



REVIEW OF STUDENT FAMILY OCCUPATION 2018

Monday 04 June 2018

Dear Parent / Guardian,

As a Government school, our funding is partly determined by the Occupation Information provided on enrolment. Over the years, this information can change, which in turn can affect the amount of the school receives, for example, a substantial number of parents in the "A" category **reduces school funding**.

To ensure our records are up to date and reflect the accurate occupation status of each family, and to ensure the school receives the correct funding, we ask that you complete the information on the reverse side of this letter and return to the Office by **Friday 8th June 2018**.

Please note categories A B & C generally require a Degree, Diploma or Trade Certificate

This information is **strictly confidential** and is only used to collect aggregate data. Your information is protected by Privacy Laws.

Please use table below to gauge your occupational category code:

Code	Description	Examples		
N	Not in paid work in last 12 months	Unemployed ≥ 12 months Pensioners	House Duties	Stay at home parent
D	No non-school qualifications – Machine Operators, hospitality staff, assistants, labourers and related workers	Shearer General Gardener Retail Supervisor	Receptionist Education Aides	Forklift Driver Truck/Taxi Driver
C	Generally have completed a 4 year trade certificate usually by apprenticeship – Tradesmen/women, clerks and skilled office, sales and service staff	Electrician Makeup Artist Childcare worker Prison Officer	Personal Assistant Florist Hairdresser Bookkeeper	Painter Fire Fighter Plumber Childcare Worker
B	Generally have diploma / technical qualifications and support managers & professionals – Other business managers, arts/media/sportsperson and associate professionals.	Police Officer Farmers Large Shop Manager Small business owner	Bank Manager Photographer Chef	Office Manager Credit/Loans Officer Singer/Actor
A	Generally have a degree of higher – Senior management in large business organisation, government administration and defence, and qualified professionals	General Manager Architect Teacher	Accountant Architect Registered Nurse	Business Analyst Pilot Librarian

NOTE: If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months.

Please use the person's last occupation

Office Use Only:

PLEASE COMPLETE INFORMATION BELOW AND RETURN TO THE OFFICE BY FRIDAY 8TH JUNE 2018

PRIMARY FAMILY DETAILS

NOTE: The 'PRIMARY' Family is: "the family or parent the student mostly lives with". Additional and Alternative family forms are available from the school if this is required. These additional forms are designed to cater for varying family circumstances.

ADULT A DETAILS (PRIMARY CARER):

Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)		
Legal Surname:		
Legal First Name:		
What is Adult A's occupation?		
Who is Adult A's employer?		
In which country was Adult A born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):	
❖ Does Adult A speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):	
Please indicate any additional languages spoken by Adult A:		
Is an interpreter required? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
❖ What is the highest year of primary or secondary school Adult A has completed? (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)	<input type="checkbox"/> Year 12 or equivalent (4) <input type="checkbox"/> Year 11 or equivalent (3) <input type="checkbox"/> Year 10 or equivalent (2) <input type="checkbox"/> Year 9 or equivalent or below (1)	
❖ What is the level of the highest qualification the Adult A has completed? (tick one)	<input type="checkbox"/> Bachelor degree or above (7) <input type="checkbox"/> Advanced diploma / Diploma (6) <input type="checkbox"/> Certificate I to IV (including trade certificate) (5) <input type="checkbox"/> No non-school qualification (8)	
❖ What is the occupation group of Adult A? Please select the appropriate parental occupation group from the attached list.	<ul style="list-style-type: none"> • If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list. • If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'. 	

Signed: _____

ADULT B DETAILS:

Sex (tick):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Title: (Ms, Mrs, Mr, Dr etc)		
Legal Surname:		
Legal First Name:		
What is Adult B's occupation?		
Who is Adult B's employer?		
In which country was Adult B born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):	
❖ Does Adult B speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often.) (tick)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):	
Please indicate any additional languages spoken by Adult B:		
Is an interpreter required? (tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
❖ What is the highest year of primary or secondary school Adult B has completed? (tick one) (For persons who have never attended school, mark 'Year 9 or equivalent or below'.)	<input type="checkbox"/> Year 12 or equivalent (4) <input type="checkbox"/> Year 11 or equivalent (3) <input type="checkbox"/> Year 10 or equivalent (2) <input type="checkbox"/> Year 9 or equivalent or below (1)	
❖ What is the level of the highest qualification the Adult B has completed? (tick one)	<input type="checkbox"/> Bachelor degree or above (7) <input type="checkbox"/> Advanced diploma / Diploma (6) <input type="checkbox"/> Certificate I to IV (including trade certificate) (5) <input type="checkbox"/> No non-school qualification (8)	
❖ What is the occupation group of Adult B? Please select the appropriate parental occupation group from the attached list.	<ul style="list-style-type: none"> • If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the last 12 months, please use their last occupation to select from the attached occupation group list. • If the person has not been in <u>paid</u> work for the last 12 months, enter 'N'. 	

Date: _____