Breakdown Sawyer

Operates saws, log carriages and conveyors to reduce logs to primary break-down pieces such as cants, slabs, boards or flitches for further sawing.

##### SKILL LEVEL

**Previous Experience:** 1-2 years as a resawyer.

**On-the-Job Training:** 3-6 months.

##### DUTIES

Checks saws and other equipment for safety, sharpness and correct functioning.

Operates skid conveyors to load logs on to log carriages.

Rolls, aligns and secures logs to set position and depth of cuts.

Controls rate of movement of logs and carriages on to cutting saws.

Inspects cuts and moves sawn pieces by conveyors for further processing.

Rolls logs away from blades, returns carriages, re-aligns logs and repeats processes until logs are reduced to required sizes.

Changes saw blades.

May assess new logs to decide the optimum sequence of cutting.

May keep production records.

May operate circular, band or gang saws.

May operate equipment to produce woodchips.

May control head saws by operating computerised control panels, observe visual display units to obtain data about logs and suggested sawing sequences, and respond to computerised instructions to control sawing processes.

**7413-13 RESAWYER**

Operates band saws, gang saws or circular saws to convert cants, flitches, slabs and wings into sawn timber.

**SKILL LEVEL**

**Previous Experience:** 1 year as a sawmill labourer.

**On-the-Job Training:** 3-6 months.

**DUTIES**

Checks saws and other equipment for safety, sharpness and correct functioning.

Controls rate of movement of timber on to cutting saws.

Inspects cuts and moves sawn pieces by conveyors for further processing.

Changes saw blades.

May keep production records.

May control saws by operating computerised control panels, and observe visual display units.

**SPECIALISATIONS****Edgerman/woman**

Operates multiblade sawing machines to remove rough edges from timber and saw timber boards to width.

**Trim Saw Operator**

Starts multiblade trim saw machines and places pressed boards or plywood panels on feed beds against guides.

Pushes panels until engaged by feed rollers, belts or pawls of feed chains on machines.

Measures cut panels to verify dimensions, and adjusts saws or guides.

**Cant Gang Sawyer****Ripsaw Operator****7413-15 DOCKERMAN/WOMAN**

Operates banks of saws to trim boards to length and cut out defective sections.

**SKILL LEVEL**

**Previous Experience:** 1 year as a sawmill labourer.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Scans boards moving along conveyors, identifies defects and determines cuts that will produce the required grade of timber.

Raises or lowers saws to trim boards and remove defects, such as rot and splits.

Cuts timber to length.

Replaces worn or defective saw blades.

Cleans work areas and machines.

May stack and strap timber in bundles.

**SPECIALISATIONS****Log Preparer**

Measures logs to determine optimum number of lengths to be cut.

Starts chain saws and lowers blades to square ends to length.

Moves carriages and cuts logs into billets in holding racks.

Clips, brushes and scrapes billets or flitches for peeling or slicing.

**Sawmill Docker****7413-17 TIMBER STOCK CUTTER**

Operates saws to cut timber, particleboard and plywood.

**SKILL LEVEL**

**Previous Experience:** 1 year as a sawmill labourer.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Selects kind and grade of timber specified on work orders.

Measures and marks timber or sets and adjusts guide fences to produce specified sizes.

Cuts timber to length using circular saws.

Replaces worn or defective saw blades.

May feed wood stock through planing machines to smooth edges.

**SPECIALISATION****Wood Trimmer****7413-19 VENEER PRODUCTION MACHINE OPERATOR**

Operates machines to produce, cut and splice veneer sheets.

**SKILL LEVEL**

**Previous Experience:** 1 year as a wood and wood products factory hand.

**On-the-Job Training:** 3-6 months.

**DUTIES**

Adjusts machines by setting guides, saws, knives, pressure bars and gears.

Operates and adjusts machines and directs problems to maintenance staff.

Monitors product quality and measures dimensions to ensure that products are within tolerances.

Replaces dull or damaged knives and other parts.

Stacks products for further processing.

Positions logs or flitches into lathes or slicing machines.

Controls lathes or slicing machines to cut veneers of uniform thickness.

Releases peeled logs from lathes.

Places veneers on to clipper tables under powered clipper blades and positions tables to cut veneers to size.

Matches veneer strips according to types of wood, grain, pattern, texture and shade.

Assembles veneer sheets with glue, feeds them into pressing and curing machines, and adjusts heat, pressure and speed of machines.

Examines spliced sheets for conformity with specifications.

May re-process veneer sheets to produce sheets of larger size.

May prepare production reports.

**SPECIALISATIONS****Veneer Guillotine Operator**

Aligns edges of veneer strips, and clamps, guillotines, smoothes and squares edges.

**Veneer Clipper****Veneer Lathe and Slicer Operator****Veneer Splicing Machine Operator****Veneer Trimmer Operator****7413-21 PLYWOOD PRODUCTION MACHINE OPERATOR**

Operates machines to process wood veneer or core board sheets to make plywood panels.

**SKILL LEVEL**

**Previous Experience:** 1 year as a wood and wood products factory hand.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Operates machines and maintains product quality.

Selects and weighs ingredients, blends glue and loads reservoirs of glue spreading machines.

Records amounts and types of glue used.

Starts flows of glue onto rollers and feeds veneer sheets and core boards through glue-spreader rollers.

Adjusts glue flow rates and the spaces between rollers.

Builds up sheets on lay-up tables.

Inspects veneer sheets or plywood panels for defects.

Trims overlapping veneer segments.

Cleans work areas and machines.

May use machines to punch out defects, inject glue and press patches into holes.

May fill splits and cracks with plastic fillers.

May close splits by applying tape or glue coated fibres under pressure.

May grade veneer panels.

May set up machines and perform basic maintenance.

**SPECIALISATIONS****Plywood Centre Feeder****Plywood Centre Layer****Plywood and Veneer Repairer****7413-23 WOOD LAMINATING PRESS OPERATOR**

Sets up and operates presses to bond laminates of material such as paperboard, paper, veneer or wood.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Loads presses with assembled items.

Closes plates of presses and subjects items to pressure and heat to bond them together.

Releases and unloads presses.

Cleans glue from press plates and debris from working areas.

Records quality, quantity and dimensions of items produced, and pressures, temperatures and duration of press operations.

May repair surface defects in sheets or laminated beams.

May prepare glue mixtures and collect test samples.

May adjust curing and feeding speeds of continuous laminating presses.

**SPECIALISATION****Particleboard Laminator Operator****7413-99 WOOD PROCESSING MACHINE OPERATORS, nec**

This residual grouping covers wood processing machine operators not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**SPECIALISATIONS****Debarker Operator**

Operates machines to remove bark, knots and dirt from logs and shape logs to round or smooth taper shapes.

**Drop Sorter Operator**

Assesses the resawing potential and grade of boards, wings and residues on moving conveyors and separates and redirects them for resawing, stacking or other processing.

**Hogger Operator**

Operates machines to reduce sawmill residues to boiler fuel.

**Leverman/woman**

Assists sawyers to position timber and logs on saw carriages and to cut flitches of timber to size, by manipulating roller control levers on rip saw benches.

**Machine Stress Grader Operator**

Operates machines to subject timber to stress, grades it according to strength and stamps it with quality gradings.

**Sawmill Moulder Operator**

**UNIT GROUP 7415****PAPER AND PAPER PRODUCTS MACHINE OPERATORS**

Paper and Paper Products Machine Operators operate wet and dry end papermaking machines and construct formes for use in cutting and creasing paperboard.

**SKILL LEVEL**

Entry requirement for this unit group is 1-2 years previous experience as a factory hand. 3-12 months on-the-job training is usual.

**DUTIES** include:

- positioning roll of paper on machine reel and threading paper around rollers
- checking auxiliary equipment
- filling machinery with liquid stock prior to operation
- operating controls to regulate temperature, flow, pressure and speed of operation
- monitoring operation, smoothing wrinkles, observing flow of white water and pulp stock, and replenishing stock
- cutting and bending metal strips to form setting creases and cutting knives
- assembling block sections and metal strips to make forme and fitting forme in metal frame
- examining products for defects

**CONTENT**

This Unit Group contains the following occupations:

- 7415-01 Supervisor, Paper and Paper Products Machine Operators
- 7415-11 Wet End Papermaking Machine Operator
- 7415-13 Dry End Papermaking Machine Operator
- 7415-15 Paper Products Machine Operator

**7415-01 SUPERVISOR, PAPER AND PAPER PRODUCTS MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines to make paper and paper products.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a paper and paper products machine operator.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**7415-11 WET END PAPERMAKING MACHINE OPERATOR**

Operates wet end paper machines to make paper or sheet pulp from pulp stock.

**SKILL LEVEL**

**Previous Experience:** 1-2 years as a pulp, papermaking and paper products factory hand.

**On-the-Job Training:** 3-6 months.

**DUTIES**

Checks and starts auxiliary equipment such as agitators, pumps and filters.

Operates controls which regulate the flow of white water and pulp stock into machine headboxes and on to wire-mesh belts for forming.

Inspects samples of products and laboratory reports and adjusts stock flow rates, speed and pitch of belts, frequency and amplitude of shaking, and pressures on

pulp rollers.

Directs and assists in changing wire belts.

Compiles production records and reports.

May adjust, clean, repair and replace machine parts.

**SPECIALISATIONS****Inverform Machine Operator**

Operates machines to make paperboard.

**Fourdrinier Machine Operator**

Paperboard Machine Operator

**7415-13 DRY END PAPERMAKING MACHINE OPERATOR**

Operates machines to process paper and make paper products.

**SKILL LEVEL**

**Previous Experience:** 1-2 years as a pulp, papermaking and paper products factory hand.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Positions rolls of paper on machine reel stands using hoists, and fastens collars and guides to secure them on shafts.

Threads paper around tensioner rollers, through machines and on to take-up rollers.

Sets up other equipment, starts machines and observes paper to detect wrinkles and makes adjustments to keep it smooth.

Inspects paper to detect defects, and adjusts processing.

Compiles production records and reports.

Adjusts steam pressure and temperature of dryers and hot air rollers.

May conduct special tests and fine thickness measurements on paper.

May adjust, clean, repair and replace machine parts.

May operate size tubs, or spray paper with dyes, steam or water to finish.

May operate machines which cut paper from rolls into sheets, stack them and remove and stack defective sheets.

#### SPECIALISATIONS

##### **Paper Rewinder Operator**

Positions slitting knives to widths required and operates machines that slit and wind paper compactly on to separate cardboard cores.

Removes full reels for rewinding or storage and marks defective sections.

##### **Supercalender Operator (Papermaking)**

Operates machines to coat, glaze or impregnate paper or paperboard with finishing solutions.

#### **7415-15 PAPER PRODUCTS MACHINE OPERATOR**

Operates machines to make paper products.

#### **SKILL LEVEL**

**On-the-Job Training:** 6-12 months.

#### **DUTIES**

Determines job requirements from drawings or other specifications.

Selects appropriate materials and makes sample products for customer approval, using hand tools.

Checks and loads supplies of paper.

Operates machines and monitors quality, packaging and stacking of products.

#### **SPECIALISATIONS**

##### **Carton Cutting and Creasing Forme Setter**

Cuts blocks into sections for formes, shapes them and cuts slots.

Selects, cuts and bends metal strips to form setting creasers and cutting knives.

Assembles block sections and inserts creasers and knives.

Places completed formes in metal frames and secures in position.

May glue rubber ejector strips to formes.

May set formes in paperboard cutting and creasing machines and make test impressions to inspect accuracy of work.

##### **Carton Making Machine Operator**

---

### **UNIT GROUP 7417**

#### **GLASS PRODUCTION MACHINE OPERATORS**

Glass Production Machine Operators set up and operate machines which make and process glass to form bottles, jars, drinking glasses and other such products.

#### **SKILL LEVEL**

There is no specific entry requirement for this unit group, although 3-18 months on-the-job training is usual.

#### **DUTIES include:**

- affixing, assembling or installing attachments
- setting up machines, installing moulds and components using hand tools
- weighing and adding ingredients prior to operation
- adjusting duct orifices to control size of molten gob
- adjusting valves, turntable, timing of plunger in glass-pressing machine and thermostatic controls to regulate temperature, pressure, speed and flow of operation
- monitoring operations, spraying and swabbing moulds
- operating controls to control annealing time of formed glassware
- setting attachments for, and controlling ejection of, sub-standard products
- examining products for defects
- measuring samples with special instruments to check conformity to specifications
- cleaning and repairing machinery.

#### **CONTENT**

This Unit Group contains the following occupations:

- 7417-01 Supervisor, Glass Production Machine Operators
- 7417-11 Glass Production Machine Operator



**7417-01 SUPERVISOR, GLASS PRODUCTION MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines to crush, mix, fire, process, form and stack glassware and glass products.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a glass production machine operator.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATION**

**Supervisor, Glass Furnace Operators**

**7417-11 GLASS PRODUCTION MACHINE OPERATOR**

Operates and controls machines to make molten glass and press or blow it into moulds to form or shape glassware products such as bottles, jars and drinking glasses.

**SKILL LEVEL**

**On-the-Job Training:** 3-18 months.

**DUTIES**

Positions and bolts moulds to machine hanger arms and clamps other machine fixtures such as chutes and air and gas hoses in place.

Installs moulds and mould components, such as plungers and bottom plates, and replaces cams on

machines.

Adjusts valves on furnaces to regulate temperature of molten glass according to production specifications.

Sets screws, air valves, turntable rates, and the timing of plungers in glass-pressing machines.

Adjusts flow valves and shear timers to regulate delivery rates, weights and shapes of gobs delivered into moulds, and adjusts dampers to control the flow of air to cool mould equipment and glassware.

Sets cams and pusher bars to control the ejection of sub-standard products.

Observes the operation of machines to verify the co-ordination of functions.

Sprays or swabs moulds, feeder chutes and baffle plates with oil solutions to prevent adhesion of glass.

Collects samples for laboratory analyses, or weighs, measures and inspects them to assess conformity with specifications and adjusts controls to correct deviations.

Lubricates, repairs, adjusts and cleans machines.

Changes controls from automatic to manual operation.

Prepares reports on set up of machines and repairs.

**SPECIALISATIONS**

**Glass Melt Operator**  
**Glass Furnace Operator**  
**Glass Maker**

Operates equipment to make glass and add specified additives or dyes, and maintains furnace combustion, temperature and pressure.

**Glass Toughening Operator**  
**Glass Laminating Operator**

Controls machines to produce safety glass by heat treatment or cementing glass and plastic sheets.

**UNIT GROUP 7419****CLAY AND STONE PROCESSING MACHINE OPERATORS**

Clay and Stone Processing Machine Operators operate machines which manufacture and finish clay and stone products by extruding, moulding, mixing, grinding, cutting and other processes.

**SKILL LEVEL**

The entry requirement for this unit group is 1 year as a factory hand. 1-6 months on-the-job training is usual.

**DUTIES** include:

- measuring and adding ingredients
- selecting machine components for installation by Fitters, or installing smaller components
- positioning item on machine and setting grinding or cutting edge in position prior to operation
- checking machine and feeder functions
- operating controls to regulate temperature, pressure, flow and speed of operation
- shaping or cutting clay rotating on machines, using special tools
- controlling filling of moulds, finishing exposed surfaces
- removing stone from machine for further processing
- clearing blockages
- examining products for defects
- measuring samples with special instruments to check conformity to specifications
- unloading and stacking products (i.e. tiles, porcelain, pipes)
- cleaning and repairing machinery.

**CONTENT**

This Unit Group contains the following occupations:

- 7419-01 Supervisor, Clay and Stone Processing Machine Operators
- 7419-11 Concrete Products Machine Operator
- 7419-13 Clay Products Machine Operator
- 7419-15 Stone Processing Machine Operator
- 7419-17 Porcelain Turner
- 7419-19 Plasterboard Maker
- 7419-21 Fibre-Cement Machine Operator
- 7419-99 Clay and Stone Processing Machine Operators, nec

**7419-01 SUPERVISOR, CLAY AND STONE PROCESSING MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines to process and form clay and stone products.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a clay and stone processing machine operator.

**On-the-Job Training:** 3-4 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATIONS**

**Supervisor, Concrete Products Machine Operators**  
**Supervisor, Fibre Cement Machine Operators**

**7419-11 CONCRETE PRODUCTS MACHINE OPERATOR**

Operates machines to shape and produce moulded concrete products, cement pipes and fittings.

**SKILL LEVEL**

**Previous Experience:** 1 year as a cement and concrete plant labourer.

**On-the-Job Training:** Up to 6 months.

**DUTIES**

Controls automatic moulding machines to produce concrete bricks, tiles and paving blocks.

Monitors automatic stacking machines, splitters or cubers.

Loads items on to rollers.

Operates concrete spreading devices.

Engages vibrator rollers or compressor bars and spins pipe moulds to harden concrete and remove water.

Builds up concrete on moulds, fills moulds with concrete, and levels and finishes exposed surfaces.

Operates slurry and clinker mills and pumps.

Positions items on machines, and grinds and machines them to correct dimensional errors.

Inspects mixtures and items for defects.

Cleans machines, equipment and work areas.

Maintains and checks production records.

May mould, assemble and apply tension to rods to make pre-stressed concrete products.

**SPECIALISATIONS**

**Concrete Pipe Machine Operator**

**Concrete Pre-cast Moulder**

**7419-13 CLAY PRODUCTS MACHINE OPERATOR**

Operates machines to grind, mix, blend, press, extrude, shape, apply glazes to, or set clay products such as bricks, tiles, porcelain and pottery ware.

**SKILL LEVEL**

**Previous Experience:** 1 year as a clay processing factory hand.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Selects dies, cores, rings and cutter assemblies for installation.

Sets controls on automatic cut-off knives or wires to cut extruded clay.

Starts machines and observes their operation to ensure equipment is functioning normally and that products meet requirements.

Starts mixing machines and adjusts valves to feed and regulate the flow of ingredients.

Starts pug mills and turns valves to add water and oil to mixtures or decrease pressure in pug mills.

Starts automatic extruding and cutting machines.

Removes minor obstructions and clears blockages.

Swabs dies and cleans equipment.

Monitors the flow of clay and clay products into machines and adjusts valves and controls until products meet specifications.

Replaces cutting wires.

Examines products to detect defects.

May place pugged clay on die faces or into jiggers, and remove shaped clay ware after pressing or spin moulding.

**SPECIALISATION**

**Clay, Brick and Tile Machine Operator**

**RELATED OCCUPATION**

Occupation 4925-13 Potter

**7419-15 STONE PROCESSING MACHINE OPERATOR**

**Stonemasonry Machinist**

Operates fixed and portable stone preparation, shaping and finishing machines.

**SKILL LEVEL**

**Previous Experience:** 1 year as a labourer.

**On-the-Job Training:** 2-3 months.

**DUTIES**

Positions stone on machines to be cut or worked on.  
Sets grinding or cutting edges in position and activates machines.  
Checks progress of machining and adjusts equipment.  
Moves stone from machine for further processing.  
Operates hand held machines to polish, cut or inscribe roughly hewn stone to finished condition.

**SPECIALISATIONS**

**Stone Polisher**

**Stone Sawyer**

**RELATED OCCUPATIONS**

Occupation 4999-15 Stonemason

**7419-17 PORCELAIN TURNER**

Operates vertical or horizontal lathes to cut and shape unfired clayware or similar materials to manufacture items such as insulators and abrasive wheels.

**SKILL LEVEL**

**Previous Experience:** 1 year as a clay processing factory hand.

**On-the-Job Training:** 6 months.

**DUTIES**

Positions and centres greenware on vertical lathes.  
Starts lathes and guides cutting tools against rotating ware to produce specified shapes or sizes.  
May smooth surfaces.  
May adjust automatic machines according to patterns specified by work orders or drawings.

**RELATED OCCUPATION**

Occupation 4925-13 Potter

**7419-19 PLASTERBOARD MAKER**

Operates machines to make plasterboard or other plaster products.

**SKILL LEVEL**

**Previous Experience:** 1 year as a clay processing factory hand.

**On-the-Job Training:** 2-4 weeks.

**DUTIES**

Weighs additives and operates equipment which mixes continuous batches of plaster to supply forming machines.  
Loads paper rolls and monitors brand printing equipment.  
Maintains glue supply, monitors slurry quality and flow rate, and checks continuous board forming processes such as paper heating, folding and glueing.  
Monitors the operation of switches and guillotines which cut continuous board into lengths.  
Operates board stacking and wrapping equipment.

Conducts quality control tests and measurements.

Ignites drying kiln burners.

Changes machine settings to make different sizes and types of product.

Cleans equipment and work areas and reclaims damaged products.

May maintain production records.

May produce special finish plasterboards or cornices, or compounds for stopping and jointing plasterboard.

**SPECIALISATION**

**Fibrous Plaster Maker**

**7419-21 FIBRE-CEMENT MACHINE OPERATOR**

Operates machines to produce fibre-cement products such as pipes and sheets.

**SKILL LEVEL**

**Previous Experience:** 1 year as a cement and concrete plant labourer.

**On-the-Job Training:** 1-6 months.

**DUTIES**

Sets up and operates machines which mix cement, fibres in water to produce sheets.

Lifts wet fibre-cement sheets or forms corrugated sheets, interleaves them with spacers, and stacks them on trucks for drying and autoclaving.

Removes moulds from complex shaped pieces, and inspects and stacks them.

Rolls pipes on to cooling tables, removes end caps and stacks them on to autoclave trucks.

Cleans machined ends of cured pipes, checks dimensions, moves pipes on trolleys or operates docking saws to cut pipes.

Tends machines which fix special surfaces to sheets.

Feeds cured sheets to machines which cut special shapes or bevel edges.

Inspects and stacks cured items for despatch.

Stacks fibre-cement products on pallets and secures them using timber frames and metal straps.

May clean work areas.

**SPECIALISATION**

**Fibre-Cement Moulder**

Moulds products by free forming or pressing fibre-cement sheets on to moulds, trims overlaps and rounds corners.

**7419-99 CLAY AND STONE PROCESSING MACHINE OPERATORS, nec**

This residual grouping covers clay and stone processing machine operators not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**SPECIALISATIONS**

**Abrasive Wheel Maker**

**Brake Lining Maker**

## UNIT GROUP 7421

### YARN PRODUCTION MACHINE OPERATORS

Yarn Production Machine Operators operate machines which clean, compress and bale cotton and wool, and card and spin yarn.

#### SKILL LEVEL

The entry requirement for this unit group is 1 year as a factory hand. 2-4 months on-the-job training is usual.

#### DUTIES include:

- positioning supply packages at feed end of the machine
- threading slivers or yarn through rollers or guides
- pinching or twisting ends to entwine with ends of preceding material prior to operation
- setting and operating controls to regulate speed, flow, air suction and/or temperature of operation
- monitoring operation, observing effectiveness of chemical washing and other treatments
- replenishing supply packages, repairing breaks in yarn, replacing spools and tending air suction tube
- removing lint from machine using brush and airhose
- weighing bales and taking samples for classing
- maintaining production records
- cleaning and lubricating equipment.

#### CONTENT

This Unit Group contains the following occupations:

- 7421-01 Supervisor, Yarn Production Machine Operators
- 7421-11 Yarn Carding and Spinning Machine Operator
- 7421-13 Cotton Ginner
- 7421-15 Wool Scouring Operator

#### 7421-01 SUPERVISOR, YARN PRODUCTION MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating machines to process textile fibres.

##### SKILL LEVEL

**Previous Experience:** 5-10 years as a yarn production machine operator.

##### DUTIES

Performs duties covered by the General Description Supervisor.

##### SPECIALISATION

**Supervisor, Cotton Ginning Machine Operators**

#### 7421-11 YARN CARDING AND SPINNING MACHINE OPERATORS

Operates machines which convert laps of fibre to slivers by carding, or to yarn by spinning.

##### SKILL LEVEL

**Previous Experience:** 1 year as a factory hand.

**On-the-Job Training:** 1-3 months.

##### DUTIES

Positions supply packages at feed ends of machines. Threads lap ends through rollers or guides and attaches ends to preceding material in machines.

Patrols machines to observe flow of materials, and repairs breaks by overlapping and twisting, knotting or splicing.

Removes lengths containing snarls and rejoins ends.

Replenishes empty supply packages, removes full take-up packages and replaces them with empty spools.

Uses brushes or airhoses to remove lint from machines.

May cut samples from spools for quality control analysis.

May operate machines which twist or wind yarn together to strengthen it.

May operate yarn texture machines.

May mix fibres into uniform blends.

May lubricate machine parts.

##### SPECIALISATIONS

**Gill Box Operator**

**Yarn Comber**

**Yarn Drawing Machine Operator**

**Yarn Texture Machine Operator**

#### 7421-13 COTTON GINNER

Operates machines and equipment to process raw cotton.

##### SKILL LEVEL

**On-the-Job Training:** 2 months.

**DUTIES**

Records characteristics of cotton batches.  
Tends telescopic air suction tubes to convey cotton to cotton gins, and breaks up wads of cotton into puffs.  
Monitors control consoles to control warm air drying to remove leaves and impurities, separate lint from seeds, clean cotton, comb fibres and compress cotton into bales for storage and transportation.  
Weighs bales and takes samples for classing.

**SPECIALISATION**

**Cotton Ginning Bookman/woman**

**7421-15 WOOL SCOURING OPERATOR**

Operates machines and equipment to remove foreign material and oils from greasy wool.

**SKILL LEVEL**

**Previous Experience:** 1 year as a factory hand.

**On-the-Job Training:** 2-4 months.

**DUTIES**

Blends wool from different bales for feeding into scouring plant.  
Controls the speed and treatment functions of scourers.  
Operates drying equipment by controlling temperature and fans.  
Controls acid, chemical and washing treatments of wool carbonising equipment.  
Controls crushing and willowing equipment to remove carbonised vegetable matter from wool.  
Operates presses and machines to bale scoured and carbonised wool pieces.  
Cleans equipment and work areas.  
May operate neutralizing or lanolin oil recovery equipment.

**UNIT GROUP 7423****HIDE AND SKIN PROCESSING MACHINE OPERATORS**

Hide and Skin Processing Machine Operators operate wet or dry area tanning, fellmongering or leather finishing machines.

**SKILL LEVEL**

The entry requirement for this unit group is 12 months experience as a Hide and Skin Processing Labourer. 1-2 months on-the-job training is usual.

**DUTIES include:**

- preparing for operation by setting up machines, selecting and installing attachments or components for specialised functions
- mixing and adding dyes or chemicals
- loading hides or skins into feeder mechanism and feeding leather into rollers or presses
- operating controls to regulate processing time, temperature and conditions of operation
- checking moisture content of leather
- correcting misfeeds and clearing blockages
- changing plates or rollers to attain desired imprints
- examining final products, measuring dimensions with special instruments
- cleaning work area and equipment.

**CONTENT**

This Unit Group contains the following occupations:

- 7423-01 Supervisor, Hide and Skin Processing Machine Operators
- 7423-11 Hide and Skin Processing Machine Operator

**7423-01 SUPERVISOR, HIDE AND SKIN PROCESSING MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines to treat and tan hides, skins and leather.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a hide and skin processing machine operator.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**7423-11 HIDE AND SKIN PROCESSING MACHINE OPERATOR**

Operates wet and dry area tanning, fellmongering or leather finishing machines.

**SKILL LEVEL**

**Previous Experience:** 1 year as a hide and skin processing labourer.

**On-the-Job Training:** 1-2 months.

**DUTIES**

Reads specifications and sets up machines.

Cleans machines and work areas and disposes of waste products.

May stack items on trolleys.

**SPECIALISATIONS****Hide and Skin Fleshing Machine Operator**

Sets, adjusts, feeds and operates machines to remove flesh from skins and hides.

**Fellmongering Machine Operator****Woolpulling Machine Operator**

Operates fellmongering, paint spraying, deburring, woolpulling, woolscouring and drying machines, to remove wool or fur from fresh skins.

**Tanning Machine Operator**

Loads drums or pits with hides or skins and adds tanning solutions.

Controls processing times, temperatures and conditions, and unloads and spreads contents.

**Sammying Machine Operator**

Sets and adjusts and feeds wet leather through machines to reduce the water content of leather.

**Leather Splitting and Shaving Operator**

Sets, adjusts, and feeds leather through, splitting and shaving machines, and measures the thickness of splits or shaved leather.

**Staking Machine Operator****Leather Drying Operator**

Adjusts, feeds and operates ovens and other leather drying machines.

**Leather Printing Operator**

Selects and installs pattern plates or rollers in presses and feeds leather through machines to imprint patterns.

**Leather Measuring Operator**

Feeds and operates leather area measuring machines and records areas and types on finished leather.

**Leather Finishing Machine Operator**

Adjusts and operates spraying and roller coating machines to apply dyes, base coats and finish top coats.

**UNIT GROUP 7425****FABRIC PRODUCTION MACHINE OPERATORS**

Fabric Production Machine Operators operate machines which prepare yarn and textile fibres for fabric production, weave and knit fabric, garments, carpets and rugs, and finish and repair textile products.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1-6 months on-the-job training is usual.

**DUTIES** include:

- installing attachments to machines
- mounting spools, reels, rolls or bobbins prior to operation
- preparing chemical solutions or dyes
- threading yarn through tension springs, guides, needles or reeds, slotting yarn through loom beams
- positioning packages of feed stock
- starting machine and monitoring operation to detect faults
- operating controls to regulate temperature, pressure, flow and treatment times for bleaching, dyeing, mercerising, shrinking, waterproofing, napping and texturing operations
- repairing breaks in yarn or faults in weave or knitting, replenishing feed packages and reels
- repairing textile products using mending gun, fringing machine or other equipment.

**CONTENT**

This Unit Group contains the following occupations:

- 7425-01 Supervisor, Fabric Production Machine Operators
- 7425-11 Warp Machine Operator
- 7425-13 Weaver
- 7425-15 Textile Knitting Machine Operator
- 7425-17 Textile Dyeing and Finishing Machine Operator
- 7425-19 Rope and Cord Making Machine Operator
- 7425-21 Textile Products Mender
- 7425-99 Fabric Production Machine Operators, nec

**7425-01 SUPERVISOR, FABRIC PRODUCTION MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines to produce fabrics, carpets and other materials from yarn.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a textile mechanic or fabric production machine operator.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**7425-11 WARP MACHINE OPERATOR****Warp Beamer  
Beamer**

Operates machines to draw warp threads through reeds and wind them on to beams for dyeing, weaving or knitting.

**SKILL LEVEL**

**On-the-Job Training:** 1-6 months.

**DUTIES**

Positions yarn packages on creels.

Lays individual yarn ends through tension guides and reeds.

Tapes yarn ends to loom beams or ties groups of yarn ends into knots and inserts knots into slots of loom beams.

Sets length meters, starts machines, regulates speed and observes yarn to detect slubs, breaks and tangles.

Removes slubs, straightens tangles and ties broken yarn ends.

Removes full beams and replaces them with empty beams.

Uses hoists to move beams.

Maintains operating records such as style numbers, yarn breaks and lengths of yarn beamed.

Cleans machines.

May operate high speed automatic warpers.

**SPECIALISATIONS****Drawer-in**

Draws warp threads through harness assemblies for weaving, attaches pattern strips and corrects mis-draws using reed hooks.

**Tier-in**

Joins new warps to old to resume weaving without repeating the drawing-in process.

**Warp Sizer****Textile Dresser****Textile Slasher**

Operates machines to saturate sheets of warp yarn with size and wind sized yarn on to loom beams.

**7425-13 WEAVER**

Operates looms to weave fabrics, carpets or rugs.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Sets up machines.

Checks positions of warp yarn beams, packages or spools.

Threads shuttles with weft arms.

Checks length meters and starts looms.

Checks for and repairs faults in weave.

Repairs breaks in yarn by knotting ends together.

Reports mechanical and weaving faults to textile mechanics.

Maintains production records.

**SPECIALISATION****Carpet Weaver**

Sets up pile-forming mechanisms on carpet weaving machines and checks and repairs faults in patterns, piles, weaves or widths.

**7425-15 TEXTILE KNITTING MACHINE OPERATOR**

Operates machines to knit fabrics, garment parts or other articles from yarns such as cotton, wool, nylon and rayon.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Installs spools on machines and ties ends of yarn to strands in machines, or threads yarn using hooks.

Starts machines and laps ends of knitted goods around take-up rollers.

Observes knitting for defects such as yarn breaks.

Notifies knitting textile mechanics of defects.

Cuts knitted fabrics with scissors and removes rolls of cloth from machines.

Maintains production records.

Cleans machines and work areas.

**7425-17 TEXTILE DYEING AND FINISHING MACHINE OPERATOR**

Operates machines to bleach, dye or finish yarn, textile fibres or piece goods, using chemical solutions, water, steam, heat, pressure or mechanical means.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 months.

**DUTIES**

Loads material to be treated into machines.

Performs treatment processes such as mercerising, shrinking, waterproofing, napping and texturing.

Takes samples of finished products and matches colours of dyes.

May measure and mix ingredients for solutions or dyes.

May adjust flow of water, chemical solutions and steam.

May observe gauges and regulate controls for temperature, pressure and treatment times.

May maintain production records.

May operate equipment to transport materials.

**SPECIALISATIONS**

**Bleaching Machine Operator**  
**Fabric Dyer**  
**Garment Dyer**

**7425-19 ROPE AND CORD MAKING MACHINE OPERATOR**

Operates machines to make rope, cord or string from fibres, synthetic strands or twine, and wind it on to reels.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 months.

**DUTIES**

Installs tubes to gather and compress yarn.

Selects and mounts reels of fibre, or yarn bobbins, on creels.

Threads strands through machines or splices them to lead ropes.

Operates machines and observes operations to detect malfunctions.

Repairs breaks in ropes or cords.

Cuts ropes and binds coils with cord or tape.

Removes and replaces empty reels.

**7425-21 TEXTILE PRODUCTS MENDER**

Mends defective stitching or tufting on finished textile products, by hand or machine.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Mounts rolls of material in brackets of examining frames or places bundles of products on work tables.

Examines material or articles for defects and removes defective portions using blades or scissors.

Operates sewing machines, mending guns, fringing machines or other equipment to make repairs.

May clean spots and dirt from articles using soap and water or cleaning fluids.

**7425-99 FABRIC PRODUCTION MACHINE OPERATORS, nec**

This residual grouping covers fabric production machine operators not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**SPECIALISATIONS****Fabric Bonding Machine Operator**

Operates machines to bond fibres with adhesives or uses heat treatments to form non-woven carpets or fabrics.

Adjusts tensioners, roller speeds, temperatures, air-drying flows and adhesive spraying devices.

May mix fibres for bonding, or bond on to backing materials.

**Feltmaker****Needle Loom Operator**

Operates needle looms to produce felt or other non woven materials.

Loads rolls of cotton, wool or other fibres into feed holders, and other backing material into machines.

Aligns and threads fibres and backing materials through needle beds of looms and on to take-up spindles.

**Tufting Machine Operator**

Operates multineedle sewing machines to stitch pile yarn threads on to fabric backing to make tufted carpets.

Positions yarn packages in creels, threads yarn ends through guides on to needles or joins to old ends in machines.

Fixes rolls of backing fabric on machines, passes through guides to new rolls or joins to ends of old rolls.

Adjusts tensioners to smooth fabric.

**UNIT GROUP 7427****TEXTILE SEWING MACHINISTS**

Textile Sewing Machinists operate industrial sewing machines to sew and finish garments, curtains and soft furnishings.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 3 months on-the-job training is usual.

**DUTIES include:**

- selecting thread and drawing thread through guides, tensioners and needle eye and positioning materials to be sewn under pressure foot prior to operation
- affixing attachments to machine
- starting, stopping and controlling speed of machine with pedal(s) or knee levers
- guiding material or parts under the needle
- inspecting stitching for defects



- cutting excess material or thread from items manually or with machine blade
- notifying repair mechanic of machine malfunctions.

## CONTENT

This Unit Group contains the following occupations:

- 7427-01 Supervisor, Textile Sewing Machinists
- 7427-11 Textile Sewing Machinist (Single Needle)
- 7427-13 Textile Sewing Machinist (Multi Needle)

### 7427-01 SUPERVISOR, TEXTILE SEWING MACHINISTS

Supervises and co-ordinates the activities of workers engaged in operating industrial sewing and garment finishing machines to produce garments, curtains and soft furnishings.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as a dressmaker, upholsterer or sewing machinist.

#### DUTIES

Performs duties covered by the General Description Supervisor.

Examines garment parts or finished articles for defects and correct placement of buttons and fasteners.

Notifies sewing machine mechanics of defective machines.

### 7427-11 TEXTILE SEWING MACHINIST (SINGLE NEEDLE)

Operates single needle industrial sewing machines to join, hem, re-inforce and attach fasteners to textile products such as garments, bags, curtains and soft furnishings.

#### SKILL LEVEL

**On-the-Job Training:** 3 months.

#### DUTIES

Selects threads according to colours or types of fabric.

Places spools on spindles and draws threads through machine guides, tensioners and needle eyes.

Inserts bobbins into shuttles and draws threads through slots in shuttle walls, or draws threads through guides and looper-eyes.

Positions parts to be sewn under presser feet.

Starts, stops and controls speed of machines with pedals, and guides parts under needles, following edges, seams or markings.

Inspects stitching to detect defects and notifies repair mechanics of machine malfunctions.

Cuts excess material and threads from items.

Stacks sewn items on trolleys.

May lubricate machines.

May change needles and secure modifying attachments to machines.

May operate thread trimming and other garment finishing machines.

#### SPECIALISATIONS

**Buttonhole Machinist**

**Garment Finishing Operator**

**Overlocker**

### 7427-13 TEXTILE SEWING MACHINIST (MULTI NEEDLE)

Operates multi-needle or other complex industrial sewing machines to join, decorate or sew special structures for garments or other textile products.

#### SKILL LEVEL

**Previous Experience:** 1 year as a textile sewing machinist (single needle).

**On-the-Job Training:** 3 months.

#### DUTIES

Selects threads according to colours or types of fabric.

Places spools on spindles and draws threads through machine guides, tensioners and needle eyes.

Inserts bobbins into shuttles and draws threads through slots in shuttle walls, or draws threads through guides and looper-eyes.

Positions parts to be sewn under presser feet.

Starts, stops and controls speed of machines with pedals or knee levers to co-ordinate actions of presser feet, clothes guides, blades and other attachments, and guides parts under needles, following edges, seams or markings on parts.

Inspects stitching to detect defects and notifies repair mechanics of machine malfunctions.

Cuts excess material or threads from items.

Stacks sewn items on trolleys.

May lubricate machines.

May change needles and secure modifying attachments to machines.

May operate thread trimming and other garment finishing machines.

#### SPECIALISATIONS

**Blindstitcher**

**Glove Sewer**

**Hemstitching Machine Operator**

**Pocket Welt Machine Operator**

## UNIT GROUP 7429

### SHOEMAKING MACHINE OPERATORS

Shoemaking Machine Operators operate machines to fabricate footwear.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1-2 months on-the-job training is usual.

#### DUTIES include:

- positioning material or item in machine, affixing attachments, setting dies, drawing thread through guides, slots and needles prior to operation
- operating controls
- monitoring operation, guiding parts under cutter or needle manually or using controls
- trimming edges of shoe parts, assembling and cementing shoe parts
- checking piece or finished item for defects
- stacking in bundles according to size, shape and quality.

#### CONTENT

This Unit Group contains the following occupations:

7429-11 Shoemaking Machine Operator

#### RELATED OCCUPATIONS

Unit Group 4915	Shoemaking and Repairing Tradespersons
Unit Group 7407	Plastics Production Machine Operators

#### 7429-11 SHOEMAKING MACHINE OPERATOR

Operates machines to manufacture footwear.

#### SKILL LEVEL

**On-the-Job Training:** 1-2 months.

#### DUTIES

Cuts shoe linings from leather and other material using clicking machines or continuous cutting machines.

Positions material on cutting beds of machines and positions dies to obtain correct grains and maximum number of pieces.

Operates rams to force dies through material, removes and checks pieces and stacks them in bundles according to size, shape and quality.

Assembles and applies cement to shoe components.

Places spools of thread on spindles or loopers, and draws threads through guides, slots and needles.

Guides shoe parts under sewing machine needles, following seams, edges or markings, or moves edges of parts against guides.

Trims excess threads or material from parts.

#### SPECIALISATIONS

**Heel Builder**

**Inker Machine Operator (Shoemaking)**

**Shoemaking Cementer**

**Shoemaking Finisher**

**Shoemaking Table Hand**

#### RELATED OCCUPATIONS

Unit Group 4915	Shoemaking and Repairing Tradespersons
-----------------	--

## UNIT GROUP 7431

### FOOD PROCESSING MACHINE OPERATORS

Food Processing Machine Operators operate machines which process foods and beverages in a multiplicity of ways.

#### SKILL LEVEL

There is no specific entry requirement for this unit group. 1-12 months on-the-job training is usual.

#### DUTIES include:

- assembling and affixing attachments to machines
- cleaning and sanitising equipment, pumps, hoses, storage tanks and vessels
- assembling flow lines

- transferring liquid stock, weighing, measuring and adding ingredients prior to operation
- loading feeder mechanism and starting machine
- operating controls to regulate temperature, pressure, flow and treatment time
- clearing blockages
- changing die to produce different shapes
- transferring stock progressively for different processes or stages
- collecting samples for analysis during the production process
- regulating discharge of contents of machine to storage or packaging machines
- maintaining production records.

## CONTENT

This Unit Group contains the following occupations:

- 7431-01 Supervisor, Food Processing Machine Operators
- 7431-11 Grain and Cereal Processing Machine Operator
- 7431-13 Sugar Processing Machine Operator
- 7431-15 Soft Drink and Syrup Making Machine Operator  
(except Dairy)
- 7431-17 Alcoholic Beverage Machine Operator
- 7431-19 Meat and Fish Processing Machine Operator
- 7431-21 Milk Treatment Machine Operator
- 7431-23 Margarine Maker
- 7431-25 Ice-Cream Maker
- 7431-27 Food Factory Cook
- 7431-99 Food Processing Machine Operators, nec

## RELATED OCCUPATIONS

Unit Group 7433 Packaging Machine Operators

### 7431-01 SUPERVISOR, FOOD PROCESSING MACHINE OPERATORS

Supervises and co-ordinates the activities of workers engaged in operating machines to process food.

#### SKILL LEVEL

**Previous Experience:** 3-5 years as a food processing machine operator.

#### DUTIES

Performs duties covered by the General Description Supervisor.

### 7431-11 GRAIN AND CEREAL PROCESSING MACHINE OPERATOR

Controls cereal or grain processing machines.

#### SKILL LEVEL

**Previous Experience:** 1-3 years as a factory hand.

**On-the-Job Training:** 2-3 months.

#### DUTIES

Inspects the cleanliness of silos and monitors the operation of grain elevators, cleaning screens and sieves.

Makes adjustments to machine flow rates, clears blockages and shovels split chokes.

Monitors product quality by inspecting and taking samples.

Inspects, replaces and repairs equipment.

Cleans equipment and floors, and maintains infestation control programs.

Inspects products before packaging and adjusts

treatment when necessary.

May assist with maintenance during shutdowns.

May bag flour, grain, husks, grits and other by-products.

May operate moulding machines to shape cereal products.

May operate popping vessels which use high pressure steam.

#### SPECIALISATIONS

##### Breakfast Cereal Maker

Controls size-grading, grinding, milling, moistening, heating and cooking equipment which processes grain into cereal foods.

##### Maltster

Treats batches of malt using water soaking and germinating vessels, air-blowing, turning and kiln drying equipment.

Bags malt, stores it in bulk bins and loads containers or tankers.

##### Pasta Maker

Operates machinery to produce pasta by crushing, extruding and flavouring grain products.

##### Screensman/woman

##### Topman/woman

Operates milling and sieving equipment in flour mills.

##### Smuttermen/woman

Operates grain and cereal unloading and cleaning equipment.

##### Stockfeed Milling Machine Operator

Operates machinery to mix grain and other ingredients to produce pellets or mashes for stockfeeds.

Refers to recipes and weighs ingredients.

Transfers batches to pellet feed tanks or mash storage.

Monitors and adjusts pellet presses.  
Assists in changing and cleaning dies.

#### **Food Processing Extruder Operator**

#### **RELATED OCCUPATIONS**

Occupation 4799-11 Miller

### **7431-13 SUGAR PROCESSING MACHINE OPERATOR**

Operates equipment in sugar mills and refineries to process sugar cane, sugar solutions and sugar by-products, directly or by the use of central control facilities.

#### **SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

#### **DUTIES**

Studies production schedules and checks equipment.  
Inspects recording charts or gauges and adjusts treatment conditions.  
Takes and inspects samples and records production data.  
Cleans floors, work areas and machinery.  
May perform special start up and shut down procedures on continuously operating equipment.

#### **SPECIALISATIONS**

##### **Centrifuge Operator (Sugar Processing)**

Operates automatic centrifuges to separate out sugar crystals and pump solutions to tanks for further processing.

##### **Sugar Boiler and Pan Operator**

Observes boiling processes through glass panels in vacuum pans, adjusts steam valves and the flow of liquor to maintain required temperature and control the growth of crystals.

Inspects the size of sugar crystals in samples, breaks vacuum seals and stops boiling when specified concentration and crystal size are achieved.

Releases contents of pans into holding tanks of centrifuges.

##### **Sugar Cane Crusher Operator**

Controls sugar cane crushers and associated conveyors and separators in sugar mills.

##### **Sugar Dryer Operator**

Operates tumblers, heaters and fans to dry sugar products for packaging or storage.

##### **Sugar Melthouse Attendant Evaporator Boiler (Sugar Processing)**

Monitors treatments such as melting and blending, temperature control, weighing, filtering and decolourising.

### **7431-15 SOFT DRINK AND SYRUP MAKING MACHINE OPERATOR (EXCEPT DAIRY)**

Operates machines to produce non-dairy syrups, fruit juices and soft drinks.

#### **SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

#### **DUTIES**

Cleans and sanitises equipment, pumps, hoses, storage tanks and vessels.

Moves hoses, assembles flow lines through treatment units and transfers liquid stock to and from tankers, vessels and tanks.

Assembles filter units and adjusts treatments, temperatures and flow rates.

Operates heating, chilling or freezing plants, pasteurisers or carbonators, and heat exchangers.

Prepares solutions according to formulas.

Observes gauges, adjusts temperature and pressure to dissolve solids, invert sugar, remove air or sterilise syrups.

Mixes specified quantities of concentrates, sugar, aerated and still water to produce soft drinks.

Takes samples for analysis and tests for sugar content.

Records quantities of ingredients used and syrups and soft drinks.

Cleans floors, work areas and machines.

May operate vacuum plate evaporators to concentrate juice.

May operate sulphuring and desulphuring equipment.

May perform packaging, material handling, bottling and storage duties.

May operate bottling equipment.

#### **SPECIALISATIONS**

##### **Fruit and Vegetable Juicer Operator**

Processes fruit and vegetables to produce juices and related by-products using extractors, centrifuges or presses.

May treat citrus peel or other solids to extract oils or prepare for candied peel or margarine production.

##### **Syrup Blender**

Mixes ingredients in water to make or reconstitute syrups and other solutions used in food production.

May extract flavourings from vanilla beans or other plant matter.

##### **Soft Drink Mixer**

### **7431-17 ALCOHOLIC BEVERAGE MACHINE OPERATOR**

Operates machines and equipment to produce, blend and store beers, wines and spirits, directly or by use of central control facilities.

#### **SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

#### **DUTIES**

Cleans and sanitises equipment, pumps, hoses, storage tanks and vessels.

Moves hoses, assembles flow lines through treatment units and transfers liquid stock.

Operates filter units.

Operates heating, chilling, freezing, pasteurising, carbonating, sulphuring and desulphuring plant.

Prepares special mixtures of ingredients and adds them to liquid stock.

Collects samples for analysis.

Disposes of waste products and filter earths.

Cleans floors, work areas and machines.

May perform bottling, packaging and storage duties.

May maintain records of raw materials and products.  
May prepare yeast cultures and operate fermentation vessels or vats.

### SPECIALISATIONS

#### Brewery Cellar Worker

Removes yeast from beer fermenting vessels.  
Transfers fermented beer through heat exchangers to maturation vats and adds other ingredients.  
Controls maturation processes by observing flow meters, temperature and pressure gauges.  
Pumps beer to storage tanks through filters, and adjusts pressure and flow of carbon dioxide according to specifications.  
Operates flash pasteurisers in preparing beer for filling casks.

#### Brewhouse Operator

Grinds grain and mixes raw materials, directs their flow into silos or malt mills, and weighs milled grain into containers above mash vessels and cereal cookers.  
Initiates beer brewing cycles and monitors pressure, temperature and flow gauges.  
Filters mash and separates wort.  
Recirculates wort until clarified, transfers it to boiling kettles and adds hops and sugar.  
Operates wort chilling and cooling plant and adds yeast to wort while maintaining sterility.

#### Winery Cellarhand

Performs wine handling duties in wineries and spirit bond and vintage bottle stores.  
May direct the tipping of grape bins, operate grape crushers, monitor additives and pump liquid to drainers or other vessels.  
May operate drainers and grape presses, and pump grape juice to fermentation or storage tanks.  
May store or treat wine by-products such as marc and lees.

#### Spirit Blender

### 7431-19 MEAT AND FISH PROCESSING MACHINE OPERATOR

Operates machines to process meat into meat products and by-products.

#### SKILL LEVEL

**On-the-Job Training:** 1-4 months.

#### DUTIES

Studies production schedules and checks the cleanliness and functioning of machines.  
Handles and processes food.  
Mixes and adds materials such as spices and preservatives to food.  
Moves products between work stations.  
Cleans work areas and removes waste products.  
Inspects food products and makes adjustments to processing machines.  
May package and store food products.

### SPECIALISATIONS

#### Casings Worker

Operates machine rollers and clinging beaters which clean and press animal intestines to make casings.

Soaks and salts raw materials.  
Packages casings for shipment.

#### Defeather and Eviscerator Operator

Adjusts the water temperature on scalders, and the positions of defeathering discs and gas flames of singeing machines, to defeather poultry.  
Monitors automatic evisceration processes.  
May remove pin-feathers.

#### Fish Plant and Machinery Operator

Operates machines such as saws, filleting and cutting machines, can filling machines, battering and deep frying machinery, and prawn processing equipment on fish processing production lines.  
Operates equipment to freeze or thaw seafood.

#### Fish Smokehouse Operator

#### Meat Smokehouse Operator

Controls batteries of smoke chambers in which fish or meat cuts are smoked, cooked and cured.

#### Meat By-Products Machine Operator

Operates equipment to extract and refine grease and tallow from abattoir or butcher shop waste, and crush and bag animal bones.

#### Meat Mincer Operator

#### Meat Pickler

#### Smallgoods Machine Operator

Operates equipment to grind, cut, mince and press meat and extrude meat or meat emulsion to make sausages and smallgoods.  
Cures and cooks meat products.  
Prepares seasonings, flavouring agents and pickling solutions, and pickles meat.

#### Poultry Saws Operator

Operates circular saws to cut poultry into portions for processing, marketing or packing.

### 7431-21 MILK TREATMENT MACHINE OPERATOR

Operates machines to make cream, yogurt, milk and other dairy products.

#### SKILL LEVEL

**On-the-Job Training:** 3 months.

**Registration/Licensing:** Licences may be required.

#### DUTIES

Turns valves and starts pumps to wash and sterilise pipes and vats.  
Monitors temperature and pressure gauges, and opens valves to transfer milk through filters to homogenisers.  
Controls steam heating coils or plates to pasteurise milk.  
Takes samples for testing of constituents.  
Adds fluids or milk solids to adjust mixtures to proper butterfat content.  
Cools and transfers products to storage tanks and bottling or packaging machines.  
Records process and production data.  
May activate automatic plant cleaning processes.  
May control bottling and packing machines.  
May unload contents of bulk tankers or milk containers.

**SPECIALISATIONS****Custard Maker****Yogurt Maker**

Selects, measures and adds ingredients such as yoghurt cultures or flavourings, according to recipes.

May prepare and ripen bacterial cultures in sterile or skim milk solutions.

**Dried Milk Products Maker**

Operates and controls evaporating and drying equipment to produce milk powder.

Observes interior walls of drying chambers through portholes and adjusts dryer temperatures, and volumes of liquid sprayed, to obtain specified moisture content and prevent contamination of powder by scale.

**7431-23 MARGARINE MAKER****Margarine Blender**

Operates equipment to blend ingredients to produce margarines.

**SKILL LEVEL**

**On-the-Job Training:** 1 year.

**DUTIES**

Pasteurises liquid ingredients.

Mixes ingredients to formulas under controlled temperature conditions in blenders and agitators.

Emulsifies liquid mixtures and crystallises them by cooling.

Reworks emulsions to achieve required texture and colour.

Transfers margarine to packaging feed tanks.

Maintains storage conditions for margarine and edible-oil ingredients.

Collects samples for analysis and verification.

May blend edible oils, or break down heavy oils.

**7431-25 ICE-CREAM MAKER**

Prepares ice cream mixes and operates freezers and equipment to make ice cream products.

**SKILL LEVEL**

**On-the-Job Training:** 6-12 months.

**DUTIES**

Assembles pipes and fittings to connect machines.

Places novelty dies in filler heads.

Weighs, measures and dumps ingredients, such as powder, colouring, flavouring or syrup, into mixing vats, fruit feeders or holders of rippling pumps.

Starts agitators, beaters, scrapers and pumps, and turns valves to blend and force mixtures and air into freezer barrels, and refrigerant into coils.

Observes gauges and adjusts ammeters and pressure, temperature and speed controls.

Sets feed controls according to freezer speeds to ripple ingredients into mixtures leaving freezer barrels.

Opens valves to transfer contents to filling machines that pump ice-cream into cartons, cups, cones, or moulds for pies, rolls or tarts.

Weighs packages and adjusts freezer air valves, or filler heads to deposit products in containers.

Cleans equipment using sterilizing solutions or steam

sprays.

May operate machines to form ices on poles, seal them into paper containers and package them.

**SPECIALISATIONS****Gelato Maker****Ice Confection Maker****7431-27 FOOD FACTORY COOK**

Operates machines to cook foods, make jam, sauces or pastes, or to sterilise canned foods.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

**DUTIES**

Receives production schedules detailing types of produce and cooking requirements.

Cleans and sterilises equipment.

Controls cooking by adjusting pressure and temperature.

Controls cooking times according to size, type and condition of food, or by testing samples.

Records production data.

**SPECIALISATIONS****Fish Cooker**

Controls the grading, loading, cooking and cooling of fish for further processing.

**Fruit Conserve and Sauce Maker**

Boils mixtures of fruit, vegetables and other ingredients to make jams, sauces or pastes for bottling or canning.

Adds ingredients and controls agitators and temperature to concentrate mixtures.

Transfers mixtures to feed tanks for canning, bottling or other packaging.

**Food Processing Autoclave Operator****Food Processing Retort Operator**

Loads baskets or cradles of cans into retorts and secures doors.

Controls temperature, pressure, heating and cooling time.

Unloads retorts and moves sterilised cans to storage.

**7431-99 FOOD PROCESSING MACHINE OPERATORS, nec**

This residual grouping covers food processing machine operators not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

**SPECIALISATIONS****Food Size-grading Operator**

Operates bin tippers, controls the flow rate of produce and treatments, and frees blockages.

Operates size-grading, washing, drying, chemical treatment, waxing heating or blanching units.

**Frozen Food Machine Operator**

Monitors the temperature, pressure and flow rates of refrigerant or liquid air to freeze food.

**Fruit and Vegetable Peeling Machine Operator**

Operates machines to peel, core, slice, dice, pit or cut fruit and vegetables.

**Fruit and Vegetable Dehydrator****Pet Food Processing Machine Operator****Vegemite Maker****Yeast Maker****UNIT GROUP 7433****PACKAGING MACHINE OPERATORS**

Packaging Machine Operators operate machines which fill, and seal containers.

**SKILL LEVEL**

There is no specific entry requirement for this unit group. 1-2 months on-the-job training is usual.

**DUTIES** include:

- checking the cleanliness of machines and containers and testing machine functioning prior to operation
- feeding products into hoppers and filling devices
- holding container in machine and operating controls to fill, seal and label
- maintaining supply of product (including liquid) and containers
- clearing blockages
- operating controls to regulate rate of supply, flow and temperature of glue for cartons and temperature of continuous cooker for canning
- taking samples for quality control of both product and seal and to check date stamping
- cleaning work area and machinery
- maintaining production records.

**CONTENT**

This Unit Group contains the following occupations:

- 7433-01 Supervisor, Packaging Machine Operators
- 7433-11 Liquids Filler
- 7433-99 Packaging Machine Operators, nec

**7433-01 SUPERVISOR, PACKAGING MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating packaging machines.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a packaging machine operator.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**7433-11 LIQUIDS FILLER**

Operates machines and equipment to fill and seal liquids into containers.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

**DUTIES**

Checks the cleanliness and operation of machines, equipment and containers before starting production runs.

Monitors the supply and quality of containers, and liquids in holding tanks.

Monitors the filling of containers and adjusts machines

to maintain volume and seal quality.

Takes samples for quality control.

Cleans work areas and machines.

May stack filled containers.

**SPECIALISATION****Bottling Machine Operator**

Operates machines which fill bottles with drinks, sauce, cordials or other liquids and seal them with corks or caps.

**7433-99 PACKAGING MACHINE OPERATORS, nec**

This residual grouping covers packaging machine operators not elsewhere classified.

**SKILL LEVEL**

**Previous Experience:** 1 year as a factory hand.

**On-the-Job Training:** 1 month.

**SPECIALISATIONS****Baling or Compression Machine Operator**

Loads materials and operates machinery to compress and bind materials, such as wool, skins, paper and insulating materials for transportation.

Threads and fastens tie bands or straps around bales.

**Can Filler and Closer**

Monitors the operation of machines which fill cans and seal on lids, and the quality of food and lid seals.

**Depalletiser Operator****Palletiser Operator**

Operates equipment to stack products on pallets or unload pallets.

**Food Packaging Machine Operator**

Operates machines which fill, wrap and seal food into paper, cardboard, foil, plastic or glass containers.

Monitors the functioning of code or date stamping machinery.

**Machine Labeller**

Operates machines to glue labels on to containers.

**Shrinkwrap Operator**

Places plastic envelopes over stacked packages and heats them to shrink and tighten them.

**Strapping Machine Attendant**

Operates machines to strap bundles of materials or cartons with metal or plastic straps.

**Sack and Bag Filler****UNIT GROUP 7435****PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS**

Photographic Products Machine Operators operate machines which develop photographic film or cut and package film or print paper.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 3 months on-the-job training is usual.

**DUTIES** include:

- sorting cartridges
- removing exposed film from cartridges and loading feed spools in darkroom
- checking packaging supply
- adjusting machine setting
- preparing and adding chemical solutions
- starting machine
- inspecting negatives and adjusting machine to alter number, size and type of prints
- replenishing supply of chemicals, paper and water for developing processes or packages or cartridges for packaging
- transferring film for immersion in different solutions where operation is not fully automated
- inspecting prints for defects
- mounting transparencies in frames
- labelling film or paper on cartridge or package.

**CONTENT**

This Unit Group contains the following occupations:

- 7435-01 Supervisor, Photographic Products Machine Operators
- 7435-11 Photographic Developer and Printer
- 7435-13 Photographic Film Manufacturing Operator

**RELATED OCCUPATIONS**

Occupation 3999-25 Photograph Retoucher

**7435-01 SUPERVISOR, PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in manufacturing and developing photographic film.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a photographic products machine operator.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATIONS**

**Supervisor, Photographic Developers and Printers**  
**Supervisor, Photographic Film Manufacturing Operators**



**7435-11 PHOTOGRAPHIC DEVELOPER  
AND PRINTER**

Develops black and white or coloured photographic film, and makes prints by operating fully automatic machines or by separate processes.

**SKILL LEVEL**

**On-the-Job Training:** 2 months.

**DUTIES**

Sorts exposed film in cartridges for different processing batches.

Removes exposed film from cartridges in dark rooms or dark chambers and attaches to loading racks or loads into feeder slots.

Adjusts settings and starts automatic developing machines.

Inspects developed negatives, and adjusts settings on print-making machines to produce required number, size and type of prints.

Mounts slidefilms in frames.

Inspects prints, packages negatives and prints, and files them for collection or distribution.

Checks and replenishes chemicals, print paper, and water supply, heating and cooling systems.

May prepare chemical solutions for different techniques and effects.

May progressively transfer film through developing, fixing and other solutions based on tables of immersion times or temperatures.

May hang film to dry.

May operate enlargers to produce prints of non-standard size.

May develop motion picture film.

**SPECIALISATIONS**

**Copy Camera Operator**

**Dark Room Attendant**

**Microfiche Reproduction Operator**

**Negative Producer and Cutter**

**Photographic Enlarger Operator**

**Photographic Laboratory Assistant**

**Print Finisher**

**Slide Developer**

**RELATED OCCUPATIONS**

Occupation 3999-25 Photograph Retoucher

**7435-13 PHOTOGRAPHIC FILM  
MANUFACTURING OPERATOR**

Operates machines to cut and package photographic film or print paper.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**DUTIES**

Sets up machines for type of photographic material required.

Loads rolls of photographic material on to feed spools and checks supply of lightproof packaging materials or cartridges.

Starts machines and takes samples of photographic material for testing.

Ensures correct labelling of film and paper.

May operate machines which produce rolls of film, rolls of paper, sheets of film or sheets of paper.

**SPECIALISATIONS**

**Film Cutter**

**Film Spooler**

Winds unexposed film onto spools in dark rooms, cutting to length and packaging in lightproof cartridges or containers.

**Silver Recovery Operator**

Operates machines which recover silver from photographic waste or unexposed photographic film.

**Photographic Paper Cutter**

**UNIT GROUP 7499****OTHER MACHINE OPERATORS**

This unit group covers machine operators not elsewhere classified.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1-12 months on-the-job training is usual.

**CONTENT**

This Unit Group contains the following occupations:

- 7499-01 Supervisor, Other Machine Operators
- 7499-11 Tobacco Technical Operator
- 7499-13 Tobacco Machine Attendant
- 7499-15 Dry Cleaning Machine Operator
- 7499-17 Laundry Machine Operator
- 7499-19 Military Weapons Operator
- 7499-21 Printing Bindery Assistant

7499-23 Printing Table Hand  
7499-99 Machine Operators, nec

**7499-01 SUPERVISOR, OTHER MACHINE OPERATORS**

Supervises and co-ordinates the activities of workers engaged in operating machines such as tobacco processing and dry-cleaning machines, and military weapons.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a machine operator.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**7499-11 TOBACCO TECHNICAL OPERATOR**

Sets up, monitors, adjusts and repairs cigarette and tobacco processing machines.

**SKILL LEVEL**

**On-the-Job Training:** 9-12 months.

**DUTIES**

Studies product specifications to determine work requirements.

Sets up or adjusts machines to regulate the length and diameter of cigarettes, printing of brand names or modes of packaging.

Monitors machine operations and production readouts to detect malfunctions.

Locates sources of faults, and repairs or adjusts mechanisms.

Refers more complex problems to maintenance fitters or electronics technicians.

Undertakes regular maintenance of machines.

Maintains records of production.

**7499-13 TOBACCO MACHINE ATTENDANT**

Operates machines to process tobacco or manufacture tobacco products.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Selects tobacco grades according to formula or other specifications.

Loads raw materials, such as tobacco, paper, filters, casing fluids or packaging materials, into feeder mechanisms.

Start machines, monitors their operation and corrects minor faults.

Controls tobacco conditioning by regulating heat, steam and flavours.

Refers problems to tobacco technical operators.

Removes and stacks output.

**SPECIALISATIONS**

**Cigarette Making Machine Operator**

**Tobacco Dryer Attendant****7499-15 DRY CLEANING MACHINE OPERATOR**

Operates machines to dry clean garments, curtains and furnishings.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Sorts and examines articles to be cleaned and separates stained articles and articles requiring hand cleaning.

Weighs articles into lots of equal weight to ensure proper loading of machines.

Loads articles into drums of machines and starts cleaning cycles.

Moves articles into and out of machines.

Presses articles after cleaning, using puff irons, hand irons, steam tunnels, steam finishing body forms or steam presses.

Undertakes routine maintenance of dry cleaning machines.

May treat stains with solvents.

May dye articles using commercial dyeing compounds.

May hang rugs to air after removal from dry cleaning machines.

May waterproof garments with waterproofing solutions.

May assemble orders, collect payments, and receive and despatch goods.

**7499-17 LAUNDRY MACHINE OPERATOR**

Operates machines to mark, iron, fold, stack, tie, package and roll or unroll flatwork or garments in laundry establishments.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Clamps or feeds articles to machines.

Controls laundry machines.

Smooths articles and guides them through machines, checking for stains and holes.

Stops and starts machines to untangle, straighten or remove articles.

Folds or rolls processed articles.

Adds cleaning agents and starches to machines.

May tie and package articles, stack them on shelves or place them into baskets.

May sort or count articles on receipt.

May prepare orders for despatch.

**SPECIALISATION**

**Folding Machine Operator**

**7499-19 MILITARY WEAPONS OPERATOR**

Operates and maintains military weapons and equipment.

**SKILL LEVEL**

**On-the-Job Training:** 1 year.

**DUTIES**

Detects and identifies targets.

Loads, sights and fires weapons.

Transports weapons or drives armoured fighting vehicles to combat zones as directed by commanding officers.

Cleans and maintains weapons.

Maintains armoured fighting vehicles to ensure they remain operable in combat.

Lays minefields and traps, and prepares defence positions to protect airfields and other locations.

**SPECIALISATIONS**

**Airfield Defence Guard**

**Armoured Fighting Vehicle Crewman**

**Armoured Fighting Vehicle Driver**

**Assault Trooper**

**Firecontroller (Navy)**

**Gun Number**

**Infantryman**

**Mortarman**

**Quartermaster Gunner**

**Rifleman**

**7499-21 PRINTING BINDERY ASSISTANT**

Sets up and operates machines which bind and finish books and printed products.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Sets up machines for operation.

Operates and adjusts machines, clears waste and cleans work areas and machines.

May prepare and load printed products into feeding mechanisms.

May make-ready folding machines and check folded articles.

May set up and monitor the operation of automated binding lines.

May set up and operate specialised casing-in, mini binder, carton folding and glueing machines, and other finishing units.

May maintain and lubricate machines.

**7499-23 PRINTING TABLE HAND**

Operates bindery machines and performs manual binding and finishing of books and printed products.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Arranges stacks of printed products in sequence on tables, or loads them into feeding mechanisms of machines.

Operates machines which perform bindery functions such as collating, folding (to a pre-determined layout), glueing, tipping, banding and wrapping.

Prepares test copies and checks the accuracy of work.

Performs hand binding and finishing operations.

May operate specialised machines such as casing-in and mini binders or automatic carton folding and glueing machines.

**7499-99 MACHINE OPERATORS, nec**

This residual grouping covers machine operators not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**SPECIALISATIONS**

**Brushmaker**

**Pressurised Container Filler**

**Sand Blaster**



## **MAJOR GROUP 8**

### **LABOURERS AND RELATED WORKERS**

Labourers and Related Workers perform routine duties, either manually or using hand tools and appliances. These duties require minimal judgement and are usually performed under close supervision.

Occupations in this major group require no formal education or experience, but may require up to 12 months on-the-job training.

Duties performed by Labourers and Related Workers include assisting Tradespersons; loading, moving, unloading and packing tools, materials, freight, and manufactured articles; assembling components, spray-painting products, mixing ingredients, cutting away waste material, and performing other manual manufacturing and construction duties; assisting in the cultivation and production of plants and animals; cleaning equipment, premises and vehicles; attending to patrons in entertainment venues, hotels and passenger terminals; collecting garbage; protecting property; performing simple duties in preparing food and cleaning kitchens; fitting vehicle accessories; and assisting with fishing operations.

#### **CONTENT**

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

- 81 Trades Assistants and Factory Hands
- 82 Agricultural Labourers and Related Workers
- 83 Cleaners
- 84 Construction and Mining Labourers
- 89 Miscellaneous Labourers and Related Workers



## **MINOR GROUP 81**

### **TRADES ASSISTANTS AND FACTORY HANDS**

Trades Assistants and Factory Hands perform routine duties to assist one or more Tradespersons of a particular trade, or perform basic manual duties in the production of manufactured products. Their duties require minimal judgement, and are performed manually or using hand-held tools (e.g. spray-painting equipment), usually under close supervision.

#### **SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with 1-12 months on-the-job training.

#### **DUTIES** include:

cleaning worksites and tools; unloading materials for construction sites; assembling components of simple products; spray-painting and packing finished products; testing products to assess their quality and weight; and performing simple manual duties in the manufacture of products.

#### **CONTENT**

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

- 8101 TRADES ASSISTANTS
- 8103 ASSEMBLERS
- 8105 HAND PACKERS
- 8107 INDUSTRIAL SPRAY PAINTERS
- 8109 QUALITY CONTROLLERS
- 8199 OTHER TRADES ASSISTANTS AND FACTORY HANDS

Detailed contents are on the following page.

**8101 TRADES ASSISTANTS**

- 8101-11 Metal Trades Assistant
- 8101-13 Construction Trades Assistant
- 8101-15 Electrical and Telecommunications Trades Assistant
- 8101-99 Trades Assistants, nec

**8109 QUALITY CONTROLLERS**

- 8109-11 Product Grader
- 8109-13 Product Examiner
- 8109-15 Product Tester
- 8109-17 Product Weigher

**8103 ASSEMBLERS**

- 8103-01 Supervisor, Assemblers
- 8103-11 Metal and Metal Products Assembler
- 8103-13 Electrical and Electronic Equipment Assembler
- 8103-15 Jewellery Assembler
- 8103-17 Wood Products Assembler

**8199 OTHER TRADES ASSISTANTS AND FACTORY HANDS**

- 8199-01 Supervisor, Other Trades Assistants and Factory Hands
- 8199-11 Metal Processing and Finishing Factory Hand
- 8199-13 Sawmill Labourer
- 8199-15 Wood and Wood Products Factory Hand
- 8199-17 Pulp, Papermaking and Paper Products Factory Hand
- 8199-19 Cement and Concrete Plant Labourer
- 8199-21 Clay Processing Factory Hand
- 8199-23 Chemical Plant Labourer
- 8199-25 Rubber and Plastics Factory Hand
- 8199-27 Hide and Skin Processing Labourer
- 8199-29 General Hand (Printing)
- 8199-31 Glassware Process Assistant
- 8199-33 Meatworks Labourer
- 8199-35 Meat Boner and Slicer
- 8199-37 Poultry Process Worker
- 8199-39 Fish Process Worker
- 8199-41 Baking Factory Hand
- 8199-43 Dairy Factory Hand
- 8199-45 Egg Process Worker
- 8199-47 Fruit and Vegetable Factory Hand
- 8199-99 Trades Assistants and Factory Hands, nec

**8105 HAND PACKERS**

- 8105-11 Meat Packer
- 8105-13 Fruit and Vegetable Packer
- 8105-99 Hand Packers, nec

**8107 INDUSTRIAL SPRAY PAINTERS**

- 8107-11 Industrial Spray Painter



## UNIT GROUP 8101 TRADES ASSISTANTS

Trades Assistants clean, load and transport materials and perform other routine duties as directed by Tradespersons.

### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1-6 months on-the-job training is usual.

### DUTIES include:

- positioning and holding metal stock, wood, heavy parts or products for Tradespersons
- collecting, cleaning and storing tools and equipment
- cleaning and preparing Tradesperson's working surface
- collecting and removing rubble and waste material from work area
- conveying instructions between Tradespersons
- maintaining simple records
- loading and unloading materials, tools and equipment, and transporting them about work area.

### CONTENT

This Unit Group contains the following occupations:

- 8101-11 Metal Trades Assistant
- 8101-13 Construction Trades Assistant
- 8101-15 Electrical and Telecommunications Trades Assistant
- 8101-99 Trades Assistants, nec

### RELATED OCCUPATIONS

- Occupation 1601-15 Building Contractor
- Occupation 3207-11 Building Technician
- Minor Group 44 Building Tradespersons

### 8101-11 METAL TRADES ASSISTANT

Assists metal tradespersons by performing routine metalworking duties.

#### SKILL LEVEL

**On-the-Job Training:** 3-6 months.

#### DUTIES

Assists metal tradespersons by positioning and holding metal stock or products to enable work to be carried out.

Hands tradespersons tools, and holds tools not immediately required.

Performs assembly and dismantling operations, such as screwing or bolting.

Transports tools, materials and workpieces to and from sites or workbenches.

Operates power hammers, presses or other cutting and shaping tools and machines.

Cleans and prepares working surfaces.

#### SPECIALISATIONS

- Blacksmith's Striker**
- Boilermaker's Assistant**
- Fitter's Assistant**
- Metal Forger's Assistant**
- Metal Moulder's Assistant**

### 8101-13 CONSTRUCTION TRADES ASSISTANT

Assists building tradespersons to erect and repair structures and facilities on building and construction sites, in locations such as factories producing pre-fabricated building components, and in building suppliers' establishments.

#### SKILL LEVEL

**On-the-Job Training:** 3-6 months.

#### DUTIES

Loads and unloads building and construction materials, tools and equipment and transports them about work sites.

Assists building tradespersons as directed by handing them tools and holding materials in place.

Performs building and installation work under the direction of tradespersons.

Cleans and stores tools and equipment.

Erects temporary structures such as barricades around work sites.

Collects and removes rubble and waste material from sites.

Lifts and holds heavy parts in position for securing.

#### SPECIALISATIONS

- Pipelayer.**
- Lays and joints pipes, under direction.
- Bricklayer's Trades Assistant**
- Carpenter's Trades Assistant**

Painter and Decorator's Assistant  
 Plasterer's Assistant  
 Plumber's Trades Assistant  
 Roof Slater and Tiler's Assistant  
 Signwriter's Assistant  
 Wall and Floor Tiler's Assistant

### 8101-15 ELECTRICAL AND TELECOMMUNICATIONS TRADES ASSISTANT

Assists electrical and telecommunications tradespersons and performs routine installation and maintenance work under supervision.

#### SKILL LEVEL

**On-the-Job Training:** 2-6 months.

#### DUTIES

Transports, packs, unpacks and sets up tools and equipment.

Performs manual duties such as earthmoving, vegetation trimming and concreting.

Lays out wiring, conduits and other installations.

Erects barricades and protective coverings at work sites.

May install and test less complex devices, such as electrical meters and time clocks and single point telephones and accessories.

May operate plant and vehicles.

#### SPECIALISATIONS

**Electrical Powerlinesman/woman's Assistant  
 Cable Jointer's Assistant**

Assists electrical tradespersons to perform electrical wiring and installation work.

**Telecommunication Lineman/woman's Assistant**

Assists telecommunications tradespersons in installing telecommunications equipment.

### 8101-99 TRADES ASSISTANTS, nec

This residual grouping covers trades assistants not elsewhere classified.

#### SKILL LEVEL

**On-the-Job Training:** 1-6 months.

#### SPECIALISATIONS

**Powder Monkey's Assistant  
 Shot Firer's Assistant**

Assists blasting tradespersons in setting and detonating explosives.

**Carpetlayer's Assistant**

**Garage Assistant**

**Lubritorium Attendant**

**Motor Mechanic's Trades Assistant**

**Rigger's Assistant**

## UNIT GROUP 8103

### ASSEMBLERS

Assemblers assemble components of metal products, electrical and electronic equipment, jewellery and wood products.

#### SKILL LEVEL

There is no specific entry requirement for this unit group. However, Wood Products Assembler requires 3-6 months experience as a wood and wood products factory hand. 1 week to 3 months on-the-job training is usual.

#### DUTIES include:

- following instructions and drawings to position and secure components and materials on workbench
- punching or drilling mounting holes in parts or assembled products
- assembling components in sequence by fastening, screwing, hammering, soldering or spot-welding using precision or heavy-duty hand or power tools
- deburring and finishing items using files, grinding wheels or emery paper
- examining product and rejecting defective items
- cutting wire into lengths and stripping insulation from it.

#### CONTENT

This Unit Group contains the following occupations:

- 8103-01 Supervisor, Assemblers
- 8103-11 Metal and Metal Products Assembler
- 8103-13 Electrical and Electronic Equipment Assembler
- 8103-15 Jewellery Assembler
- 8103-17 Wood Products Assembler

**8103-01 SUPERVISOR, ASSEMBLERS**

Supervises and co-ordinates the activities of workers engaged in assembling components of metal products, electrical and electronic equipment, jewellery and wood products.

**SKILL LEVEL**

**Previous Experience:** 5 years as an assembler.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**8103-11 METAL AND METAL PRODUCTS ASSEMBLER**

Assembles components and sub-assemblies of metal products using hand and power tools and preset welding machines.

**SKILL LEVEL**

**On-the-Job Training:** 1-8 weeks.

**DUTIES**

Locates, positions and secures components on workbenches.

Punches or drills mounting holes in parts or assembled products.

Assembles and secures components in sequence.

Deburrs and finishes items using files, grinding wheels or emery paper.

**SPECIALISATIONS****Vehicle Assembler**

Assembles motor vehicles on assembly lines.

**Metal Window Assembler****8103-13 ELECTRICAL AND ELECTRONIC EQUIPMENT ASSEMBLER**

Assembles electrical and electronic equipment, products and appliances using hand and power tools.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 weeks.

**DUTIES**

Locates, positions and secures components on workbenches.

Cuts wires to required length.

Removes insulation from wire ends.

Punches or drills mounting holes in parts to be assembled.

Assembles and secures components in sequence.

Bolts and screws, rivets, crimps, glues, solders or spot

welds wire and components.

Deburrs and finishes items using files or emery paper.

May manually wind light electrical field coils.

**SPECIALISATION****Light Coil Winder****8103-15 JEWELLERY ASSEMBLER****Jewellery Benchworker**

Assembles components of jewellery and precious metal articles using hand and power tools and pre-set machines.

**SKILL LEVEL**

**On-the-Job Training:** 1-13 weeks.

**DUTIES**

Attaches or fastens jewellery or jewellery parts to fabricate bracelets, necklaces, brooches and earrings.

Grips links and twists link joints open.

Slides jewellery parts into open links and closes link joints by clinching.

Selects pins or clips and fits ends into holes of jewellery items.

Positions jewellery items between jaws of machines and squeezes joints together.

Examines jewellery and rejects defective pieces.

May cut chains or ribbons.

**8103-17 WOOD PRODUCTS ASSEMBLER**

Assembles and fastens parts of joinery products into furniture or frames using hand or power tools.

**SKILL LEVEL**

**Previous Experience:** 3-6 months as a wood and wood products factory hand.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Assembles prepared wooden parts by nailing, screwing, glueing and dowelling.

Fits hardware items such as hinges, catches and knobs to wooden parts.

Trims wooden parts to ensure all parts fit together smoothly.

Fabricates wooden components of furniture.

**SPECIALISATIONS****Furniture Assembler**

Assembles and fixes together component parts used in the manufacture of furniture.

**Joinery Assembler****UNIT GROUP 8105****HAND PACKERS**

Hand Packers weigh, wrap and label meat, fruit, vegetables or other products by hand.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1-2 weeks on-the-job training is usual.

**DUTIES** include:

- obtaining supply of prepared meat, fruit, vegetables or other products
- assembling containers, package folders and cartons
- slicing or cutting smoked or cured meat
- packing containers or bags with product, counting, weighing or measuring amount and adjusting quantity
- saeling bags, cartons or containers and placing pre-printed labels on them
- inspecting products and containers during packaging recording weight, number and packaging date of filled bags, containers or cartons.

**CONTENT**

This Unit Group contains the following occupations:

- 8105-11 Meat Packer
- 8105-13 Fruit and Vegetable Packer
- 8105-99 Hand Packers, nec

**8105-11 MEAT PACKER****Meat Wrapper**

Weighs, wraps and labels meat and meat products.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 weeks.

**DUTIES**

Obtains supplies of prepared meat and assembles bags, package folders and cartons.

Wraps protective material around fresh meat cuts.

Cuts smoked or cured meat into slices using slicing machines.

Removes meat slices from discharge trays of slicing machines and arranges package folders or plastic bags.

Weighs or measures meat.

Vacuum seals bags or packages and attaches pre-printed labels.

Counts and places bags or packages on to trays or racks, or into shipping cartons.

Stamps or stencils identifying data on cartons.

Visually inspects materials and containers.

Records information such as numbers, weight, times and dates.

May start, stop or regulate conveyors to receive or dispose of packaged products.

May replenish packing materials.

May stack cartons on to pallets for shipment.

**8105-13 FRUIT AND VEGETABLE PACKER**

Weighs, wraps and labels fruit and vegetables.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 weeks.

**DUTIES**

Obtains fruit and vegetables and assembles bags, containers and cartons.

Inserts fillers and liners into containers.

Packs containers or bags with products, counting, weighing or measuring amounts and adjusting quantities.

Seals bags and containers and attaches pre-printed labels.

Sorts packaged products by weight or content.

Visually inspects products and containers.

Records packing information.

May start, stop or regulate conveyors to receive or dispose of packaged products.

May pack items in patterns according to size.

May replenish packing materials such as boxes, cartons, containers, wrapping and staples.

May stack cartons on to pallets for shipment.

**8105-99 HAND PACKERS, nec**

This residual grouping covers hand packers not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 weeks.

**SPECIALISATIONS**

**Grocery Packer**

**Shirt Packer**

**UNIT GROUP 8107****INDUSTRIAL SPRAY PAINTERS**

Industrial Spray Painters operate spray painting equipment to apply coatings to manufactured items.

**SKILL LEVEL**

The entry requirement for this unit group is 1 year as a factory hand. 1-2 months on-the-job training is usual.

**DUTIES** include:

- sanding, grinding or cleaning surface of item to be painted
- loading paint into machine
- securing item into clamps or frames in spray booth
- starting extractor and drying fans and heating globes
- spraying paint to apply an even coating on to item
- cleaning nozzles, containers and hoses of machines.

**CONTENT**

This Unit Group contains the following occupation:  
8107-11 Industrial Spray Painter

**RELATED OCCUPATIONS**

- |                 |                                      |
|-----------------|--------------------------------------|
| Unit Group 4405 | Painters, Decorators and Signwriters |
| Unit Group 4605 | Vehicle Painters                     |

**8107-11 INDUSTRIAL SPRAY PAINTER**

Operates spray painting equipment to paint or apply coatings to manufactured items.

**SKILL LEVEL**

**Previous Experience:** 1 year as a factory hand.

**On-the-Job Training:** 1-2 months.

**DUTIES**

Sandpapers, grinds or cleans surfaces of items to be painted.  
Loads paint and other coating materials into machines.

Secures items into clamps or frames in spray booths.  
Starts extractor and drying fans and heaters.  
Directs spray guns to apply even coatings.  
Moves items to drying areas and unloads and stacks them for further painting or packaging.  
Cleans nozzles, containers and hoses of machines.  
May rub down painted items between coats.  
May operate paint dipping baths and conveyor equipment.  
May touch up defective areas of painted items.

**UNIT GROUP 8109  
QUALITY CONTROLLERS**

Quality Controllers collect product samples, conduct tests to grade quality and weight, and maintain records.

**SKILL LEVEL**

The entry requirement for this unit group is 1-5 years as a factory hand or machine operator. 1 week to 12 months on-the-job training is usual.

**DUTIES** include:

- inspecting products for defects
- selecting, examining and labelling samples
- measuring quality, quantity and weight of products
- checking particular details of product or assembly
- removing defective articles
- preparing reports and documentation.

**CONTENT**

This Unit Group contains the following occupations:  
8109-11 Product Grader  
8109-13 Product Examiner  
8109-15 Product Tester  
8109-17 Product Weigher

**8109-11 PRODUCT GRADER**

Grades primary produce by evaluating individual items or batches in terms of established standards, and records results.

**SKILL LEVEL**

**Previous Experience:** 1-2 years as a factory hand or hand packer.

**On-the-Job Training:** 1-3 months.

**DUTIES**

Inspects all products or selects samples for inspection. Examines products for defects such as disease in food items or faults in timber. Takes measurements to determine quality and quantity of products. Designates grading of produce and records details of assessments according to classification system. Prepares reports. May record assessments by labelling items such as carcasses or pieces of timber. May grade batches of produce such as crates of fruit and vegetables. May arrange storage and distribution of produce after grading. May visit suppliers to give advice and information and to make preliminary assessments. May recommend dumping of unsatisfactory produce. May perform tests on samples or produce to determine quality.

**SPECIALISATIONS**

**Fruit and Vegetable Classifier**  
**Meat Grader**  
**Milk and Cream Grader**  
**Timber Grader**

**8109-13 PRODUCT EXAMINER****Quality Control Inspector**

Examines products to ensure conformity to specifications and standards of presentation and quality.

**SKILL LEVEL**

**Previous Experience:** 1-5 years as a machine operator.

**On-the-Job Training:** 2-6 months.

**DUTIES**

Studies product specifications. Inspects all output or takes samples for inspection. Examines output for visible defects such as cracks, holes and breakages. Takes measurements to determine conformity to specifications. Checks details of assemblies such as torque of nuts on vehicles. Marks defects or rejects articles. Makes minor repairs or adjustments to products. Compiles summary reports, maintains documentation

and reports findings.

May operate products to monitor performance.

**SPECIALISATIONS**

**Equipment Assembly Inspector**  
**Film Examiner**  
**Metal Products Viewer**  
**Textile Examiner**  
**Tyre Finisher and Examiner**  
**Vehicle Assembly Inspector**

**RELATED OCCUPATIONS**

Unit Group 3905      Inspectors and Regulatory  
   Officers

**8109-15 PRODUCT TESTER****Product Testing Assistant**

Collects product samples, conducts tests to determine quality of produce and maintains records of results.

**SKILL LEVEL**

**Previous Experience:** 1-2 years as a machine operator.

**On-the-Job Training:** 3-12 months.

**DUTIES**

Collects and labels samples for inspection. Records details of sampling procedures and sources of samples. Inspects samples and prepares them for testing. Carries out prescribed tests. Records results of tests and prepares reports.

**SPECIALISATIONS**

**Coal Sample Tester**  
**Glassware Verifier**  
**Iron Pellet Tester**

**RELATED OCCUPATIONS**

Unit Group 3905      Inspectors and Regulatory  
   Officers

**8109-17 PRODUCT WEIGHER**

Weighs quantities of materials to be used in production, or of products for packaging.

**SKILL LEVEL**

**On-the-Job Training:** 1 week.

**DUTIES**

Selects materials from stores or takes samples from production lines. Uses scales to weigh quantities of ingredients or products. Reads and records weights and variations from standards. Compiles reports and forwards them to management. May check the accuracy of scales and make adjustments. May transfer items to or from weighing areas.

**UNIT GROUP 8199****OTHER TRADES ASSISTANTS AND FACTORY HANDS**

This unit group contains trades assistants and factory hands not elsewhere classified.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1 week to 6 months on-the-job training is usual.

**CONTENT**

This Unit Group contains the following occupations:

- 8199-01 Supervisor, Other Trades Assistants and Factory Hands
- 8199-11 Metal Processing and Finishing Factory Hand
- 8199-13 Sawmill Labourer
- 8199-15 Wood and Wood Products Factory Hand
- 8199-17 Pulp, Papermaking and Paper Products Factory Hand
- 8199-19 Cement and Concrete Plant Labourer
- 8199-21 Clay Processing Factory Hand
- 8199-23 Chemical Plant Labourer
- 8199-25 Rubber and Plastics Factory Hand
- 8199-27 Hide and Skin Processing Labourer
- 8199-29 General Hand (Printing)
- 8199-31 Glassware Process Assistant
- 8199-33 Meatworks Labourer
- 8199-35 Meat Boner and Slicer
- 8199-37 Poultry Process Worker
- 8199-39 Fish Process Worker
- 8199-41 Baking Factory Hand
- 8199-43 Dairy Factory Hand
- 8199-45 Egg Process Worker
- 8199-47 Fruit and Vegetable Factory Hand
- 8199-99 Trades Assistants and Factory Hands, nec

**8199-01 SUPERVISOR, OTHER TRADES ASSISTANTS AND FACTORY HANDS**

Supervises and co-ordinates the activities of workers engaged in manual duties in factories and processing plants.

**SKILL LEVEL**

**Previous Experience:** 5 years as a factory hand.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**8199-11 METAL PROCESSING AND FINISHING FACTORY HAND****Metal Processing and Finishing Labourer**

Performs routine manual duties in metal processing and finishing factories and plants.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Sorts scrap metal and dumps it into crushers or bundling machines.

Identifies finished products using tags or coloured paint.

Scrapes carbon, dirt and metal particles from interiors of moulds.

Cleans and assists in the re-lining of furnaces and soaking pits.

Breaks up slag and metal spills using sledge and jack hammers.

Operates lifting equipment to secure and immerse products in cleaning baths prior to coating.

Unloads coated products from plant.

Removes dross from bottom of cooling baths.

Operates automatic welding equipment to join sections of coils or strips.

Cleans work areas and machinery using solvents, brushes and air hoses.

Transports and stores finished products.

May cool products by immersion.

May assist in loading and unloading trucks, and packing products for shipment.

**SPECIALISATIONS**

**Blast Furnace Helper**

**Metal Dipper**

**Metal Processing Marker**

**Tinning Line Assistant**

**8199-13 SAWMILL LABOURER**

Performs routine manual duties in sawmills or timber yards.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Rolls logs from trucks or conveyors to log decks or saw carriages.

Removes embedded objects from logs.

Aligns logs or timber on conveyors and clears blockages.

Sorts and stacks timber during milling.

Cleans work areas to remove bark and sawdust.

**SPECIALISATIONS****Tailer Out**

Unloads cut timber from tail ends of machines and sorts and stacks it.

**Timber Stacker****8199-15 WOOD AND WOOD PRODUCTS FACTORY HAND****Wood and Wood Products Labourer**

Performs routine manual duties in wood processing and timber products factories.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Places logs or wood billets on equipment such as lathes or conveyors for processing into veneer, wood chip or pulp.

Transports processed wood products such as plywood, chipboard sheets and panels to work areas.

Clears blockages in machines.

Assists in measuring and cutting materials.

Assists in the setting up and operation of plant and ancillary equipment used in the manufacture of sheets and boards.

Stencils information on finished products.

Packs and loads finished products for transportation.

Cleans and sweeps work areas to remove offcuts and sawdust.

May assist in cleaning tools and equipment.

**SPECIALISATIONS****Furniture Manufacturing Labourer****Joinery Factory Hand****Hardboard Factory Hand****Particleboard Factory Hand****Plywood Factory Hand****8199-17 PULP, PAPERMAKING AND PAPER PRODUCTS FACTORY HAND****Pulp, Papermaking and Paper Products Labourer**

Performs routine manual duties in paper pulp, paper making and paper product factories.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Places logs into hoppers and conveyors.

Cuts wet pulp and loads materials such as wood chips

and pulpwood into machines.

Assists in cleaning machinery and work areas.

Collects and transports waste paper and pulp to work areas.

**8199-19 CEMENT AND CONCRETE PLANT LABOURER**

Performs routine manual duties in cement and concrete manufacturing plants and factories.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Greases and assembles concrete moulds.

Holds reinforcing steel in position during concrete pours.

Stacks batches of wet concrete moulds coming off production lines.

Strips moulds from dried concrete products such as pipes, slabs and blocks.

Places products on pallets or racks for curing.

Cleans moulds for re-use.

Assists in finishing cement and concrete products.

Loads products for transport.

Cleans equipment and work areas.

May treat products with chemicals and high pressure water jets to treat exposed surfaces.

**8199-21 CLAY PROCESSING FACTORY HAND****Clay Processing Labourer**

Performs routine manual duties in clay processing factories.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Loads clay into machines which prepare and process clay products and associated glazes.

Removes, trims and stacks ceramic products.

Stacks products on kiln cars, pallets or trolleys.

Moves kiln cars or trolleys to and from kilns, dryers, sorting and storage or shipping areas.

Removes and stacks kiln holding and supporting devices for re-use.

Builds and pulls down kiln doors and seals crown openings.

Packs products for distribution.

Cleans machinery and work areas.

May examine and grade products.

**SPECIALISATIONS****Brick Handler****Kiln Labourer****8199-23 CHEMICAL PLANT LABOURER**

Performs routine manual duties in chemical processing plants.



**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Unloads materials from vehicles and containers by shovelling, dumping and scooping or opening flow valves.

Delivers bulk or packaged materials to processing areas.

Dumps ingredients into mixers, blenders, kettles, mills or feed hoppers.

Opens valves to heat, cool or agitate chemical compositions or solutions.

Obtains and delivers samples to laboratories for testing.

Fastens caps or covers on containers.

Attaches labels or stencils information on to products.

Cleans machines, processing equipment and work areas.

Fills containers with processed material.

Loads products for shipping.

**SPECIALISATIONS**

**Gas Plant Labourer**

**Munitions Factory Hand**

**Paint Factory Hand**

**8199-25 RUBBER AND PLASTICS FACTORY HAND**

**Rubber and Plastics Products Labourer**

Performs routine manual duties in rubber and plastics factories.

**SKILL LEVEL**

**On-the-Job Training:** 1-3 months.

**DUTIES**

Dumps material into hoppers of machines.

Stops moulding machines and discharges contents.

Cuts foam products from foam blocks.

Prepares moulds for making fibre re-inforced plastic products, by filling cracks or depressions in mould surfaces with plastic, and smoothing with sand paper.

Cleans moulds, and waxes and polishes surfaces.

Sprays moulds with gelcoat to produce finished surfaces.

Brushes or sprays parting agents on to moulds to assist removal of moulded products.

Builds up layers of fibreglass and resin on moulds.

Cleans brushes, rollers and spray equipment after use.

May smooth rough edges of moulds using files, grinders and sanders.

**SPECIALISATIONS**

**Cellular Plastics Cutter**

**Hand Laminator**

**Lay-Up Hand**

**Mould Hand (Plastics)**

**Plastic Sheet Fabricator****8199-27 HIDE AND SKIN PROCESSING LABOURER**

Performs routine manual duties in leather, skin and hide tanning, and finishing factories.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Unloads green hides and skins for fleshing.

Fleashes hides by cutting out pieces of flesh, fat or hide.

Lays out skins and hides for classing and restacks them for drying.

Arranges hides and skins in stacks and tends heaters to dry them.

Sprays dried hides with preservatives.

Loads hides, skins and chemicals into treatment drums.

Loads hides and skins into bales and assists in bale pressing and securing.

Ridges wet blue-leather by cutting with knives.

Moves hides and skins around tanneries.

Cleans equipment and work areas.

**SPECIALISATIONS**

**Fellmongery Hand**

**Flesher Hand**

**Tannery Hand**

**8199-29 GENERAL HAND (PRINTING)**

Performs routine manual duties to assist in the production of printed materials.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Loads paper or paperboard, in sheets or reels, into the feed mechanisms of printing machines.

Removes printed products from delivery mechanisms.

Washes rollers, blankets and plates at the end of printing runs.

Cleans dampening rollers and presses.

Removes waste materials and cleans machines and work areas.

Bundles, loads and stores finished products.

**SPECIALISATIONS**

**Printing Machine Assistant**

Assists in the setting up and operation of sheet-feed or web-feed printing presses.

**Newspaper Press General Hand**

**8199-31 GLASSWARE PROCESS ASSISTANT**

Performs routine manual duties to assist in the production of glassware.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

**DUTIES**

Assists in setting up, adjusting and repairing automatic machines and equipment.

Transfers moulds to and from mould shops.

Removes and replaces glass moulds and components, and adjusts molten glass shears and furnace channel openings according to instructions.

Cleans and lubricates plant and equipment.

Swabs machine blanks, moulds, feeder chutes and baffle plates.

Checks weights of glassware.

**SPECIALISATION**

**Glass Mould Cleaner**

**8199-33 MEATWORKERS LABOURER****Eviscerator**

Performs routine manual duties in meatworks and kills livestock and eviscerates carcasses.

**SKILL LEVEL**

**On-the-Job Training:** 2 months.

**DUTIES**

Stuns and shackles livestock using mechanical or electric stunning devices.

Severs jugular veins of stunned, suspended or shackled animals with sticking knives.

Slits open abdominal cavities of carcasses.

Cuts out and removes intestines and ties intestines and bladders.

Trims off fat and dumps it into containers for further processing.

Separates organs or glands such as sweetbreads, livers, hearts and spleens from stomachs, places them on conveyors or in containers and presents carcasses and viscera for inspection.

Removes beef stomachs for tripe processing.

Cuts tails and excess fat from beef carcasses.

Cuts out and ties gullets and windpipes from neck tissues, and opens, separates, trims and washes lungs in cold water troughs.

Cuts out spare ribs from under rib cages of pig carcasses.

Pulls leaf fat free of brisket ends and cuts off bruises, blemishes and ragged tissues to improve appearance and preserve carcasses.

May patch leaks in intestines, using skewers.

May wash carcasses and viscera with water.

**SPECIALISATIONS**

**Abattoir Sticker**

**Animal Skinner**

**Knockerdown (Abattoir)**

**Offal Separator**

**Stunner and Shackler (Abattoir)**

**8199-35 MEAT BONER AND SLICER**

Trims off external fat, gristle, skin, tendons and bruises, and cuts meat from bones, sides or carcasses.

**SKILL LEVEL**

**Previous Experience:** 2-3 years as a meatworks labourer.

**On-the-Job Training:** 2-3 months.

**DUTIES**

Operates switching controls to direct and drop carcasses of beef or meat cuts from supply rails to boning tables.

Inserts knives in meat and cuts to separate meat, fat and tissue from around bones.

Pulls and twists bones loose from meat.

Places trimmings and bones in separate containers.

Washes, scrapes or trims foreign material and blood from meat.

Tosses boned meat, trimmings and bones to other tables, conveyors, buckets or trucks for further processing.

Cuts sides or quarters of meat into standard meat cuts such as rumps, flanks and shoulders to shape them and remove internal fat, blood clots, bruises and other matter to prepare them for packing and marketing.

Trims residual meat from bones using chisels and hand or electric powered knives.

May roll and tie boned meat cuts to make roasts.

May package meat cuts for distribution and sale.

**SPECIALISATIONS**

**Carcass Splitter**

**Meat Trimmer**

**8199-37 POULTRY PROCESS WORKER**

Performs routine poultry processing duties.

**SKILL LEVEL**

**On-the-Job Training:** 2-4 months.

**DUTIES**

Shackles and suspends live or slaughtered poultry for killing or processing.

Slaughters fowl by severing jugular veins.

Removes viscera package and lungs, and scrapes residual particles from carcasses.

Separates hearts and livers.

Places removed offal in chilling containers.

Removes necks by cutting with secateurs.

Grades dressed poultry.

Removes pin feathers from poultry carcasses.

Adds ice to paddle chillers.

Loads and unloads crates.

Cleans work areas.

**SPECIALISATIONS**

**Poultry Boner**

Manually prepares fresh boneless chicken meat from breast or thigh portions.

**Poultry Slaughterman/woman**

**8199-39 FISH PROCESS WORKER**

Performs manual duties in processing, grading and packing fish.

**SKILL LEVEL**

**On-the-Job Training:** 1-6 months.

**DUTIES**

Inspects fish on conveyors and sorts for size or quality.

Scrapes skin and picks blood meat and other offal from pre-cooked fish.

Packs fish and counts packs before freezing.

Packs frozen fish blocks into cartons.

Tends and feeds machines which slice, peel, skin or crumb fish.

Cleans and sanitises equipment and work areas.

May work on fish processing ships.

**SPECIALISATIONS**

**Fish Filleter**

**Oyster Opener**

**8199-41 BAKING FACTORY HAND**

Performs routine duties in bread-rooms of bakeries.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 months.

**DUTIES**

Loads trolleys with baked products and wheels them into coolers.

Removes and stacks cooled products.

Transfers baked products from production lines into storage, or into packaging machines.

Tends and feeds automatic cooling machines.

Tends and feeds slicing and wrapping machines.

Cleans machines and work areas.

**SPECIALISATIONS**

**Biscuit Factory Hand**

Inspects and sorts biscuits and assembles or arranges biscuits for packaging.

Assists biscuitmakers in refining ingredients, and in mixing, forming, baking and joining biscuits.

**Bread Room Hand**

Assembles bread orders for delivery, loads and unloads vans, and disposes of unsold bread.

**8199-43 DAIRY FACTORY HAND**

Performs routine duties in milk processing or cheese making factories.

**SKILL LEVEL**

**On-the-Job Training:** 2-4 months.

**DUTIES**

Cleans, sanitises and prepares equipment, and attaches pipes and fittings to machines.

Turns valves to move milk and cream into vats or hoppers.

Moves containers to storage or shipping areas.

Places empty bottles, cases and cans on to conveyors.

**SPECIALISATIONS**

**Cheese Factory Worker**

Assists cheesemakers with duties such as measuring and adding ingredients and making, shaping, waxing, wrapping and curing cheese.

**Milk Processing Worker**

**8199-45 EGG PROCESS WORKER**

Performs routine duties in the processing of eggs and production of egg pulp.

**SKILL LEVEL**

**On-the-Job Training:** 1-5 weeks.

**DUTIES**

Inspects and picks out defective eggs from conveyor belts.

Tends machines which clean, stamp, grade and pack eggs.

Stacks cartons of eggs into boxes or trolleys for storage or transport.

Breaks eggs and separates contents for pulping.

Monitors machines which produce egg pulp or dry egg powder, and freeze or package it.

**SPECIALISATION**

**Egg Candler**

Inspects eggs against high intensity light and removes defective ones.

**8199-47 FRUIT AND VEGETABLE FACTORY HAND**

Performs manual duties in processing fruit and vegetables.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Cuts, stones, cores, slices, dices and peels fruit and vegetables.

Feeds fruit and vegetables into machines for processing.

Inspects, grades and trims fresh and dried fruit.

Fills containers with produce by hand or machine.

Places fruit on trays for cooking, syruring and dehydrating.

**8199-99 TRADES ASSISTANTS AND FACTORY HANDS, nec**

This residual grouping covers trades assistants and factory hands not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**SPECIALISATIONS**

**Brushmaking Labourer**

**Cloth Cutter**



## MINOR GROUP 82

### AGRICULTURAL LABOURERS AND RELATED WORKERS

Agricultural Labourers and Related Workers perform routine duties to assist in the cultivation and production of animals (including fish, shellfish and bees) and plants on farms and in nurseries, gardens and forests. Their duties require minimal judgement, and are performed either manually or using hand tools (including lawnmowers).

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with 1-12 months on-the-job training.

#### DUTIES include:

loading and unloading farm and gardening supplies, livestock, logs and produce; cleaning work areas and equipment; inspecting the condition of plants and animals, and administering treatment; feeding and watering animals and fertilising and irrigating plants; harvesting crops and nursery seedlings; culling and grading or sorting crops and livestock; felling and debarking trees; and trapping or shooting wild animals for food and skins.

#### CONTENT

#### 8201 FARM HANDS AND ASSISTANTS

8201-01 Supervisor, Farm Hands and Assistants  
 8201-11 Livestock and Field Crop Farm Hand  
 8201-13 Fruit, Vegetable and Nut Farm Hand  
 8201-15 Shearing Shed Hand  
 8201-99 Farm Hands and Assistants, nec

#### 8203 FORESTRY LABOURERS

8203-01 Supervisor, Forestry Labourers  
 8203-03 Supervisor, Logging Labourers  
 8203-11 Tree Faller  
 8203-13 Forestry Worker  
 8203-15 Logging Worker

#### 8205 NURSERY AND GARDEN LABOURERS

8205-11 Nursery Assistant (Horticulture)  
 8205-13 Garden Labourer

#### 8299 OTHER AGRICULTURAL LABOURERS AND RELATED WORKERS

8299-11 Shooter-Trapper  
 8299-99 Agricultural Labourers and Related Workers, nec

## UNIT GROUP 8201

### FARM HANDS AND ASSISTANTS

Farm Hands and Assistants assist farmers in agricultural establishments (including fisheries) by performing routine manual duties.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1-6 months on-the-job training is usual.

#### DUTIES include:

- loading and unloading supplies, livestock, crops and produce
- grading, packaging and preparing produce for transport to markets
- cleaning and maintaining premises, machinery and equipment irrigating land and maintaining irrigation channels
- feeding, watering and rearing livestock and fish, cultivating shellfish
- inspecting animals for health and inoculating them
- culling immature and non-productive fruit and livestock
- planting, fertilising, spraying and harvesting crops such as cereals, vegetables and fruit by hand or using farm equipment

#### CONTENT

This Unit Group contains the following occupations:

- 8201-01 Supervisor, Farm Hands and Assistants
- 8201-11 Livestock and Field Crop Farm Hand
- 8201-13 Fruit, Vegetable and Nut Farm Hand
- 8201-15 Shearing Shed Hand
- 8201-99 Farm Hands and Assistants, nec

#### 8201-01 SUPERVISOR, FARM HANDS AND ASSISTANTS

##### Farm Overseer

Supervises and co-ordinates the activities of workers engaged in agricultural activities.

#### SKILL LEVEL

**Previous Experience:** 5 years as a farm hand.

**On-the-Job Training:** 6 months.

#### DUTIES

Performs duties covered by the General Description Supervisor.

Ensures that deadlines are met for activities such as seeding and harvesting.

Organises husbandry activities, and transport requirements for livestock and crops.

May hire casual workers at times of peak seasonal activity.

#### 8201-11 LIVESTOCK AND FIELD CROP FARM HAND

Performs routine duties on livestock stations, cereal, grain or other crop farms.

#### SKILL LEVEL

**On-the-Job Training:** 1-6 months.

#### DUTIES

Patrols, inspects and reports on conditions of property, stock and crops.

Loads and unloads stockfeed, seed grain and

fertilisers.

Cleans sheds, enclosures, brooders and yards.

Maintains and repairs buildings, machinery, fences, plant and water systems.

Feeds, waters, grooms and exercises animals.

Assists with activities such as mustering, droving, inoculating, drenching and branding livestock, trimming poultry beaks and wings, and collecting and packaging eggs.

Operates farm machinery to plant, cultivate, fertilise and harvest field crops.

Drives spraying machinery to spray and destroy weeds between crop rows.

Irrigates soil and maintains irrigation systems.

Removes obstructions from irrigation channels and moves piping for sprinkler systems.

Loads animals and field crops into transporters for marketing.

May carry out artificial insemination of livestock.

#### SPECIALISATIONS

**Drover**

**Horse Groom**

**Musterer**

**Stable Hand**

**Station Hand**

**Stockman/woman**

**Strapper**

**Stud Hand**

**8201-13 FRUIT, VEGETABLE AND NUT FARM HAND**

Performs routine duties on fruit, vegetable and nut farms, market gardens and orchards.

**SKILL LEVEL**

**On-the-Job Training:** 1-6 months.

**DUTIES**

Digs holes to plant fruit and nut trees.  
Plants seeds, seedlings, roots, bulbs, vines and other plants using garden tools or farm machinery.  
Thins, weeds and hoes row crops.  
Cuts grass around trees and vines.  
Irrigates land for crop growth.  
Builds trellises for climbing vegetables or vines.  
Prunes plants to improve production.  
Culls immature fruit to increase quality of remaining fruit.  
Sprays trees, vines and other plants with chemicals to control insects, fungus growth and diseases.  
Picks fruit manually or using mechanical equipment.  
Shakes trees and gathers fallen fruit and nuts.  
Operates farm machinery to plant, cultivate, fertilise, spray and harvest fruit and vegetables.  
Harvests vegetable crops by picking, cutting, pulling or digging.  
Grades, sorts, bunches and packs produce into containers.  
Loads filled fruit and vegetable containers on to trucks.  
Clears and burns off areas and constructs fire breaks.  
May service and make minor repairs to machinery and buildings.

**SPECIALISATION**

**Fruit, Vegetable and Nut Picker**

**8201-15 SHEARING SHED HAND****Rouseabout**

Performs routine duties in shearing sheds.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Assists station hands to drive sheep into pens ready for shearing.  
Controls the flow of sheep throughout shearing.  
Keeps mobs separate during shearing.  
Picks up shorn fleeces, carries them to wool skirting tables and spreads them evenly.  
Under the direction of Wool Classers, removes inferior fleece wool, and stains and other imperfections from fleeces, and places them into bales.  
Sweeps floors after shearers finish shearing each sheep.  
May clean floors of shearing sheds.  
May grade wool skirted off fleeces.  
May press wool and brand bales.

**SPECIALISATION**

**Wool Presser**

**8201-99 FARM HANDS AND ASSISTANTS, nec**

This residual grouping covers farm hands and assistants not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**SPECIALISATIONS****Apiary Assistant**

Assists apiarists in maintaining beehives and beekeeping appliances, and removing, processing and marketing honey or beeswax.

**Fish Farm Worker**

Assists in the collection, incubation and rearing of fish, and the maintenance of fish farm and hatchery premises and equipment.

**Hatchery Assistant  
Poultry Farm Hand**

Assists in culling and vaccinating chicks, inspecting eggs, trimming chick beaks, and loading and transporting eggs for marketing.  
May determine the sex of baby chicks.

**Oyster Grower's Assistant**

Assists in the cultivating and positioning of cultch oyster frames, and harvesting of oysters.

**Seed Pickler and Cleaner**

Operates mobile grain and seed cleaning and pickling equipment.

**UNIT GROUP 8203****FORESTRY LABOURERS**

Forestry Labourers perform manual duties associated with tree felling, logging, cultivating and maintaining natural and plantation forests.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1-12 months on-the-job training is usual.

**DUTIES** include:

- collecting seeds, cultivating and planting seedlings for reforestation
- pruning trees using axes or chainsaws
- applying fertilizers, insecticides and herbicides to individual trees or general forest areas
- clearing surrounding area of saplings and debris prior to tree-felling
- cutting scarf and backcut in tree
- operating manual or machine saws to fell trees
- debarking logs or trees
- assisting with loading and transporting logs
- maintaining buildings, facilities and equipment associated with forest.

**CONTENT**

This Unit Group contains the following occupations:

8203-01 Supervisor, Forestry Labourers  
 8203-03 Supervisor, Logging Labourers  
 8203-11 Tree Faller  
 8203-13 Forestry Worker  
 8203-15 Logging Worker

**8203-01 SUPERVISOR, FORESTRY LABOURERS**

Supervises and co-ordinates the activities of workers engaged in routine forestry work.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a forestry labourer.

**On-the-Job Training:** 1-2 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Supervises road and bridge construction in forests.

Observes, measures, records and maps forest and meteorological data.

**SPECIALISATION**

**Forest Overseer**

**RELATED OCCUPATIONS**

Occupation 3103-25 specialisation, Forestry  
 Technical Officer

Occupation 3103-27 Life Science Technician

Occupation 3999-99 specialisation, Forest Ranger

**8203-03 SUPERVISOR, LOGGING LABOURERS**

**Bush Boss**

Supervises and co-ordinates the activities of workers engaged in logging.

**SKILL LEVEL**

**Previous Experience:** 2-5 years as a forestry and logging worker.

**On-the-Job Training:** 1-2 months.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Organises the rigging of log-yarding systems and the hoisting and moving of logs from site.

May grade, inspect and measure felled logs to assess their volume, royalty rates and marketable contents.

**8203-11 TREE FALLER**

Fells trees and trims and saws them into logs.

**SKILL LEVEL**

**Previous Experience:** 2 years as a logging worker.

**Registration/Licensing:** Licences may be required.

**DUTIES**

Plans the felling of trees.

Determines the natural and intended fall of each tree.

Clears bush, undergrowth and debris from base of trees and along escape routes, and cuts down saplings and dead trees.

Cuts scarfs in trees on side of intended fall.

Makes back cuts in trees leaving hinges of uncut wood across stumps to control direction of fall.

Adjusts cuts to cope with rot, lean, burnt wood and different species, then falls tree.

Removes major branches and tree tops, trims branches, and saws trunks into standard length logs.

Sharpens cutting chains using files, and maintains chainsaws.

May use felling aids such as wedges, felling bars, levers and push poles.

**SPECIALISATIONS**

**Hardwood Faller**

**Softwood Faller**

**8203-13 FORESTRY WORKER**

Performs routine duties in the cultivation, maintenance and protection of forests.

**SKILL LEVEL**

**On-the-Job Training:** Up to 1 year.

**DUTIES**

Collects seeds and seed cones from trees.

Cultivates nursery seedlings and plants them.

Thins young plantations.

Fells or debarks non-productive trees.

Kills weeds.



Applies fertilisers to trees, and insecticides to general forest areas.

Slashes scrub on roadsides and prepares firebreaks.

Observes forest areas and maintains look-out for fires.

Alerts emergency services when fires are detected and operates fire-fighting equipment.

Maintains forest roads, buildings, facilities, signs and equipment.

Cuts firewood.

#### SPECIALISATIONS

**Fire Look-Out**

**Tree Planter**

#### 8203-15 LOGGING WORKER

Assists in the logging, felling and sawing of trees.

#### SKILL LEVEL

**On-the-Job Training:** 1-3 months.

#### DUTIES

Assists tree fellers in clearing saplings and dead leaves around trees.

Operates chainsaws to cut felled trees into logs, and trims branches.

Debarks logs using crowbars, axes or spades.

Assists plant operators to move and load logs.

#### SPECIALISATIONS

**Chokerman/woman**

**Landing Operator (Logging)**

**Log Chaser**

**Sleeper Cutter**

**Swampy**

### UNIT GROUP 8205

#### NURSERY AND GARDEN LABOURERS

Nursery and Garden Labourers plant, cultivate and harvest trees and plants in a plant nursery or assist gardeners in the cultivation, planting and maintenance of private and public gardens.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1-3 months on-the-job training is usual.

#### DUTIES include:

- preparing soils using hand tools or machines
- assisting in planting and transplanting
- watering, weeding and mowing gardens
- loading, unloading and moving gardening supplies and equipment
- removing rubbish from garden or nursery
- harvesting and packaging plants for sale or transport.

#### CONTENT

This Unit Group contains the following occupations:

8205-11 Nursery Assistant (Horticulture)

8205-13 Garden Labourer

#### 8205-11 NURSERY ASSISTANT (HORTICULTURE)

##### Nursery Hand (Horticulture)

Assists in the planting, cultivating and harvesting of trees and plants in a plant nursery.

#### SKILL LEVEL

**On-the-Job Training:** 1-3 months.

#### DUTIES

Prepares soils using hand tools or machines.

Assists in planting seeds, bulbs or cuttings.

Loads, unloads and moves equipment and supplies.

Tends plants by hand watering and hand weeding.

Adjusts mist irrigation systems, shade and ventilation.

Assists in the general cleaning and maintenance of plant nurseries.

Prepares and packages plants for sale or transport.

May assist in pricking out seedlings.

#### 8205-13 GARDEN LABOURER

##### Gardener's Assistant

Assists Gardeners in cultivating and maintaining gardens.

#### SKILL LEVEL

**On-the-Job Training:** 1-3 months.

#### DUTIES

Prepares new garden sites and plots using hand tools or machines.

Loads, unloads and moves equipment and supplies.

Assists in planting and transplanting flowers, shrubs, trees and lawns.

Cleans gardens and removes rubbish.  
 May maintain gardens by watering, weeding and mowing lawns.  
 May erect barriers, fences or structures in gardens.

**SPECIALISATION****Lawn Mower****UNIT GROUP 8299****OTHER AGRICULTURAL LABOURERS AND RELATED WORKERS**

This unit group covers agricultural labourers and related workers not elsewhere classified.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1-4 weeks on-the-job training is usual.

**CONTENT**

This Unit Group contains the following occupations:

8299-11 Shooter-Trapper  
 8299-99 Agricultural Labourers and Related Workers, nec

**8299-11 SHOOTER-TRAPPER****Hunter**

Hunts, traps or shoots animals for food, pelts, research purposes or to eradicate pests.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Hunts, traps or shoots animals.  
 Tracks animals and places traps, snares or poison baits along trails and around water holes.  
 Inspects traps and snares, removes animals and resets them.  
 May use spotlights when shooting at night.  
 Uses knives to gut animals and remove unwanted parts of carcasses.

Places carcasses in mobile freezer vans.

May tag and release animals or transfer them to cages or bags.

May build pens to trap large animals.

May skin animals.

**8299-99 AGRICULTURAL LABOURERS AND RELATED WORKERS, nec**

This residual grouping covers agricultural labourers and related workers not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 1-4 weeks.

**SPECIALISATIONS****Coral Collector****Kelp and Seagrass Gatherer**

## MINOR GROUP 83

### CLEANERS

Cleaners clean construction sites, commercial, industrial and domestic equipment and premises, and public transport vehicles. They may specialise in cleaning particular surfaces, such as carpet and glass. They use portable cleaning equipment such as industrial vacuum cleaners, mops and brooms.

#### SKILL LEVEL

Occupations in this minor group have a level of skill commensurate with 1 week to 3 months on-the-job training.

#### DUTIES include:

putting waste into large bins for easy disposal; dusting, washing and polishing surfaces, furniture and fittings; disinfecting surfaces and medical equipment; and removing residues from plant, machines and storage tanks using industrial cleaning chemicals.

#### CONTENT

<b>8301</b>	<b>CLEANERS</b>
8301-01	Supervisor, Cleaners
8301-11	Industrial Cleaner
8301-13	Commercial Cleaner
8301-15	Hospital Cleaner
8301-17	Window Cleaner
8301-19	Carpet Cleaner
8301-21	Motor Vehicle Cleaner
8301-99	Cleaners, nec

**UNIT GROUP 8301****CLEANERS**

Cleaners clean building and construction sites, commercial, industrial and domestic equipment and premises, public transport vehicles and surfaces such as glass or carpet.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 2 weeks to 3 months on-the-job training is usual.

**DUTIES** include:

- operating industrial vacuum cleaner to remove scrap, dirt and debris from floors work areas and machinery
- cleaning furniture, fittings, walls, windows, ceilings and vehicle interiors
- stripping old wax, rewaxing, polishing, sweeping, mopping, and scrubbing floors
- polishing furniture
- applying acids and solvents to surfaces to remove stains
- removing lint, dust, soot and residue of oil, grease or sludge from machinery, interiors of furnaces, boilers and tanks
- disinfecting laundry, kitchen, toilet and bathroom fixtures and floors, and medical equipment
- cleaning carpet using steam ejecting wands and other special equipment.

**CONTENT**

This Unit Group contains the following occupations:

- 8301-01 Supervisor, Cleaners
- 8301-11 Industrial Cleaner
- 8301-13 Commercial Cleaner
- 8301-15 Hospital Cleaner
- 8301-17 Window Cleaner
- 8301-19 Carpet Cleaner
- 8301-21 Motor Vehicle Cleaner
- 8301-99 Cleaners, nec

**RELATED OCCUPATION**

Occupation 8915-13 Domestic Housekeeper

**8301-01 SUPERVISOR, CLEANERS**

Supervises and co-ordinates the activities of workers engaged in cleaning.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a cleaner.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**8301-11 INDUSTRIAL CLEANER**

Uses heavy duty cleaning equipment to clean industrial work areas, equipment, machinery and containers, and building and construction sites.

**SKILL LEVEL**

**On-the-Job Training:** 2 weeks.

**DUTIES**

Operates industrial vacuum cleaners to remove scrap, dirt, heavy debris and other refuse from floors, work areas and around machinery.

Removes rubbish and empties containers, bins and trays.

Removes dust and dirt from ceilings, walls, overhead

pipes and fixtures.

Strips old wax from floors, re-waxes and polishes floors.

Operates pressure hoses.

Applies acids and solvents to surfaces to remove stains and dirt.

Removes lint, dust, soot, oil, grease, sludge or other residues from machinery, hulls and holds of ships, and interiors and exteriors of furnaces, boilers and tanks.

Cleans rubble and surplus materials from building sites.

May clean exteriors of buildings by sand-blasting or by applying solvents.

May clean equipment used in the preparation and packaging of food.

May dismantle machinery prior to cleaning.

**SPECIALISATIONS****Aircraft Cabin Cleaner**

Cleans and services aircraft interiors.

**Factory Cleaner****8301-13 COMMERCIAL CLEANER**

Cleans premises of commercial establishments, offices and residential buildings.

**SKILL LEVEL**

**On-the-Job Training:** 2 weeks.

**DUTIES**

Empties and cleans ashtrays and waste containers, inserts liners in waste containers and removes rubbish.

Sweeps, mops, scrubs and polishes floors.

Vacuums carpets, curtains and upholstered furniture.

Cleans, dusts and polishes furniture, fixtures and fittings.

Cleans and disinfects laundry and bathroom fixtures and replenishes expendable supplies.

Empties cleaning machines of waste and cleaning solution residues.

Reports defective plumbing fixtures, cleaning equipment and shortages of expendable supplies.

Reports damage, theft and articles found.

May unlock and lock premises to gain entry.

May clean walls and windows.

May shampoo carpets and rugs, and strip wax and polish from floors.

**SPECIALISATIONS****Houseman/maid**

Performs cleaning duties in hotels and motels.

Receives and stores linen supplies, takes laundry or dry-cleaning orders from guests, changes and makes beds.

**Office Cleaner****School Cleaner****8301-15 HOSPITAL CLEANER**

Performs cleaning duties in hospitals and nursing homes.

**SKILL LEVEL**

**On-the-Job Training:** 2 weeks.

**DUTIES**

Empties ashtrays and waste containers.

Cleans and disinfects the floors of hospital wards, halls and rooms.

Polishes the floors using mechanical equipment.

Cleans furniture, walls, windows, fittings and fixtures.

Cleans and disinfects laundries, bathrooms, bathroom fixtures and fittings and replenishes expendable supplies.

Cleans equipment in storerooms.

May remove used linen from beds, wash and remake beds with clean linen.

May remove, store and replace screen curtains and furniture in wards and waiting rooms.

May clean and disinfect operating theatres.

May empty, clean and disinfect bedpans.

**8301-17 WINDOW CLEANER**

Cleans interior and exterior windows, and glass surfaces.

**SKILL LEVEL**

**On-the-Job Training:** 2 weeks.

**DUTIES**

Cleans glass surfaces by applying and removing cleaning solutions or solvents.

Assembles and dismantles ladders, scaffolding and other support equipment.

May use ladders, bosun's chairs, swing stage or other equipment to reach windows.

May clean stone walls, metal surfaces, facias and window frames.

May load, unload and drive vehicles containing ladders, scaffolding, cleaning equipment and tools.

May perform minor repairs on equipment.

**8301-19 CARPET CLEANER**

Operates carpet cleaning machines to clean carpets and rugs.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**DUTIES**

Vacuums carpets to remove loose dirt.

Selects and applies spotting agents to remove stains from carpets.

Fills tanks of cleaning machines with water and cleaning agents.

Scrubs or brushes carpets with steam ejecting wands to loosen embedded dirt or uses foam machines and hot water to shampoo carpets.

Pushes pile-lifting machines over carpets, and brushes pile to raise and fluff nap.

May clean upholstered furniture using attachments to cleaning machines.

May remove and replace furniture in areas to be cleaned.

May treat carpets with chemicals.

May examine and measure carpets to estimate cleaning fees.

**8301-21 MOTOR VEHICLE CLEANER****Car Detailer****Car Wash Attendant**

Washes, dusts, scrubs and polishes interiors and exteriors of cars, buses, railway cars and trucks.

**SKILL LEVEL**

**On-the-Job Training:** 1-4 weeks.

**DUTIES**

Vacuums and cleans vehicle interiors such as floors, floormats, door panels, ceilings, windows, fittings and dashboards.

Empties ashtrays.

Vacuums carpets and upholstery.

Washes vehicle exteriors with water and polishing cloths, and refurbishes surfaces using polish and wax.

May drive vehicles through automatic vehicle washes.

May make minor repairs and touch up finish.

**8301-99 CLEANERS, nec**

This residual grouping covers cleaners not elsewhere classified.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**SPECIALISATIONS**

**Chimney Sweep**

Removes soot from industrial and domestic chimneys and fireplaces.

**Domestic Cleaner**

Performs cleaning duties such as dusting, vacuuming and tidying in private homes.

---

**MINOR GROUP 84**  
**CONSTRUCTION AND MINING LABOURERS**

Construction and Mining Labourers perform routine duties, either manually or using hand-held tools, on construction sites, roads and railways, and in mining, drilling and mineral ore treating operations. Their duties require minimal judgement and are usually performed under close supervision.

**SKILL LEVEL**

Occupations in this minor group have a level of skill commensurate with 1-12 months on-the-job training.

**DUTIES** include:

assisting in the erection of fences, buildings and other large structures, in the excavation and clearing of earth for road construction and mining, in surveying and mineral ore treating, and in installing insulation and other interior and exterior home improvements; and pouring, spreading and finishing concrete and other materials for the construction of structures and paved surfaces.

**CONTENT**

**8401    INSTALLATION WORKERS**  
8401-11 Building Insulation Installer  
8401-13 Home Improvements Installer

**8411    SURVEY HANDS**  
8411-11 Survey Hand

**8403    CONCRETE WORKERS**  
8403-11 Concrete Worker

**8413    RAILWAY LABOURERS**  
8413-01 Supervisor, Railway Labourers  
8413-11 Railway Labourer

**8405    STRUCTURAL STEEL AND  
RELATED CONSTRUCTION  
LABOURERS**  
8405-11 Scaffolder  
8405-13 Rigger (Construction)  
8405-15 Steel Fixer  
8405-17 Structural Steel Erector

**8415    MINING AND MINERAL ORE  
TREATING LABOURERS**  
8415-11 Mining Labourer  
8415-13 Driller's Offsider  
8415-15 Mineral Ore Processing Labourer

**8407    EARTHMOVING LABOURERS**  
8407-11 Earthmoving Labourer

**8409    PAVING AND SURFACING  
LABOURERS**  
8409-01 Supervisor, Paving and Surfacing Labourers  
8409-11 Paving and Surfacing Labourer

**8499    OTHER CONSTRUCTION AND  
MINING LABOURERS**  
8499-11 Lagger  
8499-13 Crane Chaser  
8499-15 Fence Erector  
8499-17 Building Construction Labourer

## UNIT GROUP 8401

### INSTALLATION WORKERS

Installation Workers install functional or decorative fittings, and install and apply insulation materials to improve resistance to heat, cold, air, sound or moisture, in established buildings and those under construction.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 2-12 months on-the-job training is usual.

#### DUTIES include:

- examining plans and specifications to determine location for insulation materials
- preparing site for insulation or installation of fittings by nailing up furring, drilling holes for screws and bolts, digging trenches and post holes, and erecting scaffolding
- nailing or stapling batt-type insulation to joists, studs or furring; gluing blocks and slabs of foamed plastic or cork to walls; operating equipment to blow or spray fibre fill or foam insulation material into cavities
- fitting awnings, flyscreens, shower screens, pre-fabricated windows and doors, exterior cladding and other home improvements using hand tools.

#### CONTENT

This Unit Group contains the following occupations:

8401-11 Building Insulation Installer  
8401-13 Home Improvements Installer

#### RELATED OCCUPATIONS

Occupation 1601-15 Building Contractor  
Unit Group 4401 Carpenters and Joiners  
Unit Group 4413 Wall and Floor Tilers  
Occupation 4921-11 Flat Glass Tradesperson

#### 8401-11 BUILDING INSULATION INSTALLER

Installs and applies insulating material such as foam, granules, foil, solar film, batts or blankets to walls, floors, windows and ceilings of buildings to insulate against heat, cold, air, sound or moisture.

#### SKILL LEVEL

**On-the-Job Training:** 3-12 months.

#### DUTIES

Examines plans and specifications to determine type and quantity of insulation required, and location for installation.

Sets up scaffolding and ladders for inaccessible areas.

Nails furring strips to walls and ceilings to provide bases for fastening insulation.

Cuts insulation material to size and shape.

Nails or staples batt-type insulation to joists, studs or furring.

Staples vapour barrier sheeting to studs.

Fits insulation around obstructions, such as pipes and wiring, to prevent circulation of air.

Glues insulating blocks and slabs of foamed plastic or cork to walls.

Fits friction-fit batts between studs or joists.

Manipulates hoses to blow insulating material, such as mineral wool, loose fill and cellulose fibre fill, into enclosed spaces.

Sets up and operates equipment to inject or spray

foamed insulation.

Measures, cuts and applies solar control film to windows.

#### SPECIALISATIONS

##### Window Tinter

#### 8401-13 HOME IMPROVEMENTS INSTALLER

Installs functional and decorative home improvements such as awnings, curtains, blinds, flyscreens, garage doors, exterior cladding, shower screens and prefabricated windows and doors.

#### SKILL LEVEL

**On-the-Job Training:** 2-3 months.

#### DUTIES

Examines specifications and work sites, to plan installations.

Measures and marks locations for frame, brackets or hinges.

Drills holes in wood, brick, stone or fibrous structures.

Drives expansion shields into holes in brick or stone to receive lag bolts.

Bolts, screws or nails frame fittings into place.

Fits frames and home improvements to structures, and fastens them into position.



Attaches and adjusts mechanical fittings, such as cranks, locks and pull-cords.

Installs flashing and weatherproofing to fittings such as awnings, shower screens, and prefabricated windows and doors.

May provide quotations for home improvement installations.

#### SPECIALISATIONS

**Awnings Installer**

**Carport Erector**

**Curtain Fitter**

**Exterior Cladding Installer**

**Security Door Installer**

**Shower Screen Installer**

## UNIT GROUP 8403 CONCRETE WORKERS

Concrete Workers pour, spread, smooth and finish concrete surfaces on floors, stairs, ramps, footpaths, bridges and other structures using hand tools, trowelling machinery and power cutters.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 6-12 months on-the-job training is usual.

#### DUTIES include:

- pouring concrete from mixer to specified area
- spreading concrete within a concrete form to specified depth by pulling and pushing screed or template over surface
- tamping, smoothing, shaping and sealing concrete to specified surface texture
- operating trowelling machine to float, trowel and polish large surface areas of concrete
- finishing vertical surfaces by wetting concrete and rubbing with abrasive stone
- cutting specified lines in concrete using power cutter
- forming expansion joints and edges using edging tools, jointers and straight-edge
- installing anchor bolts, steel plates, door sills and other fixtures in concrete according to specifications.

#### CONTENT

This Unit Group contains the following occupation:  
8403-11 Concrete Worker

#### 8403-11 CONCRETE WORKER

##### Concreteer

Pours, spreads, smooths and finishes concrete for structures such as floors, stairs, ramps, footpaths and bridges.

#### SKILL LEVEL

**On-the-Job Training:** 6-12 months.

#### DUTIES

Pours, spreads and levels concrete using screeds or templates.

Operates trowelling machines to float, trowel and polish the surface of large areas of concrete.

Tamps, smooths, shapes and seals concrete.

Installs fixtures in concrete, such as anchor bolts, steel

plates and door sills.

Wets concrete and rubs with abrasives to finish vertical surfaces.

Covers concrete with plastic sheeting and sand to cure it.

Cuts lines in concrete using power cutters.

Forms expansion joints and edges using edging tools, jointers, and straight-edges.

May cover freshly poured concrete with colouring powders and other materials.

May erect concrete form work and reinforcement.

#### SPECIALISATIONS

**Concrete Finisher**

**Concrete Extra Hand**

**Concrete Slab Layer**

**UNIT GROUP 8405****STRUCTURAL STEEL AND RELATED CONSTRUCTION LABOURERS**

Structural Steel and Related Construction Labourers assemble and install rigging gear and erect temporary structures to enable the safe movement of personnel and heavy objects on construction sites, in shipyards and manufacturing plants, and position and secure steel bars or mesh in formwork to reinforce concrete structures.

**SKILL LEVEL**

There is no specific entry requirement for this unit group. However, some occupations require a 6-12 months certificate. 6-12 months on-the-job training is usual. Licences may be required.

**DUTIES include:**

- setting up winches, cranes and rigging equipment to raise and position girders, plates, columns and other steel units
- erecting guard rails, guy wires and hoisting gear
- laying planks and hanging safety nets
- selecting, fitting and bolting pipes and tubes until scaffold, crane or crane boom reaches required height
- selecting, cutting, bending and welding steel bars or mesh and fixing into position in formwork for concrete pours
- signalling hoist, winch or crane operator to guide positioning of load
- dismantling scaffolding, cranes and rigging equipment at completion of job.

**CONTENT**

This Unit Group contains the following occupations:

- 8405-11 Scaffolder
- 8405-13 Rigger (Construction)
- 8405-15 Steel Fixer
- 8405-17 Structural Steel Erector

**8405-11 SCAFFOLDER**

Erects and dismantles scaffolding to provide work platforms on building or industrial sites, or for temporary structures such as stages and seating.

**SKILL LEVEL**

**Education:** 6-12 month certificate.

**On-the-Job Training:** 6-12 months.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Loads and unloads scaffolding and equipment.

Sets levels for erection of scaffolds.

Selects scaffolding.

Fits together tubes, support braces and components to form bases for scaffolds.

Lifts and positions sections of scaffolding.

Fits and bolts pipes and tubes together to build up scaffolding.

Places planks over horizontal bars to create platforms.

Verifies levels in scaffolding structures.

Dismantles scaffolding.

**8405-13 RIGGER (CONSTRUCTION)**

Assembles and installs rigging gear, such as cables, ropes, pulleys and winches to lift, lower, move or position machinery, structural steel or other heavy objects.

**SKILL LEVEL**

**On-the-Job Training:** 1 year.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Examines objects to be moved and selects rigging gear.

Constructs slings and other devices.

Erects lifting tackles by attaching pulleys and blocks to fixed overhead structures, erecting gin poles, securing winches, erecting temporary jibs or derricks and installing cables and attaching counterweights.

Attaches slinging gear to hoisting equipment and objects to be moved, using clamps, hooks, bolts and knots.

Applies slings, covering sharp corners with padding to prevent damage to slings.

Directs crane or winch operators to lift, move and position objects.

Constructs suspended work platforms, swing stages and bosun's chairs, and attaches guard rails and wire meshing.

Uses ropes and straps to suspend platforms and attach them to counterweighted outriggers.

Operates stages or chairs by pulling ropes.

Secures swing stages or bosun's chairs to prevent swaying.

Erects cranes and booms, and increases the height of tower cranes by bolting component parts in place and rigging cables.

Erects barricades and warning signs where lifting operations are in progress.  
 Inspects, maintains and repairs equipment.  
 Splices ropes and cables to make slings and tackle.

**RELATED OCCUPATION**

Occupation 8499-13 Crane Chaser

**8405-15 STEEL FIXER**

Positions and secures steel bars or steel mesh in concrete forms to reinforce concrete structures.

**SKILL LEVEL**

**On-the-Job Training:** 6-12 months.

**DUTIES**

Determines size, shape, quantity and location of reinforcing metal according to drawings or oral instructions.

Selects, cuts and bends metal bars.

Assembles bars in concrete forms.

Welds or wires bars in place.

Measures, cuts, bends and fits welded wire mesh in areas to be mesh-reinforced.

Fixes mesh and reinforcing steel into position in formwork for concrete pours.

May work in concrete plants, in areas of pre-stressing, post-stressing and tensioning using hydraulic jacks and tensioning mechanisms.

**8405-17 STRUCTURAL STEEL ERECTOR**

Erects and dismantles structural steel frames of buildings or other structures.

**SKILL LEVEL**

**Education:** 1 year certificate.

**On-the-Job Training:** 1 year.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Unloads and sorts structural steel and equipment by directing crane operators.

Sets up winches, cranes and rigging equipment to raise and position girders, plates, columns and other steel units.

Erects guard rails, guy wires, ropes and cleats.

Lays planks and hangs safety nets.

Fastens steel units to cables of hoists.

Directs hoist operators to position steel units according to specifications and blueprints.

Works steel units into approximate position while they are supported by hoists.

Cuts and shapes steel units using welding equipment.

Aligns and bolts steel units in place until permanently bolted or welded.

Verifies horizontal and vertical alignment and angles.

May erect cranes.

**UNIT GROUP 8407****EARTHMOVING LABOURERS**

Earthmoving labourers perform manual duties associated with clearing, levelling and excavating engineering and construction sites and irrigation channels.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1 week on-the-job training is usual.

**DUTIES include:**

- burning scrub and removing rocks and sticks from site
- driving stakes into ground to indicate designated points of site
- trimming sides and corners not reached by the excavation machine
- spreading and levelling soil, gravel and sand
- shovelling excavated material onto conveyor, wheelbarrow or truck for removal from site
- rolling, lifting or guiding culvert sections into position.

**CONTENT**

This Unit Group contains the following occupation:

8407-11 Earthmoving Labourer

**8407-11 EARTHMOVING LABOURER**

Performs manual duties in excavating earth, clearing and levelling sites, and digging irrigation channels.

**SKILL LEVEL**

**On-the-Job Training:** 1 week.

**DUTIES**

Burns scrub and removes sticks, rocks and other foreign material to clear sites.

Drives stakes into ground to indicate points of construction sites.

Digs holes.

Spreads and levels soil, gravel and sand on roads and driveways, trench bottoms and similar locations.

Trims sides, and squares corners, not reached by excavating machines.

Shovels excavated material on to conveyors, wheelbarrows or trucks for removal.

Directs truck drivers to dump loads.

Rolls, lifts or manually guides culvert sections into position.

Saturates loose dirt fill with water to settle and compact fill.

**SPECIALISATION**

**Grave Digger**

**UNIT GROUP 8409****PAVING AND SURFACING LABOURERS**

Paving and Surfacing Labourers perform manual duties to spread, level and compact bituminous and other paving material on roads, runways or parking areas, as part of construction or maintenance programs.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1 week on-the-job training is usual.

**DUTIES include:**

- sweeping pavement bases prior to laying asphalt surfaces, cleaning worksite, loading and unloading equipment
- sprinkling or brushing hot or cold-mix asphalt over surfaces needing repair to bond topping to base
- operating tank-truck distributor or hose to spray tar, road oils and emulsions on graded surface prior to paving
- tripping tail-gate lever to discharge hot-mix asphalt into hopper of paving machine
- spreading stone chips, gravel or cold-mix asphalt onto road surface
- softening edges with blowtorch and cutting and trimming damaged surfaces with jackhammer
- shovelling asphalt mix into areas inaccessible to paving machines, levelling and compacting mix using rake and hand tamper.

**CONTENT**

This Unit Group contains the following occupations:

8409-01 Supervisor, Paving and Surfacing Labourers

8409-11 Paving and Surfacing Labourer

**8409-01 SUPERVISOR, PAVING AND SURFACING LABOURERS**

Supervises and co-ordinates the activities of workers engaged in manual paving and surfacing duties.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as a paving and surfacing labourer.

**On-the-Job Training:** 1 week.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**SPECIALISATION**

**Road Ganger**

**8409-11 PAVING AND SURFACING LABOURER**

Performs manual duties in compacting and smoothing layers of material, and in spreading and levelling bituminous paving material on roads, runways, parking areas and in similar construction and maintenance projects.

**SKILL LEVEL**

**On-the-Job Training:** 1 week.

**DUTIES**

Sweeps paving bases prior to laying asphalt surfaces.

Sprinkles or brushes hot or cold-mix asphalt over surfaces to be paved or repaired to bond asphalt toppings to bases.

Operates tank-truck distributors or hoses to spray tar and road oils and emulsions on graded surfaces prior to paving.

Trips tail-gate levers to discharge hot-mix asphalt into

hoppers of paving machines, or spread stone chips, gravel or cold-mix asphalt on to road surfaces.

Cuts and trims damaged surfaces using jack-hammers, or softens edges of areas to be repaired with blowtorches.

Sweeps and sprinkles damaged surfaces with liquid asphalt or other bonding agents.

Shovels asphalt mix into areas inaccessible to paving machines, and levels and compacts mix using rakes and hand tampers.

Erects and dismantles barricades.

Loads and unloads equipment, and cleans work sites.

May direct traffic.

## SPECIALISATIONS

### Road Maintenance Worker

Inspects road surfaces and performs minor surfacing repairs.

### Asphalt Worker

### Bitumen Worker

## RELATED OCCUPATIONS

Unit Group 7207	Paving and Surfacing Plant Operators
-----------------	--------------------------------------

## UNIT GROUP 8411

### SURVEY HANDS

Survey Hands perform manual duties to assist surveyors or geologists.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1 month on-the-job training is usual.

#### DUTIES include:

- clearing brush and debris from line of survey
- holding levelling staff in position at point indicated by surveyor to determine elevation
- cutting, making, flagging stakes and driving into ground to indicate grade settings, markers or boundaries
- calling out or noting survey readings
- collecting and labelling samples as directed
- transporting, assembling, dismantling, maintaining, laying out and retrieving prospecting and surveying equipment.

#### CONTENT

This Unit Group contains the following occupation:  
8411-11 Survey Hand

#### 8411-11 SURVEY HAND

Performs manual duties to assist surveyors or geologists, or as a member of a survey party.

#### SKILL LEVEL

**On-the-Job Training:** 1 month.

#### DUTIES

Cuts, marks, tags, and drives or embeds stakes into the ground to indicate grade settings, markers or boundaries.

Measures distances between survey points.

Marks measured points.

Holds levelling staffs in vertical positions at points indicated by surveyors, to determine elevations.

Marks trees or terrain to indicate survey lines.

Clears brush and debris from lines of survey.

Transports tools and supplies to work area.

Calls out or notes survey readings.

Transports, assembles, dismantles, maintains, lays out and retrieves prospecting and surveying equipment.

Collects and labels samples.

## SPECIALISATIONS

### Geological Survey Field Assistant

### Seismic Survey Assistant

Lays out seismic survey equipment and transports and sets explosives for seismic survey work.

### Surveyor's Assistant

### Surveyor's Chainman/woman

### Survey Recorder

## UNIT GROUP 8413

### RAILWAY LABOURERS

Railway Labourers lay and repair tracks in railways, tramways, transfer yards, quarries and mines.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1-3 months on-the-job training is usual.

#### DUTIES include:

- laying sleepers at specified intervals across roadbed and positioning rails on sleepers
- cutting beds in sleepers for tie plates and driving spikes through tie plate into sleeper to fasten rail to sleeper
- cutting, grinding and drilling rails
- bolting and welding sections of rail or switch components together
- lifting sleepers and rails and tamping ballast under sleepers
- curving rails with rail bender.

#### CONTENT

This Unit Group contains the following occupations:

8413-01 Supervisor, Railway Labourers  
8413-11 Railway Labourer

#### 8413-01 SUPERVISOR, RAILWAY LABOURERS

Supervises and co-ordinates the activities of workers engaged in laying, aligning, examining and repairing tracks and roadbeds of railways and station yards.

#### SKILL LEVEL

**Previous Experience:** 5-10 years as a railway labourer.

#### DUTIES

Performs duties covered by the General Description Supervisor.

#### SPECIALISATION

**Tramway Ganger**

#### 8413-11 RAILWAY LABOURER

##### Railway Fettler

Lays and repairs track used in rail and tramway services, or in transfer yards, quarries and mines.

#### SKILL LEVEL

**On-the-Job Training:** 1-3 months.

#### DUTIES

Transports tools and equipment.

Carries and places sleepers across roadbeds and positions rails on sleepers.

Cuts beds in sleepers for tie plates.

Drives spikes to fasten rails to sleepers.

Saws rails to length and grinds worn or rough rail ends.

Drills bolt holes in rails.

Bolts and welds sections of rails and switch components.

Lifts sleepers and tracks, and tamps ballast under sleepers to raise tracks and provide firm foundations for sleepers.

Curves rails with rail benders.

Removes and replaces worn or damaged rails, sleepers and switches.

Cleans and lubricates switches.

May assist in righting derailed stock by positioning re-railers, jacks and cables.

May examine tracks, lubricate wheel bearings on rolling stock and maintain switch signal lamps.

#### SPECIALISATIONS

**Railway Track Patrolman/woman**

**Tramway Labourer**

## UNIT GROUP 8415

### MINING AND MINERAL ORE TREATING LABOURERS

Mining and Mineral Ore Treating Labourers perform manual duties in mining, drilling and mineral ore treating operations as directed.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 3-12 months on-the-job training is usual.

**DUTIES** include:

- assisting in the operation of drilling rigs, well treatment plants, continuous mining machines, mineral ore processing plants or other such equipment
- assisting in assembling and dismantling drilling rigs, pumps, conveyors and other equipment
- assembling ventilation ducting, water pipes, well tubing and other fittings
- loading, unloading, stacking and storing materials
- mixing drilling mud, ore treating and well servicing chemicals
- cleaning and maintaining equipment, removing spillage and debris from drilling floor
- maintaining drainage, fluids pumping, conveyor belt or other auxiliary systems
- taking samples of drilling mud, drill cores, mineral ore, rock, dust and processed minerals.

**CONTENT**

This Unit Group contains the following occupations:

- 8415-11 Mining Labourer
- 8415-13 Driller's Offsider
- 8415-15 Mineral Ore Processing Labourer

**8415-11 MINING LABOURER**

Performs manual duties in mining operations.

**SKILL LEVEL**

**On-the-Job Training:** Up to 12 months.

**DUTIES**

Assists in the operation of mining equipment such as continuous mining machines.

Helps assemble and dismantle equipment such as pumps, conveyors and screens.

Assembles fittings such as ventilation ducting and water pipes.

Loads, unloads, stacks and stores tools and materials.

Cleans, washes and maintains equipment.

Clears blockages in materials handling and transporting equipment.

Removes spillage and rubbish.

Performs manual duties to establish and maintain auxiliary systems such as drainage, fluids pumping and conveyor-belt systems.

Takes ore, rock and dust samples.

Removes dangerous projections from mine workings.

May perform standard tests on samples.

**SPECIALISATIONS****Cable Hand**

Moves power cables of mining machinery to ensure they are not cut in mining operations.

**Timberman/woman (Mining)****Roof Bolter (Mining)**

Reinforces mine workings.

**Mine Ventilation Hand**

Assembles and installs ventilation ducts in mine workings.

**Mine Sampler****Opal Miner****Pit Crew Worker****Prospector****Quarry Labourer****Salvage Miner****8415-13 DRILLER'S OFFSIDER**

Assists in assembling and operating drilling machinery and accessory equipment.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**DUTIES**

Assembles and dismantles casings and pipe sections, using hand and power wrenches and tongs.

Sets curved metal wedges around pipe strings at well heads to prevent string sections of assembled pipes from dropping into wells.

Tightens and loosens threaded joints between sections.

Guides lower ends of pipe sections to or from well openings.

Assists drilling plant operators in mixing drilling mud and using power agitators.

Digs drainage ditches, racks tools, and cleans drilling floors around rigs.

Assists in repairing drilling machinery, slush pumps and derricks.

Assists in erecting and dismantling derrick equipment.

Racks pipes on derrick platforms.

Drives vehicles and starts, stops and services engines and accessories.

**SPECIALISATIONS****Roustabout**

Performs manual duties on drilling sites.

**Roughneck****Derrick Worker**

Assists in assembling and operating drilling and accessory equipment.

**Well Treatment Offsider**

Assembles, dismantles and assists in the operation of equipment to clean out, plug or seal oil and gas wells, stimulate oil or gas flows, and seal or fracture rock.

**RELATED OCCUPATIONS**

Unit Group 7317 Drilling Plant Operators

**8415-15 MINERAL ORE PROCESSING  
LABOURER**

Performs manual duties in mineral ore treating operations.

**SKILL LEVEL**

**On-the-Job Training:** Up to 12 months.

**DUTIES**

Assists in the assembling and dismantling of equipment and fittings such as pumps, conveyors and screens in ore processing plants.

Loads, unloads and stores materials such as treatment chemicals and tools.

Mixes ore treating chemicals and catalysts.

Cleans, washes and maintains equipment.

Clears blockages in materials handling and transporting equipment.

Removes spillages and rubbish.

Performs manual duties to maintain auxiliary systems, such as drainage, fluids pumping and conveyor-belt systems.

Takes samples of materials for testing.

Adds steel balls and rods to ball and rod machines in mineral ore processing plants.

Loads chemicals into concentrators in mineral ore processing plants.

May perform standard tests on samples.

**SPECIALISATIONS****Tailings Dam Labourer**

Regulates the flow of tailings from mineral processing plants to waste dams for disposal, and builds up tailings dam walls.

**Screen and Loadout Attendant****UNIT GROUP 8499****OTHER CONSTRUCTION AND MINING LABOURERS**

This unit group covers construction and mining labourers not elsewhere classified.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 3-12 months on-the-job training is usual.

**CONTENTS**

This Unit Group contains the following occupations:

- 8499-11 Lagger
- 8499-13 Crane Chaser
- 8499-15 Fence Erector
- 8499-17 Building Construction Labourer

**8499-11 LAGGER**

Applies insulating materials, such as asbestos, felt, fibreglass, polyurethane and cork to pipes, steam generators, process vats or ducting, to reduce loss or absorption of heat, prevent moisture condensation or corrosion, and deaden sound.

**SKILL LEVEL**

**On-the-Job Training:** 3-12 months.

**DUTIES**

Examines specifications to determine insulation requirements.

Cuts, shapes, trims and smooths insulating sheets and blocks to cover and fit parts of equipment and pipes.

Fits and tapes pre-formed insulation around pipes.

Wraps or fits insulating materials around air-conditioning ducts, and trims materials with scissors or shears.

Brushes or sprays waterproof cement over insulating materials.

Secures insulation with wire, wire netting, staples or metal strapping, or using welding torches.

Trowels plaster over wire netting, and wraps canvas strips over plaster.

Packs cavities in walls and partly assembled casings with loose particles of insulating material.

Installs prefabricated insulating assemblies, using hand tools and metal fasteners.

**RELATED OCCUPATIONS**

Unit Group 4409 Plumbers

**8499-13 CRANE CHASER**

Slings, and directs the movement of, loads handled by cranes or winches in locations such as manufacturing plants and construction sites.

**SKILL LEVEL**

**On-the-Job Training:** 3-6 months.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Examines loads to be moved, estimating size, shape, weight and centre of gravity.

Ensures that loads do not exceed lifting capacities of cranes.

Selects slings or other grappling devices.



Attaches lifting devices to hoisting equipment and items to be moved, using clamps, hooks, bolts and knots.

Applies slings, covering sharp corners with padding to prevent damage to slings.

Ensures loads are secure and signals crane or winch operators to lift loads clear of obstructions.

Ensures loads are evenly balanced.

Guides loads into position as they are lowered.

Inspects chains, slings, ropes, cables, hooks and lifting gear for flaws and damage, such as cracks, wear, mildew and corrosion, and reports defects.

### SPECIALISATIONS

#### Dogman/woman

Guides crane operation by signal or radio where load is not visible to crane drivers.

#### Slinger

### RELATED OCCUPATIONS

Occupation 7311-11 Crane Operator

Occupation 7313-11 Hoist, Winch and Lift Operator

Occupation 8405-13 Rigger (Construction)

### 8499-15 FENCE ERECTOR

#### Fencer

Erects and repairs fences and gates.

### SKILL LEVEL

**On-the-Job Training:** 3 months.

### DUTIES

Lays out fence lines and marks positions for post holes.

Digs post holes.

Lifts and positions posts in holes.

Mixes and pours concrete around base of posts, or tamps stone fill and soil to secure them.

Verifies alignment of posts.

Attaches rails or tension wires along top and bottom of posts to form fencing frames.

Stretches wire, wire mesh or chain link fencing between posts and secures it.

Attaches gates to gate posts with hinges.

Strings barbed wire across fence tops.

Cuts timber fence rails to length and fixes to fence posts.

Nails pickets or palings to fence frames.

Erects panel, basket weave or louvred fences using timber or fibre-cement materials.

Digs trenches for self-supporting fibre-cement fences.

Positions fibre-cement sheets in trenches, checks

alignments, and secures sheets by tamping soil around sheets.

May provide quotations on cost of materials and labour for fences.

May demolish fences.

### 8499-17 BUILDING CONSTRUCTION LABOURER

Performs manual duties involved in the erection, repair and dismantling of structures and facilities on building and construction sites and in locations such as factories producing prefabricated building components, and building supplier's establishments.

### SKILL LEVEL

**On-the-Job Training:** 3-6 months.

### DUTIES

Loads and unloads building and construction materials, tools and equipment and transports them about building sites.

Mixes, pours and spreads materials such as concrete, plaster and mortar.

Sets up shoring materials to support excavations.

Directs truck drivers to dump loads.

Moves earth and other bulk material, such as sand and gravel, with hand tools.

Erects and dismantles ramps and catwalks.

Erects and dismantles barricades and fences, and places lights to isolate work areas and protect workers from traffic.

Assembles and dismantles concrete formwork.

Cleans and stores tools and equipment.

Breaks up and drills through rock, concrete and other materials with pneumatic tools such as jackhammers and rock drills.

Sorts, cleans and stacks salvaged material.

Collects and removes rubble and waste material from sites.

Lifts and holds heavy parts for securing by other workers.

May work on the demolition of buildings by manually breaking up parts of structures, cleaning and stacking salvageable material and clearing away rubble and rubbish.

May move concrete pump hoses about building sites during concrete pours, assist pump operators to set up concrete pumps and operate vibrators to settle concrete.

### SPECIALISATIONS

#### Builder's Labourer

#### Demolition Worker



**MINOR GROUP 89**  
**MISCELLANEOUS LABOURERS AND RELATED WORKERS**

This residual minor group covers Labourers and Related Workers not elsewhere classified.

**SKILL LEVEL**

There is no specific entry requirement for this minor group.

**CONTENT**

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

- 8901 USHERS AND DOOR ATTENDANTS
- 8903 LUGGAGE PORTERS
- 8905 GARBAGE COLLECTORS
- 8907 STOREMEN/WOMEN
- 8909 FREIGHT AND FURNITURE HANDLERS
- 8911 GUARDS AND SECURITY OFFICERS
- 8913 CARETAKERS
- 8915 HOUSEKEEPERS
- 8917 LAUNDRY WORKERS
- 8919 KITCHENHANDS
- 8921 WARD HELPERS
- 8923 VEHICLE ACCESSORIES FITTERS
- 8925 FISHERMEN/WOMEN, DECKHANDS AND SEAMEN/WOMEN
- 8999 OTHER LABOURERS AND RELATED WORKERS

Detailed contents are on the following page.

**8901 USHERS AND DOOR ATTENDANTS**  
 8901-11 Door Attendant  
 8901-13 Entertainment Usher  
 8901-15 Ticket Taker

**8903 LUGGAGE PORTERS**  
 8903-01 Supervisor, Luggage Porters  
 8903-11 Luggage Porter

**8905 GARBAGE COLLECTORS**  
 8905-01 Supervisor, Garbage Collectors  
 8905-11 Garbage Collector

**8907 STOREMEN/WOMEN**  
 8907-01 Supervisor, Storemen/women  
 8907-11 Storeman/woman

**8909 FREIGHT AND FURNITURE HANDLERS**  
 8909-01 Supervisor, Freight and Furniture Handlers  
 8909-11 Freight Handler (Road and Rail)  
 8909-13 Furniture Packer  
 8909-15 Wharf Labourer  
 8909-17 Truck Driver's Offsider

**8911 GUARDS AND SECURITY OFFICERS**  
 8911-01 Supervisor, Guards and Security Officers  
 8911-11 Railway Patrol Officer  
 8911-13 Security Officer  
 8911-15 Railway Guard  
 8911-99 Guards and Security Officers, nec

**8913 CARETAKERS**  
 8913-11 Caretaker

**8915 HOUSEKEEPERS**  
 8915-11 Executive Housekeeper  
 8915-13 Domestic Housekeeper

**8917 LAUNDRY WORKERS**  
 8917-01 Supervisor, Laundry Workers  
 8917-11 Laundry Worker

**8919 KITCHENHANDS**  
 8919-11 Kitchenhand

**8921 WARD HELPERS**  
 8921-01 Supervisor, Ward Helpers  
 8921-11 Ward Assistant  
 8921-13 Hospital Food Serviceperson  
 8921-15 Nursing Assistant

**8923 VEHICLE ACCESSORIES FITTERS**  
 8923-01 Supervisor, Vehicle Accessories Fitters  
 8923-11 Vehicle Accessories Fitter

**8925 FISHERMEN/WOMEN, DECKHANDS AND SEAMEN/WOMEN**  
 8925-01 Boatswain  
 8925-11 Seaman/woman  
 8925-13 Fisherman/woman

**8999 OTHER LABOURERS AND RELATED WORKERS**  
 8999-11 Animal Attendant  
 8999-13 Pest and Weed Controller  
 8999-15 Vending Machine Attendant  
 8999-17 Lampman/woman  
 8999-19 Handyman/woman  
 8999-21 Funeral Attendant  
 8999-23 Veterinary Nurse  
 8999-25 Railway Station Assistant  
 8999-27 Automotive Parts Recycler  
 8999-99 Labourers and Related Workers, nec

## UNIT GROUP 8901

### USHERS AND DOOR ATTENDANTS

Ushers and Door Attendants collect tickets, control admission and direct patrons in social and entertainment venues.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1 week to 6 months on-the-job training is usual.

#### DUTIES include:

- advising on availability and location of seating
- recording booking
- inspecting membership cards, admission passes and tickets
- collecting fees and tickets
- preventing unauthorised entry
- directing patrons to their seats
- selling programs and refreshments.

#### CONTENT

This Unit Group contains the following occupations:

8901-11 Door Attendant  
8901-13 Entertainment Usher  
8901-15 Ticket Taker

#### 8901-11 DOOR ATTENDANT

##### Doorman/woman

Assists patrons arriving at or leaving entertainment, social or other premises.

#### SKILL LEVEL

**On-the-Job Training:** 1-2 weeks.

#### DUTIES

Assist patrons in or out of vehicles.  
Hails taxis.  
Opens doors and assists disabled persons.  
Checks tickets, or authority and identification, and prevents unauthorised entry.  
Collects tickets from patrons.  
Directs patrons to ushers or receptionists.  
Distributes passes to patrons leaving at intervals or temporarily during performances.  
May assist in checking premises, collecting lost property, turning off lights and locking up.

#### SPECIALISATION

##### Bouncer

Guards premises, restricting entry and ejecting unwanted patrons from hotels or social clubs.

#### 8901-13 ENTERTAINMENT USHER

Shows patrons to their seats at entertainment or sporting venues.

#### SKILL LEVEL

**On-the-Job Training:** 2-3 months.

#### DUTIES

Checks patrons' tickets and leads or directs them to seats.  
Advises on availability of seats, starting times and

locations of facilities.

May monitor behaviour during performances.

May sell programs or brochures.

May assist in locating lost property.

May collect tickets.

May issue passes to patrons at intervals.

#### SPECIALISATION

##### Program Seller

#### 8901-15 TICKET TAKER

##### Ticket Collector

Collects tickets or admission passes from patrons at entertainment or sporting venues.

#### SKILL LEVEL

**On-the-Job Training:** 3-6 months.

#### DUTIES

Checks and collects tickets or admission passes from patrons.

Refuses admission to undesired patrons.

Directs patrons to ushers or receptionists.

Advises location of seating.

Distributes passes to patrons leaving at intervals or temporarily during performances.

May assist in checking premises after performances, collecting lost property, turning off lights and locking up.

#### SPECIALISATIONS

##### Turnstile Attendant

##### Gatekeeper

Checks tickets and operates turnstiles at sporting or recreational venues.

##### Theatre Attendant

### UNIT GROUP 8903 LUGGAGE PORTERS

Luggage Porters attend to guests' or passengers' luggage at hotel, and passenger terminals and escort guests or passengers to their rooms or cabins.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1-4 weeks on-the-job training is usual.

#### DUTIES include:

- loading and unloading luggage
- hitching and un-hitching forklift and trolley
- transporting goods to receiving area using hand cart or trolley
- escorting guests to rooms
- carrying luggage
- providing information, and booking tours, taxis or restaurants, for guests.

#### CONTENT

This Unit Group contains the following occupations:

8903-01 Supervisor, Luggage Porters  
8903-11 Luggage Porter

#### 8903-01 SUPERVISOR, LUGGAGE PORTERS

##### Head Porter

Supervises and co-ordinates the activities of workers engaged in attending to and carrying luggage, and escorting guests to rooms, berths or cabins.

#### SKILL LEVEL

**Previous Experience:** 2 years as a luggage porter.

#### DUTIES

Performs duties covered by the General Description Supervisor.

#### SPECIALISATION

**Hotel Concierge**

#### 8903-11 LUGGAGE PORTER

Attends to and carries luggage, and escorts guests to rooms, berths or cabins.

#### SKILL LEVEL

**On-the-Job Training:** Up to 1 month.

#### DUTIES

Receives baggage from guests or passengers, tags it and issues identification slips.

Loads and unloads baggage, and transports it to receiving areas using hand carts or baggage trolleys.

Shows incoming guests to their rooms, explains facilities to guests, and carries their luggage.

Answers guests' questions and provides them with information on transport facilities and local attractions.

Books tours, taxis and restaurants and confirms travel reservations.

Carries luggage to cars and opens car doors for guests.

Pages guests and runs errands.

Tidies public areas and empties waste bins and ash trays.

May provide room service for guests.

May collect and deliver laundry.

May park guests' vehicles.

#### SPECIALISATION

**Hotel Page**

### UNIT GROUP 8905 GARBAGE COLLECTORS

Garbage Collectors collect household, commercial and industrial waste for disposal.

#### SKILL LEVEL

There is no formal entry requirement for this unit group, although 1 week on-the-job training is usual.

**DUTIES** include:

- lifting garbage in bags from bins at roadside and throwing into larger bin or directly into garbage truck
- operating compacting equipment in garbage trucks
- unloading garbage truck at rubbish tip.

**COMMENT**

Garbage Collectors who only drive garbage trucks are excluded from this unit group. They are located in Unit Group 7105, Truck Drivers.

**CONTENT**

This Unit Group contains the following occupations:

- 8905-01 Supervisor, Garbage Collectors
- 8905-11 Garbage Collector

**8905-01 SUPERVISOR, GARBAGE COLLECTORS**

Supervises and co-ordinates the activities of workers engaged in the collection of household, commercial and industrial waste.

**SKILL LEVEL**

**Previous Experience:** 5 years as a garbage collector.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**8905-11 GARBAGE COLLECTOR**

**Garbologist**

Collects household, commercial and industrial waste

for disposal.

**SKILL LEVEL**

**On-the-Job Training:** 1 week.

**DUTIES**

Rides on or in garbage trucks, getting off to collect rubbish.

Visits domestic, commercial and industrial establishments to pick up rubbish which has been placed outside for collection.

Loads rubbish into bins or garbage trucks.

Unloads garbage trucks.

May operate compacting equipment on garbage trucks.

**UNIT GROUP 8907  
STOREMEN/WOMEN**

Storemen/women receive, handle and despatch incoming or outgoing goods in a store or warehouse.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1-6 weeks on-the-job training is usual.

**DUTIES** include:

- receiving incoming goods, checking for damage and for discrepancies between goods and invoices
- labelling goods with details of storage location
- operating equipment to lift, place and remove goods, and assemble orders
- issuing stores over counter
- assisting with regular stock-takes
- packaging and despatching outgoing goods.

**CONTENT**

This Unit Group contains the following occupations:

- 8907-01 Supervisor, Storemen/women
- 8907-11 Storeman/woman

**8907-01 SUPERVISOR,  
STOREMEN/WOMEN**

Supervises and co-ordinates the activities of workers engaged in receiving, handling and despatching goods.

**SKILL LEVEL**

**Previous Experience:** 5-10 years as storeman/woman.

**On-the-Job Training:** 1 month.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**8907-11 STOREMAN/WOMAN**

Receives, handles and despatches goods coming into, or going out of, stores or warehouses.

**SKILL LEVEL**

**On-the-Job Training:** Up to 6 weeks.

**DUTIES**

Unloads vehicles, opens packages and removes contents.

Receives and checks incoming goods.

Labels goods with details of storing locations.

Places goods in bins and on racks, or stacks bulky items on floors.

Picks goods from bins, counting items and checking items off lists.

Packs, weighs and labels goods and seals boxes.

Stacks goods in despatch areas.

Issues stores over counters.

Notes items out of stock.

Assists with regular stocktakes.

May operate manually or electronically guided order pickers.

May operate machinery to lift, place and remove items.

May operate visual display units to obtain details of location and quantity of item in stock.

May use manually operated materials handling equipment, such as hydraulic pallet lifters and hand trucks, to move goods.

**SPECIALISATIONS**

**Chiller Hand**

**Stores Assistant**

**Stores Despatch Hand**

**Shelf Stacker (Store)**

**Warehouse Assistant**

**UNIT GROUP 8909****FREIGHT AND FURNITURE HANDLERS**

Freight and Furniture Handlers unpack, store, pack and despatch goods coming into or out of warehouses, pack furniture and household goods for freight, load and unload goods into and from freight trucks, containers, rail cars or aircraft.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 1 week to 2 years on-the-job training is usual.

**DUTIES include:**

- packing items into cartons and crates
- securing large items and crates for transport
- loading goods, and adjusting ropes, straps and padding
- unloading goods and moving to appropriate location
- writing inventory lists and checking inventories for discrepancies
- moving goods using manually operated equipment such as pallet lifters and hand trucks.

**CONTENT**

This Unit Group contains the following occupations:

8909-01 Supervisor, Freight and Furniture Handlers

8909-11 Freight Handler (Road and Rail)

8909-13 Furniture Packer

8909-15 Wharf Labourer

8909-17 Truck Driver's Offsider



**8909-01 SUPERVISOR, FREIGHT AND FURNITURE HANDLERS**

Supervises and co-ordinates the activities of workers engaged in the loading and unloading of freight trucks and rail cars.

**SKILL LEVEL**

**Previous Experience:** 3 years as a freight and furniture handler.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**8909-11 FREIGHT HANDLER (ROAD AND RAIL)**

Loads and unloads freight trucks, containers and rail cars.

**SKILL LEVEL**

**On-the-Job Training:** 3 months.

**DUTIES**

Receives goods and checks them against documents.  
 Repackages items for transportation.  
 Labels goods with customers' details and destinations.  
 Packs goods on pallets or trolleys and moves trolleys.  
 Places docking plates between docking bays and containers or trucks.  
 Loads goods into trucks, containers or rail wagons, arranging articles to form compact loads by loading heavy items first and using padding, ropes and straps to secure loads and prevent damage or breakage.  
 Unloads goods.  
 Checks incoming and outgoing articles against documents and notes any discrepancies.  
 Sweeps work areas.  
 May operate conveyor units, pallet trucks and towveyor systems, tow trolleys with electric tractors, or use hand trucks.  
 May unload goods from vehicles directly on to conveyor systems.

**SPECIALISATION**

**Dockhand**

**8909-13 FURNITURE PACKER**

Packs furniture and household goods into crates or cartons lined with protective material to secure goods and prevent damage during transit.

**SKILL LEVEL**

**On-the-Job Training:** Up to 2 years.

**DUTIES**

Assembles cardboard cartons.  
 Lines cartons, tea chests and crates.

Wraps small breakable items before packing.  
 Places material, such as shredded paper, between items to provide cushioning.  
 Packs and secures household goods and other items into crates or cartons.  
 Seals cartons or crates.  
 Stencils or tags cartons and crates with identification, such as code numbers or names and destinations.  
 Records the condition of furniture packed, numbers of cartons and crates, dates and destinations.  
 Transfers packed crates and cartons to loading areas using hand trucks.

**8909-15 WHARF LABOURER****Waterside Worker**

Loads and unloads ships' cargoes.

**SKILL LEVEL**

**On-the-Job Training:** 5 weeks.

**DUTIES**

Stacks cargo on pallets, trays, flats and slings to facilitate transfer to and from ships.  
 Packs or unpacks containers.  
 Removes and replaces beams or hatches and handles dunnage or ballast.  
 Stores cargo in ships' holds to prevent shifting during voyages.  
 Prepares and cleans holds and preparation gear.

**8909-17 TRUCK DRIVER'S OFFSIDER**

Loads and unloads trucks or containers for transportation.

**SKILL LEVEL**

**On-the-Job Training:** 1 week.

**DUTIES**

Moves goods to be transported to shipping areas.  
 Lifts and carries goods on to trucks or packs goods into containers and loads them on to trucks.  
 Sorts and stacks goods.  
 Assists in tying-down loads and covering them with tarpaulins.  
 Guides truck drivers into loading bays or through confined spaces.  
 Sweeps and cleans truck trays.  
 May use hand-trucks or other manually operated materials handling equipment to load and unload goods.

**SPECIALISATION****Furniture Removalist's Assistant**

Assists furniture removalist-drivers in the packing, loading, securing and unloading of furniture and equipment.

## UNIT GROUP 8911

### GUARDS AND SECURITY OFFICERS

Guards and Security Officers protect industrial, commercial and other property from theft, vandalism and illegal entry or provide armed escort or drive armoured cars to protect money and valuables in transit.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1 week to 6 months on-the-job training is usual.

#### DUTIES include:

- inspecting locks, windows, doors and surroundings to deter or detect illegal entry into premises
- inspecting alarm systems and safety equipment to ensure adequate functioning in the case of hazards
- patrolling areas and guarding property
- investigating disturbances and unusual occurrences
- travelling as escort in armoured cars containing cash or valuables.

#### CONTENT

This Unit Group contains the following occupations:

- 8911-01 Supervisor, Guards and Security Officers
- 8911-11 Railway Patrol Officer
- 8911-13 Security Officer
- 8911-15 Railway Guard
- 8911-99 Guards and Security Officers, nec

#### 8911-01 SUPERVISOR, GUARDS AND SECURITY OFFICERS

Supervises and co-ordinates the activities of workers engaged in maintaining security in industrial, commercial and other establishments.

#### SKILL LEVEL

**Previous Experience:** 5 years as a guard and security officer.

#### DUTIES

Performs duties covered by the General Description Supervisor.

Inspects premises to test alarm systems, detect safety hazards and ensure safety equipment is serviceable.

Issues keys for offices and buildings to authorised personnel, and keeps records of keys used.

#### 8911-11 RAILWAY PATROL OFFICER

##### Railway Security Guard

Patrols railway yards, stations and other railway facilities and property.

#### SKILL LEVEL

**On-the-Job Training:** 6 months.

#### DUTIES

Patrols entrances of railway premises and examines credentials of persons entering.

Patrols railway yards, railway stations or terminals by car or on foot, to maintain order and to prevent vandalism and other offences.

Apprehends people creating disturbances and removes them from railway premises or trains.

Assists police to apprehend offenders.

Guards railway property at derailments and train wrecks.

Interviews witnesses at scenes of accidents or disturbances.

Escorts payrolls or valuable shipments.

#### 8911-13 SECURITY OFFICER

Guards industrial, commercial and other property against fire, theft, vandalism and illegal entry.

#### SKILL LEVEL

**On-the-Job Training:** 1 week.

#### DUTIES

Patrols areas, and checks doors, windows and gates for signs of unauthorised entry.

Watches for irregularities such as fire hazards, malfunctions of machinery or equipment, lights left on, leaking water pipes and unlocked security doors.

Records times of inspections.

Records times of entry and departure of authorised persons.

Sounds alarms, or telephones or radios supervisors, fire brigades or police, if security is breached.

Responds to alarms.

Apprehends suspects and detains them until police arrive.

Prepares reports, questions suspects to secure evidence, obtains statements and gives evidence in court.

May check alarm systems and provide armed escort for payroll deliveries.

May issue security passes to authorised visitors and give directions.

May make security arrangements for visits by VIPs.

May check people and their hand luggage, to detect concealed weapons and explosives.

May detect and investigate shoplifting, fraud and other unlawful acts of employees or patrons of business establishments.

May monitor computer alarm systems and communicate by radio to mobile units to attend alarms.

May search vehicles.

#### SPECIALISATIONS

**Night Watchman/woman**

**Protective Service Officer**

**Security Guard**

**Security Patrol Officer**

#### 8911-15 RAILWAY GUARD

Monitors the operation of trains, and signals drivers and station staff.

#### SKILL LEVEL

**On-the-Job Training:** 3-6 months.

#### DUTIES

Checks trains for readiness to operate.

Signals drivers to move trains.

Watches for irregularities when trains are moving.

May observe unloading of freight, truck detaching and coupling, and passenger activities.

May provide information and assistance to passengers.

#### 8911-99 GUARDS AND SECURITY OFFICERS, nec

This residual grouping covers guards and security officers not elsewhere classified.

#### SKILL LEVEL

**On-the-Job Training:** 3 months.

#### SPECIALISATIONS

##### Pool Attendant

Supervises swimmers to maintain good behaviour, watches over swimmers to ensure that they are safe in the water, and cleans pools.

##### Life Guard

## UNIT GROUP 8913

### CARETAKERS

Caretakers clean and maintain apartment buildings, schools, offices, hotels and motels, holiday camps or caravan parks and associated grounds.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1 month on-the-job training is usual.

#### DUTIES include:

- cleaning and maintaining grounds and common facilities
- inspecting fire and safety equipment to ensure adequate functioning
- purchasing cleaning supplies, replacing light bulbs, notifying owner of need for major repairs
- patrolling premises to ensure security
- informing tenants of rules
- collecting rentals and renewing leases.

#### CONTENT

This Unit Group contains the following occupation:  
8913-11 Caretaker

#### 8913-11 CARETAKER

Maintains and cleans residential buildings, schools, offices, holiday camps, caravan parks and associated grounds.

#### SKILL LEVEL

**On-the-Job Training:** 1 month.

#### DUTIES

Collects rents and issues receipts.

Fills out forms to complete or renew leases.

Provides tenants with copies of rules.

Cleans and maintains grounds and gardens.

Cleans common facilities, replaces light bulbs, checks fire hoses and extinguishers and performs other cleaning and maintenance duties.

Purchases cleaning supplies.

Notifies management or owners of buildings of need for major repairs.

Cautions tenants regarding excessive noise, disorderly conduct or abuse of property.

Patrols buildings to ensure security is maintained.

May advertise vacancies.

#### SPECIALISATION

##### Janitor

## UNIT GROUP 8915

### HOUSEKEEPERS

Housekeepers perform cleaning and housekeeping duties in private homes, hotels, motels and other lodging establishments.

#### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1 week to 2 years on-the-job training is usual.

#### DUTIES include:

- preparing, cooking and serving meals and refreshments
- purchasing food and household supplies
- cleaning and tidying home or lodging establishment.

#### CONTENT

This Unit Group contains the following occupations:

- 8915-11 Executive Housekeeper
- 8915-13 Domestic Housekeeper

#### 8915-11 EXECUTIVE HOUSEKEEPER

Supervises and co-ordinates the activities of workers engaged in cleaning hotels, motels, lodging houses and similar establishments.

##### SKILL LEVEL

**On-the-Job Training:** 2 years.

##### DUTIES

Determines labour requirements, assigns duties to workers and rosters staff.

Trains workers in methods of cleaning.

Inspects and evaluates the physical condition of establishments.

Controls the storage and use of cleaning supplies, linen, tea and coffee-making facilities and cleaning equipment.

Co-ordinates cleaning activities.

Inspects accommodation units after cleaning to ensure standards of cleanliness are met and that supplies are replenished.

Arranges laundering of linen.

Ensures staff are aware of special arrangements for guests.

Monitors the effectiveness of cleaning techniques and materials used, and suggests improvements.

Co-ordinates the provision of services such as ironing and baby sitting.

May note and report on maintenance requirements.

##### SPECIALISATION

**Accommodation and Lodging Housekeeper**

#### RELATED OCCUPATION

Occupation 8301-13 specialisation, Houseman/maid

#### 8915-13 DOMESTIC HOUSEKEEPER

Performs cleaning and housekeeping duties in private homes.

##### SKILL LEVEL

**On-the-Job Training:** 1-4 weeks.

##### DUTIES

Purchases food and other supplies.

Prepares and cooks food according to employers instructions or own methods.

Serves meals and refreshments.

Cares for and supervises children or assists parents in caring for children.

Washes dishes, kitchen utensils and equipment.

Sweeps and washes floors and vacuums carpets, curtains and upholstered furnishings.

Dusts and polishes furniture, and cleans mirrors, bathrooms and light fixtures.

Washes and irons garments, linen and household articles.

Changes linen and makes beds.

May answer doorbells and telephones, and take messages.

##### SPECIALISATION

**Parents' Helper**

## UNIT GROUP 8917 LAUNDRY WORKERS

Laundry Workers load and tend washing and drying machines, unload machines and mark, press, fold, stack and package laundry.

### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1 week on-the-job training is usual.

### DUTIES include:

- sorting articles by type, colour, fabric and cleaning treatment required
- placing articles into appropriate receptacles or on conveyor belts for transportation to repair or cleaning areas
- loading machines, smoothing articles and guiding articles through machines
- folding, rolling, counting and stacking processed articles
- matching invoice descriptions to articles
- packaging articles for delivery
- operating pressing machines.

### CONTENT

This Unit Group contains the following occupations:

8917-01 Supervisor, Laundry Workers  
8917-11 Laundry Worker

#### 8917-01 SUPERVISOR, LAUNDRY WORKERS

Supervises and co-ordinates the activities of workers engaged in manual duties in laundries.

#### SKILL LEVEL

**Previous Experience:** 5 years as a laundry worker.

#### DUTIES

Performs duties covered by the General Description Supervisor.

#### 8917-11 LAUNDRY WORKER

Sorts, checks and stacks articles, and loads and unloads washing and drying machines in laundries.

#### SKILL LEVEL

**On-the-Job Training:** 1 week.

#### DUTIES

Sorts articles received for cleaning according to the type of article, colour, fabric and cleaning treatment

required.

Checks articles for damage and stains.

Places sorted articles into receptacles or on to conveyor belts for moving to repair or cleaning areas.

Loads and unloads washing machines, driers and extractors.

Shakes out, smooths, folds, counts and stacks cleaned articles.

Checks articles for stains, missing buttons, tears and improper finish.

Packages articles for delivery.

Places articles on shelves or hangs garments for delivery or collection.

May iron articles.

#### SPECIALISATIONS

**Clothing Presser**

**Folding Machine Tender**

**Laundry Assistant**

**Laundromat Attendant**

**Linen Sorter**

## UNIT GROUP 8919 KITCHENHANDS

Kitchenhands assist other kitchen and service staff in preparing and serving food, and cleaning food preparation and service areas in hotels, motels, restaurants, clubs, cafeterias and other establishments which serve food.

### SKILL LEVEL

There is no specific entry requirement for this unit group, although 1-2 weeks on-the-job training is usual.

**DUTIES** include:

- preparing and cooking simple food items
- arranging food and beverages on trays for serving
- assisting in serving food to patrons
- washing cutlery, crockery and utensils
- washing and cleaning kitchen areas.

**CONTENT**

This Unit Group contains the following occupations:  
8919-11 Kitchenhand

**8919-11 KITCHENHAND**

Assists kitchen and service staff in the preparation and service of food, and the cleaning of food preparation and service areas.

**SKILL LEVEL**

**On-the-Job Training:** 1-2 weeks.

**DUTIES**

Transfers supplies and equipment between storage and work areas.

Assists in weighing, checking and preparing meats.

Washes, peels and prepares vegetables.

Assists in the preparation of salads, savouries and sandwiches, and cooks, toasts or heats simple food items.

Assembles, or partially assembles, or packs food and beverage trays for serving.

Moves cutlery, crockery, table linen and condiments to and from kitchen and eating areas.

Scrapes food from dirty pots, pans and dishes, and removes scraps from preparation areas and places them in refuse containers.

Washes cooking utensils, cutlery and crockery.

Removes dirty linen and places it in laundry baskets.

Washes and cleans walls, tiles, work benches, stoves, freezers and refrigerators.

Sweeps floors in kitchens and food preparation and serving areas.

Mops floors.

**SPECIALISATIONS**

**Dishwasher**

**Pantrymaid/man**

**Tealady/man**

**UNIT GROUP 8921****WARD HELPERS**

Ward Helpers assist in caring for patients in hospitals, nursing homes and clinics, ensure that wards are clean and tidy, and portion and serve food as directed.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although 2 weeks to 1 year on-the-job training is usual.

**DUTIES** include:

- cleaning instruments and utensils, storing medical and kitchen supplies
- portioning, assisting with final preparations and serving food to patients
- changing bed linen, and making beds
- cleaning and tidying wards
- lifting patients on and off beds
- bathing and feeding patients.

**CONTENT**

This Unit Group contains the following occupations:

8921-01 Supervisor, Ward Helpers

8921-11 Ward Assistant

8921-13 Hospital Food Serviceperson

8921-15 Nursing Assistant

**8921-01 SUPERVISOR, WARD HELPERS**

Supervises and co-ordinates the activities of workers engaged in manual duties related to the care of patients in hospitals, nursing homes and clinics.

**SKILL LEVEL**

**Previous Experience:** 5 years as a ward helper.

**On-the-Job Training:** 1 year.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**8921-11 WARD ASSISTANT****Hospital Orderly**

Assists with the care of patients in hospitals, nursing homes and clinics, and ensures wards are neat and tidy.

**SKILL LEVEL**

**On-the-Job Training:** 2-8 weeks.

**DUTIES**

Under direction cleans, sterilises, stores, prepares and issues instruments, treatment trays, bed pans, dressing packs and other supplies.

Changes bed linen and makes beds.

Runs errands, directs visitors and answers telephones.

Assists nursing staff in bathing and other personal care of patients.

Lifts patients on and off beds.

Tidies wards, empties bins and ash trays and dusts fixtures and furniture.

Distributes magazines to patients and arranges patients' flowers.

May distribute and collect food trays, and feed patients.

May assist kitchen staff to prepare meals and clean dishes and kitchens.

May transport patients using wheel chairs and trolleys.

**SPECIALISATIONS**

**Hospital Porter**

**Wardsman/maid**

**8921-13 HOSPITAL FOOD SERVICEPERSON****Dietary Aide**

Portions and serves food to patients in hospitals, nursing homes and clinics as directed by dietitians.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Portions prepared food and places it in dishes, and adds gravies, sauces and garnishes according to dietitians' directions.

Covers meals with lids to keep food warm.

Places meals on food trays to be stacked on food trolleys for delivery to patients.

Serves prepared meals to patients.

Collects food trays after patients have finished their meals.

Assists in cleaning trays, dishes, utensils and work areas.

May assist in food preparation.

**8921-15 NURSING ASSISTANT**

Assists nurses in hospitals, nursing homes and other health care institutions.

**SKILL LEVEL**

**On-the-Job Training:** 1 year.

**DUTIES**

Baths, dresses and undresses patients.

Distributes and collects food trays.

Cleans and sterilises equipment.

Makes beds and maintains tidiness and cleanliness in ward areas.

Assists nursing staff.

May feed patients.

**SPECIALISATION**

**Nurse Attendant**

**UNIT GROUP 8923****VEHICLE ACCESSORIES FITTERS**

Vehicle Accessories Fitters fit and replace vehicle accessories.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, but 2 months on-the-job training is usual.

**DUTIES include:**

- removing complete sub-assembly units or parts
- testing the functioning of units or parts or inspecting and measuring to determine amount of wear
- dismantling vehicle or sub-assembly, removing damaged parts or accessories
- fitting replacement or new tyres, wheels, windscreens, and mufflers
- checking functioning of system after new parts have been fitted.

**CONTENT**

This Unit Group contains the following occupations:

8923-01 Supervisor, Vehicle Accessories Fitters  
8923-11 Vehicle Accessories Fitter

**8923-01 SUPERVISOR, VEHICLE ACCESSORIES FITTERS**

Supervises and co-ordinates the activities of workers engaged in fitting, replacing or on-site fabrication of vehicle accessories.

**SKILL LEVEL**

**Previous Experience:** 3-5 years as a vehicle accessories fitter.

**DUTIES**

Performs duties covered by the General Description Supervisor.

**8923-11 VEHICLE ACCESSORIES FITTER**

Manufactures, fits and replaces accessories on vehicles using specialised machines and equipment.

**SKILL LEVEL**

**On-the-Job Training:** 2 months.

**DUTIES**

Removes old or damaged parts and cleans surrounding areas on vehicles.

Fits replacement or new accessories.

May give advice and sell parts to customers.

May manufacture a variety of standard or special purpose parts.

**SPECIALISATIONS****Muffler Fitter**

Removes old mufflers or exhaust pipes from vehicles.

Inspects and repairs mountings, refits new mufflers, extractors and exhaust pipes, starts motors and checks noise levels and leaks.

**Tyre and Tube Fitter**

Operates air driven equipment to remove and refit tyres and tubes for vehicles, motor cycles and other mobile plant.

Repairs punctures in tubes or tubeless tyres.

Balances wheels and tyres using static or electronic equipment.

**Windscreen Fitter**

Removes damaged glass, trims strips and rubber seals from window frames or mountings on motor vehicles or mobile plant.

Positions new windscreens or glass windows on frames and attaches and seals them.

Replaces trim pieces and checks functions and watertight seals.

**UNIT GROUP 8925****FISHERMEN/WOMEN, DECKHANDS AND SEAMEN/WOMEN**

Fishermen/women, Deckhands and Seamen/women maintain ship's equipment and structures and catch fish, crustaceans and molluscs.

**SKILL LEVEL**

There is no specific entry requirement for this unit group, although up to 2 years on-the-job training is usual. Licences may be required.

**DUTIES** include:

- standing lookout watches at sea and alerting deck officer to sightings of other vessels, navigation marks or hazards
- maintaining ships' equipment, cargo gear, rigging, life-saving and fire-fighting appliances
- washing and painting decks, ships' sides and superstructure
- laying and hauling in nets, lines and traps used to catch fish, crustaceans and molluscs
- sorting, cleaning and stowing catch.

**CONTENT**

This Unit Group contains the following occupations:

8925-01 Boatswain  
8925-11 Seaman/woman  
8925-13 Fisherman/woman



**8925-01 BOATSWAIN****Bosun**

Supervises and co-ordinates the activities of workers engaged in performing maintenance and deck duties aboard ships.

**SKILL LEVEL**

**On-the-Job Training:** 2-6 months.

**Previous Experience:** 3-5 years as a fisherman/woman, deckhand and seaman/woman.

**DUTIES**

Performs duties covered by the General Description Supervisor.

Organises deck crews into shifts of maintenance workers and watchkeepers.

Ensures the repair and replacement of defective cargo gear, life-saving and fire-fighting appliances and equipment.

Supervises deck crews washing decks and superstructure paintwork.

Schedules deck crews to chip, scrape and paint decks, sides and superstructures of ships, and to splice fibre, synthetic ropes and wires.

**8925-11 SEAMAN/SEAWOMAN****Deckhand  
Sailor**

Performs maintenance and lookout duties aboard ships.

**SKILL LEVEL**

**On-the-Job Training:** Up to 3 months.

**DUTIES**

Stands lookout watches at sea and alerts deck officers when other vessels, navigation marks or hazards are sighted.

Steers vessels as directed, using compasses to maintain course.

Undertakes patrols to ensure safety of vessels, cargoes and passengers.

Performs maintenance duties for the general upkeep of ships' deck equipment, cargo gear, rigging, life-saving and fire-fighting appliances.

Secures cargoes, and splices wires and ropes.

Handles ropes and wires when berthing and unberthing.

Puts gangplanks in place when berthing and removes them when departing.

Washes decks and superstructures.

Removes rust, and treats and paints decks, ships' sides and superstructures.

May clean the inside of ships' fresh water, salt ballast water, and oil tanks, and cargo compartments.

**SPECIALISATIONS**

**Barge Hand**

**Coxswain**

**Ferry Hand**

**Tug Hand**

**8925-13 FISHERMAN/WOMAN****Fisher**

Catches fish, crustaceans and molluscs with equipment such as nets, lines, traps, pots, dillies, rakes or towed dredges, in ocean and inland waters.

**SKILL LEVEL**

**On-the-Job Training:** Up to 2 years.

**Registration/Licensing:** Licences issued by government authorities.

**DUTIES**

Attaches runners, weights, buoys, anchors, poles, stakes, wood or metal beams to nets, traps or pots.

Ties nets together to form fleets of nets and fastens towing cables to nets.

Casts or lowers nets, pots, lines or traps into water.

Lays out lines and attaches hooks, bait, sinkers, anchors, floats, swivels or buoys.

Baits hooks, pots, traps and dillies and sets lines into position.

Hauls in nets, pots, traps, dillies and lines and removes fish and other marine life.

Sorts, cleans, preserves, stows and refrigerates catch.

Secures and lowers dredges to be towed through shell fish beds, winches dredges on board and empties catch into sorting trays.

Sets traps or tunnels in water and scoops fish into boats.

Repairs and stores nets or lines and assists in the operation and maintenance of vessels and equipment.

Loads, unloads and stows supplies and equipment.

May operate vessels to troll or trawl across sea-bed.

May store catch in swimming tanks or cool storage.

May haul fish from water using gaffs.

**SPECIALISATIONS****Abalone Shucker**

Assists divers in the collection of abalone from the sea-bed by operating compressors to maintain air supply to divers, securing, lowering, hauling in and emptying shell baskets, and extracting meat from shells.

**Prawner**

Catches prawns by setting nets across current or tide streams so that tide flow channels prawns into nets.

**UNIT GROUP 8999****OTHER LABOURERS AND RELATED WORKERS**

This unit group covers labourers and related workers not elsewhere classified.

**SKILL LEVEL**

There is no specific entry requirement for this unit group. However, some occupations require a 6-12 month certificate. 1 week to 12 months on-the-job training is usual.

**CONTENT**

This Unit Group contains the following occupations:

8999-11 Animal Attendant  
 8999-13 Pest and Weed Controller  
 8999-15 Vending Machine Attendant  
 8999-17 Lampman/woman  
 8999-15 Handyman/woman  
 8999-21 Funeral Attendant  
 8999-23 Veterinary Nurse  
 8999-25 Railway Station Assistant  
 8999-27 Automotive Parts Recycler  
 8999-99 Labourers and Related Workers, nec

**8999-11 ANIMAL ATTENDANT**

Feeds, waters and cares for animals and birds in restricted environments such as zoos, circuses, kennels and veterinary clinics.

**SKILL LEVEL**

**On-the-Job Training:** 1-6 months.

**DUTIES**

Cleans and disinfects animal cages and enclosures.  
 Transports feed, such as baled hay, meat and ground grain, to feeding areas and feeds animals and birds.  
 Bathes and grooms animals.  
 Treats minor injuries and reports serious conditions to veterinarians.  
 Inspects animals' cages.  
 Transfers animals between enclosures by leading or carrying them, or by opening and closing doors between cages.  
 Dusts and sprays insecticides on animals and birds to control insect pests, or immerses them in insecticide baths.  
 Positions and restrains animals for veterinary treatment.  
 Shaves and cleans skin and fur.  
 Prepares and lays out veterinary equipment and supplies.  
 May, under the direction of trained staff, perform veterinary procedures such as giving medication and vaccines to animals.

**SPECIALISATIONS**

**Animal Groom (except Horse)**  
**Kennelman/maid**

**8999-13 PEST AND WEED CONTROLLER**

Applies pesticides and pest management techniques in domestic, commercial and industrial areas to kill or control pests.

**SKILL LEVEL**

**Education:** 6 month certificate.  
**On-the-Job Training:** 6 months.

**DUTIES**

Inspects buildings and surrounding areas to detect signs of termites, rodents, weeds or other pests.  
 Determines types of treatment and provides estimates of costs.  
 Mixes chemicals.  
 Operates generators, compressors and manual or electric pumps to inject or spray pesticides.  
 Dusts infested areas with poisonous powder.  
 Applies pesticides in pre-treatment of building sites.  
 Uses manual and electric hand tools to gain access to floor, wall and roof cavities.  
 Sets mechanical traps and places poisonous baits in infested areas.  
 Proofs buildings against birds, insects, possums and other pests.  
 Seals vents and other openings prior to fumigating.  
 Turns cylinder valves to discharge fumigants.  
 Fumigates storage spaces, house furnishings and clothing.  
 May advise on sanitation and preventive pest control techniques.  
 May apply timber hardening additives to prevent wood borers.  
 May apply neutralising agents to dispel offensive odours.

**SPECIALISATIONS**

**Fumigator**  
**Pest Exterminator**

**8999-15 VENDING MACHINE ATTENDANT**

Stocks and maintains vending machines and collects money from coin boxes.

**SKILL LEVEL**

**On-the-Job Training:** 1 month.

**DUTIES**

Loads, unloads and transports stock and equipment.  
 Clears money from containers in machines and checks monitoring systems.  
 Fills storage areas and checks distribution mechanisms of machines.

Carries out simple mechanical maintenance and replaces parts or machines.

Keeps stock records and accounts for money collected.

#### SPECIALISATION

##### Poker Machine Attendant

#### 8999-17 LAMPMAN/WOMAN

##### Lamproom Attendant

Issues electric and safety lamps, and emergency breathing apparatus to underground miners.

#### SKILL LEVEL

**On-the-Job Training:** 2 months.

#### DUTIES

Issues service and flame safety lamps at start of shifts and collects lamps from miners at end of shifts.

Stores lamps.

Checks and recharges batteries.

Cleans lamps.

Inspects lamps for malfunctions.

Repairs or replaces faulty contacts, wires or globes and replaces damaged cords and reflectors.

May clean change rooms and showers.

#### 8999-19 HANDYMAN/WOMAN

Cleans, paints, repairs and maintains buildings, grounds and facilities.

#### SKILL LEVEL

**On-the-Job Training:** 2 weeks.

#### DUTIES

Repairs broken windows, screens, doors, fences, barbecues, picnic tables, shelves, cupboards and other articles.

Replaces light bulbs.

Repairs damaged plaster.

Paints interior and exterior surfaces such as walls, ceilings and fences.

Hoses driveways.

Clears rubbish and leaves from grounds.

Mows lawns and cultivates gardens and shrubbery.

May carry out cleaning duties.

#### SPECIALISATIONS

##### Hotel Useful

##### Hotel Yardman/woman

#### 8999-21 FUNERAL ATTENDANT

##### Undertaker's Assistant

Prepares funeral parlours, assists in the transport and placement of coffins and assists undertakers at funerals.

#### SKILL LEVEL

**On-the-Job Training:** 3 months.

#### DUTIES

Escorts mourners to funeral parlours or chapels.

Arranges burial equipment such as mats and lowering straps.

Distributes and collects attendance and tribute cards.

May clean parlours, chapels and hearses.

May assist as pallbearer.

May drive hearses to transport bodies.

#### SPECIALISATION

##### Crematorium Assistant

Assists placement of coffins on conveyor systems, and removes metal fittings and ashes.

#### RELATED OCCUPATIONS

Occupation 6699-11 Funeral Director

Occupation 7315-17 specialisation, Crematorium Plant Operator

#### 8999-23 VETERINARY NURSE

Cares for animals under treatment at veterinary clinics, and assists veterinarians performing operations.

#### SKILL LEVEL

**Education:** 1 year certificate.

**On-the-Job Training:** 3 months.

#### DUTIES

Holds animals still to allow veterinarian to examine or treat them.

Cleans examination tables with antiseptic between consultations.

Holds instruments ready for use and hands these to veterinarian.

Places animals in cages for recovery from operations, and monitors their condition.

Assists veterinarians to administer anaesthetics, oxygen and swabs at operations.

Gives medication to animals under direction of veterinarians.

May perform diagnostic laboratory tests.

May act as receptionist.

May accept payments and undertake clerical work.

#### SPECIALISATIONS

##### Animal Nurse

##### Veterinary Attendant

#### 8999-25 RAILWAY STATION ASSISTANT

Operates and maintains the facilities of railway stations.

#### SKILL LEVEL

**On-the-Job Training:** 1-4 weeks.

#### DUTIES

Updates platform indicators showing train times and destinations.

Cleans station facilities such as toilets and waiting rooms.

Cleans away rubbish on platforms and empties rubbish bins.

Assists Station Masters/Mistresses.

Collects tickets at barriers.

May check tickets of passengers as they enter platforms.  
Answers inquiries from the public.  
Opens and closes gates to allow entry and exit from station platforms.

May answer phone enquiries and serve customers at counters.  
May despatch parts to customers through transport agencies.

**8999-27 AUTOMOTIVE PARTS RECYCLER**

**8999-99 LABOURERS AND RELATED WORKERS, nec**

Dismantles parts and sub-assemblies from unusable vehicles, and cleans, tests, labels and catalogues them for resale.

This residual grouping covers workers not elsewhere classified.

**SKILL LEVEL**

**Car Park Attendant**

**On-the-Job Training:** 1 year.

Directs and guards cars in parking areas.

**DUTIES**

Collects fees at entry or exit points and issues tickets.

Examines vehicles to determine which parts can be recycled.

May operate boom gates.

Removes sub-assembly units or salvages parts.

**School Crossing Attendant**

Assists children or disabled pedestrians to cross roads.

Cleans, inspects and measures parts to determine amount of wear.

**First Aide Officer**

Tests units or parts and discards unusable parts.

**Grain Binsman/woman**

Marks parts to identify them with details such as make and model, packages them and places them in storage areas.

**Grip**

**Pool Serviceperson**

Stores unusable vehicle bodies and rejected or damaged parts, for scrap metal collection.

**Railway Crossing Attendant**

**Stage Assistant**

**Stagehand**

**Studio Hand**

## ALPHABETICAL LIST OF OCCUPATIONAL TITLES

Title	Code	Title	Code
<b>A</b>			
A Grade Wood Machinist	see 4901-11	Accounting Machinist (sp)	5203-11
Abalone Diver (sp)	4999-23	Accounting Manager	see 1301-11
Abalone Sheller	see 8925-13	Accounting Officer (Finance)	see 2701-11
Abalone Shucker (sp)	8925-13	Accounting Officer	see 2701-11
Abattoir Sticker (sp)	8199-33	Accounting Supervisor	see 5301-01
Abattoir Supervisor	see 4701-01	<b>Accounts Clerk</b>	5301-13
Abattoir Manager	see 1305-11	Accounts Payable Clerk	see 5301-13
Able Bodied Seaman/woman	see 8925-11	Accounts Receivable Clerk	see 5301-13
Able Seaman/woman	see 8925-11	Accounts Supervisor	see 5301-01
Aboriginal Ceremonial Celebrant (sp)	2607-11	Acetylene Plant Operator	see 7305-11
Aboriginal Community Advisor	see 3901-11	Acid Plant Absorption Operator	see 7305-11
Aboriginal Education Teacher (sp)	2407-99	Acid Plant Operator	see 7305-11
Aboriginal Police Aide	see 3501-11	Acidising and Formation Fracturing Supervisor	see 7307-01
Aboriginal Rehabilitation Counsellor	see 2603-11	Acidising Operator	see 7305-11
Aboriginal Welfare Officer	see 3901-15	Acidman/woman	see 7305-11
Abrasive Wheel Maker (sp)	7419-99	Acolyte	see 2607-11
Absorption Operator (Acid Plant)	see 7305-11	Acoustics Physicist	see 2105-11
Academic Registrar	see 1317-99	Acrobat (sp)	2817-13
Academic Research Assistant, Dentistry	see 2305	Activities Officer (sp)	2999-17
Academic Research Assistant, Education	see 2905	<b>Actor</b>	2817-11
Academic Research Assistant, Engineering	see 22	<b>Actors and Related Professionals, nec</b>	2817-99
Academic Research Assistant, Medical Sciences	see 2303	<b>Actuarial Clerk</b>	5305-13
Academic Teachers (University and CAE)	see 2501-11	<b>Actuary</b>	2909-15
Accelerator Physicist	see 2105-11	Acupuncturist (sp)	2399-99
Accident Prevention Officer (Insurance)	see 3905-29	Adding Machine Operator	see 5203-11
<b>Accommodation and Tavern Managing Supervisors, nec</b>	1505-99	Additive Mix Operator	see 7431-99
Accommodation and Lodging Housekeeper (sp)	8915-11	Address Labelling Machine Tender	see 5999-99
Accompanist (sp)	2815-17	Administration Director	see 1301-11
Accordion Repairer	see 4925-99	Administration Manager	see 1301-11
Account Executive	see 2703-11	<b>Administrative Appeals Tribunal Member</b>	1103-17
Accountancy Clerk	see 5301-13	Administrative Assistant	see 3999-99
Accountant (includes all qualified accountants Chartered, Certified Practicing, Graduate and Affiliate)	see 2701-11	Administrative Officer (sp)	3999-99
<b>Accountant</b>	2701-11	Administrative Officer (Educational Institution)	see 3999-99
Accountant, Bank Branch	see 5301-17	Administrative Officer (Hospital)	see 3999-99
Accountant, Branch (Financial Institution)	see 5301-17	Administrator, Health Data	see 2799-11
Accountant, Chartered	see 2701-11	Administrator, Hospital	see 1201-11
Accountant, Chief	see 1301-11	Administrator, Medical Records	see 2799-11
Accountant, Cost	see 2701-11	Administrator, Nurse	see 1315-11
Accountant, Divisional	see 2701-11	Administrator, Social	see 2601-11
Accountant, Financial	see 2701-11	Administrator, Sport Centre	see 1599-13
Accountant, Government	see 2701-11	<b>Admissions Clerk</b>	5601-15
Accountant, Management	see 2701-11	Advanced Dental Technician	see 4999-11
Accountant, Public	see 2701-11	Advertising Account Executive (sp)	2703-11
Accountant, Tax	see 2701-11	Advertising Copy-Writer	see 2807-15
Accounting Controller	see 1301-11	Advertising Manager (sp)	1303-11
Accounting Machine Operator	see 5203-11	Advertising Officer	see 2703-11
		Adviser, Forestry	see 2107-25
		Adviser, Government Policy	see 1313-11
		Adviser, Homemaking	see 3901-11
		Adviser, Investment	see 6101-99
		Adviser, Medical Record	see 2799-11
		Adviser, Physical Fitness	see 2505-99

Title	Code	Title	Code
Adviser, Pre-School	see 2905-13	Aircraft Cabin Cleaner (sp)	8301-11
Adviser, Travel	see 6507-11	Aircraft Captain (sp)	3301-11
Adviser, Women's Refuge	see 3901-15	Aircraft Cleaner	see 8301-99
Advisory Officer, Agriculture	see 2107-27	<b>Aircraft Crewman/woman (Military and Rescue)</b>	3303-25
Advisory Officer, Curriculum	see 2905-11	Aircraft Detail Draftsperson (sp)	3299-99
Advisory Teacher	see 2905-11	Aircraft Electrical Engineer (a)	4211-15
Aerial Crop Sprayer	see 3301-11	Aircraft Electrical Mechanic	see 4211-15
Aerial Photographer	see 2803-11	Aircraft Electronic Technical Officer (sp)	3201-15
Aerial Survey Operator	see 3201-17	Aircraft Engine Fitter (a)	4211-11
Aerial Survey Technician (sp)	3201-17	Aircraft Engine Inspector	see 4211-11
Aerobics Instructor (sp)	2505-99	Aircraft Engineer, Line Maintenance	see 4211
<b>Aeronautical Engineer</b>	2219-11	Aircraft Ground Engineer (Airframes) (a)	4211-13
Aeronautical Engineering Technical Officer (sp)	3299-99	Aircraft Ground Engineer (Electrical) (a)	4211-15
Aerosol Can Filler	see 7499-99	Aircraft Ground Engineer (Engines) (a)	4211-11
Aesthetician (Esthetician)	see 6699-15	Aircraft Ground Engineer (Instruments) (a)	4211-19
Agricultural Adviser (a)	2107-27	Aircraft Ground Engineer (Radio) (a)	4211-17
Agricultural Chemist	see 2101-11	Aircraft Hydraulics Inspector	see 4211-13
Agricultural Consultant (sp)	2107-27	Aircraft Inspector	see 4211
Agricultural Economist (sp)	2901-11	Aircraft Instrument Mechanic	see 4211-19
Agricultural Editor	see 2807-11	Aircraft Load Controller (sp)	5503-11
<b>Agricultural Engineer</b>	2219-13	Aircraft Loader	see 8903-11
Agricultural Equipment Inspector	see 8109-13	Aircraft Machinist (sp)	4103-13
<b>Agricultural Extension Officer</b>	2107-27	Aircraft Maintenance Engineer	see 4211
Agricultural Field Technician	see 3103-31	<b>Aircraft Maintenance Engineer (Airframes)</b>	4211-13
Agricultural Labourer	see 8299-99	<b>Aircraft Maintenance Engineer (Electrical)</b>	4211-15
<b>Agricultural Labourers and Related Workers, nec</b>	8299-99	<b>Aircraft Maintenance Engineer (Engines)</b>	4211-11
Agricultural Pilot (sp)	3301-11	<b>Aircraft Maintenance Engineer (Instruments)</b>	4211-19
Agricultural Plant Operator	see 7209	<b>Aircraft Maintenance Engineer (Radio)</b>	4211-17
Agricultural Reporter	see 2807-13	Aircraft Mechanic	see 4211
Agricultural Scientist	see 2107-27	Aircraft Mechanic (Airframes)	see 4211-13
Agricultural Secretary (sp)	3999-99	Aircraft Mechanic (Engines) (a)	4211-11
<b>Agricultural Technical Officer</b>	3103-29	Aircraft Mechanic (Instruments) (a)	4211-19
<b>Agricultural Technician</b>	3103-31	Aircraft Mechanic (Radio) (a)	4211-17
Agrometeorologist (sp)	2199-15	<b>Aircraft Navigator</b>	3303-23
Agronomist (sp)	2107-19	Aircraft Patternmaker (Loftsmen/woman)	see 4203-11
Agrostologist (sp)	2107-19	<b>Aircraft Pilot</b>	3301-11
Air Defence Officer (sp)	3303-99	Aircraft Purser (sp)	6609-01
Air Force ranks, Air Commodore and above (sp)	1201-11	<b>Aircraft Safety Equipment Worker</b>	4999-27
Air Hostess/Flight Steward	see 6609-11	Aircraft Sheet Metal Worker	see 4203-11
Air Observer (Rescue) (sp)	3303-25	Aircraft Spray Painter	see 4605-11
Air Photo Plotter (Air Force) (sp)	2205-13	Aircraft Systems Technician (Air Force) (sp)	3299-99
Air Pilot	see 3301-11	Aircraft Trimmer	see 4609-11
Air Pollution Analyst (sp)	2199-11	Airfield Defence Guard (sp)	7499-19
Air Safety Engineer (sp)	2219-11	Airframe Engineer	see 4211-13
Air Track Operator (sp)	7317-11	Airframe Fitter (a)	4211-13
<b>Air Traffic Controller</b>	3303-11	Airframe Inspector	see 4211-13
Air Traffic Controller-in-Training	see 3303-91	Airframe Mechanic (a)	4211-13
<b>Air Transport Operating Support Workers, nec</b>	3303-99	Airframe Polisher	see 4209-11
Air-Conditioning Drafting Officer (sp)	3205-11	Airframe Technical Officer (sp)	3299-99
Air-Conditioning Draftsman/woman	see 3205-11	Airline Pilot	see 3301-11
Air-Conditioning Engineer (sp)	2213-11	Airline Porter	see 8903-11
Air-Conditioning Installation Mechanic	see 4307-11	Airline Traffic Officer (Passenger Services) (sp)	6405-11
<b>Air-Conditioning Mechanic</b>	4307-11	Airport Fire-Fighter	see 7211-11
Air-Conditioning Operator	see 7303-11	Airway Surveyor, Air	see 3303-17
Air-Conditioning Plant Operator (sp)	7303-11	Airway Surveyor, Ground	see 3303-17
Air-Conditioning Project Engineer	see 2213-11	<b>Airways Surveyor</b>	3303-17
Air-Conditioning Repairer	see 4307-11	Airworthiness Engineer	see 2219-11
Air-Conditioning Service Mechanic	see 4307-11	Airworthiness Surveyor (Airframes) (sp)	3303-19
Air-Conditioning Technician (a)	4307-11		
Airborne Electronics Analyst (sp)	3303-99		
Airbrush Artist	see 2801-99		

Title	Code	Title	Code
Airworthiness Surveyor (Electrical and Instruments) (sp)	3303-19	Animal Nutritionist (sp)	2107-23
Airworthiness Surveyor (Engines) (sp)	3303-19	Animal Physiologist	see 2107-13
Airworthiness Surveyor (Radio) (sp)	3303-19	Animal Producer	see 1401
<b>Airworthiness Surveyor</b>	3303-19	Animal Scientist	see 2107-23
Alarms Installer (sp)	4311-99	Animal Skinner (sp)	8199-33
<b>Alcoholic Beverage Machine Operator</b>	7431-17	Animal Taxonomist (sp)	2107-23
Alcoholic Beverages Blender	see 7431-17	Animal Technician (sp)	3103-27
Alderman/woman (sp)	1101-99	<b>Animal Trainers, nec</b>	4931-99
Allergist	see 2303-99	Animation Camera Operator	see 3903-13
Allied Health Assistant	see 8921-15	Animator (sp)	2805-13
Alloy Attendant	see 7315-11	Aniseed Grower	see 1401-99
Alluvial Separation Plant Operator	see 7399-11	Annealer (sp)	7315-13
Almond Grower	see 1401-31	<b>Announcer</b>	2819-11
Alteration Hand	see 7427-11	Annual Horticultural Crop Grower	see 1401-33
Amalgamator Operator	see 7399-11	Anode Press Operator (sp)	7399-33
Ambassador (sp)	1101-99	Anodiser (sp)	4209-13
<b>Ambulance Officer</b>	3909-11	Antennae Engineer	see 2211-13
Ambulance Paramedic (sp)	3909-11	Anthropologist (sp)	2907-99
Ambulance Superintendent (sp)	1399-99	Antique Chair Reproducer	see 4903-11
AME, Airframes	see 4211-13	Antique Furniture Reproducer (sp)	4903-11
AME, Electrical	see 4211-15	Antique Furniture Restorer (sp)	4903-11
AME, Engines	see 4211-11	<b>Apiarist</b>	1401-35
Amenity Horticultural Trades	see 48	Apiary Assistant (sp)	8201-99
<b>Amenity Horticulture Machine Operator</b>	7209-13	Apiculturist	see 1401-35
Ammonia Gas Liquefier	see 7305-11	<b>Apparel Cutter</b>	4911-15
Ammonia Production Engineer	see 2207-11	Apparel Sample Hand (sp)	4911-13
Ammunition Technician (sp)	4999-29	Apple Grower	see 1401-31
Ampoule Filler	see 7411-99	Apple Packer	see 8105-13
Amusement Machine Mechanic (sp)	4399-13	Apple Picker	see 8201-13
Anaesthetic Technician (sp)	3101-99	Appliances Engineer	see 2211-11
<b>Anaesthetist</b>	2303-11	<b>Applications Programmer</b>	2707-11
<b>Analyst Programmer</b>	2707-15	Applied Chemist	see 2101-11
Analyst, Air Pollution	see 2199-11	Applied Mathematician (Research)	see 2909-11
Analyst, Communications	see 2707-17	Applied Physicist	see 2105-11
Analyst, Credit	see 3999-29	Applied Statistician	see 2909-13
Analyst, Data Base	see 2707-17	Appointments Clerk (a)	5601-11
Analyst, Investment	see 6101-99	Appraiser	see 6199-13
Analyst, Loan	see 3999-29	Apprentice Aircraft Ground Engineer (sp)	4211-91
Analyst, Management	see 2799-99	Apprentice Aircraft Ground Engineer, Airframes	see 4211-91
Analyst, Market Research	see 2907-99	Apprentice Aircraft Ground Engineer, Engines	see 4211-91
Analyst, Methods and Procedures	see 2799-15	Apprentice Aircraft Machinist (sp)	4103-91
Analyst, Mining	see 6101-99	<b>Apprentice Aircraft Maintenance Engineer</b>	4211-91
Analyst, Operations Research	see 2909-11	Apprentice Aircraft Mechanic (sp)	4211-91
Analyst, Organisational	see 2799-15	Apprentice Aircraft Mechanic (Electrical)	see 4211-91
Analyst, Passenger and Freight Rates	see 2799-99	Apprentice Artificial Limb Maker	see 4999-91
Analyst, Quality Control	see 2219-17	<b>Apprentice Automotive Electrician</b>	4305-91
Analyst, Record Systems	see 2707-17	Apprentice Automotive Machinist (sp)	4103-91
Analyst, Securities	see 6101-99	Apprentice Automotive Parts Interpreter (sp)	6301-27
Analyst, Technical Systems	see 2707-17	<b>Apprentice Baker and Pastrycook</b>	4703-91
Analyst, Water Quality	see 2199-11	Apprentice Baker	see 4703-91
Analytical Chemist	see 2101-11	Apprentice Bedding and Mattress Maker	see 4913-91
<b>Anatomist</b>	2107-11	<b>Apprentice Binder and Finisher</b>	4507-91
Anatomist, Plant	see 2107-19	Apprentice Blacksmith (sp)	4201-91
Anfo Truck Driver	see 7105-13	Apprentice Boatbuilder (sp)	4907-91
<b>Animal Attendant</b>	8999-11	Apprentice Body Maker	see 4607-91
Animal Ecologist	see 2107-21	Apprentice Boilermaker (sp)	4205-91
Animal Geneticist	see 2107-99	Apprentice Brake Mechanic (sp)	4601-91
Animal Groom (except Horse) (sp)	8999-11	Apprentice Bread Maker	see 4703-91
Animal Health Officer	see 3905-15	<b>Apprentice Bricklayer</b>	4403-91
Animal House Technician	see 3103-27	Apprentice Bridge and Wharf Carpenter	see 4401-91
Animal Morphologist (a)	2107-11	Apprentice Butcher (sp)	4701-91
Animal Nurse (sp)	8999-23		
Animal Nursing Technician	see 8999-23		

Title	Code	Title	Code
Apprentice Buttermaker (sp)	4799-91	<b>Apprentice Jewellery and Precious Metalware Tradesperson</b>	4923-91
<b>Apprentice Cabinetmaker</b>	4903-91	Apprentice Jewellery Maker and Repairer	see 4923-91
Apprentice Cane Furniture Maker (sp)	4905-91	Apprentice Jobbing Moulder-Coremaker	see 4207-91
Apprentice Canvas Goods Maker (sp)	4917-91	<b>Apprentice Jockey</b>	3915-91
Apprentice Canvas Goods Worker	see 4917-91	Apprentice Joiner (sp)	4401-91
Apprentice Carpenter (sp)	4401-91	Apprentice Landscape Gardener (sp)	4805-91
<b>Apprentice Carpenter and Joiner</b>	4401-91	Apprentice Leadburner (sp)	4409-91
Apprentice Carpet and Lino Layer	see 4919-91	Apprentice Leather Bag and Case Maker	see 4917-91
Apprentice Carpet Cutter, Planner and Layer	see 4919-91	Apprentice Leather Coat, Hat or Cap Maker	see 4917-91
Apprentice Carpet Layer	see 4919-91	Apprentice Leather Goods Maker (sp)	4917-91
Apprentice Carpet Planner	see 4919-91	Apprentice Leather Goods Maker	see 4917-91
Apprentice Cheesemaker (sp)	4799-91	Apprentice Locksmith (sp)	4213-91
Apprentice Chef	see 4705-91	Apprentice Machinist, Stonemasonry	see 4999-91
Apprentice Clicker (sp)	4915-91	<b>Apprentice Marine Construction Tradesperson</b>	4907-91
<b>Apprentice Composer</b>	4501-91	<b>Apprentice Meat Tradesperson</b>	4701-91
Apprentice Confectioner (sp)	4799-91	Apprentice Mechanic (Diesel and Heavy Earthmoving Equipment) (sp)	4103-91
<b>Apprentice Cook</b>	4705-91	Apprentice Metal Casting Patternmaker (sp)	4207-91
Apprentice Cooper (sp)	4905-91	<b>Apprentice Metal Casting Tradesperson</b>	4207-91
Apprentice Coppersmith (sp)	4203-91	Apprentice Metal Fabricator (sp)	4205-91
<b>Apprentice Craftworker</b>	4925-91	<b>Apprentice Metal Finishing Tradesperson</b>	4209-91
Apprentice Dental Mechanic (sp)	4999-91	<b>Apprentice Metal Fitter and Machinist</b>	4103-91
Apprentice Dental Technician	see 4999-91	Apprentice Metal Polisher (sp)	4209-91
Apprentice Diamond Cutter (sp)	4923-91	Apprentice Metal Spinner (sp)	4203-91
Apprentice Diesel Mechanic	see 4601-91	Apprentice Model Maker (sp)	4905-91
Apprentice Diesel Motor Mechanic (sp)	4601-91	Apprentice Monumental Mason	see 4999-91
Apprentice Drainer (sp)	4409-91	Apprentice Motor Cycle and Small Engine Mechanic	see 4601-91
Apprentice Dry-Cleaner	see 7499-15	<b>Apprentice Motor Mechanic</b>	4601-91
<b>Apprentice Electrical Fitter</b>	4303-91	Apprentice Motorcycle Mechanic (sp)	4601-91
<b>Apprentice Electrical Mechanic</b>	4309-91	Apprentice Moulder and Coremaker (sp)	4207-91
<b>Apprentice Electrical Powerline Tradesperson</b>	4301-91	Apprentice Moulder	see 4207-91
Apprentice Electrician (a)	4309-91	Apprentice Musical Instrument Maker and Repairer (sp)	4925-91
Apprentice Electronic Instrumentation Tradesperson (sp)	4399-99	<b>Apprentice Nurseryman/woman</b>	4801-91
Apprentice Electroplater (sp)	4209-91	Apprentice Office Equipment and Computer Servicer (sp)	4315-91
Apprentice Electroplater (sp)	4209-91	Apprentice Office Mechanical Equipment Serviceman/woman	see 4315-91
Apprentice Farrier (sp)	4201-91	Apprentice Optical Mechanic (sp)	4999-91
Apprentice Fibrous Plasterer and Gypsum Plasterboard Fixer	see 4407-91	Apprentice Painter and Decorator	see 4405-91
Apprentice Fibrous Plasterer	see 4407-91	Apprentice Painter and Signwriter	see 4405-91
Apprentice Fitter (Diesel and Heavy Earthmoving Equipment)	see 4103-91	<b>Apprentice Painter, Decorator and Signwriter</b>	4405-91
Apprentice Fitter and Turner	see 4103-91	Apprentice Painter	see 4405-91
Apprentice Fitter, Turner and Machinist (sp)	4103-91	<b>Apprentice Panel Beater</b>	4603-91
Apprentice Fitter-Machinist	see 4103-91	Apprentice Paperhanger	see 4405-91
<b>Apprentice Flat Glass Tradesperson</b>	4921-91	Apprentice Pastrycook	see 4703-91
<b>Apprentice Floor Coverer</b>	4919-91	Apprentice Patternmaker, Metal Casting	see 4207-91
Apprentice Florist (sp)	4999-91	Apprentice Piano Tuner (sp)	4925-91
<b>Apprentice Forging Tradesperson</b>	4201-91	Apprentice Picture Framer (sp)	4905-91
Apprentice French Polisher	see 4905-91	<b>Apprentice Plasterer</b>	4407-91
Apprentice Furnisher Finisher (sp)	4905-91	Apprentice Plumber, Drainer and Gasfitter	see 4409-91
<b>Apprentice Gardener</b>	4805-91	<b>Apprentice Plumber</b>	4409-91
<b>Apprentice Garment Tradesperson</b>	4911-91	Apprentice Potter (sp)	4925-91
Apprentice Gasfitter (sp)	4409-91	Apprentice Power Linesman/woman	see 4301-91
Apprentice Gasfitter and Leadburner	see 4409-91	Apprentice Precision Instrument Maker	see 4213-91
Apprentice Glass Bender	see 4921-93	<b>Apprentice Precision Metal Tradesperson</b>	4213-91
Apprentice Glazier	see 4921-91	<b>Apprentice Printing Machinist</b>	4505-91
<b>Apprentice Graphic Reproduction Tradesperson</b>	4503-91		
<b>Apprentice Greenkeeper</b>	4803-91		
Apprentice Hairdresser, Gentlemen's	see 4927-91		
Apprentice Hairdresser, Ladies'	see 4927-91		
<b>Apprentice Hairdresser</b>	4927-91		
Apprentice Jeweller (sp)	4923-91		



Title	Code	Title	Code
Apprentice Radio and Television Mechanic	see 4313-91	Apprentice Watch and Clock Repairer (sp)	4213-91
<b>Apprentice Radio and Television Servicer</b>	4313-91	Apprentice Welder (sp)	4205-91
Apprentice Radio Mechanic	see 4313-91	Apprentice Wood Carver (sp)	4905-91
<b>Apprentice Refrigeration and Air-Conditioning Mechanic</b>	4307-91	<b>Apprentice Wood Machinist</b>	4901-91
Apprentice Refrigeration Mechanic/Fitter	see 4307-91	Apprentice Wood Patternmaker	see 4901-91
Apprentice Refrigeration Service Mechanic/Fitter	see 4307-91	<b>Apprentice Wood Turner</b>	4901-93
<b>Apprentice Roof Slater and Tiler</b>	4411-91	Apprentice, Fitting and Turning	see 4103-91
Apprentice Roof Slater	see 4411-91	Apprentice, Flower Growing	see 1401-91
Apprentice Roof Tiler	see 4411-91	Apprentice, Fruit and Vegetable Seedling Propagation	see 4801-91
Apprentice Sailmaker (sp)	4917-91	Apprentice, Fruit Growing	see 1401-91
Apprentice Sailmaker	see 4917-91	Apprentice, Gardens and Parks	see 4805-91
Apprentice Saw Maker and Repairer (sp)	4213-91	Apprentice, Ornamental Tree, Shrub and Perennial Cultivation	see 4801-91
<b>Apprentice Screen Printer</b>	4511-91	<b>Apprentice, Other Food Trades</b>	4799-91
Apprentice Screen Printing Stencil Preparer	see 4511-91	<b>Apprentice, Other Leather and Canvas Trades</b>	4917-91
Apprentice Sewing Machine Mechanic (sp)	4103-91	<b>Apprentice, Other Trades</b>	4999-91
<b>Apprentice Sheetmetal Tradesperson</b>	4203-91	<b>Apprentice, Other Wood Trades</b>	4905-91
Apprentice Ship's Carpenter (sp)	4907-91	Apprentice, Rose and/or Fruit Tree Cultivation	see 4801-91
Apprentice Shipwright (sp)	4907-91	Apprentice, Turning and other Machining	see 4103-91
Apprentice Shipwright, Metal	see 4907-91	Apricot Grower	see 1401-31
Apprentice Shipwright, Wood	see 4907-91	Apricot Picker	see 8201-13
Apprentice Shipwright	see 4907-91	Apron Feeder, Clay	see 7419-13
<b>Apprentice Shoemaker and Repairer</b>	4915-91	Aquarium Fish Collector	see 8299-99
Apprentice Signwriter	see 4405-91	Aquatic Biologist	see 2107-99
Apprentice Silversmith (sp)	4923-91	Aquatic Biology Technical Officer	see 3103-25
Apprentice Silverware Polisher	see 4923-91	<b>Arbitration Inspector</b>	3905-23
Apprentice Slaughterman/woman (sp)	4701-91	Arboriculturalist (a)	4805-15
Apprentice Small Engine Mechanic (sp)	4601-91	Arc Welder (sp)	4205-19
Apprentice Smallgoods Maker (sp)	4701-91	Arch Builder (sp)	4403-11
Apprentice Solid Plasterer	see 4407-91	Archaeologist (sp)	2907-99
Apprentice Spray Painter (Vehicle)	see 4605-91	Archbishop	see 1399-99
Apprentice Sprinkler Fitter (sp)	4409-91	<b>Architect</b>	2201-11
<b>Apprentice Stereotyper and Electrotyper</b>	4509-91	Architect, Landscape	see 2201-13
Apprentice Stone Polisher	see 4999-91	Architect, Naval	see 2219-15
Apprentice Stonemason (sp)	4999-91	<b>Architectural Associate</b>	3207-13
Apprentice Structural Steel Tradesperson (sp)	4205-91	Architectural Drafting Officer (sp)	3207-13
<b>Apprentice Structural Steel, Boilermaking and Welding Tradesperson</b>	4205-91	Architectural Draftsman/woman	see 3207-13
Apprentice Tailor (sp)	4911-91	Architectural Officer	see 2201-11
Apprentice Telegraph Mechanic	see 4311-91	Architectural Surveying Officer	see 3207-15
Apprentice Television Mechanic	see 4313-91	Architectural Technical Officer (sp)	3207-13
Apprentice Template Maker (sp)	4205-91	Architectural Tracer (sp)	3299-99
Apprentice Textile Mechanic (sp)	4103-91	<b>Archivist</b>	2999-13
Apprentice Textile Mechanic, Knitting	see 4103-91	Area Controller, Generation	see 7301-01
Apprentice Textile Mechanic, Spinning	see 4103-91	Area Manager	see 1201-11
Apprentice Textile Mechanic, Tufting	see 4103-91	Area/Territory Manager, Service Stations	see 3905-99
Apprentice Textile Mechanic, Weaving	see 4103-91	Area/Territory Supervisor, Service Stations	see 3905-99
<b>Apprentice Toolmaker</b>	4101-91	Argon-Arc Welder	see 4205-19
Apprentice Trimmer (Vehicle)	see 4609-91	Argon-Arc Welding Machine Operator	see 4205-19
Apprentice Tuckpointer	see 4403-91	Armament Fitter (sp)	4999-29
<b>Apprentice Upholsterer and Bedding Tradesperson</b>	4913-91	Armament Mechanic (sp)	4999-29
Apprentice Vegetable Grower	see 1401-91	Armature Winder (sp)	4303-11
<b>Apprentice Vehicle Body Maker</b>	4607-91	Armoured Car Driver	see 7105-11
<b>Apprentice Vehicle Painter</b>	4605-91	Armoured Car Escort	see 8911-13
<b>Apprentice Vehicle Trimmer</b>	4609-91	Armoured Car Service Supervisor	see 8911-01
Apprentice Waiter/Waitress	see 6505-15	Armoured Fighting Vehicle Crewman (sp)	7499-19
<b>Apprentice Wall and Floor Tiler</b>	4413-91	Armoured Fighting Vehicle Driver (sp)	7499-19
		Armourer (a)	4213-19
		Army ranks, Brigadier and above (sp)	1201-11

Title	Code	Title	Code
Art Advisory Teacher	see 2905-11	Assessor, Forest	see 3103-27
Art Critic	see 2807-99	Assessor, Fruit and Vegetable	see 8109-11
Art Director (Publishing and Advertising)	see 1305-13	Assessor, Health Insurance	see 5303-11
<b>Art Director (Television, Films and Stage)</b>	2811-11	Assessor, Insurance	see 3905-29
Art Dyer	see 7425-17	Assessor, Tax	see 5999-99
Art Editor	see 2807-11	Assessor, Timber	see 8109-11
Art Gallery Director	see 1399-99	Assistant Accountant	see 2701-11
Art Master/Mistress	see 2405-01	Assistant Acid Plant Operator	see 7305-91
<b>Art Teacher (Private)</b>	2505-11	Assistant Ampoule Filler	see 7411-99
Artichoke Grower	see 1401-33	Assistant Autoclave Operator (Chemicals)	see 7305-91
<b>Articled Clerk</b>	2605-91	Assistant Baker	see 4703-13
Articled Law Clerk	see 2605-91	Assistant Batch Still Operator (Chemicals)	see 7305-91
Articulated Bus Driver	see 7101-11	Assistant Boiler Attendant	see 7303-11
Articulated Vehicle Driving Instructor	see 2505-19	Assistant Boilermaker	see 8101-11
Artificial Breeding Technician	see 3103-31	Assistant Bullet Maker	see 7411-13
Artificial Flower Maker	see 7499-99	Assistant Cheesemaker	see 4799-15
Artificial Insemination Operator	see 3103-31	Assistant Chemical Process Operator, Batching	see 7305-91
Artificial Insemination Technician (sp)	3103-31	Assistant Chemical Process Unit Operator	see 7305-91
Artificial Inseminator (Farm Animals)	see 3103-31	Assistant Chlorination Plant Operator (Chemicals)	see 7305-91
Artist	see 2801	Assistant Coal Overburden Driller	see 8415-13
Artist (Painting) (a)	2801-11	Assistant Compounder (Chemicals)	see 7305-91
Artist, Aboriginal	see 2801-99	Assistant Cook, Marine	see 8919-11
Artist, Airbrush	see 2801-99	Assistant Dean (Educational Institution)	see 1317-99
Artist, Background and Title	see 3999-17	Assistant Director of Nursing	see 1315-11
Artist, Charcoal	see 2801-99	Assistant Distillation Operator (Chemicals)	see 7305-91
Artist, Community	see 2801-99	Assistant Driller (Fluids Drilling)	see 8415-13
Artist, Computer	see 3999-17	Assistant Editor (a)	2807-01
Artist, Conceptual	see 3999-17	Assistant Engine Driver	see 7107-91
Artist, Display	see 2805-13	Assistant Engineman/woman	see 7107-91
Artist, Dramatic	see 2817-11	Assistant Fermenter, Antibiotics	see 7411-11
Artist, Earth/Environmental	see 3999-17	Assistant Filter Press Operator (Chemicals)	see 7305-91
Artist, Finishing	see 3999-17	Assistant Forester	see 3103-25
Artist, Hologram	see 2801-99	Assistant Fuse Maker	see 7411-13
Artist, Information	see 2805-13	Assistant Gardener	see 8205-13
Artist, Laser	see 2801-99	Assistant General Manager	see 1201-11
Artist, Layout	see 3999-17	Assistant Ginner	see 7421-13
Artist, Lettering	see 3999-17	Assistant Glass Fabricator	see 8101-99
Artist, Paste-up	see 3999-17	Assistant Granulator Machine Operator	see 7411-11
Artist, Performance	see 2817-11	Assistant Kettle Operator (Chemicals)	see 7305-91
Artist, Scenery	see 2805-13	Assistant Linoleum Maker	see 7305-91
Artist, Showcard	see 3999-17	Assistant Locomotive Driver (sp)	7101-91
Artist, Sound	see 2801-99	Assistant Machinist, Newspaper Press	see 4505-17
Asbestos (Fibre-Cement) Fence Contractor/ Erector	see 8499-15	Assistant Make-up Plant Operator (Chemicals)	see 7411-11
Asparagus Grower	see 1401-33	Assistant Mixer (Chemicals)	see 7305-91
Asphalt Paving Machine Operator	see 7207-11	Assistant Mixer Operator, Explosives	see 7411-13
Asphalt Worker (sp)	8409-11	Assistant Nitrocellulose Maker	see 7411-13
Asphalt Worker, Construction	see 8409-11	Assistant Nurse	see 8921-15
Assault Trooper (sp)	7499-19	Assistant Offset Lithographic Printing Machinist	see 4505-13
Assayer (sp)	2101-11	Assistant Pastrycook	see 4703-11
Assembler (Laundry)	see 8917-11	Assistant Pilot Plant Operator (Chemicals)	see 7305-91
Assembler Programmer	see 2707-13	Assistant Plant Operator (Oil Terminal)	see 7307-11
Assembler, Cabinet	see 8103-17	Assistant Plant Operator, Explosives Production	see 7411-13
Assembler, Car	see 8103-11	Assistant Plant Operator, General Chemical Processing	see 7305-91
Assembler, Electrical and Electronic Equipment	see 8103-13		
Assembler, Furniture	see 8103-17		
Assembler, Jewellery	see 8103-15		
Assembler, Metal and Metal Products	see 8103-11		
Assembler, Motor	see 8103-11		
Assembler, Shipment	see 8907-11		
Assembler, Vehicle	see 8103-11		
Assembly Artist	see 3999-17		
Assessor, Claims	see 3905-29		

Title	Code	Title	Code
Assistant Plant Operator, Grease Manufacture	see 7307-11	Attendant, Glassware Machine	see 7417-11
Assistant Plant Operator, Petroleum Process Units	see 7307-11	Attendant, Sporting	see 8901-15
Assistant Plant Operator, Pharmaceuticals and Toiletries Products	see 7411-11	<b>Auction Room Attendant</b>	6599-13
Assistant Plant Operator, Pumping, Blending and Shipping (Petroleum Products)	see 7307-11	<b>Auctioneer</b>	6599-11
Assistant Powder Blender, Explosives	see 7411-13	Auctioneer, Furniture	see 6599-11
Assistant Powder Monkey	see 8101-99	Auctioneer, Livestock	see 6599-11
Assistant Principal (Educational Institution)	see 1317-11	Auctioneer, Real Estate	see 6599-11
Assistant Proof-Reader	see 5999-13	Auctioneer, Wool	see 6599-11
Assistant Recovery Plant Operator	see 7305-91	Audio Operator (sp)	3903-11
Assistant Registrar (Educational Institution)	see 1317-99	Audio Technician (sp)	3903-11
Assistant Rigger	see 8405-13	Audio Typist	see 5103-13
Assistant Roller	see 7399-13	Audio Visual Technician	see 3903
Assistant Secretary (Government Department)	see 1313-11	Audio-Visual Officer	see 3903
Assistant Shot-Firer	see 8101-99	<b>Audiologist</b>	2399-11
Assistant Soap Maker	see 7411-11	Audiometrist (sp)	3101-99
Assistant Solutions Plant Operator	see 7305-91	Audit Clerk (sp)	5301-13
Assistant Station Master/Mistress	see 1599-21	Audit Inspector	see 2701-11
Assistant Sterile Products Processor	see 7411-11	Audit Officer	see 2701-11
Assistant Steward (Marine)	see 6609-13	Audit Verifier, Glassware	see 8109-15
Assistant Storeman/woman	see 8907-11	Auditor (sp)	2701-11
Assistant Tablet Coating Machine Operator	see 7411-11	Auditor, Bank	see 2701-11
Assistant Tablet Making Machine Operator	see 7411-11	Auditor, Internal	see 2701-11
Assistant Technician (Telecommunication)	see 8101-15	<b>Author</b>	2809-11
Assistant Town Clerk	see 1201-11	Auto Accessory Fitter	see 8923-11
Assistant Treasurer	see 1301-11	Auto Electrician	see 4305-11
Assistant Undermanager, Underground Coal Mine	see 3299-99	Auto Scythe Operator (sp)	7209-13
Assistant Vacuum Pan Operator (Chemicals)	see 7305-91	Autoclave Operator (Chemicals)	see 7305-11
Assistant Waste Water Treatment Plant Operator	see 7399-29	Autoclave Operator (Food Processing)	see 7431-27
Assistant Yard Master/Mistress	see 7399-01	Automatic Brick Setting Machine Operator	see 7419-13
Assistant, Cable Jointer's	see 8101-15	Automatic Data-Transceiver Operator	see 5201-15
Assistant, Carpet Layers	see 8101-99	Automatic Palletiser/Depalletiser Operator	see 7433-99
Assistant, Core Drill Operators	see 8415-13	Automatic Profile Sander Operator (sp)	4901-11
Assistant, Corrugated Machine	see 8199-29	Automatic Wood Turning Lathe Operator	see 4901-13
Assistant, Fibrous Plaster Fixer's	see 8101-13	<b>Automobile Driver</b>	7103-11
Assistant, Furniture Removalists	see 8909-17	Automobile Driving Instructor	see 2505-19
Assistant, Inspecting and Testing (Chemicals)	see 8109-15	Automobile Inspector	see 3905-99
Assistant, Pharmaceuticals and Toiletries Inspecting	see 8109-15	Automotive Air-Conditioning Mechanic (sp)	4601-11
Assistant, Screen Printing Machine	see 4511-11	Automotive Electrical Fitter (a)	4305-11
<b>Associate Editor</b>	2807-01	<b>Automotive Electrician</b>	4305-11
Astronomer (sp)	2105-11	Automotive Machinist (sp)	4103-13
Astronomer, Celestial Mechanisms	see 2105-11	Automotive Mechanic	see 4601-11
Astrophysicist	see 2105-11	Automotive Parts Interpreter (sp)	6301-25
Athlete, Professional	see 3915-15	<b>Automotive Parts Recycler</b>	8999-27
Atmospheric Physicist	see 2105-11	Automotive Production Engineer	see 2213-11
Atomic Physicist	see 2105-11	Automotive Spare Parts Sales Assistant	see 6301-25
		Automotive Spray Painter	see 4605-11
		Auxiliary Nurse	see 6603-11
		Auxiliary Plant Attendant	see 7303-11
		Avionics Inspector	see 3303-19
		Avionics Systems Technician (Air Force) (sp)	3299-99
		Avocado Grower	see 1401-31
		Awards Clerk	see 5999-99
		Awnings Installer (sp)	8401-13
		Axeman	see 8203-11
		Axle Maker	see 4103-13

Title	Code	Title	Code
<b>B</b>			
B Grade Wood Machinist	see 4901-15	Basic Oxygen Steelmaking Furnace Operator (sp)	7315-11
Baby Sitter (sp)	6601-15	Bass Player	see 2815-17
Back Fill Operator	see 7399-11	Bass Viola Maker/Repairer	see 4925-99
<b>Back-Hoe Operator</b>	7201-15	Bassoonist	see 2815-17
Backer	see 8199-33	Batch Mixer (Chemicals)	see 7305-11
Background-and-Title Artist	see 3999-17	Batch Still Operator (Chemicals)	see 7305-11
Bacon Curer	see 4701-13	Batcher, Premix Concrete	see 7399-35
Bacteriologist (sp)	2107-99	Batchman/woman, Glass	see 7417-11
Bacteriologist, Clinical Laboratory	see 2107-99	Beach Seine Fisherman/woman	see 8925-13
Bacteriologist, Soil	see 2107-99	Beamer (a)	7425-11
Bacteriologist	see 2107-99	Beater Operator (Paper Pulp Preparation)	see 7399-15
Bad-Debts Clerk	see 5301-13	Beautician (sp)	6699-15
Bagasse Loft Operator (Sugar Milling)	see 7431-13	Beauty Clinic Assistant	see 6699-15
Bagger (Yarn Production)	see 7421-13	Beauty Parlour Manager (sp)	1599-99
Bagman/woman (sp)	5999-17	<b>Beauty Therapist</b>	6699-15
Bailiff (sp)	5907-99	<b>Bedding and Mattress Maker</b>	4913-13
<b>Baker</b>	4703-13	Bee Farmer	see 1401-35
Baker, Singlehand	see 4703-13	Bee Keeper's Assistant	see 8201-99
Bakery Supervisor	see 4703-01	Beef Boner	see 8199-35
<b>Baking Factory Hand</b>	8199-41	Beef Cattle Farm Manager (a)	1401-17
Baling or Compression Machine Operator (sp)	7433-99	<b>Beef Cattle Farmer</b>	1401-17
Ballerina	see 2813-13	Beef Cattle Producer	see 1401-17
Ballet Artist	see 2813-13	Beef Cattle Station Manager (sp)	1401-17
Ballet Dancer (sp)	2813-13	Beef Cattle Stud Farmer (sp)	1401-17
Ballet Teacher (sp)	2505-15	Beef Grader	see 8109-11
Balling Drum/Disc Operator	see 7399-11	Beef Lugger, Abattoir	see 8199-33
Ballistics Expert	see 3299-99	Beef Slicer	see 8199-35
Ballman/woman, Mineral Ore Treating	see 8415-15	Beef/Sheep Farmer	see 1401-29
Banana Grower	see 1401-31	Beef/Sheep Producer	see 1401-29
Banana Picker	see 8201-13	Beekeeper (a)	1401-35
Banbury Mixer Operator	see 7407-21	Beetroot Grower	see 1401-33
Band Leader (sp)	2815-11	Belly Opener	see 8199-33
Bandages and Associated Products Machine Operator	see 7411-11	Bellydumper Operator	see 7105-13
Banding Machine Tender	see 7419-99	Beltman/woman	see 7309-11
Bank Accountant (sp)	5301-17	Bench Fitter (sp)	4103-11
Bank Accountant/Branch Accountant	see 5301-17	Benchman/woman, Resaw Operator	see 7413-13
Bank Auditor	see 2701-11	Bender (Shoemaking)	see 4915-11
Bank Clerk	see 5999-99	Bending Machine Operator (Metal)	see 7401-11
Bank Manager (sp)	1507-11	Benzol Still Operator	see 7305-11
Bank Officer	see 5999-99	Berry Fruit Grower	see 1401-31
Bank Teller	see 6401-11	Bespoke Shoemaker (sp)	4915-11
Banker Mason	see 4999-15	Bestboy/girl (Film Production)	see 4309-11
Bar Assistant	see 6503-11	Beveller	see 4921-11
<b>Bar Attendant</b>	6503-11	Beverage Processing Machine Operator	see 7431-15
Bar Manager (a)	6503-01	Bias Ply Joiner	see 7409-99
Bar Steward/Stewardess (a)	6503-11	Bibliographer (sp)	2911-11
Barber (sp)	4927-11	Bicycle Inspector	see 8109-13
Barge Engineer Officer	see 3307-11	Bicycle Repairer	see 8999-99
Barge Hand (sp)	8925-11	Bilingual Interpreter	see 2999-19
Bargeman/woman	see 8925-11	Bill Clerk	see 5301-13
Baritone	see 2815-13	Bill Sorter	see 5499-11
Bark Stripper	see 7413-99	Bin Runner	see 8415-11
Barley Grower	see 1401-11	<b>Binder and Finisher</b>	4507-11
Barman/maid (a)	6503-11	Binsman/woman, Grain	see 8999-99
Barrel Plater (sp)	4209-17	Biochemist, Clinical	see 2109-11
<b>Barrister</b>	2605-11	<b>Biochemist</b>	2107-15
Barrister's Clerk	see 5907-13	Biogeographer (sp)	2907-13
Barrowman/woman	see 8499-17	Biological Illustrator	see 2805-19

Title	Code	Title	Code
Biologist, Aquatic	see 2107-99	Boilermaker (a)	4205-11
Biologist, Cell	see 2107-99	Boilermaker, Structural	see 4205-13
Biologist, Marine	see 2107-99	Boilermaker's Assistant (sp)	8101-11
Biologist, Soil	see 2107-99	Boilermaker-Marker-off	see 4205-11
Biology Technical Officer (sp)	3103-25	Boilermaker-Welder (sp)	4205-11
Biomedical Engineer (sp)	2109-13	Boilers & Pressure Vessels Inspector (sp)	3905-13
Biometrician (sp)	2909-13	Bomb Loader	see 7499-19
<b>Biophysicist</b>	2107-17	Bond Clerk (sp)	5503-15
Biscuit Baker	see 4703-15	Bonding Machine Operator	see 7425-99
Biscuit Factory Hand (sp)	8199-41	Bondsman/woman (Non-Retail)	see 7431-17
<b>Biscuit Maker</b>	4703-15	Boner	see 8199-35
Biscuit Making Supervisor	see 4703-01	Book Designer	see 2805-13
Biscuit Mixer	see 4703-15	<b>Book Editor</b>	2809-13
Biscuit Processer	see 7431-99	Book Illustrator	see 2805-19
Bishop	see 1399-99	Book, Magazine or Publication Designer	see 2805-13
Bitumen Paving Machine Operator	see 7207-11	Bookbinder	see 4507-11
Bitumen Worker (sp)	8409-11	Bookbinder, Hand	see 4507-11
Bitumen Worker, Construction	see 8409-11	Bookbinder, Machine	see 4507-11
<b>Blacksmith</b>	4201-11	Bookie	see 1599-19
Blacksmith and Forging Smith	see 4201-11	Booking Agent	see 6405-11
Blacksmith's Hammer Driver	see 8101-11	Booking Clerk (sp)	6405-11
Blacksmith's Striker (sp)	8101-11	<b>Bookkeeper</b>	5301-11
Blast Furnace Helper (sp)	8199-11	<b>Bookmaker</b>	1599-19
Blast Furnace Operator (sp)	7315-11	<b>Bookmaker's Clerk</b>	5999-17
Blaster (a)	4909-11	Bookman/woman (Yarn Production)	see 7421-13
Blasting Foreman/woman	see 4909-01	Bookshop Manager (sp)	1501-11
Bleacher Operator (Paper Pulp Preparation)	see 7399-15	Boot and Shoe Repairer	see 4915-13
Bleaching Machine Operator (sp)	7425-17	Boot End Man/Woman	see 7309-11
Blend Assembly Attendant (Tobacco)	see 7499-13	Boot Machinist	see 4915-11
Blender, Wine	see 7431-17	Bore Mechanic	see 4103-11
Blending Machine Operator, Plastics	see 7407-21	Bore Sinker	see 7317-11
Blindstitcher (sp)	7427-13	Borer, Coal Seam	see 7317-11
Block Sawyer, Stone	see 7419-15	Boring Inspector (sp)	3905-25
Blocker (Fruit Farm)	see 1401-31	Bosun (a)	8925-01
Blocker (Hat Making)	see 4911-21	Botanical Technical Assistant (sp)	3103-27
Blocklayer (a)	4403-11	Botanical Technician (sp)	3103-27
Blood Transfusionist (sp)	2303-37	<b>Botanist</b>	2107-19
Blooming-Mill Recorder	see 5501-13	Botany Technical Officer (sp)	3103-25
Blow Moulding Machine Operator (sp)	7407-15	Bottle Blower	see 4921-13
Blow Moulding Machine Setter	see 7407-11	Bottle Dealer (sp)	6501-11
Blueprint Machine Operator	see 5999-99	Bottle Shop Attendant (sp)	6301-15
Blues Singer	see 2815-15	Bottling Machine Operator (sp)	7433-11
Boardhand	see 4703-13	Bottom Dump Haulier	see 7105-13
Boarding House Manager (sp)	1505-99	Bottom Floor Operator (Pellet Plant)	see 7315-15
<b>Boat Builder and Repairer</b>	4907-13	Bottom Wheeler	see 7429-11
Boat Builder, Aluminium	see 4907-13	Bouchier	see 4701-11
Boat Builder, Fibreglass	see 4907-13	Bouncer (sp)	8901-11
Boat Builder, Wood	see 4907-13	Boundary Umpire	see 3915-19
Boat Hand	see 8925-11	Boxer (Shoemaking)	see 7429-11
Boat Repairer	see 4907-13	Boxer (Sport)	see 3915-15
Boatman/woman	see 8925-11	Braceman/woman (Mine Cage)	see 7313-11
<b>Boatswain</b>	8925-01	Braceman/woman (sp)	7313-11
Bobcat Operator (sp)	7201-19	Brake Fitter	see 4601-11
Body Builder, Vehicle	see 4607-11	Brake Lining Finisher	see 7419-99
Body Maker, First Class	see 4607-11	Brake Lining Maker (sp)	7419-99
Body Maker, Vehicle	see 4607-11	Brake Mechanic (sp)	4601-11
Boiler and Pipe Lagger	see 8499-11	<b>Branch Accountant (Financial Institution)</b>	5301-17
Boiler Attendant (sp)	7303-11	Branch Library Attendant	see 5401-11
Boiler Design Engineer	see 2213-11	Branch Manager (Real Estate Agents)	see 1599-17
Boiler Erection Engineer	see 2213-11	Branch/Regional Sales Marketing Manager	see 1303-11
Boiler House Attendant	see 7303-11	Brand Manager	see 1303-11
Boiler Operator	see 7303-11	Brand/Identity Steward	see 3915-17
Boiler Testing Technician (sp)	3205-13	Brass Smith	see 4203-13

Title	Code	Title	Code
Brazier (sp)	4205-19	Builder, Kiln Door	see 4403-11
Bread Baker	see 4703-13	Builders' Hoist Operator (Material Only)	see 7313-11
Bread Room Hand (sp)	8199-41	Building and Construction Manager (a)	1601-13
Bread Slicer	see 7431-99	<b>Building Construction Labourer</b>	8499-17
Breadroom Supervisor	see 4703-01	Building Construction Supervisor (sp)	3207-11
Breakdown Sawyer (a)	7413-11	<b>Building Contractor</b>	1601-15
Breakfast Cereal Cooker	see 7431-11	Building Economist	see 2203-11
Breakfast Cereal Maker (sp)	7431-11	Building Estimator (sp)	3207-11
Breakfast Cook	see 4705-99	Building Foreman/woman (sp)	3207-11
Breeder, (Except Livestock)	see 1401-99	<b>Building Inspector</b>	3905-11
Breeder, Pig	see 1401-23	Building Insulation Contractor	see 8401-11
Breeder, Stud Sheep	see 1401-21	<b>Building Insulation Installer</b>	8401-11
Breeding Stock Producer	see 1401	Building Insulator	see 8401-11
Brewery Cellar Operator	see 7431-17	Building Officer	see 1601-13
Brewery Cellar Worker (sp)	7431-17	Building Society Clerk	see 5999-99
Brewery Supervisor	see 7431-01	Building Society Manager (sp)	1507-11
Brewhouse Operator (sp)	7431-17	Building Supervisor	see 3207-11
Brick Cleaner	see 8499-17	Building Surveyor	see 3905-11
Brick Handler (sp)	8199-21	Building Technical Officer	see 3207-11
Brick Press Operator	see 7419-13	<b>Building Technician</b>	3207-11
<b>Bricklayer</b>	4403-11	Building Trades Assistant	see 8101-13
Bricklayer, Furnace	see 4403-11	Building Worker	see 8499-17
Bricklayer, Refractory	see 4403-11	Bulk Cement Station Attendant	see 7399-27
Bricklayer's Labourer (sp)	8499-17	Bulk Fluids Handler (sp)	7309-11
Bricklayer's Trades Assistant (sp)	8101-13	Bulk Materials Handling Equipment	
Bricklayer's Assistant	see 8101-13	Operator, General	see 7309-11
Bricklaying Contractor	see 4403-11	<b>Bulk Materials Handling Plant Operator</b>	7309-11
Bricklaying Sub-contractor	see 4403-11	<b>Bulldozer Operator</b>	7201-11
Bridge and Wharf Carpenter	see 4401-11	Bullet Maker (sp)	7411-13
Bridge Construction Engineer	see 2209-11	Bullion Dealer	see 6199-11
Bridge Crane Driver	see 7311-11	Bundler	see 7399-13
Bridge Design Engineer	see 2209-11	Bung Dropper	see 8199-33
Bridge Painter	see 4405-11	Burner, Kiln	see 7315-15
Brine Maker	see 7431-19	Burner, Tunnel Kiln	see 7315-15
Brisket Skinner	see 8199-33	Burnisher	see 4209-11
Broadcast Clerk	see 5999-99	Bursar (sp)	2701-11
<b>Broadcast Transmitter Operator</b>	3903-17	Bus Conductor (sp)	6405-13
Broadcasting News Editor	see 2807-11	<b>Bus Driver</b>	7101-11
Broadcasting Technician (a)	4311-11	Bus Inspector (sp)	3905-31
<b>Broadcasting Tradesperson</b>	4311-11	Bus Operator Training Instructor	see 2505-19
Broccoli Grower	see 1401-33	Bush Boss (a)	8203-03
Broker, Business (Real Estate Agent)	see 6105-11	Business Consultant	see 2799-99
Broker, Grain	see 6199-11	Business Education Master/Mistress	see 2405-11
Broker, Insurance	see 6103-13	Business Equipment Mechanic (a)	4315-11
Broker, Mortgage (Real Estate Agent)	see 6105-11	Business Equipment Technician	see 4315-11
Brush Fencing Contractor/Erector	see 8499-15	<b>Business Machine Operator</b>	5203-11
Brush Final Assembler/Trimmer	see 7499-99	<b>Business Professionals, nec</b>	2799-99
Brush Hand (Painting)	see 8101-13	Business Programmer	see 2707-11
Brush Material Blender	see 7499-99	Buss Planer Operator	see 7413-99
Brush Material Preparer	see 7499-99	<b>Butcher</b>	4701-11
Brushmaker (sp)	7499-99	Butcher, (Non-retail)	see 4701-11
Brushmaking Labourer (sp)	8199-99	Butler (sp)	6699-99
Brushmaking Machine Operator	see 7499-99	<b>Buttermaker</b>	4799-13
Brussel Sprout Grower	see 1401-33	Buttonhole Machinist (sp)	7427-11
Bucketwheel Excavator Operator (sp)	7201-21	Buyer (Food and Related Products)	see 3913-11
Bucketwheel Reclaimer Operator (sp)	7309-11	Buyer (General)	see 3913-15
Budget Clerk	see 5301-13	Buyer (Material)	see 3913-11
Buffalo Farmer (sp)	1401-17	Buyer (Piece Goods)	see 3913-11
Bugler	see 2815-17	Buyer (Retail Store)	see 3913-15
Builder (Non-Professional)	see 1601-15	Buyer (Scrap)	see 6501-11
Builder's Labourer (sp)	8499-17	Buyer (Time and Space)	see 3913-11
Builder, Arch	see 4403-11	Buyer (Tobacco)	see 3913-13
Builder, Chimney	see 4403-11	By-laws Officer	see 3905-99

Title	Code	Title	Code
<b>C</b>			
CO2 Welder	see 4205-19	Canvas Machinist	see 4917-13
Cab Driver	see 7103-11	Canvas Repairer	see 4917-13
Cabbage Grower	see 1401-33	Canvas Worker	see 4917-13
Cabin Attendant	see 6609-11	Canvasser (sp)	6501-15
Cabin Cleaner	see 8301-11	Cap Spinner	see 7421-11
Cabin Controlled Overhead Crane Driver	see 7311-11	Cape Gooseberry Grower	see 1401-31
<b>Cabinetmaker</b>	4903-11	Capsicum Grower	see 1401-31
Cabinetmaker, Skilled	see 4903-11	Captain (Defence Forces) (sp)	1319-15
Cabinet and Chair Maker	see 4903-11	Captain, Aircraft	see 3301-11
Cabinet Assembler	see 8103-17	Captain, Ferry	see 3305-11
Cable Ferry Operator (sp)	7299-99	Captain, Merchant Ship	see 3305-11
Cable Hand (sp)	8415-11	Car Assembler	see 8103-11
Cable Hand, Underground Mine	see 8415-11	Car Detailer (a)	8301-21
Cable Jointer	see 4301-13	Car Driver, Underground Mine	see 7201-23
Cable Jointer's Assistant (sp)	8101-15	Car Driving Instructor	see 2505-19
Cadastral Surveyor (sp)	2205-13	Car Dumper Operator (sp)	7309-11
Caddie	see 6699-99	Car Jockey	see 8999-99
Cadet Accountant (a)	2701-91	Car Marshal	see 8999-99
<b>Cadet Deck Officer</b>	3305-91	Car Park Attendant (sp)	8999-99
<b>Cadet Journalist</b>	2807-91	Car Radio Fitter	see 8923-11
Cadet Marine Engineer (sp)	3307-91	Car Wash Attendant (a)	8301-21
Cafeteria Assistant	see 8919-11	Car Washer	see 8301-21
Cafeteria Attendant	see 8919-11	Caravan Dealer	see 1599-99
Cafeteria Supervisor	see 6301-01	<b>Caravan Park Manager</b>	1505-13
Cage Attendant	see 7313-11	Caravan Sales Manager (sp)	1599-99
Cake Decorator (sp)	4703-11	Carbon Dioxide Gas Liquefier	see 7305-11
Cake Mix Operator	see 7431-99	Carbon Dioxide Welder	see 4205-19
Calcination Plant Operator	see 7399-11	Carbon Dioxide Welding Machine Operator	see 4205-19
Calcination Process Control Attendant	see 7399-11	Carbon Planer Tender	see 7419-99
Calculator Operator	see 5203-11	<b>Carbon Plant Worker</b>	7399-33
Calendar Operator	see 7305-11	Carbon Printer/Cylinder Coater/Developer	see 4503-13
Calf Rearer	see 1401-17	Carburiser	see 7315-13
Calf Skinner	see 8199-33	Carcass Splitter (sp)	8199-35
Calf Sticker	see 8199-33	Card Filer	see 5499-11
Calibrating Machine Operator	see 8103-13	Card Punch Operator	see 5201-13
Calibrator, Casings	see 7431-19	Card-Tape Converter Operator	see 5201-99
Calligrapher (sp)	2805-13	Cardboard Box Filler (Food Products)	see 7433-99
Camera Assistant	see 3999-23	Cardiac Technician (sp)	3101-99
Camera Operator, Animation	see 3903-13	Carding Machine Operator	see 7421-11
Camera Person, Copy	see 7435-11	Cardio-vascular Specialist (a)	2303-27
Camera Repairer (sp)	4213-11	<b>Cardiologist</b>	2303-13
Camp Cook	see 4705-99	Cardiothoracic Surgeon (sp)	2303-35
Campaign Consultant	see 1303-11	<b>Careers Counsellor and Adviser</b>	2603-17
Campaign Organiser	see 1303-11	<b>Caretaker</b>	8913-11
Can Filler and Closer (sp)	7433-99	Carillonneur	see 2815-99
Canary Seed Grower	see 1401-11	<b>Carpenter</b>	4401-11
Candle Maker (sp)	7411-99	Carpenter and Framer, Roof	see 4401-11
Cane Farmer (Sugar)	see 1401-13	Carpenter and Joiner, Ship	see 4907-11
Cane Frame Maker	see 4905-17	Carpenter and Joiners' Assistant	see 8101-13
<b>Cane Furniture Maker</b>	4905-17	Carpenter, Finishing	see 4401-11
Cane Inspector (Sugar)	see 3905-15	Carpenter, Staircase	see 4401-11
Canner	see 7433-99	Carpenter's Labourer (sp)	8499-17
Cant Gang Sawyer (sp)	7413-13	Carpenter's Trades Assistant (sp)	8101-13
Cantaloup Grower	see 1401-33	Carpentry Contractor	see 4401-11
Canteen Assistant (sp)	6301-17	Carpentry Sub-contractor	see 4401-11
Canteen Manager (sp)	1503-11	<b>Carpet Cleaner</b>	8301-19
Canteen Supervisor	see 1503-11	Carpet Layer (sp)	4919-11
Cantor	see 2607-11	Carpet Laying Contractor	see 4919-11
<b>Canvas Goods Maker</b>	4917-13		

Title	Code	Title	Code
Carpet Laying Sub-contractor	see 4919-11	Cellular Plastics Cutter (sp)	8199-25
Carpet Weaver (sp)	7425-13	<b>Cellular Plastics Machine Operator</b>	7407-17
Carpetlayer's Assistant (sp)	8101-99	Cellular Plastics Machine Setter (sp)	7407-11
Carport Erector (sp)	8401-13	<b>Cement and Concrete Plant Labourer</b>	8199-19
Carriage Builder	see 4607-11	Cement Blocklaying Contractor	see 4403-11
Carrot Grower	see 1401-33	Cement Crane Operator	see 7311-11
<b>Cartographer</b>	2205-11	Cement Finisher	see 8403-11
Cartographic Associate (a)	3207-15	Cement Kiln Attendant	see 7315-15
Cartographic Drafting Officer	see 3207-15	Cement Miller	see 7399-27
Cartographic Draftsman/woman	see 3207-15	Cement Patrolman/woman	see 7399-27
Cartographic Technician	see 3207-15	Cement Plant Operator	see 7399-27
Cartography Technical Officer	see 3207-15	Cement Plasterer (a)	4407-11
Carton Cutting and Crease Forme Setter (sp)	7415-15	<b>Cement Production Plant Operator</b>	7399-27
Carton Making Machine Operator (sp)	7415-15	Cement Renderer (a)	4407-11
Carton Packing Machine Attendant	see 7433-99	Cement Sacker	see 7433-99
Cartoonist (sp)	2801-11	Cementer (Shoemaking)	see 7429-11
Carver, Sculpture	see 2801-13	Cementer Helper, Oil Well	see 8415-13
Carver, Wood	see 2801-13	Cementer, Oil Well	see 7307-13
Carver	see 2801-13	Censor, Film	see 3905-99
Case Hardener (sp)	7315-13	Central Control Room Operator, Ore Processing	see 7399-11
Casein Maker	see 7431-21	Centre Feeder	see 7413-21
Cash Register Operator	see 6403-11	Centre Layer (Plywood)	see 7431-21
Cash Register Repairer	see 4315-11	Centrifuge Operator	
<b>Cash Van Salesperson</b>	6501-13	(Sugar Processing) (sp)	7431-13
Cashew Nut Grower	see 1401-31	Ceramic Tile Layer	see 4413-11
Cashier, Checkout	see 6403-11	Ceramic Tiler (sp)	4413-11
Cashier, Club	see 6403-13	Ceramics Engineer (sp)	2217-15
Cashier, Office	see 6403-13	Ceramics Scientist (sp)	2217-17
Casing Drum Attendant (Tobacco)	see 7499-13	Cereal Chemist (Feed and Flour Mill)	see 2101-11
Casing Machine Operator (Food Processing)	see 7431-19	Cereal Crop Grower	see 1401-11
Casing Stripper	see 7431-19	Cereal Farmer	see 1401-11
Casings Cooker	see 7431-27	Cereal Foods Supervisor	see 4799-01
Casings Worker (sp)	7431-19	Cereal Grain and Oilseed Grower	see 1401-11
Cassava Grower	see 1401-99	Cereal Miller	see 4799-11
<b>Casting Director</b>	2811-13	Cereal Milling Machine Operator	see 7431-11
<b>Casting Machine and Ladle Operator</b>	7401-13	Cereals Technical Officer (sp)	3103-29
Casting Machine Operator	see 7401-13	Certified Practising Auditor	see 2701-11
Casting Officer (a)	2811-13	Chaff Cutter	see 7209-11
Casualty Nursing Supervisor	see 3401-01	Chain Maker (Jewellery)	see 4923-11
Cat Breeder	see 1401-99	Chainman/woman, Surveyors	see 8411-11
Cat Groom	see 8999-11	Chainsaw Mechanic (sp)	4999-99
Cataloguer (sp)	2911-11	Chainsaw Operator	see 8203-11
Caterer (sp)	1503-11	Chairmaker (sp)	4903-11
Catering Assistant	see 8919-11	Chairman/woman	see 1201-11
Catering Manager	see 1503-11	Chairperson, Industrial Tribunal	see 1103-19
Catering Officer	see 1503-11	Change-of-Address Clerk	see 5999-99
Catering Supervisor	see 1503-11	Chaplain (sp)	2607-11
Cattle Dealer	see 6199-11	Charcoal Artist	see 2801-99
Cattle Farmer	see 1401-17	Charge Nurse (a)	3401-01
Cattle Grazier (a)	1401-17	Charge Sister (a)	3401-01
Cattle Sticker	see 8199-33	Chargeman/woman, Railway	see 8413-11
Cattle/Sheep/Cereal Crop Farmer	see 1401-29	Charity Collector (sp)	5901-99
Cattle/Wheat Farmer	see 1401-29	Chauffeur/Chauffeuse (sp)	7103-11
Cauliflower Grower	see 1401-33	Chazan	see 2607-11
Ceiling Fixer, Plastering	see 4407-13	Check Flight Attendant	see 6609-01
Ceilite Fixer	see 4407-13	Check-out Cashier	see 6403-11
Celery Grower	see 1401-33	Check-out Controller	see 6403-01
Cell Biologist (sp)	2107-99	Checker (Clerical)	see 5599-99
Cellar Worker	see 7431-17	Checker Sales	see 6301-01
Cellarhand, Winery	see 7431-17	Checker Wool Shipping	see 5503-13
Cellarman/woman	see 7431-17	Checker, Agricultural Produce	see 8109-11
Cellist	see 2815-17	<b>Checkout Operator</b>	6403-11
Cellular Physiologist	see 2107-13	Checkout Supervisor (sp)	6403-01
		Checkroom Attendant	see 6699-99



Title	Code	Title	Code
Cheese Factory Worker (sp)	8199-43	Chemist, Production	see 2101-11
<b>Cheesemaker</b>	4799-15	Chemist, Quality Control	see 2101-11
Cheesemaker (Automated Plant)	see 4799-15	Chemist, Retail	see 2307-15
<b>Chef</b>	4705-11	Chemist, Soil	see 2101-11
Chef de Partie	see 4705-11	Chemist, Sugar	see 2101-11
Chef Entremetier	see 4705-11	Chemist, Technical Sales and Service	see 6201-11
Chef Garde-Manger	see 4705-11	<b>Chemistry Technical Officer</b>	3103-11
Chef Patissier	see 4705-11	<b>Chemistry Technician</b>	3103-13
Chef Poissonnier	see 4705-11	Cherry Grower	see 1401-31
Chef Potager	see 4705-11	Cherry Picker	see 8201-13
Chef Rotisseur	see 4705-11	Cherry Picker Operator (sp)	7311-11
Chef Saucier	see 4705-11	Chestnut Grower	see 1401-31
Chef, Apprentice	see 4705-91	Chicken Meat Producer (sp)	1401-25
Chef, General	see 4705-11	Chicken Sexer	see 8201-99
<b>Chemical Engineer</b>	2207-11	Chief Accountant (sp)	1301-11
Chemical Engineer (Design)	see 2207-11	Chief Architect (sp)	2201-11
Chemical Engineer (Manufacturing)	see 2207-11	Chief Chemical Engineer	see 2207-11
Chemical Engineer (Production)	see 2207-11	Chief Chemist (sp)	2101-11
Chemical Engineer (Research)	see 2207-11	Chief Civil Engineer (sp)	2209-11
Chemical Engineering Technician	see 3103-13	Chief Cook, Marine	see 4705-01
Chemical Instrumentation Technical Officer (sp)	3103-11	Chief Cost Accountant	see 1301-11
Chemical Laboratory Technician	see 3103-13	Chief Dialysis Technician	see 3101-99
Chemical Pathologist	see 2303-37	Chief Electrical Engineer (sp)	2211-11
Chemical Physicist	see 2105-11	Chief Electronics Engineer (sp)	2211-13
Chemical Plant Design Drafting Officer	see 3103-11	Chief Executive (sp)	1201-11
Chemical Plant Design Draftsman/woman	see 3103-11	Chief Executive, Hospital	see 1201-11
<b>Chemical Plant Labourer</b>	8199-23	Chief Fire Officer	see 1319-13
<b>Chemical Plant Operator</b>	7305-11	Chief Fire Prevention Officer	see 1319-13
Chemical Process Analyst (sp)	3103-11	Chief Fisheries and Wildlife Officer	see 3905-01
Chemical Process Operator, Batching	see 7305-11	Chief Flight Attendant	see 6609-01
Chemical Process Unit Operator	see 7305-11	Chief Flying Instructor	see 2505-21
<b>Chemical Production Machine Operators, nec</b>	7411-99	Chief Geologist (sp)	2103-11
Chemical Project Engineer	see 2207-11	Chief Health Inspector	see 3905-01
Chemical Proofer	see 8109-13	Chief Inspector, Factories and Shops	see 3905-01
Chemical Research Technical Officer (sp)	3103-11	Chief Inspector	see 1319-11
Chemical Salesperson	see 6201-11	Chief Librarian	see 1399-99
Chemical Spectroscopist	see 2105-11	Chief Magistrate	see 1103-15
Chemical Technician	see 3103-13	Chief Manufacturing Executive	see 1305-11
Chemical Testing Assistant	see 3103-13	Chief Marine Engineer	see 3307-11
Chemical Testing Technician	see 3103-13	Chief Marine Steward (sp)	6609-01
Chemical Treatment Operator	see 7399-29	Chief Mate	see 3305-13
<b>Chemist</b>	2101-11	Chief Mechanical Engineer (sp)	2213-11
Chemist Shop Assistant (sp)	6301-23	Chief Medical Technologist	see 3101-11
Chemist, Agricultural	see 2101-11	Chief Mining Engineer (sp)	2215-11
Chemist, Analytical	see 2101-11	Chief of Staff (News)	see 2807-01
Chemist, Applied	see 2101-11	Chief Officer, Fire Brigade	see 1319-13
Chemist, Cereal	see 2101-11	Chief Physicist (sp)	2105-11
Chemist, Clinical	see 2109-13	<b>Chief Prison Officer</b>	3911-01
Chemist, Consulting	see 2101-11	Chief Programmer	see 2707-13
Chemist, Dairy	see 2101-11	Chief Ranger	see 3999-01
Chemist, Developmental	see 2101-11	Chief Sub-editor	see 2807-13
Chemist, Environmental	see 2101-11	Chief Superintendent, Criminal Investigation Branch	see 1319-11
Chemist, Enzyme	see 2101-11	Chief Surveyor	see 2205-13
Chemist, Food	see 2101-11	Chief/Senior Prevention Officer (Customs)	see 3905-01
Chemist, Forensic	see 2101-11	<b>Child Care Aide</b>	6601-13
Chemist, Industrial	see 2101-11	Child Care Assistant (a)	6601-13
Chemist, Inorganic	see 2101-11	<b>Child Care Attendant</b>	6601-15
Chemist, Marine	see 2101-11	Child Care Centre Director (a)	3907-11
Chemist, Nuclear	see 2101-11	<b>Child Care Coordinator</b>	3907-11
Chemist, Organic	see 2101-11	<b>Child Care Group Worker</b>	6601-19
Chemist, Pharmaceutical	see 2101-11	Child Care Worker (Non-Certificated)	see 6601-15
Chemist, Polymer	see 2101-11	Child Care Worker (Nursing)	see 6603-11
		Child Care Worker	see 6601

Title	Code	Title	Code
<b>Child Care, Refuge and Related Workers, nec</b>	6601-99	<b>Civil Engineering Technician</b>	3203-13
Child Development Officer (sp)	3907-11	Claims and Credit Clerk	see 5301-13
Child Minder (sp)	6601-15	Claims Assessor (sp)	3905-29
Child Minding Assistant (Non-Certificated)	see 6601-15	Claims Assessor (Health Insurance)	see 5303-11
Child Minding Assistant	see 6601-13	Claims Assessor (Insurance)	see 3905-29
Child Welfare Officer	see 3901-15	Claims Clerk (sp)	5301-13
Children's Nursery Assistant (sp)	6601-15	Claims Clerk, Lost or Damaged Goods	see 5301-13
Chiller Hand (sp)	8907-11	Clamper, Pipeline	see 8101-13
Chilli Grower	see 1401-31	Clamshell Dredge Operator	see 7201-25
Chimney Builder (sp)	4403-11	Clarification Process Operator	see 7399-11
Chimney Sweep (sp)	8301-99	Clarifier Operator	see 7399-11
Chinese Egg Plant Grower	see 1401-31	Clarinetist	see 2815-17
Chinese Medicine Specialist (sp)	2399-99	Classer, Fruit and Vegetables	see 8109-11
Chip Preparation Operator, Particleboard Manufacture	see 7399-17	Classer, Hide and Skin	see 3999-37
Chipper Operator	see 7399-17	Classer, Wool	see 3999-35
Chipping Machine Tender	see 7399-17	Classical Guitar Maker/Repairer	see 4925-99
Chiropodist (a)	2319-11	<b>Classified Advertising Clerk</b>	5999-15
<b>Chiropractor</b>	2317-11	Classifier, Stamp	see 5999-99
Chiropractor/Osteopath	see 2317	<b>Clay and Stone Processing Machine Operators, nec</b>	
Chive Grower	see 1401-33	Clay Brick and Tile Machine Operator (sp)	7419-99
Chlorination Plant Operator (Chemicals)	see 7305-11	Clay Crusher Operator (sp)	7399-99
Chlorine Gas Liquefier	see 7305-11	Clay Modeller	see 2801-13
Chocolate Enrobing Machine Operator	see 7431-99	Clay Processing and Forming Machine Tender	see 7419-13
Chocolate Supervisor	see 4199-01	<b>Clay Processing Factory Hand</b>	8199-21
Chokerman/woman (sp)	8203-15	Clay Processing Labourer (a)	8199-21
Choko Grower	see 1401-33	Clay Products Kiln Operator (sp)	7315-15
Choral Director (sp)	2815-11	<b>Clay Products Machine Operator</b>	7419-13
<b>Choreographer</b>	2813-11	Claymaker-in-Charge	see 7419-01
Chorister (sp)	2815-99	Cleaner Mill Operator (Ore Processing)	see 7399-11
Chorus Dancer	see 2813-13	Cleaner, Abattoir	see 8301-11
Chorus Singer (sp)	2815-99	Cleaner, Abattoir Trolley	see 8301-11
Chutney Maker	see 7431-27	Cleaner, Boiler	see 8301-11
Cigarette Machine Attendant	see 8999-15	Cleaner, Brick	see 8499-17
Cigarette Making Machine Operator (sp)	7499-13	Cleaner, Cabin (Aircraft)	see 8301-13
Cine Equipment Operator	see 3903-13	Cleaner, Car	see 8301-21
Cinema Projectionist	see 4999-17	Cleaner, Carpet	see 8301-19
Cinema Ticket Collector	see 8901-15	Cleaner, Commercial	see 8301-13
Cinematograph Operator	see 4999-17	Cleaner, Construction	see 8301-11
Cinematographer (a)	2811-17	Cleaner, Contract	see 8301-13
Circulation Clerk	see 5301-13	Cleaner, Curtains	see 8301-99
Circulation Representative (sp)	5503-11	Cleaner, Domestic	see 8301-99
Circus Artist (sp)	2817-13	Cleaner, Drain	see 4409-15
Circus Ring Leader	see 2817-99	Cleaner, Factory	see 8301-11
Citrus Fruit Grower	see 1401-31	Cleaner, Freight Car	see 8301-11
Citrus Machine Operator	see 7431-15	Cleaner, Fur, Leather and Suede	see 7499-15
Citrus Plant Operator	see 7431-15	Cleaner, Glass Mould	see 8199-31
Civil Construction Carpenter	see 4401-11	Cleaner, High Pressure Water	see 8301-11
Civil Construction Technical Officer	see 3203-11	Cleaner, Hospital	see 8301-15
Civil Design Draftsman/woman	see 3203-11	Cleaner, Household	see 8301-99
<b>Civil Engineer</b>	2209-11	Cleaner, Industrial	see 8301-11
Civil Engineer (Construction)	see 2209-11	Cleaner, Level, Underground Mine	see 8415-11
Civil Engineer (Design)	see 2209-11	Cleaner, Office	see 8301-13
Civil Engineer (Operations)	see 2209-11	Cleaner, Power House	see 8301-11
Civil Engineer (Research)	see 2209-11	Cleaner, Railway Points	see 8413-11
<b>Civil Engineering Associate</b>	3203-11	Cleaner, Railway	see 8301-11
Civil Engineering Design Draftsperson (sp)	3203-11	Cleaner, Sanitary	see 8301-99
Civil Engineering Detail Draftsperson (sp)	3203-13	Cleaner, School	see 8301-13
Civil Engineering Drafting Assistant (sp)	3203-13	Cleaner, Seed	see 8201-99
Civil Engineering Drafting Officer (sp)	3203-11	Cleaner, Steam	see 8301-11
Civil Engineering Draftsman/woman	see 3203-11	Cleaner, Vehicle	see 8301-21
Civil Engineering Technical Officer (sp)	3203-11	Cleaner, Window	see 8301-17
		Cleaner, Yard	see 8301-99
		<b>Cleaners, nec</b>	8301-99

Title	Code	Title	Code
Cleaning Lady/Man	see 8301-99	Clerk, Production Supply	see 5505-15
Cleaning Supervisor	see 8301-01	Clerk, Purchasing	see 5505-13
Clearance Diver (sp)	4999-21	Clerk, Receiving	see 5503-11
Clergyman/woman (sp)	2607-11	Clerk, Registration	see 5999-99
Clerical Assistant	see 5499-11	Clerk, Registry	see 5401-13
<b>Clerk of Court</b>	5907-11	Clerk, Rental	see 6599-17
Clerk of High Court (sp)	2999-99	Clerk, Reservation	see 6405-11
Clerk of Local Court	see 5907-11	Clerk, Roster	see 5905-11
Clerk of Magistrate's Court	see 5907-11	Clerk, Sales	see 5505-15
Clerk of Petty Sessions	see 5907-11	Clerk, Schedule	see 5501-11
Clerk of Works (sp)	3207-11	Clerk, Settlements	see 5303-13
Clerk, Accounting	see 5301-13	Clerk, Shipping	see 5503-11
Clerk, Accounts	see 5301-13	Clerk, Statistical	see 5305-11
Clerk, Actuarial	see 5305-13	Clerk, Stock Records	see 5505-11
Clerk, Appointment	see 5601-11	Clerk, Stores	see 5505-11
Clerk, Articled	see 2605-91	Clerk, Superannuation Fund	see 5303-11
Clerk, Audit	see 5301-13	Clerk, Supply	see 5505-11
Clerk, Bad-debts	see 5901-13	Clerk, Tally	see 5501-13
Clerk, Barrister's	see 5907-13	Clerk, Telephone Reservation Sales	see 5505-15
Clerk, Booking	see 6405-11	Clerk, Ticket	see 6405-11
Clerk, Bookmaker's	see 5999-17	Clerk, Timekeeping	see 5905-11
Clerk, Broadcast	see 5999-99	Clerk, Travel	see 6507-11
Clerk, Change-of-Address	see 5999-99	Clerk, Trucks	see 5503-11
Clerk, Circulation	see 5301-13	Clerk, Warrant	see 5301-13
Clerk, Claims and Credit	see 5301-13	Clerk, Wharf	see 5503-13
Clerk, Classified Advertising	see 5999-15	Clerk-Typist	see 5103-11
Clerk, Collection	see 5901	<b>Clerks, nec</b>	5999-99
Clerk, Correspondence	see 5999-99	Clicker (sp)	4915-11
Clerk, Cost	see 5301-21	Climatologist	see 2907-13
Clerk, Counter (Service)	see 6599-19	Climbing-Tower Crane Driver	see 7311-11
Clerk, Credit Control	see 5301-19	Clinical Allergist (sp)	2303-99
Clerk, Data Processing Control	see 5999-99	Clinical Biochemist (sp)	2303-37
Clerk, Delivery	see 5503-99	Clinical Biochemistry Technician (sp)	3101-13
Clerk, Docket	see 5301-13	Clinical Chemist (sp)	2109-11
Clerk, Employment Records	see 5905-11	Clinical Endocrinologist (sp)	2303-99
Clerk, Export Freight	see 5503-13	Clinical Immunologist	see 2303-37
Clerk, File and Classification	see 5401-13	Clinical Laboratory Bacteriologist	see 2109-11
Clerk, File	see 5401-13	Clinical Laboratory Scientist (a)	2109-11
Clerk, Filing	see 5401-13	Clinical Laboratory Virologist	see 2109-11
Clerk, General Insurance	see 5303-11	Clinical Microbiologist (sp)	2303-37
Clerk, General	see 5999-99	Clinical Microbiology Technician (sp)	3101-13
Clerk, Hospital Benefit Fund	see 5303-11	Clinical Nurse Teacher (sp)	2505-25
Clerk, Hospital Ward	see 5601-15	Clinical Pharmacologist (sp)	2303-99
Clerk, Import Freight	see 5503-13	<b>Clinical Physical Scientist</b>	2109-13
Clerk, Information	see 5601-13	<b>Clinical Psychologist</b>	2903-11
Clerk, Inventory	see 5505-11	Clinical Scientist	see 2109-13
Clerk, Invoice-Control	see 5301-13	Cloakroom Attendant	see 6699-99
Clerk, Invoice	see 5301-13	Cloth Cutter (sp)	8199-99
Clerk, Law	see 5907-13	Clothing Presser (sp)	8917-11
Clerk, Legal	see 5907-13	Clown (sp)	2817-13
Clerk, Mail Order	see 5505-15	Club Doorman	see 8901-11
Clerk, Medical	see 5999-99	<b>Coach (Sport)</b>	3915-11
Clerk, Meter Records	see 5999-11	Coach Builder (sp)	4607-11
Clerk, New Issues/Dividends	see 5303-13	Coach Captain (sp)	7101-11
Clerk, Order	see 5505-15	Coach Driver	see 7101-11
Clerk, Pay	see 5301-15	Coach, Basketball	see 3915-11
Clerk, Payroll	see 5301-15	Coach, Football	see 3915-11
Clerk, Personnel Records	see 5905-11	Coach, Golf	see 3915-11
Clerk, Personnel Support	see 5905-11	Coach, Tennis	see 3915-11
Clerk, Policy Holder Services	see 5303-11	Coach/Trainer, Athletics	see 3915-11
Clerk, Postal	see 5909-11	Coal Briquette Maker	see 7399-11
Clerk, Procurement	see 5505-13	Coal Cutting Machineman/woman	see 7201-23
Clerk, Production and Scheduling	see 5501-11	Coal Doctor	see 8109-15
Clerk, Production Control	see 5501-13	Coal Geologist	see 2103-11

Title	Code	Title	Code
Coal Mining Technical Officer	see 3299-99	Communications and Data Systems Drafting Officer (sp)	3201-15
Coal Overburden Driller	see 7317-11	Communications Electronic Systems Technician (Air Force) (sp)	3201-17
Coal Preparation Plant End Loader Operator	see 7399-11	Communications Engineer (sp)	2211-13
Coal Preparation Plant Operator (sp)	7399-11	Communications Engineering Technical Officer (sp)	3201-15
Coal Preparation Plant Picking Belt Operator	see 7399-11	Communications Engineering Technician (sp)	3201-17
Coal Sample Tester (sp)	8109-15	Communications Equipment Tradesperson	see 4311
Coal Sampler	see 8415-11	<b>Communications Equipment Tradespersons, nec</b>	4311-99
Coal Seam Borer	see 7317-11	Communications Officer	see 3999-11
Coal Seam Drill Operator (sp)	7317-11	Communications Programmer (sp)	2707-13
Coal Trimmer	see 8415-11	Community Advisor	see 3901-11
Coal Washing Plant Foreman/woman	see 7399-01	Community Development Officer (a)	3901-11
Coal Washing Plant Operator/Attendant	see 7399-11	Community Health Nurse	see 3401-13
Coating Machine Operator (Papermaking)	see 7415-11	Community Health Specialist	see 2303-99
Coating Solution Mixer	see 7305-11	Community Outreach Worker	see 3901-11
Cocktail Bar Attendant	see 6503-11	Community Pharmacist (a)	2307-15
Coffee Grower	see 1401-31	Community Planner	see 2907-11
Coffin Maker (sp)	4903-11	Community Psychologist	see 2903-15
Coil Operator	see 7399-13	<b>Community Social Worker</b>	2601-13
Coil Winder, Heavy Duty	see 4303-11	<b>Community Worker</b>	3901-11
Coil Winder, Light	see 8103-13	Compactor Operator (a)	7207-13
Coil Winding Machine Operator	see 8103-13	Companion Help	see 6607-11
Coiled Tubing Operator	see 7317-11	Company Director	see 1201-11
Collection Agent (sp)	5901-11	Company Manager	see 1201-11
Collection Clerk	see 5901	Company Sales Manager	see 1303-11
Collector, Parking Meter	see 8999-99	Company Secretary (sp)	1301-11
Colliery Electrician	see 4309-11	Company Sergeant Major (sp)	3999-33
Colonel (sp)	1319-15	Compere (sp)	2819-11
Colour Mixer	see 7305-11	Compiler Writer	see 2707-11
Colour Printer Operator	see 7435-11	Complaints Clerk (sp)	5601-13
Colourist (sp)	3999-25	<b>Composer</b>	2815-19
Columnist (sp)	2807-99	Composing Department Supervisor	see 4501-01
Comber	see 7421-11	<b>Compositor</b>	4501-11
Combine Harvester Operator	see 7209-11	Compounder (Chemicals)	see 7305-11
Combustion Engineer (sp)	2207-11	Compressed Gas Plant Worker	see 7305-11
Comedian (sp)	2817-13	Compression Moulding Machine Operator (sp)	7407-15
Commentator (a)	2819-11	Compressor Turbine Operator	see 7307-11
Commentator, Sport	see 2807-13	Compressor, Confectionery	see 7431-99
Commercial Artist (a)	2805-13	Compressor, Medicinal Tablets	see 7411-11
Commercial Beef Breeder	see 1401-17	Compressor, Salt Tablets	see 7411-11
<b>Commercial Cleaner</b>	8301-13	Comptometrist (sp)	5203-11
Commercial Director	see 1201-11	Computer Analyst (a)	2707-17
Commercial Flower Grower (sp)	1401-99	Computer Audit Manager	see 1311-11
Commercial Manager (Marketing)	see 1303-11	Computer Auditor (sp)	2707-25
Commercial Manager/Director	see 1201-11	Computer Console Operator (sp)	5201-11
Commercial Photographer	see 2803-11	Computer Consultant	see 2707
Commercial Pilot (sp)	3301-11	Computer Engineer (sp)	2211-13
Commercial Programmer	see 2707-11	<b>Computer Operator</b>	5201-11
Commercial Traveller	see 6201	Computer Output/Microfilm Operator	see 5201-99
<b>Commissioned Defence Force Officer</b>	1319-15	Computer Peripheral Equipment Operator	see 5201-11
<b>Commissioned Fire Officer</b>	1319-13	Computer Programmer	see 2707-11
Commissioned Officer, Air Force	see 1319-15	Computer Programmer/Systems Analyst	see 2707-17
Commissioned Officer, Army	see 1319-15	<b>Computer Scientist</b>	2707-23
Commissioned Officer, Navy	see 1319-15	<b>Computer Servicer</b>	4315-13
<b>Commissioned Police Officer</b>	1319-11	Computer Support Equipment Operator	see 5201-11
Commissioner, Conciliation and Arbitration	see 1103-19	<b>Computer Systems Analyst</b>	2707-17
<b>Commodities Broker</b>	6199-11	Computer Systems Designer (Software) (sp)	2707-19
<b>Commodities Buyer</b>	3913-13		
Commonwealth Employment Service Officer	see 5905-13		
Commonwealth Minister	see 1101-11		
Communications Analyst (sp)	2707-17		

Title	Code	Title	Code
Computer Systems Engineer (Software) (a)	2707-19	Consultant, Subject	see 2603-99
Computer Systems Officer	see 2707-13	Consulting Chemist	see 2101-11
Computer Tape Librarian (sp)	5401-11	Consulting Psychologist	see 2903
Computer Technician (a)	4315-13	Consumer Liaison Officer	see 5601-13
Computer Typesetter	see 4501-11	Contact Lens Surfacing Technician	see 4999-13
Computing Professionals	see 2707	Container Loading Clerk (sp)	5503-11
Concentrator Control Room Operator	see 7399-11	Continental Smallgoods Maker	see 4701-13
Concentrator Labourer	see 8415-15	Continuity Person (sp)	3903-99
<b>Concert and Opera Singer</b>	2815-13	Continuity Writer (sp)	2807-15
Concierge, Hotel	see 8903-01	Continuous Digester Operator (Paper Pulp Preparation)	see 7399-15
Conciliation and Arbitration Commissioner (a)	1103-19	Continuous Digester Operator, Chemical Pulp (Paper)	see 7399-15
Concrete Batcher	see 7399-35	Continuous Digester Operator, Semi-chemical Pulp (Paper)	see 7399-15
<b>Concrete Batching Plant Operator</b>	7399-35	Continuous Kiln Operator	see 7315-15
Concrete Extra Hand (sp)	8403-11	Continuous Miner Driver, Underground	see 7201-23
Concrete Finisher (sp)	8403-11	Continuous Mining Machine Operator (sp)	7201-23
Concrete Floor Layer	see 8403-11	Continuous Plant Galvaniser (sp)	8199-11
Concrete Formwork Stripper	see 8403-11	Continuous Still Operator	see 7305-11
Concrete Layer	see 8403-11	Continuous Towel Rolling-Machine Attendant	see 8917-11
Concrete Machine Moulder	see 7419-11	Continuous Vulcanising Machine Operator	see 7409-99
Concrete Mixer Driver (sp)	7105-13	Contract Bricklayer	see 4403-11
Concrete Pipe Machine Operator (sp)	7419-11	Contract Builder (sp)	1601-15
Concrete Pipe Spin-Caster	see 7419-11	Contract Carpenter	see 4401-11
Concrete Pre-cast Moulder (sp)	7419-11	Contract Carpet Layer	see 4919-11
<b>Concrete Products Machine Operator</b>	7419-11	Contract Cleaner	see 8301-13
<b>Concrete Pump Operator</b>	7399-23	Contract Curtain Fitter	see 8401-13
Concrete Slab Layer (sp)	8403-11	Contract Fibrous Plasterer	see 4407-13
<b>Concrete Worker</b>	8403-11	Contract Grower, Poultry Meat Production	see 1401-25
Concreter (a)	8403-11	Contract Musterer	see 8201-11
Concreter and Pebbleconcreter	see 8403-11	Contract Plumber	see 4409-11
Conductor (Bus/Tram)	see 6405-13	Contract Plumber, Drainer and Gasfitter	see 4409
<b>Confectioner</b>	4799-17	Contract Roof Tiler	see 4411-11
Confectioner (Non-Trade)	see 4799-17	Contract Sales Administrator	see 1303-11
Confectioner, Skilled	see 4799-17	Contract Solid Plasterer	see 4407-11
Confectionery Processor	see 7431-99	Contract Wall and Floor Tiler	see 4413-11
Confectionery Supervisor	see 4799-01	Contractor, Backfat Testing	see 3103-31
Conference Co-ordinator	see 3999-99	Contractor, Bricklayer	see 4403-11
Confidential Messenger	see 5605-11	Contractor, Carpenter and Joiner	see 4401-11
Conjurer	see 2817-13	Contractor, Carpet Laying	see 4919-11
Concrete Laying Plant Operator	see 7207-11	Contractor, Concrete Blocklaying	see 4403-11
Consecutive Interpreter	see 2999-19	Contractor, Concreting	see 8403-11
Conservation Officer	see 3905-99	Contractor, Crutching	see 4929-01
Conservationist, Soil	see 2199-13	Contractor, Drainage	see 4409-15
<b>Conservator</b>	2999-11	Contractor, Drenching	see 8299-99
Conservator of Forests	see 1399-99	Contractor, Electrical	see 4309-11
Console Operator (Computer)	see 5201-11	Contractor, Farm Machinery	see 7209-11
Console Operator, Service Station	see 6403-11	Contractor, Fencing	see 8499-15
Construction Engineer (sp)	2209-11	Contractor, Fibrous Plastering	see 4407-13
Construction Labourer	see 8499-17	Contractor, Foot-Rotting	see 8201-11
Construction Supervisor	see 3207-11	Contractor, Logging	see 8203-03
<b>Construction Trades Assistant</b>	8101-13	Contractor, Mulesing	see 8201-11
Construction Worker	see 8499-17	Contractor, Pipe Laying	see 4409
Construction-Crane Driver	see 7311-11	Contractor, Plumbing	see 4409
Consul-General (sp)	1101-99	Contractor, Pregnancy Testing (Farm Animals)	see 3103-31
Consultant Corsettiere	see 6301-13	Contractor, Roof Tiling	see 4411-11
Consultant Historian	see 2907-15	Contractor, Shearing	see 4929-01
Consultant Investigator, Retail	see 8911-13	Contractor, Solid Plastering	see 4407-11
Consultant Physician	see 2303-41	Contractor, Timber Getting	see 8203-03
Consultant, Cosmetic	see 6699-15	Contractor, Wall and Floor Tiling	see 4413-11
Consultant, EDP	see 2707		
Consultant, Investment	see 6101-99		
Consultant, Medical Records	see 2799-11		
Consultant, Programming	see 2707-15		
Consultant, Software	see 2707-19		

Title	Code	Title	Code
Contracts Administrator, Building	see 1601-13	<b>Cooper</b>	4905-15
Contracts Engineer, Electrical	see 2211-11	<b>Coppersmith</b>	4203-13
Contracts Engineer, Mechanical	see 2213-11	Copy Boy/Girl (sp)	5605-11
Control Clerk, Data Processing	see 5599-99	Copy Camera Operator (sp)	7435-11
Control Equipment Tradesperson	see 4399-99	Copy Holder	see 5999-13
Control Room Operator (Hydro-Electric Station)	see 7301-11	Copy Lathe Operator (sp)	4901-11
Control Room Operator, Bulk Materials and Fluids Handling	see 7309-11	Copy Typist	see 5103-13
Control Room Operator, Coal Preparation Plant	see 7399-11	<b>Copy-writer</b>	2807-15
Control Room Operator, Grain Handling	see 7309-11	Coral Collector (sp)	8299-99
Control Room Operator, Ore Handling	see 7309-11	Cordial Making Supervisor	see 7431-01
Control Room Operator, Tank Farm	see 7309-11	Core Drill Operator's Assistant	see 8415-13
Control Systems Drafting Officer (sp)	3201-15	Core Drill Operator	see 7317-11
Controller, Accounting	see 1301-11	Coremaker (sp)	4207-13
Controller, Air Traffic	see 3303-11	Coring Engineer	see 8415-13
Controller, Area, Generation	see 7301-01	Cork Tile Floor Layer	see 4919-11
Controller, Finance	see 1301-11	Coronary Care Nurse (sp)	3401-99
Controller, Freight Traffic	see 5503-11	<b>Coroner</b>	1103-11
Controller, Inventory	see 5505-11	Corporate Finance Manager	see 1301-11
Controller, Operations, Air Transport (Government)	see 3303-11	Corporate Finance Officer (sp)	6101-99
Controller, Pit	see 3299-99	Corporate Information Services Manager	see 1311-11
Controller, Power Plant	see 7301-01	Corporate Legal Officer (sp)	2605-99
Controller, Quality (Non-Trades)	see 8109	Corporate Personnel Manager	see 1309-11
Controller, Quality, Furniture, Cushions and Covers	see 8109-13	Corporate Remuneration Manager	see 1309-11
Controller, Railway Yard	see 7399-01	Corporate Safety Manager	see 1309-11
Controller, Train	see 5503-01	<b>Corporate Safety Officer</b>	3905-27
Controller, Weed	see 8999-13	Correspondence Clerk	see 5999-99
Controller, Work Shop	see 1599-99	Correspondent	see 2807-13
Converter Machine Operator	see 5201-99	Corrosion Control Coating Specialist	see 4405-11
Conveyancing Clerk (sp)	5907-13	Corrugated Machinist	see 4505
Conveyor Belt Extension Hand	see 8415-11	Cosmetic Consultant	see 6699-15
Conveyor Belt Operator (sp)	7309-11	Cosmetician	see 6301-23
Conveyor Belt Operator, Bulk Materials Handling	see 7309-11	Cosmic Ray Physicist	see 2105-11
Conveyor Belt Operator, Underground Mine	see 7201-23	Cosmologist (sp)	2105-11
Conveyor Belt Patrolman/woman	see 8415-11	Cost Accountant	see 2701-11
Cook's Assistant	see 8919-11	<b>Cost Clerk</b>	5301-21
Cook, Apprentice	see 4705-91	Costume Designer (sp)	2805-11
Cook, Breakfast	see 4705-99	Cottage Carpenter	see 4401-11
Cook, Chinese Foods	see 4705-13	Cottage Cheesemaker	see 4799-15
Cook, Domestic	see 4705-99	Cottage Father/Mother	see 6601-17
Cook, Fast Food	see 4705-99	Cottage Parent (a)	6601-17
Cook, Fruit Conserve	see 7431-27	Cotton Gin Operator	see 7421-13
Cook, Fruit Pulp	see 7431-27	<b>Cotton Ginner</b>	7421-13
Cook, Greek Foods	see 4705-13	Cotton Ginning Bookman/woman (sp)	7421-13
Cook, Italian Foods	see 4705-13	Cotton Grower (sp)	1401-99
Cook, Jam and Sauce	see 7431-27	Cotton Picker Operator	see 7209-11
Cook, Marine	see 4705-13	Cotton Picking Machine Operator (sp)	7209-11
Cook, Qualified	see 4705-13	Couchmaker (sp)	4903-11
Cook, Shearers'	see 4705-99	Counsel	see 2605-11
Cook, Short Order	see 4705-99	Counselling Psychologist	see 2903
Cook, Station	see 4705-99	Counsellor, Aboriginal	see 2603-99
Cook, Tomato Products	see 7431-27	Counsellor, Drug Alcohol	see 2603-11
Cook, Vegetarian	see 4705-13	Counsellor, Educational	see 2603-99
Cook, Vietnamese	see 4705-13	Counsellor, Family Law Court	see 2603-15
Cooker Operator	see 7431-27	Counsellor, Family	see 2603-13
Cooker, Casings	see 7431-27	Counsellor, General	see 2603
Cooker, Fish	see 7431-27	Counsellor, Marriage	see 2603-13
<b>Cooks, nec</b>	4705-99	Counsellor, Rehabilitation	see 2603-11
Cooling Bed Operator	see 7399-13	Counsellor, Student	see 2603-99
		Counsellor, Vocational	see 2603-17
		<b>Counsellors, nec</b>	2603-99
		Counter Clerk (Service)	see 6599-19
		County Court Judge	see 1103-13
		Courier Driver (sp)	7105-11
		Courier Guard	see 8911-13

Title	Code	Title	Code
Courier, Medical	see 7105-11	Crumpet Making Supervisor	see 4703-01
Courier, Road Transport	see 7105-11	Crusher Attendant	see 7399-11
Courier	see 7105-11	Crusher Control Room Operator (Primary)	see 7399-11
<b>Court and Hansard Reporter</b>	5101-15	Crusher Operator, Plastics Factory	see 7407-11
Court Attendant (a)	5907-15	Crusher Operator, Sugar Cane	see 7431-13
<b>Court Orderly</b>	5907-15	Crusher, Clay	see 7399-99
Court Registrar (sp)	2999-99	Crushing Supervisor (mineral ore)	see 7399-01
Court Reporter	see 5101-15	Cryptographic Machine Operator (sp)	5201-99
Court Usher (sp)	5907-15	Crystallographer (sp)	2105-11
Cover Inspector	see 8109-13	Cucumber Grower	see 1401-33
Coxswain (sp)	8925-11	Culinary Bean Grower	see 1401-33
Cracker Attendant	see 7399-11	Cumquat Grower	see 1401-31
Craftworker, Glass	see 4925-99	Cupelman (Silver)	see 7315-11
Craftworker, Leather	see 4925-99	Cupelman/woman (sp)	7315-11
Craftworker, Metal	see 4925-99	Curate	see 2607-11
Craftworker, Paper	see 4925-99	Curator of Grounds	see 4803-01
Craftworker, Plastics	see 4925-99	Curator, Museum	see 2999-11
Craftworker, Printing	see 4925-99	Curator, Museum/Art Gallery Department	see 2999-11
Craftworker, Wood	see 4925-99	Curator, Oval/Racecourse	see 4803-01
<b>Craftworkers, nec</b>	4925-99	Curator, Zoo	see 2999-11
<b>Crane Chaser</b>	8499-13	Currants, Red or Black, Grower	see 1401-31
Crane Driver, Climbing Tower	see 7311-11	Curriculum Advisory Officer	see 2905-11
Crane Driver, Gantry	see 7311-11	Curriculum Advisory Teacher (sp)	2905-11
Crane Driver, Hot Metal	see 7311-11	<b>Curriculum Development Officer</b>	2905-11
Crane Driver, Hydraulic-Boom	see 7311-11	Curriculum Development Officer	see 2905-11
Crane Driver, Luffing	see 7311-11	Curtain Fitter (sp)	8401-13
Crane Driver, Mobile	see 7311-11	Cushion Inspector	see 8109-13
Crane Driver, Monorail	see 7311-11	Custard Apple Grower	see 1401-31
Crane Driver, Pendant Controlled Overhead	see 7311-11	Custard Maker (sp)	7431-21
Crane Driver, Pin Jib	see 7311-11	Custom Furniture Maker (sp)	4903-11
Crane Driver, Rough Terrain	see 7311-11	Customer Service Officer (sp)	5601-13
Crane Driver, Tower	see 7311-11	Customs Agent (sp)	5503-15
Crane Driver, Truck Mounted	see 7311-11	Customs Clerk (sp)	5503-15
<b>Crane Operator</b>	7311-11	Customs Examining Officer (sp)	3905-19
Crane Operator, Stacker	see 7311-11	<b>Customs Investigator</b>	3905-19
Crawler-Crane Driver	see 7311-11	Cut-off Collector	see 5999-11
Creche Attendant (sp)	6601-15	Cutter Hand, Furriers	see 4911-17
Creche Worker	see 6601-15	Cutter Operator (Food Processing)	see 7431-19
Credit Analyst	see 5301-19	Cutter Operator (Paper)	see 7415-13
<b>Credit and Loans Analyst</b>	3999-29	Cutter, Cellular Plastics	see 8199-25
Credit Control Clerk	see 5301-19	Cutter, Dress	see 4911-15
Credit Manager	see 1301-11	Cutter, Flexible Foam	see 8199-25
Credit Manager, State	see 1301-11	Cutter, Rigid Foam	see 8199-25
<b>Credit Officer</b>	5301-19	Cutter, Shoemaking	see 4915-11
Credit Union Clerk	see 5999-99	Cutter, Tailors and Dressmakers	see 4911-15
Credit Union Manager (sp)	1507-11	Cutter, Textile	see 8199-99
Creel Operator	see 7409-11	Cutter, Upholstery	see 4913-11
Cremator	see 7315-17	Cutter-Suction Dredge Operator	see 7201-25
Crematorium Assistant (sp)	8999-21	Cyanide Operator	see 7399-11
Crematorium Plant Operator (sp)	7315-17	Cyanider	see 7315-13
Criminologist (sp)	2907-99	Cyclone Plant Attendant	see 7399-11
Critic (sp)	2807-99	Cylinder Filler	see 7433-11
Critic, Art	see 2807-99	Cylinder Machine Operator	see 7415-11
Critic, Drama	see 2807-99	Cylinder Maker	see 4503-13
Critic, Film	see 2807-99	<b>Cylinder Preparer (Printing)</b>	4503-13
Critic, Literary	see 2807-99	Cylinder Reviser (sp)	4503-13
Critic, Music	see 2807-99	Cytogeneticist	see 2107-99
Crocodile Farmer	see 1401-99	Cytologist (sp)	2109-11
Crop Marker	see 8299-99	Cytopathologist	see 2303-37
Cross Feed Splicer Operator	see 7413-19	Cytopathology Technician (sp)	3101-13
Crosswalk Attendant	see 8999-99	Cytotechnologist	see 2109-11
Croupier (sp)	6699-99		

Title	Code	Title	Code
<b>D</b>			
Dairy Cattle Stud Farmer (sp)	1401-19	Delivery Driver	see 7105-13
Dairy and Beef Farmer	see 1401-17	Delivery Van Driver	see 7105-13
Dairy Chemist	see 2101-11	Demographer (sp)	2909-13
<b>Dairy Factory Hand</b>	8199-43	Demolisher, Building	see 8499-17
Dairy Farm Manager (a)	1401-19	Demolition Supervisor	see 3207-11
<b>Dairy Farmer</b>	1401-19	Demolition Worker (sp)	8499-17
Dairy Produce Inspector (sp)	3905-15	Demolition-Crane Driver	see 7311-11
Dairy Supervisor	see 3905-15	Demonstrator (Sales)	see 6599-15
Dairy Technical Officer	see 3103-29	Dental Assistant (sp)	6605-11
Dairy Technician (sp)	3103-31	Dental Ceramicist	see 4999-11
Dairy Technologist	see 3103-29	Dental Chairside Assistant	see 6605-11
<b>Dance Teacher (Private)</b>	2505-15	Dental Hygienist (sp)	3101-15
Dance Therapist	see 2309-11	Dental Laboratory Technician	see 4999-11
<b>Dancer</b>	2813-13	Dental Mechanic (a)	4999-11
Dancer, Chorus	see 2813-13	<b>Dental Nurse</b>	6605-11
Dancing Instructor	see 2505-15	Dental Prosthetist (a)	4999-11
Dark Room Attendant (sp)	7435-11	Dental Public Health Specialist	see 2305-13
<b>Data Base Administrator</b>	2707-21	Dental Receptionist	see 5601-11
Data Base Analyst (sp)	2707-17	Dental Secretary	see 5101-11
Data Base Programmer (sp)	2707-13	<b>Dental Specialist</b>	2305-13
Data Control Clerk	see 5999-99	Dental Surgeon	see 2305-11
<b>Data Entry Operator</b>	5201-13	<b>Dental Technician</b>	4999-11
<b>Data Processing Equipment Operators, nec</b>	5201-99	Dental Technician, Crown and Bridge	see 4999-11
<b>Data Processing Manager</b>	1311-11	Dental Technician, Metal	see 4999-11
Data Processing Operator (a)	5201-13	<b>Dental Therapist</b>	3101-15
<b>Data Transceiver Operator</b>	5201-15	Dental Therapist (School)	see 3101-15
Day Care Mother	see 6601-15	<b>Dentist</b>	2305-11
Day Supervisor/Foreman/woman, Glass	see 7417-01	Denturist	see 4999-11
Daycare Worker (sp)	6601-15	Depalletiser Operator (sp)	7433-99
Deacon/Deaconess (sp)	2607-11	Department Manager (Sales)	see 6301-01
Dealer (General Commodities)	see 6199-11	Department Manager, Men's Wear	see 6301-01
Dealer, Bullion	see 6199-11	Department Manager, Women's Wear	see 6301-01
Dealer, Caravan	see 1599-99	Depilatory Hair Remover	see 6699-15
Dealer, Cattle	see 3913-13	Depositor and Grinder (sp)	4503-13
Dealer, Finance	see 6101-99	Depot Master/Mistress, Road Transport	see 5503-01
Dealer, Inter-company Money Market	see 6101-99	Deputy, Blasting, Underground Mine	see 3299-99
Dealer, Investment	see 6101-11	Deputy Chief Fire Officer	see 1319-13
Dealer, Money Market	see 6101-99	Deputy Director (Educational Institution)	see 1317-99
Dealer, Securities	see 6101-11	Deputy Director of Nursing	see 1315-11
Dean (sp)	1317-99	Deputy Dredge Master/Mistress (Sand Mining)	see 3305-11
Debarker Operator (sp)	7413-99	Deputy Premier	see 1101-11
<b>Debt Collector</b>	5901-11	Deputy Prime Minister	see 1101-11
Deck Hand (Fishing Vessel)	see 8925-11	Deputy Principal (Educational Institution)	see 1317-11
Deck Officer	see 3305-13	Deputy Public Trustee	see 1399-99
Deck Officer, Cadet	see 3305-91	Deputy Secretary (Government Department)	see 1201-11
Deckhand (a)	8925-11	Deputy, Shot-Firing, Underground Mine	see 3299-99
Deckman/woman, Sawmill	see 8199-13	Deputy Vice-Chancellor	see 1201-11
Decolourising Operator (Sugar Processing)	see 7431-13	Deputy, Underground Mine	see 3299-99
Decorator	see 4405-11	<b>Dermatologist</b>	2303-29
Deep Fryer	see 7431-27	Derrick Worker (sp)	8415-13
Deer Farmer	see 1401-99	Derrickman/woman	see 8415-13
Defeatherer and Eviscerator Operator (sp)	7431-19	Design Engineer (Control Systems)	see 2207-11
Defibrator Attendant	see 7399-17	Design Engineer (Petrochemical Processes)	see 2207-11
Delicatessen Manager (sp)	1501-11	Design Engineer (Pump)	see 2213-11
Delicatessen Assistant	see 6301-15	Design Engineer (Tool)	see 2213-11
Delineator	see 2805-13		
Delivery Clerk (sp)	5503-99		
<b>Delivery Driver</b>	7105-11		



Title	Code	Title	Code
Design Engineer (Water Treatment)	see 2207-11	Diesel-Electric Locomotive Driver	see 7107-11
Designer	see 2805	Diesetter	see 4103-17
Designer (Book)	see 2805-13	Diet Cook	see 4705-13
Designer Computer Systems (Hardware)	see 2211-13	Dietary Aide (a)	8921-13
Designer Computer Systems (Software)	see 2707-19	Dietary Assistant	see 8921-13
Designer, Costume	see 3903-99	Dietary Food Attendant	see 8921-13
Designer, Display	see 2805-13	<b>Dietitian</b>	2399-13
Designer, Dress	see 2805-11	Dietitian's Assistant	see 8921-13
Designer, Fashion	see 2805-11	Digital Computer Operator	see 5201-11
Designer, Forms	see 3999-27	Digital Controls Technical Officer (sp)	3201-15
Designer, Furniture	see 2805-15	Dining Room Attendant (sp)	6505-15
Designer, Glassware	see 2805-15	<b>Dining Room Host/Hostess</b>	6505-01
Designer, Graphic	see 2805-13	Directional Drill Operator	see 7317-01
Designer, Industrial	see 2805-15	Directional Driller (sp)	7317-01
Designer, Interior	see 2805-17	Director	see 1201-11
Designer, Jewellery	see 2805-15	Director (Broadcasting)	see 1305-13
Designer, Magazine	see 2805-13	Director (Educational Institution)	see 1317-99
Designer, Package	see 2805-13	<b>Director (Film and Stage)</b>	2811-15
Designer, Pottery	see 2805-15	Director (Government Function)	see 1313-11
Designer, Product	see 2805-15	<b>Director (Radio and Television)</b>	2811-23
Designer, Publication	see 2805-13	<b>Director of Nursing</b>	1315-11
Designer, Textile	see 2805-15	<b>Director of Photography</b>	2811-17
Designer, Tool	see 3205-11	Director of Prisons	see 1201-11
Designer, Urban	see 2907-11	Director of Religious Education	see 1317-99
Designer, Wallpaper	see 2805-15	Director of Surveys	see 1399-13
Desilveriser	see 7315-11	Director, Administration	see 1399-99
Despatch Hand	see 8907-11	Director, Art, Television, Films and Stage	see 2811-11
Despatch Worker	see 8907-11	Director, Casting	see 2811-13
Detail Draftsman/woman (Tool Design)	see 3205-13	Director, Choral	see 2815-11
Detailer, Car	see 8301-21	Director, Company	see 1201-11
Detection Agent	see 3999-99	Director, Computer Centre	see 1311-11
<b>Detective</b>	3501-13	Director, Executive	see 1201-11
Detective Constable	see 3501-13	Director, Finance	see 1301-11
Detective Sergeant	see 3501-13	Director, Financial	see 1301-11
Detective, Private	see 3999-99	Director, Flight Service	see 6609-01
Detective, Railway	see 3999-99	Director, Gallery	see 1399-99
Development Chemist	see 2101-11	Director, Health Centre	see 1201-11
Development Machine Miner (sp)	7201-23	Director, Health Service	see 1201-11
Development Miner	see 7317-11	Director, Human Relations	see 1309-11
Development Stope Miner	see 4909-13	Director, Human Resources	see 1309-11
Developmental Geneticist	see 2107-99	Director, Lighting	see 3903-01
Diagnostic Radiologist (sp)	2303-23	Director, Marketing	see 1303-11
Diagnostic Ultrasound Radiologist	see 2303-23	Director, Media Centre	see 1399-99
Dialysis Technician (sp)	3101-99	Director, Medical Administration	see 1201-11
Diamond Cutter (sp)	4923-13	Director, Medical Services	see 1201-11
Diamond Drill Runner	see 7317-11	Director, National Museums	see 1201-11
Diamond Driller (sp)	7317-11	Director, Real Estate	see 1599-17
Diamond Driller (Mineral Exploration)	see 7317-11	Director, Sales	see 1303-11
Diamond Driller's Assistant (Mineral Exploration)	see 8415-13	Director, Technical	see 2811-25
Diamond Driller's Helper	see 8415-13	Director, Television Films and Stage	see 2811-15,23
Diamond Setter	see 4923-11	Director-General	see 1201-11
Diamond Wheel Finisher	see 7419-99	Director-General (State Government Department)	see 1201-11
Dictatypist (sp)	5103-13	Disc Jockey (sp)	2819-11
Die Caster (sp)	4101-11	Disciplinary Warrant Officer (sp)	3999-33
<b>Die Setter</b>	4103-17	Dishwasher (sp)	8919-11
Die Setter (Plastics)	see 7407-11	Dispatch Clerk	see 5503-11
Die Sinker (sp)	4101-11	Dispatch Foreman/woman, Sawmill	see 7413-01
Diemaker	see 4101-11	Dispatch Rider (Army) (sp)	5605-11
Diesel Engine Fitter	see 4103-11	Dispatch Storeman/woman	see 8907-11
Diesel Fitter-Mechanic (sp)	4103-11	Dispatch Supervisor, Sawmill	see 7413-01
Diesel Loader Operator	see 7201-23	Dispatch Supervisor, Shipping Clerks	see 5503-01
Diesel Mechanic	see 4601-11	Dispatcher, Ambulance	see 5503-15
Diesel Motor Mechanic (sp)	4601-11		

Title	Code	Title	Code
Dispatcher, Automobile Association	see 5503-15	Dogperson	see 8499-13
Dispatcher, Fire Brigade	see 5503-15	Domestic	see 8301-99
Dispatcher, Marine	see 5503-15	Domestic Cleaner (sp)	8301-99
Dispatcher, Police	see 5503-15	Domestic Cook (sp)	4705-99
Dispatcher, Protective Services	see 5503-15	<b>Domestic Housekeeper</b>	8915-13
Dispatcher, Radio	see 5503-15	Domestic Interior Designer	see 3999-21
Dispatcher, Taxi	see 5503-15	Domestic, Hospital	see 8301-15
Dispatcher, Truck	see 5503-15	Domiciliary Nurse (sp)	3401-13
Dispensing Optician	see 4999-13	<b>Door Attendant</b>	8901-11
Dispensory Assistant	see 6301-23	<b>Door-to-Door Salesperson</b>	6501-15
Display Artist (sp)	2805-13	Doorman/woman (a)	8901-11
Display Designer	see 2805-13	Double-end Tenoner Operator (sp)	4901-11
Display Person	see 3999-19	Doubler	see 7421-11
Display Stand Carpenter	see 4401-11	Doughmaker (sp)	4703-13
Disposal Plant Operator	see 7399-29	Down Draft Kiln Operator	see 7315-15
Distillation Manager	see 7431-01	Downhole Tool Operator	see 7317-11
Distillation Operator (Chemicals)	see 7305-11	Dozer Driver	see 7201-11
Distiller (Beverages) (sp)	7399-99	DP Consultant	see 2707
Distiller (Chemicals) (sp)	7305-11	Drafting Assistant, Civil Engineering	see 3203-13
Distillery Supervisor	see 7431-01	Drafting Assistant, Electrical Engineering	see 3201-13
Distribution Clerk (sp)	5503-11	Drafting Assistant, Electronics Engineering	see 3201-17
Distribution Engineer	see 2211-11	Drafting Assistant, Mechanical Engineering	see 3205-13
Distribution Switching Operator	see 7301-11	Drafting Assistant, Surveying	see 3207-15
District Court Judge	see 1103-13	Draftsman/woman, Air-Conditioning	see 3205-11
District Health Inspector	see 3905-21	Draftsman/woman, Aircraft Detail	see 3299-99
District Officer (Fire-Fighting)	see 7211-01	Draftsman/woman, Architectural	see 3207-13
District Road Engineer	see 2209-11	Draftsman/woman, Cartographic	see 3207-15
District Sales Manager	see 1303-11	Draftsman/woman, Chemical Plant Design	see 3103-11
District Sales Manager (Insurance)	see 1303-11	Draftsman/woman, Civil Design	see 3203-11
District Welfare Officer	see 3901-15	Draftsman/woman, Civil Engineer Detail	see 3203-13
Diver	see 4999-21,23	Draftsman/woman, Civil Engineering	see 3203-11
Diver, Harbour	see 4999-23	Draftsman/woman, Civil Engineering and Data Systems	see 3201-15
Diver, Onshore Construction	see 4999-23	Draftsman/woman, Control Systems	see 3201-15
Diver, Pearl	see 4999-23	Draftsman/woman, Detail (Tool Design)	see 3205-13
Diver, Saturation	see 4999-21	Draftsman/woman, Electrical Design	see 3201-11
Diver, Shallow Water	see 4999-23	Draftsman/woman, Electrical Engineering Detail	see 3201-13
Division Manufacturing Manager	see 1305-11	Draftsman/woman, Electrical Engineering	see 3201-11
Division Personnel Manager	see 1309-11	Draftsman/woman, Electronics Design	see 3201-15
Division Purchasing Manager	see 1307-11	Draftsman/woman, Electronics Detail	see 3201-17
Division Sales Manager	see 1303-11	Draftsman/woman, Electronics Engineering	see 3201-15
Division Works Manager	see 1305-11	Draftsman/woman, Equipment Design (Electronics)	see 3201-15
Division/Branch Accounting Manager	see 1301-11	Draftsman/woman, Heating and Ventilating	see 3205-11
Division/Branch Administration Manager	see 1399-99	Draftsman/woman, Jig and Tool Design	see 3205-11
Divisional Accountant	see 1301-11	Draftsman/woman, Lighting Design	see 3201-11
Divisional General Manager	see 1201-11	Draftsman/woman, Mechanical Design	see 3205-11
Divisional Manager (Insurance)	see 6103-01	Draftsman/woman, Mechanical Detail	see 3205-13
Divisional Manager	see 1399-99	Draftsman/woman, Mechanical Engineering	see 3205-11
Docker (Sawmill)	see 7413-15	Draftsman/woman, Mining Detail	see 3299-99
<b>Dockerman/woman</b>	7413-15	Draftsman/woman, Motor Control	see 3201-11
Docket Clerk	see 5301-13	Draftsman/woman, Relays	see 3201-11
Dockhand (sp)	8909-11	Draftsman/woman, Road Design	see 3203-11
Docking Sawyer	see 7413-15	Draftsman/woman, Sewage Pumping	see 3205-11
Doctor	see 2301-11	Draftsman/woman, Sewage Reticulation	see 3203-11
Doctor's Receptionist	see 5601-11	Draftsman/woman, Shipbuilding Design	see 3299-99
Doffer (Textiles)	see 7421-11		
Dog Breeder	see 1401-99		
Dog Controller	see 3905-99		
Dog Groom	see 8999-11		
Dog Trainer (sp)	4931-99		
Dog Trainer, Greyhound	see 4931-99		
Dog Trainer, Obedience	see 4931-99		
Dogger	see 8299-11		
Dogman/woman (sp)	8499-13		

Title	Code	Title	Code
Draftsman/woman, Steel Detail	see 3203-13	Drilling Supervisor, Open Cut Mining	see 7317-01
Draftsman/woman, Structural Design	see 3203-11	<b>Drink Waiter/Waitress</b>	6505-13
Draftsman/woman, Structural Engineering	see 3203-11	Drive-in Attendant (Food)	see 6301-15
Draftsman/woman, Substation Design	see 3201-11	Drive-in Attendant (Theatre)	see 8901-11
Draftsman/woman, Survey Detail	see 3207-15	Driver's Offsider, Truck	see 8909-17
Draftsman/woman, Surveying	see 3207-15	Driver, ANFO Truck	see 7105-13
Draftsman/woman, Topographic	see 3207-15	Driver, Armoured Car	see 7105-11
Draftsman/woman, Tunnels	see 3203-11	Driver, Articulated Bus	see 7101-11
Dragline Excavator Driver	see 7201-21	Driver, Automobile	see 7103-11
Dragline Foreman/woman, Open Cut Mine	see 7201-01	Driver, Bridge-Crane	see 7311-11
Dragline Oiler (sp)	7201-91	Driver, Bus	see 7101-11
Dragline Operator (sp)	7201-21	Driver, Cab	see 7103-11
Dragline Supervisor (sp)	7201-01	Driver, Cabin Controlled Overhead Crane	see 7311-11
Drain Cleaner (sp)	4409-15	Driver, Car, Underground Mine	see 7201-23
Drain Digger, Underground Mine	see 8415-11	Driver, Car	see 7103-11
Drainage Contractor	see 4409-15	Driver, Coach	see 7101-11
<b>Drainer</b>	4409-15	Driver, Construction-Crane	see 7311-11
Drainer (Unlicensed)	see 8101-13	Driver, Continuous Miner, Underground Mine	see 7201-23
Drama Coach	see 2505-17	Driver, Courier	see 7105-11
Drama Critic	see 2807-99	Driver, Crane, Monorail	see 7311-11
Drama Teacher	see 2505-17	Driver, Delivery Van	see 7105-11
<b>Drama Teacher (Private)</b>	2505-17	Driver, Delivery	see 7105-11
Dramatic Artist	see 2817-11	Driver, Demolition-Crane	see 7311-11
Dramatic Coach	see 2505-17	Driver, Dozer	see 7201-11
Dramatist	see 2809-11	Driver, Drag-line Excavator	see 7201-21
Draper	see 1501-11	Driver, Electric Train	see 7107-11
Drawer-in (sp)	7425-11	Driver, Float	see 7105-13
Drawing Machine Operator	see 7421-11	Driver, Fork Truck	see 7203-11
Dredge Master (sp)	3305-11	Driver, Fork-Lift	see 7203-11
<b>Dredge Operator</b>	7201-25	Driver, Fuel Truck	see 7105-13
Dredge Operator Endless Bucket	see 7201-25	Driver, Furniture Removalist	see 7105-15
Dress Cutter	see 4911-15	Driver, Grader	see 7201-27
Dresser (Textiles)	see 7425-11	Driver, Harness Race	see 3915-15
Dresser/Grinder	see 7405-11	Driver, Hauler	see 7105-13
<b>Dressmaker</b>	4911-13	Driver, Haulpak	see 7105-13
Dressmaker Teacher	see 2505-99	Driver, Hearse	see 7103-11
Dressmaking Teacher (Private) (sp)	2505-99	Driver, Hire Car	see 7103-11
Dried Milk Products Maker (sp)	7431-21	Driver, Launch	see 7303-13
Dried Pea Grower	see 1401-33	Driver, Lift-Truck	see 7203-11
Drill and Blast Foreman/woman	see 7317-01	Driver, Marine Engine	see 7303-13
Drill Fitter	see 8415-13	Driver, Mechanical Bogger	see 7201-23
Drill Grader	see 7317-11	Driver, Mobile Crane	see 7311-11
Drill Helper, Diamond Drilling	see 8415-13	Driver, Mobile Wharf-Crane	see 7311-11
Drill Operator, Fluids Drilling	see 7317-11	Driver, Motor Bus	see 7101-11
Drill Operator, Oil and Gas	see 7317-11	Driver, Ore and Mullock Truck	see 7105-13
Drill Operator, Rotary	see 7317-11	Driver, Pin-Jib Crane	see 7311-11
Driller, Coal Seam	see 7317-11	Driver, Racing Car	see 3915-15
Driller, Fluids Drilling	see 7317-11	Driver, Rail Car	see 7107-11
Driller, Mayhew	see 7317-11	Driver, Rail Motor	see 7107-11
Driller, Mineral Exploration	see 7317-11	Driver, Railway Engine	see 7107-11
Driller, Oil and Gas	see 7317-11	Driver, Reach Truck	see 7203-11
Driller, Open Cut Mining	see 7317-11	Driver, Road Freighter	see 7105-13
Driller, Seismic Shot	see 7317-11	Driver, Road Train	see 7105-13
Driller, Senior	see 7317-11	Driver, Roller	see 7207-13
Driller, Vertical	see 7317-11	Driver, Rough-Terrain Crane	see 7311-11
Driller, Water Well	see 7317-11	Driver, Semi-trailer	see 7105-13
<b>Driller's Offsider</b>	8415-13	Driver, Shovel	see 7201-21
Drilling and Blasting Foreman/woman	see 7317-01	Driver, Shunting Engine	see 7107-11
Drilling and Blasting Supervisor	see 7317-01	Driver, Shuttle Car, Underground Mine	see 7201-23
Drilling Fluids Engineer	see 2219-99	Driver, Stationary Internal Combustion Engine	see 7303-11
Drilling Foreman/woman, Open Cut Mining	see 7317-01	Driver, Steam Engine	see 7107-11
<b>Drilling Plant Operator</b>	7317-11	Driver, Stock Transport	see 7105-13

Title	Code	Title	Code
Driver, Storeman/woman	see 7105-11	Drum Plant Attendant	see 7399-11
Driver, Sugar Cane Haul-out	see 7209-11	Drummer	see 2815-17
Driver, Sugar Locomotive	see 7107-11	Dry Chainman/woman, Sawmill	see 8199-13
Driver, Sugar Mill Platform Turbine Engine	see 7303-11	Dry Cleaning Establishment Manager (sp)	1501-11
Driver, Sugar Train	see 7107-11	<b>Dry Cleaning Machine Operator</b>	7499-15
Driver, Tanker	see 7105-13	Dry Cure Man/Woman	see 7431-19
Driver, Taxi	see 7103-11	<b>Dry End Papermaking Machine Operator</b>	7415-13
Driver, Taxi Truck	see 7105-11	Dry Explosive Mixer	see 7411-13
Driver, Tip Truck	see 7105-13	Dry Ice Maker	see 7305-11
Driver, Tonnes Motor Lorry	see 7105-13	Dry Mill Process Worker	see 7399-11
Driver, Tow Truck	see 7105-13	Dry Mill Separation Operator	see 7399-11
Driver, Tower Crane	see 7311-11	Dry Mill Timber Grader	see 8109-11
Driver, Tower Wharf-Crane	see 7311-11	Dry Press Operator, Clay	see 7419-13
Driver, Tractor, Pineapple Growing	see 7209-11	Dry Renderer	see 7431-19
Driver, Tractor-Crane	see 7311-11	Dry-Cleaner	see 7499-15
Driver, Tram	see 7101-13	Dry-Cleaner, Apprentice	see 7499-15
Driver, Truck (Articulated)	see 7105-13	Dry-Cleaning Plant Operator	see 7499-15
Driver, Truck (Heavy)	see 7105-13	<b>Dryer Operator (Mineral Ore Testing)</b>	see 7399-11
Driver, Truck (Light)	see 7105-11	Dryer Operator, Paper Machine	see 7415-13
Driver, Truck-Mounted Crane	see 7311-11	Dubbing Machine Operator (sp)	3903-11
Driver, Turret Truck	see 7203-11	Dubbing Projectionist (Sound Mixing) (sp)	3903-11
Driver, Underground Truck	see 7201-23	Duboisia Grower	see 1401-31
Driver, Van	see 7105-11	Ductworker (sp)	4203-17
Driver, Water Cart	see 7105-13	Dumpman/woman (Logging)	see 8203-15
Driver, Water Truck	see 7105-13	Dust Sampler	see 8415-11
Driver, Winder (Mine Cage)	see 7313-11	Duty Programmer	see 2707-11
Driver, Winding Engine	see 7313-11	Dye Penetrant Testing Technician (sp)	3299-11
Driver/Cyclist (Sport)	see 3915-15	Dye Vat Attendant	see 7425-17
Driver/Escort, Armoured Car	see 7105-11	Dyeing and Finishing Technical Officer (sp)	3103-23
Drivers Offsider, Truck	see 8909-17	Dyeing and Finishing Technologist	see 3103-23
Driveway Attendant (a)	6599-21	Dyeing, Bleaching, Finishing Machine Operator	see 7425-17
<b>Driving Instructor</b>	2505-19	<b>Dyer</b>	see 7425-17
Driving Instructor, Articulated Vehicle	see 2505-19	Dyer, Art	see 2801-99
Drop Hammer Smith	see 4201-11	Dyer, Garment	see 7425-17
Drop Sorter Operator (sp)	7413-99	Dyer, Shoe	see 7429-11
Drover (sp)	8201-11	Dyer, Textile	see 7425-17
Drug and Alcohol Counsellor (sp)	2603-11	Dyer's Assistant	see 8199-99
Drug Plants Grower	see 1401-99		

## E

Ear Piercer	see 6699-15	Economist, Financial	see 2901-11
Ear, Nose and Throat Specialist (a)	2303-31	Economist, Industrial	see 2901-11
Early Child Care Adviser (sp)	2905-13	Economist, Labour	see 2901-11
Early Childhood Teacher (a)	2401-11	Economist, Research	see 2901-11
<b>Earth Science Technical Officer</b>	3103-15	Economist, Transport	see 2901-11
<b>Earth Science Technician</b>	3103-17	Eddy Current Testing Technician (sp)	3299-11
<b>Earthmoving Labourer</b>	8407-11	Edge Bander Operator (sp)	4901-11
Ecological Technical Officer (sp)	3103-25	Edge Gilder/Finisher	see 4507-11
<b>Ecologist</b>	2107-21	Edge Lipping Machine Operator, Particleboard Manufacture	see 7399-17
Ecologist, Animal	see 2107-21	Edge Polisher	see 7419-15
Ecologist, Forest	see 2107-21	Edge Trimmer (Shoemaking)	see 7429-11
Econometrician (sp)	2901-11	Edgerman/woman (sp)	7413-13
Economic Analyst	see 2901-11	Edgerman/woman (Remote Control)	see 7413-13
Economic Geographer (sp)	2907-13	Editor, Agricultural	see 2807-11
Economic Geologist	see 2103-11	Editor, Art	see 2807-11
Economic Historian (sp)	2907-15	Editor, Book	see 2807-11
<b>Economist</b>	2901-11	Editor, Features	see 2807-11
Economist, Agricultural	see 2901-11	Editor, Field-map	see 3207-15
Economist, Building	see 2901-11	Editor, Film	see 2811-19
Economist, Educational	see 2901-11	Editor, Finance	see 2807-11
Economist, Farm Management	see 2901-11		

Title	Code	Title	Code
Editor, Magazine	see 2807-01	<b>Electrical Engineering Associate</b>	3201-11
Editor, News	see 2807-01	Electrical Engineering Design Draftsperson (sp)	3201-11
Editor, News Broadcasting	see 2807-01	Electrical Engineering Detail Draftsperson (sp)	3201-13
Editor, Newspaper/Periodical	see 2807-01	Electrical Engineering Drafting Assistant (sp)	3201-13
Editor, Picture	see 2807-11	Electrical Engineering Drafting Officer (sp)	3201-11
Editor, Script	see 2809-15	Electrical Engineering Draftsman/woman	see 3201-11
Editor, Sound	see 3903-11	Electrical Engineering Technical Officer (sp)	3201-11
Editor, Sports	see 2807-11	<b>Electrical Engineering Technician</b>	3201-13
Editor-in-Chief	see 1201-11	<b>Electrical Equipment Fitter</b>	4303-11
Editorial Assistant (sp)	2807-99	Electrical Equipment Servicer	see 4303-13
Editorial Writer (sp)	2807-99	Electrical Fitter	see 4303-11
EDP Analyst (a)	2707-17	Electrical Fitter, Maintenance	see 4303-11
<b>EDP Auditor</b>	2707-25	Electrical Fitter, Production/Installation	see 4303-11
EDP Consultant	see 2707	Electrical Fitter/Mechanic	see 4303-11
EDP Programmer	see 2707-11	Electrical Inspector	see 3905-11
EDP Salesperson	see 6201-13	Electrical Installation Inspector (sp)	3905-11
EDP Security Analyst (sp)	2707-25	Electrical Instrument Fitter (sp)	4303-11
<b>Education Managers, nec</b>	1317-99	Electrical Instrument Technician (sp)	3201-13
<b>Education Officer</b>	2905-13	<b>Electrical Linesman/woman</b>	4301-11
Education Officer, Curriculum Development (TAFE)	see 2905-11	Electrical Maintenance Engineer (sp)	2211-11
Education Officer (Museum and Art Gallery)	see 2999-99	<b>Electrical Mechanic</b>	4309-11
Education Officer, Planning	see 2905-11	Electrical Mechanic, Aircraft	see 4211-15
Education Officer, Special Education	see 2905-13	Electrical Power Engineer (sp)	2211-11
Education Officer, Staff Development (TAFE)	see 2905-13	Electrical Power Linesman/woman's Assistant (sp)	8101-15
Educational Counsellor (sp)	2603-99	Electrical Tracer	see 3299-99
Educational Economist	see 2901-11	Electrician (a)	4309-11
Educational Guidance Officer (a)	2903-13	<b>Electrician (Special Class)</b>	4309-13
<b>Educational Psychologist</b>	2903-13	Electrician, Automotive	see 4305-11
Educational Research Officer	see 2905	Electrician, Colliery	see 4309-11
Educational Support Teacher (sp)	2407-11	Electrician, Lift	see 4399-11
Effet Boiler Operator	see 7431-13	Electrician, Mine	see 4309-11
Effet Man/Woman	see 7431-13	Electrician, Railway Workshop	see 4309-11
Egg Candler (sp)	8199-45	Electrician, Refinery	see 4309-11
Egg Plant Grower	see 1401-33	Electrician, Ship	see 4309-11
<b>Egg Process Worker</b>	8199-45	Electrician, Shipyard	see 4309-11
Egg Producer (sp)	1401-25	Electrician, Television Studio	see 4309-11
Elastic Attacher	see 7427-11	Electrocardiographic Technician (sp)	3101-99
Electric Arc Furnace Operator	see 7315-11	Electroencephalographic Technician (sp)	3101-99
Electric Arc Furnaceman	see 7315-11	Electroformer (sp)	4209-13
Electric Logging Operator	see 7317-11	Electroformer, Phonograph Record Masters	see 4209-13
Electric Power Linesman/woman's Assistant (sp)	8101-15	Electrologist	see 6699-15
Electric Railway Linesman/woman	see 4301-11	Electrolytic Cell Attendant	see 7399-31
Electric Train Driver	see 7107-11	Electrolytic Cell Attendant (Gold)	see 7399-31
Electric-Arc Welder	see 4205-19	<b>Electrolytic Cell Operator</b>	7399-31
Electric-Meter Reader	see 5999-11	Electrolytic Refiner (a)	7399-31
<b>Electrical and Electronic Equipment Assembler</b>	8103-13	Electrolytic Refiner (Excluding Aluminium)	see 7399-31
Electrical and Electronic Signal Mechanic (sp)	4311-99	Electrolytic Refiner (Silver)	see 7399-31
<b>Electrical and Electronics Tradespersons, nec</b>	4399-99	Electromagnetic Physicist	see 2105-11
<b>Electrical and Telecommunications Trades Assistant</b>	8101-15	Electronic Data Processing Equipment Operators	see 5201
Electrical Appliance Sales Assistant	see 6301-17	Electronic Data Processing Manager	see 1311-11
<b>Electrical Appliance Servicer</b>	4303-13	Electronic Engineer	see 2211-13
<b>Electrical Cable Joiner</b>	4301-13	Electronic Engineering Drafting Officer	see 3201-15
Electrical Contractor (sp)	4309-11	Electronic Engineering Technician	see 3201-17
Electrical Design Draftsman/woman	see 3201-11	Electronic Instrument and Control Tradesperson (sp)	4399-99
Electrical Distribution Officer	see 3201-11		
<b>Electrical Engineer</b>	2211-11		
Electrical Engineer (Research)	see 2211-11		

Title	Code	Title	Code
Electronic Instrument Tradesperson (Complex Systems)(sp)	4399-99	Engineer, Aircraft Maintenance (Engines)	see 4211-11
Electronic Mail Controller (sp)	5201-01	Engineer, Airframe	see 4211-13
Electronic Mail Operator (sp)	5201-15	Engineer, Airworthiness	see 2219-11
Electronic Music Instrumentalist	see 2815-17	Engineer, Ammonia Production	see 2207-11
Electronic Scanner Operator (Printing) (sp)	4503-15	Engineer, Antennae	see 2211-13
Electronics Design Draftsman/woman	see 3201-15	Engineer, Appliances	see 2211-11
Electronics Design Engineer	see 2211-13	Engineer, Automotive Production	see 2213-11
Electronics Detail Drafting Assistant (sp)	3201-17	Engineer, Biomedical	see 2109-13
Electronics Detail Draftsperson (sp)	3201-17	Engineer, Boiler Design	see 2213-11
<b>Electronics Engineer</b>	2211-13	Engineer, Boiler Erection	see 2213-11
Electronics Engineering Design Draftsperson (sp)	3201-15	Engineer, Ceramics	see 2217-15
<b>Electronics Engineering Associate</b>	3201-15	Engineer, Chemical (Design)	see 2207-11
Electronics Engineering Drafting Assistant	see 3201-17	Engineer, Chemical (Manufacturing)	see 2207-11
Electronics Engineering Drafting Officer (sp)	3201-15	Engineer, Chemical (Production)	see 2207-11
Electronics Engineering Technical Officer (sp)	3201-15	Engineer, Chemical (Research)	see 2207-11
<b>Electronics Engineering Technician</b>	3201-17	Engineer, Chemical Project	see 2207-11
<b>Electroplater (First Class)</b>	4209-13	Engineer, Civil	see 2209-11
<b>Electroplater (Second Class)</b>	4209-15	Engineer, Civil (Construction)	see 2209-11
<b>Electroplater (Third Class)</b>	4209-17	Engineer, Civil (Design)	see 2209-11
Electroplater Jewellery	see 4209-15	Engineer, Civil (Operations)	see 2209-11
Electroplater, Skilled	see 4209-13	Engineer, Civil (Research)	see 2209-11
Electrotyper	see 4509-11	Engineer, Combustion	see 2207-11
Elementary Particle Physicist	see 2105-11	Engineer, Communications	see 2211-13
Elevating Scraper Operator	see 7201-13	Engineer, Computer	see 2211-13
Elevator Mechanic	see 4399-11	Engineer, Computer Hardware Systems	see 2211-13
Elevator Service Mechanic	see 4399-11	Engineer, Computer Software Systems	see 2707-19
Elocution Teacher (sp)	2505-17	Engineer, Construction (Bridge)	see 2209-11
Embalmer (sp)	6699-11	Engineer, Construction (Power Line)	see 2211-11
Embosser, Glass	see 4921-11	Engineer, Construction (Power Station)	see 2211-11
Embosser, Plate	see 4503-11	Engineer, Construction (Railways)	see 2209-11
Embossing Machine Operator	see 5999-99	Engineer, Construction (Sewerage)	see 2209-11
Embryologist (sp)	2107-11	Engineer, Contracts (Electrical)	see 2211-11
Emergy Buffer	see 4209-11	Engineer, Contracts (Mechanical)	see 2213-11
Employee Relations Manager	see 1309-11	Engineer, Design (Boiler)	see 2213-11
Employee Relations Superintendent	see 1309-11	Engineer, Design (Bridge)	see 2209-11
Employment Counsellor	see 2603-17	Engineer, Design (Control Systems)	see 2207-11
Employment Interviewer	see 2705-11	Engineer, Design (Electronics)	see 2211-13
<b>Employment Office Clerk</b>	5905-13	Engineer, Design (Hydraulic)	see 2209-11
Employment Officer (sp)	2705-11	Engineer, Design (Petrochemical Processes)	see 2207-11
Employment Records Clerk	see 5905-11	Engineer, Design (Pipeline)	see 2209-11
Enamel Sprayer (Vehicle)	see 4605-11	Engineer, Design (Process Control)	see 2211-13
Endive Grower	see 1401-33	Engineer, Design (Pump)	see 2213-11
Endless-Bucket Dredge Operator	see 7201-25	Engineer, Design (Road)	see 2209-11
Endocrinologist (sp)	2107-13	Engineer, Design (Sewerage)	see 2209-11
Endocrinologist, Clinical	see 2303-99	Engineer, Design (Structural)	see 2209-11
Endodontist (sp)	2305-13	Engineer, Design (Switchgear)	see 2211-11
Enforcement Officer, Fisheries and Wildlife	see 3905-99	Engineer, Design (Tool)	see 2219-99
Engine Driver (except Transport)	see 7303-11	Engineer, Design (Transformer)	see 2211-11
Engine Driver, Railway	see 7107-11	Engineer, Design (Transmission Line)	see 2211-11
Engine Drivers, Ferry	see 7303-13	Engineer, Design (Water Treatment)	see 2207-11
Engine Man/Woman	see 7107-11	Engineer, Distribution	see 2211-11
Engineer Officer, Motor Vessel	see 3307-11	Engineer, District Road	see 2209-11
Engineer Officer, Ship	see 3307-11	Engineer, Drilling Fluids	see 2219-99
Engineer, Aeronautical	see 2219-11	Engineer, Electrical	see 2211-11
Engineer, Agricultural	see 2219-13	Engineer, Electrical (Mines)	see 2211-11
Engineer, Air Safety	see 2219-11	Engineer, Electrical (Research)	see 2211-11
Engineer, Aircraft, Ground	see 4211	Engineer, Electrical Power	see 2211-11
		Engineer, Electronics	see 2211-13
		Engineer, Environmental	see 2219-99
		Engineer, Environmental Research	see 2219-99
		Engineer, Ethylene Production	see 2207-11
		Engineer, Fire Protection	see 2219-99
		Engineer, Flight	see 3303-15

Title	Code	Title	Code
Engineer, Hydrometallurgical	see 2217-11	Engineering Technician, Communications	see 3201-17
Engineer, Industrial	see 2219-17	Engineering Technician, Electrical	see 3201-13
Engineer, Lead Smelting	see 2207-11	Engineering Technician, Electronics	see 3201-17
Engineer, Licensed Aircraft Maintenance	see 4211	Engineering Technician, Mechanical	see 3205-13
Engineer, Logging (Fluids Drilling)	see 2211-11	Engineering Tracer (sp)	3299-99
Engineer, Maintenance (Aircraft)	see 4211	Engineering Trainee	see 2219-99
Engineer, Maintenance (Electrical)	see 2211-11	<b>Engineers, nec</b>	2219-99
Engineer, Maintenance (Mechanical)	see 2213-11	English Master/Mistress	see 2405-11
Engineer, Maintenance (Sewerage)	see 2209-11	<b>Engraver</b>	4213-21
Engineer, Marine	see 3307-11	Engraver (Key Cutter)	see 7405-11
Engineer, Materials	see 2217-15	Engraver, Hand and Machine	see 4213-21
Engineer, Mechanical (Construction)	see 2213-11	Engraver, Photo	see 4503-11
Engineer, Mechanical (Design)	see 2213-11	Engraver, Process	see 4503-11
Engineer, Mechanical (Operations)	see 2213-11	<b>Enrolled Nurse</b>	6603-11
Engineer, Mechanical (Power Station)	see 2213-11	<b>Entertainment Usher</b>	8901-13
Engineer, Mechanical (Production)	see 2213-11	Entomologist (sp)	2107-23
Engineer, Mechanical (Research)	see 2213-11	Envelope Sealing and Imprinting Tender	see 5999-99
Engineer, Metallurgical	see 2217-15	Environmental Artist (sp)	2801-99
Engineer, Methods	see 2219-17	Environmental Chemist	see 2101-11
Engineer, Mine Planning	see 2215-11	Environmental Engineer	see 2219-99
Engineer, Mine Production	see 2215-11	Environmental Research Engineer	see 2219-99
Engineer, Mine Ventilation	see 2215-11	<b>Environmental Scientist</b>	2199-11
Engineer, Mining	see 2215-11	Enzyme Chemist (sp)	2107-15
Engineer, Mud	see 2215-13	Epidemiologist (sp)	2109-11
Engineer, Ore Dressing	see 2217-15	Equal Employment Co-ordinator	see 2705-11
Engineer, Petroleum	see 2215-13	Equal Employment Officer (sp)	2705-11
Engineer, Plant	see 2213-11	Equal Opportunity Officer	see 2705-11
Engineer, Plant Building	see 2213-11	Equipment Assembly Inspector (sp)	8109-13
Engineer, Polymer	see 2217-15	Equipment Design Draftsman/woman (Electronics)	see 3201-15
Engineer, Power Station	see 2211-11	Equipment Operator, Milk Processing	see 7431-21
Engineer, Project (Air-Conditioning)	see 2213-11	Erector, Structural Steel	see 8405-17
Engineer, Pump Design	see 2213-11	Erector, Sub-station	see 4309-11
Engineer, Pyrometallurgical	see 2217-11	Ergonomist (sp)	2999-99
Engineer, Quality Control	see 2219-17	Escort (sp)	6699-99
Engineer, Radio	see 2211-13	Escort, Armoured Car	see 8911-13
Engineer, Research (Chemical Systems)	see 2207-11	Essential Oil Distiller	see 7305-11
Engineer, Research (Environmental)	see 2219-99	Esterification Operator	see 7305-11
Engineer, Research (Polymerisation)	see 2207-11	Estimator, Building	see 3207-11
Engineer, Research (Separation Processes)	see 2207-11	Etcher	see 2801-99
Engineer, Safety	see 2219-17	Etcher (Artistic) (sp)	2801-99
Engineer, Sewage Treatment	see 2207-11	Etcher Half-tone	see 4503-11
Engineer, Switchgear	see 2211-11	Etcher-Finisher (Photo Engraving) (sp)	4503-11
Engineer, Systems (Electronic)	see 2211-13	Ethylene Production Engineer	see 2207-11
Engineer, Systems Research (Electronic)	see 2211-13	Evangelist	see 2607-11
Engineer, Telecommunication	see 2211-13	Evaporator Boiler	see 7431-13
Engineer, Telemetry	see 2211-13	Evaporator Boiler (Sugar Processing) (sp)	7431-13
Engineer, Television	see 2211-13	Evaporator/Spray Dryer Operator	see 7431-21
Engineer, Tool Design	see 2219-99	Eviscerator (a)	8199-33
Engineer, Watch Keeper	see 3307-11	Examiner (Metal Products)	see 8109-13
Engineer, Water Supply Distribution	see 2209-11	Examiner of Aircraft Electrical (sp)	4211-15
<b>Engineering and Building Associates and Technicians, nec</b>	3299-99	Examiner of Aircraft Engines (sp)	4211-11
Engineering Geologist	see 2103-11	Examiner of Aircraft Instruments (sp)	4211-19
Engineering Geophysicist	see 2103-13	Examiner of Aircraft Radio (sp)	4211-17
<b>Engineering Manager</b>	1399-11	Examiner of Airframes (sp)	4211-13
Engineering Programmer	see 2707-11	<b>Examiner of Flightcrew</b>	3303-21
Engineering Survey Drafting Officer (sp)	3207-15	Examiner, Apparel (Textiles)	see 8109-13
Engineering Survey Technician	see 3207-15	Examiner, Electrical and Electronic Equipment	see 8109-13
Engineering Surveyor (sp)	2205-13	Examiner, Film	see 8109-13
Engineering Technical Officer Trainee	see 3299-99	Examiner, Finger Print	see 3999-99
Engineering Technician Trainee	see 3299-99	Examiner, Firearms	see 4213-19
Engineering Technician, Chemical	see 3103-13	Examiner, Gas	see 3905-13
Engineering Technician, Civil	see 3203-13	Examiner, Ledger	see 5301-01

Title	Code	Title	Code
Examiner, Plastics Products	see 8109-13	Explosive Ordnance Demolition Technician (sp)	4999-29
Examiner, Print Quality	see 8109-13	Explosives Mixer Operator (sp)	7411-13
Examiner, Rubber Products	see 8109-13	<b>Explosives Production Machine Operator</b>	7411-13
Examiner, Textile	see 8109-13	Explosives Truck Operator	see 7105-13
Examiner, Train	see 3905-17	Export Freight Clerk	see 5503-13
Examiner, Yarn and Fabric	see 8109-13	Export Hide Classer	see 3999-37
<b>Excavator Operator</b>	7201-29	Export Manager (sp)	1303-11
Executive Assistant (sp)	2999-99	Export Skin Classer	see 3999-37
Executive Chef (sp)	4705-01	Export Wether Producer	see 1401-21
Executive Director	see 1201-11	Expresso Operator	see 6301-15
<b>Executive Housekeeper</b>	8915-11	Extension Officer (Agricultural)	see 2107-27
Executive Officer (Public Service)	see 1313-11	Exterior Cladding Installer (sp)	8401-13
Executive Officer, Legal Professional Body	see 1399-99	Exterminator	see 8999-13
Executive Producer (sp)	1305-13	Exterminator, Pests	see 8999-13
Executive Producer (Broadcasting)	see 1305-13	<b>Extra-Systemic Teachers and Instructors, nec</b>	2505-99
Executive Producer (Film)	see 1305-13	Extract Maker	see 7431-15
Executive Secretary	see 5101-11	<b>Extractive Metallurgist</b>	2217-11
Executive Sous-Chef	see 4705-01	Extractor Operator (Washing)	see 7499-17
Exhaust Fitter	see 8923-11	Extraneous Matter Hand (Sugar Milling)	see 7431-13
Exhibition Designer (sp)	2805-13	Extruder Operator (Plastics)	see 7407-13
Exhibition/Display Stand Carpenter	see 4401-11	Extruder Operator, Clay Products	see 7419-13
Exhibitions Officer (Museum and Art Gallery)	see 2999-11	Extruding Machine Operator (Plastics)	see 7407-13
Experimental Nuclear Physicist	see 2105-11	Extruding Machine Setter (Plastics)	see 7407-11
Expert, Sheep Shearing Machinery	see 4929-03	Extrusion Press Operator, Metal	see 7403-11
Exploration Geologist	see 2103-11	Eyellet Machine Operator	see 7429-11
Exploration Geophysicist	see 2103-13		

## F

Fabric Bonding Machine Operator (sp)	7425-99	Factory Hand/Labourer, Milk Processing	see 8199-43
Fabric Design Technical Officer (sp)	3103-23	Factory Hand/Labourer, Mineral Ore Processing Plant	see 8415-15
Fabric Design Technologist	see 3103-23	Factory Hand/Labourer, Paint Factory	see 8199-23
Fabric Dyer (sp)	7425-17	Factory Hand/Labourer, Particle Board Manufacture	see 8199-15
<b>Fabric Production Machine Operators, nec</b>	7425-99	Factory Hand/Labourer, Plastics Factory	see 8199-25
Fabric Weaver	see 7425-13	Factory Hand/Labourer, Plywood Manufacture	see 8199-15
Fabricator Plastics Sheet	see 8199-25	Factory Hand/Labourer, Pulp Manufacture	see 8199-17
Face-Shovel Operator	see 7201-21	Factory Hand/Labourer, Pulp, Papermaking and Paper Product Fabricating	see 8199-17
Faceter (sp)	4923-13	Factory Hand/Labourer, Rubber Processing Plant	see 8199-25
Facsimile Operator	see 5201-15	Factory Hand/Labourer, Veneer Dryer	see 8199-15
Factory Cleaner (sp)	8301-11	Factory Hand/Labourer, Wood Processing	see 8199-15
Factory Hand/Labourer, Cement Plant	see 8199-19	Factory Hand/Labourer, Wood Products Manufacture	see 8199-15
Factory Hand/Labourer, Cheese Processing	see 8199-43	Factory Manager	see 1305-11
Factory Hand/Labourer, Chemical Plant	see 8199-23	Factory Superintendent	see 1305-11
Factory Hand/Labourer, Clay Processing	see 8199-21	Factory Worker, Dairy	see 8199-43
Factory Hand/Labourer, Concrete Plant	see 8199-19	Faculty Head (sp)	1317-99
Factory Hand/Labourer, Cooperage	see 8199-15	Faculty Secretary	see 5101-11
Factory Hand/Labourer, Dairy Processing	see 8199-43	Faller, Softwood	see 8203-11
Factory Hand/Labourer, Furniture Manufacture	see 8199-15	<b>Family Aide</b>	6607-13
Factory Hand/Labourer, Hardboard Manufacture	see 8199-15	Family Counsellor (a)	2603-13
Factory Hand/Labourer, Hot Press (Wood Processing)	see 8199-15	<b>Family Court Counsellor</b>	2603-15
Factory Hand/Labourer, Ice Cream Processing	see 8199-43		
Factory Hand/Labourer, Joinery	see 8199-15		
Factory Hand/Labourer, Metal Processing and Finishing	see 8199-11		



Title	Code	Title	Code
Family Court Judge	see 1103-13	Farmer, Feed Lot Cattle	see 1401-17
Family Day-Care Co-ordinator	see 3907-11	Farmer, Goat	see 1401-99
Family Support Worker (a)	6607-13	Farmer, Horse	see 1401-27
Family Therapist (sp)	2603-13	Farmer, Mixed Livestock	see 1401-29
Farm Apprentice (sp)	1401-91	Farmer, Mixed Produce	see 1401-29
Farm Assistant	see 8201-99	Farmer, Peanut	see 1401-31
Farm Consultant (sp)	2107-27	Farmer, Pearl	see 1401-99
Farm Hand, Apple Growing	see 8201-13	Farmer, Pig	see 1401-23
Farm Hand, Beef Cattle Farm	see 8201-11	Farmer, Poultry Hatchery	see 1401-25
Farm Hand, Cattle/Wheat	see 8201-11	Farmer, Rabbit	see 1401-99
Farm Hand, Citrus Fruit Growing	see 8201-13	Farmer, Seed	see 1401-11
Farm Hand, Dairy Farm	see 8201-11	Farmer, Sheep/Cattle	see 1401-29
Farm Hand, Field Crop Growing	see 8201-11	Farmer, Sheep	see 1401-21
Farm Hand, Fruit and Vegetables (Horticultural Crops)	see 8201-13	Farmer, Snake	see 1401-99
Farm Hand, Goat Farm	see 8201-11	Farmer, Sugar Cane	see 1401-13
Farm Hand, Grape Growing	see 8201-13	Farmer, Tobacco	see 1401-15
Farm Hand, Horse Farm	see 8201-11	Farmer, Turf	see 1401-99
Farm Hand, Livestock	see 8201-11	Farmer, Vegetable	see 1401-33
Farm Hand, Mixed Livestock Farm	see 8201-11	Farmer, Wheat/Sheep	see 1401-29
Farm Hand, Mixed Produce	see 8201-11	<b>Farmers and Farm Managers, nec</b>	1401-99
Farm Hand, Pig Farm	see 8201-11	<b>Farrier</b>	4201-13
Farm Hand, Potato Growing	see 8201-13	Farrier (Non-Apprenticed)	see 4201-13
Farm Hand, Poultry Farm (Egg Production)	see 8201-99	Farrier, Master (Apprentice)	see 4201-91
Farm Hand, Poultry Farm (Meat Production)	see 8201-99	Fashion Agent	see 6201-37
Farm Hand, Sugar Cane Growing	see 8201-11	<b>Fashion Designer</b>	2805-11
Farm Hand, Tobacco Growing	see 8201-11	Fashion Model	see 6599-99
Farm Hand, Tomato Growing	see 8201-13	Fashion Photographer	see 2803-11
Farm Hand, Wheat/Sheep	see 8201-11	Fast Food Cook	see 4705-99
<b>Farm Hands and Assistants, nec</b>	8201-99	Fat Lamb Producer	see 1401-21
Farm Labourer	see 8299-99	<b>Fat Refiner</b>	see 7431-19
Farm Machinery Contractor	see 7209-11	Fattener (Beef Cattle)	see 1401-17
<b>Farm Machinery Operator</b>	7209-11	Feature Reporter	see 2807-13
Farm Machinery Serviceperson	see 4103-11	Features Editor	see 2807-01
Farm Management Economist	see 2901-11	Federal Court Judge	see 1103-13
Farm Manager, Beef Cattle	see 1401-17	Federal Minister	see 1101-11
Farm Manager, Cereal Grain, Oilseed and/or Protein Crop	see 1401-11	Feed Lot Cattle Farmer	see 1401-17
Farm Manager, Dairy	see 1401-19	Feeder, Veneer Dryer	see 8199-15
Farm Manager, Goat	see 1401-99	Feedlotter	see 1401-17
Farm Manager, Pig	see 1401-23	Feller Softwood	see 8203-11
Farm Manager, Poultry Egg Production	see 1401-25	Feller-Buncher Operator	see 7205-11
Farm Manager, Sheep	see 1401-21	Fellmongering Machine Operator (sp)	7423-11
Farm Manager, Sugar Cane	see 1401-13	Fellmongery Hand (sp)	8199-27
Farm Manager, Tobacco	see 1401-15	Felter, Boiler and Pipe	see 8499-11
Farm Overseer (a)	8201-01	Feltmaker (sp)	7425-99
Farm Products Officer	see 3905-15	<b>Fence Erector</b>	8499-15
Farm Tractor Driver (sp)	7209-11	Fencer (a)	8499-15
Farm Trainee (Non-apprenticed)	see 1401-91	Fencing Contractor	see 8499-15
Farm/Station Hand, Livestock and/or Field Crops	see 8201-11	Fermentation Operator	see 7305-11
Farmer and Grazier	see 1401-17	Fermentation Operator (Chemicals) (sp)	7305-11
Farmer, Bee	see 1401-35	Fermenter, Antibiotics	see 7411-11
Farmer, Beef Cattle	see 1401-17	Fermentologist	see 2101-11
Farmer, Beef/Sheep	see 1401-29	Ferry Captain	see 3305-11
Farmer, Buffalo	see 1401-17	Ferry Engine Driver	see 7303-13
Farmer, Cattle/Sheep/Cereal Crop	see 1401-29	Ferry Hand (sp)	8925-11
Farmer, Cattle/Wheat	see 1401-29	Ferry Master (sp)	3305-11
Farmer, Cattle	see 1401-17	Ferryman/woman	see 8925-11
Farmer, Cereal and Sheep	see 1401-29	Fertiliser Mixer	see 7305-11
Farmer, Crocodile	see 1401-99	Fettler, Railway	see 8413-11
Farmer, Dairy	see 1401-19	Fibre Craftworker	see 4925-99
Farmer, Deer	see 1401-99	Fibre-Cement Control Hand	see 7419-21
		<b>Fibre-Cement Machine Operator</b>	7419-21
		Fibre-Cement Moulder (sp)	7419-21
		Fibre-Cement Treater/Mixer	see 7419-21
		Fibreglass Installer	see 8401-11

Title	Code	Title	Code
Fibreglass Worker (Moulding, Machining)	see 7407-15	Finance Officer, Corporate	see 6101-99
Fibreglasser (Hand Laminating)	see 8199-25	Financial Accountant	see 2701-11
Fibrous Plaster Fixer (a)	4407-13	Financial Director	see 1301-01
Fibrous Plaster Fixers' Assistant	see 8101-13	Financial Economist	see 2901-11
Fibrous Plaster Maker (sp)	7419-19	<b>Financial Institution Branch Manager</b>	1507-11
Fibrous Plaster Setter (a)	4407-13	Financial Manager	see 1301-11
<b>Fibrous Plasterer</b>	4407-13	Financial Manager, State	see 1301-11
Fibrous Plastering Contractor	see 4407-13	Financial Planning Manager	see 1301-11
Fibrous Plastering Sub-contractor	see 4407-13	Fine Furnisher (sp)	3999-21
Field Assistant, Geological Survey	see 8411-11	Fingernail Applicator	see 6699-15
Field Crop and/or Livestock Producers	see 1401-29	Fingerprint Examiner	see 3999-99
Field Crop Growers	see 1401-11	Finish Artist (sp)	3999-17
Field Crop Technician (sp)	3103-31	Finisher, Books	see 4507-11
Field Liason Officer (Travel Accommodation)	see 3905-99	Finisher, Clothing	see 7425-17
Field Manager, Postal Services	see 3905-99	Finisher, Laundry	see 8917-11
Field Map Editor	see 3207-15	Finisher/Bookbinder	see 4507-11
Field Officer, Aboriginal Organisation	see 3901-11	Finishing Artist	see 3999-17
Field Pea Grower	see 1401-33	Finishing Carpenter	see 4401-11
Field Pea Splitter	see 7431-99	Finishing Machinist, Stone	see 7419-15
Field Sales Manager	see 1303-11	Fire and Safety Officer	see 3905-13
Field Supervisor (Insurance)	see 6103-01	Fire Assayer	see 3905-29
Field Unit Manager (Insurance)	see 6103-01	Fire Brigade Manager	see 1319-13
Fig Grower	see 1401-31	Fire Commissioner (sp)	1201-11
File and Classification Clerk	see 5401-13	Fire Engineer (Army) (sp)	7211-11
File Clerk	see 5401-13	<b>Fire Fighter</b>	7211-11
File Clerk, Correspondence	see 5401-13	Fire Fighter, Airport	see 7211-11
File Clerk, Drawings	see 5401-13	Fire Look-Out (sp)	8203-13
File Clerk, Maps and Plans	see 5401-13	Fire Prevention Officer (sp)	7211-11
<b>Filing Clerk</b>	5401-13	Fire Protection Engineer	see 2219-99
Filler Operator	see 7431-19	Fire Safety Inspector	see 3905-13
Filler, Cardboard Box (Food Products)	see 7433-99	Fire Safety Officer, Industrial	see 3905-27
Filler, Liquids	see 7433-11	Fire Station Officer	see 7211-01
Filler, Paperbox, Liquid (Food Products)	see 7433-11	Firearms Examiner	see 4213-19
Filler, Plastic Bag (Food Products)	see 7433-99	Firecontroller (Navy) (sp)	7499-19
Filler, Pressurised Container	see 7499-99	Fireman/woman, Diesel Engine	see 7107-91
Filler, Sack/bag	see 7433-99	Fireman/woman, Goods Train	see 7107-91
Film Censor	see 3905-99	Fireman/woman, Passenger Train	see 7107-91
Film Critic	see 2807-99	Fireman/woman, Railway	see 7107-91
Film Cutter (sp)	7435-13	First Aid Attendant	see 8999-99
Film Developer	see 7435-11	First Aid Officer (sp)	8999-99
<b>Film Editor</b>	2811-19	First Assistant Secretary (Government Department)	see 1313-11
Film Examiner (sp)	8109-13	First Chef	see 4705-11
Film Mounter	see 7435-11	First Class Engine Driver (Except Transport)	see 7303-11
Film Processor	see 7435-11	First Class Sergeant, Liquor and Gaming Branch	see 3501-11
Film Spooler (sp)	7435-13	First Helper, Furnace	see 8199-11
Film Technician	see 3903-99	First Officer, Aircraft	see 3301-11
Film Television and Stage Director	see 2811	Fish Cooker (sp)	7431-27
Film/Photograph Enlarger	see 7435-11	Fish Exports Inspector (sp)	3905-15
Filter Operator (Mineral Ore Treating)	see 7399-11	Fish Farm Worker (sp)	8201-99
Filter Operator (Water Purification)	see 7399-29	Fish Farmer (sp)	1401-99
Filter Press Attendant, Clay	see 7419-13	Fish Filleter (sp)	8199-39
Filter Press Man/Woman	see 7305-11	Fish Machine Operator	see 7431-19
Filter Press Operator (Chemicals)	see 7305-11	Fish Measurer	see 3905-99
Filtration Operator	see 7399-11	Fish Plant and Machinery Operator (sp)	7431-19
Filtration Plant Operator	see 7399-29	Fish Plant Operator	see 7431-19
Final Inspector, Garments	see 8109-13	<b>Fish Process Worker</b>	8199-39
Finance and Investment Officer	see 6101-99	Fish Smokehouse Operator (sp)	7431-19
Finance Broker	see 6101-99	Fish Trapper	see 8925-13
Finance Controller	see 1301-01	Fisher (a)	8925-13
Finance Director (a)	1301-11	Fisheries and Wildlife Officer (sp)	3905-99
Finance Editor	see 2807-11	Fisheries Inspector	see 3509-99
Finance Executive, Principal	see 1301-11	Fisheries Officer	see 3905-99
<b>Finance Manager</b>	1301-11		

Title	Code	Title	Code
Fisheries Technical Officer (sp)	3103-25	<b>Flight Engineer</b>	3303-15
<b>Fisherman/woman</b>	8925-13	Flight Engineer Inspector (sp)	3303-21
Fisherman/woman, Master	see 3305-11	Flight Hostess	see 6609-11
Fishing Tool Operator (sp)	7317-11	Flight Lieutenant (sp)	1319-15
Fishing Vessel Master (sp)	3305-11	Flight Service Director	see 6609-01
Fishmonger	see 1501-11	<b>Flight Service Officer</b>	3303-13
Fitness Instructor (sp)	2505-99	Flight Steward	see 6609-11
<b>Fitter</b>	4103-11	Flight Surveyor (sp)	3201-15
Fitter and Turner (sp)	4103-11	Flight-Simulator Instructor	see 2505-23
Fitter and Turner, Aircraft	see 4103-11	Flipper Operator	see 7409-11
Fitter and Turner, Maintenance	see 4103-11	Float Driver	see 7105-13
Fitter (Garments)	see 4911-13	Floating Crane Operator	see 7311-11
Fitter Mechanic, Electrical	see 4303-11	Floating Pump Operator	see 7201-25
Fitter Mechanic, Plant	see 4103-11	Floor and Wall Tiler	see 4413-11
Fitter's Assistant (sp)	8101-11	<b>Floor Coverer</b>	4919-11
Fitter, Aircraft Engine	see 4211-11	Floor Finisher (sp)	4919-11
Fitter, Airframe	see 4211-13	Floor Layer (Carpet)	see 4919-11
Fitter, Auto Accessories	see 8923-11	Floor Layer, Concrete	see 8403-11
Fitter, Bench	see 4103-11	Floor Layer, Cork Tile	see 4919-11
Fitter, Brake	see 4601-11	Floor Layer, Rubber Tile	see 4919-11
Fitter, Clothing	see 4911-13	Floor Layer, Terrazzo	see 4413-11
Fitter, Curtain	see 8401-13	Floor Manager (Television) (sp)	2811-21
Fitter, Diesel Engine	see 4103-11	Floor Sander	see 4919-11
Fitter, Drill	see 8415-13	Floor Tiler	see 4413-11
Fitter, Electrical Instrument	see 4303-11	Floor-Covering Machine Operator	see 7407-19
Fitter, Gas-main and Line	see 4409-13	Floorlayer, Timber	see 4401-11
Fitter, Instrument	see 4213-11	Floorman/woman	see 8415-13
Fitter, Locomotive	see 4103-11	Floriculturist	see 1401-99
Fitter, Machine-Tool	see 4103-11	<b>Florist</b>	4999-25
Fitter, Machinery	see 4103-11	Flotation Operator (sp)	7399-11
Fitter, Maintenance	see 4103-11	Flour Miller	see 4799-11
Fitter, Mechanical	see 4103-11	Flour Milling Supervisor	see 4799-01
Fitter, Muffler	see 8923-11	Flourescopic Testing Technician	see 3299-11
Fitter, Ophthalmic Lens	see 4999-13	Flower Grower	see 1401-99
Fitter, Pipe (Plumbing)	see 4409-11	Flower Pot Press Operator	see 7419-13
Fitter, Production	see 4103-11	Fluid-State Physicist	see 2105-11
Fitter, Refrigeration	see 4307-13	Fluids Handler	see 7309-11
Fitter, Service	see 4103-11	<b>Flying Instructor</b>	2505-21
Fitter, Shop	see 4401-11	Flying Instructor, Fixed Wing Aircraft	see 2505-21
Fitter, Turbine	see 4103-11	Flying Instructor, Helicopter	see 2505-21
Fitter, Tyre and Tube	see 8923-11	Foam Insulator	see 8401-11
Fitter, Window	see 8401-13	Folding Machine Operator (sp)	7499-17
Fitter, Windscreen	see 8923-11	Folk Singer	see 2815-15
Fitter-Assembler	see 4103-11	Food and Drink Waiter/Waitress	see 6505-15
Fitter-Machinist (sp)	4103-11	Food Bacteriologist	see 2107-99
Fitter-Mechanic (sp)	4103-11	Food Centrifuge Operator	see 7431-99
Fitter-Welder (Maintenance)	see 4103-11	Food Chemist	see 2101-11
Fitter-Welder (Production)	see 4103-11	Food Colouring Maker	see 7431-15
Fitter-Welder (sp)	4103-11	Food Drying Machinery Operator	see 7431-99
Fixed Interest Securities Dealer	see 6101-11	Food Drying Operator	see 7431-99
Fixer, Carpentry	see 4401-11	<b>Food Factory Cook</b>	7431-27
Fixer, Gyprock	see 4407-13	Food Grinding Machine Operator	see 7431-99
Fixing Carpenter (sp)	4401-11	Food Grinding Operator	see 7431-99
Flag Person Railway	see 8999-25	Food Mixing Machine Operator	see 7431-99
Flake Cutter Tender	see 7399-17	Food Mixing Operator	see 7431-99
<b>Flat Glass Tradesperson</b>	4921-11	Food Packaging Machine Operator (sp)	7433-99
Flautist	see 2815-17	Food Processing Autoclave Operator (sp)	7431-27
Flavour Maker	see 7431-15	Food Processing Extruder Operator (sp)	7431-11
Fleetmaster/mistress	see 1399-99	<b>Food Processing Machine Operators, nec</b>	7431-99
Flesher Hand (sp)	8199-27	Food Processing Retort Operator (sp)	7431-27
<b>Flexographic or Gravure Printing Machinist</b>	4505-15	Food Scientist	see 2101-11
Flexographic Plate Maker (sp)	4503-11	Food Separating Machine Operator	see 7431-99
<b>Flight Attendant</b>	6609-11	Food Separating Operator	see 7431-99
Flight Attendant Supervisor	see 6609-01	Food Serviceperson	see 8921-13

Title	Code	Title	Code
Food Sieving Operator	see 7431-99	Framing Carpenter	see 4401-11
Food Size-grading Operator (sp)	7431-99	Franchise Outlet Promoter	see 2799-99
Food Steward/Stewardess (a)	6505-15	Freelance Journalist (sp)	2807-99
Food Supervisor	see 4705-01	Freeon Gas Liquefier	see 7305-11
Food Technologist (sp)	2101-11	Freezer Storeman/woman	see 8907-11
Food Vacuum/Drum Filter Operator	see 7431-99	Freight Centre Manager	see 1599-99
Food/Drink Machine Attendant	see 8999-15	Freight Centre Manager, Rail	see 1599-99
Foods Extruder Operator	see 7431-11	Freight Clerk (a)	5503-11
Foreign Correspondent	see 2807-13	Freight Clerk, Rail	see 5503-11
Foreign Exchange Dealer (sp)	6101-99	<b>Freight Handler (Road and Rail)</b>	8909-11
Foreign Exchange Trader	see 6101-99	Freight Traffic Controller (sp)	5503-11
Foreman/woman see Supervisor		Freight-Receiving Clerk	see 5503-11
Forensic Chemist	see 2101-11	French Bean Grower	see 1401-33
Forensic Pathologist	see 2303-37	French Polisher (sp)	4905-19
Forensic Pathology Scientist	see 2109-11	Friar	see 2607-11
Forest Assessor (sp)	3103-27	Front-End Loader Operator (sp)	7201-19
Forest Ecologist	see 2107-21	Front-of-House Security Officer	see 8911-13
Forest Entomologist	see 2107-23	Frozen Food Machine Operator (sp)	7431-99
Forest Fire-Fighter	see 7211-11	Fruit (Perennial Horticultural Crop)	
Forest Foreman/woman	see 8203-01	Grower	see 1401-31
Forest Geneticist	see 2107-99	Fruit and Nut Farm Manager (a)	1401-31
Forest Guard	see 3103-27	<b>Fruit and Nut Grower</b>	1401-31
Forest Hydrologist (sp)	2107-25	Fruit and Vegetable Assessor	see 8109-11
Forest Manager (a)	2107-25	Fruit and Vegetable Classer (sp)	8109-11
Forest Overseer (sp)	8203-01	Fruit and Vegetable Dehydrator (sp)	7431-99
Forest Ranger (sp)	3999-99	<b>Fruit and Vegetable Factory Hand</b>	8199-47
Forest Ranger, Harvesting and Marketing	see 3999-99	Fruit and Vegetable Grader	see 8109-11
Forest Scientist (sp)	2107-25	Fruit and Vegetable Juicer Operator (sp)	7431-15
Forest Supervisor	see 8203-01	Fruit and Vegetable Machinery Operator	see 7431-99
Forest Tree Marker	see 3103-27	<b>Fruit and Vegetable Packer</b>	8105-13
Forest Worker	see 8203-13	Fruit and Vegetable Peeling Machine Operator (sp)	7431-99
Forest Workman/woman	see 8203-13	Fruit and Vegetable Processor	see 7431-99
<b>Forester</b>	2107-25	Fruit and Vegetable Receiver	see 8109-11
Forestry Adviser (sp)	2107-25	Fruit Conserve and Sauce Maker (sp)	7431-27
Forestry Harvesting Manager (sp)	2107-25	Fruit Conserve Cook	see 7431-27
Forestry Labourer	see 8203	Fruit Dehydrator	see 7431-99
Forestry Technical Officer (sp)	3103-25	Fruit Grower	see 1401-31
Forestry Technician (sp)	3103-27	Fruit Peeling Machine Operator	see 7431-99
<b>Forestry Worker</b>	8203-13	Fruit Picker, General	see 8201-13
Forger	see 4201	Fruit Pulp Cook	see 7431-27
Forger's Assistant (Metal Processing)	see 8101-11	Fruit Shop Salesperson	see 6301-15
Forging Machine Operator (sp)	7405-11	Fruit Tree Shaker Operator	see 7209-11
Forging Smith (sp)	4201-11	Fruit Vendor	see 6501-17
Fork Truck Driver	see 7203-11	<b>Fruit, Vegetable and Nut Farm Hand</b>	8201-13
<b>Forklift Driver</b>	7203-11	Fruit, Vegetable and Nut Picker (sp)	8201-13
Form Setter (Carpentry)	see 4401-11	Fruiterer	see 1501-11
<b>Formal Service Waiter/Waitress</b>	6505-11	Fruitologist	see 1501-11
Forming Line Operator, Hardboard Manufacture	see 7399-17	Fuel Truck Driver	see 7105-13
Forming Line Operator, Particleboard Manufacture	see 7399-17	Fugal Hand	see 7431-19
Forming Machine Attendant, First Class	see 7399-17	Fugal Operator (Sugar Processing)	see 7431-13
Forms Analyst (sp)	3999-27	Fugalman/woman	see 7431-13
<b>Forms Analyst and Designer</b>	3999-27	Fumigator (sp)	8999-13
Forms Designer (sp)	3999-27	Functions Officer	see 2703-11
Formwork Carpenter (sp)	4401-11	Fund Administration Clerk, Superannuation	see 5303-11
Formworker (Carpentry)	see 4401-11	Fund Raiser (sp)	6501-15
Forwarder Operator (sp)	7205-11	Fund-Raising Consultant	see 2703-11
Foundry Metallurgist	see 2217-13	Funeral Arranger	see 6699-11
Foundrinier Machine Operator (sp)	7415-11	<b>Funeral Attendant</b>	8999-21
Frame Spinner	see 7421-11	<b>Funeral Director</b>	6699-11
Framemaker, Picture	see 4905-13	Funeral Director's Assistant	see 8999-21
Framer Picture	see 4905-13	Funeral Worker	see 8999-21
Framer, Walls and Roof	see 4401-11	Fur Cutter (sp)	4911-17
		Fur Grader (sp)	3999-37

Title	Code	Title	Code
Fur Matcher (sp)	4911-17	Furnaceman/woman, Glass	see 7417-11
Fur Tailor	see 4911-17	Furniture Assembler (sp)	8103-17
Fur Trimmer	see 4911-17	Furniture Assembler, First Class	see 8103-17
Furnace Bricklayer	see 4403-11	Furniture Assembler, Second Class	see 8103-17
Furnace Charger	see 8199-11	Furniture Designer (sp)	2805-15
Furnace Labourer	see 8199-11	<b>Furniture Finisher</b>	4905-19
Furnace Operator (Pellet Plant)	see 7315-15	Furniture Maker	see 4903-11
Furnace Operator (Zinc)	see 7315-11	Furniture Maker, Cane	see 4905-17
Furnace Operator, Electric Arc	see 7315-11	Furniture Manufacturing Labourer (sp)	8199-15
Furnace Operator, Oxygen (BOS)	see 7315-11	<b>Furniture Packer</b>	8909-13
Furnace Operator, Soaking Pit	see 7315-13	Furniture Polisher (a)	4905-19
Furnace Operator, Steam	see 7303-11	Furniture Removalist's Assistant (sp)	8909-17
Furnace Operator	see 7315	<b>Furniture Removalist-Driver</b>	7105-15
Furnace Supervisor/Foreman/woman (Glass Processing)	see 7417-01	Furniture Sales Assistant	see 6301-17
Furnaceman/woman (Lead Smelting)	see 7315-11	<b>Furniture Upholsterer</b>	4913-11
Furnaceman/woman (Zinc)	see 7315-11	<b>Furrier</b>	4911-17
Furnaceman/woman, Electric Arc	see 7315-11	Fuse Maker (sp)	7411-13
Furnaceman/woman, Gas	see 7315-11	Fuse Maker Explosives	see 7411-13
		Futures Dealer (sp)	6101-99
<b>G</b>			
Gaffer (Film Production)	see 4309-11	Gatekeeper (sp)	8901-15
Galvaniser, Continuous Plant	see 8199-11	Gear Cutter (sp)	4103-19
Galvaniser, Hot-dip	see 8199-11	Gelato Maker (sp)	7431-25
Ganger, Railway/Tramway	see 8413-01	<b>Gem Cutter and Polisher</b>	4923-13
Gantry Crane Driver	see 7311-11	Gem Merchant	see 6199-11
Garage Assistant (sp)	8101-99	Gem Mounter	see 4923-11
Garage Door Installer	see 8401-13	Gem Setter (sp)	4923-11
<b>Garbage Collector</b>	8905-11	General Clerk	see 5999-99
Garbologist (a)	8905-11	General Food Processing Machine Operator	see 7431-99
<b>Garden Labourer</b>	8205-13	General Foreman/woman, Concentrator	see 7399-01
<b>Gardener (General)</b>	4805-11	General Foreman/woman, Construction	see 3207-11
Gardener, Landscape	see 4805-13	General Foreman/woman, Crushing and Screening Occupations	see 7399-01
Gardener, Market	see 1401-33	General Foreman/woman, Underground Mining	see 3299-99
Gardener, Private Garden	see 4805-11	General Forestry Worker	see 8203-13
Gardener, Public Gardens	see 4805-11	General Hand (Alluvial Separation)	see 8415-15
Gardener's Assistant (a)	8205-13	<b>General Hand (Printing)</b>	8199-29
Garlic Grower	see 1401-33	General Hand, Flexographic Printing	see 8199-29
Garment Dyer (sp)	7425-17	General Hand, Hide and Skin Processing	see 8199-27
Garment Finishing Operator (sp)	7427-11	General Hand, Laundry	see 8917-11
Gas Compressor Turbine Operator (sp)	7307-11	General Hand, Letterpress Printing	see 8199-29
Gas Examiner (sp)	3905-13	General Hand, Newspaper Press	see 7499-23
Gas Furnace Operator	see 7315-11	<b>General Manager</b>	1201-11
Gas Furnaceman	see 7315-11	General Manager, Operations	see 1305-11
Gas Leakage Attendant	see 3905-13	General Manufacturing Manager	see 1305-11
Gas Leakage Inspector	see 3905-13	<b>General Medical Practitioner</b>	2301-11
Gas Leakage Survey Technical Officer	see 3205-11	General Practitioner	see 2301-11
Gas Pipeline Area Supervisor	see 7307-01	General Registered Nurse	see 3401-11
Gas Plant Labourer (sp)	8199-23	General Sales Manager	see 1303-11
Gas Termination Attendant	see 5999-11	General Secretary, Trade Union	see 1201-11
Gas Tester	see 7307-15	General Station Hand	see 8201-11
Gas Welder/Cutter (sp)	4205-19	General Storekeeper (sp)	1501-11
Gas-Main and Line Fitter (a)	4409-13	General Underground Mine Labourer	see 8415-11
Gas-Meter Reader	see 5999-11	Generator Man/Woman	see 7307-11
Gas-shielded Arc Welding Operator (sp)	4205-19	Geneticist (sp)	2107-99
<b>Gasfitter</b>	4409-13	Geneticist, Animal	see 2107-99
Gasfitter, Commercial	see 4409-13	Geneticist, Developmental	see 2107-99
Gasfitter, Industrial	see 4409-13	Geneticist, Forest	see 2107-99
Gastroenterologist (sp)	2303-99		
Gate Attendant	see 8901-15		
Gate Attendant (Entertainment)	see 8901-15		
Gate Keeper, Railway	see 7399-19		

Title	Code	Title	Code
Geneticist, Molecular	see 2107-99	Glazier (sp)	4921-11
Geneticist, Plant	see 2107-99	Glazier, Structural Glass	see 4921-11
Geneticist, Population	see 2107-99	Gliding Instructor (sp)	2505-21
Geochemical Technician (sp)	3103-17	Glove Sewer (sp)	7427-13
Geochemist (sp)	2103-11	Glue Mixer (Wood Processing)	see 7413-19
Geochronologist	see 2103-11	Glue Room Operator, Particleboard Manufacture	see 7399-17
Geodetic Surveyor (sp)	2205-13	Glue Spreader Operator	see 7413-19
<b>Geographer</b>	2907-13	Goal Referee/Umpire	see 3915-19
Geographer, Historical	see 2907-13	Goat Breeder	see 1401-99
Geographer, Physical	see 2907-13	Goat Farmer (sp)	1401-99
Geographer, Urban	see 2907-13	Goat Sticker	see 8199-33
Geography Master/Mistress	see 2405-11	Gold Blocker	see 4507-11
Geological Drafting Officer	see 3103-15	Goldbeater	see 4923-15
Geological Survey Field Assistant (sp)	8411-11	Goldsmith (sp)	4923-15
<b>Geologist</b>	2103-11	Golf Course Superintendent (sp)	4803-01
Geology Technical Officer (sp)	3103-15	Golf Professional (Coach)	see 3915-11
Geology Technician (sp)	3103-17	Golf Professional (Player)	see 3915-15
Geomorphologist	see 2103-11	Gooseberry Grower	see 1401-31
Geophysical Technical Officer (sp)	3103-15	Gourd Grower	see 1401-99
<b>Geophysicist</b>	2103-13	Governess (sp)	6601-99
Geophysics Technician (sp)	3103-17	Government Accountant	see 2701-11
Geoscience Technician	see 3103-17	Government Minister (sp)	1101-11
Geriatric Care Nurse (sp)	3401-99	Government Policy Adviser	see 1313-11
Geriatrician (sp)	2303-99	Governor (sp)	1101-99
Geriatrics Officer, Nursing	see 3401-99	Governor-General (sp)	1101-99
Gill Box Operator (sp)	7421-11	Grade Control Co-ordinator	see 3299-99
Ginger Grower	see 1401-99	Grade Control Foreman/woman	see 3299-99
Ginner	see 7421-13	Grade Control Supervisor	see 3299-99
Girl/Man Friday (sp)	5101-11	Grader Driver	see 7201-27
Glace Dehydrator	see 7431-99	<b>Grader Operator</b>	7201-27
Glace Fruit Packer	see 7433-99	Grader, Beef	see 8109-11
Glass Batcher	see 7417-11	Grader, Drill	see 7317-11
Glass Batchman/woman	see 7417-11	Grader, Dry Mill Timber	see 8109-11
Glass Bender (sp)	4921-13	Grader, Fruit and Vegetable	see 8109-11
Glass Beveller (sp)	4921-11	Grader, Fur	see 3999-37
<b>Glass Blower</b>	4921-13	Grader, Green Mill Timber	see 8109-11
Glass Blower, Molten Tank	see 4921-13	Grader, Lamb	see 8109-11
Glass Blowing Craftworker	see 4925-99	Grader, Leather	see 3999-37
Glass Blowing Lathe Operator (sp)	4921-13	Grader, Meat	see 8109-11
Glass Craftworker	see 4925-99	Grader, Milk/Cream	see 8109-11
Glass Cutter (sp)	4921-11	Grader, Pork	see 8109-11
Glass Designer	see 2805-15	Grader, Poultry	see 8109-11
Glass Embosser (sp)	4921-11	Grader, Timber	see 8109-11
Glass Enamel Mixer	see 7305-11	<b>Grain and Cereal Processing Machine Operator</b>	7431-11
Glass Etcher (sp)	4921-11	Grain Binsman/woman (sp)	8999-99
Glass Furnace Controlman/woman	see 7417-11	Grain Broker	see 6199-11
Glass Furnace Operator (sp)	7417-11	Grain Buyer (sp)	3913-13
Glass Furnaceman/woman	see 7417-11	Grain Handler (sp)	7309-11
Glass Installer	see 4921-11	Grain Merchant	see 6199-11
Glass Laminating Operator (sp)	7417-11	Grain Miller	see 4799-11
Glass Maker (sp)	7417-11	Grain Shooter	see 7431-11
Glass Melt Operator (sp)	7417-11	Grain Sorghum Grower	see 1401-11
Glass Mould Cleaner (sp)	8199-31	Grain Terminal Operator	see 7309-11
<b>Glass Production Machine Operator</b>	7417-11	Grain, Oilseed and Pasture Farm Manager (a)	1401-11
Glass Silverer (sp)	4921-11	<b>Grain, Oilseed and Pasture Grower</b>	1401-11
Glass Toughening Operator (sp)	7417-11	Gamma Grower	see 1401-99
Glassware Designer	see 2805-15	Granolithic Worker	see 4407-11
Glassware Machine Attendant	see 7417-11	Granulator Machine Operator (sp)	7411-11
Glassware Maker	see 7417-11	Grape Grower	see 1401-31
<b>Glassware Process Assistant</b>	8199-31	Grape Picker	see 8201-13
Glassware Process Operator	see 7417-11	Grapefruit Grower	see 1401-31
Glassware Production Leading Hand	see 7417-01	Graphic Computer Operator	see 5201-11
Glassware Verifier (sp)	8109-15		
Glaze Mixer	see 7419-13		

Title	Code	Title	Code
<b>Graphic Designer</b>	2805-13	Ground Host/Hostess	see 6405-11
Graphic Illustrator	see 2805-19	<b>Ground School Instructor</b>	2505-23
Graphic Reproducer	see 4503	Ground Trainer, Flight Instruction	see 2505-23
Graphic Reproduction Department Supervisor	see 4503-01	Groundsman/woman (a)	4803-11
Grave Digger (sp)	8407-11	Groundsman/woman, Lodging and Accommodation	see 4803-11
Gravity Prospecting Observer (sp)	3103-17	Groundwater Hydrological Technician	see 3103-17
Gravity Separator	see 7399-11	Group Captain (sp)	1319-15
Gravity Separator Attendant	see 7399-11	Group General Manager	see 1201-11
Gravure Camera Operator	see 4503-15	Group Home Parent	see 6601-17
Gravure Plate Preparer (sp)	4503-11	Group Industrial Relations Manager	see 1309-11
Grazier, Cattle	see 1401-17	Group Product Manager	see 1303-11
Grazier, Store Cattle	see 1401-17	Grower, Cotton	see 1401-99
Grease Manufacturing Plant Operator (sp)	7307-11	Grower, Field Crop	see 1401-11
Grease Mopper	see 4209-11	Grower, Lucerne	see 1401-11
Greaser, Ship	see 7303-13	Grower, Lupin	see 1401-99
Greaser, Shovel	see 7201-91	Grower, Oyster	see 1401-99
Green Bean Grower	see 1401-33	Grower, Wool	see 1401-21
Green Mill Timber Grader	see 8109-11	Guard, Forest	see 3103-27
Green Pea Grower	see 1401-33	Guard, Goods Train	see 8911-15
Greengrocer (sp)	1501-11	Guard, Passenger Train	see 8911-15
<b>Greenkeeper</b>	4803-11	Guard, Railway	see 8911-15
Greenware Turner	see 7419-17	Guard, Security, Senior	see 8911-01
Grinder Operator, Paper Pulp Preparation	see 7399-15	Guard, Security	see 8911-13
Grinder Operator, Food Processing	see 7431-99	Guard, Suburban Train	see 8911-15
Grinder, Precision	see 4999-13	<b>Guards and Security Officers, nec</b>	8911-99
Grinder, Railway	see 8413-11	Guidance Officer	see 2903-13
Grinder, Roll (Rubber)	see 7401-99	Guide	see 6699-13
Grinding Mill Attendant	see 7399-11	Guide, Establishment	see 6699-13
Grinding Mill Foreman/woman	see 7399-01	Guillotine Operator (Metal) (sp)	4203-17
Grinding Mill Operator	see 7399-11	Guillotine Operator, Bookbinding	see 4507-11
Grinding Mill Supervisor	see 7399-01	Guillotine Operator, Veneer	see 7413-19
Grinding Pan Tender, Clay Processing	see 7419-13	Guitar Maker/Repairer	see 4925-99
Grinding Supervisor	see 7399-01	Guitarist	see 2815-17
Grip (sp)	8999-99	<b>Gun Hand (Plastics)</b>	7407-23
Grizzlyman/woman	see 8415-11	Gun Number (sp)	7499-19
Grocery Department Supervisor	see 6301-01	<b>Gunsmith</b>	4213-19
Grocery Packer (sp)	8105-99	Gut Sorter	see 8199-33
Groom (Dog)	see 8999-11	Gutter, Animal	see 8199-33
Groom (Horse)	see 8201-11	Gymnasium Manager	see 1599-13
Groom (Stud)	see 8201-11	Gyprock Fixer	see 4407-13
Ground Agent	see 6405-11	Gypsum Plasterboard Fixer	see 4407-13
Ground Engineer, Aircraft	see 4211	Gyroplane Instructor	see 2505-21

## H

Haematologist (sp)	2303-37	Hammermill Operator	see 7419-13
Haematology Medical Laboratory Scientist	see 2109-11	Hammersmith (sp)	4201-11
Haematology Technician (sp)	3101-13	Hand Compositor	see 4501-11
Hair Remover (sp)	6699-15	Hand Laminator (sp)	8199-25
Hair Stylist, Gentlemen's	see 4917-11	Hand Packer (Food Products)	see 8105-11
Hair Stylist, Ladies'	see 4927-11	Hand Packer, General	see 8105-99
<b>Hairdresser</b>	4927-11	<b>Hand Packers, nec</b>	8105-99
Hairdresser, Gentlemen's	see 4927-11	Hand Tool Repairer	see 7405-11
Hairdresser, Ladies'	see 4927-11	Handicapper (Racing) (sp)	3915-17
Hairdresser, Unisex	see 4927-11	Handicrafts Teacher (Private) (sp)	2505-99
<b>Hairdressing Establishment Managing Supervisor</b>	1599-11	Handwriting Expert	see 3999-99
Half-Tone Etcher	see 4503-15	<b>Handyman/woman</b>	8999-19
Halogenation Operator	see 7305-11	Hansard Reporter	see 5105-15
Ham and Bacon Smallgoods Maker	see 4701-13	Harbour Diver	see 4999-23
		Harbour Master/Mistress	see 1399-99
		Hardboard Factory Hand (sp)	8199-15

Title	Code	Title	Code
Hardboard Plant Operator (sp)	7399-17	<b>Head Sawyer</b>	7413-11
Hardboard Press Operator (sp)	7399-17	Head Sawyer, Band-Saw (Remote Control)	see 7413-11
Hardener (sp)	7315-13	Head Sawyer, Band-Saw	see 7413-11
Hardware Store Manager (sp)	1501-11	Head Sawyer, Circular Saw (Remote Control)	see 7413-11
Hardwood Faller (sp)	8203-11	Head Sawyer, Gang Saw (Remote Control)	see 7413-11
Hardwood Feller	see 8203-11	Head Sawyer, Gang Saw	see 7413-11
Harness Maker (Automotive)	see 8103-11	Head Sawyer, Sawmill (Remote Control)	see 7413-11
Harpist	see 2815-17	Head Stagehand	see 8999-99
Harvester Operator (sp)	7209-11	Head Teacher (TAFE) (sp)	2503-01
Harvester Operator, Sugar Cane	see 7209-11	Head Trimmer	see 8199-35
Harvesting Manager (Forestry)	see 2107-25	Head Waiter/Waitress (a)	6505-01
<b>Hat Maker</b>	4911-21	Head, Art Department	see 2405-01
Hatchery Assistant (sp)	8201-99	Head, Department of Business Education	see 2405-01
Hatchery Farmer, Poultry	see 1401-25	Head, English Department	see 2405-01
Hatchery Manager (sp)	1401-25	Head, Geography Department	see 2405-01
Hatchery Manager, Poultry	see 1401-25	Head, Home Economics Department	see 2405-01
Haul Seine Fisherman/woman	see 8925-13	Head, Manual/Industrial Arts Department	see 2405-01
Haul Truck Driver (sp)	7105-13	Head, Mathematics Department	see 2405-01
Haul Truck Operator	see 7105-13	Head, Modern Languages Department	see 2405-01
Haulpak Driver	see 7105-13	Head, Music Department	see 2405-01
Hazelnut Grower	see 1401-31	Head, Science Department	see 2405-01
Head Analyst, Chemical Laboratory	see 2101-11	Headmaster/Mistress (a)	1317-11
Head Chef	see 4705-01	Headmaster/Mistress, Primary School	see 1317-11
Head Cook	see 4705-01	Headmaster/Mistress, Secondary School	see 1317-11
<b>Head Gardener</b>	4805-01	Health Data Administrator (sp)	2799-11
<b>Head Greenkeeper</b>	4803-01	<b>Health Diagnosis and Treatment Practitioners, nec</b>	2399-99
Head Groundsman/woman (a)	4803-01	<b>Health Inspector</b>	3905-21
Head Maltster	see 7431-01	Health Insurance Assessor (sp)	5303-11
Head Miller	see 4799-01	Health Officer, Animal	see 2323-11
Head of Department (TAFE) (sp)	2503-01	Health Physicist	see 2109-13
Head of Department, Audiometry (TAFE)	see 2503-01	Health Services Manager	see 1201-11
Head of Department, Automotive Electrics (TAFE)	see 2503-01	Health Surveyor (a)	3905-21
Head of Department, Building (TAFE)	see 2503-01	Hearse Driver	see 7103-11
Head of Department, Catering (TAFE)	see 2503-01	Heat Metal Technician (sp)	3299-11
Head of Department, Civil Engineering (TAFE)	see 2503-01	Heat Treater	see 7315-13
Head of Department, Composition (TAFE)	see 2503-01	Heat Treater (Annealer)	see 7315-13
Head of Department, Fashion Design (TAFE)	see 2503-01	Heat Treater, Tool Furnace	see 7315-13
Head of Department, Maritime Studies (TAFE)	see 2503-01	<b>Heat Treatment Furnace Operator</b>	7315-13
Head of Department, Medical Laboratory Studies (TAFE)	see 2503-01	Heat Treatment Operator, General	see 7315-13
Head of Department, Motor Mechanics (TAFE)	see 2503-01	Heat Treatment/Humidifier Operator	see 7315-15
Head of Department, Panel Beating (TAFE)	see 2503-01	Heater (Annealing)	see 7315-13
Head of Department, Pastrycooking (TAFE)	see 2503-01	Heater (Hardening)	see 7315-13
Head of Department, Piano Studies (TAFE)	see 2503-01	Heating and Ventilating Draftsman/woman	see 3205-11
Head of Department, Plumbing (TAFE)	see 2503-01	Heating and Ventilation Technical Officer (sp)	3205-11
Head of Department, Police Studies (TAFE)	see 2503-01	Heavy Coil Winder (sp)	4303-11
Head of Department, Real Estate Management (TAFE)	see 2503-01	Heavy Media Plant Operator	see 7399-11
Head of Department, Veterinary Nursing (TAFE)	see 2503-01	Heavy Medium Separation Operator	see 7399-11
Head of Diplomatic Mission (sp)	1101-99	<b>Heavy Truck Driver</b>	7105-13
Head of Government Department (sp)	1201-11	Heavy Vehicle Driving Instructor	see 2505-19
Head of School (Educational Institution)	see 1317-99	Heavy-Duty Equipment Operator	see 7201
<b>Head of School (TAFE)</b>	2503-01	Heel Builder (sp)	7429-11
Head Porter (a)	8903-01	Helicopter Mechanic	see 4211
		Helicopter Observer (Rescue) (sp)	3303-25
		Helicopter Pilot (sp)	3301-11
		Helminthologist	see 2107-99
		Helper (Blast Furnace)	see 8199-11
		Helper (Stores)	see 8907-11



Title	Code	Title	Code
Hemstitching Machine Operator (sp)	7427-13	Horse Racing Judge (sp)	3915-17
Herbalist (sp)	2399-99	Horse Snigger	see 8203-15
Herbs Grower	see 1401-99	Horse Stud Farmer (sp)	1401-27
Herpetologist	see 2107-99	Horse Stud Manager (a)	1401-27
Hide and Skin Buyer (sp)	3913-13	Horse Trainer (sp)	4931-99
<b>Hide and Skin Classer</b>	3999-37	Horse Trainer, Standardbred	see 4931-11
Hide and Skin Fleshing Machine Operator (sp)	7423-11	Horse Trainer, Thoroughbred	see 4931-11
Hide and Skin Merchant	see 6199-11	Horseradish Grower	see 1401-33
<b>Hide and Skin Processing Labourer</b>	8199-27	Horticultural Inspector (sp)	3905-15
<b>Hide and Skin Processing Machine Operator</b>	7423-11	Horticultural Scientist (sp)	2107-19
High Commissioner (sp)	1101-99	Horticultural Technical Officer (sp)	3103-29
High Court Judge	see 1103-13	Horticultural Technician (sp)	3103-27
High Density Order Picker Operator	see 7203-11	Horticultural Tradesperson	see 48
High Density Rack/Aisle Stacker Operator	see 7203-11	Horticulturalist, Landscape	see 4805-13
High Lead System Operator	see 8203-15	Hospital Administrator (sp)	1201-11
High School Biology Teacher	see 2405-11	Hospital Admitting Clerk (a)	5601-15
High School Science Teacher	see 2405-11	<b>Hospital Cleaner</b>	8301-15
High School Teacher	see 2405-11	Hospital Cook	see 4705-13
High School Teacher, Arts and Crafts	see 2405-11	<b>Hospital Food Serviceperson</b>	8921-13
High School Teacher, Home Economics	see 2405-11	Hospital Matron	see 1315-11
High School Teacher, Manual/Industrial Arts	see 2405-11	Hospital Orderly (a)	8921-11
High School Teacher, Music	see 2405-11	<b>Hospital Pharmacist</b>	2307-11
High School Teacher, Physical Education	see 2405-11	Hospital Porter (sp)	8921-11
High Speed Polisher Operator	see 8301-13	Hospital Ward Clerk (sp)	5601-15
High-Speed Printer Operator	see 5201-99	Hospital Wardsman/woman	see 8921-11
Hire Car Driver (sp)	7103-11	Host/Hostess, Ground	see 6405-11
Hire Car Operator	see 7103-11	Hostel Father/Mother	see 6601-17
Histologist (sp)	2107-11	Hostel Manager (sp)	1505-99
Histology Technologist	see 2109-11	<b>Hostel Parent</b>	6601-17
Histopathologist (sp)	2303-37	Hostess, Flight	see 6609-11
Histopathology Technician (sp)	3101-13	Hot Metal Crane Driver	see 7311-11
<b>Historian</b>	2907-15	Hot Press Operator (Clay Products)	see 7419-13
Historian, Consultant	see 2907-15	Hot Press Operator (Wood Processing)	see 7413-23
Historical Geographer	see 2907-13	Hot-Dip Galvaniser	see 8199-11
Hogger Operator (sp)	7413-99	Hotel Concierge (sp)	8903-01
Hoist Operator (Materials Only)	see 7313-11	Hotel Cook	see 4705-13
Hoist Operator, Materials and Workers	see 7313-11	Hotel Page (sp)	8903-11
<b>Hoist, Winch and Lift Operator</b>	7313-11	Hotel Porter	see 8903-11
Hollow-ware Assembler	see 8103-15	Hotel Receptionist	see 5601-11
Hollow-ware Maker	see 8103-15	Hotel Security Officer	see 8911-13
Hollow-ware Polisher	see 4923-15	Hotel Useful (sp)	8999-19
<b>Home Companion</b>	6607-11	Hotel Yardman/woman (sp)	8999-19
Home Economics Community Adviser	see 2399-13	<b>Hotel/Motel Manager</b>	1505-11
Home Economics Food Consultant	see 2399-13	Hotelier (a)	1505-11
Home Economics Master/Mistress	see 2405-11	House Cleaner	see 8301-99
Home Economics Teacher	see 2405-11	House Decorator	see 4405-11
Home Helper (a)	6607-11	House Painter	see 4405-11
Home Improvements Contractor	see 8401-13	House Painting and Decorating Contractor	see 4405-11
<b>Home Improvements Installer</b>	8401-13	House Parent (a)	6601-17
Home-School Liaison Officer (sp)	2905-13	Household Cleaner	see 8301-99
Homemaking Adviser	see 3901-15	Housekeeper	see 8915
Homeopath (sp)	2399-99	Housekeeper, Lodging and Accommodation	see 8915-11
Hop Farmer	see 1401-11	Houseman/maid (sp)	8301-13
Horn Player	see 2815-17	Housemother/father	see 6601-17
<b>Horse Breaker</b>	4931-11	Housing Counsellor (sp)	2603-99
Horse Breaker, Harness-Racing	see 4931-13	Hovercraft Operator (sp)	3305-11
Horse Breaker, Saddle-Racing	see 4931-13	Hunter (a)	8299-11
<b>Horse Breeder</b>	1401-27	Hunter, Rabbit	see 8299-11
Horse Farmer	see 1401-27	Hydraulic Controls Technician (sp)	3205-13
Horse Groom (sp)	8201-11	Hydraulic Design Engineer	see 2209-11
		Hydraulic Excavator Operator	see 7201-29
		Hydraulic Fill Operator	see 7399-11
		Hydraulic Rockbreaker Operator (sp)	7201-29

Title	Code	Title	Code
Hydraulic-Boom Crane Driver	see 7311-11	Hydrological Technician (sp)	3103-17
Hydro-Electric Power Station Shift Supervisor	see 7301-01	Hydrologist (sp)	2103-13
Hydro-Electric Station Operator (sp)	7301-11	Hydrologist, Forest	see 2103-13
Hydrofoil Operator (sp)	3305-11	Hydrolysis and Hydration Operator	see 7305-11
Hydrogen Fluoride Still Operator	see 7305-11	Hydrometallurgical Engineer (sp)	2217-11
Hydrogenation Operator	see 7431-23	Hydrometeorologist (sp)	2199-15
Hydrogeologist	see 2103-11	Hydroponics Technician (sp)	3103-27
Hydrographer (sp)	3103-17	Hypulpur Operator (Papermaking)	see 7415-11
Hydrographic Surveyor (sp)	2205-13	Hypnotist (sp)	2817-15

## I

Ice Confection Maker (sp)	7431-25	Industrial Psychologist (a)	2903-15
Ice Cream Vendor	see 6501-17	Industrial Registrar (sp)	2999-99
<b>Ice Cream Maker</b>	7431-25	Industrial Relations Manager	see 1309-11
Ichthyologist	see 2107-23	<b>Industrial Relations Officer</b>	2799-13
<b>Illustrator</b>	2805-19	Industrial Relations Superintendent	see 1309-11
Illustrator, Biological	see 2805-19	Industrial Safety Consultant	see 3905-27
Illustrator, Book	see 2805-19	Industrial Sales Manager	see 1303-11
Illustrator, Medical	see 2805-19	<b>Industrial Spray Painter</b>	8107-11
Illustrator, Scientific	see 2805-19	Industrial Training Officer	see 2705-13
Illustrator, Technical	see 2805-19	<b>Industrial Tribunal Member</b>	1103-19
<b>Image Preparer (Printing)</b>	4503-15	Infant School Teacher (sp)	2403-11
Immunologist (sp)	2303-37	Infant Welfare Nurse (sp)	3401-13
Immunologist, Clinical	see 2303-37	Infantryman (sp)	7499-19
Immunology Medical Laboratory Scientist	see 2109-11	Infectious Diseases Specialist (sp)	2303-41
Impersonator (sp)	2817-15	Information Clerk, Department Store	see 5601-13
Import Freight Clerk	see 5503-13	Information Clerk, Transport	see 5601-13
Import-Export Business Manager (a)	1601-11	Information Desk Clerk (sp)	5601-13
<b>Import/Export Clerk</b>	5503-13	Information Officer	see 5601-13
<b>Importer-Exporter</b>	1601-11	Information Officer (Library) (sp)	2911-11
In-feed Operator (Wood Processing)	see 7413-99	Information Officer (Public Relations) (a)	2703-11
Incinerator Plant Attendant	see 7315-17	Information Services Manager	see 1303-11
<b>Incinerator Plant Operator</b>	7315-17	Information System Programmer	see 2707-11
Induction Furnace Operator	see 7315-11	Information Systems Manager (sp)	1311-11
Industrial and Commercial Interior Designer	see 2805-17	Injection Moulding Machine Operator (sp)	7407-15
Industrial Chemist	see 2101-11	Injection/Compression/Transfer Moulding Machine Operator	see 7407-15
<b>Industrial Cleaner</b>	8301-11	Injection/Compression/Transfer Moulding Machine Setter	see 7407-11
<b>Industrial Designer</b>	2805-15	Ink Maker	see 7305-11
Industrial Diamond Setter	see 4923-11	Ink Sketcher	see 2801-99
Industrial Economist	see 2901-11	Inker Machine Operator (Shoemaking) (sp)	7429-11
<b>Industrial Engineer</b>	2219-17	Innkeeper	see 1505-11
Industrial Engineering Manager	see 1399-11	Inquiry Agent (sp)	3999-99
Industrial Engineering Manager (Manufacturing)	see 1305-11	Inquiry Agent, Manager/Supervisor	see 3999-01
Industrial Engineering Officer	see 2219-17	<b>Inquiry Clerk</b>	5601-13
Industrial Fire Safety Officer	see 3905-27	Inquiry Officer (a)	5601-13
Industrial Gas Production Operator (sp)	7305-11	Insect Ecologist	see 2107-21
Industrial Hygiene Inspector (sp)	3905-21	Insect Pathologist (sp)	2107-23
Industrial Illustrator	see 2805-19	Inspector of Works	see 3905-11
Industrial Inspector (a)	3905-23	Inspector, Agricultural Equipment	see 8109-13
Industrial Instrument Mechanic	see 4213-11	Inspector, Aircraft	see 4211
Industrial Machinery Salesperson	see 6201-99	Inspector, Aircraft Engine	see 4211-11
Industrial Medicine Specialist (sp)	2303-99	Inspector, Aircraft Hydraulics	see 4211-11
Industrial Metallurgist (a)	2217-13	Inspector, Airframe	see 4211-13
Industrial Nurse	see 3401-99	Inspector, Arbitration	see 3905-23
Industrial Officer (a)	2799-13	Inspector, Automobile	see 3905-99
Industrial Painter (Structures) (sp)	4405-11	Inspector, Avionics	see 4211-15
<b>Industrial Pharmacist</b>	2307-13	Inspector, Bicycle	see 8109-13
Industrial Photographer	see 2803-11	Inspector, Boilers and Pressure Vessels	see 3905-13

Title	Code	Title	Code
Inspector, Boring	see 3905-25	Inspector, Vehicle	see 3905-99
Inspector, Building	see 3905-11	Inspector, Vehicle Assembly	see 8109-13
Inspector, Bus/Tram	see 3905-31	Inspector, Vermin and Noxious Weeds	see 3905-99
Inspector, Cover	see 8109-13	Inspector, Water	see 3905-21
Inspector, Cushion	see 8109-13	Inspector, Water Pollution	see 3905-21
Inspector, Dairy Produce	see 3905-15	Inspector, Weights and Measures	see 3905-99
Inspector, Electrical	see 3905-11	Inspector, Wire	see 8109-13
Inspector, Electroplating	see 4209-01	<b>Inspectors and Regulatory Officers, nec</b>	3905-99
Inspector, Explosives and Inflammable Liquids	see 3905-99	Installer, Fibreglass	see 8401-11
Inspector, Explosives Transport	see 3905-99	Installer, Garage Door	see 8401-13
Inspector, Factories and Shops	see 3905-21	Installer, Home Improvements	see 8401-13
Inspector, Fire Safety	see 3905-13	Instructor, Aircraft Navigation	see 2505-23
Inspector, Fish Exports	see 3905-15	Instructor, Aircraft Simulator	see 2505-23
Inspector, Fisheries	see 3905-99	Instructor, Articulated Vehicle Driving	see 2505-19
Inspector, Flight Engineer	see 3303-21	Instructor, Automobile Driving	see 2505-19
Inspector, Garments, Final	see 8109-13	Instructor, Bus Operator Training	see 2505-19
Inspector, Gas Leakage	see 3905-13	Instructor, Car Driving	see 2505-19
Inspector, Health	see 3905-21	Instructor, Charm Course	see 2505-99
Inspector, Heat Treating	see 7315-01	Instructor, Dance	see 2505-15
Inspector, Horticultural	see 3905-15	Instructor, Flight Simulator	see 2505-23
Inspector, Humane Society	see 3905-99	Instructor, Flying	see 2505-21
Inspector, Industrial Hygiene	see 3905-21	Instructor, Gliding	see 2505-21
Inspector, Industrial	see 3905-23	Instructor, Ground School	see 2505-23
Inspector, Licensing	see 3905-99	Instructor, Gyroplane	see 2505-21
Inspector, Lifts and Cranes	see 3905-13	Instructor, Heavy Vehicle Driving	see 2505-19
Inspector, Machine Shop	see 4103-01	Instructor, Locomotive Driving	see 2505-99
Inspector, Market	see 3905-21	Instructor, Motor Cycle Driving	see 2505-19
Inspector, Meat	see 3905-15	Instructor, Riding	see 2505-99
Inspector, Mines	see 3905-13	Instructor, Skiing	see 2505-99
Inspector, Motor Vehicle	see 3905-99	Instructor, Sport	see 2505-99
Inspector, Orchard	see 3905-15	Instructor, Suburban Train Driving	see 2505-99
Inspector, Parking	see 5999-99	Instructor, Swimming	see 2505-99
Inspector, Pest Control	see 3905-99	Instrument Fitter (a)	4213-11
Inspector, Pharmaceutical	see 8109-13	Instrument Fitter, Electrical	see 4303-11
Inspector, Pharmaceuticals and Toiletries	see 8109-13	Instrument Maker	see 4213-11
Inspector, Police	see 1319-11	Instrument Mechanic	see 4213-11
Inspector, Pressure Weld	see 4205-01	Instrument Repairer	see 4213-11
Inspector, Process, (Metal Products)	see 8109-13	<b>Instrumental Musician</b>	2815-17
Inspector, Process, Electrical and Electronic Equipment	see 8109-13	Instrumentalist (a)	2815-17
Inspector, Protective Service	see 8911-01	Insulation Cupola Operator (sp)	7399-25
Inspector, Quality Control, Animal Food Products	see 8109-13	Insulation Installer	see 8401-11
Inspector, Quality Control, Apparel	see 8109-13	<b>Insulation Maker</b>	7399-25
Inspector, Quality Control, Electrical Products	see 8109-13	Insulation Pipe Coverer (Lagging)	see 8499-11
Inspector, Quality Control, Food and Related Products	see 8109-13	<b>Insurance Agent</b>	6103-11
Inspector, Quality Control, Foundation Garments	see 8109-13	Insurance Agent (Fire and General Insurance)	see 6103-11
Inspector, Quality Control, Jackets	see 8109-13	Insurance Agent (Industrial Property)	see 6103-11
Inspector, Quality Control, Shirts	see 8109-13	<b>Insurance Assessor</b>	3905-29
Inspector, Quarantine	see 3905-15	<b>Insurance Broker</b>	6103-13
Inspector, Radio Interference	see 3905-99	<b>Insurance Clerk</b>	5303-11
Inspector, Safety	see 3905-13	Insurance Inspector (Fire and General Insurance)	see 6103-01
Inspector, Scaffolding	see 3905-13	Insurance Inspector, Industrial Property	see 6103-01
Inspector, Senior	see 3905-01	Insurance Investigator	see 3999-99
Inspector, Senior, Orchards and Fruit	see 3905-01	Insurance Salesperson	see 6103-11
Inspector, Sugar Cane	see 3905-15	Insurance Underwriter (sp)	6103-11
Inspector, Superintending	see 3905-01	Integration Teacher (sp)	2407-11
Inspector, Traffic	see 3905-31	<b>Intelligence Officer</b>	2999-23
Inspector, Travel Accommodation	see 3905-99	Intensive Care Nurse (sp)	3401-99
Inspector, Typewriter (Mechanical)	see 8109-13	Inter-Company Money Market Dealer	see 6101-99
		<b>Interior Decorator</b>	3999-21
		<b>Interior Designer</b>	2805-17
		Intern	see 2301-11
		Internal Auditor	see 2701-11
		Internal Combustion Engine Driver	see 7303-11

Title	Code	Title	Code
Internal Lagger	see 8499-11	Investment Consultant	see 6101-99
International Banking Officer	see 6101-99	Investment Dealer (sp)	6101-11
International Trade Economist (sp)	2901-11	Invisible Mender	see 7427-11
<b>Interpreter</b>	2999-19	Invoice Clerk (sp)	5301-13
Interviewer, Employment	see 2705-11	Invoice Typist	see 5103-13
Introductory Consultant	see 6699-99	Invoice-Control Clerk	see 5301-13
Inventory Clerk (sp)	5505-11	Inward Freight Clerk	see 5503-11
Inventory Controller	see 5505-11	Ion Exchange Operator	see 7305-11
Inverform Machine Operator (sp)	7415-11	Iron Pellet Tester (sp)	8109-15
Investigator, Insurance	see 3999-99	Irrigation Supervisor (sp)	7399-29
Investigator, Railway	see 3999-99	Irrigation Worker	see 8201-99
Investment Accounting Clerk (sp)	5301-13	Isotope Technician	see 3103-17
Investment Adviser (sp)	6101-99	Itinerant Teacher, Primary	see 2403-11
Investment Analyst	see 6101-99	Itinerant Teacher, Secondary	see 2405-11

## J

Jack Hammer Operator	see 7499-99	Joiner, Detailed	see 4401-13
Jackaroo (sp)	1401-91	Joiner, Standard	see 4401-13
Jagger	see 6699-99	Joinery Assembler (sp)	8103-17
Jam and Sauce Cook	see 7431-27	Joinery Factory Hand (sp)	8199-15
Janitor (sp)	8913-11	Joinery Patternmaker (sp)	4401-13
Jazz Singer	see 2815-15	Joinery Setter-out (sp)	4401-13
<b>Jeweller</b>	4923-11	Jointer, Cable (Electrical)	see 4301-13
Jewellery and Precious Metalware Finisher	see 4923-15	Jointer, Cable (Telecommunications)	see 4311-15
<b>Jewellery Assembler</b>	8103-15	Jointer, Pipe	see 4409-11
Jewellery Benchworker (a)	8103-15	Jojoba Grower	see 1401-99
Jewellery Designer	see 2805-15	Journalist	see 2807
Jewellery Electroplater	see 4209-15	Journalist, Freelance	see 2807-99
Jewellery Machine Operator	see 8103-15	<b>Journalists, nec</b>	2807-99
Jewellery Maker and Repairer	see 4923-11	<b>Judge</b>	1103-13
Jewellery Model Maker	see 4923-11	Judge, County Court	see 1103-13
Jewellery Polisher	see 4923-15	Judge, District Court	see 1103-13
Jewellery Process Worker	see 8103-15	Judge, Federal Court	see 1103-13
Jig and Tool Design Draftsman/woman	see 3205-11	Judge, Harness/Horse Racing	see 3915-17
Jig Maker (Wood) (sp)	4901-11	Judge, High Court	see 1103-13
Jiggerman/woman (Mineral Ore Treating)	see 7399-11	Judge, Supreme Court	see 1103-13
Jiggerman/woman, Clay Processing	see 7419-13	Judge's Associate (sp)	2605-99
Jigmaker (Metal) (sp)	4101-11	Juggler (sp)	2817-15
Jillaroo (sp)	1401-91	Juice Blender	see 7431-15
Jobbing Moulder-Coremaker	see 4207-13	Juice Evaporator	see 7431-15
<b>Jockey</b>	3915-13	Juice Extractor Operator	see 7431-15
<b>Joiner</b>	4401-13	Jumbo Drill Operator (sp)	7317-11
Joiner (Sewing Machine)	see 7427-11	Junior Engineer, Marine	see 3307-91
Joiner Assembler, A Grade	see 4401-13	Junior Primary School Teacher (sp)	2403-11
Joiner Assembler, B Grade	see 8103-17	Junior Programmer	see 2707-11
Joiner, Architectural	see 4401-13	Junior Storeman	see 8907-11
Joiner, Bias Ply	see 7409-11	Justice of the High Court (sp)	1103-13
		Justice of the Supreme Court	see 1103-13

## K

Kangaroo Shooter	see 8299-11	Key Grip	see 8999-99
Kelp and Seagrass Gatherer (sp)	8299-99	Key Punch Operator	see 5201-13
Kennelman/maid (sp)	8999-11	Keyboard Operator-Assembler (sp)	5201-13
Kettle Operator (Chemicals)	see 7305-11	Kidney Remover	see 8199-33
Kettleman/woman (Lead)	see 7315-11	Kiln Burner	see 7315-15
Kettleman/woman (sp)	7315-11	Kiln Door Builder	see 8199-21
Key Account Manager	see 2703-11	Kiln Dryer Operator (Wood Processing)	see 7315-15
Key Cutter (sp)	7405-11	Kiln Labourer (sp)	8199-21

Title	Code	Title	Code
<b>Kiln Operator</b>	7315-15	<b>Kitchenhand</b>	8919-11
Kiln Operator (Wood Processing)	see 7315-15	Kiwi Fruit Grower	see 1401-31
Kiln Operator, Cement/Lime and Clay Products	see 7315-15	Knackery Supervisor	see 8199-01
Kindergarten Aide	see 6601-13	Knife Sharpener (sp)	7405-11
Kindergarten Assistant (sp)	6601-11	Knifehand	see 8199-33
Kindergarten Director (sp)	2401-11	Knitter (Machine)	see 7425-15
Kindergarten Helper	see 6601-15	Knitting Machine Operator	see 7425-15
Kindergarten Teacher (a)	2401-11	Knitting Machine Operator, Rubber Products	see 7409-99
Kindergarten Worker	see 6601-15	Knitting Machine Setter	see 4103-15
Kitchen Help	see 8919-11	Knitting Room Supervisor	see 7425-01
Kitchen Man/Woman	see 8919-11	Knockerdown (Abattoir) (sp)	8199-33
Kitchen Porter	see 8919-11		

## L

Label Printer	see 4505	Labourer, Hide and Skin Store	see 8199-27
Labeller, Machine	see 7433-99	Labourer, Hot Press Wood Processing	see 8199-15
Laboratory Analyst (Chemistry)	see 3103-11	Labourer, Ice Cream Processing	see 8199-43
Laboratory Animal Technician	see 3103-27	Labourer, Iron Ore Mine (Open Cut)	see 8415-11
Laboratory Assistant, Optical Lens	see 4999-13	Labourer, Joinery Manufacture	see 8199-15
Laboratory Assistant, Photograph Processing	see 7435-11	Labourer, Kiln	see 8199-21
Laboratory Assistant	see 3999-99	Labourer, Knackery	see 8199-33
Laboratory Attendant	see 3999-99	Labourer, Laundry	see 8917-11
Laboratory Manager	see 1399-13	Labourer, Limestone Quarry	see 8415-11
Laboratory Superintendent	see 1399-13	Labourer, Logging	see 8203-15
Laboratory Supervisor	see 3103-11	Labourer, Market Garden	see 8201-13
Labour Economist (sp)	2901-11	Labourer, Meatworks	see 8199-33
Labourer, Abattoir	see 8199-33	Labourer, Metal Processing	see 8199-11
Labourer, Bauxite Mine (Open Cut)	see 8415-11	Labourer, Milk Processing	see 8199-43
Labourer, Beef Cattle Farm	see 8201-11	Labourer, Mineral Ore Treating	see 8415-15
Labourer, Bricklayer's	see 8499-17	Labourer, Mining	see 8415-11
Labourer, Builder's	see 8499-17	Labourer, Orchard	see 8201-13
Labourer, Building Site	see 8499-17	Labourer, Ore and Minerals Treating	see 8415-15
Labourer, Cement Plant	see 8199-19	Labourer, Ore Processing	see 8415-15
Labourer, Cheese Processing	see 8199-43	Labourer, Paint Factory	see 8199-23
Labourer, Chemical Plant	see 8199-23	Labourer, Paper/Pulp Products Manufacture	see 8199-17
Labourer, Clay Processing	see 8199-21	Labourer, Particleboard Manufacture	see 8199-15
Labourer, Communication/- Telecommunication Installation	see 8101-15	Labourer, Paving and Surfacing	see 8409-11
Labourer, Concentrator	see 8415-15	Labourer, Piggery	see 8201-11
Labourer, Concrete Plant	see 8199-19	Labourer, Plant, Mineral Ore Treating	see 8415-15
Labourer, Construction	see 8499-17	Labourer, Plastic Production	see 8199-25
Labourer, Cooperage	see 8199-15	Labourer, Plywood Manufacture	see 8199-15
Labourer, Dairy Farm	see 8201-11	Labourer, Poultry Farm	see 8201-99
Labourer, Dairy Processing	see 8199-43	Labourer, Pulp Manufacture	see 8199-17
Labourer, Drilling Rig	see 8415-13	Labourer, Pulp, Papermaking and Paper Product Fabricating	see 8199-17
Labourer, Earthmoving	see 8407-11	Labourer, Quarry/Open Cut Mine	see 8415-11
Labourer, Electrical Power and Communications	see 8101-15	Labourer, Railway Track	see 8413-11
Labourer, Electrical Power Installation	see 8101-15	Labourer, Road Maintenance	see 8409-11
Labourer, Explosives Production	see 8199-23	Labourer, Rubber Processing Plant	see 8199-25
Labourer, Farm	see 8201-99	Labourer, Sawmill	see 8199-13
Labourer, Fellmongery	see 8199-27	Labourer, Sheep Farm	see 8201-11
Labourer, Forestry	see 8203-13	Labourer, Shoemaking	see 8199-99
Labourer, Fruit and Vegetable Growing	see 8201-13	Labourer, Stud Farm	see 8201-11
Labourer, Furnace	see 8199-11	Labourer, Sugar Cane Farm	see 8201-11
Labourer, Furniture Manufacture	see 8199-15	Labourer, Tailings Dam	see 8415-15
Labourer, Garden	see 8205-13	Labourer, Tannery	see 8199-27
Labourer, Goat Farm	see 8201-11	Labourer, Timber Yard	see 8199-13
Labourer, Hardboard Manufacture	see 8199-15	Labourer, Tobacco Farm	see 8201-11
Labourer, Hide and Skin Processing	see 8199-27	Labourer, Underground Mine	see 8415-11
		Labourer, Veneer Dryer	see 8199-15

Title	Code	Title	Code
Labourer, Wheat Farm	see 8201-11	Leach Plant Operator	see 7399-11
Labourer, Wood Processing	see 8199-15	Leaching Operator	see 7399-11
Labourer, Wood Products Manufacturing	see 8199-15	Lead Smelter	see 7315-11
<b>Labourers and Related Workers, nec</b>	8999-99	Lead Smelting Engineer	see 2207-11
Lacing Machine Operator	see 7429-11	Lead Stripping Machine Operator (Rubber)	see 7409-99
Lacquer Blender	see 7305-11	Leadburner (sp)	4409-13
Ladies Companion	see 6607-11	Leader of the Opposition	see 1101-11
Ladies Hairdresser	see 4927-11	Leader Writer (sp)	2807-99
Ladleman/woman (Metals) (sp)	7401-13	Leading Hand, Bulk Materials Handling	see 7309-01
<b>Lagger</b>	8499-11	Leading Hand, Dumping and Stockpiling	see 7309-01
Lamb Boner	see 8199-35	Leading Hand, Floating Plant Operator	see 7201-01
Lamb Grader	see 8109-11	Leading Hand, Glassware Products	see 7417-01
Lamb Slicer	see 8199-35	Leading Hand, Primary Crusher	see 7399-01
LAME, Airframes	see 4211-13	Leading Hand, Ship Loading	see 7309-01
LAME, Electrical	see 4211-15	Leading Hand, Unloading	see 7309-01
LAME, Engines	see 4211-11	Leadlight Glazer	see 4925-99
LAME, Instruments	see 4211-19	Leadlighter (sp)	4925-99
LAME, Radio	see 4211-17	Leaflet Deliverer	see 8999-99
Laminator Fabricator	see 8199-25	Learner Slaughterman/woman	see 4701-91
Laminator Fibreglasser	see 8199-25	Leasehand	see 8415-13
Laminator Operator, Particleboard Manufacture	see 7413-23	Leasing Agent (a)	6105-13
Lamp and Bathroom Attendant	see 8999-17	Leather Craftworker	see 4925-99
Lamp and Washroom Attendant	see 8999-17	Leather Drying Operator (sp)	7423-11
<b>Lampman/woman</b>	8999-17	Leather Finishing Machine Operator (sp)	7423-11
Lamproom Attendant (a)	8999-17	<b>Leather Goods Maker</b>	4917-11
Lamproom Mechanic	see 8999-17	Leather Grader (sp)	3999-37
Land Agent	see 6105-11	Leather Measuring Operator (sp)	7423-11
Land Degradation Analyst (sp)	2199-11	Leather Printing Operator (sp)	7423-11
Land Survey Technician	see 3207-15	Leather Splitting and Shaving Machine Operator (sp)	7423-11
Land Surveyor (Cadastral)	see 2205-13	Leather Worker	see 4917-11
Land Surveyor (Geodetic)	see 2205-13	Lecturer (TAFE)	see 2503
Landing Operator (Logging) (sp)	8203-15	Lecturer (University or CAE)	see 2501-11
<b>Landscape Architect</b>	2201-13	Lecturer, Applied Science (TAFE)	see 2503-13
<b>Landscape Gardener</b>	4805-13	Lecturer, Art and Design (TAFE)	see 2503-13
Landscape Horticulturalist (a)	4805-13	Lecturer, Building (TAFE)	see 2503-11
Landscape Painter	see 2801-11	Lecturer, Building Trades (TAFE)	see 2503-11
Languages Advisory Teacher	see 2905-13	Lecturer, Business Studies (TAFE)	see 2503-13
Lapidary (sp)	4923-13	Lecturer, Electrical Trades (TAFE)	see 2503-11
Lapidary Technician (sp)	3103-17	Lecturer, Engineering (TAFE)	see 2503-11
Laser Artist (sp)	2801-99	Lecturer, Food Trades (TAFE)	see 2503-11
Laster (sp)	4915-11	Lecturer, General Studies (TAFE)	see 2503-13
Launch Master	see 3305-11	Lecturer, Horticultural and Agricultural Studies (TAFE)	see 2503-11
Launch Operator	see 8925-11	Lecturer, Industrial Services (TAFE)	see 2503-11
Launch Worker	see 8925-11	Lecturer, Metal Trades (TAFE)	see 2503-11
Launchman/woman	see 8925-11	Lecturer, Music (TAFE)	see 2503-13
Launderer	see 7499-17	Lecturer, Paramedical Studies (TAFE)	see 2503-13
Laundress	see 7499-17	Lecturer, Personal Services (TAFE)	see 2503-13
Laundromat Attendant (sp)	8917-11	Lecturer, Printing Trades (TAFE)	see 2503-11
Laundry Assistant (sp)	8917-11	Lecturer, Vehicle Trades (TAFE)	see 2503-11
Laundry Driver Salesman/woman	see 6501-13	Lecturer/Tutor, (Higher Education)	see 2501
Laundry Machine Attendant	see 7499-17	Ledger Examiner	see 5301-01
<b>Laundry Machine Operator</b>	7499-17	Ledger Machine Operator	see 5203-11
Laundry Manager (sp)	1601-99	Ledger Machinist (sp)	5203-11
<b>Laundry Worker</b>	8917-11	Leek Grower	see 1401-33
Laundryman/woman	see 7499-17	<b>Legal and Related Clerks, nec</b>	5907-99
<b>Law Clerk</b>	5907-13	Legal Clerk (a)	5907-13
Lawn Mower (sp)	8205-13	Legal Officer	see 2605-99
Lawnmower Mechanic (sp)	4601-13	Legal Officer, Corporate	see 2605-99
Lawyer	see 2605	Legal Secretary (sp)	5101-11
<b>Lawyers, nec</b>	2605-99	Legal Stenographer	see 5101-11
Lay-out Marker (Joinery)	see 4401-13	Legislators and Government Appointed Officials	see 1101
Lay-Up Hand (sp)	8199-25		
<b>Layout Artist</b>	3999-17		

Title	Code	Title	Code
Lehr Attendant Verifier, Glassware	see 8109-15	Lifeguard (sp)	8911-99
Lemon Grower	see 1401-31	Lift Attendant	see 7313-11
Lemon Picker	see 8201-13	Lift Driver	see 7313-11
Lengthsman/woman, Railway	see 8413-11	Lift Electrician (a)	4399-11
Lens Blank Marker	see 4999-13	<b>Lift Mechanic</b>	4399-11
Lens Turning Machine Operator	see 4999-13	Lift Operator (Building)	see 7313-11
Letter Cutter, Stone	see 7419-15	Lift Service Mechanic	see 4399-11
Lettering Artist	see 2805-13	Lift Truck Driver	see 7203-11
Letterpress Plate Maker (sp)	4503-11	Lifts & Cranes Inspector (sp)	3905-13
<b>Letterpress Printing Machinist</b>	4505-11	Light Coil Winder (sp)	8103-13
Lettuce Grower	see 1401-33	<b>Light Technician</b>	3903-19
Level Cleaner, Underground Mine	see 8415-11	Lighter Master	see 3305-11
Level Miner	see 7317-11	Ligherman/woman	see 8925-11
Leverman/woman (sp)	7413-99	Lighthouse Keeper (sp)	7399-99
<b>Librarian</b>	2911-11	Lighting Camera Operator	see 3903-15
Librarian, Audio-Visual	see 2911-11	Lighting Design Drafting Officer (sp)	3299-99
Librarian, Children's	see 2911-11	Lighting Director	see 3903-01
Librarian, Computer tapes	see 5401-11	Lighting Supervisor (sp)	3903-01
Librarian, Law	see 2911-11	Lighting Technical Officer	see 3201-11
Librarian, Maps	see 2911-11	Lighting Technician	see 3903-19
Librarian, Medical Record	see 2799-11	Lightingware Blower	see 4921-13
Librarian, Medical	see 2911-11	Lime Grower	see 1401-31
Librarian, Music	see 2911-11	Lime Sacker	see 7433-99
Librarian, News Film	see 2911-11	Limnologist	see 2107-99
Librarian, Principal	see 1399-99	Line Maintenance Aircraft Engineer (Airframes) (sp)	4211-13
Librarian, Reference	see 2911-11	Line Maintenance Aircraft Engineer (Engines) (sp)	4211-11
Librarian, Special	see 2911-11	Line Officer, Telecommunication	see 4311-01
Librarian, Systems	see 2911-11	Line Repairer, Railway	see 8413-11
Librarian, Tape	see 5401-11	Line Serviceman/woman, Telecommunication	see 4311-15
<b>Library Assistant</b>	5401-11	Line Serviceman/woman-in-Training, Telecommunications	see 4311-91
Library Attendant (a)	5401-11	Line Setter, Woodworking Machines	see 4901-11
Library Attendant, Art Department	see 5401-11	Line Supervisor, Telecommunication	see 4311-01
Library Attendant, Audio-Visual	see 5401-11	Lineman in Seismic Operation	see 8411-11
Library Attendant, Book Return	see 5401-11	Lineman in Survey Crew	see 8411-11
Library Attendant, Braille and Talk Books	see 5401-11	Lineman, Telecommunication	see 4311-15
Library Attendant, Films and Recordings	see 5401-11	Lineman/woman, Radio	see 4311-15
Library Manager (sp)	1399-99	Lineman/woman, Sugar Mill	see 8413-11
<b>Library Technician</b>	3999-15	Lineman/woman, Telecommunication	see 4311-15
Librettist (sp)	2809-11	Lineman/woman, Tram	see 8413-11
Licensed Aircraft Maintenance Engineer (Airframes) (sp)	4211-13	Linemarker, Road	see 7299-99
Licensed Aircraft Maintenance Engineer (Electrical) (sp)	4211-15	Linen Sorter (sp)	8917-11
Licensed Aircraft Maintenance Engineer (Engines) (sp)	4211-11	Liner-in-Training, Telecommunication	see 4311-91
Licensed Aircraft Maintenance Engineer (Instruments) (sp)	4211-19	Liner-off (Marine Construction)	see 4907-11
Licensed Aircraft Maintenance Engineer (Radio) (sp)	4211-17	Linesman, Electrical	see 4301-11
Licensed Club Manager (sp)	1599-99	Linesman/woman (Sport) (sp)	3915-19
Licensed Plumber	see 4409-11	Linesman/woman's Assistant	see 8101-15
Licensed Testing Officer	see 3905-99	Linesman/woman, Electric Power	see 4301-11
Licensed Weigher	see 7399-99	Linesman/woman, Electric Railway	see 4301-11
Licensing Inspector	see 3905-99	Linesman/woman, Overhead	see 4301-11
Lieder Singer	see 2815-13	Linesman/woman, Power	see 4301-11
Lieutenant (Navy) (sp)	1319-15	Linguist (sp)	2907-99
Life Assurance Representative (sp)	6103-11	Linisher	see 4209-11
Life Insurance Representative	see 6103-11	Linoleum Layer	see 4919-11
<b>Life Science Technical Officer</b>	3103-25	Linoleum Maker	see 7407-19
<b>Life Science Technician</b>	3103-27	Linoleum Tile Floor Layer	see 4919-11
<b>Life Scientists, nec</b>	2107-99	Linotype Mechanic	see 4103-11
Life Underwriter	see 6103-11	Linotype Operator	see 4501-11
		Linseed Grower	see 1401-11
		Lion Tamer	see 4931-99
		Liqueur Maker	see 7431-17
		Liqueur Making Supervisor	see 7431-01

Title	Code	Title	Code
Liquid Gas Plant Operator	see 7305-11	Locomotive Inspector (sp)	3905-17
Liquid Petroleum Gasfitter (sp)	4409-13	Locomotive Mechanic	see 4103-11
Liquidator (sp)	2701-11	Locomotive Observer (sp)	7101-91
<b>Liquids Filler</b>	7433-11	Locomotive/Suburban Train Driving Instructor	see 2505-99
Liquor Licensing Inspector (sp)	3905-99	Loftsmen/woman (Aircraft Patternmaker)	see 4203-11
Lister, Parts	see 5505-11	Loftsmen/woman (Distillery)	see 7431-17
Literary Critic	see 2807-99	Loftsmen/woman (Marine) (sp)	4907-11
Literature Evangelist	see 2607-11	Loftsmen/woman, Metal	see 4907-11
Lithographic Plate Preparer (sp)	4503-11	Log Chaser (sp)	8203-15
<b>Lithographic Printing Machinist</b>	4505-13	Log Debarker	see 7413-99
<b>Livestock and Field Crop Farm Hand</b>	8201-11	Log Handler (manufacturing)	see 7413-99
Livestock Breeder	see 1401-99	Log Hauler (sp)	7105-13
Livestock Buyer (sp)	3913-13	Log Loader	see 7205-11
Livestock Producer	see 1401-99	Log Loading Machine Operator	see 7205-11
Livestock Specialist	see 2107-27	Log Measurer/Grader	see 8203-15
Load Controller, Air Transport	see 3303-27	Log Preparer (sp)	7413-15
Load Dispatch Officer	see 7301-11	Log Trimmer	see 8203-15
Loader	see 8909-11	Log Turner, Sawmill	see 8199-13
Loader, Aircraft	see 8903-11	Loganberry Grower	see 1401-31
Loader Operator	see 7201-19	Logging Contractor	see 8203-03
<b>Loader Operator (Earthmoving)</b>	7201-19	Logging Engineer (Fluids Drilling)	see 2211-11
Loader/Unloader (Road or Rail)	see 8909-11	<b>Logging Plant Operator</b>	7205-11
Loaderman/woman	see 7201-23	<b>Logging Worker</b>	8203-15
<b>Loadmaster</b>	3303-27	Long Hole Drill Operator (sp)	7317-11
Loan Analyst	see 3999-29	Longwall Miner Operator (sp)	7201-23
Loans Clerk (sp)	5301-19	Loom Tuner (sp)	4103-15
Loans Officer (sp)	5301-19	Loquat Grower	see 1401-31
Lock Master (Water Transport) (sp)	7399-29	Loss Adjuster (sp)	3905-29
<b>Locksmith</b>	4213-15	Lot Feeder	see 1401-17
Locksmith and Safe Repairer	see 4213-15	Lubritorium Attendant (sp)	8101-99
Locomotive Assistant	see 7107-91	Lucerne Grower	see 1401-11
<b>Locomotive Driver</b>	7107-11	Luffing-Crane Driver	see 7311-11
Locomotive Driver, Diesel	see 7107-11	Luggage Maker	see 4917-11
Locomotive Driver, Goods Train	see 7107-11	<b>Luggage Porter</b>	8903-11
Locomotive Driver, Instructor	see 2505-99	Lung Opener	see 8199-33
Locomotive Driver, Passenger	see 7107-11	Lung Washer	see 8199-33
Locomotive Driver, Underground Mine	see 7107-11	Lupin Grower	see 1401-99
Locomotive Engine Driver	see 7107-11	Luthier	see 4925-99
Locomotive Engineman/woman (a)	7107-11		
Locomotive Fireman/woman	see 7107-91		
Locomotive Fitter	see 4103-11		

## M

MIG Welder	see 4205-19	Machine Operator, Blow Moulding	see 7407-15
Macadamia Nut Grower	see 1401-31	Machine Operator, Blueprint	see 5999-99
Machine Attendant, Tobacco Processing	see 7499-13	Machine Operator, Bonding (Fabric)	see 7425-99
Machine Attendant, Tobacco Products Manufacturing	see 7499-13	Machine Operator, Calibrating	see 7499-99
Machine Compositor	see 4501-11	Machine Operator, Carding	see 7421-11
Machine Drillman/woman	see 7317-11	Machine Operator, Casing	see 7431-19
Machine Labeller (sp)	7433-99	Machine Operator, Casting	see 7401-13
Machine Miner	see 7201-23	Machine Operator, Cellular Plastics	see 7407-11
<b>Machine Moulder</b>	7401-11	Machine Operator, Cement Pipe	see 7399-27
Machine Operator (Printing)	see 4505	Machine Operator, Cereal Milling	see 7431-11
Machine Operator, Accounting	see 5203-11	Machine Operator, Cereals Processing	see 7431-11
Machine Operator, Adding	see 5203-11	Machine Operator, Chocolate Enrobing	see 7431-99
Machine Operator, Automatic Brick Setting	see 7419-13	Machine Operator, Cloth Cutting	see 8199-99
Machine Operator, Baling or Compression	see 7433-99	Machine Operator, Coating (Papermaking)	see 7415-13
Machine Operator, Bending (Sheetmetal)	see 4203-17	Machine Operator, Coil Winding	see 8103-13
		Machine Operator, Continuous Vulcanising	see 7409-99
		Machine Operator, Converter	see 5201-99



Title	Code	Title	Code
Machine Operator, Cryptographic	see 5201-99	Machine Operator, Rope Making	see 7425-19
Machine Operator, Cylinder (Papermaking)	see 7315-11	Machine Operator, Rotational Moulding	see 7407-15
Machine Operator, Dairy Products Processing	see 7431-21	Machine Operator, Sanding	see 4901-17
Machine Operator, Drawing	see 7401-15	Machine Operator, Sewing (Textiles)	see 7427
Machine Operator, Dubbing	see 3903-11	Machine Operator, Sheet Metal Rolling	see 4203-17
Machine Operator, Dyeing, Bleaching, and Finishing	see 7425-17	Machine Operator, Sheet Thickness Tolerance	see 7413-19
Machine Operator, Embossing	see 5999-99	Machine Operator, Single-needle	see 7427-11
Machine Operator, Extruding (Plastics)	see 7407-13	Machine Operator, Sorting	see 5203-11
Machine Operator, Eyelet	see 7429-11	Machine Operator, Spinning	see 7421-11
Machine Operator, Fibre-Cement Moulder	see 7419-21	Machine Operator, Springmaking	see 7405-11
Machine Operator, Field Crops Processing	see 7431-11	Machine Operator, Stockfeed Milling	see 7431-11
Machine Operator, Flexible Foam	see 7407-17	Machine Operator, Stone	see 7419-15
Machine Operator, Floor Covering	see 7499-99	Machine Operator, Strand Forming	see 7425-19
Machine Operator, Food Grinding	see 7431-99	Machine Operator, Sugar Processing	see 7431-13
Machine Operator, Food Mixing	see 7431-99	Machine Operator, Sugar Processing	see 7431-13
Machine Operator, Food Packaging	see 7433-99	Machine Operator, Tablet Coating	see 7411-11
Machine Operator, Food Separating	see 7431-99	Machine Operator, Tablet Making	see 7411-11
Machine Operator, Forging	see 7405-11	Machine Operator, Tabulating	see 5203-11
Machine Operator, Fourdrinier	see 7415-11	Machine Operator, Thermoforming	see 7407-15
Machine Operator, Fruit Peeling	see 7431-99	Machine Operator, Thin Film Extruding	see 7407-13
Machine Operator, Granulator	see 7411-11	Machine Operator, Toothpaste Blending	see 7411-11
Machine Operator, Hemstitching	see 7427-13	Machine Operator, Trench-digging	see 7201-17
Machine Operator, Hide and Skin	see 7423-11	Machine Operator, Tufting	see 7425-99
Machine Operator, Injection/Compression/Transfer Moulding	see 7407-15	Machine Operator, Tyre Uniformity	see 7409-11
Machine Operator, Inker	see 7429-11	Machine Operator, Tyre X-Ray	see 7409-11
Machine Operator, Inverform	see 7415-11	Machine Operator, Veneer Splicing	see 7413-19
Machine Operator, Jewellery	see 7405-11	Machine Operator, Welding (Non-Trades)	see 4205-21
Machine Operator, Knitting (Textiles)	see 7425-15	Machine Operator, Welding, Argon-arc	see 4205-19
Machine Operator, Knitting (Rubber Products)	see 7409-99	Machine Operator, Welding, Carbon Dioxide	see 4205-19
Machine Operator, Lacing	see 7429-11	Machine Operator, Welding, Gas-shielded-arc	see 4205-19
Machine Operator, Lead stripping (Rubber)	see 7409-99	Machine Operator, Welding, Metal-inert-gas (MIG)	see 4205-19
Machine Operator, Lens Turning	see 4999-13	Machine Operator, Welding, Plasma-arc	see 4205-19
Machine Operator, Log Loading	see 7205-11	Machine Operator, Welding, Tungsten-inert-gas (TIG)	see 4205-19
Machine Operator, Meat By-products	see 7431-19	Machine Operator, Wire Drawing	see 7401-15
Machine Operator, Meat Processing	see 7431-19	Machine Operator, Wood Fibre Refining	see 7399-15
Machine Operator, Metal Polishing and Buffing	see 4209-11	Machine Operator, Woodworking	see 4901-11
Machine Operator, Multi-needle	see 7427-13	Machine Operator, Woolpulling	see 7421-15
Machine Operator, Office Business	see 5203-11	Machine Operator, Yarn Making	see 7421-11
Machine Operator, Oil Tempering	see 7399-17	Machine Operator, Yarn Texture	see 7421-11
Machine Operator, Paper Product Fabricating and Assembling	see 7415-15	<b>Machine Operators, nec</b>	7499-99
Machine Operator, Paper	see 7415	Machine Setter (sp)	4103-13
Machine Operator, Paperboard	see 7415-11	Machine Setter, Flexible Foam	see 7407-11
Machine Operator, Edge Lipping(Particleboard)	see 7399-17	Machine Setter, Porcelain Turning	see 7419-17
Machine Operator, Pet Food Processing	see 7431-99	Machine Setter, Rigid Foam	see 7407-11
Machine Operator, Pipe Covering	see 8499-11	Machine Stress Grader Operator (sp)	7413-99
Machine Operator, Plastics Blending	see 7407-21	Machine Tool Operator (a)	4103-19
Machine Operator, Press Moulding	see 7407-15	Machine Tool Setter	see 4103-13
Machine Operator, Pressure Forming	see 7407-15	Machine Tool Setter, Skilled	see 4103-13
Machine Operator, Process Work (Electrical and Electronic Equipment)	see 8103-13	Machine Tool Setter-Operator	see 4103-13
Machine Operator, Raise Boring	see 7317-11	Machine Tool Fitter	see 4103-11
Machine Operator, Rigid Foam	see 7407-17	Machineman/woman Miner	see 7201-23
Machine Operator, Rivetting	see 7405-11	Machinery Fitter	see 4103-11
Machine Operator, Rolling	see 7399-13	Machinery Operator, Amenity Horticulture	see 7209-13
		Machinist (Clothing)	see 7427
		Machinist, Class One (Metropolitan Newspaper Press)	see 4505-17
		Machinist, Class Two (Metropolitan Newspaper Press)	see 4505-17

Title	Code	Title	Code
Machinist, First Class	see 4103-13	Manager, Canteen	see 1503-11
Machinist, Ledger	see 5203-11	Manager, Caravan Park	see 1505-13
Machinist, Metropolitan Newspaper Press	see 4505-17	Manager, Catering	see 1503-11
Machinist, Second Class	see 4103-19	Manager, Children's Home	see 6606-01
Machinist, Shoemaking	see 7429-11	Manager, Company	see 1201-11
Machinist, Stonemasonry	see 7419-15	Manager, Corporate Finance	see 1301-11
Machinist, Third Class	see 4103-21	Manager, Country Club	see 1599-13
Macro-economist (sp)	2901-11	Manager, Credit	see 1301-11
Maestro	see 2815-99	Manager, Data Processing	see 1311-11
Magazine Designer	see 2805-13	Manager, Department (Sales)	see 6301-01
Magazine Editor	see 2807-01	Manager, Distillation	see 1305-11
Magician (sp)	2817-15	Manager, Divisional	see 1399-99
<b>Magistrate</b>	1103-15	Manager, Divisional (Insurance)	see 6103-01
Magistrate, Special	see 1103-15	Manager, Electronic Data Processing	see 1311-11
Magistrate, Stipendiary	see 1103-15	Manager, Engineering	see 1399-11
Magistrate's Clerk (sp)	5907-11	Manager, Farm, Dairy	see 1401-19
Magnetic Separator Attendant	see 7399-11	Manager, Farm, Goat	see 1401-99
Magnetic Testing Technician (sp)	3299-11	Manager, Farm, Sugar Cane	see 1401-13
Mail Officer	see 5403-11	Manager, Farm, Tobacco	see 1401-15
Mail Order Clerk (sp)	5505-15	Manager, Fast Food Outlet	see 1501-11
<b>Mail Sorter</b>	5403-11	Manager, Field, Postal Services	see 3905-99
Maintenance Carpenter	see 4401-11	Manager, Finance	see 1301-11
Maintenance Cleaner	see 8301-99	Manager, Finance and Administration	see 1301-11
Maintenance Engineer, Aircraft	see 4211	Manager, Financial Planning	see 1301-11
Maintenance Engineer, Electrical	see 2211-11	Manager, Floor (Television)	see 2811-21
Maintenance Engineer, Mechanical	see 2213-11	Manager, Freight Centre	see 1599-99
Maintenance Fitter (sp)	4103-11	Manager, Freight Centre, Rail	see 1599-99
Maintenance Fitter and Turner	see 4103-11	Manager, Golf Club	see 1599-13
Maintenance Man/Woman, Railway/Tramway	see 8413-11	Manager, Government Policy Advice	see 1313-11
Maintenance Officer, Radio	see 3201-15	Manager, Gymnasium	see 1599-13
Maintenance Plumber	see 4409-11	Manager, Harvesting	see 2107-25
Maitre D'Hotel (a)	6505-01	Manager, Health Club/Spa	see 1599-13
Maize Grower	see 1401-11	Manager, Horse Stud	see 1401-27
Make-up Artist (sp)	3903-99	Manager, Hostel	see 1505-99
Make-up Plant Operator (Chemicals)	see 7411-11	Manager, Hotel/Motel	see 1505-11
Malt Process Worker	see 7431-11	Manager, Human Relations	see 1309-11
Malt Shiftperson	see 7431-11	Manager, Human Resources	see 1309-11
Malting Supervisor	see 7431-01	Manager, Information Services	see 1303-11
Maltster (sp)	7431-11	Manager, Lodging Establishment	see 1505-99
Mammalogist	see 2107-23	Manager, Manpower Development	see 1309-11
Management Accountant	see 2701-11	Manager, Manpower Planning and Development	see 1309-11
Management Analyst	see 2799-15	Manager, Medical Record Services	see 1399-99
Management Consultant (sp)	2799-99	Manager, National Gallery	see 1201-11
Management Information Services Director	see 1311-11	Manager, Occupational Health and Safety	see 1309-11
Management Information Services Manager	see 1311-11	Manager, Office	see 1399-99
Management Information Systems Programmer	see 2707-11	Manager, Personnel and Industrial Relations	see 1309-11
Management Services Manager	see 1399-99	Manager, Piggery	see 1401-23
Management Services Manager (Data Processing)	see 1311-11	Manager, Poultry Hatchery	see 1401-25
Management Services Manager (Finance)	see 1301-11	Manager, Production	see 1305-11
Manager, Accounting	see 1301-11	Manager, Properties Investment	see 6101-99
Manager, Administration	see 1399-99	Manager, Property (Real Estate)	see 6105-13
Manager, Amenity Horticulture	see 1399-99	Manager, Real Estate	see 1599-17
Manager, Area	see 1201-11	Manager, Real Estate Agents	see 1599-17
Manager, Bank	see 1507-11	Manager, Real Estate Sales	see 1599-17
Manager, Bar	see 6503-01	Manager, Records	see 1311-11
Manager, Bowling Club	see 1599-99	Manager, Regional	see 1201-11
Manager, Building Society	see 1507-11	Manager, Research	see 1399-13
		Manager, Resort	see 1505-11
		Manager, Restaurant	see 1503-11
		Manager, Retail/Wholesale Store	see 1501-11
		Manager, Sales and Marketing	see 1303-11
		Manager, Science	see 1399-13

Title	Code	Title	Code
Manager, Service Station	see 1501-11	Marine Biologist	see 2107-99
Manager, Shoe Department	see 6301-01	Marine Boiler Attendant	see 7303-13
Manager, Ski Resort	see 1505-11	Marine Chemist	see 2101-11
Manager, Sport Centre	see 1599-13	Marine Construction Tradespersons	see 4907
Manager, Squash Courts	see 1599-13	Marine Cook	see 4705-99
Manager, Stage	see 2811-21	Marine Donkeyman/woman	see 7303-13
Manager, State	see 1201-11	Marine Education Officer	see 2505-99
Manager, State Credit	see 1301-11	<b>Marine Engine and Boiler Operator</b>	7303-13
Manager, State Financial	see 1301-11	Marine Engine Driver	see 7303-13
Manager, State, Sales	see 1303-11	Marine Engine Mechanic	see 4601-11
Manager, Supply and Distribution	see 1307-11	<b>Marine Engineer</b>	3307-11
Manager, Swimming Pool	see 1599-13	Marine Engineer Officer	see 3307-11
Manager, Taxation	see 1301-11	Marine Engineer Superintendent (sp)	1399-99
Manager, Tennis Club	see 1599-13	<b>Marine Engineer Surveyor</b>	3307-13
Manager, Tyre Service	see 1501-11	Marine Fireman/woman	see 7211-11
Manager, Used Car Sales	see 1501-11	Marine Geologist	see 2103-11
Manager, Warehouse	see 1307-11	Marine Geophysicist	see 2103-13
Manager, Working, Boarding House	see 1505-99	Marine Greaser (sp)	7303-13
Manager, Working, Hotel	see 1505-11	Marine Motorman/woman	see 7303-13
Manager, Works	see 1305-11	Marine Oiler	see 7303-13
Managing Director (sp)	1201-11	Marine Pilot (sp)	3305-11
Managing Editor (sp)	1201-11	<b>Marine Steward</b>	6609-13
Managing Supervisor, Beauty Establishment	see 1599-99	Marine Stoker	see 7303-13
Managing Supervisor, Beauty Parlour	see 1599-99	Marine Superintendent (Deck)	see 1399-99
Managing Supervisor, Coffee Lounge	see 1503-11	<b>Marine Surveyor</b>	3307-15
Managing Supervisor, Dining Establishment	see 1503-11	Marine Wiper	see 7303-13
Managing Supervisor, Fast Food Outlet	see 1501-11	Marker, Metal Processing	see 8199-11
Managing Supervisor, Hairdressing Establishment	see 1599-11	Market Garden Labourer	see 8201-13
Managing Supervisor, Hotel/Motel/Lodging House	see 1505	Market Garden Worker	see 8201-13
Managing Supervisor, Laundering and Dry-Cleaning Establishment	see 1501-11	Market Gardener (sp)	1401-33
Managing Supervisor, Massage Establishment	see 1599-99	Market Inspector	see 3905-15
<b>Managing Supervisors (Other Business), nec</b>	1601-99	Market Milk Product Maker	see 7431-21
<b>Managing Supervisors (Sales and Service), nec</b>	1599-99	Market Research Analyst (sp)	2907-99
Mandarin Grower	see 1401-31	Market Research Consultant	see 2907-99
Mandolin Maker/Repairer	see 4925-99	<b>Market Research Interviewer</b>	5999-19
Mango Grower	see 1401-31	Market Research Manager (sp)	1399-13
Manicurist (sp)	6699-15	Market Researcher	see 5999-19
Mannequin	see 6599-99	Marketing Director	see 1303-11
Manpower Development Manager	see 1309-11	Marketing Manager	see 1303-11
Manpower Manager	see 1309-11	Marketing Officer (sp)	2703-11
Manpower Planning Manager	see 1309-11	Marketing Services Manager	see 1303-11
Manual Assistant (Telecom) (sp)	5603-11	Marriage Celebrant (sp)	6699-99
Manual Process Worker, Plastic Products	see 8199-25	<b>Marriage Counsellor</b>	2603-13
Manual-Metal-Arc Welder	see 4205-19	Marrow Grower	see 1401-33
Manual/Industrial Arts Master/Mistress	see 2405-11	Marshal	see 5907-99
<b>Manufacturer</b>	1601-19	Mason, Monumental	see 4999-15
Manufacturer's Agent	see 6201	<b>Masseur/Masseuse</b>	6699-17
Manufacturer's Representative	see 6201	Masseur/Masseuse, Reflexology	see 6699-17
Manufacturing Controller	see 1305-11	Masseur/Masseuse, Shiatsu (Accupressure)	see 6699-17
Manufacturing Manager	see 1305-11	Masseur/Masseuse, Swedish Massage	see 6699-17
Manufacturing Services Manager	see 1399-99	Master Control Equipment Operator (sp)	3903-15
Map Editor	see 3207-15	Master Driller (a)	7317-01
Marc Still Operator	see 7305-11	Master Driller (Fluids)	see 7317-01
Margarine Blender (a)	7431-23	Master Farrier (Apprenticed)	see 4201-13
Margarine Blender Operator	see 7431-23	<b>Master Fisherman/woman</b>	3305-15
<b>Margarine Maker</b>	7431-23	Master of the Court (sp)	2999-99
		Master Tailor	see 4911-11
		Master, Dredge	see 3305-11
		Master, Ferry	see 3305-11
		Master, Lighter	see 3305-11
		Master, Passenger Launch/River Boat	see 3305-11
		Master, Ship	see 3305-11
		Master, Trawler	see 3305-11

Title	Code	Title	Code
Master, Tug	see 3305-11	Mechanic, Aircraft Engines	see 4211-11
Master-Control Equipment Operator (Performing Arts)	see 3903-99	Mechanic, Airframe	see 4211-13
Master/Mistress, Art	see 2405-11	Mechanic, Automotive	see 4601-11
Master/Mistress, Business Education	see 2405-11	Mechanic, Brake	see 4601-11
Master/Mistress, Geography	see 2405-11	Mechanic, Business Equipment	see 4315-11
Master/Mistress, Home Economics	see 2405-11	Mechanic, Chainsaw	see 4999-99
Master/Mistress, Manual/Industrial Arts	see 2405-11	Mechanic, Dental	see 4999-11
Master/Mistress, Mathematics	see 2405-11	Mechanic, Diesel	see 4601-11
Master/Mistress, Modern Languages	see 2405-11	Mechanic, Electrical	see 4309-11
Master/Mistress, Music	see 2405-11	Mechanic, Electrical and Electronic Signal	see 4399-99
Master/Mistress, Railway Yard	see 1599-99	Mechanic, Elevator	see 4399-11
Master/Mistress, Science	see 2405-11	Mechanic, Helicopter	see 4211
Master/Mistress, Senior	see 2405-01	Mechanic, Instrument	see 4213-11
Masterfisher	see 3305-11	Mechanic, Lamproom	see 8999-17
Mate, Ship	see 3305-13	Mechanic, Lawnmower	see 4601-13
Material Co-ordinator	see 5501-11	Mechanic, Lift	see 4399-11
Material Mender	see 7425-21	Mechanic, Linotype	see 4501-11
<b>Materials Engineer</b>	2217-15	Mechanic, Locomotive	see 4103-11
Materials Handling Technician	see 3205-13	Mechanic, Marine Engine	see 4601-13
Materials Manager	see 1305-11	Mechanic, Meter	see 4213-11
Materials Physicist	see 2105-11	Mechanic, Motor	see 4601-11
<b>Materials Scientist</b>	2217-17	Mechanic, Motor (Non-Trade)	see 4601-11
Materials Testing Technician	see 3299-11	Mechanic, Motorcycle	see 4601-13
Maternal and Child Health Nurse (sp)	3401-13	Mechanic, Office Machine	see 4315-11
Mathematical Statistician (sp)	2909-13	Mechanic, Optical	see 4999-13
<b>Mathematician</b>	2909-11	Mechanic, Photocopier	see 4315-11
Mathematician, Research	see 2909-11	Mechanic, Plant	see 4103-11
Mathematics Master/Mistress	see 2405-11	Mechanic, Poker Machine	see 4399-13
Matron (a)	1315-11	Mechanic, Radio	see 4313-11
Mattress Maker	see 4913-13	Mechanic, Refrigeration	see 4307-13
Mayhew Driller	see 7317-11	Mechanic, Sewing Machine	see 4103-11
Mayor/Mayoress (sp)	1101-99	Mechanic, Telegraph	see 4311-99
Measurement Physicist	see 2105-11	Mechanic, Television	see 4313-11
<b>Meat and Fish Processing Machine Operator</b>	7431-19	Mechanic, Typewriter	see 4315-11
Meat and Vegetable Mixer	see 7431-99	Mechanic, Vehicle	see 4601-11
<b>Meat Boner and Slicer</b>	8199-35	Mechanic, Washing Machine	see 4303-13
Meat By-Products Machine Operator (sp)	7431-19	Mechanical Binding Equipment Operator	see 7499-21
Meat Cutter	see 8199-35	Mechanical Bogger Operator (sp)	7201-23
Meat Department Supervisor (Sales)	see 6301-01	Mechanical Design Draftsman/woman	see 3205-11
Meat Grader (sp)	8109-11	Mechanical Detail Draftsperson (sp)	3205-13
Meat Inspector (sp)	3905-15	<b>Mechanical Engineer</b>	2213-11
Meat Mincer Operator (sp)	7431-19	Mechanical Engineer (Construction)	see 2213-11
<b>Meat Packer</b>	8105-11	Mechanical Engineer (Design)	see 2213-11
Meat Pickler (sp)	7431-19	Mechanical Engineer (Operations)	see 2213-11
Meat Press Operator	see 7431-19	Mechanical Engineer (Production)	see 2213-11
Meat Refrigeration Hand	see 8907-11	Mechanical Engineer (Research)	see 2213-11
Meat Roll Tier	see 7431-19	<b>Mechanical Engineering Associate</b>	3205-11
Meat Shrouder	see 8105-11	Mechanical Engineering Design Draftsperson (sp)	3205-11
Meat Slicer	see 8199-35	Mechanical Engineering Drafting Assistant (sp)	3205-13
Meat Smokehouse Operator (sp)	7431-19	Mechanical Engineering Drafting Officer (sp)	3205-11
Meat Tradespersons	see 4701	Mechanical Engineering Technical Officer (sp)	3205-11
Meat Trimmer (sp)	8199-35	<b>Mechanical Engineering Technician</b>	3205-13
Meat Wrapper (a)	8105-11	Mechanical Fitter	see 4103-11
<b>Meatworks Labourer</b>	8199-33	Mechanical Maintenance Engineer (sp)	2213-11
Meatworks Labourer, Knife	see 8199-33	Mechanics Physicist	see 2105-11
Meatworks Standards Officer	see 3905-15	Media Officer (sp)	2703-11
Meatworks Supervisor	see 4701-01	Mediator	see 1103
Mechanic (Diesel and Heavy Earthmoving Equipment) (sp)	4103-11	Medical Administrator	see 1201-11
Mechanic, Air-Conditioning	see 4307-11	Medical Assessor (Insurance)	see 5303-11
Mechanic, Air-Conditioning Installation	see 4307-11		
Mechanic, Air-Conditioning Service	see 4307-11		
Mechanic, Aircraft	see 4211		

Title	Code	Title	Code
Medical Clerk	see 2799-11	Metal Dresser and Grinder (sp)	7405-11
Medical Courier	see 7105-11	Metal Engraver	see 4213-21
<b>Medical Diagnostic Radiographer</b>	2321-11	<b>Metal Extrusion Press Operator</b>	7401-17
Medical Illustrator	see 2805-19	Metal Fabricating, Boilermaking	see 4205-11
<b>Medical Laboratory Scientist</b>	2109-11	<b>Metal Fabricator</b>	4205-11
<b>Medical Laboratory Technical Officer</b>	3101-11	Metal Fabricator-Welder (sp)	4205-11
<b>Medical Laboratory Technician</b>	3101-13	Metal Fabricator/Marker-off	see 4205-11
Medical Laboratory Technologist	see 3101-11	Metal Forger's Assistant (sp)	8101-11
Medical Microbiologist	see 2109-11	Metal Liner-off (sp)	4907-11
Medical Nucleographer	see 2321-15	<b>Metal Machinist (First Class)</b>	4103-13
Medical Nursing Attendant	see 6603-11	<b>Metal Machinist (Second Class)</b>	4103-19
Medical Oncologist (sp)	2303-99	<b>Metal Machinist (Third Class)</b>	4103-21
Medical Photographer	see 2803-11	Metal Machinist, Skilled	see 4103-13
Medical Physicist (sp)	2109-13	Metal Moulder (sp)	4207-13
Medical Practitioner, General	see 2301	Metal Moulder's Assistant (sp)	8101-11
Medical Practitioner, Specialist	see 2303	Metal Physicist	see 2105-11
<b>Medical Record Administrator</b>	2799-11	Metal Plater (sp)	4209-15
Medical Record Adviser	see 2799-11	<b>Metal Polisher</b>	4209-11
Medical Record Consultant	see 2799-11	Metal Polisher and Buffer	see 4209-11
Medical Record Librarian (a)	2799-11	Metal Polisher, First Class	see 4209-11
Medical Record Officer	see 2799-11	Metal Polisher, Second Class	see 4209-11
Medical Sales Representative	see 6201-15	Metal Polishing and Buffing Machine	
Medical Secretary	see 5101-11	Operator	see 4209-11
Medical Storeman/woman	see 8907-11	Metal Purer (sp)	7401-13
Medical Superintendent (sp)	1201-11	<b>Metal Press Operator</b>	7403-11
<b>Medical Technical Officers and Technicians, nec</b>	3101-99	<b>Metal Processing and Finishing Factory Hand</b>	8199-11
<b>Medical Therapeutic Radiographer</b>	2321-13	Metal Processing and Finishing	
Medical/Biological Technician	see 3101-13	Labourer (a)	8199-11
Melon Grower	see 1401-31	Metal Processing Marker (sp)	8199-11
Melter, Steelmaking	see 7315-11	Metal Products Viewer (sp)	8109-13
Melthouse Attendant	see 7431-13	Metal Roller (a)	7399-13
<b>Member of Parliament</b>	1101-11	<b>Metal Rolling Mill Operator</b>	7399-13
Member of the House of Representatives	see 1101-11	Metal Sculptor	see 2801-13
Member of the Legislative Assembly	see 1101-11	Metal Shaping and Forming Machine	
Member of the Legislative Council	see 1101-11	Operator	see 7403-11
Member, Administrative Appeals Tribunal	see 1103-17	<b>Metal Spinner</b>	4203-15
Member, Industrial Tribunal	see 1103-19	Metal Sprayer (sp)	7405-11
Mender, Textile Products	see 7425-21	<b>Metal Trades Assistant</b>	8101-11
Mender, Tufted Carpets	see 7425-21	Metal Window Assembler (sp)	8103-11
Mens Hairdresser	see 4927-11	Metal-Inert-Gas (MIG) Welder (sp)	4205-19
Mental Health Welfare Officer	see 3901-15	Metallographer (sp)	2217-13
Mental Retardation Nurse	see 3401-17	Metallurgical Engineer (a)	2217-15
Mercantile Agent	see 6201-21	<b>Metallurgical Technician</b>	3299-11
Mercaptans Unit Operator	see 7305-11	Metallurgist	see 2217-11, 13
Merchandise Manager (sp)	1303-11	Metallurgist, Extractive	see 2217-11
Merchandiser	see 6201	Metallurgist, Foundry	see 2217-13
Merchant Service Engineer Officer	see 3307-11	Metallurgist, Physical	see 2217-13
Merchant Ship's Captain (sp)	3305-11	<b>Metals Furnace Operator</b>	7315-11
Merchant, Gem	see 6199-11	Meteorological Observer (sp)	3103-17
Merchant, Grain	see 6199-11	Meteorological Technical Officer (sp)	3103-15
Merchant, Hide and Skin	see 6199-11	<b>Meteorologist</b>	2199-15
Merchant, Wool	see 6199-11	Meter Fixer	see 4213-11
Merino Wool Producer	see 1401-21	Meter Mechanic	see 4213-11
Mess Supervisor (Defence Forces) (sp)	1503-11	<b>Meter Reader</b>	5999-11
<b>Messenger</b>	5605-11	Meter Records Clerk (sp)	5999-11
Messenger, Bank	see 5605-11	Methods Analyst	see 2799-15
Messenger, Road Transport	see 7105-11	Methods and Procedures Analyst	see 2799-15
<b>Metal and Metal Products Assembler</b>	8103-11	Methods Engineer (sp)	2219-17
Metal Bending Machine Operator (sp)	4203-17	Methods Engineering Manager	see 1399-11
<b>Metal Casting Patternmaker</b>	4207-11	Metocean Engineer	see 2209-11
Metal Craftworker	see 4925-99	Metropolitan Area Superintendent	
Metal Dipper (sp)	8199-11	(Police)	see 1319-11
		Microbiologist (sp)	2107-99

Title	Code	Title	Code
Microbiologist, Clinical Laboratory	see 2109-11	Mine Production Shift Supervisor	see 7201-01
Microbiologist, Medical	see 2109-11	Mine Production Supervisor	see 7201-01
Microbiologist, Soil	see 2107-99	Mine Sampler (sp)	8415-11
Microbiologist/Bacteriologist	see 2107-99	Mine Superintendent	see 3299-99
Microbiology Technical Officer (sp)	3103-25	Mine Surveyor	see 2205-13
Microfiche Reproduction Operator (sp)	7435-11	Mine Undermanager (sp)	3299-99
Microfilm Mounter	see 5201-99	Mine Ventilation Engineer	see 2215-11
Microfilm Operator	see 5201-99	Mine Ventilation Hand (sp)	8415-11
Microfilm Records Searcher	see 5201-99	Mine Ventilation Officer (sp)	3299-99
Microphone Boom Operator (sp)	3903-99	Miner, Underground Machine	see 7201-23
Midshipman (sp)	1319-91	Miner, Salvage	see 4909-13
Midwifery Nurse	see 3401-15	Miner, Stope	see 4909-13
Midwifery Nursing Aide	see 6603-11	Mineral Laboratory Assistant	see 3299-11
Midwifery Supervisor (Nursing)	see 3401-01	<b>Mineral Ore Processing Labourer</b>	8415-15
MIG Welder	see 4205-19	<b>Mineral Ore Treating Plant Operator</b>	7399-11
Migrant Aide	see 6601-99	Mineral Separation Technician (sp)	3103-17
Migrant Information Officer	see 3901-15	Mines Electrical Engineer	see 2211-11
Migrant Liaison Officer	see 3901-15	Mines Inspector (sp)	3905-13
Military Aircraft Handler (sp)	7299-99	Miniature Painter	see 2801-11
Military Armament Engineer (sp)	2219-99	Mining Analyst	see 6101-99
<b>Military Disciplinary Supervisor</b>	3999-33	Mining Detail Draftsperson (sp)	3299-99
<b>Military Explosives Technician</b>	4999-29	Mining Engineer	see 2215-11
Military Instrument Engineer (sp)	2219-99	<b>Mining Engineer (except Petroleum)</b>	2215-11
Military Personnel Selection Assessor (sp)	2999-99	Mining Engineering Manager	see 1399-11
Military Psychologist (sp)	2903-15	Mining Geologist	see 2103-11
Military Steward (sp)	6699-99	<b>Mining Labourer</b>	8415-11
Military Supply Officer (sp)	1307-11	Mining Shovel Operator (sp)	7201-21
<b>Military Weapons Operator</b>	7499-19	Mining Survey Technician	see 3207-15
Milk and Cream Grader (sp)	8109-11	Mining Surveyor	see 2205-13
Milk Bar Manager (sp)	1501-11	Mining Technician (sp)	3299-99
Milk Processing Equipment Operator	see 7431-21	Minister (Christian)	see 2607-11
Milk Processing Worker (sp)	8199-43	<b>Minister of Religion</b>	2607-11
Milk Tanker Operator	see 7105-13	Minister, Commonwealth	see 1101-11
Milk Treater	see 7431-21	Minister, Federal	see 1101-11
<b>Milk Treatment Machine Operator</b>	7431-21	Mint Grower	see 1401-99
Milk Vendor (sp)	6501-13	Mirror Polisher (Cutlery)	see 4209-11
Milkman/woman	see 6501-13	Missionary	see 2607-11
Mill Tender, Clay Processing	see 7419-13	Mixed Farm Manager (a)	1401-29
<b>Miller</b>	4799-11	<b>Mixed Farmer</b>	1401-29
Miller, Cement	see 7399-27	Mixed Livestock Farmer	see 1401-29
Miller, Cereal	see 4799-11	Mixer (Chemicals)	see 7305-11
Miller, Flour	see 4799-11	Mixer Attendant (Carbon Plant)	see 7399-33
Miller, Grain	see 4799-11	Mixer Operator, Explosives	see 7411-13
Miller, Rice	see 4799-11	Mixer Operator, Food Processing	see 7431-99
Miller, Starch	see 4799-11	Mobile Broadcasting Equipment Set-up Person	see 3903-99
Miller, Stockfeed	see 4799-11	Mobile Crane Driver	see 7311-11
Millet Grower	see 1401-11	Mobile Crane Operator	see 7311-11
Milliner (sp)	4911-21	Mobile Library Attendant	see 5401-11
Millinery Maker	see 4911-21	Mobile Patrol Officer	see 8911-13
Milling Machine Operator	see 4103-19	<b>Mobile Plant Operators, nec</b>	7299-99
Milling Machinist (sp)	4103-13	Model (sp)	6599-99
Millworker, Rubber	see 8199-25	Model and Mould Maker, Concrete Products	see 7419-11
Millwright	see 4103-11	Model and Mould Maker, Plaster	see 7419-11
Mime (sp)	2817-99	<b>Model Maker</b>	4905-21
Mincer Operator	see 7431-19	Model Maker (Metal)	see 4203-11
Mine Cage Attendant (sp)	7313-11	Model Maker, Cinema and Television	see 4905-21
Mine Captain	see 1305-11	Model Maker, Pottery	see 4925-13
Mine Deputy (sp)	3299-99	Model Maker, Wood	see 4905-21
Mine Electrician	see 4309-11	Modeller	see 2801-13
Mine Manager	see 1305-11	Moderator	see 2607-11
Mine Planning Engineer	see 2215-11	Modern Languages Master/Mistress	see 2405-11
Mine Production Engineer	see 2215-11	Mohel	see 2607-11
Mine Production Foreman/woman	see 7201-01	Molecular Biologist (sp)	2107-15
Mine Production Shift Foreman/woman	see 7201-01		

Title	Code	Title	Code
Molecular Biologist (Biochemistry)	see 2107-15	Mould Maker (Chemicals)	see 7305-11
Molecular Biologist (Genetics)	see 2107-99	<b>Moulder and Coremaker</b>	4207-13
Molecular Biophysicist	see 2107-17	Moulder Assistant, Metal	see 8101-11
Molecular Geneticist	see 2107-99	Moulder Operator, Sawmill	see 7413-99
<b>Money Collector</b>	5901-13	Moulder, Fibre-cement	see 7419-21
Money Market Dealer (sp)	6101-99	Moulder, Machine	see 7401-11
Monorail Crane Driver	see 7311-11	Moulder, Metal	see 4207-13
Monotype Caster	see 4501-11	Moulder, Terrazzo	see 7419-99
Monument Sculptor	see 2801-13	Moulder/Machine Operator, Fibre-Cement	see 7419-21
Monumental Mason (sp)	4999-15	Moulder/Machine Operator, Rotational (Fibre-Cement)	see 7419-21
Mopmaker	see 7499-99	Mounted Police Officer	see 3501-11
Morphologist (Animal)	see 2107-11	Mud Engineer (sp)	2215-13
Morphologist (Plant)	see 2107-19	Mud Logger (sp)	2103-11
Mortarman (sp)	7499-19	Muffler Fitter (sp)	8923-11
Mortician (a)	6699-11	Mulberry Grower	see 1401-31
Mosaic Tiler (sp)	4413-11	Mule Spinner	see 7421-11
Motel Manager	see 1505-11	Multi-Needle Machine Operator	see 7427-13
Motel Operator	see 1505-11	Multilingual Interpreter	see 2999-19
Mothercraft Nurse (sp)	6603-11	Municipal Engineer (sp)	2209-11
Motherhood Nurse (sp)	6603-11	Munitions Factory Hand (sp)	8199-23
<b>Motion Picture Camera Operator</b>	3903-13	Munitions Hand	see 8199-23
<b>Motion Picture Projectionist</b>	4999-17	Munitions Handler	see 8199-23
Motor Assembler	see 8103-11	Munitions Maker	see 7411-13
Motor Body Builder	see 4607-11	<b>Museum and Art Gallery Technician</b>	3999-13
Motor Body Repairer	see 4603-11	Museum Guide	see 6699-13
Motor Bus Driver	see 7101-11	Museum Registrar	see 2999-11
Motor Bus Driving Instructor	see 2505-19	Museum Technician	see 3999-13
Motor Car Driving Instructor	see 2505-19	Mushroom Grower	see 1401-99
Motor Control Draftsman/woman	see 3201-11	Mushroom Picker	see 8201-99
Motor Cycle Driving Instructor	see 2505-19	Music Arranger (sp)	2815-99
Motor Cycle Mechanic	see 4601-13	Music Copyist (sp)	2815-99
Motor Cyclist, Speedway	see 3915-15	Music Critic	see 2807-99
<b>Motor Mechanic</b>	4601-11	<b>Music Director</b>	2815-11
Motor Mechanic, Diesel	see 4601-11	Music Master/Mistress	see 2405-11
Motor Mechanic, Except Diesel	see 4601-11	<b>Music Teacher (Private)</b>	2505-13
Motor Mechanics Trades Assistant (sp)	8101-99	Music Teacher, Extra Systemic	see 2505-13
Motor Scooter Courier	see 5605-11	Music Therapist	see 2309-11
Motor Trimmer	see 4609-11	Musical Instrument Maker (sp)	4925-99
<b>Motor Vehicle Cleaner</b>	8301-21	Musician	see 2815-17
Motor Vehicle Inspector	see 3905-99	Musician, Instrumental	see 2815-17
Motor Vehicle Loss Assessor	see 3905-29	<b>Musicians, Composers and Related Professionals, nec</b>	2815-99
Motor Vehicle Mechanic	see 4601-11	Mustard Pickle Maker	see 7431-27
Motor Vehicle Painter	see 4605-11	Musterer (sp)	8201-11
Motor Vessel Engineer Officer (sp)	3307-11	Musterer, Contract	see 8201-11
Motorcycle Mechanic (sp)	4601-13	Mutton Boner	see 8199-35
Motorman/woman (Fluids Drilling) (sp)	7303-11	Mutton Slicer	see 8199-35
Motorman/woman, Railway	see 7107-11	Mycological Technician (sp)	3103-27
Motorman/woman, Ship	see 7303-13	Mycologist	see 2107-99
Motorman/woman, Tramway	see 7101-13		
Mould Feeder, Clay Processing	see 7419-13		
Mould Hand (Plastics) (sp)	8199-25		

## N

Nail Cutter/Shocker	see 7429-11	Naval Officer	see 1319-15
Nanny (sp)	6601-99	Navigating Officer, Ship	see 3305-13
National Director (Government Agency)	see 1201-11	Navigation Instructor, Aircraft	see 2505-23
National Gallery Manager	see 1201-11	Naval ranks, Commodore and above(sp)	1201-11
National Sales Manager	see 1303-11	Neck Trimmer	see 8199-35
Natural Therapist	see 2399-99	Nectarine Grower	see 1401-31
Naturopath (sp)	2399-99	Needle Loom Operator (sp)	7425-99
<b>Naval Architect</b>	2219-15	Negative Contact Frame Operator	see 7435-11



Title	Code	Title	Code
Negative Cutter	see 7435-11	Nuclear Chemist	see 2101-11
Negative Producer and Cutter (sp)	7435-11	Nuclear Medicine Specialist (sp)	2303-23
Neighbourhood Centre Coordinator (sp)	3901-11	Nuclear Medicine Technician	see 2321-15
Nematologist	see 2107-23	<b>Nuclear Medicine Technologist</b>	2321-15
Neon-Sign Bender	see 4921-13	Nuclear Physicist	see 2105-11
Neon-Sign Pumpman/woman	see 4921-13	Nuclear Physics Technical Officer	see 3103-19
Neon-Tube Bender	see 4921-13	Nuclear Reactor Physicist	see 2105-11
Nephrologist (sp)	2303-99	Nucleographer, Medical	see 2321-15
Network Manager (Data Processing)	see 1311-11	Number Taker, Railway	see 5503-99
Neuroanatomist (sp)	2107-11	Nun/Monk	see 2607-11
Neurologist (sp)	2303-99	Nurse Administrator (sp)	1315-11
Neurophysiological Technician (sp)	3101-99	Nurse Attendant (sp)	8921-15
Neurophysiologist	see 2107-13	<b>Nurse Educator</b>	2505-25
Neuropsychologist (sp)	2903-11	Nurse in Training	see 3401-91
Neurosurgeon (sp)	2303-35	Nurse's Assistant	see 8921-15
Neurosurgical Nurse (sp)	3401-99	<b>Nurse, Animal</b>	see 8999-23
Neutralisation Operator	see 7305-11	Nurse, Assistant	see 8921-15
New Issues/Dividends Clerk	see 5303-13	Nurse, Auxiliary	see 8921-15
News Correspondent (sp)	2807-13	Nurse, Community Health	see 3401-13
News Editor (sp)	2807-01	Nurse, Dental	see 6605-11
News Film Librarian	see 2911-11	Nurse, Domiciliary	see 3401-13
News Vendor	see 6501-17	Nurse, Enrolled	see 6603-11
Newsagent (sp)	1501-11	<b>Nurse, General</b>	see 3401-11
Newsboy/girl (sp)	6501-17	<b>Nurse, General Registered</b>	see 3401-11
Newspaper Carrier	see 7105-11	<b>Nurse, Geriatric</b>	see 3401-99
Newspaper Editor	see 1201-11	<b>Nurse, Industrial</b>	see 3401-99
Newspaper Press General Hand (sp)	8199-29	<b>Nurse, Infant Welfare</b>	see 3401-13
<b>Newspaper Press Machinist (Metropolitan)</b>	4505-17	<b>Nurse, Maternal and Child Health</b>	see 3401-13
Newspaper Vendor	see 6501-17	<b>Nurse, Mental Retardation</b>	see 3401-17
Newspaper Vendor, (Street)	see 6501-17	<b>Nurse, Midwifery</b>	see 3401-15
Newspaper/Periodical Editor	see 1201-11	<b>Nurse, Mothercraft</b>	see 6603-11
Nickel Plater	see 4209-15	<b>Nurse, Operating Theatre</b>	see 3401-99
Night Cleaner	see 8301-99	<b>Nurse, Paediatric</b>	see 3401-99
Night Filler	see 8907-11	<b>Nurse, Psychiatric</b>	see 3401-19
Night Filler, Store	see 8907-11	<b>Nurse, Registered</b>	see 3401
Night Officer, Rail Transport	see 1599-21	<b>Nurse, School</b>	see 3401-99
Night Packer, Store	see 8907-11	<b>Nurse, State Enrolled</b>	see 6603-11
Night Porter	see 8903-11	<b>Nurse, Veterinary</b>	see 8999-23
Night Watchman/woman (sp)	8911-13	Nursemaid	see 6601-99
Nitration Operator	see 7305-11	<b>Nursery Assistant (Horticulture)</b>	8205-11
Nitrator Tender	see 7411-13	<b>Nursery Attendant (Horticulture)</b>	see 8205-11
Nitrider	see 7315-13	<b>Nursery Foreman/woman</b>	see 4801-01
Nitrocellulose Maker (sp)	7411-13	<b>Nursery Hand (Horticulture) (a)</b>	8205-11
Nitroglycerin Neutraliser	see 7411-13	<b>Nurseryman/woman</b>	4801-11
Nitroglycerin Nitrator	see 7411-13	<b>Nurses' Aide (sp)</b>	6603-11
No. 2 Benchman/woman, Resaw Operator	see 7413-13	<b>Nursing Administrator</b>	see 1315-11
Non-Destructive Testing Assistant	see 3299-11	<b>Nursing Aide</b>	see 6603-11
Non-Destructive Testing Technician (sp)	3299-11	<b>Nursing Assistant</b>	8921-15
Non-Ferrous Metallurgist	see 2217-11	<b>Nursing Superintendent (sp)</b>	1315-11
Non-Retail Butcher	see 4701-11	<b>Nursing Supervisor</b>	3401-01
Noodle Maker	see 7431-11	Nut Picker	see 8201-13
Northern Territory Administrator (sp)	1101-99	Nutritionist (a)	2399-13
Novelist (sp)	2809-11	<b>Nutritionist, Animal</b>	see 2323-11
		<b>Nutritionist, Human</b>	see 2399-13
<b>O</b>			
Oat Grower	see 1401-11	Observer, Seismic Prospecting	see 3103-17
Oboist	see 2815-17	<b>Obstetrician and Gynaecologist</b>	2303-15
Observer (Navy) (sp)	3303-23	Occupational Health and Safety Manager (sp)	1309-11
Observer Helper, Gravity Prospecting	see 8411-11	Occupational Health Nurse (sp)	3401-13
Observer Helper, Seismic Prospecting	see 8411-11	Occupational Health Specialist	see 2303-99
Observer, Gravity Prospecting	see 3103-17		



Title	Code	Title	Code
Occupational Hygienist (sp)	2999-99	Open Cut Safety Supervisor	see 3299-99
Occupational Medicine Specialist (sp)	2303-99	Open Hearth Furnace Operator (sp)	7315-11
<b>Occupational Psychologist</b>	2903-15	Open Hearth-Pit Recorder	see 5501-13
Occupational Taxonomist	see 2999-99	Opera Singer	see 2815-13
<b>Occupational Therapist</b>	2309-11	Operating Theatre Attendant	see 8921-11
Occupational Therapy Aide	see 8921-15	Operating Theatre Nurse (sp)	3401-99
Oceanographer	see 2103-13	Operating Theatre Nursing Supervisor	see 3401-01
Oculist	see 2303-99	Operations Controller, Air Transport (Government)	see 3303-11
Oenologist (sp)	2999-99	Operations Manager (Data Processing) (sp)	1311-11
Offal Separator (sp)	8199-33	Operations Manager (Manufacturing)	see 1305-11
Office Assistant	see 5499-11	Operations Manager	see 1305-11
<b>Office Cashier</b>	6403-13	Operations Research Analyst (sp)	2909-11
Office Cleaner (sp)	8301-13	Operative Baker	see 4703-13
<b>Office Equipment Servicer</b>	4315-11	Operator, Amenity Horticulture Machinery	see 7209-13
Office Machine Mechanic	see 4315-11	Operator, Cotton Picker	see 7209-11
Office Manager	see 1399-99	Operator, Main Pulpit	see 7399-13
Office Mechanical Equipment Serviceman/woman	see 4315-11	Ophthalmic Dispenser	see 4999-13
Office Removalist	see 7105-15	Ophthalmic Lens Surfacers and Fitter (a)	4999-13
<b>Office Secretary</b>	5101-11	Ophthalmic Surgeon (sp)	2303-35
<b>Office Stenographer</b>	5101-13	<b>Ophthalmologist</b>	2303-17
Office Typist	see 5103-13	Optical Dispenser (sp)	4999-13
Officer Cadet (sp)	1319-91	Optical Element Coater	see 4999-13
Officer, Telecommunication	see 3201-15	Optical Glass Etcher	see 4999-13
Officer-in-Charge, Backpack	see 3903-01	Optical Glass Worker	see 4999-13
Officer-in-Charge, Fire Station	see 1319-13	<b>Optical Mechanic</b>	4999-13
Officer-in-Charge, Police Diving Section	see 1319-11	Optical Spectroscopist	see 2105-11
Officer-in-Charge, Police Special Branch	see 1319-11	Optical Technician (a)	4999-13
Officer-in-Charge, Police Special Section	see 1319-11	Optics Physicist	see 2105-11
Officer-in-Charge, Police Special Squad	see 1319-11	Optics Technical Officer (sp)	3103-19
Officer-in-Charge, Police Station	see 1319-11	<b>Optometrist</b>	2311-11
Officer-in-Charge, Police Training Institution	see 1319-11	Oral Pathologist (sp)	2305-13
Officer-in-Charge, Traffic Patrol	see 1319-11	Oral Surgeon (sp)	2305-13
Official Receiver	see 1201-11	Oral Therapist (a)	3101-15
<b>Offshore Diver</b>	4999-21	Orange Grower	see 1401-31
Offsider, Service-Rig Operator	see 8415-13	Orange Picker	see 8201-13
Oil and Gas Drilling Engineer (sp)	2215-13	Orchard Fruit Grower	see 1401-31
Oil and Gas Production Testing Operator (sp)	7307-15	Orchard Hand	see 8201-13
Oil and Gas Tester	see 7307-15	Orchard Inspector	see 3905-15
<b>Oil and Gas Well Treatment Operator</b>	7307-13	Orchard Labourer/Worker	see 8201-13
Oil Movements Operator	see 7307-11	Orchard Manager	see 1401-31
Oil Painter	see 2801-11	Orchardist (sp)	1401-31
Oil Pipe Inspector	see 3905-99	Orchestra Conductor (sp)	2815-11
Oil Tempering Machine Operator	see 7399-17	Orchestra Leader	see 2815-11
Oil Tempering Operator (sp)	7399-17	Orchestrator (sp)	2815-99
Oil Well Cementer (sp)	7307-13	<b>Order Clerk</b>	5505-15
<b>Oil, Gas and Pipe Tester</b>	7307-15	Order Picker Operator	see 7203-11
Oiler, Shovel	see 7201-91	Order Picker	see 8907-11
Oilseed Grower	see 1401-11	Orderly	see 8921-11
Oilseed Processing Operator (sp)	7399-99	Ordinary Seaman/woman	see 8925-11
Olericulturist (sp)	1401-33	Ore and Mullock Truck Driver	see 7105-13
Olive Grower	see 1401-31	Ore and Stone Crusher Operator (sp)	7399-11
Ombudsman/woman (sp)	1201-11	Ore Crusher Control Room Operator (Primary)	see 7399-11
On Course Bookmaker	see 1599-19	Ore Dressing Engineer	see 2215-11
Oncological Nurse (sp)	3401-99	Ore Roaster Operator (sp)	7315-15
Oncologist, Radiation	see 2303-23	Ore Separator Operator (sp)	7399-11
Onion Grower	see 1401-33	Ore Stacker Operator (sp)	7309-11
Onshore Construction Diver	see 4999-23	Ore Treating Solution Operator (sp)	7399-11
<b>Onshore Diver</b>	4999-23	<b>Organisation and Methods Analyst</b>	2799-15
Opal Miner (sp)	8415-11	Organisation and Methods Manager (sp)	1309-11
Opal Polisher (sp)	4923-13	Organisational Analyst	see 2799-15
Open Cut Examiner	see 3299-99	Organisational Psychologist (sp)	2903-15
<b>Open Cut Mining Plant Operator</b>	7201-21		

Title	Code	Title	Code
Organist	see 2815-17	Ovens and Humidifier Operator	see 7315-15
Ornamental Sheet Metal Worker	see 4203-11	Overburden Foreman/woman	see 7201-01
Ornithologist	see 2107-23	Overburden Supervisor	see 7201-01
Orthodontic Technician (sp)	4999-11	Overhead Electric Travelling Crane Operator	see 7311-11
Orthodontist (sp)	2305-13	Overhead Linesman/woman	see 4301-11
Orthopaedic Nurse	see 3401-99	Overlocker (sp)	7427-11
Orthopaedic Rehabilitation Specialist (sp)	2303-39	Overman/woman, Underground Mine	see 3299-99
<b>Orthopaedic Specialist</b>	2303-19	Overseer (Mails) (sp)	5403-01
Orthopaedic Surgeon (a)	2303-19	Overseer, Farm	see 8201-01
<b>Orthoptist</b>	2399-15	<b>Overseer, Shearing Shed</b>	4929-01
Orthotist (sp)	2399-99	Overseer, Stud Farm	see 8201-01
<b>Osteopath</b>	2317-13	Oxidation Operator	see 7305-11
<b>Other Filing, Sorting and Copying Clerks</b>	5499-11	Oxidiser, Linoleum Oils	see 7305-11
<b>Other Metal Products Machine Operator</b>	7405-11	Oxy-Acetylene Welder-Cutter (sp)	4205-19
<b>Other Sportspersons</b>	3915-15	Oxygen (BOS) Furnace Operator	see 7315-11
Otorhinolaryngologist Surgeon (sp)	2303-35	Oxygen Furnace-Pit Recorder	see 5501-13
<b>Otorhinolaryngologist</b>	2303-31	Oyster Farmer (sp)	1401-99
Outboard Motor Mechanic (sp)	4601-13	Oyster Grower's Assistant (sp)	8201-99
Outreach Worker, Youth	see 3901-17	Oyster Grower	see 1401-99
Outside Broadcasting Tradesperson	see 4311-11	Oyster Opener (sp)	8199-39
Outward Freight Clerk	see 5503-11		

## P

PA Welder	see 4205-19	Painter, Ship	see 4405-11
Package Designer (sp)	2805-13	Painter, Vehicle	see 4605-11
Package Handler, Abattoir Freezers	see 8199-33	Painter, Watercolour	see 2801-11
Packaging Line Machine Operator	see 7433	Painters' Assistant	see 8101-13
Packaging Machine Feeder	see 7433-99	<b>Painters, Sculptors and Related Professionals, nec</b>	2801-99
<b>Packaging Machine Operators, nec</b>	7433-99	Painting Contractor	see 4405-11
Packer, Apple	see 8105-13	Painting Sub-contractor	see 4405-11
Packer, Brick	see 8199-21	Palaeomagnetist	see 2103-13
Packer, Fruit/Vegetable	see 8105-13	Palaeontologist	see 2103-11
Packer, Furniture	see 8909-13	Palaeontology Technician (sp)	3103-17
Packer, Glace Fruit	see 8105-13	Palletiser	see 7433-99
Packer, Hand (Food Products)	see 8105	Palletiser Operator (sp)	7433-99
Packer, Meat	see 8105-11	Palynologist	see 2103-11
Packer, Railway Track	see 8413-11	<b>Panel Beater</b>	4603-11
Packer, Railway	see 8413-11	Panel Saw Operator (sp)	4901-11
Packer, Shirt	see 8105-99	Panicum Seed Grower	see 1401-11
Packer, Storeman/woman	see 8907-11	Pantry Hand	see 8919-11
Packerman/woman, Grain	see 7431-11	Pantrymaid/man (sp)	8919-11
Paediatric Nurse (sp)	3401-99	Papaw Grower	see 1401-31
Paediatric Surgeon (sp)	2303-35	Paper Craftworker	see 4925-99
<b>Paediatrician</b>	2303-25	<b>Paper Guillotine Operator</b>	4507-11
Paediatrics Supervisor (Nursing)	see 3401-01	Paper Machine Hand	see 7415-13
Paedodontist (sp)	2305-13	Paper Machine Operator	see 7415-13
Paint Factory Hand (sp)	8199-23	Paper Product Fabricating and Assembling Machine Operator	see 7415-15
Paint Maker (sp)	7305-11	<b>Paper Products Machine Operator</b>	7415-15
Paint Table Operator (Fellmongery)	see 7423-11	<b>Paper Pulp Preparation Plant Operator</b>	7399-15
<b>Painter and Decorator</b>	4405-11	Paper Rewinder Operator (sp)	7415-13
<b>Painter (Artistic)</b>	2801-11	Paper Tester	see 8109-15
Painter and Decorator's Assistant (sp)	8101-13	Paperboard Machine Operator (sp)	7415-11
Painter, Bridge	see 4405-11	Paperbox Liquid Filler (Food Products)	see 7433-11
Painter, Coach	see 4605-11	<b>Paperhanger</b>	4405-13
Painter, Construction	see 4405-11	<b>Para-professionals, nec</b>	3999-99
Painter, House	see 4405-11	Parachute Rigger (sp)	4999-27
Painter, Industrial	see 4405-11	Parasitologist (sp)	2107-99
Painter, Landscape	see 2801-11	Parasitologist, Veterinary	see 2107-99
Painter, Miniature	see 2801-11	Parent's Helper (sp)	8915-13
Painter, Oil	see 2801-11	Parish Assistant	see 2607-11
Painter, Portrait	see 2801-11		
Painter, Scene	see 2801-11		

Title	Code	Title	Code
Parish Priest	see 2607-11	Paymaster/mistress (sp)	5301-15
Park Manager, Caravan	see 1505-13	<b>Payroll Clerk</b>	5301-15
<b>Park Ranger</b>	3999-31	Pea Grower	see 1401-33
Park Superintendent (sp)	3999-31	Peach Grower	see 1401-31
Park Warden (a)	3999-31	Peanut Farmer	see 1401-31
Parking Inspector (sp)	5999-99	Pear Grower	see 1401-31
Parking Meter Collector (sp)	8999-99	Pear Picker	see 8201-13
<b>Parliamentarians, Councillors and Government Representatives, nec</b>	1101-99	Pearl Diver (sp)	4999-23
Parliamentary Counsel (sp)	2605-99	Pearl Farmer	see 1401-99
<b>Parole Officer</b>	3901-13	Pearling Skipper (sp)	3305-11
Parsley Grower	see 1401-99	Pecan Nut Grower	see 1401-31
Parsnip Grower	see 1401-33	Pedicurist	see 6699-15
Particleboard Factory Hand (sp)	8199-15	Pedologist (a)	2199-13
Particleboard Laminator Operator (sp)	7413-23	Pellet Disc Operator	see 7315-15
Partition Fixer	see 8401-13	Pellet Drum Operator	see 7315-15
Parts Lister	see 6301-25	Pellet Plant Control Room Operator	see 7315-15
Passenger and Freight Rates Analyst	see 2799-99	Pellet Plant Operator (sp)	7315-15
Passenger Car Driver	see 7103-11	Pellet Roaster Attendant	see 7315-15
Passenger Superintendent Clerk	see 5503-99	Penciller (a)	5999-17
Passionfruit Grower	see 1401-31	Pendant Controlled Overhead Crane Operator	see 7311-11
Passionfruit Picker	see 8201-13	Percussion Instrument Repairer	see 4925-99
Pasta Maker (sp)	7431-11	Percussionist	see 2815-17
Paste-up Artist (sp)	3999-17	Perennial Horticultural Crop Grower	see 1401-31
Pasteuriser Operator	see 7431-21	<b>Performing Arts Support Workers, nec</b>	3903-99
Pastor	see 2607-11	Periodical Editor	see 1201-11
<b>Pastrycook</b>	4703-11	Periodontist (sp)	2305-13
Pastrycook Single Hand	see 4703-11	Permanent Head (Government Department)	see 1201-11
Pastrycook's Assistant	see 8101-99	Persimmon Grower	see 1401-31
Pastrygoods Supervisor	see 4703-01	Person Friday	see 5101-11
Pastural Technical Officer	see 3103-29	Personal Secretary (a)	5101-11
Patent Attorney	see 2605-99	<b>Personal Service Workers, nec</b>	6699-99
Patent Examiner (sp)	2999-99	Personnel Administration Manager	see 1309-11
<b>Pathologist</b>	2303-37	<b>Personnel and Industrial Relations Manager</b>	1309-11
Pathologist, Chemical	see 2303-37	Personnel Consultant	see 2705-11
Pathologist, Forensic	see 2303-37	Personnel Manager	see 1309-11
Pathologist, Insect	see 2107-23	<b>Personnel Officer</b>	2705-11
Pathologist, Oral	see 2305-13	Personnel Officer (Manpower Planning and Development)	see 2705-11
Pathologist, Plant	see 2107-19	<b>Personnel Records Clerk</b>	5905-11
Pathologist, Speech	see 2315-11	Personnel Research Specialist	see 2705-11
Pathologist, Veterinary	see 2323-11	Personnel Specialist	see 2705-11
Patrol Officer, Railway	see 8911-11	Personnel Superintendent	see 1309-11
Patrolman/woman (Utilities) (sp)	3905-99	Personnel Supervisor	see 2705-11
Patrolman/woman, Cement	see 7399-27	Personnel Support Clerk	see 5905-11
Patrolman/woman, Conveyor Belt	see 7309-11	<b>Pest and Weed Controller</b>	8999-13
Patrolman/woman, Gas Pipeline	see 3905-99	Pest Control Inspector (sp)	3905-99
Patrolman/woman, Railway	see 8911-11	Pest Control Operator	see 8999-13
Patrolman/woman, Road Maintenance	see 8409-11	Pest Control Serviceman/woman	see 8999-13
Patternmaker (Automotive)	see 4203-11	Pest Control Technician	see 8999-13
Patternmaker (Engineering)	see 4203-11	Pest Exterminator (sp)	8999-13
Patternmaker, Aircraft (Loftsmen/woman)	see 4203-11	Pesticide Mixer	see 7305-11
Patternmaker, Metal Casting	see 4207-11	Pet Food Processing Machine Operator (sp)	7431-99
Patternmaker, Metal Furniture	see 4203-11	Petrochemical Process Engineer (sp)	2207-11
Patternmaker, Sheet and Structural Metal	see 4203-11	Petrol Station Attendant	see 6599-21
Patternmaker, Sheet Metal	see 4203-11	<b>Petroleum and Gas Refining and Pumping Operator</b>	7307-11
Patternmaker, Wood	see 4901-11	Petroleum Blending Plant Operator (sp)	7307-11
<b>Patternmaker-Grader (Textiles)</b>	4911-19	<b>Petroleum Engineer</b>	2215-13
<b>Paving and Surfacing Labourer</b>	8409-11	Petroleum Geologist	see 2103-11
Paving Machine Operator	see 7207-11	Petroleum Process Unit Operator (sp)	7307-11
<b>Paving Plant Operator</b>	7207-11	Petroleum Shipping Plant Operator (sp)	7307-11
Pawnbroker	see 1501-11		
Pay Clerk (a)	5301-15		
Pay-Scraper Operator	see 7201-13		

Title	Code	Title	Code
Petrologist	see 2103-11	Physician	see 2303-41
Petrophysical Engineer (sp)	2215-13	<b>Physicist</b>	2105-11
Pharmaceutical Chemist	see 2307-13	Physicist (General)	see 2105-11
Pharmaceutical Inspector	see 8109-13	Physicist, Accelerator	see 2105-11
Pharmaceutical Operator	see 7411-11	Physicist, Acoustics	see 2105-11
Pharmaceutical Plant Operator (sp)	7305-11	Physicist, Applied	see 2105-11
Pharmaceutical Representative	see 6201-35	Physicist, Atmospheric	see 2105-11
<b>Pharmaceuticals and Toiletries Production</b>		Physicist, Atomic	see 2105-11
<b>Machine Operator</b>	7411-11	Physicist, Chemical	see 2105-11
Pharmacist	see 2307	Physicist, Cosmic Ray	see 2105-11
Pharmacist, Hospital	see 2307-11	Physicist, Electromagnetic	see 2105-11
Pharmacist, Industrial	see 2307-13	Physicist, Elementary Particle	see 2105-11
Pharmacist, Retail	see 2307-15	Physicist, Fluid-State	see 2105-11
Pharmacologist	see 2107-99	Physicist, Health	see 2109-13
Pharmacologist (except Clinical) (sp)	2107-99	Physicist, Materials	see 2105-11
Pharmacologist, Clinical	see 2109-13	Physicist, Measurement	see 2105-11
Pharmacy Assistant	see 6301-23	Physicist, Mechanics	see 2105-11
Phonogram Operator (sp)	5603-11	Physicist, Medical	see 2109-13
Photo Compositor	see 4501-11	Physicist, Metal	see 2105-11
Photo Finisher	see 3999-25	Physicist, Nuclear	see 2105-11
Photo-Radio Operator	see 5201-15	Physicist, Optics	see 2105-11
Photocopier Mechanic	see 4315-11	Physicist, Plasma	see 2105-11
Photocopying and Duplicating Clerk (sp)	5499-11	Physicist, Relativity	see 2105-11
Photoengraving Camera Operator	see 4503-15	Physicist, Semi-conductor	see 2105-11
Photogeologist	see 2103-11	Physicist, Soil	see 2105-11
Photogrammetric Drafting Officer	see 3207-15	Physicist, Solid State	see 2105-11
Photogrammetric Surveyor (sp)	2205-13	Physicist, Surface	see 2105-11
Photogrammetrist (sp)	3207-15	Physicist, Theoretical Nuclear	see 2105-11
<b>Photograph Retoucher</b>	3999-25	Physicist, Thermal	see 2105-11
<b>Photographer</b>	2803-11	<b>Physics Technical Officer</b>	3103-19
Photographer, Aerial	see 2803-11	<b>Physics Technician</b>	3103-21
Photographer, Commercial	see 2803-11	<b>Physiologist</b>	2107-13
Photographer, Fashion	see 2803-11	Physiologist, Animal	see 2107-13
Photographer, Industrial	see 2803-11	Physiologist, Cellular	see 2107-13
Photographer, Medical	see 2803-11	Physiologist, Plant	see 2107-13
Photographer, Police	see 2803-11	<b>Physiotherapist</b>	2313-11
Photographer, Portrait	see 2803-11	Physiotherapy Aide	see 8921-15
Photographer, Press	see 2803-11	Pianist	see 2815-17
Photographer, Professional	see 2803-11	Piano Teacher	see 2505-13
Photographer, Scientific	see 2803-11	Piano Repairer	see 4925-11
Photographer, Stills	see 2803-11	<b>Piano Tuner</b>	4925-11
Photographer, Studio	see 2803-11	Picker, Apple	see 8201-13
Photographer, Wedding	see 2803-11	Picker, Apricot	see 8201-13
<b>Photographic Developer and Printer</b>	7435-11	Picker, Banana	see 8201-13
Photographic Enlarger Operator (sp)	7435-11	Picker, Bean	see 8201-13
<b>Photographic Film Manufacturing Operator</b>	7435-13	Picker, Cherry	see 8201-13
Photographic Interpreter (Air Force) (sp)	3207-15	Picker, Fruit, General	see 8201-13
Photographic Laboratory Assistant (sp)	7435-11	Picker, Grape	see 8201-13
Photographic Model	see 6599-99	Picker, Lemon	see 8201-13
Photographic Paper Cutter (sp)	7435-13	Picker, Mushroom	see 8201-13
<b>Photographic Studio Assistant</b>	3999-23	Picker, Nut	see 8201-13
Photographic Studio Technician (a)	3999-23	Picker, Orange	see 8201-13
Photopolymer Plate Preparer	see 4503-11	Picker, Passionfruit	see 8201-13
Photoprint Checker	see 5999-99	Picker, Pear	see 8201-13
Phototypesetter	see 4501-11	Picker, Piece	see 8201-15
Physical and Rehabilitation Medicine Specialist	see 2303-39	Picker, Pineapple	see 8201-13
Physical Fitness Adviser, Sport	see 2505-99	Picker, Strawberry	see 8201-13
Physical Fitness Instructor (sp)	2505-99	Picker, Tomato	see 8201-13
Physical Geographer (sp)	2907-13	Picker, Vegetable, General	see 8201-13
<b>Physical Metallurgist</b>	2217-13	Pickler (Metal Finishing)	see 8199-11
Physical Oceanographer (sp)	2103-13	Pickler, Meat	see 7431-19
Physical Testing Assistant	see 3299-11	Pickling Solution Maker	see 7431-27
Physical Testing Technician (sp)	3299-11	Picture Editor	see 2807-01
		Picture Frame Maker (a)	4905-13

Title	Code	Title	Code
<b>Picture Framer</b>	4905-13	Plant Labourer, Mineral Ore Treating	see 8415-15
Piece Picker	see 8201-15	Plant Manager (sp)	1305-11
Pig Breeder (sp)	1401-23	Plant Mechanic (sp)	4103-11
Pig Carcass Conveyor	see 8199-33	Plant Morphologist (sp)	2107-19
Pig Farm Manager (a)	1401-23	Plant Nurseryman/woman	see 4801-11
<b>Pig Farmer</b>	1401-23	Plant Operator, Alluvial Separation	see 7399-11
Pig Sticker	see 8199-33	Plant Operator, Ashphalt Paving	see 7207-11
Pigment Filterer	see 7305-11	Plant Operator, Bitumen Paving	see 7207-11
Pilot Plant Operator (sp)	7305-11	Plant Operator, Chemical Products	see 7305-11
Pilot, Agricultural	see 3301-11	Plant Operator, Earthmoving	see 7201
Pilot, Airline	see 3301-11	Plant Operator, Felling and Processing	see 7205-11
Pilot, Commercial, General Aviation	see 3301-11	Plant Operator, Forestry	see 7205-11
Pilot, Helicopter	see 3301-11	Plant Operator, Grease Manufacture	see 7307-11
Pilot, Marine	see 3305-11	Plant Operator, Oil Terminal	see 7307-11
Pilot, Police Air Wing	see 3301-11	Plant Operator, Paving	see 7207-11
Pilot, Ship	see 3305-11	Plant Operator, Petroleum	see 7307-11
Pilot, Test	see 3301-11	Plant Operator, Petroleum Process Units	see 7307-11
Pin Ball Machine Attendant	see 8999-15	Plant Operator, Petroleum Pumping, Blending and Shipping	see 7307-11
Pin-Jib Crane Driver	see 7311-11	Plant Operator, Track Repair	see 7299-11
Pineapple Grower	see 1401-31	Plant Pathologist (sp)	2107-19
Pineapple Picker	see 8201-13	Plant Pathology Technician (sp)	3103-27
Pinpointer (sp)	4409-13	Plant Personnel Manager	see 1309-11
Pipe Bender	see 4205-11	Plant Physiologist (sp)	2107-19
Pipe Fitter (Plumbing) (sp)	4409-11	Plant Propagator (a)	4801-11
Pipe Inspector (Oil)	see 7307-15	Plant Propagator, Nursery Sales	see 4801-11
Pipe Jointer (sp)	4409-11	Plant Propagator, Pine Seedlings	see 4801-11
Pipe Lagger	see 8499-11	Plant Scientist (sp)	2107-19
Pipe Layer (Non-Trade Worker)	see 8499-17	Plant Superintendent	see 1305-11
Pipe Laying Contractor	see 4409	Plant Taxonomist (sp)	2107-19
Pipe Organ Builder/Repairer	see 4925-99	Plant/Factory/Operations Manager	see 1305-11
Pipe Tester	see 7307-15	Plasma Physicist	see 2105-11
Pipe Testing Technician (sp)	3205-13	Plasma Sprayer (sp)	7405-11
Pipe-Covering-Machine Operator	see 8499-11	Plasma-Arc (PA) Welder (sp)	4205-19
Pipe-Joint Doper	see 8499-11	Plasma-Arc (PA) Welding Machine Operator	see 4205-19
Pipe-Joint Lagger	see 8499-11	Plaster Die Maker	see 7419-19
Pipeline Clamper	see 8499-17	Plasterboard Fixer (a)	4407-13
Pipeline Design Engineer	see 2209-11	Plasterboard Knife Operator	see 7419-19
Pipeline Inspector (sp)	3905-99	Plasterboard Loader Operator	see 7419-19
Pit Bottomer	see 7313-11	<b>Plasterboard Maker</b>	7419-19
Pit Controller	see 3299-99	Plasterboard Mixing Operator	see 7419-19
Pit Crew Worker (sp)	8415-11	Plasterboard Tester	see 8109-15
Pit Foreman/woman, Open Cut Mine	see 7201-01	Plasterer's Assistant (sp)	8101-13
Pit Supervisor (sp)	7201-01	Plasterer's Labourer (sp)	8499-17
Pit Supervisor, Open Cut Mine	see 7201-01	Plasterer, Cement	see 4407-11
Pithead Man/Woman	see 7313-11	Plasterer, Fibrous	see 4407-13
Placement Officer	see 2705-11	Plasterer, Solid	see 4407-11
Plain Clothes Police Officer (a)	3501-13	Plastering Sub-contractor	see 4407
Plain Machinist (Shoemaking)	see 7429-11	Plastic and Reconstructive Surgeon (sp)	2303-35
Plain Machinist (Textile)	see 7427-11	Plastic and Reconstructive Surgery Nurse	see 3401-99
Planer Operator, Sawmill	see 7413-99	Plastic Bag Filler (Food Products)	see 7433-99
Planner, Composing	see 4503-15	Plastic Foam Machine Operator (sp)	7407-17
Planner, Traffic and Transport	see 2907-11	Plastic Mould Maker (sp)	4101-11
Planner, Urban and Regional	see 2907-11	Plastic Sheet Fabricator (sp)	8199-25
Planning Officer (TAFE)	see 2905-11	Plastic Surgeon	see 2303-35
Planning Officer	see 2907-11	<b>Plastics Blending Machine Operator</b>	7407-21
Plant Anatomist (sp)	2107-19	Plastics Craftworker	see 4925-99
Plant Attendant, Power Station	see 7301-11	<b>Plastics Extruding Machine Operator</b>	7407-13
Plant Engineer	see 2213-11	Plastics Extruding Machine Setter (sp)	7407-11
Plant Engineer (Building)	see 2213-11	Plastics Mixer	see 7407-21
Plant Engineering Manager	see 1399-11	<b>Plastics Moulding Machine Operator</b>	7407-15
Plant Fitter	see 4103-11	Plastics Moulding Machine Setter (sp)	7407-11
Plant Fitter-Mechanic	see 4103-11	<b>Plastics Production Machine Setter</b>	7407-11
Plant Geneticist	see 2107-19		
Plant Information Officer, Nursery Sales	see 4801-11		

Title	Code	Title	Code
<b>Plastics Sheet Press Operator</b>	7407-19	<b>Police Supervisor</b>	3501-01
Plate and Frame Operator	see 7305-11	Police Surgeon	see 2303-35
Plate Embosser	see 5999-99	<b>Policeman/woman</b>	3501-11
Plate Glass Installer	see 4921-11	Policy Adviser, Government	see 1313-11
Plate Maker (Printing) (a)	4503-11	Policy Advisory Manager, Government	see 1313-11
<b>Plate Preparer (Printing)</b>	4503-11	Poling Operator (Rubber)	see 7409-99
Plate Printer	see 4503-11	Polisher (Abrasive Wheels)	see 7419-99
Platelayer	see 8413-11	Polisher and Buffer, Metal	see 4209-11
Platman/woman	see 7313-11	Polisher Operator, High Speed	see 8301-13
Play Leader	see 6601-15	Polisher, Airframe	see 4209-11
Playwright (sp)	2809-11	Polisher, French	see 4905-19
Plum Grower	see 1401-31	Polisher, Furniture	see 4905-19
<b>Plumber (General)</b>	4409-11	Polisher, Hollow-ware	see 4923-11
Plumber and Drainer	see 4409	Polisher, Jewellery	see 4923-11
Plumber and Gasfitter	see 4409	Polisher, Mirror (Cutlery)	see 4209-11
Plumber Welder	see 4409-11	Polisher, Silverware	see 4923-15
Plumber, Drainer and Gasfitter	see 4409	Polisher, Stone	see 7419-15
Plumber, Licensed	see 4409-11	Polisher, Terrazzo	see 7419-15
Plumber, Mechanical Services	see 4409-11	Polishing and Buffing Machine	
Plumber, Registered	see 4409-11	Operator, Metal	see 4209-11
Plumber, Roof	see 4409-11	Political Scientist (sp)	2907-99
Plumber	see 4409	Polymer Chemist	see 2101-11
Plumber's Assistant	see 8101-13	Polymer Engineer (sp)	2217-15
Plumber's Trades Assistant (sp)	8101-13	Polymer Scientist (sp)	2217-17
Plumbing and Drainage Inspector (sp)	3905-11	Polymerisation Research Engineer	see 2217-15
Plumbing Contractor	see 4409	Pomologist	see 2107-19
Plumbing Sub-contractor	see 4409	Pool Attendant (sp)	8911-99
Plywood and Veneer Repairer (sp)	7413-21	Pool Serviceperson (sp)	8999-99
Plywood Centre Feeder (sp)	7413-21	<b>Popular Singer</b>	2815-15
Plywood Centre Layer (sp)	7413-21	Population Geneticist	see 2107-99
Plywood Factory Hand (sp)	8199-15	<b>Porcelain Turner</b>	7419-17
<b>Plywood Production Machine Operator</b>	7413-21	Pork Boner	see 8199-35
Pocket Welt Machine Operator (sp)	7427-13	Pork Grader	see 8109-11
<b>Podiatrist</b>	2319-11	Pork Slicer	see 8199-35
Poet (sp)	2809-11	Portainer Operator (sp)	7311-11
Points Cleaner, Railway	see 8413-11	Porter, Airline	see 8903-11
Pointsman/woman, Railway	see 7399-19	Porter, Hospital	see 8921-11
Poker Machine Attendant (sp)	8999-15	Porter, Hotel	see 8903-11
Poker Machine Change Clerk	see 6403-13	Porter, Railway Luggage	see 8903-11
Poker Machine Mechanic	see 4399-13	Porter, Senior, Luggage	see 8903-01
Poker Machine Servicer (sp)	4399-13	Porter, Ship	see 8903-11
Pole Peeling Machine Loader	see 8199-13	Porter-Loader (Aircraft)	see 8903-11
Pole Treater	see 7399-21	Portrait Painter	see 2801-11
Police Aide Aboriginal	see 3501-11	Portrait Photographer	see 2803-11
Police Auxiliary	see 3501-11	Positioner Operator	see 7309-11
Police Cadet	see 3501-11	Post Machinist (Shoemaking)	see 4915-11
Police Commissioner (sp)	1201-11	<b>Postal Clerk</b>	5909-11
Police Constable	see 3501-11	<b>Postal Officer</b>	5909-13
Police Constable, Dog Squad	see 3501-11	Postal Services Field Manager(sp)	3905-99
Police Constable, Scientific Branch	see 3501-11	Postal Sorter	see 5403-11
Police Diver (sp)	4999-23	<b>Postman/woman</b>	5605-13
Police Inspector	see 1319-11	<b>Postmaster/Mistress</b>	1599-15
Police Officer, Commissioned	see 1319-11	Pot Operator (Aluminium) (sp)	7315-11
Police Officer, Criminal Investigation Branch	see 3501-13	Pot Still Operator	see 7431-17
Police Officer, General Duties	see 3501-11	Pot Tender	see 7431-19
Police Officer, Mounted	see 3501-11	Potato Grower	see 1401-33
Police Officer, Protective Service	see 8911-13	Potential Field Geophysicist	see 2103-13
Police Officer, Scientific Branch	see 3501-13	<b>Potter</b>	4925-13
Police Officer, Scientific Investigation	see 3501-13	Pottery Designer	see 2805-15
Police Photographer	see 2803-11	Pottery Mould Maker	see 7419-13
Police Prosecutor	see 2605-99	Poultry Boner (sp)	8199-37
Police Sergeant	see 3501-01	Poultry Farm Hand (sp)	8201-99
Police Station Sergeant (a)	3501-01	Poultry Farm Manager (a)	1401-25
		<b>Poultry Farmer</b>	1401-25

Title	Code	Title	Code
Poultry Farmer, Egg Production	see 1401-25	Prepman/woman	see 8415-11
Poultry Farmer, Gamebirds	see 1401-25	Preservatives Maker	see 7431-27
Poultry Farmer, Meat Production	see 1401-25	Preserving Supervisor, Fruit and Vegetable Processing	see 7431-01
Poultry Grader	see 8109-11	President of the Senate	see 1101-11
Poultry Hanger	see 8199-37	Presidential Member, Administrative Appeals Tribunal	see 1103-17
Poultry Offal Separator	see 8199-37	Presidential Member, Industrial Tribunal	see 1103-19
<b>Poultry Process Worker</b>	8199-37	Press Line Operator, Particleboard Manufacture	see 7399-17
Poultry Processor	see 8199-37	Press Moulding Machine Operator	see 7401-11
Poultry Rehanger	see 8199-37	Press Officer (sp)	2703-11
Poultry Saws Operator (sp)	7431-19	Press Operator (Metal)	see 7403-11
Poultry Scientist	see 2107-23	Press Operator (Wood Processing)	see 7413-23
Poultry		Press Operator, Clay Products	see 7419-13
Slaughterman/woman (sp)	8199-37	Press Operator, Hardboard Manufacture	see 7399-17
Poultry Technical Officer	see 3103-29	Press Operator, Insulation Board	see 7415-11
Poultry Technician (sp)	3103-31	Press Operator, Plastic Sheet	see 7407-19
Poultry Technologist	see 3103-29	Press Photographer	see 2803-11
Poultry Yardman/woman	see 8199-37	Press-Tool Maker (sp)	4101-11
Pounder (Shoemaking)	see 7429-11	Presser, Clothing	see 8917-11
Powder Blender, Explosives	see 7411-13	Presser, Laundry	see 8917-11
Powder Coating Extruder Operator	see 7407-25	Presser, Shirt	see 8917-11
Powder Hand (Plastics) (sp)	7407-21	Presser, Wool	see 8201-15
Powder Magazine Attendant	see 8907-11	Pressman/woman (Yarn Production)	see 7421-13
Powder Monkey (a)	4909-11	Pressure Forming Machine Operator	see 7407-15
Powder Monkey, Open Cut Mining	see 4909-11	Pressure Testing Technician (sp)	3299-11
Powder Monkey, Underground Mining	see 4909-11	Pressure Weld Inspector	see 4205-01
Powder Monkey, Development	see 4909-11	<b>Pressure Welder</b>	4205-15
Powder Monkey's Assistant (sp)	8101-99	Pressurised Container Filler (sp)	7499-99
<b>Power Generation Plant Operator</b>	7301-11	Preventative Officer (Customs)	see 3905-19
Power Generation Turbine Room Operator (sp)	7301-11	Priest (sp)	2607-11
Power Line Construction Engineer	see 2211-11	Primary Crusher Operator	see 7399-11
Power Linesman/woman	see 4301-11	Primary Metallurgist (a)	2217-11
Power Linesman/woman's Assistant	see 8101-15	<b>Primary Products Inspector</b>	3905-15
Power Plant Controller	see 7301-01	Primary Products Inspector, Animals	see 3905-15
Power Plant Unit Operator	see 7301-11	Primary Products Inspector, Plants	see 3905-15
Power Station Construction Engineer	see 2211-11	Primary Sawyer, Stone	see 7419-15
Power Station Engineer	see 2211-11	<b>Primary School Teacher</b>	2403-11
Power Station Engineer, Mechanical	see 2213-11	Primary School Teacher, Arts and Crafts	see 2403-11
Power Station Shift Supervisor	see 7301-01	Primary School Teacher, Correspondence	see 2403-11
Power Tong Operator (sp)	7317-11	Primary School Teacher, Music	see 2403-11
Powerline Supervisor	see 4301-01	Primary School Teacher, Physical Education	see 2403-11
Prawn Fisherman/woman	see 8925-13	Primary Teacher-Librarian (sp)	2403-11
Prawner (sp)	8925-13	Prime Minister (sp)	1101-11
Pre (or Cold) Press Operator (Wood Processing)	see 7413-23	Principal (Educational Institution)	see 1317-11
Pre-Primary School Aide	see 6601-11	Principal Animal Health Officer	see 2323-11
<b>Pre-Primary School Teacher</b>	2401-11	Principal Chemical Engineer (sp)	2207-11
Pre-school Adviser (sp)	2905-13	Principal Electrical Engineer, Communications Generation Transmission Development	see 2211-11
<b>Pre-School Aide</b>	6601-11	Principal Engineer	see 22
Pre-School Aide, Non-Certificated	see 6601-11	Principal Engineering Executive	see 1399-11
Pre-school Assistant	see 6601-11	Principal Executive Officer (Public Service)	see 1313-11
Pre-School Director (sp)	2401-11	Principal Finance Executive	see 1301-11
Pre-School Teacher (a)	2401-11	Principal Librarian	see 1399-99
<b>Precious Metal Smith</b>	4923-15	Principal Manufacturing Executive	see 1305-11
Precious Stone Setter	see 4923-11	Principal, School	see 1317-11
Precipitate Filterer (Chemicals)	see 7305-11	Print Finisher (sp)	7435-11
Precipitator Attendant (Mineral Ore)	see 7399-11	Print Quality Examiner	see 7435-01
Precision Grinder (Glass)	see 4999-13	Printer Operator, Colour	see 7435-11
<b>Precision Instrument Maker and Repairer</b>	4213-11	Printer Operator, High Speed	see 5201-99
Prehistorian (sp)	2907-99		
Premier (sp)	1101-11		
Premix Concrete Batchers (sp)	7399-35		
Preparation Supervisor, Fruit and Vegetable Processing	see 7431-01		
Preparator	see 3999-13		

Title	Code	Title	Code
Printer Tender (Photographic)	see 7435-11	Produce Department Supervisor	see 6301-01
Printer, Label	see 4505	Producer (Broadcasting)	see 1305-13
Printer, Motion Picture Film	see 7435-11	Producer (Films and Stage)	see 1305-13
Printer, Photographic	see 7435-11	<b>Producer (Media)</b>	1305-13
Printer, Plate	see 4503-11	Producer Technical	see 2811-25
Printer, Screen	see 4511-11	Producer's Assistant	see 3903-99
<b>Printing Bindery Assistant</b>	7499-21	Product Design Engineer (sp)	2219-99
Printing Machine Assistant (sp)	8199-29	Product Designer (a)	2805-15
Printing Machine Operator	see 4505	<b>Product Examiner</b>	8109-13
Printing Machinist	see 4505	<b>Product Grader</b>	8109-11
Printing Press Room Supervisor	see 4505-01	Product Manager	see 1303-11
<b>Printing Table Hand</b>	7499-23	<b>Product Tester</b>	8109-15
Printing/Batik Craftworker	see 4925-99	Product Testing Assistant (a)	8109-15
Printmaker (sp)	2801-99	<b>Product Weigher</b>	8109-17
<b>Prison Officer</b>	3911-11	Production and Quality Control Technical Officer	see 3299-11
Prison Officer, Senior	see 3911-01	Production and Quality Control Technologist (Textiles)	see 3103-23
Private Detective (sp)	3999-99	Production and Scheduling Clerk	see 5501-11
Private Secretary	see 5101-11	Production Assistant (Television, Films and Stage)	see 3903-99
Private Tutor	see 2505-99	Production Assistant, Chemicals and Related Products	see 7305-91
Probation Officer (sp)	3901-13	Production Co-ordinator	see 5501-01
Procedures Analyst (a)	2799-15	Production Control Clerk	see 5501-11
Process Camera Operator (Printing) (sp)	4503-15	Production Control Technical Officer,	see 3205-11
Process Control Design Engineer	see 2211-13	Production Controller	see 1305-11
Process Control Engineer (sp)	2211-13	Production Drilling Superintendent (Open Cut Mining)	see 7317-01
Process Control Maintenance Technical Officer	see 3201-15	Production Engineer, Ammonia	see 2207-11
Process Control Technical Officer (sp)	3201-15	Production Engineer, Automotive	see 2213-11
Process Control Technician (sp)	3201-17	Production Engineering Manager	see 1399-11
Process Engraver	see 4503-15	Production Evaluation Technical Officer	see 3299-99
Process Inspector, Metal Products	see 8109-13	Production Fitter	see 4103-11
Process Inspector, Electrical and Electronic Equipment	see 8109-13	Production Manager	see 1305-11
Process Operator, Brewhouse	see 7431-17	<b>Production Manager (Manufacturing and Mining)</b>	1305-11
Process Quality Control Verifier, Glassware	see 8109-15	Production Manager (Television, Films and Stage)	see 1305-13
Process Server	see 5605-11	Production Manager, State	see 1305-11
Process Worker, Assembly (Metal)	see 8103-11	Production Planning Officer (Engineering) (sp)	3299-99
Process Worker, Dry Mill	see 7399-11	Production Planning Officer	see 3299-99
Process Worker, Egg	see 8199-45	Production Planning Supervisor	see 1305-11
Process Worker, Electrical and Electronic Equipment	see 8103-13	Production Planning/Control Manager	see 1305-11
Process Worker, Fibre-Cement	see 8199-19	Production Planning/Control Supervisor	see 1305-11
Process Worker, Fish	see 8199-39	Production Plater (a)	4209-15
Process Worker, Hide and Skin	see 8199-27	Production Recorder (a)	5501-13
Process Worker, Jewellery Assembly	see 8103-15	<b>Production Scheduling Clerk</b>	5501-11
Process Worker, Machine Operation (Metal)	see 7401	Production Superintendent	see 1305-11
Process Worker, Malt	see 7431-11	Production Supervisor	see 1305-11
Process Worker, Shoe Cutting	see 7429-11	Production Supervisor, Oil and Natural Gas Wells	see 7307-01
Process Worker, Shoe Finishing	see 7429-11	Production Supply Clerk	see 5505-11
Process Worker, Shoe Machining	see 7429-11	<b>Production Tally Clerk</b>	5501-13
Process Worker, Shoemaking	see 7429-11	Production Testing Operator	see 7307-15
Process Worker, Smallgoods	see 7431-19	Production Worker, Metal Finishing	see 8199-11
Process Worker, Testing (Electrical and Electronic Equipment)	see 8109-15	Production Worker, Metal Processing	see 8199-11
Process Worker, Testing and Examining (Metal)	see 8109-15	Production/Industrial Engineering Superintendent/Supervisor	see 1399-11
Process Worker, Yarn Making	see 8199-99	Professional and Scientific Equipment Salesperson	see 6201-15
Process Worker, Yeast	see 7431-99	Professional Athlete	see 3915-15
Processed Cheesemaker	see 4799-15	<b>Professional Builder</b>	1601-13
Processor, Poultry	see 8199-37	Professional Cricket Player	see 3915-15
Procurement Clerk (a)	5505-13		
Procurement Controller	see 1307-11		
Procurement Manager (sp)	1307-11		
Procurement Officer	see 3913-11		



Title	Code	Title	Code
Professional Football Player	see 3915-15	Prostitute (sp)	6699-99
Professional Golfer	see 3915-15	Protection Forester	see 2107-25
Professional Officer, Chemistry	see 2101-11	Protective Service Constable	see 8911-13
Professional Photographer	see 2803-11	Protective Service Inspector	see 8911-01
Professional Tennis Player	see 3915-15	Protective Service Officer (sp)	8911-13
Professional Wrestler	see 3915-15	Protective Service Senior Constable	see 8911-13
<b>Professionals, nec</b>	2999-99	Protective Service Senior Sergeant	see 8911-01
Professor (sp)	2501-11	Protective Service Sergeant	see 8911-13
Profile Planer, Stone	see 7419-15	Protein Chemist (sp)	2107-15
Program Arranger (sp)	5501-11	Prothonotary (sp)	2999-99
Program Manager	see 1305-13	Protozoologist	see 2107-23
Program Router Cutter (sp)	4901-11	Psychiatric Nurse	see 3401-19
Program Router Operator	see 4901-11	Psychiatric Nursing Supervisor	see 3401-01
Program Seller (sp)	8901-13	<b>Psychiatrist</b>	2303-21
Programmer (Broadcasting)	see 3903-99	Psychiatry Nursing Supervisor	see 3401-01
Programmer, Applications	see 2707-11	Psychologist, Clinical	see 2903-11
Programmer, Assembler	see 2707-13	Psychologist, Community	see 2903
Programmer, Business	see 2707-11	Psychologist, Counselling	see 2903
Programmer, Computer	see 2707-11	Psychologist, Educational	see 2903-13
Programmer, Duty	see 2707-11	Psychologist, Industrial	see 2903-15
Programmer, Engineering	see 2707-11	Psychologist, Military	see 2903-15
Programmer, Information Services	see 2707-13	Psychologist, Non-Clinical	see 2903-13,15
Programmer, Information System	see 2707-13	Psychologist, Occupational	see 2903-15
Programmer, Scientific	see 2707-11	Public Accountant	see 2701-11
Programmer, Software	see 2707-13	Public Auditor	see 2701-11
Programmer, Software Development	see 2707-13	Public Health and Preventive Medicine Specialist	see 2303-99
Programmer, Systems	see 2707-13	<b>Public Policy Manager</b>	1313-11
Programmer-in-Training	see 2707-11	<b>Public Relations Officer</b>	2703-11
Programming Consultant	see 2707-15	Public Service Manager (a)	1313-11
Programming Manager (Computing)	see 1311-11	Public Telephone Money Collector (sp)	8999-99
Project Engineer, Air-conditioning	see 2213-11	Publican (sp)	1505-11
Project Engineering Manager	see 1399-11	Publication Designer (sp)	2805-13
Project Geologist	see 2103-11	Publications Officer	see 2703-11
Project Geophysicist	see 2103-13	Publications Officer (Museum and Art Gallery)	see 2703-11
Project Manager, Systems	see 1311-11	Publicity Officer (a)	2703-11
Project Officer, Organisation and Methods	see 2799-15	Publicity Officer, Public Relations	see 2703-11
Projectionist, Cinema	see 4999-17	Publishing Hand	see 7433-99
Promotional Assistant	see 6599-99	Puller, Footwear	see 4915-11
Promotional Host/Hostess	see 6599-99	Pulp Dryer Operator (Papermaking)	see 7415-11
Promotions Officer (sp)	2703-11	Pulp Refiner Operator (Papermaking)	see 7415-11
<b>Proof Reader</b>	5999-13	Pulp Tester (Papermaking)	see 7415-11
Proofer (Printing) (sp)	4503-13	<b>Pulp, Papermaking and Paper Products</b>	
Proofer-Finisher (Printing) (sp)	4503-11	<b>Factory Hand</b>	8199-17
Prop and Scenery Maker (sp)	4401-11	Pulp, Papermaking and Paper Products Labourer (a)	8199-17
Prop Maker	see 4401-11	Pulverised Fuel (Coal) Power Station Shift Supervisor	see 7301-01
Propagator, Plant	see 4801-11	Pump Design Engineer	see 2213-11
Propellant Blender	see 7411-13	Pumpkin Grower	see 1401-33
Properties Custodian	see 3903-99	Pumpman/woman (Ore Processing)	see 7399-11
Properties Investment Manager (sp)	6101-99	Punt Worker	see 7313-11
Property Manager (Real Estate)	see 6105-13	Puntman/woman	see 7313-11
Property Manager, Commercial/Industrial Property	see 6105-13	Puppeteer (sp)	2817-99
Property Manager, Holiday Letting	see 6105-13	<b>Purchasing Clerk</b>	5505-13
Property Manager, Residential Property	see 6105-13	Purchasing Manager (sp)	1307-11
Property Manager, Strata Title	see 6105-13	<b>Purchasing Officer</b>	3913-11
Property Steward	see 6699-99	Purchasing Officer (Business Services)	see 3913-11
Property Supervisor (Performing Arts)	see 3903-99	Purchasing Officer (Fish)	see 3913-11
Prospector (sp)	8415-11	Purchasing Officer (Food and Related Products)	see 3913-11
Prosthetic and Orthotic Technician	see 2399-99	Purchasing Officer (Iron Ore)	see 3913-11
Prosthetics and Orthotics Rehabilitation Specialist (sp)	2303-39		
Prosthetist (sp)	2399-99		
Prosthetist/Orthotist	see 2399-99		
Prosthodontist (sp)	2305-13		

Title	Code	Title	Code
Purchasing Officer (Livestock)	see 3913-11	Pure Mathematician (Research)	see 2909-11
Purchasing Officer (Material)	see 3913-11	Purification and Reaction Operator	see 7305-11
Purchasing Officer (Milk)	see 3913-11	Purifierman/woman	see 7431-11
Purchasing Officer (Office Equipment)	see 3913-11	Purser (Aircraft)	see 6609-01
Purchasing Officer (Senior)	see 3913-11	Purser (Ship)	see 3999-99
Purchasing Officer (Vegetables)	see 3913-11	Pyrometallurgical Engineer (sp)	2217-11
Purchasing Superintendent	see 1307-11		

## Q

<b>Qualified Cook</b>	4705-13	Quality Control Manager (sp)	1305-11
Quality Assurance Manager	see 1305-11	Quality Control Metallurgist (sp)	2217-13
Quality Control Analyst	see 2909-13	Quality Control Officer	see 8109-13
Quality Control Assistant	see 8109-13	Quality Control Supervisor (Coal Mining)	see 8109-15
Quality Control Chemist	see 2101-11	Quality Control Technician	see 3299-11
Quality Control Inspector (a)	8109-13	Quality Controller	see 8109
Quality Control Inspector, Animal Food Products	see 8109-13	Quality Controller, Furniture, Cushions and Covers	see 8109-13
Quality Control Inspector, Apparel	see 8109-13	<b>Quantity Surveyor</b>	2203-11
Quality Control Inspector, Electrical Products/Equipment	see 8109-13	Quarantine Assistant/Inspector	see 3905-15
Quality Control Inspector, Food Products	see 8109-13	Quarantine Inspector (sp)	3905-15
Quality Control Inspector, Foundation Garments	see 8109-13	Quarry Labourer (sp)	8415-11
Quality Control Inspector, Jackets	see 8109-13	Quarry Weighbridge Operator	see 7399-99
Quality Control Inspector, Metal Processing, Machining, Shaping and Forming	see 8109-13	Quartermaster Gunner (sp)	7499-19
Quality Control Inspector, Shirts	see 8109-13	Quartermaster, Ship	see 3305-13
		Queen's Counsel (sp)	2605-11
		Quince Grower	see 1401-31

## R

R.S.P.C.A. Inspector	see 3905-99	Radio Journalist (sp)	2807-13
<b>Rabbi (sp)</b>	2607-11	Radio Lineman/woman (sp)	4311-15
Rabbit Breeder	see 1401-99	Radio Maintenance Officer (sp)	3201-15
Rabbit Farmer	see 1401-99	Radio Mechanic (sp)	4313-11
Rabbit Hunter	see 8299-11	Radio Officer, Water Transport	see 3999-11
Race Steward (sp)	3915-17	Radio Operator (a)	3999-11
<b>Racecourse Official</b>	3915-17	Radio Operator (Dispatch)	see 5503-15
Racecourse Official, Dog	see 3915-17	Radio Operator, Aircraft	see 3999-11
Racecourse Official, Horse	see 3915-17	Radio Operator, Ship	see 3999-11
Racecourse Photo-Finish Camera Operator	see 2803-11	Radio Program Director	see 2811-23
Radar Operator (sp)	3999-99	Radio Technician	see 3201-17
Radial Driller (Metal) (sp)	4103-13	<b>Radio Telegraphist</b>	3999-11
Radiation Assistant, Uranium Mining/Processing	see 7399-11	Radio Telephone Operator	see 3999-11
Radiation Biophysicist	see 2107-17	Radio Traffic Scheduler (sp)	5501-11
Radiation Oncologist (sp)	2303-23	Radiographer, Medical Diagnostic	see 2321-11
Radio and Television Repairer (a)	4313-11	Radiographer, Medical Therapeutic	see 2321-13
<b>Radio and Television Servicicr</b>	4313-11	Radiographer, Therapy	see 2321-13
Radio and Television Tradesperson	see 4313-11	Radiological Metallurgist (sp)	2217-13
Radio and TV Broadcasting Technician	see 4311-11	<b>Radiologist</b>	2303-23
Radio and TV Equipment Operator	see 3903-15	Radish Grower	see 1401-33
Radio and TV Repairer	see 4313-11	Rail Adjuster	see 8413-11
Radio Announcer	see 2819-11	Rail Car Driver (sp)	7107-11
Radio Astronomer	see 2105-11	Railway Barrier Supervisor	see 8901-15
Radio Broadcasting Tradesperson	see 4311-11	Railway Cleaner	see 8301-11
<b>Radio Despatcher</b>	5503-15	Railway Conductor (Sleeping Car) (sp)	6609-15
Radio Engineer (sp)	2211-13	Railway Crossing Attendant (sp)	8999-99
Radio Interference Inspector	see 3905-99	Railway Detective	see 3999-99
		Railway Engine Driver	see 7107-11
		Railway Fettle (a)	8413-11

Title	Code	Title	Code
Railway Fireman/woman (sp)	7107-91	Receptionist, Hotel	see 5601-11
Railway Gatekeeper	see 7399-19	Recitalist	see 2815-13
<b>Railway Guard</b>	8911-15	Reclaimer Operator	see 7309-11
Railway Investigator	see 3999-99	Record Systems Analyst	see 2799-15
<b>Railway Labourer</b>	8413-11	Recorder, Blooming-mill	see 5501-13
Railway Number Taker (sp)	5503-99	Recorder, Open Hearth-pit	see 5501-13
Railway Officer, Rail Transport	see 8999-25	Recorder, Oxygen Furnace-pit	see 5501-13
<b>Railway Patrol Officer</b>	8911-11	Recorder, Slabbing-mill	see 5501-13
Railway Platform Supervisor	see 8999-25	Recorder, Steel Mill	see 5501-13
Railway Pointsman/woman	see 7399-19	Recorder, Traffic	see 5503-99
Railway Porter, Luggage	see 8903-11	Recording Clerk	see 55
Railway Security Guard (a)	8911-11	Recording Director	see 1305-13
Railway Shunter (sp)	7399-19	Records Management Specialist	see 2799-15
<b>Railway Station Assistant</b>	8999-25	Records Manager	see 2799-15
<b>Railway Station Master/Mistress (sp)</b>	1599-21	Recovery Mechanic (Army) (sp)	7299-99
<b>Railway Steward</b>	6609-15	Recovery Plant Operator (Chemicals)	see 7305-11
<b>Railway Switching and Signalling Operator</b>	7399-19	Recreation Adviser (a)	2999-17
Railway Switchman/woman	see 7399-19	Recreation Camp Warden	see 1505-99
Railway Track Packer	see 8413-11	<b>Recreation Officer</b>	2999-17
Railway Track Patrolman/woman (sp)	8413-11	Recreation Worker	see 2999-17
<b>Railway Track Repair Machine Operator</b>	7299-11	Recreational Therapist	see 2399-99
Railway Turntable Hand	see 7399-19	Recreationist (Hospital Children's Ward)	see 2999-17
Railway Watchman	see 8911-11	Recruitment Officer (sp)	2705-11
Railway Workshop Electrician	see 4309-11	Rector	see 2607-11
Railway Yard Assistant (sp)	7399-19	Reeled Tubing Operator (sp)	7317-11
Railways Construction Engineer	see 2209-11	Reeled Tubing Operator Trainee	see 7317-11
Raise Boring Machine Operator	see 7317-11	<b>Referee</b>	3915-19
Raise Drill Operator (sp)	7317-11	Refinery Electrician	see 4309-11
Ram Press Operator	see 7419-13	Refractory Bricklayer (sp)	4403-11
Ranger	see 3999-31	Refrigeration Fitter (a)	4307-13
Ranger, Park	see 3999-31	<b>Refrigeration Mechanic</b>	4307-13
Rapeseed Grower	see 1401-11	Refrigeration Operator	see 7303-11
Raspberry Grower	see 1401-31	Refrigeration Plant Operator (sp)	7303-11
Ratman/woman	see 8999-13	Refrigerator Cabinet-Maker	see 7405-11
Re-recording Mixer (sp)	3903-11	<b>Refuge Worker</b>	6601-21
Reach Truck Driver (sp)	7203-11	Refuse Collector	see 8905-11
Reader (sp)	2501-11	Regimental Sergeant Major (sp)	3999-33
Reagent Attendant (Ore Processing)	see 7399-11	Regional Manager (sp)	1201-11
Reagent Mixer (Ore Processing)	see 7399-11	<b>Registered Community Health Nurse</b>	3401-13
<b>Real Estate Agency Manager</b>	1599-17	Registered Dental Mechanic	see 4999-11
Real Estate Agent	see 6105-11	<b>Registered General Nurse</b>	3401-11
Real Estate Agent, Business Broker	see 6105-11	<b>Registered Mental Retardation Nurse</b>	3401-17
Real Estate Agent, Land Development	see 6105-11	<b>Registered Midwife</b>	3401-15
Real Estate Agent, Mortgage Broker	see 6105-11	Registered Nurse	see 3401
Real Estate Agent, Property Investment Consultant	see 6105-11	<b>Registered Nurses, nec</b>	3401-99
Real Estate Agent, Property Management	see 6105-13	Registered Plumber	see 4409
Real Estate Director	see 1599-17	<b>Registered Psychiatric Nurse</b>	3401-19
<b>Real Estate Property Manager</b>	6105-13	Registrar (Educational Institution)	see 1317-99
Real Estate Sales Manager	see 1599-17	Registrar, Court	see 2999-99
Real Estate Sales Representative (sp)	6105-11	Registrar, Industrial Tribunal	see 2999-99
<b>Real Estate Salesperson</b>	6105-11	Registrar, Museum	see 3999-13
Real Estate Sub-Agent (a)	6105-11	Registration Clerk	see 5303-13
Real Property Tax Consultant	see 2701-11	Registry Clerk (sp)	5401-13
Receivals Storeman/woman	see 8907-11	<b>Rehabilitation Counsellor</b>	2603-11
<b>Receiving and Despatching Clerk</b>	5503-11	Rehabilitation Nursing Aide	see 6603-11
Receiving Checker	see 5503-11	Reinsman/woman	see 3915-15
Receiving Clerk	see 5503-11	Relationship Counsellor (a)	2603-13
<b>Receptionist</b>	5601-11	Relativity Physicist	see 2105-11
Receptionist Clerk	see 5601-11	Relays Drafting Officer (sp)	3201-11
Receptionist, Advertising Agency	see 5601-11	Relays Draftsman/woman	see 3201-11
Receptionist, Beauty Salon	see 5601-11	Relief Stillman/woman	see 7431-17
Receptionist, Business	see 5601-11	Religious Administrator (sp)	1399-99
Receptionist, Doctor's Surgery	see 5601-11	Religious Brother (sp)	2607-11
		Religious Education Worker	see 2607-11

Title	Code	Title	Code
Religious Education Director	see 1317-99	Research Assistant, Medical Records	see 2799-11
Religious Sister (sp)	2607-11	Research Chemist	see 2101-11
Remedial English Teacher	see 2407-11	Research Economist	see 2901-11
Remedial Resource Teacher	see 2407-11	Research Geologist	see 2103-11
Remedial Teacher (a)	2407-11	<b>Research Manager</b>	1399-13
Remote Computer Terminal Operator (sp)	5201-13	Research Mathematician	see 2909-11
Renal Nurse	see 3401-99	Research Meteorologist (sp)	2199-15
Renal Specialist (sp)	2303-99	Research Officer	see 2999-15
Renal Technician (sp)	3101-99	Research Officer, Economic	see 2901-11
Renderer	see 7431-19	Research Officer, Educational	see 2905-13
Rendering Equipment Tender	see 7431-19	Research Officer, Financial	see 2701-11
Rental Clerk (a)	6599-17	Research Officer, High Court of Australia	see 2605-99
Rental Clerk, Car	see 6599-17	Research Officer, Market	see 2907-99
Rental Clerk, Film	see 6599-17	Research Officer, Statistical	see 2909-13
Rental Clerk, Tools and Equipment	see 6599-17	Research Physicist	see 2105-11
Rental Clerk, TV	see 6599-17	<b>Research Workers, nec</b>	2999-15
<b>Rental Salesperson</b>	6599-17	Researcher, Education	see 2905-13
Repairer, Bicycle	see 8999-99	Reservations Clerk (sp)	6405-11
Repairer, Boat	see 4907-13	Reservoir Keeper	see 7399-29
Repairer, Camera	see 4213-11	Resident Medical Officer	see 2301-11
Repairer, Canvas	see 4917-13	Resident Medical Practitioner	see 2301-11
Repairer, Cash Register	see 4315-11	Residential Care Worker (sp)	3901-15
Repairer, Guitar	see 4925-99	Resilient Floor Layer	see 4919-11
Repairer, Hand Tool	see 7405-11	Resin Filterer	see 7305-11
Repairer, Jewellery	see 4923-11	Resort Manager (sp)	1505-11
Repairer, Mandolin	see 4925-99	<b>Resource Teacher</b>	2407-11
Repairer, Percussion Instrument	see 4925-99	<b>Restaurant and Catering Managing Supervisor</b>	1503-11
Repairer, Piano	see 4925-11	Restaurant Manager	see 1503-11
Repairer, Pipe Organ	see 4925-99	Restaurateur (sp)	1503-11
Repairer, Plywood and Veneer	see 7413-21	Resthouse Attendant	see 8999-99
Repairer, Radio	see 4313-11	Restorer, Textile	see 7425-99
Repairer, Railway Line	see 7299-11	Retail Butcher	see 4701-11
Repairer, Railway	see 7299-11	<b>Retail Buyer</b>	3913-15
Repairer, Reprographic Equipment	see 4315-11	Retail Chemist	see 2307-15
Repairer, Saw	see 4213-17	<b>Retail Pharmacist</b>	2307-15
Repairer, Sporting Goods	see 6301-99	Retail Security Agent	see 8911-13
Repairer, Stringed Musical Instrument	see 4925-99	Retailer, Home Furnishings	see 1501-11
Repairer, Television	see 4313-11	Retailer, Office Supplies	see 1501-11
Repairer, Violin	see 4925-99	Retailer, Soft Furnishings	see 1501-11
Repairer, Wind Instrument	see 4925-99	Retarder Operator	see 7309-11
<b>Reporter</b>	2807-13	Retort Operator	see 7431-27
Reporter, Agricultural	see 2807-13	Retort Setter (Bricklaying) (sp)	4403-11
Reporter, Court	see 5101-15	Retoucher or Planner (Printing) (sp)	4503-15
Reporter, Feature	see 2807-13	Retoucher, Image Preparation	see 4503-15
Reporter, Hansard	see 5101-15	Retoucher, Plate Preparation	see 4503-11
Reporter, Turf	see 2807-13	Retreader, Tyre	see 7409-11
Representative, Advertising	see 6201-21	Returned-Goods Receiving Clerk	see 5503-11
Representative, Avon	see 6501-15	Rewinder Operator	see 7415-13
Representative, Beauty Products	see 6201-33	Rheumatologist (sp)	2303-99
Representative, Circulation	see 5503-11	Rhubarb Grower	see 1401-33
Representative, Household Products	see 6201-31	Rice Grower	see 1401-11
Representative, Life Assurance/Insurance	see 6103-11	Rice Miller	see 4799-11
Representative (Metal Merchant)	see 6501-11	Rice Milling Supervisor	see 4799-01
Representative, Real Estate	see 6105-11	Riding Instructor	see 2505-99
Reprographic Equipment Repairer	see 4315-11	Rifleman (sp)	7499-19
Resaw Operator (Remote Control)	see 7413-13	Rig Superintendent	see 7317-01
Resaw Operator	see 7413-13	Rigger	see 8405-13
<b>Resawyer</b>	7413-13	<b>Rigger (Construction)</b>	8405-13
Resawyer, Band-Saw (Remote Control)	see 7413-13	Rigger, Roof	see 8405-13
Resawyer, Circular Saw (Remote Control)	see 7413-13	Rigger, Shipyard	see 8405-13
Resawyer, Gang Saw (Remote Control)	see 7413-13	Rigger's Assistant (sp)	8405-13
Research and Development Manager (sp)	1399-13	Ring Maker (sp)	4923-11
Research Assistant	see 2999-15	Ring Net Fisherman/woman	see 8925-13

Title	Code	Title	Code
Ring Spinner	see 7421-11	<b>Roof Slater and Tiler</b>	4411-11
Ripsaw Operator (sp)	7413-13	Roof Slater and Tiler's Assistant (sp)	8101-13
Rise Miner	see 7317-11	Roof Tiler	see 4411-11
Rivetting Machine Operator	see 8103-13	Roof Tiling Contractor	see 4411-11
Road Crew Person (Roadie)	see 3903-99	Roof Tiling Sub-contractor	see 4411-11
Road Design Draftsman/woman	see 3203-11	Roofer	see 4411-11
Road Design Draftsperson (sp)	3203-11	Roofing Carpenter	see 4401-11
Road Design Engineer	see 2209-11	Roofing Plumber	see 4409-11
Road Freight Driver	see 7105-13	Room Service Waiter	see 6505-15
Road Ganger (sp)	8409-01	<b>Rope and Cord Making Machine Operator</b>	7425-19
Road Linemarkers (sp)	7299-99	Rope Coiler	see 7425-19
Road Maintenance Worker (sp)	8409-11	Rope Machine Operator	see 7425-19
<b>Road Roller Operator</b>	7207-13	Rope Making Machine Operator	see 7425-19
Road Sweeper Operator (sp)	7299-99	Roster Clerk (sp)	5905-11
Road Train Driver (sp)	7105-13	Roster Clerk, Train	see 5503-11
Roadhouse Attendant	see 6599-21	Roster Clerk, Tram	see 5503-11
Roadie (Road Crew Person)	see 3903-99	Rotary Drill Operator (sp)	7317-11
Roaster Operator	see 7315-15	Rotary Driller's Offsider	see 8415-13
Roasting Occupations (Mineral Ores)	see 7315-15	Rotary Hoe Operator (sp)	7209-13
Rock Drill Operator (sp)	7317-11	Rotational Moulding Machine	
Rockmelon Grower	see 1401-31	Operator (sp)	7407-15
Rodding Press Operator (sp)	7399-33	Rotational Moulding Machine Setter	see 7407-11
Roll Builder (Rubber)	see 7409-99	Rough-Terrain Crane Driver	see 7311-11
Roll Grinder (Rubber)	see 7409-99	Rougher Mill Operator	see 7399-11
Roll Hand	see 7399-13	Roughneck (sp)	8415-13
Roller	see 7399-13	Roundsman/woman (News) (sp)	2807-13
Roller (Metal)	see 7399-13	Rouseabout (a)	8201-15
Roller (Metalworking)	see 7399-13	Roustabout (sp)	8415-13
Roller Driver	see 7207-13	Rubber and Plastic Products Labourer (sp)	8199-25
Roller Grinder Operator	see 7409-99	<b>Rubber and Plastics Factory Hand</b>	8199-25
Roller, Billet Mill	see 7399-13	Rubber Extruder Operator	see 7409-99
Roller, Bloom Mill	see 7399-13	Rubber Knitting Machine Operator (sp)	7409-99
Roller, Cold Mill	see 7399-13	Rubber Laboratory Technician	see 3299-11
Roller, Finishing Mill	see 7399-13	Rubber Millworker	see 8199-25
Roller, Hot Mill	see 7399-13	<b>Rubber Production Machine</b>	
Roller, Roughing Mill	see 7399-13	Operators, nec	7409-99
Roller, Slab Mill	see 7399-13	Rubber Reclaimer	see 8199-25
Rolling Attendant, Iron and Steel	see 7399-13	Rubber Roll Builder (sp)	7409-99
Rolling Machine Operator	see 7399-13	Rubber Roller Grinder Operator (sp)	7409-99
<b>Rolling Mill Assistant</b>	7399-13	Rubber Stripping-Lathe Operator	see 7409-99
Rolling Mill Operator (Metals)	see 7399-13	Rubber Table Hand	see 8199-25
Roof Bolter (Mining) (sp)	8415-11	Rubber Technologist	see 2217-17
Roof Carpenter and Framer	see 4401-11	Rubber Tile Floor Layer	see 4919-11
Roof Fixer (sp)	4411-11	Rubber Trimmer	see 8199-25
Roof Plumber (sp)	4409-11	Rubbish Collector	see 8905-11
Roof Ridger	see 4411-11	Run-on Binder	see 4915-11
Roof Shingler (sp)	4411-11	Rye Grower	see 1401-11

## S

Sack and Bag Filler (sp)	7433-99	Salaries Officer	see 2705-11
Sacker, Sugar	see 7433-99	Sales Administration Manager	see 1303-11
Saddle Maker	see 4917-11	<b>Sales and Marketing Manager</b>	1303-11
Saddler (sp)	4917-11	Sales Assistant, Automotive Spare Parts	see 6301-25
Safemaker (sp)	4213-15	<b>Sales Assistant (Caravans and Motor Vehicles)</b>	6301-19
Safety Engineer (sp)	2219-17	Sales Assistant, China Department	see 6301-17
Safety Engineer, Air	see 2219-11	Sales Assistant (Domestic Hardware)	see 6301-11
<b>Safety Inspector</b>	3905-13	Sales Assistant (EDP and Office Equipment) (sp)	6301-99
Safety Officer	see 3905-27	Sales Assistant (Electrical and Electronic Equipment)	see 6301-99
Safflower Grower	see 1401-11		
<b>Sailmaker</b>	4917-15		
Sailor (a)	8925-11		

Title	Code	Title	Code
<b>Sales Assistant (Fabrics, Clothing and Footwear)</b>	6301-13	Sales Representative, Debt Collection Agency	see 6201-21
<b>Sales Assistant (Food and Drink Products)</b>	6301-15	Sales Representative, Dental Equipment	see 6201-15
Sales Assistant, Furniture	see 6301-17	Sales Representative, Domestic Hardware	see 6201-31
<b>Sales Assistant (Furniture, Floor Coverings and Household Goods)</b>	6301-17	<b>Sales Representative (EDP Equipment)</b>	6201-13
Sales Assistant, Gemstones	see 6301-99	Sales Representative, EDP Hardware	see 6201-13
Sales Assistant, Hardware	see 6301-11	Sales Representative, Education Course	see 6201-99
<b>Sales Assistant (Hardware and Gardening Supplies)</b>	6301-11	<b>Sales Representative (Electronic Equipment (except EDP))</b>	6201-17
Sales Assistant, Hi Fi Equipment	see 6301-17	Sales Representative, Electronic Organs	see 6201-99
Sales Assistant, Manchester Department	see 6301-13	Sales Representative (Farm Properties/Supplies)	see 6201-99
Sales Assistant (Motor Vehicles-/Boats/Caravans/Motor Cycles)	see 6301-19	Sales Representative, Fashions	see 6201-37
Sales Assistant (Musical Equipment and Supplies) (sp)	6301-99	<b>Sales Representative (Floor Coverings and Furniture)</b>	6201-27
Sales Assistant (Newspaper/Books/Stationary)	see 6301-21	<b>Sales Representative (Food, Drink and Tobacco Products)</b>	6201-29
Sales Assistant, Office Equipment	see 6301-99	Sales Representative, Food Machinery	see 6201-99
Sales Assistant, Office Machines	see 6301-99	Sales Representative (Freight Services)	see 6201-21
Sales Assistant (Office Supplies) (sp)	6301-21	Sales Representative, Grocery Lines	see 6201-29
<b>Sales Assistant (Pharmaceutical Products and Toiletries)</b>	6301-23	Sales Representative, Hardware	see 6201-25
Sales Assistant (Photographic Equipment and Supplies) (sp)	6301-99	Sales Representative, Hi Fi Equipment	see 6201-17
Sales Assistant (Plants/Seeds/Gardening Supplies)	see 6301-11	Sales Representative, Hotel Services	see 6201-21
Sales Assistant, Sheetmusic	see 6301-99	<b>Sales Representative (Household Goods and Domestic Hardware)</b>	6201-31
Sales Assistant (Sports Equipment and Toys) (sp)	6301-99	Sales Representative (Industrial Machinery and Equipment)	see 6201-99
<b>Sales Assistant (Stationery, Newspapers and Books)</b>	6301-21	Sales Representative, International Removals	see 6201-99
Sales Assistant, Textbooks	see 6301-21	Sales Representative (Jewellery and Watches) (sp)	6201-99
Sales Assistant (Tyres) (sp)	6301-25	Sales Representative, Ladies', Gentlemen's Fashions	see 6201-37
<b>Sales Assistant (Vehicle Parts and Accessories)</b>	6301-25	Sales Representative, Machine Vending Service	see 6201-99
Sales Assistant (Watches and Jewellery) (sp)	6301-99	Sales Representative (Machinery and Equipment, Except Electronic)	see 6201-99
<b>Sales Assistants, nec</b>	6301-99	Sales Representative (Machinery/Equipment)	see 6201-99
Sales Checker	see 3905-99	Sales Representative, Medical Equipment	see 6201-15
Sales Clerk	see 5505-15	<b>Sales Representative (Medical, Dental and Veterinary Equipment)</b>	6201-15
<b>Sales Demonstrator</b>	6599-15	Sales Representative (Minerals/Metals)	see 6201-99
Sales Department Manager (a)	6301-01	Sales Representative (Motor Vehicles/Cycles/Caravans/Boats/Petrol and Tyres)	see 6201-99
Sales Director	see 1303-11	Sales Representative (Musical Goods) (sp)	6201-99
Sales Manager (Real Estate Sales)	see 1599-17	Sales Representative, New and Used Caravans	see 6301-99
Sales Manager	see 1303-11	Sales Representative, New Cars	see 6301-99
Sales Promotion Manager	see 1303-11	Sales Representative, Office Machines	see 6201-17
Sales Representative (Advertising) (sp)	6201-21	Sales Representative, Paint and Related Products	see 6201-25
Sales Representative, Agriculture Equipment	see 6201-99	<b>Sales Representative (Pharmaceuticals)</b>	6201-35
Sales Representative, Aircraft	see 6201-99	Sales Representative (Photographic Equipment and Supplies) (sp)	6201-99
Sales Representative, Armoured Car Service	see 6201-21	Sales Representative, Plastics/Chemicals	see 6201-11
Sales Representative, Bedroom Furniture	see 6201-27	Sales Representative (Printing) (sp)	6201-99
<b>Sales Representative (Books and Paper Products)</b>	6201-23	Sales Representative, Prosthetic and Orthotic Appliances	see 6201-15
<b>Sales Representative (Builders' Hardware)</b>	6201-25	Sales Representative, Real Estate	see 6105-11
<b>Sales Representative (Business Services)</b>	6201-21	Sales Representative, Scientific	see 6201-15
Sales Representative, Canvas Goods	see 6201-99	Sales Representative, Security Service	see 6201-21
<b>Sales Representative (Chemical Products)</b>	6201-11	Sales Representative, Silverware	see 6201-99
Sales Representative, Clocks	see 6201-99	Sales Representative, Text Books	see 6201-23
Sales Representative (Communications Equipment) (sp)	6201-17		
Sales Representative, Communications Service	see 6201-21		

Title	Code	Title	Code
Sales Representative, Textile Machinery	see 6201-99	Salesperson (Sports Equipment/Toys)	see 6301-99
<b>Sales Representative (Textiles, Clothing and Footwear)</b>	6201-37	Salesperson, Textbooks	see 6301-21
Sales Representative, Tobacco Products	see 6201-29	Salesperson, Ticket	see 6405-11
<b>Sales Representative (Toiletries)</b>	6201-33	Salesperson, Tyres	see 6301-25
<b>Sales Representative (Toys and Sporting Goods)</b>	6201-19	Salesperson (Tyres/Vehicle Accessories)	see 6301-25
Sales Representative (Vehicle Parts and Accessories)	see 6201-99	Salesperson, Women and Girls' Wear	see 6301-13
Sales Representative, Veterinary Equipment and Supplies	see 6201-15	Salesperson (Watches/Jewellery)	see 6301-99
Sales Representative, Welding Equipment	see 6201-99	<b>Salespersons, nec</b>	6599-99
Sales Representative, Wholesale Meat	see 6201-29	Salt Filterer	see 7305-11
Sales Representative, X-Ray Equipment	see 6201-15	Salvage Miner (sp)	8415-11
<b>Sales Representatives, nec</b>	6201-99	Salvage Storeman/woman	see 8907-11
Sales Storeman/woman	see 8907-11	Salvation Army Cadet	see 2607-11
Sales Supervisor (Door-to-Door Sales)	see 6501-01	Salvation Army Officer (sp)	2607-11
Sales Supervisor (Newspaper Sales)	see 6501-01	Sammer Operator	see 7423-11
Sales Supervisor (Retail/Wholesale Establishment)	see 6301-01	Sammying Machine Operator (sp)	7423-11
Sales Tax Investigation Officer	see 3905-99	Sample Catcher (Drill Core)	see 8415-13
Sales Training Manager	see 1309-11	Sample Hand, Apparel	see 4911-13
Sales-Slip Sorter	see 5499-11	Sample Washer (Drill Core)	see 8415-13
Salesman/woman		Sampler, Mine	see 8415-11
See Salesperson	6301	Sand Blaster (sp)	7499-99
Salesperson, Art	see 6301-99	Sanding Machine Operator	see 4901-17
Salesperson, Caravans	see 6301-19	Sandwich Hand	see 8919-11
Salesperson (Cash Van Sales)	see 6501-13	Sanitary Cleaner	see 8301-99
Salesperson (Domestic Hardware)	see 6301-11	Sanitary Napkin Machine Tender	see 7411-11
Salesperson (Door-to-Door)	see 6501-15	Saturation Diver (sp)	4999-21
Salesperson, Encyclopaedia	see 6501-15	<b>Saturation Technician</b>	4999-19
Salesperson (Fabrics, Clothing and Footwear)	see 6301-13	Sausage Peeler	see 7431-19
Salesperson (Food/Drink Products)	see 6301-15	Saw Doctor (a)	4213-17
Salesperson, Furniture Department	see 6301-17	<b>Saw Maker and Repairer</b>	4213-17
Salesperson (Furniture/Floor Coverings)	see 6301-17	Saw Sharpener (sp)	4213-17
Salesperson, Gemstones	see 6301-99	Sawmill Docker (sp)	7413-15
Salesperson (General Products)	see 6301-99	<b>Sawmill Labourer</b>	8199-13
Salesperson, Hi Fi Equipment	see 6301-17	Sawmill Moulder Operator (sp)	7413-99
Salesperson (Household Appliances/ Radio/Television)	see 6301-17	Saws Operator, Hardboard Manufacture	see 7399-17
Salesperson, Laundry, Driver	see 6501-13	Saws Operator, Particleboard Manufacture	see 7399-17
Salesperson, Manchester Department	see 6301-13	Saws Operator, Timber Yard	see 7413
Salesperson, Men and Boys' Wear	see 6301-13	Sawyer, Block, Stone	see 7419-15
Salesperson (Motor Vehicles/Boats/ Caravans/Motor Cycles)	see 6301-19	Sawyer, Breakdown	see 7413-11
Salesperson (Musical Equipment)	see 6301-99	Sawyer, Cant Gang	see 7413-13
Salesperson, New Cars	see 6301-19	Sawyer, Docking	see 7413-15
Salesperson (Newspaper/Books/ Stationery)	see 6301-21	Sawyer, Primary, Stone	see 7419-15
Salesperson, Office Supplies	see 6301-21	Saxophonist	see 2815-17
Salesperson (Pet Shop)	see 6301-99	Scaffold Erector	see 8405-11
Salesperson (Pharmaceutical Products/ Toiletries)	see 6301-23	<b>Scaffolder</b>	8405-11
Salesperson (Photographic Equipment/ Supplies)	see 6301-99	Scaffolding Inspector	see 3905-13
Salesperson (Plants/Seeds/Gardening Supplies)	see 6301-11	Scalemaker and Adjuster (sp)	4213-11
Salesperson, Radio and TV Time	see 6201-21	Scaler (Mining)	see 8415-11
Salesperson, Real Estate	see 6105-11	Scales Steward	see 3915-17
Salesperson (Services)	see 6301-99	Scene Painter (Performing Arts) (sp)	2801-99
Salesperson (Services, General)	see 6301-99	Scenery Artist	see 2801-99
Salesperson, Sheetmusic	see 6301-99	Scenery Manufacturer	see 3903-99
Salesperson, Signs and Displays	see 6301-99	Schedule Clerk (a)	5501-11
Salesperson, Ski Shop	see 6301-99	Scheduler, Data Entry	see 5201-13
		School Bus Driver	see 7101-11
		School Cleaner (sp)	8301-13
		School Crossing Attendant (sp)	8999-99
		School Dental Therapist	see 3101-15
		School Inspector (sp)	2905-13
		School Inspector, Primary	see 2905-13
		School Inspector, Secondary	see 2905-13
		School Nurse	see 3401-99
		School of the Air Teacher, Primary	see 2403-11
		School of the Air Teacher, Secondary	see 2405-11

Title	Code	Title	Code
<b>School Principal</b>	1317-11	Secondary School Teacher, Correspondence	see 2405-11
School Programmer/Consultant	see 2707-11	Secondary School Teacher, Home Economics	see 2405-11
School Psychologist (sp)	2903-13	Secondary School Teacher, Manual/ Industrial Arts	see 2405-11
School Secretary	see 5101-11	Secondary School Teacher, Music	see 2405-11
School Superintendent (sp)	2905-13	Secondary School Teacher, Physical Education	see 2405-11
School Superintendent, Primary	see 2905-13	Secondary School Teacher-Librarian (sp)	2405-13
School Superintendent, Secondary	see 2905-13	Secretary (Clerical)	see 5101-11
Science Manager	see 1399-13	Secretary (Federal Government Department)	see 1313-11
Science Master/Mistress	see 2405-11	Secretary, Company	see 1301-11
Scientific Glass Apparatus Blower	see 4921-13	Secretary, Dental	see 5601-11
Scientific Illustrator	see 2805-19	Secretary, Faculty	see 5101-11
Scientific Instrument Maker and Repairer (sp)	4213-11	Secretary, Legal	see 5101-11
Scientific Photographer	see 2803-11	Secretary, Medical	see 5101-11
Scientific Programmer	see 2707-11	Secretary, Office	see 5101-11
Scourer (Shoemaking)	see 7429-11	Secretary, Private	see 5101-11
Scrap Materials Buyer (a)	6501-11	Secretary, School	see 5101-11
<b>Scrap Merchant</b>	6501-11	Secretary, Union	see 1201-11
<b>Scraper Operator (Earthmoving)</b>	7201-13	Section Engineering Manager	see 1399-11
Scraper Operator, Underground Mine	see 7201-23	Section Head (Public Service) (sp)	1313-11
Scrapman/woman, Metal Processing	see 8199-11	Section Worker, Railway	see 8413-11
Scratch Brusher	see 4209-11	Sectional Airworthiness Surveyor, Aircraft Certification	see 3303-19
Screen and Loadout Attendant (sp)	8415-15	Sectional Airworthiness Surveyor, Service Engineering	see 3303-19
Screen Attendant	see 7399-11	Sectional Airworthiness Surveyor, Structures	see 3303-19
Screen House Operator	see 7399-11	Securities Analyst	see 6101-11
<b>Screen Printer</b>	4511-11	<b>Securities and Finance Dealers, nec</b>	6101-99
Screen Printing Machine Operator	see 4511-11	Securities Dealer (sp)	6101-11
Screen Printing Stencil Preparer (sp)	4511-11	Security Agent, Retail	see 8911-13
Screener Operator (Paper Pulp Preparation)	see 7399-15	Security Cleaner	see 8301-99
Screening Supervisor (Mineral)	see 7399-01	Security Clerk	see 5999-99
Screensman/woman (sp)	7431-11	Security Door Installer (sp)	8401-13
Screenwriter (sp)	2809-11	Security Express Courier	see 7105-11
Scrip Clerk (Stockbroking) (a)	5303-13	Security Guard (sp)	8911-13
<b>Script Editor</b>	2809-15	Security Guard, Senior	see 8911-01
Script Writer (sp)	2809-11	<b>Security Officer</b>	8911-13
Sculleryman/woman	see 8919-11	Security Officer, Airport Pre-Boarding	see 8911-13
<b>Sculptor</b>	2801-13	Security Officer, Front-of-House	see 8911-13
Sculptor, Wood	see 2801-13	Security Officer, Hotel	see 8911-13
Seaman Officer (Navy) (sp)	3305-13	Security Officer, Manager/Supervisor	see 8911-01
<b>Seaman/woman</b>	8925-11	Security Officer, Mobile	see 8911-13
Seamer	see 7427-13	Security Officer, Retail	see 8911-13
Seamstress (a)	4911-13	Security Patrol Officer (sp)	8911-13
Seasoning Mixer (Chemicals)	see 7305-11	Sedimentation Basin Operator	see 7399-29
Seasoning Mixer (Smallgoods Processing)	see 7431-19	Sedimentologist	see 2103-11
Seat Back Laster	see 4915-11	Seed Farmer (sp)	1401-11
Second Class Machinist (Steel Construction)	see 4103-19	Seed Pickler and Cleaner (sp)	8201-99
Second Cook, Marine	see 4705-99	Seine and Gill Net Fisherman/woman	see 8925-13
Second Helper, Furnace	see 8199-11	Seismic Hand	see 8411-11
Second Mate	see 3305-13	Seismic Prospecting Observer (sp)	3103-17
Second Officer, Aircraft	see 3301-11	Seismic Shot Hole Driller	see 7317-11
Second Steward (Marine)	see 6609-13	Seismic Survey Assistant (sp)	8411-11
Second-Line Assistant (Metal)	see 8199-11	Seismograph Shooter (sp)	4909-11
Secondary Metallurgist (a)	2217-13	Seismologist (sp)	2103-13
Secondary Sawyer, Stone	see 7419-15	Self-Service Console Operator (Service Station)	see 6403-11
<b>Secondary School Teacher</b>	2405-11	Semi Trailer Driver (sp)	7105-13
Secondary School Teacher, Academic Subjects	see 2405-11	Semi-automatic Wood Turning Lathe Operator	see 4901-11
Secondary School Teacher, Arts and Crafts	see 2405-11		
Secondary School Teacher, Business Subjects	see 2405-11		
Secondary School Teacher, Careers	see 2405-11		



Title	Code	Title	Code
Semi-conductor Physicist	see 2105-11	<b>Senior Teacher, Infant-Primary School</b>	2403-01
Seminarian	see 2607-11	<b>Senior Teacher, Secondary School</b>	2405-01
Senator (sp)	1101-11	Senior Tutor in Mathematics	see 2501-13
Senior Applications Analyst	see 2707-17	Senior Videotape Specialist	see 3903-01
Senior Applications Programmer	see 2707-11	Separation Processes Research Engineer	see 2207-11
Senior Art Teacher	see 2405-01	Septic Tank Installer (sp)	4409-15
Senior Assistant, Hostel	see 1505-99	Sergeant, Protective Service	see 8911-01
Senior Baker	see 4703-01	Sergeant, Shift	see 3501-01
Senior Biology Teacher	see 2405-01	Serology Medical Laboratory Scientist	see 2109-11
Senior Business Education Teacher	see 2405-01	<b>Service Counter Clerk</b>	6599-19
Senior Chemistry Teacher	see 2405-01	Service Fitter (sp)	4103-11
Senior Commissioned Police Officer	see 1319-11	Service Manager Automotive	see 4601-01
Senior Conductor, Sleeping Car	see 6609-01	Service Mechanic, Electrical Appliances	see 4303-13
Senior Construction Manager	see 1399-11	Service Person, Vending Machine	see 4399-13
Senior Control Room Operator (Mineral Ore Processing)	see 7399-01	Service Rig Operator (sp)	7317-11
Senior Corporate Finance Officer	see 6101-99	<b>Service Station Attendant</b>	6599-21
Senior Data Processing Manager	see 1311-11	Service Station Console Operator (sp)	6403-11
Senior Dealer, Money Market	see 6101-99	Service Station Manager (sp)	1501-11
Senior Detective Constable	see 3501-01	Serviceman/woman Electro-Mechanical Equipment	see 4399-13
Senior Dragline Foreman/woman	see 7201-01	Serviceman/woman, Chicken Meat	see 3103-31
Senior Driller	see 7317-01	Serviceman/woman, Computer	see 4315-13
Senior Economics Teacher	see 2405-01	Serviceman/woman, Electronic Office Equipment	see 4315-11
Senior Engineering Manager	see 1399-11	Serviceman/woman, Mechanical Office Equipment	see 4315-11
Senior English Teacher	see 2405-01	Serviceman/woman, Pest Control	see 8999-13
Senior Executive Officer (Public Service)	see 1313-11	Serviceman/woman, Telecommunication Line	see 4311-15
Senior Finance Manager	see 1301-11	Services Foreman/woman (Underground Mining)	see 3299-99
Senior Flight Attendant (sp)	6609-01	Services Foreman/woman, Mineral Ore Treating	see 7399-01
Senior Foreman/woman, Blasting	see 4909-01	Set Designer (sp)	2805-13
Senior Foreman/woman, Crushing and Screening Occupations	see 7399-01	Set Net Fisherman/woman	see 8925-13
Senior Foreman/woman, Production Drilling Occupations	see 7317-01	Setter Out	see 4401-11
Senior French Teacher	see 2405-01	Setter, Fibrous Plaster	see 4407-13
Senior Geography Teacher	see 2405-01	Setter/Stacker, Clay Products	see 8199-21
Senior German Teacher	see 2405-01	Settlements Clerk	see 5301-13
Senior History Teacher	see 2405-01	Sewage Disposal Worker	see 7399-29
Senior Home Economics Teacher	see 2405-01	Sewage Plant Operator (sp)	7399-29
Senior Industrial Engineering Manager	see 1399-11	Sewage Pumping Draftsman/woman	see 3205-11
Senior Inspector	see 3905-01	Sewage Reticulation Drafting Officer (sp)	3203-11
Senior Inspector, Orchards and Fruit	see 3905-01	Sewage Reticulation Draftsman/woman	see 3203-11
Senior Lecturer Chirophy	see 2501-11	Sewage Treatment Engineer	see 2207-11
Senior Mail Officer	see 5403-01	Sewer, Glove	see 7427-11
Senior Manual/Industrial Arts Teacher	see 2405-01	Sewerage Construction Engineer	see 2209-11
Senior Master/Mistress	see 2405-01	Sewerage Design Engineer	see 2209-11
Senior Mathematics Teacher	see 2405-01	Sewerage Maintenance Engineer	see 2209-11
Senior Music Teacher	see 2405-01	Sewerage Plant Operator	see 7399-29
Senior Plant Propagator	see 4801-01	Sewing Machine Mechanic (sp)	4103-11
Senior Porter, Luggage	see 8903-01	Sewing Machine Operator (Textiles)	see 7427
Senior Powder Monkey	see 4909-01	Sewing Machine Supervisor	see 7427-01
Senior Prison Officer	see 3911-01	Sewing Teacher	see 2505-99
Senior Production Manager	see 1305-11	Shaft Sinker (sp)	7317-11
Senior Project Engineering Manager	see 1399-11	Shaft Timberman/woman	see 8415-11
Senior Railway Steward (sp)	6609-01	Shallot Grower	see 1401-33
Senior Research Manager	see 1399-13	Shallow Water Diver (a)	4999-23
Senior Sales and Marketing Manager	see 1303-11	Shamash (beadle)	see 2607-11
Senior Science Teacher	see 2405-01	<b>Shearer</b>	4929-11
Senior Security Guard	see 8911-01	Shearers' Cook (sp)	4705-99
Senior Sergeant, Police	see 3501-01	Shearing Contractor (sp)	4929-01
Senior Shot-Firer	see 4909-01	<b>Shearing Shed Expert</b>	4929-03
Senior Software Programmer	see 2707-13	<b>Shearing Shed Hand</b>	8201-15
Senior Sound Operator	see 3903-01	Shears Operator	see 7399-13
Senior Supply and Distribution Manager	see 1307-11		
Senior Systems Programmer	see 2707-13		

Title	Code	Title	Code
<b>Sheathing Extruder</b>	7407-25	Ship's Oiler	see 7303-13
Shed Hand	see 8201-15	Ship's Oilman/woman	see 7303-13
Sheep Farm Manager (a)	1401-21	Ship's Painter	see 4405-11
<b>Sheep Farmer</b>	1401-21	Ship's Pilot (sp)	3305-11
Sheep Producer	see 1401-21	Ship's Porter	see 8903-11
Sheep Station Manager (sp)	1401-21	Ship's Purser (sp)	3999-99
Sheep Sticker	see 8199-33	Ship's Stoker	see 7303-13
Sheep Stud Farmer (sp)	1401-21	Ship's Upholsterer	see 4913-11
Sheep/Cattle Farmer	see 1401-29	Ship's Wiper	see 7303-13
Sheet Metal Worker, Aircraft	see 4203-11	Shipbuilding Design Drafting Officer (sp)	3299-99
Sheet Metal Worker, Ornamental	see 4203-11	Shipbuilding Design Draftsman/woman	see 3299-99
Sheet Metal Worker, Second Class (Installation)	see 4203-17	Shipment Assembler	see 5503-11
Sheet Metal Worker, Second Class (Manufacturing)	see 4203-17	Shipping Clerk (sp)	5503-11
Sheet Metal Worker, Skilled	see 4203-11	Shipping Clerk, Export	see 5503-13
Sheet Thickness Tolerance Machine Operator	see 7413-19	Shipping Clerk, Import	see 5503-13
Sheetmetal Patternmaker (sp)	4203-11	Shipping Manager (sp)	1307-11
Sheetmetal Rolling Machine Operator (sp)	4203-17	Ships' Electrician	see 4309-11
<b>Sheetmetal Worker (First Class)</b>	4203-11	<b>Shipwright</b>	4907-11
<b>Sheetmetal Worker (Second Class)</b>	4203-17	Shipwright, Metal	see 4907-11
Shelf Stacker (Store) (sp)	8907-11	Shipwright, Wood	see 4907-11
Shelf Stocker	see 8907-11	Shipyards Electrician	see 4309-11
Shell Assembler	see 7411-13	Shire Clerk	see 1201-11
Shellac Mixer	see 7305-11	Shirt Packer (sp)	8105-99
Sheller, Abalone	see 8925-13	Shirt Presser	see 7499-17
Sheltered Workshop Manager	see 1399-99	Shochet	see 2607-11
Sheriff (sp)	5907-99	Shoe Dyer	see 7429-11
Sheriff's Officer (sp)	5907-99	Shoe Parts Trimmer	see 7429-11
Shiatsu (Accupressure)	see 6699-17	<b>Shoe Repairer</b>	4915-13
Shift Boss, Grinding Occupations (Mineral Ores)	see 7399-01	Shoe Shine	see 6699-99
Shift Boss, Mining (sp)	7201-01	<b>Shoemaker</b>	4915-11
Shift Boss, Washing, Mixing, Separating and Filtering Occupations (Mineral Ores)	see 7399-01	Shoemaker, Bespoke	see 4915-11
Shift Foreman/woman, Open Cut Mine	see 7201-01	Shoemaker, Skilled	see 4915-11
Shift Leader (Radio Switch)	see 3903-01	Shoemaker, Surgical	see 4915-11
Shift Officer, Fire Brigade	see 1319-13	Shoemaking Cementer (sp)	7429-11
Shift Officer, Police Station	see 1319-11	Shoemaking Finisher (sp)	7429-11
Shift Sergeant	see 3501-01	<b>Shoemaking Machine Operator</b>	7429-11
Shift Superintendent, Fire Brigade	see 1319-13	Shoemaking Table Hand (sp)	7429-11
Shift Supervisor, Airport Fire Crew	see 7211-01	Shooter Helper	see 8101-99
Shift Supervisor, Fire Brigade	see 7211-01	Shooter, Seismograph	see 4909-11
Shift Supervisor, Glass	see 7417-01	<b>Shooter-Trapper</b>	8299-11
Shift Supervisor, Open Cut Mine	see 7201-01	Shop Assistant (Domestic Hardware)	see 6301-11
Shift Supervisor, Underground (Non-Mine)	see 7201-01	Shop Assistant (Fabrics, Clothing/ Footwear)	see 6301-13
Shingler, Roof	see 4411-11	Shop Assistant (Food/Drink Products)	see 6301-15
Ship Loader Operator	see 7309-11	Shop Assistant (Furniture/Floor Coverings)	see 6301-17
Ship Repair Manager	see 1399-99	Shop Assistant (General Products)	see 6301-99
Ship's Boiler Attendant	see 7303-13	Shop Assistant (Household Appliances/ Radio/Television)	see 6301-17
<b>Ship's Captain</b>	3305-11	Shop Assistant (Motor Vehicles-/Boats/Caravans/Motor Cycles)	see 6301-19
Ship's Carpenter (sp)	4907-11	Shop Assistant (Musical Equipment/ Goods)	see 6301-99
Ship's Deck Officer	see 3305-13	Shop Assistant (Newspaper/Books/ Stationery)	see 6301-21
Ship's Engineer Officer (a)	3307-11	Shop Assistant (Pharmaceutical Products/ Toiletries)	see 6301-23
Ship's Engineer	see 3307-11	Shop Assistant (Photographic Equipment/ Supplies)	see 6301-99
Ship's Fireman/woman	see 7303-13	Shop Assistant (Plants/Seeds/Gardening Supplies)	see 6301-11
Ship's Greaser	see 7303-13	Shop Assistant (Sports Equipment/Toys)	see 6301-99
Ship's Master (a)	3305-11	Shop Assistant (Tyres/Vehicle Accessories)	see 6301-25
Ship's Mate (sp)	3305-13	Shop Assistant (Watches/Jewellery)	see 6301-99
Ship's Motorman/woman	see 7303-13		
Ship's Navigating Officer (sp)	3305-13		
<b>Ship's Officer</b>	3305-13		

Title	Code	Title	Code
Shop Fitter (sp)	4401-11	Slater, Roof	see 4411-11
Shop Keeper	see 1501-11	<b>Slaughterman/woman</b>	4701-15
<b>Shop Manager</b>	1501-11	Slaughterman/woman (Hallal)	see 4701-15
Shop Mason	see 4999-15	Slaughterman/woman (Kosher)	see 4701-15
Short Order Cook	see 4705-99	Slaughterman/woman (Poultry)	see 8199-37
Shorthand Reporter	see 5101-15	Sleeper Cutter (sp)	8203-15
Shorthand-Typist (a)	5101-13	Sleeper Layer	see 8413-11
Shot Firer's Assistant (sp)	8101-99	Sleeve Maker	see 7427-11
<b>Shot-firer</b>	4909-11	Slicer	see 8199-35
Shovel Driver	see 7201-21	Slicer, Bread	see 7431-99
Shovel Greaser (sp)	7201-91	Slide Developer (sp)	7435-11
Shovel Oiler (sp)	7201-91	Slinger (sp)	8499-13
Shovel Operator	see 7201-21	Sludge Filterer	see 7305-11
Shovelman/woman	see 8499-17	Slurry and Anfo Mobile Equipment Operator	see 8101-99
Show Card Artist	see 3999-17	<b>Small Engine Mechanic</b>	4601-13
Showcard Ticket Writer (sp)	3999-17	<b>Small Offset Printing Machinist</b>	4505-19
Shower Screen Installer (sp)	8401-13	Smallgoods Cooker Operator	see 7431-27
Shrinkwrap Operator (sp)	7433-99	Smallgoods Machine Operator (sp)	7431-19
Shunter, Railway	see 7399-19	<b>Smallgoods Maker</b>	4701-13
Shunting Engine Driver	see 7107-11	Smallgoods Process Worker	see 7431-19
Shuttle Car Driver, Underground Mine Sider	see 7201-23	Smallgoods Processing Equipment Operator	see 7431-19
Sign Erector	see 8499-17	Smallgoods Worker	see 7431-19
Signaller (Defence Forces) (sp)	3999-99	Smelt Hand (Gold)	see 7315-11
Signalman/woman, Railway	see 7399-19	Smelt Hand	see 7315-11
Signcraftsman/woman (a)	4405-15	Smelter	see 7315-11
<b>Signwriter</b>	4405-15	Smelting Engineer (sp)	2207-11
Signwriter's Assistant (sp)	8101-13	Smelting Furnace Operator (a)	7315-11
Silk Screen Printer	see 4511-11	Smith, Brass	see 4203-13
Silver Beet Grower	see 1401-33	Smokehouse Operator	see 7431-19
Silver Plater (Jewellery)	see 4923-15	Smutterman/woman (sp)	7431-11
Silver Plater (Metal Finishing/Production Plating)	see 4209-15	Snack Bar Assistant	see 6301-15
Silver Recovery Operator (sp)	7435-13	Snake Farmer	see 1401-99
Silver Service Waiter/Waitress (a)	6505-11	Snowmobile Operator	see 7299-99
Silver Sprayer	see 4209-13	Snubbing Unit Operator (sp)	7317-11
Silversmith (sp)	4923-15	Soaking Pit Furnace Operator (sp)	7315-13
Silverware Polisher	see 4209-11	Soaking-Pit Recorder	see 5501-13
Simulator Instructor, Aircraft	see 2805-23	Soap Maker (sp)	7411-11
Simultaneous Interpreter	see 2999-19	<b>Social Case Worker</b>	2601-15
Singer, Blues	see 2815-15	<b>Social Planner and Administrator</b>	2601-11
Singer, Chorus	see 2815-99	<b>Social Scientists, nec</b>	2907-99
Singer, Concert and Opera	see 2815-13	<b>Social Worker Associate (a)</b>	3901-15
Singer, Folk	see 2815-15	Social Worker	see 2601
Singer, Jazz	see 2815-15	Social Worker, Community	see 2601-13
Singer, Liedert	see 2815-13	Sociologist (sp)	2907-99
Singer, Opera	see 2815-13	Socker	see 7429-11
Singer, Popular	see 2815-15	<b>Soft Drink and Syrup Making Machine Operator (Except-Dairy)</b>	7431-15
Singing Teacher (Private) (sp)	2505-13	Soft Drink Maker	see 7431-15
Single-Needle Machine Operator	see 7427-11	Soft Drink Mixer (sp)	7431-15
Singlehand Baker	see 4703-13	Soft Drinks Making Supervisor	see 7431-01
Singlehand Pastrycook	see 4703-11	Software Consultant	see 2707-19
Sinter Plant Operator	see 7315-15	Software Development Programmer	see 2707-13
Sister, Charge	see 3401-01	<b>Software Engineer</b>	2707-19
Site Supervisor, Construction	see 3207-11	<b>Software Programmer (a)</b>	2707-13
Skidder Operator (sp)	7205-11	Software Supervisor	see 2707-13
Skilled Confectioner	see 4799-17	Softwood Faller (sp)	8203-11
Skim/Whole Milk Dryer Operator	see 7431-21	Softwood Feller	see 8203-11
Skipman/woman (sp)	7313-11	Soil and Crops Specialist	see 2107-27
Skipper, Pearling Vessel	see 3305-11	Soil Bacteriologist	see 2107-99
Skiver	see 7429-11	Soil Biologist (sp)	2107-99
Slabbing-Mill Recorder	see 5501-13	Soil Chemist	see 2101-11
Slagger	see 7315-11	Soil Conservationist (sp)	2199-13
Slasher (Textiles)	see 7425-11	Soil Microbiologist	see 2107-99

Title	Code	Title	Code
Soil Physicist	see 2105-11	Sports Centre Administrator (a)	1599-13
Soil Science Technician (sp)	3103-17	Sports Centre Co-ordinator	see 1599-13
<b>Soil Scientist</b>	2199-13	<b>Sports Centre Manager</b>	1599-13
Soil Tester	see 3103-17	Sports Editor	see 2807-01
Soil Zoologist (sp)	2107-23	Sports Instructor (sp)	2505-99
Soils Science Technical Officer (sp)	3103-15	Sports Psychologist (sp)	2903-15
Soils Testing Officer	see 3103-15	Sports Sub-editor	see 2807-11
Soils Testing Technical Officer	see 3103-15	Sports Trainer (a)	3915-11
Solderer (sp)	4205-19	Spotter, Dry-Cleaning	see 7499-15
Solderer and Dipper	see 4205-21	Spray Booth Operator	see 7409-11
<b>Solicitor</b>	2605-13	Spray Gun Operator, Clay Processing	see 7419-13
<b>Solid Plasterer</b>	4407-11	Spray Painter	see 4405-11
Solid Plastering Contractor	see 4407-11	Spray Painter (Vehicle)	see 4605-11
Solid-State Physicist	see 2105-11	Spray Painter, Aircraft	see 4605-11
Solution Operator (Mineral Ore Treating)	see 7399-11	Spray Painter, Automotive	see 4605-11
Solutionist (Mineral Ore Treating)	see 7399-11	Spray Painter, Construction	see 4405-11
Solutions Machine Operator (Chemicals)	see 7305-11	Sprayer, Leather and Suede	see 7423-11
Solutions Plant Operator (Chemicals)	see 7305-11	Spring Fitter	see 4103-11
Solvent Extraction Operator	see 7399-11	Springmaker (sp)	4201-11
Sonar Operator (sp)	3999-99	Springmaking Machine Operator (sp)	7405-11
Songwriter (sp)	2815-19	Sprinkler Fitter (sp)	4409-11
Soprano	see 2815-13	Spruiker	see 6599-99
Sorter (Clerical)	see 5499-11	Squash Court Attendant	see 8901-11
Sorter (Laundry)	see 8917-11	Squash Grower	see 1401-33
Sorting Machine Operator	see 5203-11	Stable Hand (sp)	8201-11
Sorting Machine Tender	see 5203-11	Stacker Crane Operator	see 7311-11
Sound Editor (sp)	3903-11	Stacker Operator	see 7203-11
Sound Effects Person (sp)	3903-99	Stacker, Cement Products	see 8199-19
Sound Mixer (sp)	3903-11	Stacker, Green/Dry Board	see 8199-15
Sound Operator, Senior	see 3903-01	Staff Clerk	see 5905-11
Sound Recording Equipment Operator	see 3903-11	Staff Development and Training Officer	see 2705-13
Sound Recordist (sp)	3903-11	<b>Staff Development Officer</b>	2705-15
<b>Sound Technician</b>	3903-11	Stage Assistant (sp)	8999-99
Soup Mix Operator	see 7431-11	<b>Stage Manager</b>	2811-21
Sous-Chef (sp)	4705-11	Stagehand (sp)	8999-99
Soybean Grower	see 1401-33	Stained Leadlighter	see 4925-99
Spaghetti Maker	see 7431-11	Stair Case Carpenter	see 4401-11
Spare Parts Storeman/woman	see 8907-11	Staker Operator	see 7423-11
Speaker	see 1101-11	Staking Machine Operator (sp)	7423-11
Special Class Carpenter and Joiner	see 4401	Stamp Classifier (sp)	5999-99
<b>Special Education Teachers, nec</b>	2407-99	Staple Side Laster	see 4915-11
Special Effects Person (sp)	3903-99	Starch Miller	see 4799-11
Special Magistrate	see 1103-15	Starch Supervisor (Milling)	see 4799-01
Special Teaching Assistant (sp)	6601-99	Starter Controller, Cheesemaking	see 4799-15
<b>Specialist in Rehabilitation Medicine</b>	2303-39	Starter, Harness/Horse Racing	see 3915-17
<b>Specialist Managers, nec</b>	1399-99	State Credit Manager	see 1301-11
<b>Specialist Medical Practitioners, nec</b>	2303-99	State Enrolled Nurse	see 6603-11
<b>Specialist Physician</b>	2303-41	State Financial Manager	see 1301-11
Specialist Vehicles Operator (Army) (sp)	7299-99	State Governor	see 1101-99
Specialty Baked Products Maker	see 4703-15	State Manager	see 1201-11
Spectroscopic Technical Officer (sp)	3103-19	State Minister	see 1101-11
Spectroscopist, Optical	see 4999-13	State Sales Manager	see 1303-11
<b>Speech Pathologist</b>	2315-11	Station Assistant (Railway)	see 8999-25
Speech Therapist (a)	2315-11	Station Cook	see 4705-99
Speed Frame Operator	see 7421-11	Station Hand (sp)	8201-11
Spinach Grower	see 1401-33	Station Hand, Cattle	see 8201-11
Spinal Injuries Nurse (sp)	3401-99	Station Hand, Sheep	see 8201-11
Spinal Injuries Rehabilitation Specialist (sp)	2303-39	Station Manager, Sheep	see 1401-21
Spinning Machine Operator	see 7421-11	Station Master/Mistress, Railway	see 1599-21
Spirit Blender (sp)	7431-17	Station Officer, Railway	see 1599-21
Sport Commentator	see 2819-11	<b>Stationary Engine and Boiler Operator</b>	7303-11
Sporting Facility Curator (sp)	4803-01	Stationary Engine Driver	see 7303-11
Sporting Goods Repairer	see 6301-99	Stationary Internal Combustion Engine Driver	see 7303-11

Title	Code	Title	Code
<b>Stationary Plant Operators, nec</b>	7399-99	Stock Transport Driver (sp)	7105-13
Stationer (sp)	1501-11	Stockbroker	see 6101-11
<b>Statistical Clerk</b>	5305-11	<b>Stockbroking Clerk</b>	5303-13
Statistical Clerk, Advertising	see 5305-11	Stockbroking Firm Manager (sp)	1599-99
Statistical Clerk, Production	see 5305-11	Stockfeed Miller (sp)	4799-11
<b>Statistician</b>	2909-13	Stockfeed Milling Machine Operator (sp)	7431-11
Statistician, Applied	see 2909-13	Stockfeed Milling Supervisor	see 4799-01
Statistician, Business	see 2909-13	Stockfeed Mixer	see 7431-11
Statistician, Demographic	see 2909-13	Stockfeed Panel Operator	see 7431-11
Statistician, Economic	see 2909-13	Stockfeed Press Operator	see 7431-11
Statistician, Financial	see 2909-13	Stockfeed Vitamin Blender	see 7431-11
Statistician, Health	see 2909-13	Stockman/woman (sp)	8201-11
Statistician, Mathematical	see 2909-13	Stone Fixer (sp)	4999-15
Statistician, Opinion Poll	see 2909-13	Stone Polisher (sp)	7419-15
Statistician, Scientific	see 2909-13	<b>Stone Processing Machine Operator</b>	7419-15
Statistician, Social Science	see 2909-13	Stone Sawyer (sp)	7419-15
Statistician, Survey	see 2909-13	<b>Stonemason</b>	4999-15
Statistics Clerk	see 5305-11	Stonemasonry Machinist (a)	7419-15
Steam Conditioning, Rolling and Cutting Machine Attendant	see 7499-13	Stope Machine Miner	see 4909-13
Steam Engine Driver	see 7107-11	<b>Stope Miner</b>	4909-13
Steam Tunnel Operator	see 7499-17	Stope Timberman/woman	see 8415-11
Steel Detail Draftsman/woman	see 3203-13	Storage Supervisor (Water Supply)	see 7399-01
<b>Steel Fixer</b>	8405-15	Store Breeder	see 1401-17
Steel Garage Erector	see 8401-13	Store Cattle Grazier	see 1401-17
Steel Worker, Construction	see 8405-17	Store Plan Manager	see 1399-99
Steeplejack	see 4403-11	<b>Storeman/woman</b>	8907-11
Steno-Secretary	see 5101-11	Storeman/woman, Driver	see 7105-11
Stenographer	see 5101-11	Storeman/woman, Engineering	see 8907-11
Stenographer, Legal	see 5101-13	Storeman/woman, Freezer	see 8907-11
Stenographer/Secretary	see 5101-11	Storeman/woman, Packer	see 8907-11
Stenographic Secretary (sp)	5101-11	Storeman/woman, Salvage	see 8907-11
Step and Repeat Operator	see 4503-15	Storeman/woman/Stacker Crane Operator	see 7203-11
<b>Stereotyper and Electrotyper</b>	4509-11	Stores Assistant (sp)	8907-11
Sterile Products Processer	see 7411-11	Stores Clerk (a)	5505-11
Stevadore	see 8909-15	Stores Despatch Hand (sp)	8907-11
Steward/Stewardess, Airline	see 6609-11	Stoveman	see 7315-11
Steward, Bar	see 6505-13	Stower	see 8909-11
Steward, Brand/Identity	see 3915-17	<b>Straddle Carrier Operator</b>	7203-13
Steward, Flight	see 6609-11	Strand Forming Machine Operator	see 7421-11
Steward, Property	see 6699-99	Strapper (sp)	8201-11
Steward, Race	see 3915-17	Strapping Machine Attendant (sp)	7433-99
Steward, Rail	see 6609-15	Strapping Machine Operator/Dipper, Clay Processing	see 7419-13
Steward, Scales	see 3915-17	Stratigrapher	see 2103-11
Steward-at-Start	see 3915-17	Strawberry Grower	see 1401-31
Steward/Stewardess	see 6505	Strawberry Picker	see 8201-13
Steward/Stewardess, Food	see 6505-15	Stream Control Officer (sp)	3905-25
Steward/Stewardess, Marine	see 6609-13	Street Lighting Attendant	see 8101-15
Steward/Stewardess, Rail	see 6609-15	Street Sweeper	see 7299-99
Steward/Stewardess, Wine	see 6505-13	<b>Street Vendor</b>	6501-17
Stick Electrode Welder	see 4205-19	Stretcher Operator	see 8199-11
Sticker, Abattoir	see 8199-33	Stringed Instrument Repairer (sp)	4925-99
Stillman/woman	see 7431-17	Stripper	see 2813-13
Stills Photographer	see 2803-11	Stripping Foreman/woman	see 7201-01
Stipendiary Magistrate	see 1103-15	Stripping Supervisor	see 7201-01
Stipendiary Steward, Racing	see 3915-17	Striptease Artist (sp)	2813-13
Stock and Station Agency Manager (sp)	1599-99	Structural Boilermaker (a)	4205-13
<b>Stock Clerk</b>	5505-11	Structural Design Draftsperson (sp)	3203-11
Stock Clerk, Machine Shop	see 5505-11	Structural Design Engineer	see 2209-11
Stock Clerk, Pharmaceuticals	see 5505-11	Structural Engineer (sp)	2209-11
Stock Control Clerk	see 5505-11	Structural Engineering Drafting Officer (sp)	3203-11
Stock Cutter (Timber Yard)	see 7413-17	Structural Engineering Draftsman/woman	see 3203-11
<b>Stock Exchange Dealer</b>	6101-11		
Stock Records Clerk	see 5505-11		

Title	Code	Title	Code
Structural Geologist	see 2103-11	<b>Sugar Processing Machine Operator</b>	7431-13
Structural Metal Fabricator (a)	4205-13	Sugar Refinery Supervisor	see 7431-01
<b>Structural Steel Erector</b>	8405-17	Sugar Sacker	see 7433-99
<b>Structural Steel Tradesperson</b>	4205-13	Sugar Train Driver	see 7107-11
Structural-Mill Recorder	see 5501-13	Sunflower Grower	see 1401-11
Stud Assistant	see 8201-11	Superannuation Fund Clerk (sp)	5303-11
Stud Farmer	see 1401-99	Superannuation Technical Service Clerk	see 5303-11
Stud Groom	see 8201-11	Supercalender Operator	
Stud Hand (sp)	8201-11	(Papermaking) (sp)	7415-13
Stud Manager	see 1401-99	Superintendent, Golf Course	see 4803-01
Stud Master/Mistress (sp)	1401-27	Superintendent, Marine (Deck)	see 1399-99
Stud Sheep Breeder	see 1401-21	Superintendent, Marine, Engineer	see 1399-99
Student Activities Officer	see 2999-17	Superintendent, Medical	see 1201-11
Student Counsellor (sp)	2603-99	Superintendent, Park	see 3999-01
<b>Student Enrolled Nurse</b>	6603-91	Superintendent, Production Drilling	
Student Minister (sp)	2607-11	(Open Cut Mining)	see 1305-11
Student Nurse	see 3401-91	Superintendent, School, Primary	see 2905-13
Student Nursing Aide	see 6603-91	Superintendent, School, Secondary	see 2905-13
Student of Nursing	see 3401-91	Superintendent, Shift, Fire Brigade	see 1319-13
<b>Student Registered Nurse</b>	3401-91	Superintendent, Underground Mining	see 1305-11
Student Registered Psychiatric Nurse (sp)	3401-91	Superintendent/Inspector, Forensic	
Studio Assistant	see 3999-23	Science Branch	see 1319-11
Studio Hand (sp)	8999-99	Superintendent/Inspector, Fraud Squad	see 1319-11
Studio Manager (sp)	1305-13	Superintendent/Inspector, Police Air	
Studio Photographer	see 2803-11	Wing	see 1319-11
Stunner and Shackler (Abattoir) (sp)	8199-33	Superintendent/Inspector, Water Police	see 1319-11
Stunt Actor	see 2817-99	Superintending Inspector	see 3905-01
Stuntman/woman (sp)	2817-99	Superintending Officer	see 3905-01
Sub-agent, Real Estate	see 6105-11	Supermarket Manager (sp)	1501-11
Sub-assembler (Furniture)	see 8103-17	Supermarket Manager	see 1501-11
Sub-contract Painter	see 4405-11	Supervising Bacteriologist	see 2107-99
Sub-contractor, Fibrous Plastering	see 4407-13	Supervising Chemist	see 2101-11
Sub-contractor, Roof Tiling	see 4411-11	Supervising Engineer	see 22
<b>Sub-editor</b>	2807-11	Supervising Microbiologist	see 2107-99
Subject Consultant, Biological Sciences	see 2905-11	Supervising Pharmacologist	see 2107-99
Subject Consultant, English	see 2905-11	Supervising Technician, Audio	see 3903-01
Subject Consultant	see 2905-11	Supervising Technician, Outside	
Substation Design Draftsman/woman	see 3201-11	Broadcast	see 3903-01
Substation Design Draftsperson (sp)	3201-11	Supervising Technician, Radio	
Substation Erector	see 8101-15	Operations (sp)	3903-01
Suburban Train Driving Instructor	see 2505-99	Supervising Technician, TV Outside	
Sugar Boiler and Pan Operator (sp)	7431-13	Broadcast Operations	see 3903-01
Sugar By-Products Supervisor	see 7431-01	Supervising Technician, TV Production	
Sugar Cane Crusher Operator (sp)	7431-13	Operations (sp)	3903-01
Sugar Cane Farm Manager (a)	1401-13	Supervisor Manager (Retail/Wholesale	
Sugar Cane Farmer	see 1401-13	Store)	see 1501-11
Sugar Cane Field Inspector	see 3905-15	Supervisor, Abattoir Workers (sp)	4701-01
<b>Sugar Cane Grower</b>	1401-13	<b>Supervisor, Accounting Clerks</b>	5301-01
Sugar Cane Harvester Operator	see 7209-11	Supervisor, Acidising and Formation	
Sugar Cane Haul-out Driver	see 7209-11	Fracturing	see 7307-01
Sugar Cane Inspector (sp)	3905-15	Supervisor, Advertising Clerks	see 5999-01
Sugar Chemist	see 2101-11	Supervisor, Air-Conditioning Mechanics	see 4307-01
Sugar Dryer Operator (sp)	7431-13	<b>Supervisor, Aircraft Maintenance Engineers</b>	4211-01
Sugar Locomotive Driver	see 7107-11	Supervisor, Alterations	see 7427-01
Sugar Melthouse Attendant (sp)	7431-13	Supervisor, Area, Gas Pipeline	see 7307-01
Sugar Mill Engine Driver (sp)	7303-11	Supervisor, Area/territory, Service	
Sugar Mill Platform Turbine Engine		Stations	see 3905-99
Driver	see 7303-11	Supervisor, Armoured Car Service	see 8911-01
Sugar Mill Power House Operator	see 7303-11	Supervisor, Artificial Leather Coating	see 7411-01
Sugar Mill Supervisor	see 7431-01	<b>Supervisor, Assemblers</b>	8103-01
Sugar Mill Water Tender	see 7303-11	<b>Supervisor, Automotive Electricians</b>	4305-01
Sugar Mill Weighbridge Operator	see 7399-99	<b>Supervisor, Bakers and Pastrycooks</b>	4703-01
Sugar Packaging Operator	see 7433-99	Supervisor, Bakery	see 4703-01
<b>Sugar Pan Operator</b>	see 7431-13	Supervisor, Bank Tellers and Clerks	see 6401-01
		Supervisor, Banking	see 5301-01

Title	Code	Title	Code
<b>Supervisor, Bar Attendants</b>	6503-01	Supervisor, Cheese Making Occupations	see 4799-01
<b>Supervisor, Basic Metal Products Machine Operators</b>	7401-01	Supervisor, Cheesemakers (sp)	4799-01
Supervisor, Batch House (Glass)	see 7417-01	Supervisor, Chemical Pilot Plant Operators (sp)	7305-01
Supervisor, Beverage Processing Machine Operators	see 7431-01	<b>Supervisor, Chemical Plant Operators</b>	7305-01
Supervisor, Beverage Processing Occupations	see 7431-01	<b>Supervisor, Chemical Production Machine Operators</b>	7411-01
Supervisor, Billing	see 5301-01	Supervisor, Chipping and Flaking Operations	see 7399-01
<b>Supervisor, Binders and Finishers</b>	4507-01	Supervisor, Clarification (Chemicals)	see 7305-01
Supervisor, Biscuit Making	see 4703-01	<b>Supervisor, Clay and Stone Processing Machine Operators</b>	7419-01
Supervisor, Bitumen Extraction Plant	see 7307-01	Supervisor, Clay Processing	see 7419-01
Supervisor, Blast Furnace Operators (sp)	7315-01	<b>Supervisor, Cleaners</b>	8301-01
<b>Supervisor, Blasting Tradespersons</b>	4909-01	Supervisor, Clicking Department	see 4915-01
Supervisor, Blending and Shipping Crude Petroleum	see 7307-01	Supervisor, Coating	see 7305-01
Supervisor, Blow Moulding (Plastics)	see 7407-01	Supervisor, Coating and Calendering Occupations (Chemicals)	see 7305-01
Supervisor, Boning Line Occupations	see 4701-01	Supervisor, Cold End (Glass)	see 7417-01
Supervisor, Bookbinding Operations	see 4507-01	Supervisor, Collection Clerks	see 5901-99
Supervisor, Bookkeepers and Accounting Clerks	see 5301-01	Supervisor, Commercial Flower Growing	see 1401-99
Supervisor, Bookkeeping Machine Operators (sp)	5203-01	<b>Supervisor, Communications Equipment Tradespersons</b>	4311-01
Supervisor, Boring	see 7317-01	<b>Supervisor, Compositors</b>	4501-01
Supervisor, Bottling	see 7433-01	Supervisor, Concentrator (Mineral Ore)	see 7399-01
Supervisor, Breadmakers and Pastrycooks	see 4703-01	Supervisor, Concrete Products (sp)	7419-01
Supervisor, Breadmaking and Pastrycooking Occupations	see 4703-01	Supervisor, Confectioners (sp)	4799-01
Supervisor, Breadroom	see 4703-01	Supervisor, Construction	see 3207-11
Supervisor, Brewery	see 7431-01	Supervisor, Construction Site	see 3207-11
<b>Supervisor, Bricklayers</b>	4403-01	Supervisor, Contact Lenses	see 4999-01
Supervisor, Brine	see 7305-01	Supervisor, Control Equipment Tradespersons	see 4399-01
Supervisor, Budget	see 5301-01	<b>Supervisor, Cooks</b>	4705-01
Supervisor, Building	see 3207-11	Supervisor, Coopers (sp)	4905-01
Supervisor, Building Site	see 3207-11	Supervisor, Cordial Making	see 7431-01
<b>Supervisor, Bulk Materials Handling Plant Operators</b>	7309-01	Supervisor, Correspondence Clerks and Related Occupations	see 5999-99
Supervisor, Burning (Head Burner)	see 7315-01	Supervisor, Correspondence Clerks	see 5999-99
<b>Supervisor, Business Machine Operators</b>	5203-01	Supervisor, Cost	see 5301-01
Supervisor, Butchering Occupations	see 4701-01	Supervisor, Cottage Construction	see 3207-11
Supervisor, Butter Making Occupations	see 4799-01	Supervisor, Cotton Ginning Machine Operators (sp)	7421-01
Supervisor, Buttermakers (sp)	4799-01	Supervisor, Cracking	see 7307-01
Supervisor, Cabinet and Chairmakers	see 4903-01	<b>Supervisor, Craftworkers</b>	4925-01
<b>Supervisor, Cabinetmakers</b>	4903-01	Supervisor, Crane Crew	see 7311-01
Supervisor, Cafeteria	see 1503-11	<b>Supervisor, Crane Operators</b>	7311-01
Supervisor, Calendering	see 7305-01	Supervisor, Crushing and Grinding Occupations (Chemical)	see 7305-01
Supervisor, Cane Furniture Makers (sp)	4905-01	Supervisor, Crushing and Screening Occupations (Mineral Ores)	see 7399-01
Supervisor, Canteen	see 1503-11	Supervisor, Crustacean Processing Occupations	see 7431-01
Supervisor, Canvas Repairers	see 4917-01	Supervisor, Custom Tailoring Shop	see 4911-01
Supervisor, Carbon and Graphite Inspectors, Sampling and Testing	see 8109-13	Supervisor, Cutting Department (Garment)	see 4911-01
<b>Supervisor, Carpenters &amp; Joiners</b>	4401-01	Supervisor, Cutting Room (Shoemaking)	see 4915-01
Supervisor, Carpet Layers(sp)	4919-01	Supervisor, Dairy	see 7431-01
Supervisor, Case Making	see 4917-01	Supervisor, Dairy Product Processing Occupations	see 7431-01
Supervisor (Cash Van Sales)	see 6501-01	Supervisor, Data Control	see 5201-01
<b>Supervisor, Cashiers</b>	6403-01	<b>Supervisor, Data Processing Machine Operators</b>	5201-01
Supervisor, Casting (Metal)	see 4207-01	Supervisor, Day, Glass	see 7417-01
Supervisor, Casting Pit	see 4207-01	Supervisor, Debarking Operations	see 7413-01
Supervisor, Catalytic Reforming	see 7307-01	Supervisor, Decarbonisation	see 7307-01
Supervisor, Catering	see 1503-11	Supervisor, Dehydration (Chemicals)	see 7305-01
Supervisor, Cellular Plastics	see 7407-01		
Supervisor, Cement Making	see 7399-01		
Supervisor, Cement Production	see 7399-01		
Supervisor, Chairmaking	see 4903-01		

Title	Code	Title	Code
Supervisor, Detailed Joinery	see 4401-01	<b>Supervisor, Forging Tradespersons</b>	4201-01
Supervisor, Dining Establishment	see 1503-11	Supervisor, Forming (Clay Processing)	see 7419-01
Supervisor, Distillation (Petroleum Products)	see 7307-01	Supervisor, Forming Line Operations (Particleboard Manufacture)	see 7399-01
Supervisor, Distillery	see 7431-01	<b>Supervisor, Freight and Furniture Handlers</b>	8909-01
Supervisor, Distilling, Subliming and Carbonising Occupations	see 7307-01	Supervisor, Freight Handlers	see 8909-01
Supervisor, Drainers (sp)	4409-01	Supervisor, Freight Yard	see 8909-01
Supervisor, Dressmakers (sp)	4911-01	Supervisor, Fruit and Vegetable Processing Occupations	see 7431-01
Supervisor, Drill Operators	see 7317-01	Supervisor, Fruit Juice	see 7431-01
<b>Supervisor, Drilling Plant Operators</b>	7317-01	Supervisor, Fruit, Vegetables and Field Crops Processing Machine Operators	see 7431-01
Supervisor, Dry-Cleaners	see 7499-01	Supervisor, Furfural Treating	see 7307-01
Supervisor, Dyeing, Bleaching and Finishing Machine Operators	see 7425-01	<b>Supervisor, Furnace and Kiln Operators</b>	7315-01
Supervisor, Egg Pulping Occupations	see 7431-01	Supervisor, Furnace (Glass Processing)	see 7417-01
Supervisor, Electrical and Electronic Equipment Assemblers	see 8103-01	Supervisor, Furnace Operators	see 7315-01
<b>Supervisor, Electrical Fitters</b>	4303-01	Supervisor, Furniture Assemblers	see 8103-01
<b>Supervisor, Electrical Mechanics</b>	4309-01	Supervisor, Furniture Finishers (sp)	4905-01
<b>Supervisor, Electrical Powerline Tradespersons</b>	4301-01	Supervisor, Furniture Manufacture	see 4903-01
Supervisor, Electronic Data Processing Equipment Operators	see 5201-01	Supervisor, Furriers (sp)	4911-01
Supervisor, Electroplating/anodising	see 4209-01	Supervisor, Galvanising	see 8199-01
<b>Supervisor, Excavating and Earthmoving Plant Operators</b>	7201-01	<b>Supervisor, Garbage Collectors</b>	8905-01
Supervisor, Explosives Mixing	see 7411-01	Supervisor, Garment Making Machine Operators	see 7427-01
Supervisor, Explosives Production Machine Operators (sp)	7411-01	Supervisor, Garment Repair	see 7427-01
Supervisor, Explosives Products, Sampling and Testing	see 8109-13	<b>Supervisor, Garment Tradespersons</b>	4911-01
Supervisor, Extruding (Plastics)	see 7407-01	Supervisor, Gas Fitters (sp)	4409-01
<b>Supervisor, Fabric Production Machine Operators</b>	7425-01	Supervisor, Gas Pipeline	see 7307-01
<b>Supervisor, Farm Hands and Assistants</b>	8201-01	Supervisor, Gasket Coating	see 7411-01
Supervisor, Fibre Cement (sp)	7419-01	Supervisor, General Food Processing Occupations	see 7431-01
Supervisor, Fibre Reinforced Plastics	see 7407-01	Supervisor, General Sawmilling Operations	see 7413-01
Supervisor, Fibrous Plasterers	see 4407-01	Supervisor, Glass Furnace Operators (sp)	7417-01
Supervisor, File Clerks	see 5401-01	Supervisor, Glass Mixing, Processing and Forming	see 7417-01
Supervisor, Filtering, Straining and Separating Occupations	see 7305-01	Supervisor, Glass Processing and Fabricating Machine Operators	see 7417-01
Supervisor, Filtration (Chemicals)	see 7305-01	<b>Supervisor, Glass Production Machine Operators</b>	7417-01
Supervisor, Finger Jointing Operations	see 7413-01	<b>Supervisor, Glass Tradespersons</b>	4921-01
Supervisor, Finishing Department (Sewing Machining)	see 7427-01	Supervisor, Glove Making	see 7427-01
Supervisor, Finishing (Fur)	see 4911-01	Supervisor, Gluing (Wood Processing)	see 7413-01
Supervisor, Finishing Line Operations (Hardboard Manufacture)	see 7399-01	Supervisor, Glycerine Refinery	see 7305-01
Supervisor, Finishing Line Operations (Particleboard Manufacture)	see 7399-01	Supervisor, Grade Control (Open Cut Mining)	see 7201-01
<b>Supervisor, Fire Fighters</b>	7211-01	Supervisor, Grading, Sorting and Finishing (Clay Products)	see 7419-01
Supervisor, Fish Canning Occupations	see 7433-01	Supervisor, Grain Milling Occupations	see 4799-01
Supervisor, Fish Crumbing Occupations	see 8199-01	Supervisor, Graphic Reproduction Department	see 4503-01
Supervisor, Fish Filleting Occupations	see 8199-01	<b>Supervisor, Graphic Reproduction Tradespersons</b>	4503-01
Supervisor, Fitters	see 4103-01	Supervisor, Grease Manufacture	see 7307-01
Supervisor, Fitters and Turners	see 4103-01	Supervisor, Grinding and Packaging (Chemicals)	see 7305-01
<b>Supervisor, Floor Coverers</b>	4919-01	Supervisor, Grinding Mill (Mineral Ore Processing)	see 7399-01
Supervisor, Flour Milling	see 4799-01	Supervisor, Grinding Occupations (Mineral Ores)	see 7399-01
Supervisor, Fluids Handling Occupations	see 7309-01	Supervisor, Grocery Department	see 6301-01
Supervisor, Fluids Loading and Unloading Plant Operators (sp)	7309-01	<b>Supervisor, Guards and Security Officers</b>	8911-01
Supervisor, Food	see 4705-01	<b>Supervisor, Hairdressers</b>	4927-01
<b>Supervisor, Food Processing Machine Operators</b>	7431-01	Supervisor, Ham and Bacon Makers	see 4701-01
<b>Supervisor, Forestry Labourers</b>	8203-01	Supervisor, Hardboard Making and	
Supervisor, Forging	see 4201-01		



Title	Code	Title	Code
Related Operations	see 7399-01	Supervisor, Linoleum Making	see 7407-01
Supervisor, Harness Makers	see 4917-01	Supervisor, Liqueur Making	see 7431-01
Supervisor, Health Fund Assessors	see 5303-01	<b>Supervisor, Locomotive Drivers</b>	7101-01
<b>Supervisor, Hide and Skin Processing Machine Operators</b>	7423-01	Supervisor, Log Inspecting, Measuring and Grading Occupations	see 8109-11
<b>Supervisor, Hoist, Winch and Lift Operators</b>	7313-01	Supervisor, Log Sorting and Moving Occupations	see 8203-03
Supervisor, Hot End (Glass)	see 7417-01	<b>Supervisor, Logging Labourers</b>	8203-03
Supervisor, Hydro Treating	see 7307-01	Supervisor, Logyard	see 8203-03
Supervisor, Ice Cream Making Occupations	see 7431-01	<b>Supervisor, Luggage Porters</b>	8903-01
Supervisor, Industrial and Medical Gases Production	see 7305-01	Supervisor, Machine Operators, Basic Metal Products	see 7401-01
Supervisor, Industrial Cleaners	see 8301-01	Supervisor, Machine Room	see 4103-01
Supervisor, Industrial Gases, Sampling and Testing	see 8109-13	<b>Supervisor, Mail Sorters</b>	5403-01
Supervisor, Injection/Compression/Transfer Moulding (Plastics)	see 7407-01	Supervisor, Malting	see 7431-01
Supervisor, Ink Preparation	see 7305-01	Supervisor, Managing, Dining Establishment	see 1503-11
Supervisor, Inquiry Agents	see 3999-01	Supervisor, Managing, Hairdressing Establishment	see 1599-11
Supervisor, Inspecting, Grading and Sampling Occupations, Textile Goods	see 8109-13	Supervisor, Managing, Laundry and Dry-cleaning Establishment	see 1601-99
Supervisor, Inspecting, Testing, Grading and Sampling Occupations (Chemicals)	see 8109-13	Supervisor, Managing, Massage Establishment	see 1599-99
Supervisor, Inspection (Chemicals)	see 8109-13	<b>Supervisor, Marine Construction Tradespersons</b>	4907-01
<b>Supervisor, Inspectors and Regulatory Officers</b>	3905-01	Supervisor, Meat By-Product Processing Occupations	see 7431-01
Supervisor, Instrument Fitter	see 4213-01	Supervisor, Meat Department	see 6301-01
<b>Supervisor, Insurance and Broking Clerks</b>	5303-01	<b>Supervisor, Meat Tradespersons</b>	4701-01
<b>Supervisor, Insurance Brokers and Agents</b>	6103-01	Supervisor, Meatworks	see 4701-01
Supervisor, Inventory Control	see 5505-01	Supervisor, Mechanical Earthmoving Plant Operators	see 7201-01
Supervisor, Invoice Checkers	see 5503-01	<b>Supervisor, Messengers and Delivery Officers</b>	5605-01
Supervisor, Jackets (Sewing Machining)	see 7427-01	<b>Supervisor, Metal Casting Tradespersons</b>	4207-01
<b>Supervisor, Jewellery and Precious Metalware Tradespersons</b>	4923-01	Supervisor, Metal Fabricating and Structural Metalworking	see 4205-01
Supervisor, Jewellery and Silverware Non-trades Workers	see 8103-01	<b>Supervisor, Metal Finishing Tradespersons</b>	4209-01
Supervisor, Jewellery and Silverware Occupations	see 4923-01	<b>Supervisor, Metal Fitters and Machinists</b>	4103-01
Supervisor, Job-Order Clerks	see 5503-01	Supervisor, Metal Processing Labourers	see 8199-01
Supervisor, Joinery Products Manufacture	see 4401-01	Supervisor, Metal Rolling Mill Occupations	see 7399-01
Supervisor, Killing Floor Occupations	see 4701-01	Supervisor, Metal Spinners (sp)	4203-01
Supervisor, Kiln Drying Operations	see 7315-01	Supervisor, Metal Spraying	see 4209-01
Supervisor, Knackery	see 4701-01	Supervisor, Midwifery Nursing	see 3401-01
Supervisor, Knitting Machine Operators	see 7425-01	Supervisor, Milk and Cream Processing Occupations	see 7431-01
Supervisor, Knitting Room	see 7425-01	Supervisor, Millers (sp)	4799-01
Supervisor, Laminated Beam Production	see 7413-01	Supervisor, Millroom (Chemicals)	see 7305-01
Supervisor, Landscape Gardeners (sp)	4805-01	Supervisor, Mine Production	see 7201-01
Supervisor, Latex Carpetbacking Department	see 7409-01	Supervisor, Mine Ventilation	see 3299-99
<b>Supervisor, Laundry Workers</b>	8917-01	Supervisor, Mining and Mineral Ore Treating Labourers	see 8415
Supervisor, Lay-out Marking and Cutting-out	see 4911-01	Supervisor, Mixing and Blending Occupations (Chemical)	see 7305-01
Supervisor, Leather and Canvas Goods Makers	see 4917-01	Supervisor, Motion Picture Projectionists	see 4999-01
Supervisor, Lens Glazers	see 4999-01	Supervisor, Moulding	see 4207-01
Supervisor, Lens Surfacer	see 4999-01	Supervisor, Moulding Mill (Sawmilling)	see 7413-01
<b>Supervisor, Library and Filing Clerks</b>	5401-01	Supervisor, Moulding, Coremaking and Metal Casting Occupations	see 4207-01
Supervisor, Library Attendants	see 5401-01	Supervisor, Mouldyard	see 4207-01
Supervisor, Lift Mechanics (sp)	4399-01	Supervisor, Musical Instrument Makers and Repairers (sp)	4925-01
Supervisor, Lighting	see 3903-01	Supervisor, Natural Gas Plant	see 7307-01
Supervisor, Lime Making	see 7399-01	Supervisor, Nursery (Plant)	see 4801-01
Supervisor, Linen Room	see 5505-01	<b>Supervisor, Nurserymen/women</b>	4801-01

Title	Code	Title	Code
Supervisor, Nursing	see 3401-01	Supervisor, Photographic Film Manufacturing Operators (sp)	7435-01
Supervisor, Offal Line Occupations	see 8199-01	<b>Supervisor, Photographic Products Machine Operators</b>	7435-01
Supervisor, Office Business Machine Operators	see 5203-01	Supervisor, Physical Testing	see 3299-11
<b>Supervisor, Office Equipment and Computer Servicers</b>	4315-01	Supervisor, Picture Framers (sp)	4905-01
<b>Supervisor, Office Secretaries and Stenographers</b>	5101-01	Supervisor, Pilot Plant Occupations (Chemicals)	see 7305-01
Supervisor, Oil and Gas Well Treatment Operators (sp)	7307-01	Supervisor, Plant Nursery (sp)	4801-01
Supervisor, Oil, Gas and Pipe Testing Operators (sp)	7307-01	<b>Supervisor, Plasterers</b>	4407-01
Supervisor, Open Hearth Furnace	see 7315-01	Supervisor, Plastic Film Coating (Photographic Products)	see 7435-01
Supervisor, Optical Machining	see 4999-01	<b>Supervisor, Plastics Production Machine Operators</b>	7407-01
Supervisor, Ore Crushing Occupations	see 7399-01	Supervisor, Plastics Products, Sampling and Testing	see 8109-13
<b>Supervisor, Other Electrical and Electronic Tradespersons</b>	4399-01	<b>Supervisor, Plumbers</b>	4409-01
<b>Supervisor, Other Food Tradespersons</b>	4799-01	Supervisor, Plumbing Tradespersons	see 4409-01
<b>Supervisor, Other Leather and Canvas Tradespersons</b>	4917-01	Supervisor, Plywood Making Machine Operators (sp)	7413-01
<b>Supervisor, Other Machine Operators</b>	7499-01	Supervisor, Polymerisation and Alkylation	see 7305-01
<b>Supervisor, Other Para-Professionals</b>	3999-01	Supervisor, Port	see 7309-01
<b>Supervisor, Other Stationary Plant Operators</b>	7399-01	Supervisor, Postmen/women (sp)	5605-01
<b>Supervisor, Other Trades Assistants and Factory Hands</b>	8199-01	Supervisor, Potters (sp)	4925-01
<b>Supervisor, Other Tradespersons</b>	4999-01	Supervisor, Poultry Processing Occupations	see 8199-01
<b>Supervisor, Other Wood Tradespersons</b>	4905-01	<b>Supervisor, Power Generation Plant Operators</b>	7301-01
Supervisor, Ovens (Chemicals)	see 7305-01	Supervisor, Powerline	see 4301-01
Supervisor, Overburden	see 7201-01	Supervisor, Precision Instrument Makers	see 4213-01
<b>Supervisor, Packaging Machine Operators</b>	7433-01	<b>Supervisor, Precision Metal Tradespersons</b>	4213-01
Supervisor, Paediatrics Nursing	see 3401-01	Supervisor, Preparation, Fruit and Vegetable Processing	see 7431-01
<b>Supervisor, Painters, Decorators and Signwriters</b>	4405-01	Supervisor, Preserving, Fruit and Vegetable Processing	see 7431-01
<b>Supervisor, Panel Beaters</b>	4603-01	Supervisor, Press Line Operations (Hardboard Manufacture)	see 7399-01
<b>Supervisor, Paper and Paper Products Machine Operators</b>	7415-01	Supervisor, Press Line Operations (Particleboard Manufacture)	see 7399-01
Supervisor, Parks and Gardens	see 4805-01	<b>Supervisor, Printing Machinists</b>	4505-01
Supervisor, Particleboard Manufacture	see 7399-01	Supervisor, Process Workers (Metal and Metal Products)	see 8199-01
Supervisor, Pastrygoods	see 4703-01	Supervisor, Processing Plant (Mineral Ore)	see 7399-01
Supervisor, Patternmaking, Marking and Cutting Occupations (Garment)	see 4911-01	Supervisor, Produce Department	see 6301-01
<b>Supervisor, Paving and Surfacing Labourers</b>	8409-01	Supervisor, Production Drilling (Open Cut Mining)	see 7317-01
<b>Supervisor, Paving and Surfacing Plant Operators</b>	7207-01	Supervisor, Production (Fur)	see 4911-01
Supervisor, Payroll Clerks (sp)	5301-01	<b>Supervisor, Production Recording Clerks</b>	5501-01
Supervisor, Peeling	see 7431-01	Supervisor, Property (Performing Arts)	see 3903-99
<b>Supervisor, Performing Arts Support Workers</b>	3903-01	Supervisor, Psychiatric Nursing	see 3401-01
Supervisor, Personnel	see 2705-11	Supervisor, Public Opinion Poll Interviewers	see 2907-99
Supervisor, Pet Food Processing Occupations	see 7431-01	Supervisor, Pulp Preparing Occupations	see 7399-01
<b>Supervisor, Petroleum and Gas Plant Operators</b>	7307-01	Supervisor, Purification (Chemicals)	see 7305-01
Supervisor, Petroleum Plant Operators	see 7307-01	Supervisor, Quality Control (Chemicals)	see 8109-13
Supervisor, Petroleum Process Unit Operations	see 7307-01	Supervisor, Quality Control (Coal Mining)	see 3299-99
Supervisor, Petroleum Products, Sampling and Testing	see 7307-01	Supervisor, Quality Control (Rubber)	see 8109-13
Supervisor, Pharmaceutical Products, Sampling and Testing	see 8109-13	Supervisor, Rabbit Processing	see 8199-01
Supervisor, Pharmaceuticals and Toiletries Production Machine Operators (sp)	7411-01	Supervisor, Radio and Telegraph Operators	see 3999-01
Supervisor, Phosphorus Processing	see 7305-01	<b>Supervisor, Radio and Television Servicers</b>	4313-01
Supervisor, Photographic Developers and Printers (sp)	7435-01	Supervisor, Radio and Television Servicing Tradespersons	see 4313-01

Title	Code	Title	Code
Supervisor, Radio and TV Broadcasting Equipment Operators	see 3903-01	Supervisor, Soda Ash	see 7305-01
Supervisor, Radio Serviceman/woman	see 4313-01	Supervisor, Soft Drinks Making	see 7431-01
Supervisor, Radiotelegraphers	see 3999-01	Supervisor, Software	see 2707-19
Supervisor, Railway Barrier	see 8901-15	Supervisor, Solid Plasterers	see 4407-01
<b>Supervisor, Railway Labourers</b>	8413-01	Supervisor, Solvent Dewaxing	see 7307-01
Supervisor, Railway Transport (Freight)	see 8909-01	Supervisor, Sorting and Stacking (Automatic)	see 8907-01
Supervisor, Railway Yard	see 7399-01	Supervisor, Sorting and Stacking (Manual)	see 8907-01
Supervisor, Reactor Unit (Chemicals)	see 7305-01	Supervisor, Sound Recording and Reproduction Equipment Operators (sp)	3903-01
Supervisor, Real Estate Clerks	see 53	Supervisor, Sound Recording	see 3903-01
<b>Supervisor, Refrigeration and Air-Conditioning Mechanics</b>	4307-01	Supervisor, Special Dairy Product Making Occupations	see 7431-01
Supervisor, Refrigeration Mechanics	see 4307-01	Supervisor, Standard Joinery	see 4401-01
Supervisor, Rental Service	see 6599-17	<b>Supervisor, Statistical and Actuarial Clerks</b>	5305-01
Supervisor, Rest Home	see 1505-99	Supervisor, Stenographers	see 5101-01
Supervisor, Rice Milling	see 4799-01	<b>Supervisor, Stereotypers and Electrotypers</b>	4509-01
Supervisor, Road and Rail Freight Furniture Handlers	see 8909-01	Supervisor, Sterile Products, Sampling and Testing	see 8109-13
Supervisor, Road Freight Handling Labourers	see 8909-01	Supervisor, Stitching Department	see 7427-01
Supervisor, Road Freight Handling Occupations	see 8909-01	<b>Supervisor, Stock and Purchasing Clerks</b>	5505-01
Supervisor, Roasting Plant Operators (sp)	7315-01	Supervisor, Stockfeed Milling	see 4799-01
<b>Supervisor, Roof Slaters and Tilers</b>	4411-01	Supervisor, Stonemasons	see 4999-01
Supervisor, Rotational Moulding (Plastics)	see 7407-01	Supervisor, Storage, Water Supply	see 7399-01
<b>Supervisor, Rubber Production Machine Operators</b>	7409-01	<b>Supervisor, Storemen/women</b>	8907-01
Supervisor, Rubber Products, Sampling and Testing	see 8109-13	Supervisor, Stores Clerks	see 5505-01
Supervisor, Rubber Tyres and Tubes	see 7409-01	<b>Supervisor, Street Vendors, Canvassers and Sales Drivers</b>	6501-01
Supervisor, Saddle Makers	see 4917-01	Supervisor, Stringed Musical Instrument Making	see 4925-01
<b>Supervisor, Sales Assistants</b>	6301-01	Supervisor, Stripping (Open Cut Mining)	see 7201-01
Supervisor, Sales, (Door-to-Door Sales)	see 6501-01	<b>Supervisor, Structural Steel, Boilermaking and Welding</b>	4205-01
Supervisor, Sales, (Newspaper Sales)	see 6501-01	Supervisor, Sugar By-products	see 7431-01
Supervisor, Saw Operators (sp)	7413-01	Supervisor, Sugar Milling and Refining Occupations	see 7431-01
Supervisor, Sawmill, Dispatch	see 8909-01	Supervisor, System Control	see 7301-01
<b>Supervisor, Screen Printers</b>	4511-01	Supervisor, Tailors (sp)	4911-01
Supervisor, Scrip Clerks	see 5303-01	Supervisor, Tank Farm	see 7309-01
Supervisor, Security Officers	see 8911-01	Supervisor, Tarpaulin Makers	see 4917-01
Supervisor, Sewing Machine Operators	see 7427-01	Supervisor, Technical Officers, Telecommunication	see 3201-15
Supervisor, Shaping Operations (Sawmill)	see 7413-01	Supervisor, Telecommunication Line Tradespersons	see 4311-01
Supervisor, Sheet Fabrication (Plastics)	see 7407-01	Supervisor, Telegraphists	see 3999-01
Supervisor, Sheet Metal Workers	see 4203-01	<b>Supervisor, Telephonists</b>	5603-01
<b>Supervisor, Sheetmetal Tradespersons</b>	4203-01	Supervisor, Television Servicemen	see 4313-01
Supervisor, Shellfish Processing	see 7431-01	<b>Supervisor, Tellers</b>	6401-01
Supervisor, Shift, Airport Fire Crew	see 7211-01	Supervisor, Testing and Inspecting	see 8109-13
Supervisor, Shift, Fire Brigade	see 7211-01	<b>Supervisor, Textile Sewing Machinists</b>	7427-01
Supervisor, Shift, Glass	see 7417-01	Supervisor, Thermoforming (Plastics)	see 7407-01
Supervisor, Shift, Hydro-electric Power Station	see 7301-01	Supervisor, Timber Cutting Occupations	see 8203-03
Supervisor, Shift, Power Station	see 7301-01	Supervisor, Timber Seasoning Operations	see 7399-01
Supervisor, Shift, Pulverised Fuel (Coal) Power Station	see 7301-01	Supervisor, Timber Treating Operations	see 7399-01
Supervisor, Shipping, Transportation and Receiving Clerks	see 5503-01	Supervisor, Timber Yard	see 7413-01
Supervisor, Shirts	see 7427-01	Supervisor, Toiletries Production Occupations	see 7411-01
<b>Supervisor, Shoemaking and Repairing Tradespersons</b>	4915-01	Supervisor, Tool Room (a)	4101-01
Supervisor, Signwriters	see 4405-01	<b>Supervisor, Toolmakers</b>	4101-01
Supervisor, Slaughtering, Meat Cutting and Curing Occupations	see 4701-01	Supervisor, Train Loading	see 7309-01
Supervisor, Smallgoods Makers (sp)	4701-01	<b>Supervisor, Transport Recording and Despatching Clerks</b>	5503-01
Supervisor, Smelting, Reduction and Converting Occupations	see 7315-01	<b>Supervisor, Travel Stewards</b>	6609-01

Title	Code	Title	Code
Supervisor, Tufting Occupations	see 7425-01	Surgical Shoemaker (sp)	4915-11
<b>Supervisor, Typists and Typist-Clerks</b>	5103-01	Survey Detail Draftsman/woman	see 3207-15
Supervisor, Underground (Mine)	see 3299-99	Survey Drafting Officer	see 3207-15
Supervisor, Unloading	see 7309-01	<b>Survey Hand</b>	8411-11
<b>Supervisor, Upholsterers and Bedding Tradespersons</b>	4913-01	Survey Interviewer (a)	5999-19
<b>Supervisor, Vehicle Accessories Fitters</b>	8923-01	Survey Operator, Aerial	see 3201-17
<b>Supervisor, Vehicle Body Makers</b>	4607-01	Survey Recorder (sp)	8411-11
Supervisor, Vehicle Cleaners	see 8301-01	Survey Statistician	see 2909-13
<b>Supervisor, Vehicle Mechanics</b>	4601-01	Survey Technician	see 3207-15
<b>Supervisor, Vehicle Painters</b>	4605-01	<b>Surveying Associate</b>	3207-15
<b>Supervisor, Vehicle Trimmers</b>	4609-01	Surveying Drafting Officer	see 3207-15
Supervisor, Veneer	see 7413-01	Surveying Draftsman/woman	see 3207-15
Supervisor, Viscose Filtration	see 7305-01	Surveying Technical Officer	see 3207-15
<b>Supervisor, Waiters and Waitresses</b>	6505-01	Surveying Tracer (sp)	3299-99
<b>Supervisor, Wall and Floor Tilers</b>	4413-01	<b>Surveyor</b>	2205-13
Supervisor, Wallet Makers	see 4917-01	Surveyor, Engineering	see 2205-13
<b>Supervisor, Ward Helpers</b>	8921-01	Surveyor, Flight	see 3201-15
Supervisor, Wardrobe	see 4911-01	Surveyor, Land	see 2205-13
Supervisor, Warp Preparing Occupations	see 7425-01	Surveyor, Marine	see 3307-15
Supervisor, Washing, Mixing, Separating and Filtering Occupations (Mineral Ore)	see 7399-01	Surveyor, Mining	see 2205-13
Supervisor, Weaving Occupations	see 7425-01	Surveyor, Photogrammetric	see 2205-13
Supervisor, Welding and Flame Cutting	see 4205-01	Surveyor, Quantity	see 2203-11
Supervisor, Winery	see 7431-01	Surveyor's Assistant (sp)	8411-11
Supervisor, Wood Carvers (sp)	4905-01	Surveyor's Chainman/woman (sp)	8411-11
<b>Supervisor, Wood Machinists and Turners</b>	4901-01	Surveyor-General	see 1201-11
Supervisor, Wood Patternmakers	see 4901-01	Suture Maker (sp)	7411-11
<b>Supervisor, Wood Processing Machine Operators</b>	7413-01	Swamper (Logging)	see 8203-15
Supervisor, Word Processors	see 5105-01	Swamper (Truck Drivers Offsider)	see 8909-17
<b>Supervisor, Word Processing Operators</b>	5105-01	Swampy (sp)	8203-15
<b>Supervisor, Yarn Production Machine Operators</b>	7421-01	Swede Grower	see 1401-33
Supervisor/Foreman/woman	see Supervisor	Swedish Masseur	see 6699-17
Supervisor/Shipper, Premix Concrete	see 7399-01	Sweet Corn Grower	see 1401-33
<b>Supply and Distribution Manager</b>	1307-11	Sweet Potato Grower	see 1401-33
Supply Clerk (sp)	5505-11	Swimming Instructor	see 2505-99
Supply Controller	see 1307-11	Switchboard Operator (sp)	5603-11
Supply Director	see 1307-11	Switcher (Audio-Visual Arts)	see 3903-15
Supply Manager (sp)	1307-11	Switchgear Design Engineer	see 2211-11
Supply Officer (sp)	3913-11	Switchgear Engineer	see 2211-11
Supply Superintendent	see 1307-11	Switching Security Officer	see 7301-11
Supplyman/woman, Underground Mine	see 8415-11	Switchman/woman, Railway	see 7399-19
Supreme Court Judge	see 1103-13	Sylviculturist (sp)	2107-25
Surf Board Maker	see 1601-19	Synoptic Meteorologist	see 2199-15
Surface Hydraulic Fill Operator (sp)	7399-11	Synthetic Textiles Still Operator	see 7305-11
Surface Physicist	see 2105-11	Syrup Blender (sp)	7431-15
Surface-Water Hydrological Technician	see 3103-17	Syrup Maker	see 7431-15
<b>Surgeon</b>	2303-35	System Control Operator	see 7301-11
Surgeon, Oral	see 2305-13	System Control Supervisor	see 7301-01
Surgeon, Plastic	see 2303-35	Systems Analyst	see 2707-17
Surgical Dresser	see 6603-11	Systems Development Officer	see 2707-17
Surgical Oncologist (sp)	2303-35	Systems Engineer	see 2211-13
		Systems Manager	see 1311-11
		Systems Manager (Data Processing) (sp)	1311-11
		Systems Operations Manager	see 1311-11
		<b>Systems Programmer</b>	2707-13
		Systems Research Engineer (Chemicals)	see 2207-11
<b>T</b>			
TAB Clerk (sp)	6405-11	Table Hand, Rubber	see 8199-25
TAB Manager (sp)	1599-99	Table Operator (Ore Treating)	see 7399-11
Table Attendant (Ore Processing)	see 7399-11	Tableman/woman (Ore Processing)	see 7399-11
Table Hand, Printing	see 7499-23	Tablet Coating Machine Operator	see 7411-11

Title	Code	Title	Code
Tablet Making Machine Operator (sp)	7411-11	Teacher, Business Studies (TAFE)	see 2503-13
Tabulating Machine Operator	see 5203-11	Teacher, Cabinet Making (TAFE)	see 2503-11
<b>TAFE Teacher (General Education)</b>	2503-13	Teacher, Character Dancing	see 2505-15
<b>TAFE Teacher (Trades)</b>	2503-11	Teacher, Classical Ballet	see 2505-15
Tail End Man/Woman	see 7309-11	Teacher, Creative Dancing	see 2505-15
Tailer Out (sp)	8199-13	Teacher, Dance	see 2505-15
Tailings Dam Labourer (sp)	8415-15	Teacher, Drama	see 2505-17
Tailings Labourer (Mineral Ore Treating)	see 7399-11	Teacher, Dramatic Art (Private)	see 2505-17
<b>Tailor</b>	4911-11	Teacher, Electrical Trades (TAFE)	see 2503-11
Tailor, Fur	see 4911-17	Teacher, Engineering (TAFE)	see 2503-11
Take Away Food Outlet Manager (sp)	1501-11	Teacher, English as a Second Language	see 2407-99
Tally Clerk	see 5501-13	Teacher, Folk Dancing	see 2505-17
Tally Clerk, Steel Mill	see 5501-13	Teacher, Food Trades (TAFE)	see 2503-11
Tally Clerk, Timber	see 5501-13	Teacher, General Studies (TAFE)	see 2503-13
Tank Farm Operator (sp)	7309-11	Teacher, Greenkeeping (TAFE)	see 2503-11
Tank Farm Operator Fluid	see 7309-11	Teacher, Hairdressing (TAFE)	see 2503-11
Tank Liner	see 7409-99	Teacher, Handicrafts (Private)	see 2505-99
Tanker Driver (sp)	7105-13	Teacher, Historical Dancing	see 2505-15
Tankmaker	see 7405-11	Teacher, Home Economics	see 2405-11
Tannery Hand (sp)	8199-27	Teacher, Horticultural and Agricultural Studies (TAFE)	see 2503-11
Tannery Operator	see 7423-11	Teacher, Industrial Services (TAFE)	see 2503-11
Tanning Machine Operator (sp)	7423-11	Teacher, Infant School	see 2403-11
Tanning Solution Preparer	see 7305-11	Teacher, Instrumental Music (Private)	see 2505-13
Tap Dancer (sp)	2813-13	Teacher, Junior School	see 2403-11
Tape Librarian	see 5401-11	Teacher, Kindergarten	see 2401-11
Tarpaulin Maker	see 4917-13	Teacher, Metal Trades (TAFE)	see 2503-11
Tattooist (sp)	6699-99	Teacher, Modern Ballet	see 2505-15
Tavern Manager (sp)	1505-11	Teacher, Music (TAFE)	see 2503-13
Tax Accountant	see 2701-01	Teacher, Music, Private	see 2505-13
Tax Agent (sp)	2701-11	Teacher, National/Ethnic Dancing	see 2505-15
Tax Assessor	see 5999-99	Teacher, Painting (Private)	see 2505-11
Taxation Accountant	see 2701-11	Teacher, Paramedical Studies (TAFE)	see 2503-13
Taxation Manager	see 1301-11	Teacher, Personal Services (TAFE)	see 2503-13
Taxi Driver (sp)	7103-11	Teacher, Piano	see 2505-13
Taxi Truck Driver (sp)	7105-11	Teacher, Piano (Private)	see 2505-13
Taxidermist (sp)	3999-13	Teacher, Pre-school	see 2401-11
Taxonomist, Animal	see 2107-23	Teacher, Primary	see 2403-11
Taxonomist, Plant	see 2107-19	Teacher, Primary School, Arts and Crafts	see 2403-11
Tea Lady/Man (sp)	8919-11	Teacher, Primary School, Librarian	see 2403-11
<b>Teacher of Disabled or Gifted Students</b>	2407-13	Teacher, Primary School, Music	see 2403-11
Teacher of English as a Second Language (sp)	2407-99	Teacher, Primary School, Physical Education	see 2403-11
Teacher of Intellectually Gifted Children	see 2407-13	Teacher, Print Making (Private)	see 2505-11
Teacher of Multi-cultural Studies (sp)	2407-99	Teacher, Printing Trades (TAFE)	see 2503-11
Teacher of Physically Handicapped	see 2407-13	Teacher, Sculpturing (Private)	see 2505-11
Teacher of Socially and Emotionally Handicapped Children	see 2407-13	Teacher, Secondary	see 2405-11
Teacher of the Blind	see 2407-13	Teacher, Senior, Art	see 2405-01
Teacher of the Hearing Impaired (sp)	2407-13	Teacher, Senior, Home Economics	see 2405-01
Teacher of the Intellectually Disabled (sp)	2407-13	Teacher, Senior, Manual Industrial Arts	see 2405-01
Teacher of the Mentally Handicapped	see 2407-13	Teacher, Senior, Music	see 2405-01
Teacher of the Visually Impaired (sp)	2407-13	Teacher, Senior, Science	see 2405-01
Teacher's Aide	see 5903-11	Teacher, Sewing	see 2405-11
Teacher, Aboriginal Education	see 2407-99	Teacher, Special Education	see 2407
Teacher, Accordion (Private)	see 2505-13	Teacher, Tailoring (TAFE)	see 2503-11
Teacher, Advisory	see 2905-11	Teacher, Tap Dancing	see 2505-15
Teacher, Advisory, Languages	see 2905-11	Teacher, Technical Education	see 2503-13
Teacher, Applied Science (TAFE)	see 2503-13	Teacher, Theatrical Dancing	see 2505-15
Teacher, Art (Private)	see 2505-11	Teacher, Upholstering (TAFE)	see 2503-11
Teacher, Art and Design (TAFE)	see 2505-13	Teacher, Vehicle Trades (TAFE)	see 2503-11
Teacher, Ballet	see 2505-15	Teacher, Vocal Music (Private)	see 2505-13
Teacher, Ballroom Dancing	see 2505-15	Teacher, Wood Machining (TAFE)	see 2503-11
Teacher, Building (TAFE)	see 2503-11	Teacher-in-Charge	see 2403-01
Teacher, Building Trades (TAFE)	see 2503-11	<b>Teachers' Aide</b>	5903-11

Title	Code	Title	Code
Teachers' Assistant (a)	5903-11	Technical Operator, Tobacco Products Manufacturing	see 7499-11
Technical Assistant, Botanical	see 3103-27	<b>Technical Producer</b>	2811-25
Technical Assistant, Hydrographics	see 3103-17	Technical Representative (Chemical Products)	see 6201-11
Technical Consultant (Chemical Products)	see 6201-11	Technical Representative (EDP)	see 6201-13
Technical Consultant (EDP)	see 6201-13	Technical Representative (Electronic Equipment, Except EDP)	see 6201-17
Technical Consultant (Electronic Equipment, Except EDP)	see 6201-17	Technical Sales and Service Chemist	see 6201-11
Technical Consultant (Industrial Machinery and Equipment)	see 6201-99	Technical Service Clerk, Superannuation	see 5303-11
Technical Consultant (Machinery and Equipment, Except Electronic)	see 6201-99	Technical Systems Analyst	see 2707-17
Technical Consultant (Medical and Dental Equipment and Supplies)	see 6201-15	Technician, Air Conditioning	see 4307-11
Technical Director (a)	2811-25	Technician, Amusement Machine	see 4399-13
Technical Illustrator	see 2805-19	Technician, Anaesthetic	see 3101-99
Technical Inspector (Safety)	see 3905-13	Technician, Animal	see 3103-27
Technical Manager, Computing	see 1311-11	Technician, Animal House	see 3103-27
Technical Officer, Agricultural	see 3103-29	Technician, Animal Nursing	see 3103-27
Technical Officer, Aircraft Electronics	see 3201-15	Technician, Artificial Breeding	see 3103-31
Technical Officer, Airframe	see 3299-99	Technician, Artificial Insemination	see 3103-31
Technical Officer, Aquatic Biology	see 3103-25	Technician, Boiler Testing	see 3205-13
Technical Officer, Architectural	see 3207-13	Technician, Botanical	see 3103-27
Technical Officer, Biology	see 3103-25	Technician, Cardiac	see 3101-99
Technical Officer, Botany	see 3103-25	Technician, Cartographic	see 3207-15
Technical Officer, Building	see 3207-11	Technician, Chemical Engineering	see 3103-13
Technical Officer, Cartography	see 3207-15	Technician, Chemical Laboratory	see 3103-13
Technical Officer, Cereals	see 3103-29	Technician, Chemical Testing	see 3103-13
Technical Officer, Chemistry	see 3103-11	Technician, Chemistry	see 3103-13
Technical Officer, Civil Construction	see 3203-11	Technician, Civil Engineering	see 3203-13
Technical Officer, Civil Engineering	see 3203-11	Technician, Clinical Biochemistry	see 3101-13
Technical Officer, Coal Mining	see 3299-99	Technician, Clinical Microbiology	see 3101-13
Technical Officer, Communications Engineering	see 3201-15	Technician, Communications Engineering	see 3201-17
Technical Officer, Digital Controls	see 3201-15	Technician, Computer	see 4315-13
Technical Officer, Earth Sciences	see 3103-15	Technician, Contact Lens Surfacing	see 4999-13
Technical Officer, Ecological	see 3103-25	Technician, Cytopathology	see 3101-13
Technical Officer, Electrical Engineering	see 3201-11	Technician, Dairy	see 3103-31
Technical Officer, Electronics Engineering	see 3201-15	Technician, Dental	see 4999-11
Technical Officer, Fisheries	see 3103-25	Technician, Dental Laboratory	see 4999-11
Technical Officer, Forestry	see 3103-25	Technician, Dye Penetrant Testing	see 3299-11
Technical Officer, Gas Leakage Survey	see 3205-11	Technician, Eddy Current Testing	see 3299-11
Technical Officer, Geology	see 3103-15	Technician, Electrical Engineering	see 3201-13
Technical Officer, Heating and Ventilating	see 3205-11	Technician, Electrical Instrument	see 3201-13
Technical Officer, Horticultural	see 3103-29	Technician, Electrocardiographic	see 3101-99
Technical Officer, Lighting	see 3201-11	Technician, Electroencephalographic	see 3101-99
Technical Officer, Mechanical Engineering	see 3205-11	Technician, Electronics Engineering	see 3201-17
Technical Officer, Meteorological	see 3103-15	Technician, Field Crop	see 3103-31
Technical Officer, Microbiology	see 3103-25	Technician, Fluoroscopic Testing	see 3299-11
Technical Officer, Optics	see 3103-19	Technician, Forestry	see 3103-27
Technical Officer, Pastoral	see 3103-29	Technician, Geochemical	see 3103-17
Technical Officer, Physics	see 3103-19	Technician, Geology	see 3103-17
Technical Officer, Process Control	see 3201-15	Technician, Geophysics	see 3103-17
Technical Officer, Process Control Maintenance	see 3201-15	Technician, Groundwater Hydrological	see 3103-17
Technical Officer, Production Control	see 3205-11	Technician, Haematology	see 3101-13
Technical Officer, Spectroscopic	see 3103-19	Technician, Histopathology	see 3101-13
Technical Officer, Surveying	see 3207-15	Technician, Horticultural	see 3103-27
Technical Officer, Telecommunication Engineering	see 3201-15	Technician, Household Products	see 3299-11
Technical Officer, Textiles	see 3103-23	Technician, Hydraulic Controls	see 3205-13
Technical Officer, Welding	see 3205-11	Technician, Hydrological	see 3103-17
		Technician, Instrument	see 4213-11
		Technician, Isotope	see 3103-17
		Technician, Laboratory Animal	see 3103-27
		Technician, Lapidary	see 3103-17
		Technician, Library	see 3999-15
		Technician, Light	see 3903-19
		Technician, Lighting	see 3903-19

Title	Code	Title	Code
Technician, Magnetic Testing	see 3299-11	<b>Telecommunications Line Serviceman/woman</b>	4311-15
Technician, Materials Handling	see 3299-99	Telecommunications Line Supervisor (a)	4311-01
Technician, Materials Testing	see 3299-11	Telecommunications Lineman/woman (a)	4311-15
Technician, Mechanical Engineering	see 3205-13	Telecommunications Lineman/woman's Assistant (sp)	8101-15
Technician, Medical Laboratory	see 3101-13	Telecommunications Lineman/woman-in-Training (sp)	4311-91
Technician, Metallurgical	see 3299-11	Telecommunications Officer, Aeronautical	see 3201-15
Technician, Mineral Separation	see 3103-17	Telecommunications Technical Officer (sp)	3201-15
Technician, Mining	see 3299-99	Telecommunications Technician (a)	4311-13
Technician, Museum	see 3999-13	Telecommunications Technician-in- Training (sp)	4311-91
Technician, Mycological	see 3103-27	<b>Telecommunications Tradesperson</b>	4311-13
Technician, Non-Destructive Testing	see 3299-11	Telegraph Mechanic	see 4399-99
Technician, Optical	see 4999-13	Telegraph Operator	see 3999-11
Technician, Orthodontic	see 4999-11	Telegraphist	see 3999-11
Technician, Palaeontology	see 3103-17	Telegraphist Supervisor	see 3999-01
Technician, Pest Control	see 8999-13	Telegraphist, Radio	see 3999-11
Technician, Physical Testing	see 3299-11	Telemetry Engineer	see 2211-13
Technician, Physics	see 3103-21	Telemetry Technician (sp)	3201-17
Technician, Pipe Testing	see 3205-13	Telephone Answering-Service Operator	see 5603-11
Technician, Plant Pathology	see 3103-27	Telephone Bookings Clerk	see 6405-11
Technician, Poultry	see 3103-31	Telephone Installer	see 8101-15
Technician, Pressure Testing	see 3299-11	Telephone Mechanic	see 8101-15
Technician, Process Control	see 3201-17	Telephone Operator (a)	5603-11
Technician, Quality Control	see 3299-11	Telephone Reservation Sales Clerk	see 6405-11
Technician, Radio	see 3201-17	Telephone Ticket Sales Clerk	see 6405-11
Technician, Renal	see 3101-99	<b>Telephonist</b>	5603-11
Technician, Rubber Laboratory	see 3299-11	Telephonist Supervisor	see 5603-01
Technician, Saturation	see 4999-19	Telephonist, Switchboard	see 5603-11
Technician, Soil Science	see 3103-17	Telephonist, Telecommunications	see 5603-11
Technician, Sound	see 3903-11	Teleprinter Operator	see 5201-15
Technician, Telemetry	see 3201-17	Television Antenna Installer	see 8101-15
Technician, Television	see 4313-11	Television Broadcasting Tradesperson	see 4311-11
Technician, Traffic	see 3203-13	Television Cabinet-Maker	see 4903-11
Technician, Ultrasonic Immersion	see 3299-11	Television Camera Operator (sp)	3903-15
Technician, Ultrasonic Testing	see 3299-11	Television Engineer	see 2211-13
Technician, Vacuum	see 3103-21	<b>Television Equipment Operator</b>	3903-15
Technician, Veterinary Laboratory	see 3103-27	Television Mechanic (sp)	4313-11
Technician, Welding	see 3299-99	Television Producer (sp)	1305-13
Technician, Well-Logging	see 3103-17	Television Studio Electrician	see 4309-11
Technician, X-ray	see 3299-11	Television Technician	see 4313-11
Technologist, Chemical Instrumentation	see 3103-11	Television-News Camera Operator	see 3903-15
Technologist, Dairy	see 3103-29	Telex Operator	see 5201-15
Technologist, Dyeing and Finishing	see 3103-23	<b>Teller</b>	6401-11
Technologist, Fabric Design	see 3103-23	Teller, Building Society	see 6401-11
Technologist, Food	see 2101-11	Teller, Credit Union	see 6401-11
Technologist, Histology	see 3103-25	Temperer (sp)	7315-13
Technologist, Poultry	see 3103-29	Template Maker (sp)	4205-11
Technologist, Production and Quality Control	see 3299-99	Template Maker, Sheet and Structural Metal	see 4203-11
Technologist, Rubber	see 3299-99	Tennis Racquet Repairer	see 6301-99
Technologist, Textile	see 3103-23	Terminal Operator (Computer)	see 5201-13
Teemer (Iron and Steel) (sp)	7401-15	Terrazzo Floor Layer (sp)	4413-11
Telecine Operator (sp)	3903-15	Terrazzo Moulder	see 7419-11
Telecommunication Engineering Technical Officer	see 3201-15	Terrazzo Polisher	see 7419-15
Telecommunication Liner	see 4311-15	Terrazzo Worker	see 4413-11
Telecommunication Manager	see 1399-11	Test Pilot	see 3301-11
Telecommunication Technician	see 4311-13	Tester, Clay and Stone Products	see 8109-15
Telecommunication Tradesperson-in- Training	see 4311-91	Tester, Glassware	see 8109-15
Telecommunication Trainee	see 4311-91	Tester, Oil and Gas	see 7307-15
Telecommunications Analyst (sp)	2707-17		
Telecommunications Cable Jointer (sp)	4311-15		
Telecommunications Engineer (sp)	2211-13		
Telecommunications Line Serviceman/woman-in-Training (sp)	4311-91		

Title	Code	Title	Code
Tester, Paper	see 8109-15	Tile Layer, Wall and Floor	see 4413-11
Tester, Plasterboard	see 8109-15	Tile Setter	see 4413-11
Tester, Product	see 8109-15	Tiler, Mosaic	see 4413-11
Tester, Pulp (Papermaking)	see 8109-15	Tiler, Roof	see 4411-11
Tester, Wire	see 8109-15	Tiler, Wall and Floor	see 4413-11
Testing Officer, Vehicle	see 4601-11	Tilers' Assistant	see 8101-13
Testing Technician	see 3299-11	Timber Assessor	see 3103-27
Textile Colour Technical Officer	see 3103-23	Timber Grader (sp)	8109-11
Textile Colour Technologist	see 3103-23	Timber Immunising Plant Operator	see 7399-21
Textile Cutter	see 8199-99	Timber Kiln Operator (sp)	7315-15
Textile Designer (sp)	2805-15	Timber Machinist	see 4901-11
Textile Dresser (sp)	7425-11	Timber Stacker (sp)	8199-13
<b>Textile Dyeing and Finishing Machine Operator</b>	7425-17	<b>Timber Stock Cutter</b>	7413-17
Textile Dyer	see 7425-17	Timber Straightener, Sawmill	see 7413-99
Textile Examiner (sp)	8109-13	<b>Timber Treatment Plant Operator</b>	7399-21
<b>Textile Knitting Machine Operator</b>	7425-15	Timber Yard Saws Operator	see 7413-17
Textile Manufacturer's Agent	see 6201-37	Timber Yard Supervisor	see 7413-01
<b>Textile Mechanic</b>	4103-15	Timberman/woman (Mining) (sp)	8415-11
Textile Mechanic, Knitting	see 4103-15	Time Study Officer	see 3299-99
Textile Mechanic, Spinning	see 4103-15	Timekeeping Clerk	see 5905-11
Textile Mechanic, Tufting	see 4103-15	Timetable and Train Delay Clerk	see 5503-11
Textile Mechanic, Weaving	see 4103-15	Tinner	see 8199-11
<b>Textile Products Mender</b>	7425-21	Tinning Line Assistant (sp)	8199-11
Textile Restorer	see 7425-99	Tinsmith	see 4203-13
<b>Textile Sewing Machinist (Multi Needle)</b>	7427-13	Tip Truck Driver	see 7105-13
<b>Textile Sewing Machinist (Single Needle)</b>	7427-11	Tipman/woman, Earthmoving	see 8407-11
Textile Slasher (sp)	7425-11	Tipstaff (sp)	5907-15
Textile Technologist	see 3103-23	Title Searcher (sp)	5907-13
<b>Textiles Technical Officer</b>	3103-23	Tobacco Dryer Attendant (sp)	7499-13
Theatre Attendant (sp)	8901-15	Tobacco Farm Manager (a)	1401-15
Theatre Ticket Collector	see 8901-15	Tobacco Farmer	see 1401-15
Theatrical Agent	see 2799-99	<b>Tobacco Grower</b>	1401-15
Theatrical Writer	see 2809-11	<b>Tobacco Machine Attendant</b>	7499-13
Theoretical Nuclear Physicist	see 2105-11	<b>Tobacco Technical Operator</b>	7499-11
Therapeutic Radiologist (sp)	2303-23	Toe Laster	see 4915-11
Therapist, Dental	see 3101-15	Toiletries Moulder and Compressor (sp)	7411-11
Therapist, Music	see 2309-11	Tomato Grower	see 1401-31
Therapy Radiographer	see 2321-13	Tomato Picker	see 8201-13
Thermal Cracking Operator	see 7307-11	Tomato Products Cook	see 7431-27
Thermal Physicist	see 2105-11	Tonnes Motor Lorry Driver	see 7105-13
Thermal Sprayer (sp)	7405-11	Tool and Die Maker (a)	4101-11
Thermo Binder	see 4915-11	Tool and Die Setter	see 4103-17
Thermo Side Laster	see 4915-11	Tool and Material Storeman/woman	see 8907-11
Thermoforming Machine Operator (sp)	7407-15	Tool Design Detail Draftsperson (sp)	3205-13
Thermoforming Machine Setter (sp)	7407-11	Tool Design Draftsperson (sp)	3205-11
Thickener Operator (Ore Processing)	see 7399-11	Tool Design Engineer	see 2213-11
Thin Film Extruding Machine Operator	see 7407-13	Tool Designer (sp)	3205-11
Third Mate	see 3305-13	Tool Mark Examiner	see 3905-99
<b>Thoracic Specialist</b>	2303-27	Tool-Crib Attendant	see 5505-11
Ticket Clerk	see 6405-11	<b>Toolmaker</b>	4101-11
Ticket Clerk (Travel)	see 6405-11	Toolpusher (a)	7317-01
Ticket Collector (a)	8901-15	Toolsetter	see 4103-17
Ticket Collector (Rail)	see 8901-15	Toolsmith (sp)	4201-11
Ticket Sales Clerk	see 6405-11	Toothpaste Blending Machine Operator	see 7411-11
Ticket Salesperson	see 6405-11	Topman/woman (sp)	7431-11
<b>Ticket Seller</b>	6405-11	Topographic Drafting Officer (sp)	3207-15
Ticket Seller (Bus/Tram)	see 6405-11	Topographic Draftsman/woman	see 3207-15
Ticket Sorter	see 5499-11	Torque-Turn Computer Operator (sp)	7307-15
<b>Ticket Taker</b>	8901-15	Tour Host/Hostess	see 6699-13
Ticket Writer	see 3999-17	Tour Leader (sp)	6699-13
Tier-in (sp)	7425-11	Tourist Adviser (a)	6507-13
TIG Welder	see 4205-19	Tourist Bus Driver	see 7101-11
Tile Fixer (Wall and Floor)	see 4413-11	<b>Tourist Guide</b>	6699-13
		<b>Tourist Officer</b>	6507-13



Title	Code	Title	Code
Tow Boat Engineer Officer	see 3307-11	<b>Trainee Chemical Plant Operator</b>	7305-91
Tow Truck Driver (sp)	7105-13	Trainee Coal Overburden Driller	see 7201-91
Tower Crane Driver	see 7311-11	<b>Trainee Communications Equipment Tradesperson</b>	4311-91
Tower Crane Operator	see 7311-11	Trainee Computer Programmer	see 2707-11
Town Clerk	see 1201-11	Trainee Dragline Operator	see 7201-91
Town Planner (sp)	2907-11	Trainee Electrical Linesman/woman (a)	4301-91
Toxicologist (sp)	2107-99	Trainee Engine Driver	see 7107-91
Tracer	see 3299-99	Trainee Engineering Detail Draftsman/woman	see 3299-99
Tracer, Architectural	see 3299-99	Trainee Engineman/woman	see 7107-91
Tracer, Engineering	see 3299-99	<b>Trainee Excavating and Earthmoving Plant Operator</b>	7201-91
Tracer, Surveying	see 3299-99	Trainee Farm Manager (a)	1401-91
Track Repair Machine Operator	see 7299-11	<b>Trainee Farmer</b>	1401-91
Tractor Driver, Pineapple Growing	see 7209-11	<b>Trainee Flight Service Officer</b>	3303-93
Tractor Offsider, Logging	see 8203-15	<b>Trainee Glass Blower</b>	4921-93
Tractor-Crane Driver	see 7311-11	Trainee Lineman/woman, Telecommunication	see 4311-91
Trade Assistant, Wood Products	see 8101-99	Trainee Lines Serviceman/woman	see 4311-91
Trade Reporter	see 2807-13	<b>Trainee Locomotive Driver</b>	7101-91
Trade Union Industrial Officer	see 2799-13	Trainee Manager	see 1399-99
Trade Union Official (sp)	2799-13	Trainee Manager, Banking	see 1507-11
Trade Union Organiser (sp)	2799-13	Trainee Manager, Fast Food Chain	see 1501-11
Trade Union Secretary (sp)	1201-11	Trainee Manager, Financial	see 1301-11
Trade Union Training Officer	see 2705-13	Trainee Manager, Retail Outlet	see 1501-11
Trades Assistant Telecommunication	see 8101-15	Trainee Manager, Sales and Marketing	see 1303-11
Trades Assistant, Electrical	see 8101-15	Trainee Manager, Supermarket	see 1501-11
Trades Assistant, Furniture Manufacture	see 8101-99	Trainee Manager, Supply and Distribution	see 1307-11
Trades Assistant, Joinery Manufacture	see 8101-99	<b>Trainee Marine Engineer</b>	3307-91
Trades Assistant, Metal and Metal Products	see 8101-11	Trainee Mental Health Nurse	see 3401-91
Trades Assistant, Telecommunications	see 8101-15	Trainee Mental Retardation Nurse	see 3401-91
Trades Assistant, Wood Products	see 8101-99	<b>Trainee Miller</b>	4799-93
<b>Trades Assistants and Factory Hands, nec</b>	8199-99	Trainee Mobile Plant Operator, Underground Mining	see 7201-91
<b>Trades Assistants, nec</b>	8101-99	<b>Trainee Office Equipment and Computer Servicer</b>	4315-91
Tradesperson's Helper	see 8101	<b>Trainee Officer (Defence Forces)</b>	1319-91
Tradesperson, Broadcasting	see 4311-11	Trainee Plant Operator, Underground Mining	see 7201-91
Tradesperson, Control Equipment	see 4399-99	Trainee Psychiatric Nurse	see 3401-91
Tradesperson, Outside Broadcasting	see 4311-11	Trainee Shovel Driver	see 7201-91
Tradesperson, Radio Broadcasting	see 4311-11	Trainee Survey Drafting Officer	see 3207-15
Tradesperson, Radio	see 4313-11	Trainee Survey Draftsman/woman	see 3207-15
Tradesperson, Structural Steel	see 4205-13	Trainee Survey Technical Officer	see 3207-15
Tradesperson, Telecommunication	see 4311-13	Trainee Surveyor	see 2205-13
Tradesperson, Television Broadcasting	see 4311-11	Trainee Technical Assistant, Engineering	see 3299-99
Tradesperson-in-Training, Telecommunication	see 4311-91	Trainee Telecommunication Tradesman/woman	see 4311-91
<b>Tradespersons, nec</b>	4999-99	Trainee Telecommunication Tradesperson	see 4311-91
Trading Floor Operator (Stock Exchange) (sp)	6101-11	Trainee Telecommunications Lineman/woman (sp)	4311-91
Traffic and Transport Planner (sp)	2907-11	Trainer, Animal (Except Horse)	see 4931-99
<b>Traffic Inspector</b>	3905-31	Trainer, Athletics	see 3915-11
Traffic Recorder	see 5503-99	Trainer, Sport	see 3915-11
Traffic Technician	see 3203-13	Training Director	see 1309-11
Train Conductor (sp)	6405-13	Training Manager (sp)	1309-11
Train Controller	see 5503-99	Training Manager, Data Processing	see 1309-11
Train Driver (sp)	7107-11	<b>Training Officer</b>	2705-13
<b>Train Examiner</b>	3905-17	Tram Conductor (sp)	6405-13
Train Guard	see 8911-15	<b>Tram Driver</b>	7101-13
Train Loader Operator (sp)	7309-11	Tram Inspector (sp)	3905-31
Train Unloader (Primary Crushing)	see 7309-11	Tram Lineman/woman, Sugar Mill	see 8413-11
<b>Trainee Accountant</b>	2701-91		
<b>Trainee Air Traffic Controller</b>	3303-91		
Trainee Airline Pilot	see 3301-11		
Trainee Architectural Technical Officer	see 3207-13		
Trainee Building Officer	see 3207-11		
Trainee Building Technical Officer	see 3207-11		
Trainee Cartographer	see 2205-11		

Title	Code	Title	Code
Tramway Ganger (sp)	8413-01	Trolley Cleaner, Abattoir	see 8199-33
Tramway Labourer (sp)	8413-11	Trombonist	see 2815-17
Tramway Linesman/woman	see 4301-11	Truck Despatcher (sp)	5503-11
Tramway Motorman/woman	see 7101-13	Truck Driver, Articulated	see 7105-13
Transcription Typist	see 5103-13	Truck Driver, Fuel	see 7105-13
Transformer Design Engineer	see 2211-11	Truck Driver, Heavy	see 7105-13
<b>Translator</b>	2999-21	Truck Driver, Light	see 7105-11
Translator, Bilingual	see 2999-21	<b>Truck Driver's Offsider</b>	8909-17
Translator, German	see 2999-21	Truck Fitter	see 4601-11
Translator, Legal and Commercial	see 2999-21	Truck Jockey	see 8909-17
Translator, Multilingual	see 2999-21	Truck-Mounted Crane Driver	see 7311-11
Translator, One-way	see 2999-21	Trucker	see 7107-11
Translator, Scientific	see 2999-21	Trucker, Pork Cutting	see 8199-33
Transmission Line Design Engineer	see 2211-11	Trucker, Underground Mine	see 7107-11
Transparency Duplicator	see 4503-13	Trucks Clerk	see 5503-11
Transport Clerk (a)	5503-11	Trumpeter	see 2815-17
<b>Transport Conductor</b>	6405-13	Trust Officer (sp)	5907-99
Transport Economist (sp)	2901-11	Tuckpointer (sp)	4403-11
Transport Engineer (Army) (sp)	2209-11	Tufter	see 7425-99
Transport Manager (sp)	1307-11	Tufting Machine Operator (sp)	7425-99
<b>Transport Recording and Despatching Clerks, nec</b>	5503-99	Tug Hand (sp)	8925-11
Transport Supervisor	see 5503-01	Tug Master (sp)	3305-11
Travel Accommodation Inspector (sp)	3905-99	Tumbler Operator	see 7499-17
Travel Adviser	see 6507-11	Tuner, Piano	see 4925-11
<b>Travel Agent (Commercial)</b>	6507-11	Tungsten-Inert-Gas (TIG) Welding Machine Operator	see 4205-19
Travel Agent	see 6507-11	Tunnel Kiln Burner	see 7315-15
Travel Clerk	see 6507-11	Tunnel Kiln Operator, Clay Products	see 7315-15
Travel Consultant (a)	6507-11	Tunnels Draftsman/woman	see 3203-11
Travelling Ovensperson (Biscuits)	see 4703-15	Turbine Fitter	see 4103-11
Trawler Master (sp)	3305-11	Turbine Room Attendant	see 7301-11
Treacle Maker	see 7431-13	Turbine Station Operator	see 7301-11
Treasurer (non-Government) (sp)	1301-11	Turf Farmer	see 1401-99
Treasurer, Government	see 1101-11	Turf Reporter	see 2807-13
Tree Attendant	see 4805-15	Turf Specialist	see 2107-27
Tree Doctor (a)	4805-15	Turncock	see 7399-29
<b>Tree Faller</b>	8203-11	Turner (sp)	4103-13
Tree Feller Operator (sp)	7205-11	Turner, Wood	see 4901-13
Tree Harvester Operator	see 7205-11	Turnip Grower	see 1401-33
Tree Marker (sp)	3103-27	Turnkey	see 7399-29
Tree Planter (sp)	8203-13	Turnover Binder	see 4915-11
Tree Processor Operator	see 7205-11	Turnstile Attendant (sp)	8901-15
<b>Tree Surgeon</b>	4805-15	Turret Truck Driver (sp)	7203-11
Tree-Feller-Processor Operator	see 7205-11	Tutor	see 2501-13
Trench-Digger Operator	see 7201-17	Tutor, Mathematics, Senior	see 2501-13
<b>Trench-Digging Machine Operator</b>	7201-17	TV Tube Blower	see 4921-13
Trichologist	see 4927-11	Twister-in	see 7425-11
Trim Saw Operator (sp)	7413-13	Twister	see 7425-11
Trimmer, Aircraft	see 4609-11	Typesetter (sp)	4501-11
Trimmer, Brush, Final	see 8199-99	Typewriter Inspector (Mechanical)	see 8109-13
Trimmer, Edge	see 7413-13	Typewriter Mechanic	see 4315-11
Trimmer, Fur	see 4911-17	<b>Typist</b>	5103-13
Trimmer, Head	see 8199-35	Typist, Audio	see 5103-13
Trimmer, Log	see 8203-15	Typist, Data Processing	see 5201-13
Trimmer, Motor	see 4609-11	Typist, Invoice	see 5103-13
Trimmer, Neck	see 8199-35	Typist, Office	see 5103-13
Trimmer (Meat Processing)	see 8199-35	Typist, Shorthand	see 5101-13
Trimmer Operator, Veneer	see 7413-19	Typist, Transcription	see 5103-13
Trimmer, Rubber	see 7409-99	<b>Typist-Clerk</b>	5103-11
Trimmer, Shoe Parts	see 7429-11	Typographer	see 4501-11
Trimmer (Vehicle)	see 4609-11	Tyre and Tube Fitter (sp)	8923-11
Trimmer, Wash-rail	see 8199-33	Tyre and Tube Repairer (Minor Repairs Only)	see 8923-11
Trimmer (Wood)	see 7413-17	Tyre Builder (sp)	7409-11
Trolley Boy/Girl	see 8105-99	Tyre Builder, Aircraft	see 7409-11

Title	Code	Title	Code
Tyre Builder, First Stage	see 7409-11	Tyre Finishing Operator	see 7409-11
Tyre Builder, Second Stage	see 7409-11	<b>Tyre Production Machine Operator</b>	7409-11
Tyre Builder, Solid	see 7409-11	Tyre Retreader (sp)	7409-11
Tyre Builder, Truck	see 7409-11	Tyre Uniformity Machine Operator	see 7409-11
Tyre Curing Operator	see 7409-11	Tyre X-ray Machine Operator	see 7409-11
Tyre Finisher and Examiner (sp)	8109-13	Tyre-Bead Winder/Former	see 7409-11
<b>U</b>			
Ultrasonic Technician (sp)	3299-11	University or CAE Demonstrator (sp)	2501-13
Umpire (a)	3915-19	<b>University or CAE Lecturer</b>	2501-11
Underground Locomotive Driver (sp)	7107-11	University or CAE Teaching Fellow (sp)	2501-13
Underground Mine Guide	see 6699-13	<b>University or CAE Tutor</b>	2501-13
Underground Miner, Coal	see 7201-23	Unloader	see 8909-11
Underground Miner, Hard Rock	see 7201-23	Upholsterer	see 4913-11
<b>Underground Plant Operator</b>	7201-23	Upholsterer, General	see 4913-11
Underground Truck Operator (sp)	7201-23	Upholsterer, Ship	see 4913-11
Undermanager, Underground Mine	see 3299-99	Upholsterer, Vehicle	see 4609-11
Undermanager-in-Charge, Underground Mine	see 3299-99	<b>Urban and Regional Planner</b>	2907-11
Underpinner	see 8499-17	Urban Designer	see 2907-11
Undertaker (a)	6699-11	Urban Geographer	see 2907-13
Undertaker's Assistant (a)	8999-21	Urological Assistant	see 8921-15
Union Official	see 2799-13	<b>Urologist</b>	2303-33
Union Organiser	see 2799-13	Used Car Sales Manager	see 1599-99
Unit Manager, Poultry	see 1401-25	Usher (Court)	see 5907-15
Unit Manager, Poultry Meat Production	see 1401-25	Usher/Usherette, Entertainment	see 8901-13
Unit Record Equipment Operator	see 5201-99	Utility Man/woman (sp)	3905-99
<b>V</b>			
Vacuum Forming Machine Operator	see 7407-15	Vehicle Assembler (sp)	8103-11
Vacuum Furnace Operator	see 7315-11	Vehicle Assembly Inspector (sp)	8109-13
Vacuum Furnaceman	see 7315-11	Vehicle Body Builder (a)	4607-11
Vacuum Pan Operator (Chemicals)	see 7305-11	<b>Vehicle Body Maker</b>	4607-11
Vacuum Technician (sp)	3103-21	Vehicle Cleaner	see 8301-21
<b>Valuer</b>	6199-13	Vehicle Inspector	see 3905-99
Valuer (General)	see 6199-13	<b>Vehicle Painter</b>	4605-11
Valuer (Real Estate)	see 6199-13	Vehicle Repairer, Non-Trade	see 8923-11
Valuer, Agricultural/Pastoral Property	see 6199-13	Vehicle Sales Manager (sp)	1501-11
Valuer, Antique and Fine Art	see 6199-13	Vehicle Tester	see 3905-99
Valuer, Hotel	see 6199-13	Vehicle Testing Officer	see 3905-99
Van Driver (a)	7105-11	<b>Vehicle Trimmer</b>	4609-11
Van Salesperson	see 6501-13	Vehicle Upholsterer (sp)	4609-11
<b>Variety Artist</b>	2817-13	<b>Vending Machine Attendant</b>	8999-15
Varnish Filterer	see 7305-11	Vending Machine Serviceperson	see 4399-13
Vaudeville Artist	see 2817-13	<b>Vending Machine Servicer</b>	4399-13
VDU Operator	see 5201-13	Vendor, Fruit	see 6501-17
Veal Boner	see 8199-35	Vendor, Ice Cream	see 6501-13
Veal Producer	see 1401-17	Vendor, Milk	see 6501-13
Veal Slicer	see 8199-35	Vendor, Newspaper	see 6501-17
Vegemite Maker (sp)	7431-99	Vendor, Street	see 6501-17
Vegetable (Annual Horticultural Crop) Grower	see 1401-33	Veneer Clipper (sp)	7413-19
Vegetable Dehydrator	see 7431-99	Veneer Guillotine Operator (sp)	7413-19
Vegetable Farm Manager (a)	1401-33	Veneer Lathe and Slicer Operator (sp)	7413-19
Vegetable Farmer	see 1401-33	Veneer Line Operator, Particleboard Manufacture	see 7399-17
<b>Vegetable Grower</b>	1401-33	<b>Veneer Production Machine Operator</b>	7413-19
Vegetable Peeler Operator	see 7431-99	Veneer Splicing Machine Operator (sp)	7413-19
Vegetable Picker, General	see 8201-13	Veneer Trimmer Operator (sp)	7413-19
<b>Vehicle Accessories Fitter</b>	8923-11	Vent Operator (Mining)	see 8415-11

Title	Code	Title	Code
Ventilation Hand, Underground Mine	see 8415-11	Viewer, Electrical and Electronic Equipment	see 8109-13
Ventilation Man/Woman (Mining)	see 8415-11	Vigneron	see 1401-31
Ventriloquist (sp)	2817-13	Vineyard Hand	see 8201-13
Verifier Operator (sp)	5201-13	Vineyard Manager	see 1401-31
<b>Vermin and Noxious Weeds Inspector (sp)</b>	3905-99	Vinyl Welder	see 8199-25
Vertical Borer (sp)	4103-13	Violin Maker/Repairer	see 4925-99
Vertical Borer Setter-Operator	see 4103-13	Violinist	see 2815-17
Vertical Driller	see 4103-13	Violist	see 2815-17
<b>Veterinarian</b>	2323-11	Virologist (sp)	2107-99
Veterinary Attendant (sp)	8999-23	Virologist, Clinical Laboratory	see 2109-11
Veterinary Investigation Officer	see 2323-11	Viscera Defatter	see 8199-33
Veterinary Laboratory Technician	see 3103-27	Viscera Worker	see 8199-33
<b>Veterinary Nurse</b>	8999-23	Vision Mixer (sp)	3903-15
Veterinary Officer	see 2323-11	Vision Switcher	see 3903-15
Veterinary Parasitologist (sp)	2107-23	Visual Display Unit Operator (sp)	5201-13
Veterinary Pathologist (sp)	2107-23	Visual Merchandiser	see 3999-19
Veterinary Practitioner	see 2323-11	Viticulturist (sp)	1401-31
Veterinary Surgeon (a)	2323-11	Vitreous Enameller	see 7419-99
Vibrator Operator, Seismic Prospecting	see 7399-99	Vocal Soloist	see 2815-15
Vice Principal (Educational Institution)	see 1317-11	Vocalist (a)	2815-15
Vice-Chancellor	see 1201-11	Vocational Counsellor (a)	2603-17
Video & Sound Recorder (sp)	3903-11	Vocational Rehabilitation Specialist (sp)	2303-39
Video Technician (sp)	4313-11	Volcanologist	see 2103-11
Video-tape Editor (sp)	3903-15	Vulcanologist	see 2103-11
Viewer (Metal Products)	see 8109-13		

## W

Waiter, Skilled	see 6505-11	Wash-Rail Trimmer	see 8199-33
<b>Waiter/Waitress (General)</b>	6505-15	Washing Machine Mechanic	see 4303-13
Waiter/Waitress, Food and Drink	see 6505-15	Washing Machine Operator	see 7499-17
Waiter/Waitress, Formal Service	see 6505-11	Washman/woman	see 7499-17
Waiter/Waitress, Wine	see 6505-13	Waste Collector	see 8905-11
Wall and Floor Tile Fixer (a)	4413-11	Waste Water Treatment Plant Operator	see 7399-29
Wall and Floor Tile Laying Contractor	see 4413-11	<b>Watch and Clock Maker and Repairer</b>	4213-13
Wall and Floor Tile Laying Sub-contractor	see 4413-11	Watch and Clock Repairer	see 4213-13
Wall and Floor Tiler's Assistant (sp)	8101-13	Watchkeeper Engineer	see 3307-11
<b>Wall and Floor Tiler</b>	4413-11	Watchmaker (a)	4213-13
Wallboard Fixer	see 8401-13	Watchman/woman	see 8911-13
Wallpaper Designer	see 2805-15	Water Bailiff	see 7399-29
Wallpaper Hanger	see 4405-13	Water Cart Driver	see 7105-13
Wallpaperers' Assistant	see 8101-13	Water Colour Painter	see 2801-11
Walnut Grower	see 1401-31	Water Inspector	see 3905-25
<b>Ward Assistant</b>	8921-11	Water Officer	see 7399-29
Ward Helper	see 8921-11	Water Officer, Irrigation	see 7399-29
Ward Supervisor (sp)	3401-01	Water Police Officer	see 3501-11
Warden, Student Activities	see 2999-17	Water Purification Plant Operator	see 7399-29
Warden, Youth Hostel	see 1505-99	Water Quality Analyst (sp)	2199-11
Wardrobe Assistant (sp)	4911-13	Water Quality Inspector (sp)	3905-21
Wardrobe Coordinator (sp)	4911-01	Water Service Operator	see 7399-29
Wardrobe Supervisor	see 4911-01	<b>Water Supply and Treatment Plant Operator</b>	7399-29
Wardsman/maid (sp)	8921-11	Water Supply Distribution Engineer (sp)	2209-11
Warehouse Assistant (sp)	8907-11	Water Treatment Engineer (sp)	2207-11
Warehouseman/woman	see 8907-11	Water Treatment Plant Operator	see 7399-29
Warp Beamer (a)	7425-11	Water Truck Driver	see 7105-13
<b>Warp Machine Operator</b>	7425-11	Water Truck Operator	see 7105-13
Warp Sizer (sp)	7425-11	<b>Water Usage Inspector</b>	3905-25
Warper	see 7425-11	Water Well Driller (sp)	7317-11
Warrant Officer Coxswain (sp)	3999-33	Water Well Driller's Assistant	see 8415-13
Warranty Clerk (sp)	5301-13	Water-Meter Reader	see 5999-11
Wash Plant Operator (sp)	7399-11	Watermelon Grower	see 1401-31

Title	Code	Title	Code
Waterside Worker (a)	8909-15	Wheat Farmer (sp)	1401-11
<b>Weaver</b>	7425-13	Wheat Grower	see 1401-11
Wedding Photographer	see 2803-11	Wheat/Sheep Farmer	see 1401-29
Weed Controller	see 8999-13	Wheel Balancer	see 8923-11
Weed Specialist	see 8999-13	<b>Wholesaler</b>	1601-17
Weighbridge Operator (sp)	7399-99	Wildlife Officer	see 3905-99
Weigher, Carcass	see 8109-17	Winch Operator	see 7313-11
Weigher, Counter	see 8109-17	Winch Operator (Except Mine Cage)	see 7313-11
Weigher, Drug and Toilet Goods	see 8109-17	Winch Operator (Mine Cage)	see 7313-11
Weigher, Livestock	see 8109-17	Wind Instrument Repairer	see 4925-99
Weigher, Production	see 8109-17	Winder Driver (Mine Cage)	see 7313-11
Weights and Measures Inspector (sp)	3905-99	Winder Operator (Papermaking)	see 7415-13
<b>Welder (First Class)</b>	4205-17	Winder, Yarn	see 7421-11
<b>Welder (Second Class)</b>	4205-19	Winding Engine Driver (sp)	7313-11
Welder (Special Class) (sp)	4205-17	Window Assembler	see 8103-11
<b>Welder (Third Class)</b>	4205-21	<b>Window Cleaner</b>	8301-17
Welder, Aircraft	see 4205-17	<b>Window Dresser</b>	3999-19
Welder, Argon-arc	see 4205-19	Window Fitter	see 8401-13
Welder, Carbon Dioxide	see 4205-19	Window Installer	see 8401-13
Welder, Electric-arc	see 4205-19	Window Tinter (sp)	8401-11
Welder, Manual-Metal-Arc	see 4205-19	Windscreen Fitter (sp)	8923-11
Welder, PA	see 4205-19	Wine Blender	see 7431-17
Welder, Plumber	see 4409-11	Wine Maker	see 2999-99
Welder, Pressure Pipes	see 4205-15	Wine Steward/Stewardess (sp)	6505-13
Welder, Pressure Vessels	see 4205-15	Wine Waiter/Waitress (sp)	6505-13
Welder, Pressure	see 4205-15	Winery Cellarhand (sp)	7431-17
Welder, Skilled	see 4205-17	Winery Supervisor	see 7431-01
Welder, Stick Electrode	see 4205-17	Winze Sinkers (sp)	7317-11
Welder, TIG	see 4205-19	Wire Drawer	see 7401-15
Welder/cutter, Oxy-acetylene	see 4205-19	<b>Wire Drawing Machine Operator</b>	7401-15
Welding Machine Operator, Argon-Arc	see 4205-21	Wire Fence Contractor/Erector	see 8499-15
Welding Machine Operator, Carbon Dioxide	see 4205-21	Wire Inspector	see 8109-13
Welding Machine Operator, Gas-Shielded-Arc	see 4205-21	Wire Sheather (sp)	7407-25
Welding Machine Operator, Metal-Inert-Gas (MIG)	see 4205-21	Wire Tester	see 8109-15
Welding Machine Operator, Tungsten-Inert-Gas (TIG)	see 4205-21	Wire-Photo Operator, News	see 5201-15
Welding Supervisor	see 4205-01	Wire-Photo Operator	see 5201-15
Welding Technical Officer (sp)	3299-99	Wireline Operator (Electric Line)	see 7317-11
Welding Technician (sp)	3299-99	Wireline Operator (Non-Electric Line)	see 7317-11
Welding Tradesperson	see 4205-15,17	Wireline Operator Trainee (Electric Line)	see 7317-11
<b>Welfare Officer</b>	3901-15	Women's Hat Maker	see 4911-21
Welfare Officer, Aboriginal	see 3905-15	Women's Refuge Adviser	see 3901-15
Welfare Officer, Mental Health	see 3901-15	<b>Wood and Wood Products Factory Hand</b>	8199-15
Welfare Worker	see 3901	Wood and Wood Products Labourer (a)	8199-15
Well Service Plant Operator	see 7317-11	<b>Wood Carver</b>	4905-11
Well Treatment Blender Operator (sp)	7307-13	<b>Wood Chipping and Particleboard Plant Operator</b>	7399-17
Well Treatment Helper	see 8415-13	Wood Craftworker	see 4925-99
Well Treatment Offsider (sp)	8415-13	Wood Fibre Refining Machine Operator	see 7399-17
Well Treatment Pump Operator (sp)	7307-13	Wood Finisher	see 4905-19
<b>Well-Logging Technician (sp)</b>	3103-17	<b>Wood Machinist (A-Grade)</b>	4901-11
Welt Toe Laster	see 4915-11	<b>Wood Machinist (B-Grade)</b>	4901-15
<b>Wet End Paper Making Machine Operator</b>	7415-11	<b>Wood Machinist (C-Grade)</b>	4901-17
Wet Explosive Mixer	see 7411-13	Wood Machinist, Skilled	see 4901-11
Wet Plant Operator (Ore Processing)	see 7399-11	<b>Wood Processing Machine Operators, nec</b>	7413-99
Wet-Blue Leather Classer	see 3999-37	<b>Wood Processing Press Operator</b>	7413-23
Wharf Clerk	see 5503-13	<b>Wood Products Assembler</b>	8103-17
<b>Wharf Labourer</b>	8909-15	Wood Sculptor	see 2801-13
Wharf Tally Clerk (sp)	5503-13	Wood Trimmer (sp)	7413-17
Wharf-Crane Driver, Mobile Crane	see 7311-11	<b>Wood Turner</b>	4901-13
Wharf-Crane Driver, Tower Crane	see 3311-11	Wood Turning Lathe Operator (sp)	4901-13
Wheat Classifier	see 3905-15	Wood-Heel Finisher	see 7429-11
		Woodworking Machine Line Setter	see 4901-11
		Woodworking Machine Setter (sp)	4901-11

Title	Code	Title	Code
Wool Buyer (sp)	3913-13	Working Manager, Boarding House	see 1505-99
Wool Merchant	see 3913-13	Working Manager, Hotel	see 1505-11
<b>Wool Classer</b>	3999-35	Workover Rig Operator	see 7317-11
Wool Grower (sp)	1401-21	<b>Works Engineer</b>	see 2213-11
Wool Presser (sp)	8201-15	<b>Works Manager (sp)</b>	1305-11
Wool Producer	see 1401-21	<b>Wrecker, Building</b>	see 8499-17
<b>Wool Scouring Operator</b>	7421-15	<b>Writer, Compiler</b>	see 2707-13
Wool Shipping Checker	see 5503-13	<b>Writer, Continuity</b>	see 2807-15
Woolbroker	see 6199-11	<b>Writer, Copy</b>	see 2807-15
Woolpulling Machine Operator (sp)	7423-11	<b>Writer, Editorial</b>	see 2807-99
<b>Word Processing Operator</b>	5105-11	<b>Writer, Leader</b>	see 2807-99
Work Shop Controller	see 1601-99	<b>Writer, Script</b>	see 2809-11
<b>Work Study Officer (sp)</b>	2799-15	<b>Writer, Theatrical</b>	see 2809-11

**X**

X-ray Fluorescence Operator	see 3299-11
X-ray Technician (Medical)	see 3101-99
X-ray Technician (Physical Science)	see 3299-11

**Y**

Yard Assistant, Railway	see 7399-19	Yarn Comber (sp)	7421-11
Yard Controller, Railway	see 7399-01	Yarn Drawing Machine Operator (sp)	7421-11
Yard Foreman/woman, Freight	see 8909-01	Yarn Texture Machine Operator (sp)	7421-11
Yard Foreman/woman, Railway	see 7399-01	Yarn Winder	see 7421-11
Yard Hand, Cement Plant	see 8199-19	Yeast Maker (sp)	7431-99
Yard Hand, Concrete Plant	see 8199-19	Yeast Process Worker	see 7431-99
Yard Master/Mistress, Railway	see 7399-01	Yodeller	see 2815-99
Yard Supervisor, Freight	see 8909-01	Yogurt Maker (sp)	7431-21
Yard Supervisor, Railway	see 7399-01	Youth Hostel Warden	see 1505-99
Yardhand, Pulp and Papermaking	see 8199-17	Youth Leader (a)	3901-17
Yardman/woman, Hotel	see 8999-19	Youth Officer (a)	3901-17
Yardman/woman, Poultry	see 8199-37	<b>Youth Worker</b>	3901-17
Yarn and Fabric Examiner	see 8109-13	Youth Worker, Correctional Institution	see 3901-17
<b>Yarn Carding and Spinning Machine Operator</b>	7421-11	Youth Worker, Employment	see 3901-17
		Youth Worker, Recreation	see 3901-17

**Z**

Zig-Zag Machinist (Shoemaking)	see 7429-11
<b>Zoologist</b>	2107-23
Zoology Technical Officer (sp)	3103-25