



## Change of Details

Today's date: \_\_\_ / \_\_\_ / \_\_\_

To be effective from: \_\_\_ / \_\_\_ / \_\_\_

Students Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Students Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Students Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

### PRIMARY FAMILY

Parent / Guardian Name A: \_\_\_\_\_ Occupation Group of Name A: \*\*\*

Parent / Guardian Name B: \_\_\_\_\_ Occupation Group of Name B: \*\*\*

Previous Address: \_\_\_\_\_

Previous Phone: \_\_\_\_\_ New Address: \_\_\_\_\_

New Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

### ALTERNATIVE FAMILY

Parent / Guardian Name A: \_\_\_\_\_ Occupation Group of Name A: \*\*\*

Parent / Guardian Name B: \_\_\_\_\_ Occupation Group of Name B: \*\*\*

Previous Address: \_\_\_\_\_

Previous Phone: \_\_\_\_\_ New Address: \_\_\_\_\_

New Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

### OTHER RELEVANT INFORMATION OR EMERGENCY CONTACT (EC)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Pleas Tick if EC

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Pleas Tick if EC

Other Information : \_\_\_\_\_

### AUTHORISATION BY PARENT / GUARDIAN

Print Name : \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

\*\*\* Occupation Group: College funding is dependent on family occupations. Please refer to the following page for further information.

OFFICE USE ONLY:  Cases 21 processed by \_\_\_\_\_ (initials)  Cases (Creditors)  Careers Year 10-12

## PARENTAL OCCUPATION GROUP CODES

Please select the appropriate parental occupation group from the list below: If the person is not currently in paid work but has had a job or retired in the last 12 months, please use their last occupation. **If the person has not been in paid work for the last 12 months, enter 'N'.**

**YOUR OCCUPATION IS IMPORTANT:** Funding from the Education Department is dependent on family occupations. Therefore, the higher the occupation code, the less funding the College receives. It is important we have current and accurate information, so please ensure you select the occupation group that best represents your current circumstances.

### **GROUP D: MACHINE OPERATORS, HOSPITALITY STAFF, ASSISTANTS, LABOURERS AND RELATED WORKERS**

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

### **GROUP C: TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF**

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

### **GROUP B: OTHER BUSINESS MANAGERS, ARTS/MEDIA/SPORTS PERSONS AND ASSOCIATE PROFESSIONALS**

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

### **GROUP A: SENIOR MANAGEMENT IN A LARGE BUSINESS ORGANISATION, GOVERNMENT ADMINISTRATION AND DEFENCE AND OTHER QUALIFIED PROFESSIONALS**

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