



Dear MHS Parent/Carer(s),

Mitchell High School Family Occupation and Education Index Letter

The Department of Education and Training have re-structured the funding allocations to schools to ensure that allocations are fair and best meet the needs of all students in NSW Public Schools. There are a number of factors considered in this re-structure, one being the socio-economic background and the school community. As a result, we are required to ensure that this data is complete and up to date as it will provide a true reflection of the school communities profile.

The Department of Education and Training have collected data based on student's parental education and occupation information provided on enrolment forms. This is referred to as the 'Family Occupation and Education Index'. This information has been used to provide for all schools a measure of relative socio-economic status.

We would appreciate it if you would assist us by **completing the highlighted areas** of the attached pages from the enrolment form and **return your form to the MHS Administration Office**.

Please Note: On the last page is a guide to Parent Occupation Groups to assist you when completing the Occupation section.

We want to ensure that our school receives an equitable allocation which will assist us to meet the needs of all student's at Mitchell High School.

Your assistance in this matter is greatly appreciated.

Kind regards

Ms E. Marinis
Principal

ONE PER FAMILY

Full name of eldest student attending Mitchell HS: _____

B. Parent/Carer 1 with whom this student normally lives

If applicable, copies of any relevant family law or other court orders must be provided.

Title (eg Mr/Ms/Mrs/Dr)

Gender

Male

Female

Relationship to student (eg mother/father/carers)

Family name

Given name

Country of birth

Aboriginality

No

Aboriginal

Torres Strait Islander

Both Aboriginal and Torres Strait Islander

OCCUPATION GROUP

Please choose the group that best describes your occupation

Mark one box only. If you have retired or stopped work in the last 12 months, choose the group in which you used to work. See page 16 for more information and examples.

Group 8 Have not been in paid work in the last 12 months

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

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

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

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

Occupation

SCHOOL EDUCATION

What is the highest level of schooling completed?

For persons who never attended school, mark 'Year 9 or equivalent or below' (mark one box only).

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

EDUCATIONAL QUALIFICATIONS

What is the highest qualification completed?

No non-school qualification

Certificate I to IV (including trade certificate)

Advanced diploma/diploma

Bachelor degree or above

LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME

Does this parent/carers speak a language other than English at home?

No, English only

Yes

If yes, what language(s) other than English are spoken at home?

Please write the actual language(s) used, for example, Swahili (not African), Punjabi (not Indian), Auslan, Aboriginal English, Torres Strait Creole.

Main language other than English spoken at home by parent/carers 1

Other language(s) spoken at home

Interpreters may be available during school interviews. Would an interpreter be required?

Yes

No

Family details

Parent/Carer 2 with whom this student normally lives

If applicable, copies of any relevant family law or other court orders must be provided.

Title (eg Mr/Ms/Mrs/Dr)

Gender

Male

Female

Relationship to student (eg mother/father/carer)

Family name

Given name

Country of birth

Aboriginality

No

Aboriginal

Torres Strait Islander

Both Aboriginal and Torres Strait Islander

OCCUPATION GROUP

Please choose the group that best describes your occupation

Mark one box only. If you have retired or stopped work in the last 12 months, choose the group in which you used to work. See page 16 for more information and examples.

Group 8 Have not been in paid work in the last 12 months

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Occupation

SCHOOL EDUCATION

What is the highest level of schooling completed?

For persons who never attended school, mark 'Year 9 or equivalent or below' (mark one box only).

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Year 11 or equivalent

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Year 9 or equivalent or below

EDUCATIONAL QUALIFICATIONS

What is the highest qualification completed?

No non-school qualification

Certificate I to IV (including trade certificate)

Advanced diploma/diploma

Bachelor degree or above

LANGUAGES OTHER THAN ENGLISH SPOKEN AT HOME

Does this parent/carer speak a language other than English at home?

No, English only

Yes

If **yes**, what language(s) other than English are spoken at home?

Please write the actual language(s) used, for example, Swahili (not African), Punjabi (not Indian), Auslan, Aboriginal English, Torres Strait Creole.

Main language other than English spoken at home by parent/carer 2

Other language(s) spoken at home

Interpreters may be available during school interviews. Would an interpreter be required?

Yes

No

Family details

D. Parents/carers not living with this student

Complete only if applicable. Copies of any relevant family law or other court orders must be provided. Please print and attach additional pages if required for multiple parents/carers not living with this student.

Title (eg Mr/Ms/Mrs/Dr)

Gender

Male

Female

Relationship to student (eg mother/father/carer)

Family name

Given name

Aboriginality

No

Aboriginal

Torres Strait Islander

Both Aboriginal and Torres Strait Islander

OCCUPATION GROUP

Please choose the group that best describes your occupation

Mark one box only. If you have retired or stopped work in the last 12 months, choose the group in which you used to work. See page 16 for more information and examples.

- | | |
|---------|--|
| Group 8 | Have not been in paid work in the last 12 months |
| Group 4 | Machine operators, hospitality staff, assistants, labourers and related workers |
| Group 3 | Tradespeople, clerks and skilled office, sales and service staff |
| Group 2 | Other business managers, arts/media/sportspersons and associate professionals |
| Group 1 | Senior management in large business organisation, government administration and defence, and qualified professionals |

Occupation

SCHOOL EDUCATION

What is the highest level of schooling completed? For persons who never attended school, mark 'Year 9 or equivalent or below' (mark one box only).

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

EDUCATIONAL QUALIFICATIONS

What is the highest qualification completed?

No non-school qualification

Certificate I to IV (including trade certificate)

Advanced diploma/diploma

Bachelor degree or above

CONTACT DETAILS

If there are any special conditions or times relevant to any contact number, please include these in the comment box next to the number (eg Mondays and Tuesdays only).

Comments

Phone number (mobile)

Phone number (home)

Phone number (work)

Preferred email address for correspondence

Parent occupation groups

The main purpose for collecting this information is to promote and implement the National Goals for Schooling by informing State and Commonwealth Governments on matters that may affect resourcing to your child's school and preschool.

You will need to use this table to complete the 'Occupation Group' section on pages 4, 5 and 7.

The five groups listed here are used by the Australian Bureau of Statistics to classify occupations. Please choose the group **(1, 2, 3, 4 or 8)** that you think best describes your occupation.

If you have retired or stopped work in the past 12 months, choose the group in which you used to work.

Group 8	<ul style="list-style-type: none"> You have not been in paid work in the last 12 months 	
Group 4 Machine operators, hospitality staff, assistants, labourers and related workers	<ul style="list-style-type: none"> Drivers, mobile plant, production/processing machinery and other machinery operators Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, 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) 	<ul style="list-style-type: none"> 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 below 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 3 Tradespeople, clerks and skilled office, sales and service staff	<ul style="list-style-type: none"> Tradespeople generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradespeople are included in this group. Clerks (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk) Skilled office, sales and service staff 	<ul style="list-style-type: none"> Office (secretary, personal assistant, desktop publishing operator, switchboard operator) Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher) Service (aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)
Group 2 Other business managers, arts/media/sportspersons and associate professionals	<ul style="list-style-type: none"> Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business Specialist manager (finance/engineering/production/personnel/industrial relations/sales/marketing) Financial services manager (bank branch manager, finance/investment/insurance broker, credit/loans officer) Retail sales/services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency) Arts/media/sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, 	<ul style="list-style-type: none"> 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 1 Senior management in large business organisation, government administration and defence, and qualified professionals	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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)