# How to create a spreadsheet to upload multiple enrolments for multiple services

Quick Reference Guide

A service provider is required to provide details of all children enrolled and attending a funded kindergarten program for year before school via the Kindergarten Information Management system (KIM). KIM allows you to add multiple enrolments for multiple services by uploading a completed spreadsheet.

**Note:** Only users with the role of Super User or Org Admin can complete this task.

In order to add multiple service enrolments correctly, it is important that the enrolments spreadsheet is formatted correctly, and then saved as a **.csv** file. This Quick Reference Guide provides instructions for preparing your enrolments spreadsheet.

## Download the csv template

1. Go to the main menu item **Data Load** and click **Bulk Enrolments**.

 **Note:** You will only see this menu item if you have customised access enabled for your organisation and you have the user role System Admin or Super User (refer to the Quick Reference Guide: *How to Customise Access).*

1. Click **CSV Template** to download the .csv template. This will ensure that you start with the correct spread sheet template.

**Note:** The file may open automatically or you may receive a pop-up message at the bottom of your screen, click Open.

1. Complete and save the spreadsheet to your computer.



Below provides details of all columns in the spreadsheet.

## Column Order

Ensure that the enrolments spreadsheet you want to upload contains the following columns, from left to right in the following order (please do not include any commas or special characters such as: @, \*, $). Hyphens (-) are accepted. See Appendix 1 of this document for more information.

* **ServiceName** – must be exactly the same as the service name in KIM
* **GivenName** – child’s first name. Can be UPPER or lower case or Mixed case. Can include a hyphen but not an apostrophe (‘)
* **FamilyName** – child’s last name. Can be UPPER or lower case or Mixed case. Can include a hyphen (-) but not an apostrophe (‘)
* **Sex** – M, F or O
* **DOB** – child’s date of birth – DD/MM/YYYY
* **AddressUnitNumber** – Child’s unit number. Or leave blank if none.
* **AddressStreetNumber** – The child’s street number.
* **AddressStreetName** – The child’s street name. Can include a hyphen (-) but not an apostrophe (‘)
* **AddressStreetType** – must use number for corresponding Street Type (see page 9 – Appendix 2 Street Types)
* **AddressSuburb** – The child’s suburb
* **AddressPostcode** – The child’s postcode
* **AddressState** – must be uppercase **VIC**
* **DateCommenced** – The date the child commenced the funded kindergarten program in the current calendar year – **DD/MM/YYYY**
* **IsAttendingSchoolSecondYear** – If the child is attending a second year of funded kindergarten type **Y**, otherwise **N** or leave blank.
* **LanguageHome** – If the child’s main language is NOT English, type the number that corresponds to the language (see Appendix 3 of this guide).

**Note**: If English, leave the field blank.

* **IsEligibleKFS** – If the child is eligible for kindergarten fee subsidy type **Y**, otherwise **N** or leave blank.
* **GroupName** – If a sessional program, type the name of the group the child is attending. This must match the group name in KIM. If a long day care program, type **LDC**. Or leave blank.
* **ESKGrant** – If the child received an Early Start Kindergarten grant in the previous year, type **1** for yes, or **2** for no. Leave blank if not applicable.
* **GrantType** – If the child received an Early Start Kindergarten grant in the previous year, type **1** for an Aboriginal Early Start grant, **2** for an Early Start Kindergarten grant, **3** for both or **4** if they attended an Access to Early Learning program. Leave blank if not applicable.
* **IsProgramDelivered** – If the child received an Early Start Kindergarten grant in the previous year, type **Y** if the program was delivered by this service or **N** if not. Leave blank if not applicable.
* **IndigenousStatus** – Provide the Indigenous status for the child. Type **NO** if the child is not indigenous. Type **ABR** if the child is Aboriginal. Type **TORR** if the child is Torres Strait Islander. Type **BOTH** if the child is both Aboriginal and Torres Strait Islander.
* **DevelopmentalDelay** – If the child has a developmental delay, type **Y** for yes or **N** for no. Or leave blank.
* **Receiving KIS** – If the child is receiving a KIS package, type **Y** for yes or **N** for no. Or leave blank
* **ChildLivesWith** – type one of the following:
* If the child lives with parents, enter **1**
* If the child has informal kinship care, enter **2**
* If the child has formal kinship care, enter **3**
* If the child lives in foster care, enter **4**
* If the child lives in permanent care, enter **5**
* If the child lives in residential care, enter **6**
* If the child has other living arrangements, enter **7**.
* **ImmunisationStatus** ­– type the code for the appropriate immunisation status of the child (1 to 3 and 5 to 7). See Appendix 1 – Fields and Formatting Requirements for option codes.
* **AdultAEducation** – highest level of primary/secondary education (e.g. Year 10 or equivalent, Year 9 or equivalent) that parent/guardian (Primary Carer) has achieved. If the person has never attended school, type **9** for Year 9 or below. If no information is provided, type **U** for Did not provide a response. See Appendix 1 – Fields and Formatting Requirements for option codes.
* **AdultAQualification** – highest qualification that parent/guardian (Primary Carer) has achieved (e.g. no non-school qualification, bachelor degree). If the person has not completed a qualification post school, enter **N** for No non-school qualification. Qualifications completed overseas are recognised. See Appendix 1 – Fields and Formatting Requirements for option codes.
* **AdultAOccupation** – Code of occupation group of Parent/Guardian A’s (Primary Carer) main job. 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 21 months, please use their last occupation to select from the occupation group list. If the person has not been in paid work in the last 12 months, select **N.** If the Person has not been in paid work for the last 12 months because the person cares for their own children full time see Appendix 1 – Fields and Formatting Requirements for option codes. For information about the occupation group codes see Appendix 4 – Parental Occupation Codes.
* **AdultBEducation** – as above. This must be completed if there is a second parent/guardian. Leave blank if no second parent/guardian.
* **AdultBQualification** – as above. This must be completed if there is a second parent/guardian. Leave blank if no second parent/guardian.
* **AdultBOccupation** – as above. This must be completed if there is a second parent/guardian. Leave blank if no second parent/guardian.

## Correct Formatting:



✓



✓

**Note:** The above images provide a basic example of how to complete the spreadsheet, ensure you have completed the spreadsheet based the enrolment circumstances.

**Incorrect Formatting:**





🗶

🗶

## Document format and save

Once you have completed the spreadsheet and formatted the cells correctly, the document must be saved in .csv format in order to upload it to KIM.

To save the document in .csv format follow these instructions:

1. With the spreadsheet open, select **File**, then **Save As**.



**Result:** The File Save menu pops up.

1. Select the relevant location in your computer to save the file.
2. For Microsoft Office users, click **Save as type** dropdown list and select **CSV (Comma delimited)**, then click **Save**.



**Note:** For Mac users, click **Save as type** dropdown list and select **Windows Comma Separated (.csv)**, then click **Save**.



Appendix 1 – Fields and formatting requirements

Note: Apostrophes (‘) must not be entered in any field

| Column | Mandatory | Type | Values / Format | Example | Description |
| --- | --- | --- | --- | --- | --- |
| ServiceName | Y | Text | UPPER or lower case or Mixed or hyphenated | Appletree KinderAPPLETREE KINDERApple-tree kinder | The name of the service attended by the child**Note:** This must be an exact match of the service name in KIM |
| GivenName | Y | Text | UPPER or lower case or Mixed or hyphenated  | Mary Mary-JoMary Anne | Child’s First Name |
| FamilyName | Y | Text | UPPER or lower case or Mixed or hyphenated‘-‘ or space only | SmithSmith-Hart Smith Hart | Child’s Last Name |
| Sex | Y | Text  | **M** or **F** (UPPERCASE only) | **M** for Male**F** for Female**O** for Other | Child’s Sex |
| DOB | Y | Date | dd/mm/yyyy  | 23/02/2010 | Child’s DOB |
| AddressUnitNumber | N | Text | Blank if not required | Blank 2 A 2A | Child’s Address Unit Number |
| AddressStreetNumber | Y | Text | Numbers , letters  | 11A10-12 | Child’s Address Street Number |
| AddressStreetName | Y | Text | UPPER or lower case or Mixed or hyphenated | Alexandra ParkALEXANDRA PARKAlexandra-Park | Child’s Address Street Name |
| AddressStreetType | Y | Number | **Number** only - refer Appendix 2 for valid street types | 40Corresponding number in Appendix 2 for the Street type COURT | Child’s Address Street Type |
| AddressSuburb | Y | Text | UPPER or lower case or Mixed or hyphenated | Northcote or Box HillNORTHCOTE or BOX HILLNorthcote or Box-Hill | Child’s Address Suburb |
| AddressPostCode | Y | Number | Must be 4 numbers only | 3182 | Child’s Address Postcode |
| AddressState | Y | Text | State code | VIC, NSW, QLD, SA, WA, ACT, NT, TAS | Child’s Address State |
| DateCommenced | Y | Date | dd/mm/yyyy  |  28/01/2015 | The date the child commenced at this service |
| IsAttendingSchoolSecondYear | N | Boolean | **Y** or **N** | **Y** if child is attending a second year of funded kindergartenN if not. | Is child is attending a second year of funded kindergarten? |
| LanguageHome | N | Number | Language ID number IF *not English* | Refer Appendix B for the corresponding Language ID Number e.g. ‘9’ for ‘Cantonese’**Note**: If English, leave the field blank.  | Child’s language spoken at home if not English |
| IsEligibleKFS | N | Boolean | **Y** or **N** | **Y** if eligible for kindergarten fee subsidy**N** if not. | Is child eligible for kindergarten fee subsidy? |
| ESKGrant | Y | Number | **1, 2** or **3** | Early Start Kindergarten (ESK) participation in the previous year. **1** = Yes **2** = No **3** = Unknown |  |
| GrantType | Y | Number | **1, 2, 3,** or **4** | What was the ESK grant type the child received in the previous year?**1** = Aboriginal Early Start grant**2** = Early Start Kindergarten Grant (Children known to child protection)**3** = Eligible for both Aboriginal Early Start and Early Start Kindergarten Grants**4** = Attended an Access to Early Learning program |  |
| IsProgramDelivered | Y | Boolean | **N** or **Y** | Was the ESK program delivered by this service?**Y** if the ESK program was delivered by this service.**N** if not |  |
| IndigenousStatus | Y | Text | UPPER CASE ONLY:**NO****ABR****TORR****BOTH** | **NO** = if the child is not indigenous. **ABR** = if the child is Aboriginal. **TORR** = if the child is Torres Strait Islander.**BOTH** = if the child is both Aboriginal and Torres Strait Islander.  |  |
| DevelopmentalDelay | N | Boolean | **N** or **Y** | **Y** if the child has a developmental delay**N** if not |  |
| ReceivingKIS | N | Boolean | **N** or **Y** | **Y** if the child is receiving a KIS package**N** if not |  |
| ChildLivesWith | Y | Number | **1, 2, 3, 4, 5, 6, 7** | What are the child’s living arrangements?**1** = Child lives with Parents **2** = Child has informal kinship care enter **3** = Child has formal kinship care **4** = Child lives in foster care **5** = Child lives in permanent care enter **6** = Child lives in residential care **7** = Child has other living arrangements |  |
| ImmunisationStatus | Y | Number | **1, 2, 3, 5, 6, 7** | Please indicate the immunisation status for this child**1** = The child has an up to date immunisation status certificate recorded **2** = The child was enrolled at the service prior to 1 January 2016 **3** = The child’s Immunisation History Statement indicates they have a medical condition preventing them from being fully vaccinated**5** = The child is enrolled under the grace period and is on a recognised catch-up schedule**6** = The child is enrolled under the grace period (not on a recognised catch-up schedule)**7** = The child is on a recognised catch-up schedule |  |
| AdultAEducation | Y | Number or text | **9, 10, 11, 12, U** | What is the highest year of primary or secondary school the Adult A (Primary Carer) has completed?**9** = Year 9 or equivalent or below**10 =** Year 10 or equivalent**11 =** Year 11 or equivalent**12 =** Year 12 or equivalent**U =** Did not provide a response |  |
| AdultAQualification | Y | Text | **N, C, D, B, U** | What is the level of the highest qualification the Adult A (Primary Carer) has completed?**N** = No non-school qualification**C** = Certificate I to IV (including trade certificate)**D** = Advanced diploma / Diploma**B** = Bachelor degree or above**U** = Did not provide a response |  |
|  AdultAOccupation | Y | Text | **A, B, C, D, N, H, U** | What is the occupation group of Adult A (Primary Carer)?**A** = Code A occupation**B** = Code B occupation **C** = Code C occupation**D** = Code D occupation**N** = Person has not been in paid work in the last 12 months**H** = Person has not been in paid work for the last 12 months because the person cares for their own children full time**U** = Did not provide a response |  |
|  AdultBEducation | N | Text | **9, 10, 11, 12, U** | What is the highest year of primary or secondary school the Adult B has completed?**9** = Year 9 or equivalent or below**10** = Year 10 or equivalent**11** = Year 11 or equivalent**12** = Year 12 or equivalent**U** = Did not provide a response |  |
| AdultBQualification | N | Text | **N, C, D, B, U** | What is the level of the highest qualification the Adult B has completed?**N** = No non-school qualification**C** = Certificate I to IV (including trade certificate)**D** = Advanced diploma / Diploma**B** = Bachelor degree or above**U** = Did not provide a response |  |
|  AdultBOccupation | N | Text | **A, B, C, D, N, U** | What is the occupation group of Adult B?**A** = Code A occupation**B** = Code B occupation **C** = Code C occupation**D** = Code D occupation**N** = Person has not been in paid work in the last 12 months**H** = Person has not been in paid work for the last 12 months because the person cares for their own children full time**U** = Did not provide a response |  |

## Appendix 2 – Street types

| ID | Street Type | ID | Street Type | ID | Street Type | ID | Street Type | ID | Street Type | ID | Street Type | ID | Street Type | ID  | Street Type |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | ACCESS | **23** | BYPASS | **45** | CRIEF | **67** | FOLLOW | **89** | HILL | **111** | OVERPASS | **133** | ROAD (RD) | **155** | STEPS |
| **2** | ALLEY | **24** | CANAL | **46** | CROSS | **68** | FORD | **90** | HUB | **112** | PROPERTY (P) | **134** | REACH | **156** | STRAND |
| **3** | APPROACH | **25** | CAUSEWAY | **47** | CROSSING | **69** | FORMATION | **91** | HIGHWAY (HWY) | **113** | PARK | **135** | RESERVE | **157** | STREET (ST) |
| **4** | ARCADE | **26** | CENTRE | **48** | CULDESAC | **70** | FREEWAY | **92** | INTERCHANGE (INTER) | **114** | PARKLANDS | **136** | REST | **158** | STRIP |
| **5** | ARTERY | **27** | CENTREWAY | **49** | CURVE | **71** | FRONT | **93** | ISLAND | **115** | PARKWAY | **137** | RETREAT | **159** | SUBWAY |
| **6** | AVENUE (AVE) | **28** | CHASE | **50** | DALE | **72** | FRONTAGE | **94** | JUNCTION | **116** | PASS | **138** | RETURN | **160** | TARN |
| **7** | BANK | **29** | CIRCLE | **51** | DEVIATION | **73** | GAP | **95** | KEY | **117** | PATH | **139** | RIDE | **161** | TERRACE (TCE) |
| **8** | BASIN | **30** | CIRCLET | **52** | DIP | **74** | GARDEN | **96** | KNOLL | **118** | PATHWAY | **140** | RIDGE | **162** | THROUGHWAY (THROWAY) |
| **9** | BAY | **31** | CIRCUIT | **53** | DOWNS | **75** | GARDENS | **97** | LANE (LA) | **119** | PARADE (PDE) | **141** | RING | **163** | TOLLWAY |
| **10** | BEACH | **32** | CIRCUS | **54** | DRIVE (DR) | **76** | GATE | **98** | LINE | **120** | PIER | **142** | RISE | **164** | TOP |
| **11** | BEND | **33** | CLOSE (CL) | **55** | DRIVEWAY | **77** | GATES | **99** | LANEWAY | **121** | PLACE (PL) | **143** | RISING | **165** | TOR |
| **12** | BUILDING (BLDG) | **34** | COMMON | **56** | EASEMENT | **78** | GATEWAY | **100** | LINK | **122** | PLAZA | **144** | ROADWAY | **166** | TRACK |
| **13** | BOULEVARD (BLVD) | **35** | CONCOURSE | **57** | EDGE | **79** | GLADE | **101** | LOOKOUT | **123** | POCKET | **145** | ROTARY | **167** | TRAIL |
| **14** | BOARDWALK | **36** | COPSE | **58** | ELBOW | **80** | GLEN | **102** | LOOP | **124** | POINT | **146** | ROUND | **168** | TURN |
| **15** | BOWL | **37** | CORNER | **59** | END | **81** | GRANGE | **103** | LOWER | **125** | PORT | **147** | ROUTE | **169** | UNDERPASS |
| **16** | BRACE | **38** | CORSO | **60** | ENTRANCE | **82** | GREEN | **104** | MALL | **126** | PROMENADE | **148** | ROW | **170** | VALE |
| **17** | BRAE | **39** | COURSE | **61** | ESPLANADE | **83** | GROUND | **105** | MEAD | **127** | PURSUIT | **149** | RUN | **171** | VALLEY |
| **18** | BREAK | **40** | COURT | **62** | ESTATE | **84** | GROVE | **106** | MEANDER | **128** | QUAD | **150** | SERVICEWAY (SERWAY) | **172** | VIEW |
| **19** | BRIDGE | **41** | COURTYARD | **63** | EXPRESSWAY (EXPWAY) | **85** | GROVET | **107** | MEWS | **129** | QUADRANT | **151** | SIDING | **173** | VISTA |
| **20** | BROADWAY | **42** | COVE | **64** | EXTENSION | **86** | HAVEN | **108** | MOTORWAY | **130** | QUAY | **152** | SLOPE | **174** | WALK |
| **21** | BROOK | **43** | CRESCENT (CRES) | **65**  | FAIRWAY | **87** | HEATH | **109** | NOOK | **131** | QUAYS | **153** | SPUR | **175** | WALKWAY |
| **22** | BROW | **44** | CREST | **66** | FIRETRAIL | **88**  | HEIGHTS | **110** | OUTLOOK | **132** | RAMBLE | **154** | SQUARE | **176** | WAY |

**Appendix 3 – Language types**

| ID | Language Name | ID | Language Name | ID | Language Name |
| --- | --- | --- | --- | --- | --- |
| **1** | Albanian | **24** | Karen (a Burmese language) | **47** | Vietnamese |
| **2** | Amharic (Ethiopian language) | **25** | Korean | **49** | Acholi |
| **3** | Arabic | **26** | Macedonian | **50** | Afar |
| **4** | Bahasa Indonesian | **27** | Malayalam (an Indian language) | **51** | Afrikaans |
| **5** | Bengali (an Indian language) | **28** | Mandarin | **52** | Akan |
| **6** | Bosnian | **29** | Nuer (a Sudanese language) | **53** | Armenian  |
| **7** | Burmese | **30** | Pashtu (an Afghani language) | **54** | Assyrian |
| **8** | Cambodian/Khmer | **31** | Polish | **55** | Auslan / sign language |
|  | Cantonese | **32** | Punjabi (an Indian language) | **56** | Bulgarian  |
| **10** | Chin (a Burmese language) | **33** | Romanian | **57** | Cebuano |
| **11** | Croatian | **34** | Russian | **58** | Chaldean |
| **12** | Dari (an Afghani language) | **35** | Serbian | **59** | Cook Island Maori |
| **13** | Dinka (a Sudanese language) | **36** | Sinhalese (a Sri Lankan language) | **60** | Czech |
| **14** | Dutch | **37** | Somali | **61** | Danish  |
| **15** | Farsi (Persian) | **38** | Spanish | **62** | Fijian |
| **16** | Filipino (otherwise known as Tagalog) | **39** | Sudanese Arabic | **63** | Finnish |
| **17** | French | **40** | Tagalog (otherwise known as Filipino) | **64** | Gaelic  |
| **18** | German | **41** | Tamil (an Indian language) | **65** | Gujarati |
| **19** | Greek | **42** | Telugu (an Indian language) | **66** | Hakka |
| **20** | Hindi (an Indian language) | **43** | Thai | **67** | Harari |
| **21** | Hmong (a language spoken in Laos, China, Thailand  | **44** | Tongan | **68** | Hazaraghi |
| **22** | Italian | **45** | Turkish | **69** | Hebrew |
| **23** | Japanese | **46** | Urdu (a Pakistani & Indian language) | **70** | Hungarian  |
| **71** | Ilokano  | **88** | Maori | **105** | Sindhi |
| **72** | Indonesian  | **89** | Marathi | **106** | Slovak |
| **73** | Kannada | **90** | Mauritian | **107** | Slovene |
| **74** | Kashmiri | **91** | Mizo | **108** | Swahili |
| **75** | Kinyarwanda | **92** | Monlian | **109** | Swedish |
| **76** | Kirundi | **93** | Nepali | **110** | Syriac |
| **77** | Konkani | **94** | Niue | **111** | Teochew |
| **78** | Krio | **95** | Norwegian | **112** | Tibetan  |
| **79** | Kurdish | **96** | Oriya | **113** | Tigrinya |
| **80** | Lao | **97** | Oromo  | **114** | Tulu |
| **81** | Latvian | **98** | Pashto  | **115** | Tuvaluan |
| **82** | Lithuanian | **99** | Persian | **116** | Ukrainian |
| **83** | Lopit | **100** | Portuguese | **117** | Uzbek |
| **84** | Luo | **101** | Rohingya | **118** | Yoruba |
| **85** | Malay | **102** | Samoan | **119** | Zo  |
| **86** | Maltese | **103** | Shanghainese | **120** | Zulu |
| **87** | Mandinka | **104** | Shona |  |  |

**Appendix 4 – Parental Occupation Codes**

| **OCCUPATION** | **DESCRIPTION / EXAMPLE** | **CODE** |
| --- | --- | --- |
| **MANAGERS**  |
| **Chief Executives, General Managers and Legislators**  | Chief Executives and Managing Directors, Corporate General Manager, Defence Force Senior Officer, Local Government Legislator, Member of Parliament  | **A**  |
| **Farmers and Farm Managers**  | Aquaculture Farmers, Crop Farmers, Livestock Farmers, Mixed Crop, Livestock Farmers  | **A**  |
| **Specialist Managers**  | Advertising, Public Relations and Sales Managers, Business Administration Managers, Construction Managers, Education, Health and Welfare Services Managers  | **A**  |
| **Hospitality, Retail and Service Managers**  | Accommodation and Hospitality Managers, Retail Managers  | **B**  |
| **PROFESSIONALS** *generally with a bachelors degree or above*  |
| **Arts and Media Professionals**  | Music Professionals, Photographers, Journalists and Other Writers  | **A**  |
| **Business, Human Resource and Marketing Professionals**  | Accountants, Auditors and Company Secretaries, Financial Brokers and Dealers, and Investment Advisers, Human Resource and Training Professionals, Information and Organisation Professionals, Sales, Marketing and Public Relations Professionals  | **A**  |
| **Design, Engineering and Science Professionals**  | Architects, Designers, Planners and Surveyors, Engineering Professionals  | **A**  |
| **Education Professionals**  | Early Childhood Teachers, School Teachers, Tertiary Education Teachers  | **A**  |
| **Health Professionals**  | Health Diagnostic and Promotion Professionals, Health Therapy Professionals, Medical Practitioners, Midwifery and Nursing Professionals  | **A**  |
| **ICT Professionals**  | Business and Systems Analysts, and Programmers, Database and Systems Administrators, and ICT Security Specialists  | **A**  |
| **Legal, Social and Welfare Professionals**  | Barristers, Judicial and Other Legal Professionals, Solicitors, Counsellors, Psychologists, Social Workers, Ministers of Religion  | **A**  |
| **TECHNICIANS AND TRADES WORKERS**  |
| **Engineering, ICT and Science Technicians**  | Agricultural, Medical and Science Technicians, Building and Engineering Technicians, ICT and Telecommunications Technicians  | **B**  |
| **Automotive and Engineering Trades Workers**  | Automotive Electricians and Mechanics, Mechanical Engineering Trades Workers, Panel beaters, and Vehicle Body Builders, Trimmers and Painters  | **C**  |
| **Construction Trades Workers**  | Bricklayers, and Carpenters and Joiners, Floor Finishers and Painting Trades Workers  | **C**  |
| **Electrotechnology and Telecommunications Trades Workers**  | Electricians, Electronics and Telecommunications Trades Workers  | **C**  |
| **Food Trades Workers**  | Chefs  | **B**  |
| Bakers and Pastry cooks, Butchers and Smallgoods Makers, Cooks | **C**  |
| **Skilled Animal and Horticultural Workers**  | Animal Attendants and Trainers, and Shearers, Horticultural Trades Workers  | **C**  |
| **Other Technicians and Trades Workers**  | Hairdressers, Textile, Clothing and Footwear Trades Workers  | **C**  |
| **COMMUNITY AND PERSONAL SERVICE WORKERS**  |
| **Health and Welfare Support Workers**  | Ambulance Officers and Paramedics, Dental Hygienists, Technicians and Therapists, Health Workers, Massage Therapists  | **B**  |
| **Carers and Aides**  | Child Carers, Education Aides, Personal Carers and Assistants  | **D**  |
| **Hospitality Workers**  | Bar Attendants and Baristas, Cafe Workers, Gaming Workers  | **D**  |
| **Protective Service Workers**  | Police  | **B**  |
| Defence Force Members - Other Ranks, Fire and Emergency Workers | **C**  |
| **Personal Service Workers**  | Beauty Therapists, Driving Instructors, Travel Attendants  | **D**  |
| **Sports**  | Sports Coaches, Instructors and Officials, Sportspersons  | **C**  |
| Fitness Instructors, Outdoor Adventure Guides | **D**  |
| **CLERICAL AND ADMINISTRATIVE WORKERS**  |
| **Office Managers and Program Administrators**  | Contract, Program and Project Administrators, Office and Practice Managers  | **B**  |
| **Personal Assistants and Secretaries**  | Personal Assistants, Secretaries, Legal Secretaries  | **C**  |
| **General Clerical Workers**  | General Clerks, Keyboard Operators  | **D**  |
| **Inquiry Clerks and Receptionists**  | Call or Contact Centre Information Clerks, Receptionists  | **D**  |
| **Numerical Clerks**  | Bookkeepers, Accounting, Financial and Insurance Clerks, Bank Workers  | **D**  |
| **Clerical and Office Support Workers**  | Couriers and Postal Deliverers, Filing and Registry Clerks, Survey Interviewers  | **D**  |
| **Other Clerical and Administrative Workers**  | Conveyancers and Legal Executives  | **B**  |
| Court and Legal Clerks, Insurance Investigators, Loss Adjusters and Risk Surveyors | **C**  |
| Purchasing and Supply Logistics Clerks, Debt Collectors, Human Resource Clerks, Inspectors and Regulatory Officers | **D**  |
| **SALES WORKERS & MACHINERY OPERATORS, DRIVERS AND LABOURERS**  |
| **Sales Agents**  | Auctioneers, and Stock and Station Agents, Insurance Agents, Real Estate Sales Agents  | **C**  |
| **Sales Representatives, Sales Assistants, Salespersons and Sales Support Workers**  | Sales Representatives, Sales Assistants, Pharmacy Sales Assistants, Retail Supervisors, Checkout Operator  | **D**  |
| **Machinery Operators, Drivers and Labourers**  | Machine and Stationary Plant Operators, Road and Rail Drivers, Storepersons, Cleaners and Laundry Workers, Factory Process Workers  | **D**  |