PARENTAL EDUCATION AND OCCUPATION DETAILS

**Please complete this form in English**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHILD’S NAME:** | |  | | |
| **KINDERGARTEN NAME:** | |  | | |
| **Please tick this box if there is only one parent/guardian for the child □** | | | **Parent/guardian A (primary carer)** | **Parent/guardian B**  **(must be completed, except where there is only one parent/guardian for the child)** |
| **Education**  Equivalent overseas education and qualifications are recognised for the purposes of this data collection. | | | | |
| **1. What is the highest year of primary or secondary school the parent/guardian has completed?** (tick one)  *For persons who have never attended school, mark ‘Year 9 equivalent or below’.* | | Year 9 equivalent or below | ☐ | ☐ |
| Year 10 or equivalent | ☐ | ☐ |
| Year 11 or equivalent | ☐ | ☐ |
| Year 12 or equivalent | ☐ | ☐ |
| **2. What is the level of the highest qualification the parent/guardian has completed?** (tick one) | | No non-school qualification | ☐ | ☐ |
| Certificate I to IV (including trade certificate) | ☐ | ☐ |
| Advanced diploma / Diploma | ☐ | ☐ |
| Bachelor degree or above | ☐ | ☐ |
| **Occupation** | | | | |
| **3. What is the occupation group of the parent/guardian?** (See  *Parental Occupation Index* on page 2)  *If the parent/guardian 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* | | | * A | * A |
| * B | * B |
| * C | * C |
| * D | * D |
| *If the parent/guardian has* ***not*** *been in* ***paid work*** *for the* ***last 12 months,*** *tick* ***‘N’*** *OR* | | | * N | * N |
| *If the parent/guardian has* ***not*** *been in* ***paid work*** *for the* ***last 12 months*** *because the person cares for their own children full time, tick* ***‘H’*** | | | * H | * H |
| **Name parent/guardian (print)** |  | | **Date** |  |
| **Signature parent/guardian** |  | | | |

The Department of Education provides this template for Early Childhood Centres/Kindergartens to collect relevant information for the purpose of allocation of funding. This information is uploaded securely on the Kindergarten Information Management System (KIMS). The department’s privacy policy can be found here: [Department of Education privacy policy | vic.gov.au (www.vic.gov.au)](https://www.vic.gov.au/department-of-education-privacy-policy). For further information on how this data is managed, speak to your Kindergarten in the first instance.

PARENTAL OCCUPATION INDEX

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| --- | --- | --- |
| **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** |