



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

THE ORGANISING FRAMEWORK FOR OCCUPATIONS (OFO) 2013



On behalf of

Federal Republic of Germany
The Federal Government



giz

Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH



1 WHAT IS THE OFO

In essence, the OFO is a coded occupational classification system. It is the Department of Higher Education and Training's key tool for identifying, reporting and monitoring skills demand and supply in the South African labour market.

The OFO is constructed from the bottom-up by:

- analysing jobs and identifying similarities in terms of a tasks and skills;
- categorising similar jobs into occupations; and
- classifying these occupations into occupational groups at increasing levels of generality.

The OFO adds value to skills development planning and implementation purposes in that it:

- provides a common language when talking about occupations;
- captures jobs in the form of occupations; and
- groups occupations into successively broader categories and hierarchical levels based on similarity of tasks, skills and knowledge.

2 BACKGROUND ON THE DEVELOPMENT AND UPDATING OF THE OFO

During 2004 the Department of Labour (DoL), supported by the then GTZ, decided to better link demand and supply by using "occupations" as the common denominator for analysis. However, SASCO at that stage reflected ISCO-88 but while this has proven to be a powerful information tool, it did not provide the detail that South Africa requires for good skills development planning and project intervention.

The debate on what constitutes an occupation has been inviting views from various origins, both local and international. Over time international agreement has been reached on the definition of occupational groupings. The International Labour Organisation (ILO) consolidated these views into what is known as the International Standard Classification of Occupations (ISCO).

Statistics South Africa adapted this classification system for the purposes of conducting its national census data and to track the shifting occupational profile of the country's workforce. It was known as the South African Standard Classification of Occupations (SASCO). SASCO however was outdated and did not define occupations in more detail and could therefore not be used by the Department of Labour for skills planning purposes.

A scan of international developments was initiated to find a more representative framework. In a similar attempt, the Australian Bureau of Statistics (ABS) and Statistics New Zealand, initiated a wide ranging consultative and stakeholder-driven process in March 2001 to update ISCO 1988. This process culminated in July 2005 in a more representative framework (ANZSCO).

As the content of ANZSCO 2005 reflected the occupational environment more accurately and also included occupations and occupational descriptors, it was used as

the basis for the Organising Framework for Occupations (OFO) to assist in the process of skills planning within and across sectors.

The DoL adopted the use of the OFO (which extended ANZCO by incorporating additional occupations and occupational categories identified through research and consultation) in 2005 as a tool for identifying, reporting and monitoring scarce and critical skills and maintained it through an annual updating process. This process and responsibility was taken over by the Department of Higher Education and Training (DHET) in 2009.

During the annual updating process in 2010 the DHET, supported by GIZ, decided that the annual updating of the OFO should also include adapting the OFO (Version 9) to better reflect the structure of ISCO - 08. The reasons for this decision included:

- The Department of Higher Education and Training uses the OFO for skills planning. Version 9 of the OFO was based on ANZSCO, which was an adaptation of ISCO - 88. STATS South Africa used SASCO, which was based on ISCO - 88, as its classification system. The newer version of ISCO, version 08, offered more comprehensive framework structure. The DHET has thus decided to align the OFO to the ISCO - 08 structure in an attempt to create a standardised framework which would also align to the international framework.
- ISCO - 08 took a number of developments in the economies of countries all over the world into consideration, such as the developments brought about in the information and communication technology (ICT) sector, to reflect the important changes that have taken place in the world of work.
- The relation between ISCO - 08 and the United Nations' International Standard Industrial Classification of all economic activities (ISIC).

A further reason contributing to this decision related to the benefit of ease of comparison of labour market and skills information with international data.

It was further decided to change the title of the OFO to reflect the year of update (rather than a version). The OFO 2011 released in March 2011 reflected the structure, definitions and tasks of ISCO - 08 including 1259 of the total of 1320 occupations of the OFO (Version 9).

3 FRAMEWORK AND CONCEPTS OF THE OFO 2011 TO 2013

The framework used for the design and construction of ISCO - 08 and therefore the OFO 2011 to 2013 is based on two main concepts: the concept of the kind of work performed or job and the concept of skill. The classification units are therefore the **jobs** (reflected as **occupations** on the OFO) whilst the classification variable is the kind of work done (that is, the tasks and duties), and the classification criteria for identifying Major, Sub Major, Minor and Unit Groups are the two dimensions of **skill**, i.e. **skill level** and **skill specialisation**.

3.1 Job and Occupation

For the purposes of identifying the OFO occupations, the following definitions of ISCO--08 are applied¹ and must be adhered to when identifying new occupational titles:

- A **job** is a set of tasks and duties carried out or meant to be carried out, by one person for a particular employer, including self employment.
- An **occupation** is a set of jobs whose main tasks and duties are characterised by a high degree of similarity (skill specialisation).

The occupations identified in the OFO represent a category that encompasses a number of jobs. For example, the occupation “General Accountant” also covers the specialisation “Debtors Manager”.

Note: The output of occupations clustered under the fourth level of the OFO (Unit Group) is described in terms of tasks and a descriptor. Occupations are thus related to the tasks defined at the Unit Group and an occupation descriptor describes what the application of the variety of tasks ultimately produces or delivers in the world of work. An occupation descriptor always either indicate the unique service the occupation renders or the unique product the occupation produces in executing some or all the related tasks in a specific context.

Jobs in the workplace could either be related to occupations or specialisations on the OFO. The association depends on the level of uniqueness of the output of the job on the workplace.

3.2 Skill

Skill is defined as the ability to carry out the tasks and duties of a given job. Two dimensions of skill are used to arrange occupations into groups. These are skill level and skill specialisation.

3.2.1 Skill Level

Skill level is defined as a function of the complexity and range of tasks and duties to be performed in an occupation. Skill level is measured operationally by considering one or more of:

- the nature of the work performed (i.e. the complexity and range of work) in an occupation in relation to the characteristic tasks and duties defined;
- the level of formal education defined in terms of the International Standard Classification of Education (ISCED-97)² required for competent performance of the tasks and duties involved; and

¹ International Standard Classification of Occupations (ISCO - 08) - Conceptual Framework , page 2 of ANNEX 1

² UNESCO, 1997

- the amount of informal on-the-job training and /or previous experience in a related occupation required for competent performance of these tasks and duties.

It must however be mentioned that skill level was applied only in determining the structure of the OFO at the highest level and the level of formal education defined in terms of the International Standard Classification of Education (ISCED-97) is only one of the measures used.

A mapping between ISCO skill levels and levels of education in ISCED 97 is provided in Table 1 below.

ISCO - 08 Skill Level	ISCED-97 groups
4	6 - Second stage of tertiary education (leading to an advanced research qualification) 5a - First stage of tertiary education, 1st degree (medium duration)
3	5b - First stage of tertiary education (short or medium duration)
2	4 - Post-secondary, non-tertiary education 3 - Upper secondary level of education 2 - Lower secondary level of education
1	1 - Primary level of education

Detailed information on the ISCO - 08 skill levels and the application thereof in the structure can be obtained from:

www.ilo.org/public/english/bureau/stat/isco/docs/annex1.doc

3.2.2 Skill Specialisation

Skill specialisation is considered in terms of four conceptual concepts:

- the field of knowledge required;
- the tools and machinery used;
- the materials worked on or with; and
- the kinds of goods and services produced.

3.3 Structure

Occupations are grouped into Major (one digit), Sub Major (two digits), Minor (three digits), and Unit (four digits) groupings.

The Major Groups are primarily based on four skill levels, however in Major Group 1 (Managers) the concept of skill level is applied primarily at the second hierarchical level (i.e. Sub Major Group). All Major Groups therefore relates to one skill level only except for Major Group 1, Managers that includes occupations at ISCO - 08 skill levels 3 and 4, at Sub Major Group level of the classification.

The eight Major Groups are:

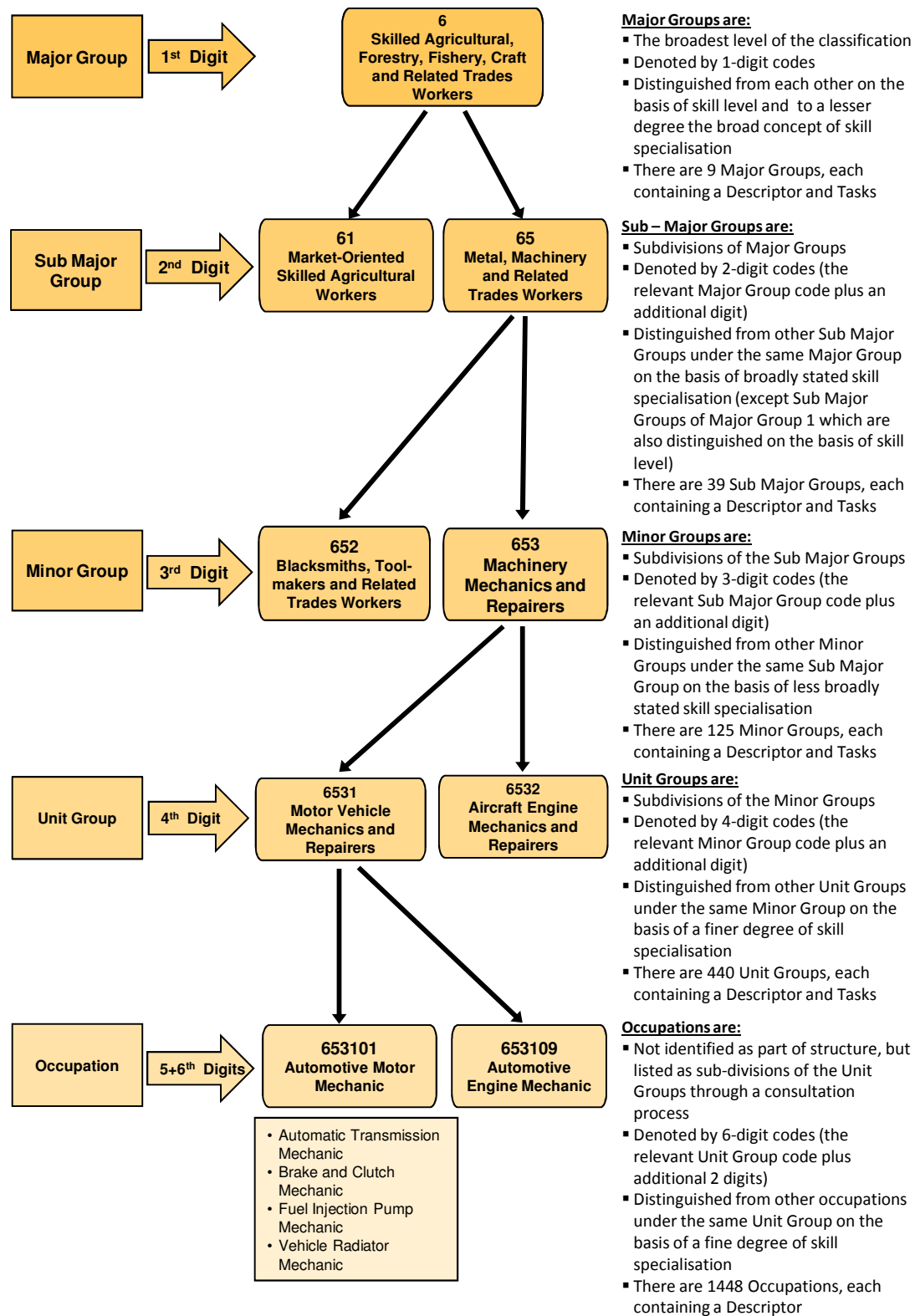
- 1 Managers
- 2 Professionals
- 3 Technicians and Associate Professionals
- 4 Clerical Support Workers
- 5 Service and Sales Workers
- 6 Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers
- 7 Plant and Machine Operators and Assemblers
- 8 Elementary Occupations

Within each Major Group occupational groups are arranged into Sub Major Groups, Minor Groups and Unit Groups primarily on the basis of aspects of skill specialisation.

Occupations (six digits) are subdivisions of the Unit Groups and are further detailed through specialisation and alternative occupation titles.

- Major Groups (1 digit) (e.g. 3. Technicians and Associate Professionals) are:
 - The broadest level of the classification
 - Distinguished from each other on the basis of skill level and the broadest concept of skill specialisation
- Sub-Major Groups (2 digits) - e.g. 31 Science and Engineering Associate Professionals are:
 - Sub-divisions of Major Groups
 - Distinguished from other Sub Major groups in the same Major Group on the basis of broadly stated skill specialisation
- Minor Groups (3 digits) - e.g. 312. Mining, Manufacturing and Construction Supervisors are:
 - Sub-divisions of Sub Major Groups
 - Distinguished from other Minor groups in the same Sub Major Group on the basis of less broadly stated skill specialisation
- Unit Groups (4 digits) - e.g. 3121 Mining Production / Operations Supervisors are:
 - Sub-divisions of the Minor Groups
 - Distinguished from other Unit Groups in the same Minor Group on the basis of a finer degree of skill specialisation
- Occupations (6 digits) - e.g. 312101 Production / Operations Supervisor (Mining) are:
 - Not identified as part of structure, but listed as sub-divisions of the Unit Groups through a consultation process, based on its relevance to the specific descriptor and tasks of the Unit Group
 - Distinguished from other occupations in the same unit group on the basis of uniqueness of the output, usually due to specific application of skills and knowledge in a specific context.
 - Relates to a cluster of jobs which involve the performance of a common set of tasks.

Figure 1 below illustrates the structure of the OFO:



Occupational descriptors are provided for every occupational grouping, including occupations (6th digit level). A list of the associated tasks is also provided for every occupational grouping (up to 4th digit level).

Figure 2 below provides an indicative comparison between the skill level of occupational groups to the National Qualifications Framework as well as with the entry, intermediate and advanced levels referred to in the National Skills Development Strategy.

NSDS	NQF Level	Skill Level	OFO Major Groups	
HIGH	10 ↑ 7	4	2 Professionals	
	INTERMEDIATE	6		3
5		2	4 Clerical Support Workers	
4				5 Service and Sales Workers
3	1	6 Skilled Agricultural, Forestry, Fishery, Craft & Related Trades Workers		
ENTRY		2	1	8 Elementary Occupations
	1			

4 ALIGNING THE OFO TO ISCO - 08

4.1 Basic Principles and Processes

An attempt was made to keep the OFO version 9 structure and simply ensure that all Unit groups of ISCO - 08 are reflected. This however was not possible because of the mismatch of the descriptors and tasks at Major, Sub Major and Minor Groups of the OFO version 9 with the Unit Group descriptors and tasks of ISCO - 08.

It was then decided to use the ISCO-08 structure at Sub Major, Minor and Unit Group levels and allocate the OFO version 9 occupations to the related new Unit Groups but to keep to 8 Major Groups (as per the OFO version 9) instead of 10 (as per ISCO - 08) as to not affect the IT database structures of users of the OFO.

In order to achieve the above, Major Groups 6 (Skilled Agricultural, Forestry and Fishery Workers) and 7 (Craft and Related Trades Workers) of ISCO - 08 were combined and one

additional Minor Group and seven Unit Groups were added to include Armed Forces occupations reflected in Major Group 0 of ISCO - 08.

The allocation of occupations to the new structure was informed by similarity of output of the occupations related to the unit group definitions and suggested examples supplied by ISCO-08.

4.2 Structural Departures Between ISCO - 08 and the OFO

The structure of the OFO (2011 to 2013) differs slightly from the structure of ISCO - 08 in that it has only eight Major Groups instead of ten. The Major Group 0: Armed Forces were incorporated into the structure by adding one additional Minor Group and seven Unit Groups. ISCO - 08 Major Group 6: Skilled Agricultural, Forestry, Fishery Workers and Major Group 7: Craft and Related Trades Workers were combined and the Major Group descriptor and tasks were aligned to accommodate all related Sub Major Groups. Major Groups 7 and 8 (in ISCO - 08) then became Major Group 7 (in the OFO) and Major Group 9 (in ISCO - 08) became Major Group 8 (in the OFO) and all related codes were changed accordingly. All Unit Groups ending with a 0 (in ISCO - 08) was changed to end with a 1 (in the OFO) to be consistent to the OFO Version 9 numbering system.

Table 2 below summarises the numbering or structural departures from ISCO 08:

	ISCO - 08		OFO 2011 to 2013
1210	Finance Managers	1211	Finance Managers
1330	Information and Communications Technology Service Managers	1331	Information and Communications Technology Service Managers
2250	Veterinarians	2251	Veterinarians
2310	University and Higher Education Teachers	2311	University and Higher Education Teachers
2320	Vocational Education Teachers	2321	Vocational Education Teachers
2330	Secondary education teachers	2331	Secondary education teachers
3230	Traditional and Complementary Medicine Associate Professionals	3231	Traditional and Complementary Medicine Associate Professionals
6	Skilled Agricultural, Forestry and Fishery Workers	6	Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers
6130	Mixed Crop and Animal Producers	6131	Mixed Crop and Animal Producers
6210	Forestry and Related Workers	6211	Forestry and Related Workers
7	Craft and Related Trades Workers	64	Building and Related Trades Workers
		65	Metal, Machinery and Related Trades Workers
		66	Handicraft and Printing Workers
		67	Electrical and Electronics Trades Workers
		68	Food Processing, Wood Working, Garment and Other Craft and Related Trades Workers
8	Plant and Machine Operators, and Assemblers	7	Plant and Machine Operators, and Assemblers
9	Elementary Occupations	8	Elementary Occupations
0	Armed Forces Occupations	1347	Armed Forces Managers
		542	Commissioned and Non-Commissioned Armed Forces Officers

Table 3 below provides a comparison of the structures of OFO Version 9 and OFO 2011 to 2013.

OFO version 9 Structure	Skill level	OFO 2011 to 2013 structure	Skill level
1 Managers	4+5	1 Managers	3 + 4
2 Professionals	5	2 Professionals	4
3 Technicians and Trades Workers	3 + 4	3 Technicians and Associate Professionals	3
4 Community and Personal Service Workers	1 - 4	5 Service and Sales Workers	2
5 Clerical and Administrative Workers	1 - 4	4 Clerical Support Workers	2
6 Sales Workers	1 - 4	6 Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers	2
7 Machinery Operators and Drivers	2	7 Plant and Machine Operators, and Assemblers	2
8 Elementary Workers	1+2	8 Elementary Occupations	1

Table 4 below provides a comparison between ISCO - 08, the OFO 2011 and 2013 and the OFO version 9.

ISCO -08 Structure	OFO 2011 to 2013	Relation to OFO version 9
1 Managers	1 Managers	Most of Major Group 1
2 Professionals	2 Professionals	Most of Major Group 2
3 Technicians and Associate Professionals	3 Technicians and Associate Professionals	New category comprising sub major group 31 some occupations from Major Groups 1, 2, 4 and 5
4 Clerical Support Workers	4 Clerical Support Workers	Most of Major Group 5
5 Service and Sales Workers	5 Service and Sales Workers	Combination of mainly Major Groups 4 and 6
6 Skilled Agricultural, Forestry and Fishery Workers	6 Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers	Sub Major Groups 32 -39 + additional Crafts
7 Craft and Related Trades Workers		
8 Plant and Machine Operators, and Assemblers	7 Plant and Machine Operators, and Assemblers	Most of Major Group 7
9 Elementary Occupations	8 Elementary occupations	Most of Major Group 8
0 Armed Forces		

Electronic mapping tables were created to assist users to check for changes between Version 10 to 2012, and 2012 to 2013.

Data tables “OFO Version 2013 Data Tables” are available in electronic format to assist the SETAs and other users of the OFO to upload the OFO Version 2013 onto their IT systems for the purposes of generating reports such as Sector Skills Planning and Workplace Skills Plans.

5 ENHANCEMENTS TO OFO 2012 AND 2013

During the 2012 updating process it was decided to reflect “green occupations” and “listed trades” on the OFO.

During the 2013 updating process it was decided to also reflect occupations requiring additional “critical green skills”

In order to assist in career guidance all Unit Groups were linked to the most appropriate Classification of Subject Matters (CESM) code. Related Unit Groups across and within the eight (8) Major Groups of the OFO has also been linked.

5.1 Green Occupations

The political will to move towards a green economy and the associated job creation will be accompanied by new and changing skills demands. These demands will be two dimensional as it will require not only new green occupations (reflected as “scarce skills”) but also new skill sets (reflected as “critical skills”) in existing occupations.


As the OFO is used to collect and reflect labour market information on skills needs, it has been agreed to identify and reflect “green occupations” on the OFO 2012 to enable SETAs to better reflect skills demands in support of a green economy in their future Sector Skills Plan updates.

Based on the national and international research the following definition was applied to identify and reflect occupations as “green“ on the OFO 2012 and 2013:

Green occupations have as their direct purpose the nationally identified priorities and initiatives of reducing negative environmental impact and contribute sustainably to environmental, economical and social sensitive enterprises and economies. This includes occupations with descriptors that directly reflect and contribute to the maintenance of processes related to national initiatives to:

- *Develop and adopt renewable sources of energy*
- *Reduce consumption of energy, fossil fuels and raw materials*
- *Enhance energy and resource efficiency*
- *Reduce greenhouse gas emissions*
- *Decrease waste and pollution*
- *Recycle materials*
- *Prevent the loss of biodiversity and restore ecosystems*

The starting point in identifying the green occupations was the work done in America based on the American Standard Classification of Occupations and reflected on O*NET. Ninety three 93 occupations were identified as “green” of which 14 were additional occupations that had to be added Green occupations can be recognised by the

symbol on the OFO.

During the 2013 updating process three additional occupation were added to the list of “green occupations”, bringing the total to 96.

5.2 Occupations Requiring Additional “Critical Green Skills”

During the 2013 updating process attention was given to the identification of occupations that do not meet the requirements as “green occupations”, but nevertheless requires additional or changed skills sets to maintain its relevance in a green economy.


Based on the national and international research the following definition was applied to identify and reflect occupations requiring additional “Critical Green Skills” on the OFO 2013:

Occupations requiring additional “Critical Green Skills” are those that require a shift in its focus to contribute to processes, systems and activities related to the :

- *Development and adoption of renewable sources of energy*
- *Reduction of consumption of energy, fossil fuels and raw materials*
- *Enhancing energy and resource efficiency*
- *Reducing greenhouse gas emissions*
- *Decreasing of waste and pollution*
- *Recycling of materials*
- *Preventing the loss of biodiversity and restore ecosystems*

It must be highlighted that people in most occupations would require a certain amount of “green mindedness” to enhance a green economy. This however does not necessarily affect the attributes or construction of the occupation itself and can therefore not be reflected on the OFO as occupations with Critical Green Skills. The focus on a green economy might result in a demand for occupations that do not fit the Green Occupation definition, nor the criteria for requiring Critical Green Skills. For example more Train Drivers might be required because of the upgrading of the railway system to save overall fuel consumption, but the occupation Train Driver is neither a “Green Occupation”, nor do they require Critical Green Skills. These occupations are not reflected on the OFO as requiring “Critical Green Skills”.

The starting point in identifying occupations with Critical Green Skills was the work done in America based on the American Standard Classification of Occupations and reflected on O*NET. As a result of the research 51 occupations and 17 specialisations were identified as requiring “Critical Green Skills” and can be recognised by the

 symbol on the OFO.

5.3 Listed Trades

The National Artisan Moderation Body (NAMB) went through a process of identifying occupations to be listed as “trades”.

The following definition and criteria were applied to determine whether an occupation qualified for listing as a trade:


An occupation where in a qualified person applies a high level of practical skills supported and re-enforced by underpinning and applied knowledge to:

- *Manufacture, produce, service, install or maintain tangible goods, products or equipment in an engineering and/or technical work environment (excluding process controllers and operators).*
- *Use tools and equipment to perform of his/her duties.*
- *Measure and do fault finding on process, manufacturing, production and/or technical machinery and equipment to apply corrective or repair actions.*
- *Apply and adhere to all relevant health, safety and environmental legislation.*
- *Has an accumulative learning period covering knowledge, practical and workplace learning that is equivalent to three or more years.*

The route to achieve artisan status was also considered. This includes features such as:

- a structured learning programme of knowledge, practical and work experience
- a structured learning programme that must be successfully completed before a final assessment is attempted
- a final external summative assessment that must be passed and is known as a trade test.

Historic and global classification of occupations as trades was also considered.

As a result 115 occupations were endorsed for classification as a trade can be recognised by the  symbol on the OFO.

During the 2013 updating process, NAMB identified an additional 10 occupations as trades, bringing the total number of Trades to 125.

5.4 Career Guidance

5.4.1 Linking of CESM Codes

CESM is a Higher Education Subject Classification System that works in a similar way as the OFO. There are 20 Educational Fields (denoted by two digits), each subdivided into a number of sub-fields (a total of 239 denoted by four digits), each subdivided into subjects (denoted by six digits).

In order to assist in career guidance all Unit Groups (four digits) were linked to the most appropriate CESM code at two (2) digits (where the overlap is too big) or four (4) digits.

This can direct learners and Career Councillors in obtaining more information on the underpinning knowledge areas for groups of occupations.

The CESM codes and associated Educational Fields are outlined below.

CESM CODE	CESM FIELD
CESM 01:	Agriculture, Agricultural Operations and Related Sciences
CESM 02:	Architecture and the Built Environment
CESM 03:	Visual and Performing Arts
CESM 04:	Business, Economics and Management Studies
CESM 05:	Communication, Journalism and Related Studies
CESM 06:	Computer and Information Sciences
CESM 07:	Education
CESM 08:	Engineering
CESM 09:	Health Professions and Related Clinical Sciences
CESM 10:	Family Ecology and Consumer Sciences
CESM 11:	Languages, Linguistics and Literature
CESM 12:	Law
CESM 13:	Life Sciences
CESM 14:	Physical Sciences
CESM 15:	Mathematics and Statistics
CESM 16:	Military Sciences
CESM 17:	Philosophy, Religion and Theology
CESM 18:	Psychology
CESM 19:	Public Management and Services
CESM 20:	Social Sciences

5.4.1 Linking Related Unit Groups

Based on current structures used in career guidance, 9 Occupational Clusters (denoted by two digits) with associated Occupational Fields (denoted by four digits) were identified. The Occupational Clusters and Occupational Fields were determined based on a combination of interest, aptitude and associated field of study.

In order to assist in career guidance, each OFO Unit Group (except those ending on a 9, i.e. not elsewhere classified) was linked to one of the occupational clusters to provide an overview of similar related occupations across the structure of the OFO.

The occupational clusters and occupational fields are outlined below:

OCCUPATIONAL CLUSTERS AND OCCUPATIONAL FIELDS

01 Business Administration, Information Services, Human Resources and Teaching Related Occupations

- 0101 General and Business Administration Related Occupations
- 0102 Information Related Occupations
- 0103 Human Resources Related Occupations
- 0104 Teaching Related Occupations

02 Finance, Insurance, Sales, Marketing, Retail and Logistics Related Occupations

- 0201 Accounting Related Occupations
- 0202 Financial, Investment and Insurance Related Occupations
- 0203 Retail and Logistics Related Occupations
- 0204 Sales and Marketing Related Occupations
- 0205 Media Related Occupations

03 Accommodation, Food Preparation and Cleaning Services Related Occupations

- 0301 Food Preparation Related Occupations
- 0302 Event and Accommodation Related Occupations
- 0303 Cleaning Related Occupations

04 Farming, Forestry, Nature Conservation, Environment and Related Science Related Occupations

- 0401 Environmental and Environmental Sciences Related Occupations
- 0402 Plant and Crop Farming Related Occupations
- 0403 Animal and Livestock Related Occupations
- 0404 Mixed Livestock and Crop Farming Related Occupations
- 0405 Nursery, Forestry and Agricultural Produce Related Occupations

05 Medical, Social, Welfare, Sports and Personal Care Related Occupations

- 0501 Medical Practitioners
- 0502 Diagnostic and Health Promotion Related Occupations
- 0503 Midwifery, Nursing and Medical Support Related Occupations
- 0504 Health Therapy Related Occupations
- 0505 Laboratory, Medical Technical and Life Sciences Related Occupations
- 0506 Social, Social sciences and Welfare Related Occupations
- 0507 Personal Care, Beauty and Funeral Related Occupations
- 0508 Sport Related Occupations

06 Security and Law Related Occupations

- 0601 Security and Defence Related Occupations
- 0602 Law Related Occupations

07 Arts, Design, Installation, Maintenance and Construction Related Occupations

- 0701 ICT Related Occupations
- 0702 Electrical, Electromechanical, Electronic, Instrumentation and Telecommunications Related Occupations
- 0703 Mechanical Related Occupations
- 0704 Panel Beaters and Body Builders
- 0705 Architecture, Building, Construction, Surveying and Civil Engineering Related Occupations
- 0706 Tooling and Instrument Making Related Occupations
- 0707 Visual and Performing Arts Related Occupations
- 0708 Design and Decorating Related Occupations

08 Production and Processing Related Occupations

- 0801 General Production, Processing and Engineering Related Occupations
- 0802 Metal and Precious Metal Production and Processing Related Occupations

- 0803 Plastics, Rubber, Concrete Glass and Stone Production and Processing Related Occupations
- 0804 Textile, Apparel and Furnishing Production and Processing Related Occupations
- 0805 Chemical, Gas, Food and Beverages Production and Processing Related Occupations
- 0806 Wood Fabrication, Production and Processing Related Occupations
- 0807 Printing Related Occupations
- 0808 Demolition, Extraction, Mining, Metallurgical and Materials Related Occupations
- 0809 Miscellaneous Production, Fabrication, Assembly and Stationary Plant Operating Related Occupations

9 Transportation and Mobile Plant Operating Related Occupations

- 0901 Air and Water Transportation Related Occupations
- 0902 Rail and Road Transportation Related Occupations
- 0903 Miscellaneous Mobile Plant Operating Related Occupations

5.3 Final Structure

Table 2 below outlines the final structure of the OFO 2013.

Major Groups	Sub Major Groups	Minor Groups	Unit Groups	Occupations	Green Occupations	Trades	ISCO Skill Level
1 Managers	4	11	32	135	3		3 + 4
2 Professionals	6	27	92	369	47		4
3 Technicians and Associate Professionals	5	20	84	274	35	1	3
4 Clerical Support Workers	4	8	29	68			2
5 Service and Sales Workers	4	14	46	111		1	2
6 Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers	7	20	84	249	7	116	2
7 Plant and Machine Operators, and Assemblers	3	14	40	144		7	2
8 Elementary occupations	6	11	33	98	4		1
Total	39	125	440	1448	96	125	

OFO STRUCTURE

Code	Detail
1	MANAGERS
11	Chief Executives, Senior Officials and Legislators
111	Legislators and Senior Officials
1111	Legislators
111101	Local or Provincial Government Legislator Community Board Member Councillor Mayor Member of Executive Council (MEC) Member of Mayoral Committee Member of The Council of Provinces Premier Speaker (Local or Provincial Government) Ward Committee Member
111102	Member of Parliament / Parliamentarian Cabinet Minister Chief Whip Deputy President Government Minister Member of Cabinet President Speaker (Parliament) State Secretary
1112	Senior Government Officials
111201	Defence Force Senior Officer
111202	General Manager Public Service Diplomatic Mission Administrator Labour Inspectorate Manager
111203	Local Authority Manager City Administrator City Treasurer General Manager Local Authority Municipal Manager Town Clerk
111204	Senior Government Official Administrative Attaché Attaché Chief Electoral Officer Chief of Staff Chief Operating Officer (Government Department) Commissioner Consular Officer Plenipotentiary Registrar (Including Legal / Court etc. But Excluding Tertiary Institutions) Secretary (Government Department) Spokesperson Trade Commissioner Attaché
111205	Senior Police Officer Senior Metro Police Officer
111206	Ombudsperson

Ombudsman
Public Protector

111207 **Senior Government Manager**
Ambassador
Consul General
Head of Department
Head of Mission
High Commissioner
Superintendent-general

1113 **Traditional Chiefs and Heads of Villages**

111301 **Traditional Leader**
Head of Village
Member of Traditional Council

1114 **Senior Officials of Special-interest Organisations**

111401 **Elected Official**
Elected Full Time Party Official
General Secretary (Trade Union)
President Trade Union

111402 **Trade Union Representative**
Shop Steward
Trade Union Official
Union Organiser

112 **Managing Directors and Chief Executives**

1121 **Managing Directors and Chief Executives**

112101 **Director (Enterprise / Organisation)**
Alternative Director
Chief Executive Officer (CEO)
Company Director
Deemed (Shadow) Director
Executive Director
Independent Non-executive Director
Managing Director
Managing Director (Enterprise / Organisation)
Non-executive Director
Senior / Lead Independent Non-executive Director

12 **Administrative and Commercial Managers**

121 **Business Services and Administration Managers**

1211 **Finance Managers**

121101 **Finance Manager**
Account Systems Manager
Budgeting Manager
Chief Accountant
Chief Financial Officer (CFO)
Finance Director
Financial Administration Manager
Financial Administrator
Financial Controller
Foreign Exchange Manager
Internal Revenue Controller
Municipal Finance Manager
Revenue Assessment Manager

121102 **Payroll Manager**

Remuneration Manager

121103 **Credit Manager**
Billing and Settlement Plan (BSP) Manager

121104 **Internal Audit Manager**

1212 **Human Resource Managers**

121201 **Personnel / Human Resource Manager**
Employee Relations Manager
Transition Manager

121202 **Business Training Manager**
Assessments Manager
Education Training and Skills Development Manager
Human Resources Development Manager
Learning and Development Manager
Technical Training Manager
Training & Development Manager
Training Manager

121203 **Compensation and Benefits Manager**
Benefits Manager
Corporate Benefits Controller
Employee Benefits Manager
Remuneration and Benefits Manager

121204 **Recruitment Manager**

121205 **Employee Wellness Manager**
Employee Wellness Consultant

121206 **Health and Safety Manager**
Safety, Health and Environmental (SHE) Manager

1213 **Policy and Planning Managers**

121301 **Policy and Planning Manager**
Corporate Planning Manager
Planning & Development Manager
Policy Development Manager
Public Policy Manager
Strategic Planning Manager

1219 **Business Services and Administration Managers not Elsewhere Classified**

121901 **Corporate General Manager**
Business Operations Manager

121902 **Corporate Services Manager**
Administrative Services Manager
Business Services Manager

121903 **Physical Asset Manager**
Resources Manager

121904 **Contract Manager**

121905 **Programme or Project Manager**
Project Director

121906 **Franchise Manager**

121907 **Labour Recruitment Manager**

121908 **Quality Systems Manager**
Agriculture & Forestry Quality Controller
ETQA Manager
Management System Auditor
Quality Assurance / Systems Auditor
Quality Auditor

- Quality Certification Manager
- Quality Control Manager
- Quality Manager
- Quality Systems Coordinator
- 121909 **Sustainability Manager** ()
- 122 **Sales, Marketing and Development Managers**
- 1221 **Sales and Marketing Managers**
- 122101 **Sales and Marketing Manager**
- Business Development Manager
- Business Support Manager
- Insurance Sales and Marketing Manager
- Key Account Manager
- 122102 **Sales Manager**
- Sales Director
- Sales Executive
- 122103 **Director of Marketing** ()
- Market Research Manager
- Marketing Director
- Marketing Manager
- 122104 **Interactive and Direct Marketing Strategist**
- Interactive Direct Marketing Compliance Officer
- 122105 **Customer Service Manager**
- Client Service Manager
- Client Services Advisor
- Client Services Manager / Representative
- Customer Care Manager / Representative
- Customer Services Engineer
- 1222 **Advertising and Public Relations Managers**
- 122201 **Advertising and Public Relations Manager**
- Advertising Manager
- Chief Communications Manager / Officer
- Corporate Relations Manager
- Green Marketer
- Media and Communications Manager
- Media Advisor / Manager
- Public Relations Manager
- Relationship Manager
- 1223 **Research and Development Managers**
- 122301 **Research and Development Manager** ()
- Product Development Manager
- Research Director
- Research Manager
- 13 **Production and Specialised Services Managers**
- 131 **Production Managers in Agriculture, Forestry and Fisheries**
- 1311 **Agricultural and Forestry Production Managers**
- 131101 **Agricultural Farm Manager** ()
- Agronomy Farm Manager
- Arboriculture Farm Manager
- Dairy Farm Manager
- Field Vegetable Farm Manager
- Horticultural Farm Manager
- Livestock Farm Manager

	Mixed Crop and Livestock Farm Manager	
	Mixed Crop Farm Manager	
	Ornamental Horticultural Farm Manager	
	Sugar Farm Manager	
	Vegetable Farm Manager	
131102	Production / Operations Manager (Forestry)	
	Forest Logistics Manager	
	Forest Manager	
	Harvest Manager (Forestry)	
	Plantations Manager	
	Timber Productions Manager	
131103	Production / Operations Supervisor (Forestry)	
	Forestry Production Foreman	
1312	Aquaculture and Fisheries Production Managers	
131201	Aquaculture Farm Manager	
	Abalone Farm Manager	
	Aquaculture Hatchery Manager	
	Crocodile Farm Manager	
	Fresh Water Aquaculture Farm Manager	
	Mariculture Farmer / Farm Manager	
132	Manufacturing, Mining, Construction and Distribution Managers	
1321	Manufacturing Managers	
132101	Manufacturer	
	Factory Manager	
132102	Production / Operations Manager (Manufacturing)	
	Distillery Manager	
	Industrial Production Manager	
	Operations Manager (Production)	
	Planning Manager (Manufacturing)	
	Plant Manager (Manufacturing)	
	Plant Superintendent	
	Processing Manager	
	Processing Unit Manager	
	Works / Workshop Manager (Manufacturing)	
132104	Engineering Manager	
	Bankable Feasibility Study Manager	
	Engineering Maintenance Manager	
	Engineering Manager (Mining)	
132105	Power Generation Production / Operations Manager	
	Biofuels Production Manager	
	Biomass Power Plant Manager	
	Concentrated Solar Power (CSP) Plant Manager	
	Geothermal Production Manager	
	Hydroelectric Production Manager	
	Landfill Gas Collection Manager	
	Methane Collection Manager	
	Wind Energy Operations Manager	
1322	Mining Managers	
132201	Production / Operations Manager (Mining)	
	Factory Manager (Mining)	
	Mine Deputy	
	Mine Manager	

	Quarry Manager	
132202	Mineral Resources Manager	()
	Chief Geologist (Mining)	
	Chief Mine Planner	
	Chief of Mining Services	
	Chief Surveyor (Mining)	
	Exploration Manager	
	Geology Manager (Mining)	
	Grade Controller (Mining)	
	Mine Design and Planning Manager	
	Mine Planning Manager	
	Mining Exploration Manager	
	Planning Manager (Mining)	
	Resource Geologist	
	Technical Services Manager (Mining)	
132203	Rock Engineering Manager	()
1323	Construction Managers	
132301	Construction Project Manager	()
	Building and Construction Manager	
	Construction Manager	
	Construction Project Director	
	Construction Site Manager	
	Property Development Manager	
132302	Project Builder	()
	Building Contractor	
	Building Site Manager / Agent	
	Professional Builder	
1324	Supply, Distribution and Related Managers	
132401	Supply and Distribution Manager	()
	Acquisitions Manager	
	Depot Manager	
	Freight Forwarding Customs Clearing Manager	
	Freight Manager	
	Goods Clearance Manager	
	Parts Manager	
	Procurement Manager	
	Purchase Manager	
	Storage and Distribution Manager	
	Supply Chain Executive	
	Supply Chain Manager	
	Supply Lead Manager	
132402	Logistics Manager	
	Dispatch Logistics Manager	
132403	Road Transport Manager	()
	Car Rental Agency Manager	
	Cargo Manager	
	Transport Company Manager	
132404	Warehouse Manager	
	Coolstore / Packhouse / Stockroom / Storeroom Manager	
	Storage and Warehousing Manager	
132405	Fleet Manager	
132406	Railway Station Manager	

Railway Station Master

132407 **Airport or Harbour Manager**

132408 **Grain Depot Manager**

133 **Information and Communications Technology Service Managers**

1331 **Information and Communications Technology Service Managers**

133101 **Chief Information Officer**
Chief Technology Officer
ICT / IT Director
ICT / IT Manager

133102 **ICT Project Manager**
Hardware Development Manager
ICT / IT / Computer Marketing Executive
ICT / IT / Computer Operations Manager
ICT / IT / Computer Service Manager
ICT / IT / Computer Support Manager
ICT Project Director

133103 **Data Management Manager**
Data Operations Manager
Data Processing Manager

133104 **Application Development Manager**
ICT Development Manager
Technical Policy Manager
Technical Solutions Manager

133105 **Information Technology Manager**

133106 **Information Systems Director**

134 **Professional Services Managers**

1341 **Child Care Service Managers**

134101 **Child Care Centre Manager**
Child Care Centre Director
Child Care Coordinator
Day Care Centre Manager
Early Childhood Development Centre Manager
Pre-school Principal

1342 **Health Service Managers**

134201 **Medical Superintendent**
Director of Clinical Services
Director of Medical Services
Health Service Coordinator
Health Service Manager
Medical Manager
Public Health Administrator
Public Health Manager

134202 **Nursing Clinical Director**
Director of Nursing
Hospital Matron

134203 **Primary Health Organisation Manager**

134204 **Secondary Health Services Manager**
Director Allied Health Services
Director of Pharmacy
Director of Physiotherapy Services
Director of Speech Pathology

134205 **Clinic Manager (specialised Health Service)**

Biokinetics Clinic Manager
Sport Psychology Manager
134206 **Sport Science Manager**
1343 **Aged Care Service Managers**
134301 **Special Care Accommodation Manager**
Aged Care Manager
Retirement Village Manager
1344 **Social Welfare Managers**
134401 **Social Services Manager**
Child and Youth Care Centre Manager
Child and Youth Care Services Manager
Social Services Centre Manager
Social Services Project Manager
Social Work Manager
134402 **Community Development Manager**
1345 **Education Managers**
134501 **School Principal**
Deputy Principal
Early Childhood Development School Principal
Headmaster
Headmistress
Independent School Principal
134502 **FET College Principal**
Further Education and Training College Programme Managers
134503 **Faculty Head**
Campus Principal
Dean of Faculty
Head of College Faculty
134504 **District Education Manager**
Provincial Education Manager
Schools Director
134505 **Rector (Educational)**
Deputy Vice-chancellor
Vice-chancellor (Principal)
134506 **Registrar / Councillor (Educational)**
134507 **Head of Department (Teacher)**
1346 **Financial and Insurance Services Branch Managers**
134601 **Bank Manager**
134602 **Credit Bureau Manager**
Credit Control Manager
134603 **Financial Markets Business Manager**
1347 **Armed Forces Managers**
134701 **Military Manager**
134702 **Military Commander**
Battalion Commander
Battalion Second In Command
Brigade Chief of Staff
Brigade Commander/General Officer Commanding (GOC)
Division Chief of Staff
Division Commander/General Officer Commanding (GOC)
Regiment Commander
Regiment Second In Command

SAAF Squadron Commander (SAAF only)
SAAF Squadron Second In Command (SAAF only)
Unit Commander (Combat Units Only)
Unit Second In Command (Combat Units Only)
War Ship Captain
War Ships Executive Officer / First Lieutenant

134703 **Military Warrant Officer**
Coxswain (Warship)
Master at Arms
Regimental Sergeant Major

1349 **Professional Services Managers not Elsewhere Classified**

134901 **Environmental Manager**
Agriculture and Forestry Coordinator
Centralised Permits and Cites Manager
Conservation Agriculture System Manager
Conservation Science Manager
Contaminated Sites Manager
Environmental Education Manager
Land and Water Manager
Land Care Manager
Pollution and Waste Manager
Species Protection Manager
Wild Life Management Services Manager
Wild Life Protection Services Manager

134902 **Laboratory Manager**

134903 **Small Business Manager**
Entrepreneurial Business Manager
Owner Manager

134904 **Office Manager**
Centre Manager

134905 **Judicial Court Manager**

134906 **Practice Manager**
Accounting Practice Manager
Architectural Practice Manager
Real Estate Manager
Veterinary Practice Manager

134907 **Archives Manager**

134908 **Library Manager**

134909 **Museum Manager**

134911 **Insurance Policy Administration Manager**
Insurance Claims Manager

134912 **Commissioned Fire and Rescue Officer**
Chief Fire and Rescue Officer
Inspector (Fire Services)

134913 **Commissioned Police Officer**

134914 **Correctional Services Manager**

134915 **Operations Manager (Non Manufacturing)**
Abattoir Manager
Abattoir Veterinarian
Farm Produce Packhouse Manager
Farm Produce Processing Manager
Feed Mill Manager



Field Production Manager (Seed)
Food and Beverages Processing Manager
Fresh Produce Packhouse Manager
Mill Manager
Pet Food Mill Manager
Seed Processing Plant Manager
Sugar Mill Manager

134916 **Operations Foreman (Non Manufacturing)**
Abattoir Foreman
Feedlot Foreman
Fresh Produce Packhouse Foreman
Seed Processing Plant Foreman

134917 **Publisher**
Commissioning Editor
Print Manager
Publishing Director
Publishing Production Manager
Publishing Manager

14 **Hospitality, Retail and Other Services Managers**

141 **Hotel and Restaurant Managers**

1411 **Hotel Managers**

141101 **Hotel or Motel Manager**
Backpackers Manager
Boarding House Manager
Duty Manager (Hotel)
Hostel Manager
Hotelier
Innkeeper
Lodge Manager
Resort Manager

141102 **Guest House Manager**
Bed and Breakfast Operator

141103 **Reception Manager**

1412 **Restaurant Managers**

141201 **Café (Licensed) or Restaurant Manager**
Bistro Manager
Cafeteria Manager
Canteen Manager
Caterer
Catering Manager
Food and Beverage Manager
Food Services Manager
Internet Cafe Manager
Mess Manager
Restaurant Manager
Restaurateur

141202 **Licensed Club Manager**
Club Licensee
Clubhouse Manager
Nightclub Manager

141203 **Catering Production Manager**
Food and Beverage Coordinator

- 141204 **Reservations Manager**
 - Central Reservations Manager
 - Rooms Division Manager, Front Office Manager
- 142 **Retail and Wholesale Trade Managers**
- 1421 **Retail and Wholesale Trade Managers**
- 142101 **Importer or Exporter**
 - Export Manager
 - Import Manager
- 142102 **Wholesaler**
 - Wholesale Merchant
- 142103 **Retail Manager (General)**
 - Retail Store Manager
 - Shop Manager
 - Shop Owner
- 142104 **Post Office Manager**
- 143 **Other Services Managers**
- 1431 **Sports, Recreation and Cultural Centre Managers**
- 143101 **Betting Agency Manager**
 - Racing Betting Branch Manager
 - Tab Manager
- 143102 **Gaming Manager**
 - Cashier Manager Gaming
 - Gaming Administration Manager
 - Gaming Project Manager
 - Gaming Promotions Manager
 - Race Track Operations Manager
 - Slots Manager
 - Slots Technical Manager
 - Tables Manager
- 143103 **Cinema or Theatre Manager**
- 143104 **Arts / Culture Manager**
 - Art Director (Film, Television or Stage)
 - Art Gallery Director
 - Artistic Director
 - Arts / Culture Administrator
 - Arts Centre Manager
 - Producer Performing Arts
 - Production Manager Performing Arts
- 143105 **Sports Administrator**
 - Sport Courses, Clinics and Programmes Managers
 - Sports Team Manager
- 143106 **Amusement Centre Manager**
 - Entertainment Centre Manager
 - Skateboard Park Manager
 - Video Games Arcade Manager
 - Video Games Centre Manager
- 143107 **Fitness Centre Manager**
 - Fitness Centre Administrator
 - Gym Manager
 - Health Club Manager
 - Sports Club Manager
- 143108 **Sports Centre / Facility Manager**

Aquatic Centre Manager
Golf Course Manager
Gymnasium Manager
Indoor Sports Centre Manager (Squash, Tennis, Ten Pin Bowling etc)
Leisure Centre Manager
Riding School Manager
Sport Stadium Manager

143109 **Club Membership Manager**

Membership Relations Manager

1439 **Services Managers not Elsewhere Classified**

143901 **Facilities Manager**

Campus Administrator / Supervisor

Facilities Supervisor

Garden / Park Manager

143902 **Cleaning Services Manager**

Cleaning Contractor

143903 **Boarding Kennel or Cattery Manager**

143904 **Security Services Manager**

Entrance Manager

Gaming Security Manager

Hospitality Security Manager

Security Risk Assessment Manager

Surveillance Investigations Manager

Surveillance Manager

143905 **Call or Contact Centre Manager**

Call / Contact Centre Quality Manager

Call or Contact Centre Supervisor

Contact Centre Manager: Resource Planner

Contact Centre Manager: Workforce Scheduler

Contact Centre Workforce Manager

Telesales Manager

143906 **Caravan Park and Camping Ground Manager**

Camping Site Manager

Holiday Park Manager

143907 **Dockmaster**

143908 **Travel Accommodation Inspector**

143909 **Travel Agency Manager**

2 **PROFESSIONALS**

21 **Physical, Mathematical and Engineering Science Professionals**

211 **Physical and Earth Science Professionals**

2111 **Physicists and Astronomers**

211101 **Physicist**

Astronomer

Astrophysicist

Biophysicist

Crystallographer

Medical Physicist

Nanotechnology Engineering Technologists

Nuclear Physicist

2112 **Meteorologists**

211201 **Meteorologist**

Atmospheric Scientist



Climate Scientist
Climatologist
Hydrometeorologist
Weather Forecaster

2113 **Chemists**

211301 **Chemist**

Analytical Chemist
Industrial Chemist
Laboratory Chemist
Manufacturing Chemist
Pharmacologist (Non-clinical)

2114 **Geologists and Geophysicists**

211401 **Geologist**

Engineering Geologist
Environmental Geologist
Exploration Geologist
Field Geologist
Geochemist
Geological Auditor
Geological Oceanographer
Geological Planner
Geomorphologist
Geoscientist
Hydrogeologist
Marine Geologist
Mine Geologist
Palaeontologist
Petrologist
Structural Geologist
Volcanologist



211402 **Geophysicist**

Geophysical Scientist
Hydrologist
Marine Scientist
Physical Oceanographer
Seismologist



211403 **Materials Scientist**

Ceramics Scientist
Fibre Technologist
Polymer Scientist

211404 **Gemologist**

Diamond Gemologist

211405 **Mineralogist**

212 **Mathematicians, Actuaries and Statisticians**

2121 **Mathematicians, Actuaries and Statisticians**

212101 **Actuary**

Actuary Manager
Average Adjuster

212102 **Mathematician**

Operations Research Analyst

212103 **Statistician**

Biometrician

Demographer
Demographic Analyst
Epidemiologist
Geostatistician
Population Analyst
Reporting Analyst
Statistical Analyst
Statistical GIS Specialist
Statistical Methodologist
Statistical Modeller

213 Life Science Professionals

2131 Biologists, Botanists, Zoologists and Related Professionals

213101 Animal Behaviourist

213102 Biologist (General)

Life Scientist (General)

Phytotomist

213103 Anatomist or Physiologist

Embryologist

Neuroanatomist

Physiologist

Sports Physiologist

213104 Biochemist

Biological Chemist

Enzyme Chemist

Protein Chemist

Toxic Advisor

Toxicologist

213105 Biotechnologist

Biodiversity Researcher

Bioinformatician

Bioprocess Engineer

Cell Geneticist

Crop Research Scientist

Cytotechnologist

DNA Sequencer

Fruit Research Scientist

Genomic Investigator

Molecular Biologist

Molecular Geneticist

Plant Molecular Biologist

213106 Botanist

Mycologist

Plant Environmental Biologist

Plant Morphologist

Plant Taxonomist

213107 Marine Biologist

Aquatic Biologist

Fisheries Analyst

Fisheries Biologist

Fisheries Researcher

Fisheries Scientist

213108 Microbiologist



Bacteriologist
Clinical Evaluation Advisor
Microbiology Researcher
Viral Serologist
Virologist

213109 **Zoologist**

Animal Physiologist
Animal Scientist
Apicultural Scientist
Entomologist
Mammologist
Nematologist
Ornithologist
Osteologist
Parasitologist

213110 **Medical Scientist**

Biomedical Technologist
Clinical Biochemist
Clinical Research Associate
Cytologist
Haematologist (Medical Research)
Histologist
Immunologist (Medical Research)
Medical Laboratory Scientist
Medical Researcher
Medical Scientific Officer
Medical Technologist
Microbiologist (Medical Research)
Pharmacologist (Clinical Research)
Public Health Scientist
Transfusion Scientist

2132 **Farming, Forestry and Fisheries Advisers**

213201 **Agriculture Consultant**

Agriculture Advisor
Agriculture Economic Advisor
Agriculture Extension Officer
Agriculture Field Officer
Agriculture Mentor
Animal Husbandry Consultant / Advisor
Farm Consultant / Advisor
Farm Economic Techniques Advisor
Field Husbandry Consultant / Advisor
Floriculture Consultant / Advisor
Horticulture Consultant / Advisor
Landcare Officer
Orchard Consultant
Pasture Consultant
Vegetable Consultant

213202 **Agricultural Scientist**

Agricultural Immunologist
Agronomist
Agrostologist



Animal Husbandry Scientist
Animal Nutritionist
Companion Animal Nutritionist
Farming Scientist
Plant / Seed Breeder
Plant Biologist / Ecologist / Toxicologist
Plant Pathologist
Plant Pathology Manager
Plant Physiologist
Plant Production Scientist
Pomologist
Quarantine Scientist
Seed Analyst
Seed Product Developer
Seed Production Agronomist
Seed Production Horticulturist
Soil and Plant Scientists



213203 Forest Scientist

Forest Pathologist
Forest Ranger
Forestry Advisor
Forestry Consultant
Forestry Extension Officer
Forestry Fire Specialist
Forestry Researcher
Silviculturist
Wood Scientist
Wood Technologist

213204 Wine Maker

Oenologist
Wine Blender

213205 Food and Beverage Scientist

Food and Drink Technologist
Food Chemist / Engineer
Food Quality Consultant
Food Safety Standards Auditor
Food Safety Standards Manager
Food Sanitation and Safety Inspector
Food Technologist
Food Technology Advisor
Milling Nutritionist
Protein Development Technologist







2133 Environmental Protection Professionals








213301 Conservation Scientist

Animal Ecologist
Conservancy Advisory Scientist
Conservation Officer
Ecological Researcher
Ecologist
Fish and Games Officer
Fisheries Advisor
Forestry Conservationist



	Soil Conservationist	
	Species Protection Officer	
	Water Conservation Scientist	
213302	Environmental Scientist	
	Climate Change Analyst	
	Environmental Advisor	
	Environmental Auditor	
	Environmental Consultant	
	Environmental Officer	
	Environmental Research Scientist	
	Environmental Waste Officer	
	Environmentalist	
213304	Earth and Soil Scientist	
	Land Degradation Analyst	
	Landcare Facilitator	
	Pedologist	
	Scientific Soil Tester	
	Soil Advisor	
	Soil Fertility Expert	
	Soil Physicist	
	Soil Technologist	
213305	Air Pollution Analyst	
	Air Quality Technician	
213306	Water Quality Analyst	
	Hydrographical Technical Officer	
	Hydrological Technical Officer	
	Waste Water Treatment Officer / Technician	
	Water Quality Technician	
213307	Park Ranger	
	Beach and Estuary Warden	
	Fish Warden	
	Game / Park Warden	
	Wildlife Conservationist	
	Wildlife Officer / Warden	
213308	Brownfield Redevelopment Specialist	
214	Engineering Professionals (Excluding Electrotechnology)	
2141	Industrial and Production Engineers	
214101	Industrial Engineer	
	Produce Process Engineer	
	Automation and Control Engineer	
	Enterprise Resource Management Engineer	
	Health and Safety Engineer	
	Industrial Efficiency Engineer	
	Manufacturing Logistics Engineer	
	Manufacturing Technology Engineer	
	Operations Research Engineer	
	Plant Engineer	
	Process Design Engineer	
	Process Engineer	
	Quality Management Engineer	
	Safety Engineer	
	Supply Chain Management Engineer	

	Value Engineering	
214102	Industrial Engineering Technologist	
	Produce Process Technologist	
	Fabrication Technologist	
	Manufacturing Logistics Technologist	
	Manufacturing Technologist	
	Operations Research Technologist	
	Process Design Technologist	
	Process Technologist	
	Quality Management Technologist	
	Safety Engineering Technologist	
	Supply Chain Technologist	
	Value Engineering Technologist	
214103	Production Engineer	
	Fabrication Engineer	
	Robotics and Production Automation Engineer	
214104	Production Engineering Technologist	
	Automation and Control Technologist	
	Clothing Production Technologist	
	Footwear Production Technologist	
	Industrial Machinery Technologist	
	Leather Production Technologist	
	Robotics and Production Automation Technologist	
	Rubber Production Technologist	
	Textile Production Technologist	
2142	Civil Engineers	
214201	Civil Engineer	
	Biosystems Engineer	
	Construction Engineer	
	Forest Engineer	
	Geotechnical Engineer	
	GIS and Landuse Management Engineer	
	Hydraulics Engineer	
	Site Design Engineer	
	Structural Engineer	
	Transport Engineer	
	Transportation and Urban Planning Engineer	
	Water and Wastewater Engineer	
214202	Civil Engineering Technologist	
	Biosystems Technologist	
	Concrete Technologist	
	Construction Technologist	
	Environmental Technologist	
	Geotechnics Technologist	
	GIS and Landuse Technologist	
	Hydraulics Technologist	
	Structural Technologist	
	Transportation and Urban Planner Technologist	
	Water and Wastewater Technologist	
2143	Environmental Engineers	
214301	Environmental Engineer	
	Air Pollution Control Engineer	







	Water Resource Specialists	
214302	Environmental Impact and Restoration Analyst	
	Environmental Remediation Specialist	
	Environmental Restoration Planner	
	Industrial Ecologist	
2144	Mechanical Engineers	
214401	Mechanical Engineer	
	Air-conditioning, Heating and Ventilation (including fire) Engineer	
	Automotive Engineer	
	Diesel Engineer	
	Fluid Mechanics Engineer	
	Forensic Engineer	
	Fuel Cell Engineer	
	Heating and Ventilation Engineer	
	Industrial Machinery Engineer	
	Machine Design and Development Engineer	
	Maintenance Management Engineer	
	Mechanical Engineer (Mines)	
	Mechatronics Engineer	
	Piping Engineer	
	Pressurised Vessels Engineer	
	Rotational Plant Engineer	
	Structural Steel Engineer	
	Thermodynamics Engineer	
	Transportation Systems Engineer	
214402	Mechanical Engineering Technologist	
	Air-conditioning, Heating and Ventilation (including fire) Technologist	
	Automotive Technologist	
	Clinical Technologist	
	Fluid Mechanics Technologist	
	Forensic Technologist	
	Maintenance Technologist	
	Mechatronics Engineering Technologist	
	Piping Technologist	
	Pressurised Vessels Technologist	
	Rotational Plant Technologist	
	Structural Steel Technologist	
	Thermodynamics Technologist	
	Transportation Systems Technologist	
214403	Aeronautical Engineer	
	Aerodynamics Engineer	
	Aerospace Engineer	
	Aircraft Control Systems Engineer	
	Aircraft Designer	
	Aircraft Electrical Engineer	
	Aircraft Electronics Engineer	
	Aircraft Mechanical Engineer	
	Aircraft Production Engineer	
	Aircraft Safety Engineer	
	Avionics Engineer	
	Avionics Systems Engineer	
	Flight Test Engineer	

- Flight Test Pilot
- Propulsion Engineer
- 214404 **Aeronautical Engineering Technologist**
 - Aerodynamics Engineering Technologist
 - Aeronautical Technologist
 - Aerospace Engineering Technologist
 - Aircraft Control Systems Engineering Technologist
 - Aircraft Electrical Engineering Technologist
 - Aircraft Electronics Engineering Technologist
 - Aircraft Mechanical Engineering Technologist
 - Aircraft Production Engineering Technologist
 - Aircraft Safety Engineering Technologist
 - Avionics Engineering Technologist
 - Avionics Systems Engineering Technologist
 - Flight Test Engineering Technologist
 - Propulsion Engineering Technologist
- 214405 **Marine Engineer**
 - Marine Architect
 - Marine Designer
 - Naval Architect
- 214406 **Marine Engineering Technologist**
- 214407 **Armament Engineer (Defence Industry)**
 - Instrument Engineer (Defence Industry)
- 214408 **Armament Engineering Technologist (Defence Industry)**
 - Instrument Engineering Technologist (Defence Industry)
- 2145 **Chemical Engineers**
- 214501 **Chemical Engineer**
 - Biochemical Engineer
 - Bioengineer
 - Catalytic Processing Engineer
 - Cosmetics Engineer
 - Crude Oil, Coal and Petrochemicals Engineer
 - Fluid Dynamics Engineer
 - Food Processing Engineer
 - Glass and Ceramics Technologist
 - Heat Transfer Engineer
 - Hydrometallurgical Engineer
 - Pharmaceutical Engineer
- 214502 **Chemical Engineering Technologist**
 - Biochemical Technologist
 - Bioengineering Technologist
 - Catalytic Processing Technologist
 - Coal Technologist
 - Cosmetics Technologist
 - Crude Oil Technologist
 - Environmental (Water, Air, Soil) Technologist
 - Fluid Dynamics Technologist
 - Food Processing Technologist
 - Fuel Technologist
 - Hydrometallurgical Technologist
 - Petrochemicals Technologist
 - Pharmaceutical Technologist




	Plastics Technologist	
	Process Plants Design and Erection Technologist	
	Refinery Process Engineer	
214503	Explosives and Dangerous Goods Inspector	
	Gas Examiner	
2146	Mining Engineers, Metallurgists and Related Professionals	
214601	Mining Engineer	
	Colliery Engineer	
	Marine Mining Engineer	
	Metalliferous Mining Engineer	
	Mine Ventilation Engineer	
	Open Cast Mining (including diamonds) Engineer	
	Rock Engineer	
	Surface Mining (including quarrying) Engineer	
	Underground Coal Mining Engineer	
214602	Mining Engineering Technologist	
	Colliery Technologist	
	Marine Mining Technologist	
	Metalliferous Technologist	
	Mine Ventilation Technologist	
	Open Cast Mining (including diamonds) Technologist	
	Rock Technologist	
	Surface Mining (including quarrying) Technologist	
	Underground Coal Mining Technologist	
214603	Metallurgical Engineer	
	Alloy Design Engineer	
	Corrosion Engineer	
	Electrometallurgical Engineer	
	Extraction Engineer	
	Extraction Metallurgical Engineer	
	Flotation Metallurgical Engineer	
	Mining Process Engineer	
	Ore Processing Engineer	
	Physical Metallurgical Engineer	
	Pyro Metallurgical Engineer	
	Welding Engineer	
214604	Metallurgical Engineering Technologist	
	Alloy Design Technologist	
	Corrosion Technologist	
	Electrometallurgical Technologist	
	Extraction Metallurgical Technologist	
	Extraction Technologist	
	Flotation Metallurgical Technologist	
	Ore Processing Technologist	
	Physical Metallurgical Technologist	
	Pyro Metallurgical Technologist	
	Welding Technologist	
214605	Metallurgist	
	Assayer	
	Extractive Metallurgist	
	Industrial Metallurgist	
	Metallographer	

	Metals Scientist	
	Physical Metallurgist	
	Radiological Metallurgist	
214607	Petroleum Engineer	
	Biofuels Engineer	
	Biofuels/Biodiesel Technology and Product Development Managers	
	Gas Engineer	
	Mud Engineer	
	Natural Gas Engineer	
	Oil Refinery Engineer	
	Petroleum Engineering Technologist	
	Petrophysical Engineer	
2149	Engineering Professionals not Elsewhere Classified	
214901	Biomedical Engineer	
	Clinical Engineer	
214902	Explosive Ordnance Engineer	
214903	Marine Salvage Engineer	
214904	Quantity Surveyor	
	Building Economist	
	Construction Economist	
	Electrical Specifications Writer	
	Plumbing Estimator	
214905	Agricultural Engineer	
	Agricultural Product Processing Engineer	
	Agricultural Structures and Facilities Engineer	
	Aqua Culture Engineer	
	Crop Production Mechanisation Engineer	
	Irrigation Engineer	
	Natural Resources Engineer	
214906	Agricultural Engineering Technologist	
	Agricultural Product Processing Engineering Technologist	
	Agricultural Structures and Facilities Engineering Technologist	
	Aqua Culture Engineering Technologist	
	Crop Production Mechanisation Engineering Technologist	
	Irrigation Engineering Technologist	
	Natural Resources Engineering Technologist	
214907	Materials Engineer	
	Material Sciences Engineer	
	Materials and Non Destructive Testing Engineer	
214908	Materials Engineering Technologist	
	Materials and Non Destructive Testing Technologist	
	Materials Sciences Technologist	
	Materials Technologist	
	Optical Engineer	
214909	Microsystems Engineers	
215	Electrotechnology Engineers	
2151	Electrical Engineers	
215101	Electrical Engineer	
	Control Engineer	
	Electric Power Generation Engineer	
	Electrical Design Engineer	
	Electrical Engineer (Mines)	

	Electromechanical Engineer	
	Illumination Engineer	
	Power Distribution Engineer	
	Power Systems Engineer	
	Power Transmission Engineer	
	Railway Signal Engineer	
215102	Electrical Engineering Technologist	
	Control Engineering Technologist	
	Electromechanical Engineering Technologist	
	Illumination Engineering Technologist	
	Power Engineering Technologist	
215103	Energy Engineer	
	Bio-energy Engineer	
	Energy Services Engineer	
	Hydro Energy Engineer	
	Nuclear Energy Engineer	
	Renewable Energy Engineer	
	Solar Energy Engineer	
	Wind Energy Engineer	
215104	Energy Engineering Technologist	
	Bio-energy Technologist	
	Energy Measurement and Verification Professional	
	Energy Sustainability Specialist	
	Hydro Energy Technologist	
	Nuclear Energy Technologist	
	Renewable Energy Technologist	
	Solar Energy Technologist	
	Wind Energy Technologist	
2152	Electronics Engineers	
215201	Electronics Engineer	
	Communications Engineer (Army)	
	Computer Engineer	
	Electronics Designer	
	Information Engineer	
	Instrumentation Engineer	
	Television Engineer	
215202	Electronics Engineering Technologist	
	Clinical Engineering Technologist	
	Computer Engineering Technologist	
	Information Technologist	
	Instrumentation Technologist	
2153	Telecommunications Engineers	
215301	Telecommunications Engineer	
	Broadcast Engineer	
	DSP Designer	
	Engineer Communications	
	Fibre Optics Engineer	
	Radar Engineer	
	Radio and Telecommunications Engineer	
	Radio Engineer	
	RF Designers (Tx and Rx)	
	Satellite Transmission Engineer	

Signal Processing Engineer
Signal Systems Engineer
Signalling and Communications Engineer
215302 **Telecommunications Engineering Technologist**
215303 **Telecommunications Network Engineer**
Communications Consultant
Communications Specialist (ICT)
Telecommunications Consultant
Telecommunications Network Planner
Telecommunications Specialist
215304 **Telecommunications Field Engineer**
216 **Architects, Planners, Surveyors and Designers**
2161 **Building Architects**
216101 **Architect**
Building Architect
Conservation Architect
Heritage Architect
2162 **Landscape Architects**
216201 **Landscape Architect**
Garden Designer
Landscape Designer
Landscape Planner
2163 **Product and Garment Designers**
216301 **Fashion Designer**
Bag and Accessories Designer
Clothing Designer
Dress Designer
Knitwear Designer
Costume Designer
Leisurewear Designer
216302 **Industrial Designer**
Carpet Designer / Copyist Planner
Ceramic Designer
Commercial Product Designer
Furniture Designer
Glass Designer
Industrial Graphic Designer
Product Designer (excluding Engineering Products)
Textile Designer
Textile Research and Development Practitioner
Wallpaper Designer
Weaving Pattern Card Preparer
216303 **Jewellery Designer**
Custom Made Jewellery Designer
Jewellery Industrial Designer
216304 **Footwear Designer**
Footwear Bottomstock Designer
Footwear Bottomstock Engineer
2164 **Town and Traffic Planners**
216401 **Urban and Regional Planner**
Community / Country / District Planner
Environmental Consent Planner



- Environmental Policy Planner
- Geothermal Resource Officer
- Land Development Planner
- Land Planner
- Land Use Planner
- Natural Resource Management Consultant / Officer / Planner
- Town Planner
- Traffic and Transport Planner
- 216402 **Transport Analyst** 
- Logistics Analyst
- Transportation Planners
- 2165 **Cartographers and Surveyors**
- 216501 **Cartographer**
- Map Maker
- 216502 **Surveyor** 
- Aerial Photographic Interpreter
- Aerial Surveyor
- Cadastral Records Advisor
- Cadastral Survey Advisor
- Cadastral Surveyor
- Geodetic Surveyor
- Geometric Engineer
- Geometrician
- Hydro Charting Advisor
- Hydrographic Survey Advisor
- Hydrographic Surveyor
- Land Surveyor
- Mine Surveyor
- Photogrammetric Surveyor
- Photogrammetrist
- Surveying and Mapping Specialist
- Surveying Technologist
- Topographer and Hydrographer
- 2166 **Graphic and Multimedia Designers**
- 216601 **Graphic Designer**
- Advertising Artist / Designer
- Art Director
- Calligrapher
- Commercial Artist
- Display Artist
- Exhibition / Display Designer
- Film and Video Graphics Designer
- Graphic Artist
- Lettering Designer
- Lithographic Artist
- Publication Designer
- 216602 **Illustrator**
- Animator
- Book Designer
- Book Illstrator
- Technical Illustrator
- 216603 **Multimedia Designer**

Digital Media Designer
Instructional Designer
Interactive Media Designer
Multimedia Artist

216604 **Web Designer**

22 **Health Professionals**

221 **Medical Doctors**

2211 **Generalist Medical Practitioners**

221101 **General Medical Practitioner**
Doctor
General Practitioner (GP)
Medical Practitioner
Physician
Primary Health Care Physician
Sports Medicine Practitioner
Sports Physician

221102 **Resident Medical Officer**
Medical Intern

221103 **Public Health Physician**

2212 **Specialist Medical Practitioners**

221201 **Anaesthetist**
Anaesthesiologist
Intensive Care Anaesthetist
Medical Sedation Specialist
Obstetric Anaesthetist
Pain Management Specialist

221202 **Cardiologist**
Cardiac Imaging Fellow

221203 **Emergency Medicine Specialist**
Emergency Physician

221204 **Obstetrician and Gynaecologist**
Child Birth Specialist
Gynaecological Oncologist
Infant Care Medical Specialist
Urogynaecologist

221205 **Ophthalmologist**
Eye Surgeon
Medical Eye Specialist
Ophthalmic Optician

221206 **Paediatrician**
Neonatologist
Paediatric Thoracic Physician

221207 **Pathologist**
Clinical Cytopathologist
Forensic Biologist
Forensic Pathologist
Forensic Scientist
Forensic Toxicologist
Immunologist

221208 **Psychiatrist**
Adolescent Psychiatrist
Child Psychiatrist

Forensic Psychiatrist
Geriatric Psychiatrist
Medical Psychotherapist
Psychogeriatrician

221209 **Radiologist**

Diagnostic Radiologist
Medical Imaging Specialist
Nuclear Medicine Specialist
Radiation Oncologist
Sonologist

221210 **Specialist Physician (General Medicine)**

Cancer Specialist
Clinical Geneticist
Clinical Immunologist
Clinical Oncologist
Clinical Pharmacologist
Diabetologist
Endocrinologist
Gastroenterologist
Geriatrician
Haematologist
Infectious Diseases Specialist
Intensive Care Medicine Specialist
Intensive Care Specialist
Intensivist
Medical Specialist
Musculoskeletal Physician
Nephrologist
Neurologist
Palliative Medicine Specialist
Pulmonary Specialist
Renal Medicine Specialist
Reproductive Endocrinologist
Respiratory Medicine Physician
Respiratory Physician
Thoracic Medicine Physician
Thoracic Medicine Specialist
Venereologist

221211 **Surgeon**

Cardiothoracic Surgeon
Ear, Nose and Throat Specialist
Head and Neck Surgeon
Industrial Medicine Specialist
Laryngologist
Neurosurgeon
Occupational Medicine Specialist
Orthopaedic Surgeon
Otolaryngologist
Otologist
Otorhinolaryngologist
Paediatric Surgeon
Plastic and Reconstructive Surgeon

Preventive Medicine Specialist
Rhinologist
Sexual Health Physician
Specialist In Rehabilitation Medicine
Urologist
Vascular Surgeon

222 Nursing and Midwifery Professionals

2221 Nursing Professionals

222101 Clinical Nurse Practitioner

Clinical Nurse Specialist
Infection Control Nurse

222102 Registered Nurse (Aged Care)

Gerontology Nurse
Registered Geriatric Nurse

222103 Registered Nurse (Child and Family Health)

Maternity Nurse
Neonatal Nurse
Plunket Nurse

222104 Registered Nurse (Community Health)

Clinic Nurse
District Nurse
Health Coordinator
Health Education and Promotion Nurse
Industrial / Factory Nurse
Nurse Clinician
Occupational Health Nurse
Primary Health Care Nurse
Public Health Nurse
Remote / Rural Area Nurse
School Nurse

222105 Registered Nurse (Critical Care and Emergency)

Acute Care Nurse
Coronary Care Unit Nurse
Emergency / Trauma Nurse
Intensive Care Nurse

222106 Registered Nurse (Developmental Disability)

Registered Mental Retardation Nurse

222107 Registered Nurse (Disability and Rehabilitation)

Orthopaedic Nurse
Palliative Care Nurse
Rehabilitation Nurse

222108 Registered Nurse (Medical and Surgical)

General Nurse
Hospital Nurse
Nursing Prison Officer
Prison Nurse

222109 Registered Nurse (Medical Practice)

Practice Nurse

222110 Registered Nurse (Mental Health)

Child and Adolescence Mental Health Nurse
Drug and Alcohol Nurse
Psychiatric Nurse

Psychiatric Rehabilitation Nurse
Psychogeriatric Care Nurse
Psychopaedic Nurse

222111 **Registered Nurse (Preoperative)**
Anaesthetic Nurse
Operating Room Nurse
Operating Theatre Nurse
Recovery Nurse

222112 **Registered Nurse (Surgical)**
Obstetric Nurse
Oncology Nurse

222113 **Paediatrics Nurse**

222114 **Nurse Educator**
Clinical Nurse Educator
Clinical Nurse Preceptor
Staff Development Nurse

222115 **Nurse Researcher**

222116 **Nurse Manager**
Charge Nurse
Charge Sister
Nurse Unit Manager

2222 **Midwifery Professionals**

222201 **Midwife**
Certified Midwife
Community Midwife
Midwife Practitioner

223 **Traditional and Complementary Medicine Professionals**

2231 **Traditional and Complementary Medicine Professionals**

223101 **Acupuncturist**

223102 **Ayurvedic Practitioner**

223103 **Homoeopath**

223104 **Naturopath**
Natural Health Practitioner
Natural Health Therapist
Natural Therapist

223105 **Traditional African Medicine Practitioner**

223106 **Traditional Chinese Medicine Practitioner**
Chinese Herbal Medicine Practitioner
Chinese Medicine Practitioner
Herbalist (Chinese)
Oriental Medicine Practitioner
Sangoma
Traditional African Health Practitioner
Unani Practitioner

224 **Paramedical Practitioners**

2241 **Paramedical Practitioners**

224101 **Paramedical Practitioner**
Advanced Care Paramedic
Clinical Officer (Paramedical)
Feldscher
Primary Care Paramedic

224102 **Sports Scientist**

- 225 **Veterinarians**
- 2251 **Veterinarians**
- 225101 **Veterinarian**
 - Animal Doctor
 - Veterinary Epidemiologist
 - Veterinary Parasitologist
 - Veterinary Pathologist
 - Veterinary Surgeon
- 225102 **Veterinary Public Health Professional / Practitioner**
- 225103 **Livestock Inspector**
 - Agricultural Veterinary Inspector
 - Animal Health Officer
 - SPCA Inspector
- 226 **Other Health Professionals**
- 2261 **Dentists**
- 226101 **Dental Specialist**
 - Community Dentistry Specialist
 - Dental / Oral Surgeon
 - Endodontist
 - Oral and Maxillofacial Surgeon
 - Oral Pathologist
 - Orthodontist
 - Paedodontist
 - Periodontist
 - Prosthodontist
 - Stomatologist
- 226102 **Dentist**
 - Dental Practitioner
 - Oral Medicine Specialist
 - Restorative Dentist
- 2262 **Pharmacists**
- 226201 **Hospital Pharmacist**
 - Clinical Pharmacist
 - Health Service Pharmacist
 - Hospital Chemist
- 226202 **Industrial Pharmacist**
- 226203 **Retail Pharmacist**
 - Community Pharmacist
 - Dispensing Chemist
 - Pharmacist Assistant
- 2263 **Environmental and Occupational Health and Hygiene Professionals**
- 226301 **Environmental Health Officer** ()
 - Food Safety Auditor
 - Food Safety Officer
 - Health Surveyor
 - Licensed Premises Inspector
- 226302 **Safety, Health, Environment and Quality (SHE&Q) Practitioner** ()
 - Chief Safety Officer Mining
 - Health and Safety Officer / Coordinator / Professional
 - Injury Prevention Consultant
 - Occupational Health and Safety Advisor
 - Occupational Hygienist

Occupational Safety Advisor
Occupational Safety Practitioner / Officer
Occupational Safety and Health (OSH) Advisor / Coordinator / Officer / Professional
Radiation Protection Expert
Risk and Safety Manager
Road Safety Coordinator
Safety Coordinator

226303 **Ergonomist**

2264 **Physiotherapists**

226401 **Physiotherapist**
Aquatic Physiotherapist
Cardiothoracic Physiotherapist
Continence and Women's Health Physiotherapist
Gerontological Physiotherapist
Geriatric Physical Therapist
Manipulation Therapist
Musculoskeletal Physiotherapist
Neurological Physiotherapist
Occupational Health Physiotherapist
Orthopaedic Physical Therapist
Paediatric Physiotherapist
Physical Therapist
Physio
Sports Physiotherapist

2265 **Dieticians and Nutritionists**

226501 **Dietician**
Advisor Food Science / Technology
Dietetic Consultant
Health Advisor (Nutrition)
Home Economist
Nutritionist
Sports Nutritionist

2266 **Audiologists and Speech Therapists**

226601 **Audiologist**
Hearing Therapist
Orthoepist

226602 **Speech Pathologist**
Language Therapist
Speech Clinician
Speech Therapist

2267 **Optometrists and Ophthalmic Opticians**

226701 **Optometrist**
Oculist

226702 **Orthoptist**

2269 **Health Professionals not Elsewhere Classified**

226901 **Arts Therapist**
Dance Therapist
Drama Therapist
Music Therapist

226902 **Occupational Therapist**
Corrections Programme Coordinator / Facilitator
Ergotherapist

Work Rehabilitation Therapist

226903 **Podiatrist**
Chiropodist
Podiatric Surgeon

226904 **Diversional Therapist**
Activities Coordinator
Activities Officer
Recreational Therapist

226905 **Biokineticist**
Exercise Physiologist
Exercise Therapist
Human Movement Specialist

226906 **Rheumatologist**

226907 **Dermatologist**

23 **Teaching Professionals**

231 **University and Higher Education Teachers**

2311 **University and Higher Education Teachers**

231101 **University Lecturer**
Assessment Advisor And/Or Internal Moderator
Associate Professor
College of Education Lecturer
Lecturer
Professor
Tertiary Educator

231102 **University Tutor**
University Demonstrator

232 **Vocational Education Teachers**

2321 **Vocational or Further Education Teachers**

232101 **Accounting Teacher (Grades 10 - 12)**

232102 **Agricultural Management Practices Teacher (Grades 10 - 12)**

232103 **Agricultural Sciences Teacher (Grades 10 - 12)**

232104 **Agricultural Technology Teacher (Grades 10 - 12)**

232105 **Business Studies Teacher (Grades 10 - 12)**

232106 **Civil Technology Teacher (Grades 10 - 12)**

232107 **Computer Applications Technology Teacher (Grades 10 - 12)**

232108 **Consumer Studies Teacher (Grades 10 - 12)**

232109 **Dance Studies Teacher (Grades 10 - 12)**

232110 **Design Teacher (Grades 10 - 12)**

232111 **Dramatic Arts Teacher (Grades 10 - 12)**

232112 **Economics Teacher (Grades 10 - 12)**

232113 **Electrical Technology Teacher (Grades 10 - 12)**

232114 **Engineering Graphics & Design Teacher (Grades 10 - 12)**
Technical Drawing Teacher

232115 **Geography Teacher (Grades 10 - 12)**

232116 **History Teacher (Grades 10 - 12)**

232117 **Hospitality Studies Teacher (Grades 10 - 12)**

232118 **Information Technology Teacher (Grades 10 - 12)**

232119 **Language Teacher (Grades 10 - 12)**

232120 **Life Orientation Teacher (Grades 10 - 12)**

232121 **Life Sciences Teacher (Grades 10 - 12)**
Social Sciences Teacher

232122 **Mathematical Literacy Teacher (Grades 10 - 12)**

232123 **Mathematics Teacher (Grades 10 - 12)**

232124 **Mechanical Technology Teacher (Grades 10 - 12)**

232125 **Music Teacher (Grades 10 - 12)**

232126 **Physical Science Teacher (Grades 10 - 12)**

232127 **Religion Studies Teacher (Grades 10 - 12)**

232128 **Tourism Teacher (Grades 10 - 12)**

232129 **Visual Arts Teacher (Grades 10 - 12)**

233 **Secondary or Intermediate and Senior Education Teachers**

2331 **Secondary or Intermediate and Senior Education Teachers**

233101 **Maths Teacher (Grades 4 - 9)**

233102 **Natural Sciences Teacher (Grades 4 - 9)**
Teacher of The Deaf and Dumb

233103 **Economics and Management Sciences Teacher (Grades 4 - 9)**

233104 **Life Skills Teacher (Grades 4 - 9)**

233105 **Social Sciences Teacher (Grades 4 - 9)**

233106 **Arts and Culture (Grades 4 - 9)**

234 **Primary School and Early Childhood Teachers**

2341 **Primary School or Foundational Phase Teachers**

234101 **Foundational Phase School Teacher**
Foundational Phase Teacher
Primary School Housemaster
Primary Teacher-librarian

2342 **Early Childhood Educators**

234201 **Early Childhood Development Practitioner**
Early Childcare Teacher
Early Intervention Teacher
Kindergarten Teacher
Nursery Teacher
Playschool Teacher
Pre-primary Education Associate Professional
Pre-school Coordinator
Pre-school Director

234202 **Preschool Aide**
Kindergarten Assistant

235 **Other Teaching Professionals**

2351 **Education Methods Specialists**

235101 **Education or Training Advisor**
Academic Advisor
Academic Development Coordinator
Curriculum Advisory Officer / Facilitator
Curriculum Coordinator
Curriculum Development Audit Officer
Curriculum Specialist
Education / Training Consultant
Education / Training Methods Specialist
Education / Training Specialist
Education / Training Verifier
Education and Training Quality Assurance (ETQA) Officer / Manager
Education Officer
Home-school Liaison Officer
Pre-school Advisor
Teaching Aids Specialist

- 235102 **Education or Training Reviewer**
 - Education Review Officer
 - Moderators
 - School Inspector
- 2352 **Special Needs Teachers**
- 235201 **Special Needs Teacher**
 - Behaviour Support Teacher
 - Education Therapist
 - Learning Support Teacher
 - Rehabilitation Teacher
 - Remedial Teacher
 - Special Education Teacher (Mentally / Physically Handicapped)
 - Special Education Teaching Associate Professional
 - Teacher of Gifted Students
- 235202 **Teacher of The Hearing Impaired**
- 235203 **Teacher of The Sight Impaired**
- 235204 **Distant Education Teacher / Correspondence School Teacher**
- 235205 **Adult Education Teacher**
 - Abet Trainer
 - Teacher of Gifted Children
- 235206 **Integration Aide**
 - Education Worker
 - Education Worker Coordinator
 - Home School Liaison Officer
- 2353 **Other Language Teachers**
- 235301 **Teacher of English To Speakers of Other Languages**
 - English As A Second Language Teacher
 - English Conversation Instructor
 - English Language Teacher
- 2354 **Other Music Teachers**
- 235401 **Music Teacher (Private Tuition)**
 - Flute / Guitar / Piano / Violin Teacher
 - Singing Teacher (Private Tuition)
- 2355 **Other Arts Teachers**
- 235501 **Art Teacher (Private Tuition)**
- 235502 **Dance Teacher (Private Tuition)**
 - Ballet Teacher
- 235503 **Drama Teacher (Private Tuition)**
 - Elocution Teacher
- 2356 **Information Technology Trainers**
- 235601 **ICT Trainer**
 - Computer Trainer
 - ICT Educator
 - Software Trainer
- 2359 **Teaching Professionals not Elsewhere Classified**
- 235901 **Dressmaking Teacher (Private Tuition)**
- 235902 **Handicrafts Teacher (Private Tuition)**
- 235903 **School Laboratory Technician**
- 235904 **Examination Supervisor**
- 24 **Business and Administration Professionals**
- 241 **Finance Professionals**
- 2411 **Accountants**

- 241101 **Accountant (General)**
 - Bank Accountant
 - Debtors Manager
- 241102 **Management Accountant**
 - Budget Accountant
 - Cost Accountant
 - Project Accountant
- 241103 **Tax Professional**
 - Tax Analyst
 - Tax Auditor
 - Tax Consultant
- 241104 **External Auditor**
 - Audit and Assurance Manager
 - Auditor
 - Forensic Auditor / Investigator
 - Project Auditor
 - Public Accountant
- 241106 **Accountant in Practice**
- 241107 **Financial Accountant**
 - Business Group Accountant
 - Company Accountant
 - Corporate Accountant
- 241108 **Forensic Accountant**
 - Investigating Accountant
- 2412 **Financial and Investment Advisors**
- 241201 **Investment Analyst**
 - Investment Research Analyst
 - Listed Securities Analyst
- 241202 **Investment Manager**
 - Discretionary Manager
 - Fund Manager
 - Hedge Fund Manager
 - Portfolio Manager
- 241203 **Investment Advisor**
 - Financial Markets Investment Advisor
 - Fund Advisor
 - Portfolio Advisor
 - Securities Sales Trader
- 241204 **Financial Markets Practitioner**
- 241205 **Professional Principal Executive Officer**
- 2413 **Financial Analysts**
- 241301 **Financial Investment Advisor**
 - Account Management Advisor
 - Financial Analyst
 - Financial Advisor
 - Financial Agent
 - Financial Business Analyst
 - Financial Consultant
 - Financial Planner
 - Financial Planning Advisor / Manager
 - Insurance Manager
- 242 **Administration Professionals**

2421 Management and Organization Analysts

242101 Management Consultant

Business Analyst
Business Coach
Business Consultant
Business Support Project Manager
Business Turnaround Management Consultant
Capital Expenditure Analyst
Commercial Analyst
Corporate Planner
Ecommerce Programme Manager
Farm Management Consultant
Financial Systems Advisor
Management Consulting Specialist
Management Reporting Analyst
Operations Analyst
Purchase Advisor
Resource Development Analyst
Service Solutions Project Manager
Small Business Consultant / Mentor
Strategic Developer / Facilitator
Superannuation Transitions Specialist
Technology Development Coordinator

242102 Organisation and Methods Analyst

Business / Community / Disability Liaison Officer
Change Management Facilitator
Cost Modelling / Industry Analyst
Efficiency Engineer
Equipment and Standards Advisor
Land Information Change Manager
Management Systems Consultant
Methods Engineer
Organisation and Methods Official
Organisational Performance Improvement Manager
Organisational Performance Manager / Practitioner
Skills Auditor
Work Study Officer / Observer

2422 Policy Administration Professionals

242201 Intelligence Officer

Criminal Intelligence Analyst
Defence Intelligence Analyst
Information Strategist
Intelligence Coordinator Manager
Military Intelligence Officer
Vetting Specialist

242202 Policy Analyst

Commerce Projects Advisor
Intelligence Analyst
Policy Advisor
Policy Consultant / Officer / Planner
Position Analyst
Programme Evaluator

- Research and Evaluation Analyst
- Research Consultant
- Risk / Planning / Review / Analyst
- Special Projects Analyst
- Strategic Advisor
- Strategic Business Policy Analyst
- Strategy Analyst
- Systems Advisory Officer Evaluations
- Trade Policy Advisor
- 242203 **Company Secretary**
Board Secretary
- 242204 **Corporate Treasurer**
Financial Risk Manager
Treasurer
- 242207 **Compliance Officer** ()
Compliance Officer (Financial Sector)
Financial Markets Compliance Officer
- 242208 **Organisational Risk Manager** ()
Organisational Development Manager / Practitioner
Organisational Enterprise Wide Risk Manager
Organisational Risk Adviser
Organisational Risk Coordinator
Organisational Risk Officer
Risk Compliance Manager
- 242209 **Accounting Officer**
- 242210 **Business Administrator**
- 242211 **Internal Auditor**
- 242212 **Diplomat**
Foreign Relations Practitioner
- 2423 **Personnel and Careers Professionals**
- 242301 **Careers Counsellor**
Career Consultant
Careers Advisor
Vocational Guide
- 242302 **Skills Development Facilitator / Practitioner**
Enterprise Resource Planner
Human Resources Planner
Skills Development Strategist
Training Analyst
Workforce Planning Analyst
- 242303 **Human Resource Advisor**
Business Unit Advisor
Hr Administrator
Hr Analyst
Hr Coordinator
Hr Officer
Human Resource Consultant
Human Resources Development Coordinator
Personnel Consultant
Personnel Officer
Professional Development Advisor
Remuneration and Benefits Specialist

242304 Workplace / Industrial Relations Advisor

Business Advisor Employee Relations
Conflict Resolution Practitioner
Employee Relations Advisor
Employment Relations Coordinator
Employment Relations Officer
Industrial Relations Advisor
Industrial Relations Consultant
Industrial Relations Officer

242305 Occupational Analyst

242306 Labour Market Analyst

242307 Recreation Officer

Activities Officer (Recreation)
Recreation Advisor
Recreation Coordinator

2424 Training and Staff Development Professionals

242401 Training and Development Professional

Learnership Manager
Training Advisor
Training and Development Practitioner
Training Consultant
Training Coordinator
Training Material Developer
Training Officer

242402 Occupational Instructor / Trainer

Business Leadership / Executive Coach
Business Management Skills Trainer
Business Skills Trainer
Maintenance Instructor
Mechanical Instructor
Metalwork Instructor
On-the-job Trainer
Operator Trainer
Police Instructor
Product Trainer
Systems Trainer
Welding Instructor

()

242403 Assessment Practitioner

Assessor

242404 Student Support Service Officer

243 Sales, Marketing and Public Relations Professionals

2431 Advertising and Marketing Professionals

243101 Advertising Specialist

Advertising Account Executive
Advertising Account Manager
Advertising Agent Representative
Advertising Coordinator / Specialist
Creative Director (Advertising)

243102 Market Research Analyst

Information and Publishing Communications Advisor
Market Access Counsellor
Market Research Project Manager / Project Leader

Market Researcher
Market Trends Consultant
Marketing Analyst
Marketing Research Accounts Manager / Key Account Manager
Marketing Research Executive
Trade Marketing Analyst

243103 **Marketing Practitioner**

Brand Manager
Business Forecaster
Business Strategy Manager
Category Manager
Interactive Direct Marketing Postal Planners
Marketing Consultant
Marketing Officer
Marketing Professional
Marketing Specialist
Product / Programme Developer (Travel Services)
Product Manager
Retail Advisor
Sales Account Manager
Sales Coordinator
Sales Promotion Officer

243104 **Market Campaign Analyst**

Contact Centre Production / Productivity Analyst

2432 **Public Relations Professionals**

243201 **Communication Coordinator**

Communication Management Coordinator
Company Promoter
Coordinator External / Internal Communication
Corporate Affairs Officer / Coordinator
Customer Relations Officer
Internal / Employee Communication Coordinator
Media Liaison Officer
Parliamentary Writer
Press Officer / Secretary
Promotions Officer / Coordinator
Public Affairs Advisor / Officer
Public Relations (PR) Coordinator / Practitioner
Publicity Advisor / Officer / Coordinator
Speechwriter and Advisor

243202 **Marketing / Communication Strategist**

Corporate Communication Strategist
Fundraising Manager

243203 **Corporate Communication Manager**

Account / Regional Director (Communications Consultancy)
Account Manager (Communications Consultancy)
Director Public Relations / Corporate Communications (Public Service)
Fundraising Director
Manager Communications Management
Manager Corporate Communications
Manager External / Internal Communication)
Manager Public Affairs / Relations

Media / Communication / Parliamentary / Liaison Practitioner (Government)

243204 Event Producer

Concert Promoter / Organiser
Conference and Event Organiser / Coordinator
Event Coordinator
Event Director
Event Manager Specialist
Festival Coordinator
Government, Protocol or Civic Event Organiser
Meeting Planner
Professional Conference Organiser
Social / Life Cycle Organiser
Sports Event Organiser
Wedding Coordinator

2433 Technical and Medical Sales Professionals (Excluding ICT)

243301 Sales Representative / Salesman (Industrial Products)

()

Customer Services Engineer / Processor
Engineering Salesman
Service Delivery Analyst / Coordinator
Solar and Hot Water System Sales Representative
Technical Representative / Salesman
Technical Sales Consultant / Coordinator / Manager
Technical Service Advisor / Salesman

243302 Sales Representative (Medical and Pharmaceutical Products)

()

Medical Detailer
Medical Representative
Pharmaceutical Territory Manager

243303 Sales Representative (Educational Products and Services)

243304 Printing and Publishing Equipment Sales Representative

Printing Consultant
Publishers Representative
Publishing Consultant

2434 Information and Communications Technology Sales Professionals

243401 ICT Account Manager

243402 ICT Business Development Manager

243403 ICT Sales Representative

Computer Consultant
Computer Software Support Consultant
Computer Systems Consultant

25 Information and Communications Technology Professionals

251 Software and Applications Developers and Analysts

2511 Systems Analysts

251101 ICT Systems Analyst

Capacity Planner Computing
Computer Analyst
ICT Business Systems Analyst
ICT System Designer
ICT Systems Advisor
ICT Systems Architect
ICT Systems Consultant
ICT Systems Contractor
ICT Systems Coordinator

ICT Systems Specialist
ICT Systems Strategist
Internet Consultant / Specialist
LAN / WAN Consultant / Specialist
Systems Programmer

2512 Software Developers

251201 Software Developer

ICT Risk Specialist
Information Architect Software
Software Architect
Software Designer
Software Engineer

251202 Programmer Analyst

Architect (Applications / Call Centre / Computing / Desktop / Ecommerce)
Architect (Enterprise / Internet / IT / Network / Software / Unix / Web)
Computing (Development / Field) Engineer
Cross Enterprise Integrator
Database Designer
Designer (Hardware - Digital / Software)
Education Systems Coordinator
Engineer (Applications / Content / IT / Software / Systems / WAN)
Software Configuration / Licensing Specialist

251203 Developer Programmer

Applications Developer
ICT Developer
ICT Programmer

2513 Web and Multimedia Developers

251301 Multimedia Specialist

Animation Programmer
Computer Games Programmer
Digital Media Specialist
Graphical Programmer
Multimedia Developer
Multimedia Programmer

251302 Web Developer

Html Coder / Developer
Internet Developer
Web Editor / Designer
Web Programmer
Web Publishing Advisor
Website Architect
Website Developer

2514 Applications Programmers

251401 Applications Programmer

Applications Integrator
Software and Applications Developer

2519 Software and Applications Developers and Analysts not Elsewhere Classified

251901 Quality Assurance Analyst (Computers)

Software tester

252 Database and Network Professionals

2521 Database Designers and Administrators

252101 Database Designer and Administrator

Data Administrator
Database Administrator
Database Analyst
Database Architect
Ecommerce Technical Architect

2522 Systems Administrators

252201 Systems Administrator

Advisor Systems Management
Computerised Registry Manager
Content Product Manager
Ecommerce Project Manager
IT Information Systems Administrator
Network / Computer System Coordinator
Network Administrator
Systems Administrator (Computers)
Systems Manager

2523 Computer Network Professionals

252301 Computer Network and Systems Engineer

Communications Analyst (Computers)
Computer Network Engineer
Computer Systems / Service Engineer
Computer Systems Integrator
ICT Customer Support Officer
Network Engineer
Network Programmer / Analyst
Network Support Engineer
Systems Engineer
Systems Integrator

252302 Network Analyst

LAN Analyst
LAN Engineer
Network Architect
Network Consultant
Network Designer
Network Planner
Network Services Consultant (LAN / WAN)
Network Strategist

2529 Database and Network Professionals not Elsewhere Classified

252901 ICT Security Specialist

Database Security Expert
ICT Security Architect
Information Technology Security Manager
Internet Security Architect / Engineer / Consultant
Security Administrator

252902 Technical (ICT) Support Services Manager

26 Legal, Social and Cultural Professionals

261 Legal Professionals

2611 Lawyers

261101 Attorney

Commercial Rights Manager
Intellectual Property Lawyer / Practitioner
Lawyer (Civil / Property / Competition / Contracts / Conveyancing / Criminal)

Lawyer (Employment/ Entertainment / Financial / Commercial / Immigration)

Prosecutor

Solicitor

261102 **Administrative Lawyer**

Enforcement Advisor

Law Researcher

Legal Researcher

261103 **Patent Attorney**

261104 **Trade Mark Attorney**

Trade Mark Advisor

Trade Marks Examiner Justice

261105 **Tribunal Member**

Administrative Appeals Tribunal Member

Conciliation and Arbitration Commissioner

Land Valuation Tribunal Member

261106 **Advocate**

2612 **Judges**

261201 **Judge**

Chief Justice

Commissioner Environment Court

District Court Judge

Family Court Justice

High Court Justice

President Court of Appeal

Principal Disputes Referee

Referee Small Claims

Supreme Court Judge

261202 **Magistrate**

Chamber Magistrate

Children's Court Magistrate

Industrial Court Magistrate

Licensing Court Magistrate

Victims Compensation Tribunal Magistrate

2619 **Legal Professionals not Elsewhere Classified**

261901 **Adjudicator**

Arbitrator

Facilitator

Industrial Conciliator

Intellectual Property Advisor

Mediator

Negotiator

Rulings Analyst

261902 **Legislation Facilitator**

261903 **Master of The Court**

Court Master

Master

Master of The High Court

261904 **Family Court Registrar**

261905 **Notary**

262 **Librarians, Archivists and Curators**

2621 **Archivists and Curators**

262101 **Archivist**

- Archives Analyst
- Archives Officer
- Archives Technician
- Books Technician
- Document Restorer
- Film Archivist
- Legal Archivist
- Manuscripts Archivist
- Parliamentary Archivist
- Preservation Manager
- Preservation Technician
- 262102 **Gallery or Museum Curator**
 - Curatorial Services Manager
 - Exhibitions Technician
 - Museum Registrar
- 262103 **Conservator**
 - Art Conservator
- 2622 **Librarians and Related Information Professionals**
- 262201 **Librarian**
 - Acquisitions Librarian / Advisor
 - Audio-visual Librarian
 - Bibliographer
 - Bibliographic Services Manager
 - Cataloguer
 - Children's Librarian
 - Collection Development Manager
 - Coordinator Heritage General Collections Management
 - Corporate Librarian
 - Information Scientist / Officer
 - Legal Librarian
 - Library Manager / Advisor
 - Multicultural Services Librarian
 - Oral History Manager
 - Parliamentary Librarian
 - Reference Librarian / Advisor
 - Special Librarian
 - Special Needs Librarian
- 262202 **Information Services Manager**
 - Catalogue Administrator
 - Freedom of Information Officer
 - Information Management Specialist
 - Information System Consultant
 - Knowledge Management Officer
 - Knowledge Manager
 - Records Administrator
 - Records Manager
- 263 **Social and Religious Professionals**
- 2631 **Economists**
- 263101 **Economist**
 - Agricultural Economist
 - Development Finance Project Analyst
 - Econometrician



Economic Advisor
Economic Analyst
Economic Consultant
Economic Forecaster
Environmental Economist
Financial Economist
Health Economist
Industrial Economist
Labour Market Economist
Macro-economist
Micro-economist
Mineral Economist
Price Economist
Research Economist
Small Business Economist
Taxation Economist

2632 **Sociologists, Anthropologists and Related Professionals**

263201 **Anthropologist**

Anthropologist (Governance)
Cultural Affairs Advisor
Cultural Consultant
Cultural Development Advisor
Cultural Development Facilitator
Cultural Development Officer
Cultural Officer
Ethnologist
Ethnomusicologist

263202 **Archaeologist**

263203 **Geographer**

263204 **Sociologist**

263205 **Criminologist**

Analyst Criminal

263206 **Heritage Consultant**

2633 **Philosophers, Historians and Political Scientists**

263301 **Genealogist**

263302 **Historian**

Art Historian
Cultural Historian
Economic Historian
Geographical Historian
Historical Researcher

263303 **Prehistorian**

263304 **Political Scientist**

Political Analyst
Political Science Researcher

2634 **Psychologists**

263401 **Clinical Psychologist**

Clinical Neuropsychologist
Cognitive Behavioural Therapist
Forensic Psychologist
Health Psychologist
Neuropsychologist



Psychologist (Child / Comparative / Consultant / Criminal)

263402 **Educational Psychologist**

263403 **Organisational Psychologist**

Industrial Psychologist

Occupational Psychologist

263404 **Psychotherapist**

Behaviour Management Consultant

Behaviour Therapist

Hypnotherapist

263405 **Research Psychologist**

263406 **Sport Psychologist**

263407 **Counselling Psychologist**

263408 **Community Psychologist**

263409 **Psychometrician**

Psychological Examiner

Psychometrist

2635 **Social Work and Counselling Professionals**

263501 **Social Counselling Worker**

Bereavement Counsellor

Genetic Counsellor

HIV / Aids Counsellor

Trauma Counsellor

Women's Welfare Organizer

263502 **Addictions Counsellor**

Drug and Alcohol Counsellor

Gambling Counsellor

Social Detoxification Worker

263503 **Marriage and Family Counsellor**

Family Court Counsellor

Family Mediator

Family Therapist

263504 **Rehabilitation Counsellor**

Life Coach

263505 **Student Counsellor**

School Counsellor

263506 **Parole or Probation Officer**

Community Corrections Officer

Probation Worker

263507 **Social Worker**

Adoptions Worker

Clinical Social Worker

Forensic Social Worker

Health Care Social Worker

Occupational Social Worker

Reintegration Worker

School Social Worker

263508 **Child and Youth Care Worker**

Child and Youth Counsellor

263509 **Parole Board Member**

263510 **Employee Wellness Practitioner**

Employee Assistance Practitioner

2636 **Religious Professionals**

263601 **Minister of Religion**

Archbishop
Bishop
Chaplain
Imam
Priest
Rabbi
Religious Leader
Religious Worker
Salvation Army Officer
Theologian

264 **Authors, Journalists and Linguists**

2641 **Authors and Related Writers**

264101 **Author**

Dramatist
Essayist
Novelist
Playwright
Poet
Screenwriter
Script Writer
Writer

264102 **Book or Script Editor**

Dramaturge

264103 **Technical Writer**

2642 **Journalists**

264201 **Copywriter**

Advertising Writer
Copy Editor
Publicity Writer

264202 **Newspaper or Periodical Editor**

Artwork Editor
Associate Editor
Editor
Editorial Administrator
Features Editor
Legal Editor
Magazine Designer
News Editor
Pictures Editor
Programme Editor
Publications Advisor
Publications Editor
Publications Officer
Subeditor
Technical Editor
Website / Blog Editor

264203 **Print Journalist**

Columnist
Editorial Assistant
Editorial Officer
Feature Writer

Foreign Correspondent Newspaper
Leader Writer
Media Writer Reporter
Newspaper Reporter
Press Reporter
Pressman
Sports Writer

264204 **Radio Journalist**
News Commentator Broadcasting
Radio Reporter

264205 **Television Journalist**
Television Editor
Television Reporter

264206 **Critic**
Film Assessor
Music Reviewer

264207 **Media Monitor**

2643 **Translators, Interpreters and Other Linguists**

264301 **Interpreter**
Court Interpreter
Philologist
Sign Language Interpreter

264302 **Translator**
Subtitler
Translator-revisor

264303 **Linguist**

265 **Creative and Performing Artists**

2651 **Visual Artists**

265101 **Painter (Visual Arts)**
Air Brush Artist
Art Enameller
Art Restorer Paintings
Caricaturist
Cartoonist
Mosaicist
Muralist
Painter (Artistic)
Photo Colourer
Picture Restorer
Portrait Painter

265102 **Potter or Ceramic**

265103 **Sculptor**

265104 **Ephemeral Artist**

2652 **Musicians, Singers and Composers**

265201 **Composer**
Lyric Writer
Music Arranger
Orchestrator
Programme Selector Music
Songwriter

265202 **Music Director**
Band Leader

Choral Director
Music Conductor
Orchestra Conductor
265203 **Musician (Instrumental)**
Accompanist
Bandsman
Drummer
Guitarist
Instrumentalist
Percussionist
Pianist / Violinist
265204 **Singer**
Chorister
Concert Singer
Ensemble Singer
Opera Singer
Street Musician
Street Singer
265205 **Music Researcher**
265206 **Music Copyist**
2653 **Dancers and Choreographers**
265301 **Dancer or Choreographer**
Ballet Dancer
Contemporary or Modern Dancer
Striptease Artist
2654 **Film, Stage and Related Directors and Producers**
265401 **Director (Film, Television, Radio or Stage)**
Location Director
Motion Picture Director
Studio Director
Theatre Director
Theatrical Director
265402 **Director of Photography**
Cinematographer
265403 **Film and Video Editor**
Film Editing Equipment Operator
Post Production Editor
265404 **Program Director (Television or Radio)**
265405 **Technical Director**
Technical Producer
265406 **Video Producer**
Recording Equipment Operator (Video)
265407 **Police Video Unit Manager and Producer**
265408 **Casting Director**
265409 **Film and Television Production Manager**
265410 **Radio or Television Programme Organiser**
Radio or Television Programmer
265411 **Location Manager (Film or Television)**
265412 **Media Producer**
Broadcasting and Theatrical Production Manager
CD Producer
Executive Producer

Film Producer
Musical Producer
Producer (Film and Television)
Radio Producer
Stage Producer
Television Producer
Theatre Producer

2655 **Actors**

265501 **Actor**

Actress
Mime Artist
Performance Artist
Voice-over Artist

2656 **Announcers On Radio, Television and Other Media**

265601 **Radio Presenter**

Commentator (Radio)
Disc Jockey
Radio Announcer
Radio Broadcaster
Radio Compeer
Radio Newscaster
Radio Newsreader
Talk Show Host

265602 **Television Presenter**

Newsroom Manager
TV Announcer
TV Broadcaster
TV Commentator
TV Compeer
TV Newsreader

2659 **Creative and Performing Artists Not Elsewhere Classified**

265901 **Entertainer or Variety Artist**

Acrobat
Aerialist
Busker
Circus Artist
Clown
Comedian
Illusionist
Magician
Ventriloquist

265902 **Hypnotist**

265903 **Public Speaker**

Motivational Speaker

265904 **Community Arts Worker**

Community Artist
Community Arts Officer
Community Cultural Development Officer






3 TECHNICIANS AND ASSOCIATE PROFESSIONALS

31 Science and Engineering Associate Professionals

311 Physical and Engineering Science Technicians

3111 Chemical and Physical Science Technicians

311101	Chemistry Technician	
	<ul style="list-style-type: none"> Chemical Instrumentation Officer Chemical Laboratory Technician / Analyst Chemical Manufacturing Technician Chemical Process Analyst Chemical Technician (Food, Fuel, Gas, Paint, Liquefied Petroleum Gas, Leather) Chemistry Technical Officer Paint Maker Petroleum Products Laboratory Technician Petroleum Refinery Laboratory Technician Biofuels Processing Technicians 	
311102	Physical Science Technician	
	<ul style="list-style-type: none"> Astronomy Technician Geology Technician Meteorology Technician Physical Sciences Laboratory Technician Physical Sciences Research Technician (University) Physical Sciences Workshop Technician Physics Technician Product Quality Laboratory Technician Seismology Technical Officer 	
3112	Civil Engineering Technicians	
311201	Civil Engineering Technician	
	<ul style="list-style-type: none"> Building Engineering Technician Civil Engineering Assistant Civil Engineering Laboratory Technician Construction Design Technician Geotechnical Laboratory Technician Work Site Engineering Technician 	
311202	Surveying or Cartographic Technician	
	<ul style="list-style-type: none"> Aerial Survey Technician Engineering Survey Drafting Technician Geomatics Technician Hydrographic Technician Mapping Technician Surveying Technician 	
311203	Town Planning Technician	
	<ul style="list-style-type: none"> Town Planning Research Technician 	
3113	Electrical Engineering Technicians	
311301	Electrical Engineering Technician	
	<ul style="list-style-type: none"> Electrical Engineering Laboratory Technician Electrical Engineering Technical Officer Electrical Instrument Technician Hydraulic Power Controller Turbine Room Controller 	
311302	Electric Substation Operations Manager	
	<ul style="list-style-type: none"> Distribution Control Operator Electric Power Load Dispatcher Electric Power Plant Operator Electrical Switchboard Controller Power Distribution Plant Controller Power Distribution Technician 	

	Power Reticulation Utilities Officer	
	Power Station Attendant	
	Power System Operator	
	Power Transmission Technician	
311303	Energy Efficiency Technician	
	Building Energy Auditor (Commercial)	
	Building Energy Auditor (Industrial)	
	Building Energy Auditor (Residential)	
	Energy Efficiency Consultant	
	Energy Officer	
3114	Electronics Engineering Technicians	
311401	Electronic Engineering Technician	
	Clinical Engineering Technician	
	Computer-numeric Control (CNC) Programmer	
	Computer-numeric Control (CNC) Technical Officer	
	Digital Controls Technical Officer	
	Electronic Engineering Associate	
	Flight Surveyor	
	Medical Equipment Maintainer	
	Telemetry Technician	
	Television and Radio Systems Technician	
3115	Mechanical Engineering Technicians	
311501	Mechanical Engineering Technician	
	Aeronautical Technician	
	Agricultural Engineering Technician	
	Automotive Engineering Technician	
	Boiler Testing Technician	
	Fire Protection Installer / Commissioner	
	Fuel Cell Technician	
	Marine Engineering Technician	
	Mechanical Instrument Technician	
	Mechanical Laboratory Technician	
	Mobile Plant Technician	
	Naval Technician	
	Pipe Testing Technician	
	Tool and Die Design Technician	
311502	Boilers and Pressure Vessels Inspector	
311503	Aeronautical Engineering Technician	
3116	Chemical Engineering Technicians	
311601	Chemical Engineering Technician	
	Biochemical Technician	
	Catalytic Processing Technician	
	Coal Technician	
	Cosmetics Technician	
	Crude Oil Technician	
	Energy Technician	
3117	Mining and Metallurgical Technicians	
311701	Mining Technician	
	Marine Mining Technician	
	Mine Analyst	
	Mine Planner	
	Mine Planning Technician	

Mine Ventilation Technician
Section Mine Planner
311702 **Metallurgical or Materials Technician**
Dye Penetrant Testing Technician
Heat Treatment Technician
Industrial Radiographer
Magnetic Testing Technician
Metallurgy Laboratory Technician
Mineral Analyst / Spectroscopist
Mineral Spectroscopist
Non Destructive Testing Technician
Pressure Testing Technician
Ultrasound Technician



311704 **Geophysical Technician**
Earth Science Laboratory Technician
Earth Science Technical Officer
Geochemical Laboratory Technician
Geological Laboratory Technician
Geological Technical Officer
Geological Technician
Geoscience Laboratory Technician
Geotechnician
Mineral Resource Technician
Ore Reserve Technician
Remote Sensing Technicians
Soil Mechanic Technician
Soil Science Technical Officer



311705 **Mine Ventilation Observer**
Mine Ventilation Officer

311706 **Rock Engineering Technician**
Rock Engineering Officer

311707 **Strata Control Officer**

3118 **Draughtspersons**

311801 **Draughtsperson**
Aeronautical Draughtsperson
Agricultural Engineering Draughtsperson
Architectural Draughtsperson
Chemical Engineering Draughtspersons
Civil Engineering Draughtsperson
Design and Manufacturing Draughtsperson
Electrical Engineering Draughtsperson
Electronic Engineering Draughtsperson
Geological Draughting Person
Manufacturing Draughtsperson
Marine Draughtsperson
Materials Engineering Draughtspersons
Mechanical Engineering Draughtsperson
Metallurgical Engineering Draughtspersons
Mining Detail Draughtsperson
Mining Draughtsperson
Mining Engineering Draughtsperson
Nuclear Draughtsperson



Petroleum Draughtsperson
Photographic Draughtsperson
Relays Draughtsperson
Shipbuilding Draughtsperson
Substation Design Draughtsperson
Technical Draughting Officer
Technical Draughtsperson
Topographic Draughting Officer
Engineering Draughtsperson
Mechanical Draughtsperson
Electrical and Electronics Draughtsperson
Architectural and Civil Draughtsperson

3119 Physical and Engineering Science Technicians not Elsewhere Classified

311901 Forensic Technician (Biology, Toxicology) 

311902 Fire Investigator

Fire Inspector

311903 Food and Beverage Technician

Beverage Laboratory Technician

Brewery Technician

Brewmaster / Master Brewer

Dairy Laboratory Technician

Distillery Technician

Fermentation Technician

Food Laboratory Technician

Food Science Technician

Gas Chromatographic

Milling Laboratory Technician

Sugar Laboratory Technician

311904 Manufacturing Technician

Cable Manufacturing Technician

Clothing, Textile, Footwear and Leather Manufacturing Technician

Glass, Clay and Stone Manufacturing Technician

Metal Manufacturing Technician

Plastician

Plastics Component Manufacturing Technician


Plastics Manufacturing Technician

Quantity Surveying Technician

Rubber Component Manufacturing Technician

Rubber Manufacturing Technician

Wood and Paper Manufacturing Technician

311905 Industrial Engineering Technician 

Robotics and Production Automation Technician

311906 Environmental Engineering Technician 

312 Mining, Manufacturing and Construction Supervisors

3121 Mining Production / Operations Supervisors

312101 Production / Operations Supervisor (Mining)

Master Sinker





Mine Operations Foreman

Mine Overseer (Planning)

Mine Overseer (Production)

Mine Overseer (Projects)

Mine Superintendent

- Pit Foreman
- Quarry Foreman
- Shift Foreman / Boss (Mining)
- Shift Overseer (Mining)
- Shift Supervisor (Mining)
- 312102 **Miner**
 - Blasting Assistant
 - Box Controller
 - Coal Miner
 - Hard Rock Miner
 - Miner (Surface Excavations)
 - Rockbreaker
 - Shaft Bottom Attendant
 - Shaft Timberman
 - Sinker
 - Team Leader (Mining)
 - Trammer
- 3122 **Manufacturing Supervisors**
- 312201 **Production / Operations Supervisor (Manufacturing)**
 - Assembly Supervisor
 - Beneficiation Plant Foreman
 - Manufacturing Foreman
 - Production Plant Supervisor
 - Shift Manager (Production)
- 312202 **Maintenance Planner**
 - Engineering Planner
 - Maintenance Scheduler
 - Marine Maintenance Planner
 - Mine Equipment Planner / Coordinator
 - Shutdown Coordinator / Planner
- 3123 **Construction Supervisors**
- 312301 **Building Associate**
 - Building Construction Supervisor
 - Clerk of Works
- 313 **Process Control Technicians**
- 3131 **Power Production Plant Operators**
- 313102 **Fossil Power Plant Process Controller** 
 - Bagase Boiler / Turbine Plant Controller
 - Biomass Plant Technicians
 - Fossil Power Plant Process Technician
 - Geothermal Power Generation Technician
 - Methane/Landfill Gas Generation System Technicians
- 313103 **Hydro Power Plant Process Controller** 
 - Hydro Power Plant Process Technician
 - Hydroelectric Plant Technicians
- 313104 **Nuclear Power Plant Process Controller** 
 - Nuclear Engineering Technician
 - Nuclear Equipment Operation Technicians
- 313105 **Wind Turbine Power Plant Process Controller** 
 - Wind Energy Technician
 - Wind Turbine Plant Process Technician
 - Wind Turbine Service Technician

313106 **Concentrated Solar Power (CSP) Plant Process Controller**

Concentrated Solar Power (CSP) Plant Technician

Solar Power Plant Operator



313107 **Geothermal Technicians**



313108 **Weatherisation Installers and Technicians**



3132 **Incinerator and Water Treatment Plant Operators**

313201 **Water Plant Operator**



Incinerator Operator

Liquid Waste Process Operator

Pumping-station Operator

Sewerage Plant Operator

Waste Water Plant Operator

Water Treatment Plant Operator

Water Treatment Plant Technician

Waterworks Plant Operator

313202 **Waste Materials Plant Operator**



Slurry Plant Operator

3133 **Chemical Processing Plant Controllers**

313301 **Chemical Plant Controller**



Acetylene Gas Plant Controller

Chemical Process Technician

Chemicals Distiller

Chemicals Fermentation Controller

Chemical-still and Reactor Operator

Pharmaceutical Plant Controller

Pharmaceutical Production Controller

Pharmacy Products Machine Controller

Pilot Plant Controller

Synthetic Fibre Control Room Operator

3134 **Petroleum and Natural Gas Refining Plant Operators**

313401 **Gas or Petroleum Controller**

Gas Compressor Turbine Controller

Gas Plant Operator

Industrial Gas Production Controller

Oil and Gas Well Treatment Controller

Oil Dispatcher Pipelines

Oil Products Processor

Oil, Gas and Pipe Tester

Petroleum and Gas Refining and Pumping Controller

Petroleum Blending Plant Controller

Petroleum Process Operator

Petroleum Terminal Plant Controller

Refinery Pipeline Controller

Refinery Process Technician

3135 **Metal Production Process Controllers**

313501 **Metal Manufacturing Process Control Technician**

Blast Furnace Operator

Central Control Caster

Metal Processing Control Operator

Rolling Mill Control Operator

3139 **Process Control Technicians not Elsewhere Classified**

313901 **Integrated Manufacturing Line Process Control Technician**

- Automated Assembly Line Operator
- Furniture Manufacturing Process Control Technician
- Industrial Robot Controller
- Packaging Manufacturing Process Control Technician
- Printing Manufacturing Process Control Technician
- 313902 **Wood Processing Control Technician**
- 313903 **Clothing, Textile and Footwear Manufacturing Process Control Technician**
 - Clothing Manufacturing Process Control Technician
 - Footwear / Leather Quality Technician
 - Footwear Manufacturing Process Control Technician
 - Leather Manufacturing Process Control Technician
 - Textile Manufacturing Process Control Technician
 - Textile Mechanician
- 313905 **Cotton Ginning Process Controller**
- 313906 **Fresh Produce Packing Controller**
 - De-greening Operations Controller
 - Fruit Quality Manipulator (Smart Fresh)
 - Vegetable Curing Process Controller
- 313907 **Food and Beverage Manufacturing Process Controller**
 - Brewhouse Operator
 - Food and Beverage Process Technician / Artisan
- 313908 **Sugar Process Controller**
- 313909 **Miller**
 - Maize Miller
 - Mill Silo Operations Controller / Manager
 - Oats Miller
 - Rice Miller
 - Spice Miller
 - Stock Feed Miller
 - Wet Grain Miller
 - Wheat Miller
- 313910 **Juice Extraction Process Controller**
 - Citrus Juice Process Controller
 - Deciduous Fruit Juice Process Controller
 - Formulations Controller
 - Vegetable Juice Process Controller
- 313911 **Grain Handling Controller**
 - Grain Depot Controller
- 313912 **Mineral Beneficiation Process Controller**
 - Burner
- 313913 **Chemical Waste Controller** ()
 - Paper Pulp Refinery Operator
- 313916 **Manufacturing Production Technicians** ()
 - 314 **Life Science Technicians and Related Associate Professionals**
 - 3141 **Life Science Technicians (Excluding Medical)**
 - 314101 **Life Science Technician**
 - Bacteriology Technician
 - Biochemistry Technician
 - Biological Technical Officer
 - Biomedical Technician
 - Botanical Technical Officer
 - Entomology Technician

Fisheries Technical Officer
Herbarium Technician
Life Sciences Laboratory Technologist
Marine Biology Technician
Maxillofacial Technician
Microbiology Technician
Pharmacology Technician
Physiology Technologist
Serology Technician
Tissue Culture Technician
Zoology Technical Officer

314102 **Environmental Science Technician**



Conservation Scientific Officer
Ecological Technical Officer
Environmental Technical Officer
Naturalist
Parks and Reserves Technical Officer

3142 **Agricultural Technicians**

314201 **Agricultural Technician**



Agricultural Laboratory Technician
Agricultural Research Technician
Agricultural Sample Collector
Agricultural Sampling Officer
Agricultural Technical Advisor
Agricultural Technical Officer
Agriculture Technical Assistant
Agriculture Technical Specialist
Agronomy Technician
Animal Breeding Technician
Artificial Insemination Technical Officer
Dairy Technician
Field Crop Technical Officer
Field Production Officer
Herd Tester
Horticultural Technical Officer
Irrigation Technician
Poultry Technical Officer
Seed Production Technician
Seed Research Technician
Wool Testing Technician

3143 **Forestry Technicians**

314301 **Forestry Technician**



Forest Conservation Technician
Forester

314302 **Forestry Research Technician**



Research Forester
Forestry Technical Assistant
Forestry Technical Officer
Forestry Technical Specialist
Silviculture Technician

315 **Ship and Aircraft Controllers and Technicians**

3151 **Ships' Engineers**

315101 **Ship's Engineer**
3152 **Ships' Deck Officers and Pilots**

315201 **Ship's Master**
Charter Boat Operator
Dredge Master
Harbour Pilot
Hovercraft Operator
Hydrofoil Captain
Jet Boat Driver / Operator
Launch Master
Master Mariner
Ship's Pilot
Tug Master

315202 **Ship's Officer**
Deck Officer
Ships Mate / Officer
Ship's Navigating Officer

315203 **Ship's Surveyor**
Marine Engineer Surveyor
Nautical Information Advisor
Nautical Surveyor

315204 **Marine Certification & Surveillance Manager**

315205 **Boat Driver / Coxswain**
3153 **Aircraft Pilots and Related Associate Professionals**

315301 **Aircraft Navigator**
Flight Navigator

315302 **Flight Engineer**
Flight Engineer Inspector

315303 **Aeroplane Pilot**
Aerial Spraying Contractor
Aerial Topdressing Contractor
Aircraft Captain
Airline Captain
Fighter Pilot
Military Transport Pilot

315304 **Flying Instructor**
Aeronautical Instructor
Aviation Instructor
Gliding Pilot Instructor
Ground School Instructor
Helicopter Pilot Instructor

315305 **Helicopter Pilot**
Attack Helicopter Pilot
Chopper Pilot

315306 **Balloonist**
3154 **Air Traffic Controllers**

315401 **Air Traffic Controller**
Aerodrome Controller
Air Traffic Service Operator

3155 **Air Traffic Safety Electronics Technicians**

315501 **Airborne Electronics Analyst**
Air Defence Officer

Aircraft Electronics Technical Officer

315502 **Airworthiness Surveyor**

32 **Health Associate Professionals**

321 **Medical and Pharmaceutical Technicians**

3211 **Medical Imaging and Therapeutic Equipment Technicians**

321101 **Medical Diagnostic Radiographer**
Magnetic Resonance Technologist
Mammographer
Medical / Diagnostic Radiation Technologist
Medical Imaging Technologist
Radiographer
X-Ray Darkroom Technician
X-Ray Operator

321102 **Medical Radiation Therapist**
Medical X-Ray Technician
Radiation Technologist / Therapist
Radiotherapist

321103 **Nuclear Medicine Technologist**
Nuclear Radiographer
Radiochemist
Radioisotope Technician / Technologist

321104 **Sonographer**
Cardiac Ultrasound Technician
Ultrasonographer

321105 **Anaesthetic Technician**

321106 **Cardiac Technician**
Cardiac Technologist
Cardiographer
Cardiology Technician
ECG Technician
Echocardiographer
Electrocardiograph Technician

321107 **Operating Theatre Technician**
Hospital Theatre Technician

321108 **Audiometrist**
Audio Visual Technician
Audiometric Technician

321109 **Dialysis Technician**

321110 **Neurophysiological Technician**
Neurosciences Research Technician

321111 **Renal Technician**

321112 **Intensive Care Technician**

321113 **Orthopaedic Technician**

321114 **Health Technical Support Officer**

321115 **Medical Electronic Equipment Operator**

321116 **Electroencephalographic Technician**

321117 **Radiation Laboratory Technician**

321118 **Orthotist or Prosthetist**
Artificial Limb Fitter Technician
Artificial Limb Maker
Orthopaedic Appliance Maker / Repairer
Orthotist Tradesman

3212 Medical and Pathology Laboratory Technicians

321201 Medical Laboratory Technician

Clinical Microbiology Technician
Cytology Technician
Haematology Technician
Histopathology Technician
Medical Bloodbank Technician
Medical Laboratory Assistant
Medical Laboratory Technical Officer
Medical Research Officer
Medical Science Technician
Pathology Technician
Phlebotomist
Venepuncturist

3213 Pharmaceutical Technicians and Assistants

321301 Pharmaceutical Technician

Dispensary Technician
Pharmaceutical Assistant
Pharmacist Technician
Pharmacy Dispensing Technician
Pharmacy Technician

3214 Medical and Dental Prosthetic Technicians

321401 Dental Prosthetist

Clinical Dental Technician
Dental Prosthesis Maker Repairer

321402 Dental Technician

Dental Ceramicist
Dental Form Caster
Dental Mechanic Technician
Orthodontic Technician
Orthodontist Assistant

321403 Dental Therapist

Dental Attendant
Dental Health Advisor
Dental Tutor Sister
Denturist
Gum Therapist
Oral Health Therapist

321405 Orthotic and Prosthetic Technician

Orthotist
Prosthetist

322 Nursing Midwifery Associate Professionals

3221 Nursing Associate Professionals

322101 Enrolled Nurse

Community Nurse
Medical Assistant (Defence)
Nursing Assistant
Physiotherapy Nurse
Psychiatric Assistant
Unregistered Nurse

322102 Mother Craft Nurse

Lactation Consultant

- 3222 **Midwifery Associate Professionals**
- 322201 **Assistant Midwife**
 - Traditional Midwife
- 323 **Traditional and Complementary Medicine Associate Professionals**
- 3231 **Traditional and Complementary Medicine Associate Professionals**
- 323101 **Indigenous Health Worker (Inyanga)**
- 323102 **Ancillary Health Care Worker**
- 324 **Veterinary Technicians and Assistants**
- 3241 **Veterinary Technicians and Assistants**
- 324101 **Veterinary Nurse**
 - Animal Nurse
 - Artificial Inseminator
 - Veterinary Assistant
 - Veterinary Vaccinator
- 324102 **Veterinary Technician**
- 325 **Other Health Associate Professionals**
- 3251 **Dental Assistants and Therapists**
- 325101 **Dental Assistant**
 - Dental Aide
 - Dental Chairside Assistant
 - Dental Nurse
 - Dental Surgery Assistant
 - Orthodontic Assistant
- 325102 **Dental Hygienist**
 - Oral Hygienist
- 3252 **Medical Records and Health Information Technicians**
- 325201 **Health Information Manager**
 - Casemix Coordinator
 - Clinical Coder
 - Clinical Trial Data Manager
 - Disease Registry Technician
 - Health Data Administrator
 - Health Information Clerk
 - Health Information Strategy Advisor
 - Medical Records Administrator
 - Medical Records Analyst
 - Medical Records Clerk
 - Medical Records Technician
- 3253 **Community Health Workers**
- 325301 **Health Promotion Officer**
 - Aids Educator
 - Asthma Educator
 - Childbirth Educator
 - Community Health Worker
 - Diabetes Educator
 - Health Education Officer
 - Health Educator
 - Public Health Officer
 - Tuberculosis Educator
- 3254 **Dispensing Opticians**
- 325401 **Dispensing Optician**
 - Optical Dispenser

Spectacles Dispenser
3255 **Physiotherapy Technicians and Assistants**
325501 **Massage Therapist**
Acupressure Therapist
Chinese (Tui-Na) Masseur
Physical Rehabilitation Technician
Physical Therapy Assistant
Physiotherapy Technician
Remedial Masseur
Shiatsu Therapist
Sports Medicine Masseur
325502 **Hydrotherapist**
325503 **Electrotherapist**
3256 **Medical Assistants**
325601 **Medical Assistant**
Clinical Assistant
Ophthalmic Assistant
3257 **Environmental and Occupational Health Inspectors and Associates**
325701 **Environmental and Occupational Health Inspector**
Health Inspector
Sanitarian
Sanitary Inspector
325702 **Marine Safety Officer**
325703 **Agricultural / Horticultural Produce Inspector**
Dairy Product Inspector
Dairy Quality Assurance Officer
Fruit and Vegetable Inspector
Meat Inspector
Meat Safety and Quality Controller
Perishable Produce Export Assessor
Produce Inspector
325704 **Aquaculture Produce Analyst**
325705 **Safety Inspector**
Accident Prevention Consultant / Inspector
Bridge Inspector
Factory Inspector
Housing Inspector
Lift Inspector
Lifting Machinery Inspector
Lighthouse Inspector
Medical Equipment Inspector
Non-destructive Testing (NDT) Inspector
Safety Health Environment Quality Inspector
Works Inspector
325706 **Ammunition Technician**
Explosive Ordnance
Hazardous Devices Technician
325707 **Mines Safety Inspector**
Mine Air Quality Officer
Mine Radiation Officer
Mine Risk Control Officer
Mines Inspector



Mines Safety Officer
3258 **Ambulance Workers**
325801 **Ambulance Officer**
Ambulance Man / Woman
Patient Transport Officer
325802 **Intensive Care Ambulance Paramedic / Ambulance Paramedic**
Paramedic
Paramedic Aide
3259 **Health Associate Professionals not Elsewhere Classified**
325901 **Chiropractor**
325902 **Osteopath**
Back or Spine Manipulation Specialist
Spinal Health Specialist
33 **Business and Administration Associate Professionals**
331 **Financial and Mathematical Associate Professionals**
3311 **Securities and Finance Dealers and Brokers**
331101 **Securities Dealer**
Bond Dealer / Trader
Derivatives Dealer / Trader
Equity Dealer
Financial Market Dealer
Financial Marketer
Fixed Interest Dealer
Foreign Exchange Dealer
Money Market Dealer
Money Marketer
Safex Trader
Securities Broker
Securities Trader
Yield-X Trader
331105 **Asset Swap Administrator**
Strate Settlements Administrator
331106 **Financial Markets Settlement Officer**
3312 **Credit and Loans Officers**
331201 **Credit or Loans Officer**
Brokerage Clerk
Budgeting and Reporting Officer
Credit Analyst / Control Officer
Credit Clerk
Credit Controller
Finance and Insurance Consultant
Finance Clerk / Officer
Finance Systems Assistant
Financial Accounting Plan Officer
Insolvency Officer / Administrator
Lending Consultant
Loans Consultant
Loans Officer
Mortgage Clerk / Officer
Treasury Officer
3313 **Accounting Associate Professionals**
331301 **Bookkeeper**

Community Scheme Administrator
Financial Administration Officer
Ledger Keeper

331302 **Accounting Technician**

331303 **Tax Technician**

3314 **Statistical, Mathematical and Related Associate Professionals**

331401 **Statistical and Mathematical Assistant**
Actuarial Assistant
Data Quality Officer
Decision Support Analyst
Mathematical Assistant
Statistical Assistant

3315 **Valuers and Loss Assessors**

331501 **Valuer**
Asset Protection Manager
Commercial Valuer
Farm / Land Appraiser
Plant and Machinery Valuer
Property Valuer
Real Estate Valuer
Valuation Advisor / Analyst / Officer

331502 **Insurance Investigator**
Claims Manager
Insurance Case Manager
Insurance Claims Investigator

331503 **Insurance Loss Adjuster**
Accident Claims Officer
Accident Compensation Assessor
Claims Assessor
Examiner Pension Claims
Insurance Assessor
Insurance Claims Adjuster
Insurance Claims Assessor
Insurance Loss Assessor
Insurance Loss Controller
Liability Claims Examiner
Medical Claims Assessor
Third Party Claim Assessor

331504 **Insurance Risk Surveyor**
Insurance Risk Manager

332 **Sales and Purchasing Agents and Brokers**

3321 **Insurance Representatives**

332101 **Insurance Agent**
Commercial Underwriter
Insurance Client Services Agent
Insurance Representative / Salesman / Advisor
Insurance Sales Consultant
Insurance Underwriter
Life Assurance Representative

332102 **Insurance Broker**
Short Term Insurance Consultant

3322 **Commercial Sales Representatives**



- 332201 **Commercial Sales Representative**
 - After-sales Service Adviser
 - Canvasser
 - Commercial Traveller
- 332202 **Sales Representative (Building and Plumbing Supplies)**
 - Energy Efficiency Supplies Sales Representative
 - Heat Pump Sales Representative
 - Solar Sales Representative
- 332203 **Sales Representative (Personal and Household Goods)**
 - Beauty Sales Consultant
 - Product Demonstrator
 - Sales Representative (Cosmetics and Skincare Products)
 - Sales Representative (Detergents)
 - Sales Representative (Jewellery and Watches)
- 332204 **Commercial Services Sales Agent**
- 332205 **Manufacturers Representative**
 - Manufacturers Sales Agent
- 332206 **Sales Representative (Photographic Equipment and Supplies)**
- 332207 **Chemical Sales Representative**
 - Agricultural Chemicals Sales Representative
 - Crop Protection Product Sales Representative
 - Veterinary Products Sales Representative
- 332208 **Pharmacy Sales Assistant**
 - Pharmacy Cosmetics Salesperson
 - Pharmacy Salesperson
 - Retail Dispensary / Pharmacy Assistant
- 3323 **Buyers**
- 332301 **Retail Buyer**
 - General / Company Buyer
 - Merchandise Planner
- 332302 **Purchasing Officer**
 - Feed Ingredient Buyer
 - Procurement Administrator / Coordinator / Officer
 - Procurement Clerk
 - Procurement Officer (Consumer Sensitive Consumables)
 - Purchasing Agent / Assistant / Buyer / Clerk / Controller
 - Purchasing and Logistics Officer
 - Purchasing Merchandiser
 - Purchasing Stores Officer
 - Service and Purchase Advisor
- 3324 **Trade Brokers**
- 332401 **Commodities Trader**
 - Agricultural Procurer
 - Agricultural Produce Buyer
 - Commodities Broker
 - Grain Buyer
 - Livestock Trader
 - Media Buyer
 - Mineral Broker
 - Skin Buyer
 - Tobacco Trader / Valuator
 - Wool Broker / Buyer / Trader

332402 Finance Broker

Home Loan Broker
Investment Banker
Investment Broker
Lease Broker
Mortgage Broker

333 Business Services Agents

3331 Clearing and Forwarding Agents

333101 Clearing and Forwarding Agent

Cargo Agent
Clearing Agent
Commercial Support & Claims Coordinator (Cargo)
Forwarding Agent
Shipping Agent
Shipping Agent Coordinator

3332 Conference and Event Planners

333201 Events Manager

Conference and Event Organizer
Conference Planner
Destination Manager
Event Planner
Exhibition Director
Exhibition Organiser
Function Planner
Functions Manager
Government Protocol or Civic Event Organiser
Marketing Campaign Organiser
Social/Life Cycle Coordinator
Trade Fair Manager
Wedding Planner

3333 Employment Agents and Contractors

333301 Recruitment Consultant / Officer

Casting Agent
Employment Advisor
Employment Agency Consultant
Employment Consultant
Employment Placement Officer
Labour Recruitment Recruiter
Occupational Guidance Officer
Recruitment Coordinator
Recruitment Officer
Recruitment Resourcer

333302 Labour Recruitment Consultant: Permanent Employment Agency (PEA)

Permanent Recruitment Officer

333303 Labour Recruitment Consultant: Temporary Employment Services (TES)

Labour Broker
Temporary Employment Services (TES) Operations Manager
Temporary Employment Services (TES) Site Supervisor
Temporary Recruitment Officer

3334 Real Estate Agents and Property Managers

333401 Property Manager

Body Corporate Manager

Building Manager
Property Administrator
Property Business Support Manager
Property Clearance / Contracts / Development Manager
Property Leasing Manager
Property Manager (Services / Standards)
Property Technical Officer (Ministry of Foreign Affairs and Trade)

333402 **Real Estate Agent**
Leasing Agent (Buildings)
Leasing Consultant
Property Analyst / Consultant / Dealer / Developer / Planner
Real Estate Consultant
Real Estate Referral Coordinator
Rental Agent
Rental Property Consultant

333403 **Real Estate Representative**
Commercial, Industrial or Agricultural Property Broker
Leasing and Letting Agent
Property Portfolio Officer
Real Estate Salesperson
Real Estate Sub-agent
Residential Salesperson

333404 **Real Estate Sales Settlement Administrator**
Conveyancing Secretary
Settlement Agent

333405 **Real Estate Agency Principal / Real Estate Agency Licensee**
Real Estate Agency Licensee

333406 **Property Lease Administrator**
Property Clerk

3339 **Business Services Agents not Elsewhere Classified**

333901 **Auctioneer**

333902 **Special Services Contracting Agent**
Literary Agent
Model Agent
Musical Performance Agent
Sports Agent
Theatrical Agent

333903 **Sales Representative (Business Services)**
Advertising Sales Consultant
Business Services Officer
Print Cost Estimator
Sales Representative (Advertising)
Sales Representative (Printing)
Sales Representative (Publishing)

333904 **Business Broker**
Business Agent
Commercial Property Broker
Commercial Property Specialist
Franchise Broker
Real Estate Franchisor

333905 **Supply Chain Practitioner**
Supply Chain Administrator

333906 **Stock and Station Agent**
Farm Stock Buyer
Livestock Agent / Buyer

333907 **Property Portfolio and Asset Manager**

333908 **Marketing Coordinator**
Communications Materials Developer
Marketing Support Coordinator

333909 **Bid Assistant**
Ringman

333910 **Business Support Coordinator**

333911 **Physical Asset Practitioner**

334 **Administrative and Specialised Secretaries**

3341 **Office Supervisors**

334101 **Office Supervisor**
Clerical Supervisor
Data Entry Supervisor
Filing Clerks Supervisor
Personnel Clerks Supervisor

334102 **Office Administrator**
Office Coordinator
Parliamentary Support Services Administrator

3342 **Legal Secretaries**

334201 **Legal Secretary**
Judges Assistant
Judges Clerk
Legal Practice Manager

3343 **Administrative and Executive Secretaries**

334301 **Secretary Bargaining Council**

334302 **Personal Assistant**
Administrative Secretary
Correspondence Assistant
Executive Assistant
Private Secretary

3344 **Medical Secretaries**

334401 **Medical Secretary**
Health Practice Manager
Hospital Ward Secretary
Medical Office Administrative Assistant
Medical Practice Manager
Medical Stenographer
Medical Transcriptionist
Pathology Secretary
Patient Care Secretary

335 **Regulatory Government Associate Professionals**

3351 **Customs and Border Inspectors**

335101 **Customs Officer**
Coastwatch Officer
Customs Inspector
Customs Advisory Officer / Administrator
Customs and Excise Officer
Customs Bond Officer / Dog Handler / Examiner / Operator
Customs Investigator

Customs Liaison Officer / Prevention Officer
Customs Overseas Representative
Customs Ship Servicing Officer
Customs Technical Unit Officer
Valuation and Origin Industry Complaints Officers

335102 **Immigration Officer**
Passport Checking Officer

3352 **Government Tax and Excise Officials**

335201 **Taxation Inspector**
Investigator Computer Tax Audit
Serious Fraud Investigator
Tax Investigator

3353 **Government Social Benefits Officials**

335301 **Social Security Assessor**
Pensions Officer
Social Benefits Officer
Social Security Claims Officer

3354 **Government Licensing Officials**

335401 **Motor Vehicle Licence Examiner**
Driver Licensing Clerk / Officer
Driver Licensing Clerk Cashier
Driver Testing Counter Clerk

335402 **Import-export Administrator**
Bond Clerk / Agent
Certification Clerk
Customs Agent / Clerk
Customs Broker
Export Agent / Clerk
Export Documentation Officer
Shipping Tally Clerk
Tally Clerk
Wharf Tally Clerk

335403 **Passport Officer (Issuing)**

3355 **Police Inspectors and Detectives**

335501 **Detective**
Detective Intelligence
Detective Sergeant
Drugs Officer
Forensic Detective
Inspector (SAPS)
Investigator
Plain Clothes Police Officer
Sergeant (SAPS)
VIP Witness Protection Officer

3359 **Government Regulatory Associate Professionals not Elsewhere Classified**

335901 **Labour Inspector**

335902 **Wage Inspector**

335903 **Refugee Status Determination Officer**
Refugee Reception Manager
Refugee Reception Officer

335904 **Pest Management Officer**

335905 **Water Inspector**



Boring Inspector
Stream Control Officer
335906 **Environmental Practices Inspector**
335907 **Weights and Measures Inspector**
335908 **Censorship Inspector**
335909 **Price Inspector**
335910 **Trade Mark Examiner**
335911 **Quarantine Officer**
Border Protection Officer
Exotic Disease Investigator
Microbiological Security Officer
Quarantine and Agriculture Ports Officer
Quarantine Inspector



335912 **Fisheries Officer**
Fisheries Inspector
Fisheries Investigator



335913 **Building Inspector**
Building Certifier
Building Site Inspector
Building Surveyor
Construction Inspector



335914 **Train Examiner**
Locomotive Inspector

335915 **Transport Operations Inspector**
Bus Inspector
Railway Ticket Inspector
Railway Traffic Inspector
Tram Inspector
Transport Service Inspector

335916 **Gaming Operations Compliance Officer**
Casino Inspector and Gaming Control Officer
Gaming Board Investigator
Gaming Compliance Manager
Gaming License Administrator

34 **Legal, Social, Cultural and Related Associate Professionals**

341 **Legal, Social and Religious Associate Professionals**

3411 **Legal and Related Associate Professionals**

341101 **Conveyancer**
Conveyancing Clerk
Conveyancing Compliance Officer
Deeds Examiner

341102 **Legal Executive**

341103 **Paralegal**
Legal Assistant

341104 **Clerk of Court**
Court Clerk
Judge's Clerk

341105 **Court Bailiff**
Court Collections Officer
Sheriff's Officer

341106 **Court Orderly / Court Registry Officer**
Court Attendant

Court Escort
Court Officer
Court Usher
Family / Local / High / Satellite Court Manager

341107 **Law Clerk**
Inland Revenue Technical Advisor
Legal Annotator / Associate
Legal Clerk
Litigation Support Officer
Prosecutions Clerk / Support Officer
Title Searcher

341108 **Trust Officer**
Estate Officer Public Trust
Trust Clerk

341109 **Private Investigator**
Commerce Investigating Officer
Commerce Investigator
Private Detective
Private Inquiry Agent

341110 **Associate Legal Professional**
Judges Associate
Legal Advisor
Legal Analyst
Legal Coordinator
Legal Officer
Revenue Fraud & Prosecutions Practitioner
State Legal Advisor

341111 **Debt Counsellor**

341112 **Labour Dispute Enforcement Agent**

3412 **Social Work Associate Professionals**

341201 **Community Worker**
Auxiliary Community Development Worker
Community Development Facilitator
Community Development Officer
Community Development Worker

341202 **Disabilities Services Officer**
Orthopaedic Case Coordinator
Serious Injury Case Manager

341203 **Social Auxiliary Worker**
Community Service Worker
Crisis Intervention Worker
Family Service Worker
Life Skills Instructor
Mental Health Worker
Welfare Support Worker
Women's Shelter Supervisor

341204 **Auxiliary Child and Youth Care Worker**

3413 **Religious Associate Professionals**

341301 **Religious Associate Professional**
Faith Healer
Lay Preacher
Monk

Nun

342 Sports and Fitness Workers

3421 Athletes and Sports Players

342101 Footballer

Rugby Player

Soccer Player

342102 Golfer

342103 Jockey

Steeplechase Jockey

342104 Cricketer

342105 Athlete

342106 Boxer

342107 Cyclist

342108 Racing Driver

342109 Surfer

342110 Swimmer

342111 Tennis Player

342112 Wrestler

342113 Yachtsman

342114 Other Sportsperson

3422 Sports Coaches, Instructors and Officials

342201 Sports Development Officer

342202 Sports Umpire

Linesperson

Referee

342203 Sports Official

Dog or Horse Racing Official

Handicapper (Racing)

Racecourse Official

Racecourse Starter

Racecourse Steward

Racecourse Timekeeper

Stipendiary Steward

Timekeeper

342204 Sports Coach or Instructor

Athletic Coach

Basketball Coach

Callisthenics Instructor

Cricket Coach

Dive Master

Diving Coach

Diving Instructor (Open Water)

Dressage Instructor

Equine Tutor / Riding Instructor

Football Coach

Gymnastics Coach or Instructor

Martial Arts Instructor

Polo Coach

Rhythmic Gymnastics Coach

Scuba Instructor

Show Jumping Instructor

Skiing Instructor

Snorkelling Instructor
Snowboarding Instructor
Snowsport Instructor
Squash Coach
Surface Supply Breathing Apparatus (SSBA) Instructor
Swimming Coach or Instructor
Tennis Coach
Water Polo Coach

3423 Fitness and Recreation Instructors and Program Leaders

342301 Fitness Instructor

Aerobics Instructor
Aquaerobics Instructor
Fitness Centre Worker
Fitness Consultant / Trainer / Instructor
Gym Instructor / Trainer
Gymnasium Attendant
Health and Fitness Instructor
Personal Trainer
Physical Activity Coordinator
Physical Education Officer
Physical Fitness Trainer
Physical Training Instructor

342302 Outdoor Adventure Guide

Adventure Safari Guide
Adventure Tourism Operator
Bungee Jump Master
Cycle Touring Guides
Diving Operator
Dolphin Swimming Guide
Fishing Guide
Hiking Guide
Horse Riding Instructor
Horse Trekking Guides
Hunting Guide
Kayaking Guide
Mountain Guide
Outdoor Adventure Instructor
Outdoor Adventure Leader
Outdoor Recreation Guide
River Kayaking Guide
River Rafting Guide
Sea Kayaking Guide
Shark Swimming Guide
Snorkelling Guide
Team Building Operator
Trekking Guide
White-water Rafting Guide

342303 Caving Guide

343 Artistic, Cultural and Culinary Associate Professionals

3431 Photographers

343101 Photographer

Aerial Photographer

Documentary Photographer
Fashion Photographer
Landscape Photographer
Medical Photographer
News Photographer
Photo Finish / Post Production Photographer
Photographer and Image Recording Equipment Operator
Photojournalist
Portrait Photographer
Sports Photographer
Technical Photographer
343102 **Air Observer**
3432 **Interior Designers and Decorators**
343201 **Interior Designer**
Commercial Interior Designer
Environmental Designer
Residential Interior Designer
Retail Interior Designer
Stage Scenery Designer
Store Designer
Tenant Installation Specialist
343202 **Interior Decorator**
Draper
Interior Consultant
Kitchen Design Consultant
343203 **Visual Merchandiser**
Display Decorator
Window Dresser
343204 **Set Designer**
3433 **Gallery, Museum and Library Technicians**
343301 **Gallery or Museum Technician**
Taxidermist
343302 **Library Technician**
3434 **Chefs**
343401 **Chef**
Chef De Partie
Commis Chef
Demi Chef
Executive Chef
Head Chef
Pastry Chef
Saucier
Second Chef
Sous Chef
3439 **Artistic and Cultural Associate Professionals not Elsewhere Classified**
343901 **Tattoo Artist**
Body Artist
343902 **Light Technician**
Lighting Assistant
Lighting Director
Lighting Electrician
Lighting Operator



Lighting Technician

343903 **Stage Manager**
 Floor Manager (Broadcasting)
 Stage Technician
 Stunt Coordinator
 Theatre Technician

343904 **Theatrical Dresser**

343905 **Stunt Person**
 Stunt Artist
 Stuntman

343906 **Special Effects Person**

343907 **Continuity Person**

343908 **Film Technician**

343909 **Microphone Boom Operator**

343910 **Performing Arts Road Manager**

35 **Information and Communications Technicians**

351 **Information and Communications Technology Operations and User Support Technicians**

3511 **Information and Communications Technology Operations Technicians**

351101 **Computer Operator**
 Computer Peripheral Equipment Operator
 High-speed Computer Printer Operator

3512 **Information and Communications Technology User Support Technicians**

351201 **ICT Communications Assistant**
 Computer Database Assistant
 Computer Engineering Assistant
 Computer Help Desk Operator
 Computer Programming Assistant
 ICT Systems Analysis Assistant
 Programme Analyst Data Processing

3513 **Computer Network and Systems Technicians**

351301 **Computer Network Technician**
 Network Support Technician

351302 **Geographic Information Systems Technicians** ()
 Geographic Information Systems Analyst
 Geographic Information Systems Coordinator
 Geographic Information Systems Specialist
 GIS Assistant / Consultant / Officer / Operator / Specialist / Technician
 Technical Support Specialist
 Remote Sensing Scientists and Technologists

3514 **Web Technicians**

351401 **Web Technician**
 Multimedia Technician
 Web Editor
 Webmaster
 Website Administrator
 Website Technician

352 **Telecommunications and Broadcasting Technicians**

3521 **Broadcasting and Audio-visual Technicians**

352101 **Broadcast Transmitter Operator**
 Broadcasting Technician
 Television Station Operator

352102 **Camera Operator (Film, Television or Video)**

Focus Puller (Film)
Video Tape Operator
Videographer
352103 **Sound Technician**
Audio Operator
Audio Technician
Dubbing Machine Operator
Dubbing Projectionist (Sound Mixing)
Re-recording Mixer
Sound Editor / Mixer / Recordist / Operator / Specialist
Sound Effects Person
Video and Sound Recorder
352104 **Television Equipment Operator**
Television Broadcasting Sound Operator
Television Control Room Technician
Vision Controller
Vision Mixer
352105 **Radio Station Operator**
Radio Broadcasting Technician
Radio Control Room Technician
352106 **Production Assistant (Film, Television or Radio)**
Production Runner (Radio and TV)
3522 **Telecommunications Engineering Technicians**
352201 **Telecommunications Technical Officer or Technologist**
Engineering Technician (Telecommunications)
4 **CLERICAL SUPPORT WORKERS**
41 **General and Keyboard Clerks**
411 **General Office Clerks**
4111 **General Office Clerks**
411101 **General Clerk**
Accident / Committee / Fingerprint Clerk
Administration Clerk / Officer
Administrative Assistant
Advisory Officer Clerical
Buying Clerk
Clerical Assistant / Officer
Client Services Administrator
Community Services Clerk
Counter / Licensing / Veterinary / Warrants Clerk
Girl Friday
Lab Administrator
Office / Field Assistant
Operation Services / Support Officer
Planning Support Officer
Recording Clerk
Social Security Administrator
Survey Information Officer
Tender Evaluation Coordinator
Victims Court Assistant
Visa / Fingerprint Officer
411102 **Back Office Process Consultant**
412 **Secretaries (General)**

4121 Secretaries (General)

412101 Secretary (General)

Advisory Officer Cabinet Office
Aide De Camp
Appointments Officer

413 Keyboard Operators

4131 Typists and Word Processing Operators

413101 Word Processing Operator

Computer Assisted Transcript Operator
Typist
Verbatim Reporter
Word Processing Clerk

413102 Machine Shorthand Reporter

Braille Transcriber
Court Reporter / Taker
Hansard Reporter
Stenocaptioner

4132 Data Entry Clerks

413201 Data Entry Operator

Computer Clerk
Data Capturer
Data Compiler / Enterer / Officer / Operator
Data Control / Input Clerk
Data Processing Operator
Data Specifier / Programmer / Cati Specialist
Electronic Data Processor (EDP)
Flexowriter Printer
Internal Affairs Computing Officer
Punched Card Machine Operator
Visual Display Unit Operator

42 Customer Services Clerks

421 Tellers, Money Collectors and Related Clerks

4211 Bank Tellers and Related Clerks

421101 Bank Teller

Bank Clerk / Officer
Settlements Clerk Banking
Teller

421102 Bank Worker

Administration and Superannuation Investment Officer
ATM Custodian
Bank Customer Services Clerk / Officer
Credit Support Officer
Mortgage Banker
Personal Banking Consultant

421103 Currency Exchange Officer

Foreign Exchange Officer / Teller

421104 Bank Notes Processor

421105 Postal Frontline Service Worker

Post Office Clerk
Postal Clerk
Postal Frontline Teller

4212 Bookmakers, Croupiers and Related Gaming Workers

- 421201 **Bookmaker**
 - Bookmaking Clerk
 - Horse Racing Analyst
- 421202 **Gaming Worker**
 - Casino / Gaming Dealer
 - Casino Gaming Inspector
 - Casino Surveillance Operator
 - Croupier
 - Gaming Inspector
 - Gaming Operator
 - Gaming Pit Boss
 - Gaming Table Operator
- 421203 **Betting Agency Counter Clerk**
 - Betting Operator
 - Tab Clerk
 - Tab Operator / Teller / Worker
 - Totalisator Agency Board Worker
- 421204 **Bookmaker's Clerk**
 - Bagman / Bagwoman
 - Penciller
- 421205 **Telephone Betting Clerk**
 - Phonebet Operator
- 421206 **Bingo Caller**
- 421207 **Lotto Operator**
 - Lottery Seller Agent
 - Lotto Worker
- 4213 **Pawnbrokers and Money-lenders**
- 421301 **Pawnbrokers and Money-lenders**
 - Micro Financier
 - Money Launderer / Lender
- 4214 **Debt-collectors and Related Workers**
- 421401 **Debt Collector**
 - Collection Agent
 - Collection Officer
 - Debt Management Officer
 - Debt Recovery Officer
 - District Collections Manager
 - Legal Recoveries Officer
 - Mercantile Agent (AUS)
 - Payment Collector
 - Rate Rent Collector
 - Regional Manager Debt
 - Repossession Agent
 - Repossessor
- 422 **Client Information Workers**
- 4221 **Travel Consultants and Clerks**
- 422101 **Tourist Information Officer**
 - Tourist Advisor
 - Travel Reception Clerk
- 422102 **Travel Consultant**
 - Booking Travel Clerk
 - Domestic Travel Consultant

Inbound Tour Manager
International Travel Consultant
Travel Agent
Travel Agent Representative
Travel Arrangements Manager
Travel Clerk
Travel Consolidator
Travel Officer
Travel Reservation Clerk
Travel Wholesaler

4222 Contact Centre Information Clerks

422201 Inbound Contact Centre Consultant

Inbound Call Centre Customer Service Representative
Inbound Contact Centre Team Leader

422202 Outbound Contact Centre Consultant

Call Centre Customer Service Representative (Outbound)
Call or Contact Centre Sales Agent / Consultant
Collections Consultant (Contact Centre)
Outbound Contact Centre Team Leader

422203 Contact Centre Real Time Advisor

Bridge Controller
Real Time Administrator
Real Time Analyst
Real Time Monitor
Real Time Tracker
Resource Controller

422204 Contact Centre Resource Planner

Contact Centre Shift Scheduler
Contact Centre Workforce Management Planner
Contact Centre Workforce Planner
Contact Centre Workforce Scheduler

422205 Contact Centre Forecast Analyst

Contact Centre Forecaster

422206 Call or Contact Centre Agent

4223 Telephone Switchboard Operators

422301 Switchboard Operator

PABX Operator
Phone Centre Operator
Shift Telephonist
Telecom Operator
Telephone Operator / Attendant

4224 Hotel Receptionists

422401 Hotel or Motel Receptionist

4225 Enquiry Clerks

422501 Enquiry Clerk

Client Liaison Officer
Client Support Officer
Communications Assistant
Complaints Clerk
Consumer Safety Advisor
Corporate / Front Office Receptionist
Customer Centre Support Officer

Customer Services Clerk / Officer / Reception Officer
Dealer Support Consultant
Enquiry Officer
Helpline Advisor
Info Centre Administrator
Information Clerk / Officer / Advisor / Assistant
Information Express Officer
Public Counter Assistant / Clerk / Receptionist
Public Foyer Attendant

4226 **Receptionists (General)**

422601 **Receptionist (General)**

Front Desk Coordinator
Front Desk Support Officer
Tenancy Officer

422602 **Medical Receptionist**

Hospital Hostess
Patient Information Officer

4227 **Survey and Market Research Interviewers**

422701 **Survey Interviewer**

Clerical Field Officer
Enumerator
Field Assistant / Coordinator
Field Worker
Interviewer
Market Research Interviewer
Market Research Reporter
Research / Survey / Poll Interviewer
Telephone Researcher / Surveyor

4229 **Client Information Workers not Elsewhere Classified**

422901 **Admissions Clerk**

Hospital Admitting Clerk
Hospital Ward Clerk

422902 **Ship's Purser**

43 **Numerical and Material Recording Clerks**

431 **Numerical Clerks**

4311 **Accounting and Bookkeeping Clerks**

431101 **Accounts Clerk**

Account Coordinator / Controller
Accounting Clerk
Accounts Payable or Receivable Clerk
Assets Clerk / Coordinator
Audit Clerk
Billing Administrator / Representative / Officer
Creditors Clerk
Debtors Clerk
Ledger Clerk
Settlement Clerk / Officer

431102 **Cost Clerk**

Costing Clerk
Costing Estimator
Pricing Clerk / Analyst / Estimator

431103 **Taxation Clerk**

4312 Statistical, Finance and Insurance Clerks

431201 Insurance Administrator

Health Insurance Assessor
Insurance Brokering Clerk / Assistant
Insurance Clerk / Officer
Insurance Underwriting Clerk
Superannuation Fund Clerk

431202 Securities Services Administrative Officer

Accounts Opening and Maintenance Officer
Cash Management Officer
Client Take-on Officer
Corporate Action Officer
Entitlement Officer
Script Lending Administrator
Securities Lending and Borrowing Officer
Settlement Manager
Settlement Officer
Share Scheme Administrator

431203 Statistical Clerk

Actuarial Clerk
Census Clerk
Census Mapping Monitor
Census Processing Manager
Clerk Field Collections
Data Match Officer
Statistical Coordinator / Officer
Statistical Field Worker
Survey Statistician

431204 Insurance Claims Administrator

Claims Analyst
Insurance Claims Clerk
Insurance Claims Negotiator
Insurance Recovery Clerk

4313 Payroll Clerks

431301 Payroll Clerk

Pay Clerk
Payroll Assistant
Payroll Consultant
Payroll Coordinator
Salaries Administrator
Salaries Clerk
Salaries Officer
Wage Clerk

432 Material-recording and Transport Clerks

4321 Stock Clerks

432101 Stock Clerk / Officer

Aisle Controller
Exhibits Clerk / Officer
Feed Additives Stores Person
Inventory Clerk / Controller / Administrator
Lost and Found Property Clerk
Micro Nutrients Stores Persons

Packaging Material Stores Clerk-Perishable Produce
Purchasing and Inventory Officer
Quartermaster Ship
Ships Provider
Stock Control Clerk
Storekeeping Officer
Stores Clerk / Officer
Stores Controller
Stores Coordinator
Stores Maintenance Clerk
Stores Works Property Officer
Supply Clerk / Assistant / Officer / Scheduler

432102 **Dispatching and Receiving Clerk / Officer**
Carton and Label Controller
Dispatch Clerk / Officer / Operator / Assistant / Worker
Distribution Officer
Freight Clerk / Agent
Goods Receiving Clerk
Inwards Goods Clerk
Packed Fresh Produce Dispatch Clerk
Receiving Clerk
Shipping and Receiving Clerk
Workshop Clerk

432103 **Order Clerk / Officer**
Customer Orders Clerk
Mail Order Clerk

432104 **Warehouse Administrator / Clerk**
Ca / Ra Storage Manager / Controller (Perishable Produce)
Seed Dispatch Manager
Seed Receiving Manager
Seed Warehouse Manager
Wool Storage Controller / Manager

432105 **Lampman**

4322 **Production Clerks**

432201 **Production Coordinator**
Delivery Clerk
Distribution Controller
Fresh Produce Dispatch Controller
Fresh Produce Receiving Coordinator
Logistics Clerk / Assistant / Controller / Coordinator / Planner / Officer
Manufacturing Distributor
Material and Production Planning Clerk
Parts Warehouse Clerk
Planning and Liaison Officer
Printing Coordinator
Production Clerk
Production Foreman
Production Leader
Production Planner / Officer
Production Planning Officer
Production Recorder / Scheduler
Quota Controller

Schedule Clerk
Seed Harvesting Leader
Shift Controller

4323 Transport Clerks

432301 Transport Clerk

Aircraft Load Controller
Boat Dispatcher
Clerical Controller (Transport Service)
Clerical Dispatcher (Transport Service)
Fleet Contracts Manager / Controller / Coordinator
Fleet Maintainer / Supply Officer
Railway Checker
Railway Traffic Dispatcher
Road Traffic Controller
Transport Coordinator / Dispatcher
Truck Dispatcher
Wharfinger

44 Other Clerical Support Workers

441 Other Clerical Support Workers

4411 Library Clerks

441101 Library Assistant

Archive Assistant
Cataloguing Clerk / Officer
Circulation Assistant
Document Services Coordinator
Documentation Officer
Executive Officer Library
Heritage Collection Assistant
Indexer
Indexing Assistant
Interloans Assistant
Knowledge Online Coordinator
Library Attendant
Library Clerk / Officer
Library Shelver / Retrieval Assistant
Manuscripts Assistant
Records Coordinator / Officer
Reference Assistant / Officer
Repository Assistant

4412 Mail Carriers and Sorting Clerks

441201 Courier

Bicycle Courier
Motorbike Courier
Parcel Contractor
Rural Mail Contractor

441202 Postal Delivery Officer

Mail Deliverer
Mail Delivery Contractor
Messenger
Post Carrier
Postman / Postwoman

441203 Mail Clerk

Mail Assistant
Mail Centre Coordinator
Mail Controller
Mail Dispatch Clerk
Mail Handler
Mail Officer
Mail Processing Officer
Mail Sorting Clerk
Mailroom Assistant / Clerk
Parcel Post Officer
Post Office Mail Sorter
Postal Sorting Officer

4413 Coding, Proof-reading and Related Clerks

441301 Coding Clerk

Coding Data Processing Clerk
Medical Record Clerk

441302 Proof Reader

Copyright Editor
Permissions Clerk

4414 Scribes and Related Workers

441401 Scribe

4415 Filing and Copying Clerks

441501 Filing or Registry Clerk

Clerical Retrieval Assistant
Directory Compiler
Document Control Officer
Documentation Clerk / Officer
File Management Officer
Index Clerk
Information and Records Manager / Coordinator
Information Centre Support Officer
Information Services Assistant
Listing Clerk
Records Centre Advisor
Records Clerk / Coordinator
Registry Office Keeper

441502 Office Machine Operator

Addressing Machine Operator
Copying Services Officer
Duplicating Machinist
Office Assistant Photocopying
Office Machinist
Photocopier Operator / Photocopyist / Record Officer
Photographic Machine Operator
Shredder Operator / Document Shredder
Telex Operator
Xerox Operator

4416 Personnel Clerks

441601 Human Resources Clerk

Employment Office Clerk
Human Resources Planning Clerk
Human Resources Records Clerk

Human Resources Systems Administrator
Inland Revenue Pay and Personnel Officer
Overpayments Officer
Personnel Records Clerk
Recruiting / Recruitment Clerk
Roster Clerk

441602 **Skills Development Administrator**
Training Administrator

441603 **Compensation and Benefits Clerk**
Benefits Administrator
Benefits Clerk
Compensation and Benefits Administrator
Remuneration and Benefits Clerk

441604 **Labour Relations Case Administrator**
4419 **Clerical Support Workers not Elsewhere Classified**

441901 **Classified Advertising Clerk**

441902 **Contract Administrator**
Contract Coordinator
Contracts Officer

441903 **Program or Project Administrators**
Administration Officer
Administrator
Assistant Secretary of The Cabinet
Consents Officer / Clerk
Course Coordinator
Programme / Project Coordinator
Project Advisor / Leader
Project Controller
Project Coordinator
Project Corrections Operations Advisor / Coordinator
Project Planner
Project Programme Specialist
Senior Officer
Strategic Support Officer
Support Officer

441905 **Account Clerk (Public Relations / Communication)**
Communication Clerk / Assistant

5 SERVICE AND SALES WORKERS

51 Personal Service Workers

511 Travel Attendants, Conductors and Guides

5111 Travel Attendants and Travel Stewards

511101 **Flight Attendant**
Air Hostess
Airport Attendants
Cabin Steward / Attendant (Aircraft)
Crew Attendant
Flight Purser
Ground Hostess

511102 **Bus Hostess**
Bus Escort
School Bus Warden
Travel Attendant Bus

- 511103 **Marine Steward**
 - Ships Cabin Attendant
 - Ships Purser
 - Ships Steward / Stewardess
- 511104 **Railway Steward**
 - Rail Stewardess
 - Train Hostess
 - Travel Attendant Train
- 5112 **Transport Conductors**
- 511201 **Transport Conductor**
 - Bus / Train Ticket Inspector
 - Cable Car Conductor
 - Railway Sleeping Car Conductor
 - Ticket Inspector (Public Transport)
 - Train Conductor
 - Tram Conductor
- 5113 **Travel Guides**
- 511301 **Gallery or Museum Guide**
 - Gallery Assistant
 - Museum Host and Tour Coordinator
 - Museum or Gallery Attendant
- 511302 **Tour Guide**
 - Inbound Tour Operator
 - Regional Guide
 - Sightseeing Guide
 - Tour Controller
 - Tour Coordinator
 - Tour Director
 - Tour Escort
 - Tour Leader
- 512 **Cooks**
- 5121 **Cooks**
- 512101 **Cook**
- 513 **Waiters and Bartenders**
- 5131 **Waiters**
- 513101 **Waiter**
 - Dining Room Attendant
 - Drink Waiter
 - Food and Beverage Attendant
 - Formal Service Waiter
 - Lounge Assistant
 - Maitre D
 - Night Club Hostess
 - Restaurant Hostess
 - Silver Service Waiter
 - Sommelier
 - Wine Attendant
 - Wine Steward
- 513102 **Cafe Worker**
 - Cafe Assistant
 - Cafe Attendant
 - Cafe Counter Staff

Cafeteria Assistant / Worker
Canteen Attendant / Worker
Catering Assistant
Catering Counter Assistant
Coffee Bar / Lounge / Shop Assistant
Fast Food Attendant
Fast Food Server
Food Counter Assistant
Lunch Bar Assistant
Snack Bar Attendant

5132 Bartenders

513201 Bar Attendant

Bar Hostess / Maid
Bar Operator
Bar Steward
Barperson Waiter
Bartender
Club Steward

513202 Barista

Coffee Maker

514 Hairdressers, Beauticians and Related Workers

5141 Hairdressers

514101 Hairdresser

Afro Hairdresser
Barber
Hair Dressing Technician
Hair Stylist



514102 Hair or Beauty Salon Assistant

Dreadlock Specialist
Electrolysis Assistant
Hair Colour Technician
Hairdresser (Braiding)
Hairdresser (Weaving)
Hairdresser's Assistant
Locktician
Salon Operator

5142 Beauticians and Related Workers

514201 Skin Care Therapist

Aesthetician
Beauty Therapist
Cosmetologist
Facial Therapist
Intense Pulsed Light (IPL / Laser) Skin Technician
Make-up Artist
Medical Aesthetician
Permanent Make-up Artist
Skin Peeling and Dermabrasion

514202 Body Therapist

Aroma Therapist
Body Massage Therapist
Intense Pulsed Light (IPL / Laser) Body Technician
Reflexologist

Sliming Therapist

514203 **Hair Removal Technician**
Electrologist
Eyelash and Brow Technician
Intense Pulsed Light (IPL / Laser) Hair Technician
Waxing Technician

514204 **Nail Technician**
Manicurist
Pedicurist

514205 **Make Up Artist**
Make Up Consultant
Stage Beautician

514206 **Weight Loss Consultant**
Slimming Consultant

514207 **Somatologist**
Beauty Technologist
Health and Skin-care Therapist
Spa Therapist

515 **Building and Housekeeping Supervisors**

5151 **Cleaning and Housekeeping Supervisors**

515101 **Hotel Service Manager**
Accommodation Manager
Bar Manager
Commissionaire Porter
Front Office Manager (Hotel)
Head / Front Office Porter (Hotel)
Head Housekeeper
Hotel Chief Steward
Hotel Concierge
Hotel Office Manager

515102 **Housekeeping Service Manager**
Boarding School Hostel Matron
Camp Hostel Matron
Dormitory Manager
Prison Matron
Residential Institution Housekeeping Matron

515103 **Commercial Housekeeper**
Housekeeper (Not Private)
Linen Keeper

5152 **Domestic Housekeepers**

515201 **Domestic Housekeeper**
Domestic Servant
House Steward Private
Housekeeper (Private / Residential Service)

515202 **Butler**

5153 **Building Caretakers**

515301 **Caretaker**
Building Superintendent
Camp Warden
Concierge (Building)
Custodian
Dormitory Warden

- Hut Warden Conservation
- Janitor
- Landlord / Landlady
- Maintenance Officer
- Property Officer
- Sexton
- Verger
- 515302 **Amusement, Fitness or Sport Centre Attendant**
 - Skating Rink Attendant
 - Swimming Pool Attendant
- 516 **Other Personal Services Workers**
- 5161 **Astrologers, Fortune-tellers and Related Workers**
- 516101 **Astrologer**
 - Fortune Teller
 - Numerologist
 - Palmist
- 5162 **Companions and Valets**
- 516201 **Escort**
 - Companion
 - Prostitute
 - Sex Worker
 - Valet
- 5163 **Undertakers and Embalmers**
- 516301 **Funeral Director**
 - Funeral Practitioner
 - Undertaker
- 516302 **Chapel or Memorial Attendant**
- 516303 **Embalmer**
- 516304 **Mortician**
- 516305 **Mortuary Technician / Assistant**
- 516306 **Crematorium Operator**
- 5164 **Pet Groomers and Animal Care Workers**
- 516401 **Animal Attendant / Groomer**
 - Animal Rescue Worker
 - Boarding Kennel Attendant
 - Horse Groomer
 - Kennel Assistant
 - Pet Groomer
 - Pound Keeper
 - Shearer
 - SPCA Worker
- 516402 **Animal Trainer**
 - Dog Handler
 - Horse Trainer / Breaker
- 516403 **Zookeeper**
 - Aquarist
 - Zoo Attendant
- 516404 **Dog Walker**
- 5165 **Driving Instructors**
- 516501 **Driving Instructor**
 - Driver Education Teacher
- 5169 **Personal Services Workers not Elsewhere Classified**

516901 **Refuge Worker**
516902 **Civil Celebrant**
Marriage Celebrant
52 **Sales Workers**
521 **Street and Market Salespersons**
5211 **Stall and Market Salespersons**
521101 **Street Market Vendor**
Ice Cream Vendor
Market Stall Vendor
5212 **Street Food Salespersons**
521201 **Street Food Sales Person**
Street Food Vendor
521202 **Cash Van Salesperson**
Bread Contractor Vendor
Milk Vendor
Salesman Driver
522 **Shop Salespersons**
5221 **Shop Keepers**
522101 **Antique Dealer**
522102 **Salon Manager**
Beauty Salon Manager
Hair Salon Manager
Nail Salon Manager
5222 **Shop Supervisors**
522201 **Retail Supervisor**
Checkout Supervisor
Sales Counter Manager
Sales Department Supervisor
Sales Promotions Officer
5223 **Shop Sales Assistants**
522301 **Sales Assistant (General)**
Clothing Sales Assistant
Cosmetic Sales Assistant
Counterhand
Fast Food Assistant / Operator
Food Demonstrator
Foodmarket Worker
Hardware Sales Assistant
Pawnbroker
Perishable Sales Worker
Retail Assistant
Sales Person / Consultant
Shop Assistant
Supermarket Assistant / Worker
Swimming Pool Salesperson
Telephone Salesperson
522302 **Motorised Vehicle or Caravan Salesperson**
Fleet Salesperson
Licensed Motor Vehicle Dealer
Motor Vehicle Salesperson
Tractor Salesperson
Used Car Salesperson

- 522303 **Automotive Parts Salesperson**
 - Agricultural Equipment Parts Salesperson
 - Automotive Parts Interpreter
 - Parts Assistant Manager
 - Sales Representative (Motor Vehicle Parts and Accessories)
 - Spare Parts Salesman
 - Tyre Sales Representative
 - Tyre Salesman
 - Workshop Sales Person
- 522304 **ICT Sales Assistant**
 - Communications Sales Assistant
 - Computer Retail Salesperson
 - IT Salesperson
 - Mobile Phone Salesperson
- 523 **Cashiers and Ticket Clerks**
- 5231 **Cashiers and Ticket Clerks**
- 523101 **Checkout Operator**
 - Cash Register Operator
 - Grocery Checkout Operator
 - Service Station Console Operator
- 523102 **Office Cashier**
 - Cash Accounting Clerk
 - Cash Receipting Clerk
 - Cashier
 - Driveway Cashier
 - Service Station Cashier
 - Toll Road Cashier
- 523103 **Ticket Seller**
 - Airline Clerk
 - Booking Clerk
 - Reservations Clerk
- 524 **Other Sales Workers**
- 5241 **Fashion and Other Models**
- 524101 **Model**
 - Modelling Instructor
- 524102 **Event Stylist**
- 5242 **Sales Demonstrators**
- 524201 **Sales Demonstrator**
 - Merchandiser
 - Promotion Salesperson
- 5243 **Door-to-door Salesperson**
- 524301 **Door-to-door Salesperson**
 - Door-to-door Fundraising Collector
 - Fund Raiser
 - Hawker
 - Party Plan Salesperson
 - Telefunder
- 5244 **Contact Centre Salespersons**
- 524401 **Call Centre Salesperson**
 - Contact Centre Agent (Interactive and Direct Marketing)
 - Customer Contact Centre Salesperson
 - Internet Salesperson

Telemarketer
Telemarketing Salesperson
Telephone Sales Person
5245 **Service Station Attendants**
524501 **Service Station Attendant**
Driveway Attendant
Forecourt Attendant
Petrol Station Attendant
Petroleum Distribution Agent
Petroleum Transfer Technician
Service Station Salesperson
5246 **Food Service Counter Attendants**
524601 **Food Service Counter Attendant**
Cafeteria Counter Attendant
Salad Bar Attendant
5249 **Sales Workers not Elsewhere Classified**
524901 **Materials Recycler**
Automotive Dismantler
Bottle Dealer
Recycling Coordinators
Scrap Materials Buyer
Scrap Merchant / Metal Dealer
Vehicle Dismantler
Waste Recycler
524902 **Rental Salesperson**
Car Rental Sales Assistant
Industrial Hire Sales Assistant
Rental Car Hirer
Rental Clerk
Video Library Assistant
524903 **Sales Clerk / Officer**
Engineering Sales Clerk
Hire Coordinator
Internal Salesperson
Lay-by Clerk
524904 **Energy Broker**
53 **Personal Care Workers**
531 **Child Care Workers and Teachers' Aides**
5311 **Child Care Workers**
531101 **Child Care Worker**
Child Care Aide
Child Minder
Children's Nursery Assistant / Attendant
Crèche Attendant
Daymother
Nursemaid
Nursery School Attendant
Play Centre or Playground Supervisor
531102 **Family Day Care Worker**
Family Day Carer
531103 **Nanny**
Au Pair

()

()

Baby Sitter
Governess
531104 **Out of School Hours Care Worker**
After School Care Attendant
Playleader
Schoolchildren Attendant
531105 **Child or Youth Residential Care Assistant**
Residential Care Worker
531106 **Hostel Parent**
House Parent
Housemaster
Housemother
5312 **Teachers' Aides**
531201 **Teachers' Aide**
School Services Officer
Student Liaison Officer
Teachers' Assistant
532 **Personal Care Workers in Health Services**
5321 **Health Care Assistants**
5322 **Home-based Personal Care Workers**
532201 **Residential Care Officer**
532202 **Aged or Disabled Carer**
Carer For Aged and Persons With Disabilities
Geriatric Care Giver
Home Support Worker (Aged or Disabled)
Personal Care Worker (Aged or Disabled)
Personal Carer (Aged or Disabled)
Rest Home Worker
5329 **Personal Care Workers in Health Services not Elsewhere Classified**
532901 **First Aid Attendant**
532902 **Hospital Orderly**
Hospital Attendant
Hospital Clothing Assistant
Hospital Porter
Hospital Ward Assistant
Patient Services Assistant
Wardsperson
532903 **Nursing Support Worker**
Assistant In Nursing
Hospital Aide
Nurses' Aide
Nursing Attendant
Paramedical Aide
532904 **Personal Care Assistant**
Care Assistant
Care Giver
Health Assistant
Home Aide
Home Nurse
Home-based Personal Care Worker
Night Attendant
532905 **Therapy Aide**

Associate Professional (Health Therapy)
Audiologist Assistant
Chiropractic Assistant
Diversional Therapist Assistant
Occupational Therapist's Assistant
Osteopath's Assistant
Physiotherapist's Assistant
Podiatrist Assistant
Psychiatrist's Aide / Assistant

532906 **Natural Remedy Consultant**
Herbalist (Western)
Holistic Pulsar
Iridologist
Kinesiologist
Medical Herbalist
Therapeutic Reflexologist

54 **Protective Services Workers**

541 **Protective Services Workers**

5411 **Fire fighters**

541101 **Fire Fighter**
Aircraft Fire Fighter
Fire Brigade Officer
Fire Engineer (Army)
Fire Equipment Officer Forest
Fire Prevention Officer
Fire Protection Officer Forest
Fire Safety Officer
Fire Salvage Officer
Forestry or Agricultural Fire Fighter
Rescue Fire Fighter

541102 **Hazardous Materials Removal Workers** ()

5412 **Police Officers**

541201 **Traffic Officer**
Constable City Traffic
Driver Testing Officer
Police Patrol Officer
Road Safety Officer
Traffic Constable
Traffic Coordinator
Traffic Enquiry Constable
Traffic Pointsman / Woman
Traffic Safety Coordinator / Officer
Traffic Sergeant
Transportation Vehicle, Equipment and Systems Inspectors ()

541202 **Police Officer (Non-commissioned)**
Bomb Squad Officer
Constable (SAPS)
Crime Scene Coordinator / Officer
Crime Services Manager
Gang Intelligence Officer
Incident Response Constable
Inquests Constable / Officer

Metro Police Officer
Motor Vehicle Crime Coordinator
Mounted Police Officer
Neighbourhood Support Coordinator
Police Community Officer
Police Dog Training Instructor
Police Patrolman / Woman
Police Station Control Manager
Police Station Sergeant
Police Surveillance Officer
Prosecutions Constable / Officer / Sergeant
Relief Sergeant
Rural Sergeant
Search and Rescue Officer
Services Desk Officer / Public Reception Constable
Tactical Response Group Officer
Threat Assessment Officer

541203 **Military Police Official**
Military Policeman

5413 **Prison Guards**

541301 **Prison Officer**
Cell Block Attendant
Correction Facility Worker
Correctional Officer
Custodial Officer
Custodial Services Officer
Gaoler
Prison Guard
Prison Warden

5414 **Security Guards**

541401 **Security Officer**
Beach Patrol Officer / Beach Guard
Bodyguard
Coastguard
Guard
Mobile Patrol Officer
Patrolman
Railway Patrol Officer
Security Guard
Security Safety and Emergency Services Manager
Security Services Coordinator
Watchman

541402 **Alarm, Security or Surveillance Monitor**
Answering Service Operator
Security Monitor

541403 **Retail Loss Prevention Officer**
End Controller
Shop Floor Walker
Store Detective

5415 **Intelligence Operators**

541501 **Intelligence Operator**
Counter-intelligence Operator

Defence Force Intelligence Operator (Functionary)
Intelligence Administration Clerks
Intelligence Collector
Intelligence Non-commissioned Officers
Intelligence Official
National Safety & Security Intelligence Operators
Police Intelligence Operators
Vetting Officials

5419 Protective Services Workers not Elsewhere Classified

541901 Lifeguard

Surf Patrolman

541902 Emergency Service and Rescue Official

Emergency Response Officer

Industrial Paramedic

Mine Rescue Service Worker

Rope Rescue Technician

541903 Parking Inspector

541904 Armoured Car Escort

541905 Crowd Controller

Bouncer

541906 Security Consultant

Security Advisor

542 Commissioned and Non-commissioned Armed Forces Officers

5421 Seaward Defence Members

542101 Naval Combat Operator

Combat Operator (Clearance Diver)

Combat Operator (Engine Room Attendant)

Combat Operator (Marine)

Combat Operator (Mine Counter Measures Operator)

Combat Operator (Protection Services)

Combat Operator (Radar Operator Dry)

Combat Operator (Radar Operator Elint)

Combat Operator (Radar Operator Wet)

Combat Operator (Seaman)

Combat Operator (Surface Control Operator)

Combat Operator (Surface Weapons Operator)

Combat Operator (Survey Recorder)

Combat Operator (Telecommunication Operator Radio)

Combat Operator (Telecommunication Operator Tactical)

Combat Operator (Telecommunication Operator)

Combat Operator (Weapons Operator Mine Counter Measures)

542102 Naval Combat Officer

Combat Officer (Marine)

Combat Officer (Subsurface Vessels)

Combat Officer (Surface Ships)

5422 Special Forces Defence Members

542201 Special Forces Manager

542202 Special Forces Officer

Branch Warrant Officer (Branch WO)

Commando Warrant Officer (Comdo WO)

Group Warrant Officer (Gp WO)

Spec Forces Course Warrant Officer (Course WO)

- Spec Forces Operations Officer (Ops Off)
- Spec Forces Specialist
- Spec Forces Staff Officer Operations (SO Ops)
- Spec Forces Warrant Officer/Sergeant Major
- 542203 **Special Forces Operator**
 - Branch Commander (Branch Cmdr)
 - Branch Second In Command (Branch 2iC)
 - Commando Officer Commanding (Comdo Co)
 - Commando Second In Command (Comdo 2iC)
 - Group Commander (Gp Cmdr)
 - Group Second In Command (Gp 2iC)
 - Team Leader (Tm Ldr)
 - Wing Commander (Wing Cmdr)
 - Wing Second In Command (Wing 2iC)
- 5423 **Landward Defence Members**
- 542301 **Infantry Soldier**
 - Infantry Officer
- 542302 **Artillery Soldier**
 - Artillery Officer
- 542303 **Air Defence Artillery Soldier**
 - Air Defence Artillery Officer
- 542304 **Armour Soldier**
 - Armour Officer
- 542305 **Engineer Soldier**
 - Engineer Officer
- 542306 **Signal Soldier**
 - Signal Officer
- 5424 **Defence Support Members**
- 542401 **Combat Medical Support Operator**
- 5425 **Airward Defence Members**
- 542501 **Air Operations Officer**
- 6 **SKILLED AGRICULTURAL, FORESTRY, FISHERY, CRAFT AND RELATED TRADES WORKERS**
- 61 **Market-oriented Skilled Agricultural Workers**
- 611 **Market Gardeners and Crop Growers**
- 6111 **Field Crop and Vegetable Growers**
- 611101 **Agronomy Farmer**
 - Agronomy Farm Foreman
 - Agronomy Production Supervisor
 - Field Crop Farmer
- 611102 **Field Vegetable Farmer**
 - Field Vegetable Farm Foreman
 - Field Vegetable Production Supervisor
- 6112 **Tree and Shrub Crop Growers**
- 611201 **Arboriculture Farmer**
 - Arboriculture Farm Foreman
 - Arboriculture Production Supervisor
- 611202 **Horticultural Farmer**
 - Horticultural Farm Foreman
 - Horticultural Production Supervisor
- 6113 **Gardeners, Ornamental Horticultural and Nursery Growers**
- 611301 **Ornamental Horticultural Farmer**
 - Ornamental Horticultural Farm Foreman

Ornamental Horticultural Production Supervisor

611302 Landscape Gardener

Agricultural Horticulture Worker

Arborist

Gardener

Gardening Contractor

Groundsman / Woman

Landscape Contractor

Landscaper

Parks Caretaker

Turf Layer

611303 Green Keeper

Golf Course Superintendent

Grounds Maintainer

Groundskeeper

Turf Curator

Turf Keeper

Turf Manager

611304 Nurseryperson

Horticulturist

Nursery Grower

Nursery Manager

Nurseryman

Plant Propagator

Seed Grower

Tree Doctor

Tree Surgeon

6114 Mixed Crop Growers

611401 Mixed Crop Farm Production Manager / Foreman

Mixed Crop Farm Foreman

Mixed Crop Production Supervisor

612 Market-oriented Animal Producers

6121 Livestock and Dairy Producers

612101 Livestock Farmer

Feedlot Manager

Livestock Farm Foreman

Livestock Production Supervisor

Pig Farmer

Race Horse Stables Manager

Race Horse Transport Manager

612102 Dairy Farmer

Dairy Farm Foreman

Dairy Production Supervisor

6122 Poultry Producers

612201 Poultry Farmer

Poultry Farm Foreman

Poultry Farm Production Supervisor

612202 Ratites Farmer

Ostrich Farmer

Ratites Farm Foreman

Ratites Production Supervisor

6123 Apiarists and Sericulturists

612301 **Insect Farmer**
Insect Farm Foreman
Insect Production Supervisor

6129 **Other Animal Producers not Elsewhere Classified**

612901 **Avian Farmer**
Avian Farm Foreman
Avian Production Supervisor

612902 **Game Farmer**
Game Farm Foreman
Game Production Supervisor

613 **Market-oriented Mixed Crop and Animal Producers**

6131 **Mixed Crop and Animal Producers**

613101 **Mixed Crop and Livestock Farmer**
Biodynamic Farmer
Biodynamic Farmer/ Farm Foreman / Production Supervisor
Farmer and Grazier
Mixed Crop and Livestock Farm Foreman
Mixed Crop and Livestock Production Supervisor
Mixed Livestock Farmer

621 **Market-oriented Forestry and Related Workers**

6211 **Forestry and Related Workers**

621101 **Tree Feller**
Chainsaw Operator
Forestry Crosscutter
Hardwood Feller
Logger
Logging Contractor
Lumberjack
Softwood Feller
Tree Topper

621102 **Forest and Conservation Workers**

622 **Market-oriented Fishery Workers, Hunters and Trappers**

6221 **Skilled Aquaculture Workers**

622101 **Aquaculture Farmer**
Aquaculture Farm Foreman
Aquaculture Production Supervisor
Fish Production Foreman
Hatchery Foreman
Hatchery Manager (Fresh Water Fish)
Netting Foreman

622102 **Mariculture Farmer**
Hatchery Manager (Marine Fish / Aquatic Stock)
Mariculture Farm Foreman
Mariculture Production Supervisor

6222 **Skilled Inland and Coastal Waters Fishery Workers**

622201 **Skipper (Fishing Boat)**
Fishing Boat Skipper

6223 **Skilled Deep-sea Fishery Workers**

622301 **Master Fisher**
Fishing Boat Captain
Fishing Launch Proprietor
Trawler Skipper



6224 **Hunters and Trappers**
622401 **Hunter**
 Game Tracker
 Shooter
 Trapper
63 **Subsistence Farmers, Fishers, Hunters and Gatherers**
631 **Subsistence Farmers**
6311 **Subsistence Crop Farmers**
631101 **Subsistence Crop Farmer**
 Market Gardener
6312 **Subsistence Livestock Farmers**
631201 **Subsistence Livestock Farmer**
6313 **Subsistence Mixed Crop and Livestock Farmers**
631301 **Subsistence Mixed Crop and Livestock Farmers**
6314 **Subsistence Fishers, Hunters, Trappers and Gatherers**
64 **Building and Related Trades Workers**
641 **Building Frame and Related Trades Workers**
6411 **House Builders**
641101 **House Builder**
 Civil Construction Worker
6412 **Bricklayers and Related Workers**
641201 **Bricklayer**
 Arch Builder
 Blocklayer
 Bricklayer (Refractory And/Or Chemical)
 Bricklayer (Refractory)
 Bricklayer and Plasterer
 Bricklaying Contractor
 Bricklaying Pointer
 Bricklaying Stopper
 Chimney Builder
 Chimney Repairman
 Kiln Builder
 Retort Setter (Bricklaying)
 Tuckpointer
6413 **Stonemasons, Stone Cutters, Splitters and Carvers**
641301 **Stonemason**
 Construction Stonemason
 Headstone Maker
 Marble Mason
 Masonry Carver / Cutter / Setter Monumental
 Masonry Fixer
 Monument Installer
 Monumental Mason / Stonemason
 Stone Masonry Setter
 Terrazzo Worker
641302 **Granite Cutter**
641303 **Refractory Mason**
6414 **Concrete Placers, Concrete Finishers and Related Workers**
641401 **Concreter**
 Concrete Worker
 Grouting/Shotcreting Assistant

()

✘

✘

✘

641402 **Fibre-cement Moulder**

6415 **Carpenters and Joiners**

641501 **Carpenter and Joiner** ❌

Building Maintenance Repairman

Kitchen Installer

Kitchen Maker and Installer

Panel Erector

Prefabricated Buildings Maker and Erector

Shopfitter

Wood Caravan Builder

Woodworker

641502 **Carpenter** () ❌

Bridge Carpenter

Construction Carpenter

Carpenter Contractor

Carpenter Maintenance

Fixing Carpenter

Formwork Carpenter

Mine Carpenter Rough Carpentry

Prop and Scenery Maker

Rough Carpenter

Shutterhand

Wharf Carpenter

641503 **Joiner** ❌

Door Joiner

Joinery Machinist

Joinery Patternmaker

Joinery Setter-out

Ships Joiner

Wood Joiner

6419 **Building Frame and Related Trades Workers not Elsewhere Classified**

641901 **Demolition Technician**

641902 **Scaffolder**

Construction Bracer

Scaffolding Inspector

Steeplejack

642 **Building Finishers and Related Trades Workers**

6421 **Roofers**

642101 **Roof Tiler**

Covers Roof Using Natural Thatch

Metal Roofer

Roof Shingler

Roof Slater

Roofer

Roofing Contractor

Roofing Installer

642102 **Roof Plumber**

Industrial Roof Plumber

Sheet Metal Patternmaker

642103 **Roof Thatcher**

6422 **Floor Layers and Tile Setters**

642201 **Wall and Floor Tiler** ❌

	Ceramic / Mosaic / Slate / Stone tiler	
	Tile Installer / Layer / Setter	
	Tiling Contractor	
642202	Floor Finisher	
	Carpet Installer	
	Carpet Layer	
	Floor Installer	
	Floor Sander	
	Flooring Contractor / Installer / Layer / Specialist	
	Parquetry Layer	
6423	Plasterers	
642301	Fibrous Plasterer	
	Ceiling Fixer	
	Dry Wall Plasterer	
	Exterior Plasterer	
	Fibrous Plaster Wallboard Installer	
	Plasterboard Fixer / Stopper	
642302	Plasterer	
	Concrete / Cement Plasterer	
	Interior Plasterer	
	Ornamental / Stucco Plasterer	
	Plasterer and tiler	
	Plastering Contractor	
	Solid Plasterer	
6424	Insulation Workers	
642401	Building Insulation Installer	
	Acoustic Insulation Worker	
	Air-conditioning and Refrigeration Equipment Insulation Worker	
	Boiler and Pipe Insulation Worker	
	Insulating Contractor	
	Insulation Installer	
6425	Glaziers	
642501	Glazier	
	Film Fitter	
	Glass Beveller	
	Glass Cutter	
	Glazier Installer	
	Leadlight Glazier	
	Mirror Installer	
	Mirror Silverer	
	Window Glass Fitter	
6426	Plumbers and Pipe Fitters	
642601	Plumber	 
	Drain Technician	
	Drainage Contractor	
	Drainer / Drainlayer	
	Hot Water System Installer	
	Maintenance Plumber	
	Plumbing Contractor	
	Sanitary Plumber	
	Septic Tank Installer	
	Sewer Pipe Layer	

Water Plumber	
642602 Solar Installer	
Solar Photovoltaic Installer	
Solar Thermal Installer	
Solateur	
642603 Gas Practitioner	
Gas Main and Line Fitter	
Gas Plumber	
Gasfitter	
642604 Fire Services Plumber	
642605 Plumbing Inspector	
Drainage Inspector	
Gas Plumbing Inspector	
Sanitary Plumbing and Water Supply Inspector	
642606 Heat Pump Installer	
642607 Pipe Fitter	 
Metal Pipe Fitter	
6427 Air Conditioning and Refrigeration Mechanics	
642701 Air-conditioning and Refrigeration Mechanic	 
Air Conditioning and Refrigeration Technician	
Air Conditioning Equipment Mechanic	
Air Conditioning Technician	
Mechanical Services and Air Conditioning Plumber	
642702 Refrigeration Mechanic	
Air-conditioning / Cooling / Heating / Ventilation Mechanic	
Air-conditioning / Cooling / Heating / Ventilation Systems Installer	
Air-conditioning and Refrigeration Electrician	
Cold Storage Maintenance Serviceman	
Electrical Mechanic	
Heating Control Mechanic	
HVAC Control Technician / Fitter	
Refrigeration Fitter	
Refrigeration Mechanic (Commercial)	
Refrigeration Mechanic (Industrial)	
Refrigeration Mechanician	
643 Painters, Building Structure Cleaners and Related Trades Workers	
6431 Painters and Related Workers	
643101 Painter	
Painter and Decorator	
Painting Contractor	
Paperhanger	
Structural Steel Painter	
6432 Spray Painters and Varnishers	
643201 Industrial Spraypainter	
Metal Coater	
Powder Coater	
Rust Proofer	
Spray Booth Operator	
643202 Vehicle Painter	
Aircraft Painter / Aircraft Spraypainter	
Automotive / Boat / Car / Coach / Ship Painter	
Automotive / Car / Ship Spraypainter	

Primer Sprayer	
Spraypainter	
Vehicle Spraypainter	
6433 Building Structure Cleaners	
643302 Chimney Cleaner	
65 Metal, Machinery and Related Trades Workers	
651 Sheet and Structural Metal Workers, Moulders and Welders	
6511 Metal Moulders and Coremakers	
651101 Moulder	✘
Coremaker	
Foundry Moulder	
Metal Caster	
Metal Casting Moulder	
Metal Mould Maker	
6512 Welders and Flame Cutters	
651201 Pressure Welder	
651202 Welder	✘
Aircraft Welder	
Arc Welder	
Automotive Acetylene and Electrical Welder	
Brazier	
Carbon Dioxide Welder	
Electric Arc Welder	
Flame Cutter	
Plate Layer	
Plater-welder	
Solderer and Brazier	
Special Class Welder	
Spot Welder Operator	
Welding Inspector	
Welding Tradesperson	
651203 Fitter-welder	✘
651204 Gas Cutter	
6513 Sheet Metal Workers	
651301 Sheet Metal Worker	✘
Aircraft Body Maker	
Aluminium / Stainless Steel Fabricator	
Boilersmith	
Brassmith	
Coppersmith	
Duct Erector	
Machine Riveter	
Metal Spinner / Sheeter	
Sheet Metal Marker / Installer	
Sheet Metal Plumber	
Tinsmith	
651302 Boiler Maker	✘
Boilermaker	
Boilermaker-welder	
Plater-boilermaker	
6514 Structural Metal Preparers and Erectors	
651401 Metal Fabricator	✘

	Brass Finisher	
	Metal Fabricator-welder	
	Structural Steel Tradesperson	
	Template Maker	
651402	Structural Steel Erector	
	Construction Steel Worker	
	Marker Structural Steel	
	Signal Erector	
	Structural Metal Preparers	
651403	Steel Fixer	
	Concrete Reinforcing Steel Placer	
	Metal Plate Bender	
	Reinforcing Iron Worker Construction	
	Steel Bender	
651404	Structural Plater	✘
	Metal Plater	
	Plater	
6515	Riggers and Cable Splicers	
651501	Rigger	✘
	Construction Cable Layer / Puller	
	Construction Rigger	
	Forest / Logging Rigger	
	Hoisting Equipment Rigger	
	Rigger (Metal Engineering)	
	Rigger Ropesman	
	Rigger Scaffolder	
	Scaffolding Rigger	
	Ship Rigger	
	Theatrical Rigger	
	Tower Rigger	
	Winch Erector	
651502	Cable and Rope Splicer	
	Ropesman	
652	Blacksmiths, Toolmakers and Related Trades Workers	
6521	Blacksmiths, Hammersmiths and Forging Press Workers	
652101	Blacksmith	✘
	Architectural Metal Worker	
	Drop-hammer Worker	
	Hammer Smith	
	Metalsmith	
	Spring Maker	
	Tool Smith	
652102	Forging Press Worker	
	Metal Temperer	
6522	Toolmakers and Related Workers	
652201	Toolmaker	✘
	Die and Press Toolmaker	
	Die Caster	
	Die Cutter	
	Die Model Maker	
	Jig Mounter	
	Jigmaker (Metal)	

	Plastic Mould Maker	
	Press Toolmaker	
	Roll, Tool and Template Maker	
	Tool and Jigmaker	
	Tool Die Maker	
	Tool Jig and Die Maker	
652202	Gunsmith	✘
	Light Armament Fitter	
	Light Weapon Fitter	
652203	Locksmith	✘
	Safemaker	
652204	Patternmaker	✘
	Engineering Patternmaker	
	Foundry Patternmaker	
	Metal Foundry Template Maker	
	Metal Profile Cutter	
652205	Master Toolmaker	
	Casting and Die-casting Mouldmaker	
	Gauge, Jig and Fixture Maker	
	Metal Forming Die Maker	
	Plastic Die and Mouldmaker	
	Specialised Machine Builder	
	Specialised Tooling Machinist	
652206	Die Sinker	✘
	Die Sinker and Engraver	
6523	Metal Working Machine Tool Setters and Operators	
652301	Metal Machinist	✘
	Aircraft Machinist	
	Automotive Machinist	
	Fitter-machinist	
	Jig Borer	
	Lathe Operator / Setter / Tradesperson	
	Machine Setter	
	Machine Tool Fitter	
	Machine Tool Mechanician	
	Machine Tool Operator	
	Machine Tool Setter	
	Machinist and Fitter (Automotive)	
	Metal Machine Setter	
	Milling Machinist	
	Roll Turner	
	Tooling Mechanician	
	Turner (Metal)	
	Turner Machinist	
	Turner Machinist (Automotive)	
	Vertical Borer	
652302	Fitter and Turner	✘
	Industrial Mechanician	
6524	Metal Polishers, Wheel Grinders and Tool Sharpeners	
652401	Metal Polisher	
	Electropolisher	
	Metal Cleaner	

	Metal Finisher	
	Metal Working Burnisher	
652402	Tool Grinder and Sharpener	
	Knife Sharpener	
652403	Saw Maker and Repairer	✘
	Saw Doctor	
	Saw Setter	
	Saw Sharpener	
652404	Grinder	
	Rough Grinder Metal Foundry	
653	Machinery Mechanics and Repairers	
6531	Motor Vehicle Mechanics and Repairers	
653101	Automotive Motor Mechanic	☺ ✘
	Air Conditioning Technician (Automotive)	
	Auto Engineer / Mechanic	
	Automatic Transmission Mechanic	
	Automotive Fitter	
	Automotive Mechanic	
	Automotive Mechanician	
	Automotive Surveyor	
	Brake and Clutch Mechanic / Repairer / Fitter	
	Fuel Injection Mechanic	
	Fuel Injection Pump Mechanic	
	Garage Mechanic	
	Mechanical Service Advisor (Vehicles)	
	Motor Mechanic	
	Patrol Officer Automobile Association	
	Service Mechanic	
	Vehicle Mechanic	
	Vehicle Radiator Mechanic	
653103	Motorcycle Mechanic	✘
	Motorcycle / Motorbike Technician	
	Motorcycle and Scooter Mechanic	
	Scooter Mechanic	
653109	Automotive Engine Mechanic	☺ ✘
	Automotive Engine Fitter	
6532	Aircraft Engine Mechanics and Repairers	
653201	Aircraft Maintenance Mechanic	✘
	Aircraft Engine Fitter	
	Aircraft Engine Maintenance Technician	
	Aircraft Engineering Serviceman / Tradesperson	
	Aircraft Examiner / Inspector	
	Aircraft Maintenance Engineer (Engines)	
	Aircraft Mechanic	
	Aircraft Service Technician	
	Aircraft Simulator Mechanic	
	Aircraft Technician (Defence)	
	Aviation Maintenance Technician	
	Helicopter Mechanic	
	Jet Engine Mechanic	
	Pneudraulic Systems Mechanic (Aircraft)	
	Powerplant Mechanic (Aircraft)	

Rocket Engine Component Mechanic

653202 **Aircraft Structures Worker**



Aircraft Composite Structure Worker
Aircraft Composites and Structures Worker
Aircraft Composites Worker
Aircraft Life Support Fitter
Aircraft Maintenance Engineer (Airframes)
Aircraft Maintenance Engineer (Mechanical)
Aircraft Maintenance Engineer (Structural)
Aircraft Maintenance Technicians (Mechanical)
Aircraft Metal Worker
Aircraft Plastics and Fiberglass Worker
Aircraft Restorer
Aircraft Sheetmetal Worker
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Aircraft Structural Fitter
Aircraft Structure Worker
Aircraft Trimmer
Airframe Fitter
Airframe Mechanic

6533 **Agricultural and Industrial Machinery Mechanics and Repairers**

653301 **Industrial Machinery Mechanic**



Apparel and Related Manufacturing Machine Mechanic
Agricultural Machinery Mechanic
Construction Machinery Mechanic
Construction Plant Mechanic
Footwear Manufacturing Machine Mechanic
Farm Machinery Repairer
Leather Manufacturing Machine Mechanic
Marine Mechanic
Mechanical Service Advisor (Equipment)
Mining Machinery Repairer
Plant Maintenance Mechanic
Ships Engine Room Mechanic
Stationary Engine Repairer
Stationary Motor Mechanic
Train Engine Repairer

653302 **Mechanical Equipment Repairer**

Coin Machine Mechanic

653303 **Mechanical Fitter**



Carriage and Wagon Fitter
General Fitter
Hydraulic Fitter
Machine Fitter
Machine Fitter (Hydraulics)
Machine Fitter (Including Hydraulics and Pneumatics)
Maintenance Fitter
Marine Fitter
Marine Pipe Fitter
Mechanical Fitter (Machinery) Ships
Mechanical Fitter (Machinery) Submarines
Mining Machinery Fitter

Stationary Engine Fitter	
Train Engine Fitter	
Wagon Fitter	
653304 Diesel Fitter	✘
653305 Small Engine Mechanic	✘
Chainsaw Mechanic	
Garden Machinery Repairer	
Inboard / Outboard Engine Mechanic	
Lawnmower Mechanic	
Outboard Motor Mechanic	
653306 Diesel Mechanic	🔄 ✘
Diesel Electrical Fitter	
Diesel Fitter-mechanic	
Diesel Fuel Injection Mechanic	
Diesel Fuel Injection Technician	
Diesel Injector	
Field Service Technician (Diesel)	
Truck Mechanic	
653307 Heavy Equipment Mechanic	✘
Earthmoving Equipment Mechanic	
653308 Tractor Mechanic	✘
653309 Forklift Mechanic	✘
653310 Lubrication Equipment Mechanic	
Fluid Mechanic	
6534 Bicycle and Related Repairers	
653401 Bicycle Mechanic	
Bicycle Repairer	
Bicycle Technician	
653402 Non-motorised Transport Equipment Repairer	
Perambulator Repairer	
Wheelchair Repairer	
66 Handicraft and Printing Workers	
661 Handicraft Workers	
6611 Precision-instrument Makers and Repairers	
661101 Precision Instrument Maker and Repairer	✘
Camera Repairer	
661102 Watch and Clock Maker and Repairer	✘
Horologist	
Orthopaedic Appliance Maker	
661103 Scale Fitter	✘
6612 Musical Instrument Makers and Tuners	
661201 Musical Instrument Maker or Repairer	✘
Musical Instrument Tuner	
Piano Tuner	
6613 Jewellery and Precious Metal Workers	
661301 Goldsmith	✘
Designer Goldsmith	
Jeweller	
Jewellery Caster	
Jewellery Chainmaker (Hand Made)	
Jewellery Modelmaker	
Jewellery Mouldcutter	

	Jewellery Mouldmaker	
	Jewellery Quality Controller	
	Jewellery Repairer	
	Jewellery Wax Carver	
	Platinumsmith	
661302	Diamond and Gemstone Setter	✘
	Jewellery Setter	
661303	Jewellery Evaluator	
6614	Potters and Related Workers	
661401	Potter or Ceramic Artist	
6615	Glass Makers, Cutters, Grinders and Finishers	
661501	Glass Maker	✘
	Glass Blower	
	Glass Finisher	
	Glass Finisher or Bender	
	Glass Grinder	
	Glassware Maker	
	Glaze Maker	
	Leadlighter	
661502	Optical Mechanic	✘
	Contact Lens Technician	
	Fine Optician	
	Optical Glass Cutter	
	Optical Glass Grinder	
	Optical Glass Polisher	
	Optical Instrument Maker and Repairer	
	Optical Laboratory Assistant	
	Optical Technician	
	Slitter Optical Glass	
6616	Sign Writers, Decorative Painters, Engravers and Etchers	
661601	Signwriter	✘
	Sign Maker	
	Sign Manufacturer	
	Signcrafter	
	Signwriter and Painter	
	Ticket Writer	
661602	Engraver	✘
	Etcher	
	Glass Embosser	
	Glass etcher	
	Hand Engraver	
	Pantographer	
6617	Handicraft Workers in Wood, Basketry and Related Materials	
661701	Basket, Cane and Wicker Worker	
661702	Carver	
	Carver (Bone / Stone / Wood)	
	Wood Carver	
661703	Cane Furniture Maker	
6618	Handicraft Workers in Textile, Leather and Related Materials	
661801	Textile, Leather and Related Materials Handicraft Workers	
	Carpet Weaver	
	Carpets Handicraft Worker	

Cloth Weaver	
Hand Knitter	
Knitter	
Leather Handicraft Worker	
Loom Threader	
Tapestry Maker	
Textile Fibre Comber	
Textile Fibre Drawer	
Textile Fibre Rover	
Textiles Handicraft Worker	
Thread and Yarn Spinner	
6619 Handicraft Workers not Elsewhere Classified	
661901 Metal Toymaker	
662 Printing Trades Workers	
6621 Pre-press Technicians	
662101 Electronic Pre-press Technical Worker	✘
Electronic Pre-Press Technician (Lithography)	
Electronic Pre-Press Technician (Flexography)	
Electronic Pre-Press Technician (Gravure)	
Electronic Pre-Press Technician (Screen)	
662104 Electronic Originator	✘
662105 Gravure Cylinder Preparation Technician	✘
662106 Process Engraver	✘
662107 Printing Plate Maker	
Computer to Plate Operator	
Flexographic Plate Maker	
Lithographic Plate Maker	
Screen Maker	
Screen Printing Plate Mounter	
Stereo Typer	
6622 Printers	
662201 Printing Machinist	✘
662202 Small Offset Lithography Operator	
Instant Printer Operator	
Jobbing Printer	
Printer's Assistant	
Small Offset Printing Machine Operator	
662203 Screen Printing Technician	✘
Plastic Packaging Screen Printer	
Screen Printing Press Operator	
Silk Screen Printer	
662204 Paper Sheetfed Offset Lithography Technician	✘
662205 Metal Sheetfed Offset Lithography Technician	✘
662206 Continuous Stationery Printing Machine Technician	
Business Forms Printer	
Continuous Offset Machine Minder	
Continuous Stationery Machine Minder	
662207 Monoblock Offset Machine Technician	✘
662208 Roll Label Machine Technician	✘
Label printing Machinist	
Narrow-web Flexographic Printing Machine Minder	
Roll Label Machine Minder	

662209	Gravure Printing Technician Publication Gravure Printing Technician Packaging Gravure Printing Technician	
662210	Heatset Rotary Offset Lithography Technician	✘
662211	Coldset Rotary Offset Lithography Technician	✘
662212	Rotary Printing and Re-reeling Flexographic Machine Technician Letterpress Machine Minder Letterpress Printing Machinist Rotary Printing and Re-reeling Flexographic Machine Minder	✘
662213	Rotary Printing and Re-reeling Gravure Machine Technician Rotary Printing and Re-reeling Gravure Machine Minder	✘
662215	Stationery Machine Technician Envelope Machine Adjuster Stationery Machine Adjuster	✘
662216	Commercial Digital Printer Commercial High Volume Laser Printer Commercial Ink Jet Printer Digital Printer Variable Data Printer Vinyl Printer Wide Format Digital Printer	
662217	Flexographic Printing Technician Packaging Flexographic Printing Technician Corrugated Board Printing and Finishing Machine Technician	
6623	Print Finishing and Binding Workers	
662301	Binder and Finisher	✘
662303	Mechanised Bookbinding Technician Mechanised Book Binder Mechanised Print Finisher Mechanised Soft-cover Bookbinding Technician	
662304	Craft Bookbinding Technician Craft Book Binder	✘
662305	Mechanised Hard-cover Bookbinding Technician	✘
662306	Guillotine Operator Guillotine Cutter	✘
662307	Folding Machine Operator (Paper Products) Folder Operator	
662308	Saddle Stitch Machine Operator Gang Stitch Operator Saddle Stitch Operator	
662309	Adhesive Binding Machine Operator Perfect binding Machine Operator Square Back Binding Machine Operator	
662310	Book Sewing Machine Operator	
662311	Gathering Machine Operator	
662312	Commercial Mailing Machine Operator	
662313	Newspaper and Magazine Mailroom Machine Operator	
662314	Envelope Manufacturing Machine Operator	
662315	Coating Machine Operator Coater	
662316	Foiling Machine Operator Foil	

662317	Roll Label Rewind Machine Operator Roll Label Rewinder	
67	Electrical and Electronics Trades Workers	
671	Electrical Equipment Installers and Repairers	
6711	Building and Related Electricians	
671101	Electrician	 
	Construction Electrician	
	Electrical Contractor	
	Electrical Fitter	
	Electrical Wireman	
	Electrician (Engineering)	
	Electrician (General)	
	Winder Electrical Technician	
671102	Electrical Installation Inspector	
	Electrical Inspector Construction	
6712	Electrical Mechanics and Fitters	
671202	Millwright	
	Electromechanician	
	Ground Electromechanician	
	Machine Tool Millwright	
	Millwright (Electromechanician)	
	Printers Mechanic	
671203	Mechatronics Technician	
	Mechatronics Trades Worker	
671204	Lift Mechanic	
	Elevator Fitter	
	Elevator Repair Person	
	Lift Electrician	
	Lift Fitter / Installer	
	Lift Service Technician	
671205	Weapon Systems Mechanic	
	Armament Fitter	
	Battleship Weapon Fitter	
	Combat Weapons Fitter	
	Electronic Fitter (Weapons)	
	Electronic Fitter (Weapons) Ships	
	Electronic Fitter (Weapons) Submarines	
	Mechanical Fitter (Weapons) Ships	
	Mechanical Fitter (Weapons) Submarines	
	Weapons Specialist	
671206	Electrical Equipment Mechanic	 
	Domestic Appliance Mechanician	
671207	Armature Winder	
	Coil Winder	
	Electrician Armature Winder	
	Heavy Coil Winder	
	Motor Winder	
671208	Transportation Electrician	
	Aircraft Electrician	
	Auto Electrician	
	Automotive Electrical Fitter	
	Automotive Electrician	

Autotronics Technician
Locomotive Electrician
Ships Electrician
Transport Electrician
Vehicle Electrician

6713 Electrical Line Installers and Repairers

671301 Electrical Line Mechanic

☺ ✖

Electric Cable Layer / Puller
Electric Power Lines Faultsman / Serviceman
Electrical Inspector Lines
Electrical Line Mechanic (Distribution)
Electrical Line Mechanic (Transmission)
Electrical Line Worker
Lines Inspector
Linesman
Railway Traction Line Worker
Signals and Electric Line Inspector

671302 Cable Jointer

✖

Electric Cable Jointer
Mains Layer and Jointer
Technical Cable Jointer

672 Electronics and Telecommunications Installers and Repairers

6721 Electronics Mechanics and Servicers

672101 Avionics Mechanician

✖

Aircraft Electronician
Aircraft Maintenance Engineer (Avionics)
Aircraft Maintenance Engineer (Electrical)
Aircraft Maintenance Engineer (Instruments)
Aircraft Maintenance Engineer (Radio)
Aircraft Maintenance Technicians (Avionics)
Aircraft Radio Mechanic
Aircraft Reconnaissance Electromechanician
Aircraft Weaponselectromechanician
Avionics Technician
Radio Mechanician (Aircraft)

672102 Radar Mechanic

✖

Aircraft Mechanic (Radar)
Electronic Fitter (Radar)
Electronic Fitter (Radio/Radar) Ships
Electronician (Radar)
Radar / Radiotrician (Aircraft)
Radar Fitter and Repairer
Radar Mechanician (Aircraft)
Radar Technician
Radar Technician (Aircraft)
Radartrician
Radartrician (Aircraft)

672103 Business Machine Mechanic

✖

Office Machinery Maintenance Tradesperson
Office Machinery Mechanic
Photocopier Technician
Reprographic Machine Mechanic

672104 **Electronic Equipment Mechanician**



Aerial Installer / Technician
Autoteller Mechanic
Domestic Radio and Television Mechanician
Domestic Radio Mechanician
Domestic Radio Serviceman
Electronic Adjuster / Fitter / Serviceman
Electronic Equipment Assemblers
Electronic Fitter
Electronic Fitter (Machinery Ships)
Electronic Fitter (Machinery Submarines)
Electronic Fitter (Medical)
Radio and Television Fitter / Repairer
Radio And television Mechanician
Security System Installer / Technician
Slot Machine Serviceman / Technician



672105 **Instrument Mechanician**



Aircraft Instrument Mechanic
Communication Electronic Technician (Air Force)
Electronic Instrument Trades Worker
Electronic Repair Technician
Electronic Service Technician
Electronic Technician (Navy)
Industrial Instrument Maker / Repairer / Serviceman
Instrument and Control Service Person
Instrument Fitter
Instrument Maker
Instrument Mechanic
Instrument Mechanician (Industrial Instrumentation & Process Control)
Instrument Mechanician (Industrial)
Instrument Mechanician (Process Control Systems)
Instrument Mechanician (Process Control)
Medical Instrument Repairer
Meteorological Instrument Maker
Scale Mechanic Weights and Measures
Scalemaker
Scientific Instrument Maker and Repairer
Surgical Instrument Maker / Repairer
Survey Instrument / Maker / Repairer / Manufacturer

672107 **Special Class Electrician**



Electrical and Electronic Cathodic Protection Electrician
Electrician (Power Electronics)
Electrician (Signals)
Electrician Rigger
Electromechanical Mechanical Fitter (Medical)
Fire Alarm Technician
Fire Extinguisher System Technician
Printers' Electrician
Railway Signal Electrician

672108 **Radiotrician**



Communication Radiotrician
Electronic Fitter (Communication) Submarines

- Electronic Fitter (Radio)
- Electronician (Communication)
- Radio (CMI) Radiotrician
- Radio Communication Mechanician
- Radio Communication Serviceman
- Radiotrician (Audio)
- Radiotrician (Communication)
- 6722 Information and Communications Technology Installers and Servicers and Related Occupations**
- 672201 Data and Telecommunications Cabler** ✘
- 672202 Telecommunications Cable Jointer**
 - Fibre Optic Cable Splicer
 - Fibre Optics Jointer
- 672203 Computer Engineering Mechanic / Service Person** ✘
 - Computer Engineering Serviceperson
 - Computer Equipment Fitter
 - Computer Hardware Mechanic
- 672204 Telecommunications Line Mechanic** ✘
 - Electrician (Telecommunication)
 - Operator Bearer Systems (Army)
 - Telecom Transmission Serviceman
 - Telecommunication Electrician
 - Telecommunications Line Installer
 - Telecommunications Line Serviceman
 - Telephone Linesperson and Installer
- 672205 Telecommunications Technician** ✘
 - Communications Electronician
 - Communications Installation Coordinator
 - Communications Technician
 - Electronician (Communications)
 - Radio Communications Technician
 - Technical Communications Manager
 - Telecommunication Mechanician
 - Telecommunications Technician Quality Controller
 - Telephone Equipment Serviceman / Technician
 - Telephone Installer
 - Telephone Technician
- 672206 Communications Operator**
 - Communication and Information Systems Controller (Air Force)
 - Communication Information Systems Sailor (Navy)
 - Communications Instrument Officer
 - Operator Specialist Communications (Army)
 - Radio Officer Ship
 - Radio Operator
 - Radio Telephone (RT) Operator
 - Telecommunication Equipment Operator
- 68 Food Processing, Wood Working, Garment and Other Craft and Related Trades Workers**
- 681 Food Processing and Related Trades Workers**
- 6811 Butchers, Fishmongers and Related Food Preparers**
- 681101 Slaughterer**
 - Cattle Slaughterer
 - Crocodile Slaughterer
 - Equine Slaughterer

- Game Slaughterer
- Halaal Slaughter
- Pork Slaughterer
- Sheep Slaughterer
- 681102 **Red Meat De-boner**
- Abattoir Process Worker
- Meat Cutter / Trimmer
- 681103 **Butcher** ✘
- Biltong Maker
- Processed Meat Maker
- Sausage Maker
- Smallgoods Maker
- Sosati Maker
- 681104 **Fishmonger**
- Abalone Sheller
- Fish Boner / Cutter
- Fish Dehydrator
- Fish Filleter
- Fish Preserver
- Mussel Marinator
- Mussel Opener
- Oyster Opener / Canner
- 681105 **Poultry Slaughterer**
- Chicken Processor
- Poultry Boner
- Poultry Factory Worker
- Poultry Processing Worker
- Poultry Spotter
- Poultry Worker Abattoir Freezing Works
- 6812 **Bakers, Pastry-cooks and Confectionery Makers**
- 681201 **Confectionary Baker** ✘
- Cake / Bread Baker
- Dough Maker
- 681202 **Pastry Cook** ✘
- Biscuit Baker
- Cake Decorator
- 681203 **Confectionery Maker** ✘
- Chocolatier
- 6813 **Dairy Products Makers**
- 681301 **Dairyman**
- Butter Maker
- Cheese Maker
- Cottage Cheese Maker
- Milk Producer
- Yoghurt Maker
- 6814 **Fruit, Vegetable and Related Preservers**
- 681401 **Fruit or Vegetable Preserver**
- Chutney Maker
- Dried Fruit Maker
- Fruit / Vegetable Pickler
- 681402 **Oil Expeller**
- 681403 **Jam Maker**

6815 **Food and Beverage Tasters and Graders**

681501 **Cheese Grader / Tester**

681502 **Food Taster / Grader**

681503 **Tea Taster / Grader**

681504 **Wine Taster / Grader**

681505 **Fruit and Vegetable Grader / Classifier**
 Picker Grader

681506 **Livestock Product Analyst**
 Livestock Product Assessor
 Meat Classifier
 Meat Examiner
 Meat Grader

6816 **Tobacco Preparers and Tobacco Products Makers**

681601 **Cigar Maker**

681602 **Green Tobacco Storage Controller / Manager**

681603 **Tobacco Processing Machine Operator**
 Cigar Production Machine Operator
 Cigarette Production Machine Operator
 Tobacco Dryer Operator
 Tobacco Products Manufacturing Equipment Operator

682 **Wood Treaters, Cabinet Makers and Related Trades Workers**

6821 **Wood Treaters**

682101 **Wood Preparer and Treater**
 Bark Stripper
 Debarker Operator
 Dry Kiln Operator
 Log Chipping Machine Operator
 Log Preparer
 Lumber Kiln Operator
 Timber Treatment Plant Operator
 Timber Treatment Worker
 Wood Seasoner
 Wood Treating Dipper

682102 **Plywood and Veneer Maker and Repairer**
 Veneer Dryer Tender
 Veneer Grader
 Veneer Machine Operator
 Veneerer

6822 **Cabinet Makers and Related Workers**

682201 **Cabinet Maker**

Antique Furniture Reproducer

Antique Furniture Restorer

Cabinetmaker (Including Chairmaking and Framemaking)

Cabinetmaker (Including Veneering)

Chair and Couch Maker

Coffin Maker

Frame Maker (Including Chairmaking)

Furniture Maker Wood

Wheelwright

Wood Bender

682203 **Wood Model Maker**

6823 **Woodworking Machine Tool Setters and Operators**



682301	Furniture Finisher	
	French Polisher	
	Furniture Polisher	
	Furniture Production Machine Operator	
	Furniture Restorer	
682302	Picture Framer	
	Frame Maker (Pictures)	
	Framer (Picture)	
682303	Wood Machinist	✘
	Automatic Profile Sander Operator	
	Carving Machine Operator (Wood)	
	CNC Machinist (Wood)	
	Copy Lathe Operator	
	Edge Bander Operator	
	Furniture Machinist	
	Jigmaker (Wood)	
	Panel Saw Operator	
	Tape Edge Machinist	
	Wood Products Machine Operator	
	Woodworking Machine Setter	
	Woodworking Machine Set-up Operator	
682304	Wood Turner	✘
	Precision Woodworking Sawyer	
	Wood Lathe Turning Operator	
	Woodworking Lathe Operator	
682305	Cooper	✘
683	Garment and Related Trades Workers	
6831	Tailors, Dressmakers, Furriers and Hatters	
683101	Tailor	✘
	Costume Maker	
	Dressmaker	
	Garment Maker	
	Seamstress	
	Tailors Trimmer	
	Wardrobe Assistant	
	Wardrobe Coordinator	
683102	Furrier	
	Fur Cutter	
	Fur Grader	
	Fur Matcher	
	Fur Tailor	
683103	Hat Maker	
	Hat Blocker	
	Hat Finisher	
	Hat Trimmer	
	Hatter	
	Milliner	
683104	Wig Maker	
6832	Garment and Related Patternmakers and Cutters	
683201	Clothing, Home Textiles and General Goods Cutter	
	Clothing / Garment Cutter	
	Computer Aided Garment, Footwear and General Goods Cutter	

Fabric Cutter
Garment Pattern Cutter
Leather Cutter
Textile Products Marker and Cutter
683202 **Apparel and related pattern maker**
Footwear Last Maker
Clothing Pattern Maker
Footwear Pattern Maker
General Goods Pattern Maker
6833 **Sewing, Embroidery and Related Workers**
683301 **Canvas Goods Maker**
Awning Maker
Blind Maker and Installer Not Venetian
Tarpaulin Maker
683302 **Sail Maker**
683303 **Textile Produce Mender and Embroiderer**
Hand Embroiderer
Textile Produce Mender
6834 **Upholsterers and Related Workers**
683401 **Upholsterer**
Furniture Upholsterer
Mattress Maker
Upholsterer and Sail Maker
683402 **Bed Maker**
6835 **Pelt Dressers, Tanners and Fellmongers**
683501 **Fellmonger**
683502 **Tanner**
683503 **Pelt Grader**
Hide / Skin / Pelt Classer
Hide / Skin Grader
6836 **Shoemakers and Related Workers**
683601 **Shoemaker**
Cobbler
Footwear Repairer
Handlacer
Medical Grade Shoemaker
Shoe / Boot Repairer
684 **Handicraft Workers**
6841 **Underwater Divers**
684101 **Diver**
Abalone Diver
Clearance Diver
Fisheries Diver
Hyperbaric Welder Diver
Mining Diver
Offshore Diver
Onshore Diver
Pearl Diver
Saturation Diver
Scientific Diver
Underwater Salvage Worker
Underwater Worker



6842 **Shotfirers and Blasters**

684201 **Shotfirer**

Seismograph Shooter

684202 **Blaster**

Mining / Quarrying Blaster

6843 **Product Graders and Testers (Except Foods and Beverages)**

684301 **Crop Produce Analyst**

Crop Quality Inspector

Grain Grader

Seed Lot Inspector

Seed Sampler

684302 **Tobacco Grader**

684303 **Cotton Grader**

684304 **Wool Classer / Grader**

6844 **Fumigators and Other Pest and Weed Controllers**

684401 **Pest or Weed Controller**

Chemical Sprayer

Commodities Fumigator

Fumigator

Knapsack Spray Operator

Marine Vessel Fumigator

Seed Fumigator

Tea Fumigator

6849 **Craft and Related Workers not Elsewhere Classified**

684901 **Clothing, Footwear and Leather Processing Machine Mechanic** ❌

Footwear Machine Mechanic / Fitter

Sewing Machine Mechanic

Spray Gun Mechanic (Leather)

684902 **Farrier** ❌

684904 **Panelbeater** ❌

Auto Body Repairer

Automotive Body Repairer

Automotive Sheetmetal Worker

Automotive Trimmer

Chassis Straightener

Panel Beater and Spraypainter

Panelbeater and Trimmer

Rust Repairer

Vehicle Body Repairman

Vehicle Refinisher

684905 **Vehicle Body Builder** ❌

Auto Body Assembler

Bus Coach Builder

Coach Builder

Metal Caravan Builder

Metal Coach and Carriage Builder

Motor Body Builder

Motor Vehicle Body Builder

Truck Builder

Vehicle Body Builder (Composite)

Vehicle Body Builder (Metal)

Vehicle Builder

684906	Vehicle Trimmer Auto Trimmer / Upholsterer Automotive Component Upholsterer Car Trimmer / Upholsterer Motor Trimmer / Upholsterer Vehicle Trimmer / Upholsterer	✘
684907	Boatbuilder and Repairer Boat Assembler Boat Builder Marine Plumber Ship Builder Ship Plater Sparmaker Yacht Builder	✘
684908	Shipwright Loftsman (Marine) Loftswoman (Marine) Metal Liner-off Ship's Carpenter	✘
684909	Survival Equipment Fitter Aircraft Survival Equipment Fitter Maritime Survival Equipment Fitter Parachute Rigger	✘
684910	Ammunition Fitter	✘
684911	Florist Floral Artist	
684912	Photographer's Assistant	
684913	Melter	✘
684914	Textile Machine Mechanic Yarn Preparation Machine Mechanic Yarn Manufacturing Machine Mechanic Knitting Machine Mechanic Weaving Machine Mechanic Non-Woven Textile Manufacturing Machine Mechanic Braiding Machine Mechanic	
7 PLANT AND MACHINE OPERATORS AND ASSEMBLERS		
71 Stationary Plant and Machine Operators		
711 Mining and Mineral Processing Plant Operators		
7111 Miners and Quarriers		
711101	Mining Operator Coal Cutter Continuous Miner Operator Crawler Pilot Hydraulic Rock Breaker Operator (Mining) Mining Plant Operator Mining Team Leader Roof Bolter (Mining) Shuttle Car Operator (Mining)	
711102	Shotcreter	
7112 Mineral and Stone Processing Plant Operators		
711201	Mineral Processing Machine Operator Coal Washer	

Conveyor Belt Operator (Mining)
Crusher Operator
Emery Press Operator
Flotation Worker (Mineral Processing)
Gold Precipitator
Lime Miller
Machine Operator (Stone Cutting or Processing)
Marble Cutter / Polisher / Processor / Sawyer / Splitter
Metallurgical Plant Operator
Milling Machine Operator (Minerals)
Mineral Beneficiation Plant Operator
Mineral Ore Treatment Plant Operator
Stone Cutter / Polisher / Processor / Sawyer / Splitter
Stone Turner Lathe

711202 **Jewellery Processing and Finishing Machine Operator**
Chain Manufacturing Operator (Jewellery Manufacturing)
Enameller (Jewellery)
Jewellery Die Stamper
Jewellery Electroformer
Jewellery Metal Plater
Machine Engraver
Wax Injector (Jewellery)

711203 **Diamond Cutter**
Automatic Polishers
Blocker
Bottom Polishers
Brillianteer
Bruter
Crossworker
Diamond Boilers
Diamond Cutting Setter
Diamond Grader
Diamond Marker
Fancy Brillianteer
Fancy Crossworker
Final Diamond Processing Controller
Girdle Polishers
Polishers Graders
Prep Polishers
Rough Evaluator
Rough Sorter
Sawyer
Sawyer (laser)
Scourer
Sorter
Star Polishers
Table Polishers
Top 8 side polishers
Top half Polishers
Top Polishers

711204 **Gemstone Cutter**
Gem Polisher



Lapidary

711205 **Gemstone Machine Operator**

7113 **Well Drillers and Borers and Related Workers**

711301 **Driller**

Blind Hole Borer Operator

Bore Sinker

Boring Equipment Operator

Contract Driller

Derrick Operator

Derrickman

Development Driller

Directional Driller

Drill Rig Operator

Drilling Plant Operator

Exploration Driller

Hydraulic Stope Rig Operator

Jumbo Operator

Power-tong Operator

Radial Drill Operator

Raise Drill Operator

Scaler Operator

Tourpusher

711302 **Rock Drill Operator**

7114 **Cement, Stone and Other Mineral Products Machine Operators**

711401 **Concrete Products Machine Operator**

Artificial Stone Maker

Artificial Stone Setter

Cast-concrete Products Machine Operator

Cast-stone Products Machine Operator

Concrete Block Maker

Concrete Boom Operator

Concrete Pipe Machine Operator

Concrete Precast Moulder

Concrete Pump Operator

Concrete Tile Machine Operator

Kiln Operator (Cement Production)

Stone Polishing Machine Operator

711402 **Glass, Clay and Stone Manufacturing Machine Setter and Minder**

711403 **Plaster Machine Operator**

Plaster Caster

711404 **Cement Production Plant Operator**

Cement Crusher Operator

Cement Despatch Operator

Cement Grinding Mill Operator

Cement Kiln Operator

Central Concrete Mixing Plant Operator

711405 **Concrete Batching Plant Operator**

Premix Concrete Batcher

711406 **Industrial Diamond Polishing Machine Operator**

712 **Metal Processing and Finishing Plant Operators**

7121 **Metal Processing Plant Operators**

712101 **Metal Processing Plant Operator**

Ladle Pourer
Metal Drawer / Extruder
Metal Extrusion Plant Operator
Metal Heat Treating Operator
Steel Roller
712102 **Metal Manufacturing Machine Setter and Minder**
Chain Manufacturing Setter and Minder (Jewellery Manufacturing)
712103 **Abrasive Wheel Maker**
712104 **Brake Lining Maker**
7122 **Metal Finishing, Plating and Coating Machine Operators**
712201 **Electroplater**
Aircraft Electroplater
Anodiser
Electroformer
Enameller
Galvaniser
Hot Dip Plater
Metal Coating Machine Operator
Metal Finishing Machine Operator
Metal Plating Machine Operator
713 **Chemical and Photographic Products Plant and Machine Operators**
7131 **Chemical Products Plant and Machine Operators**
713101 **Chemical Production Machine Operator**
Abrasive Glass and Ceramics Mixer
Battery Maker / Reconditioner
Bullet / Ammunition / Explosives Maker
Candle Production Machine Operator
Chemical Crusher / Grinder
Chemical Extractor / Reactor / Still Operator
Chemical Production Sampler
Cleaning Materials Machine Operator
Cosmetics Machine Operator
Distillation Operator
Explosive Products Machine Operator
Explosives Mixer Operator
Nitrocellulose Maker
Paint Tinter / Mixer
Petroleum and Natural Gas Refining (Ethyl) Operator / Blender
Pharmaceutical Products Machine Operator
Radioactive Waste Material Treatment Operator
Still / Petroleum and Natural Gas Refining Machine Operator
Tablet Making Machine Operator
Toiletry Products Machine Operators
7132 **Photographic Products Machine Operators**
713201 **Photographic Developer and Printer**
Copy Camera Operator
Dark Room Attendant / Technician
Developing Machine Operator (Photography)
Digital Photographic Printer
Enlarging Machine Operator (Photography)
Film Printer / Processor
Film Process Operator



Film/Colour Developer
Minilab Operator
Photo Lab Operator
Photograph Enlarger
Photograph Printer
Photographic Technician
Photographic-film Machine Operator
Printing/Photography (Colour) Machine Operator
Silver Recovery Operator
Slide Developer

714 Rubber, Plastic and Paper Products Machine Operators

7141 Rubber Products Machine Operators

714101 Rubber Production Machine Operator

Latex Worker
Rubber Belt Splicer
Rubber Compounder
Rubber Extrusion Machine Operator
Rubber Knitting and Reinforcing Machine Operator
Rubber Milling Machine Operator
Rubber Millman
Rubber Moulder
Rubber Moulding Machine Operator
Rubber Products Machine Operator
Rubber Roller Grinder Operator
Steel and Fabric Calendering Machine Operator
Tyre Bead Creeler
Tyre Builder
Tyre Finisher and Examiner
Tyre Maker
Tyre Moulder
Tyre Production Machine Operator
Tyre Repairer
Tyre Retreader
Vulcaniser

714102 Rubber Manufacturing Machine Setter and Minder

7142 Plastic Products Machine Operators

714201 Plastic Cabling Machine Operator

Insulation Extruder Operator
Optic Fibre Drawer
Wire Drawer (Plastics)

714202 Plastic Compounding and Reclamation Machine Operator

Pelletising Extruder Operator
Plastics Mixing Plant Operator
Powder Hand (Plastics)
Shredder / Granulator Operator

714203 Plastics Fabricator or Welder

Acrylic Fabricator
Plastic Pipe Fabricator
Vinyl Welder and Fabricator

714204 Plastics Production Machine Operator (General)

Blow Moulding Machine Operator
Extruding Machine Operator



- Footwear Injection Moulding Operator
- Injection Moulding Machine Operator
- Lamination Machine Operator
- Plastics Laminator
- Slitting Setter
- 714205 **Reinforced Plastic and Composite Production Worker**
 - Fibreglass Gun-hand
 - Fibreglass Hand Laminator
 - Resin Transfer Moulding Machine Operator
- 714206 **Rotational Moulding Operator (Plastics)**
- 714207 **Thermoforming Machine Operator**
 - Vacuum Forming Machine Operator
- 714208 **Plastics Manufacturing Machine Minder** ✘
 - Plastic Production Machine Setter
 - Plastics Die Fitter
 - Plastics Die Setter
 - Plastics Mould Setter
- 714209 **Reinforced Plastics and Composite Trades Worker** ✘
 - Canoe Maker
 - Canopy Builder
 - Kayak Maker
 - Surfboard Maker
- 7143 **Paper Products Machine Operators**
- 714301 **Paper Products Machine Operator**
 - Carton Making Machinist
 - Paper Cutting and Creasing Machine Operator
 - Embosser
 - Machine Operator (Cardboard Products)
 - Machine Operator (Envelope and Paper Bag Production)
 - Machine Operator (Paper Box Production)
 - Paper Bag Making Machinist
 - Paper Mache Moulder
- 715 **Textile, Fur and Leather Products Machine Operators**
- 7151 **Fibre Preparing, Spinning and Winding Machine Operators**
- 715101 **Fibre Preparation Production Machine Operator**
- 715102 **Yarn Production Machine Operator**
- 715103 **Man-made Fibre Production Machine Operator**
- 7152 **Weaving and Knitting Machine Operators**
- 715201 **Weaving Machine Operator**
- 715202 Warping Machine Operator
- 715203 Braiding Machine Operator
- 715204 Knitting Machine Operator
- 715205 Non-woven Machine Operator
 - Tufting Machine Operator
- 7153 **Sewing Machine Operators**
- 715301 **Sewing Machine Operator**
 - Sewing Machine Attendant
 - Sewing Machinist
- 715302 **Clothing, Textile and Leather Goods Production Operator**
 - Embroidery Machine Operator
 - Industrial Presser
 - Textile / Leather / Material Cutting Machine Operator

Upholstery Machinist

7154 **Bleaching, Dyeing and Fabric Cleaning Machine Operators**

715401 **Textile Wet Process Production Operator**

Fabric Bleaching Machine Operator

Textile Dyeing and Printing Preparation Machine Operator

Textile Dyeing Machine Operator / Textile Dyer

Textile Printing Machine Operator

Textile Wet Processes Finishing Machine Operator

7155 **Fur and Leather Preparing Machine Operators**

715501 **Leather Processing Machine Operator**

Beam House Operator

De-hairing/Hide Machine Operator

Fellmongering Machine Operator

Leather Finishing Operator

Pelt Preparations Operator

Staining / Leather Machine Operator

Tanning Machine Operator

7156 **Shoemaking and Related Machine Operators**

715601 **Footwear Cutting Production Machine Operator**

Clicker

715602 **Footwear Closing Production Machine Operator**

Beading Operator

Shoe Folding Operator

Skiver

Toe Puff Operator

715603 **Footwear Bottom Stock Production Machine Operator**

715604 **Footwear Lasting Production Machine Operator**

715605 **Footwear Finishing Production Machine Operator**

7157 **Laundry Machine Operators**

715701 **Laundry Machine Operator**

Folding Machine Operator (Laundry)

Launderer

Washing Machine Operator

715702 **Drycleaner**

Dry-cleaning Machine Operator

715703 **Pressing Machine Operator (Laundry)**

Textile Press Operating Worker

Textile Press Operator

7159 **Textile, Fur and Leather Products Machine Operators not Elsewhere Classified**

715901 **Textile and Footwear Manufacturing Machine Minder**

Embroidery Machine Minder

716 **Food and Related Products Machine Operators**

7161 **Food and Related Products Machine Operators**

716101 **Fruit and Vegetable Processing Machine Operator**

Food Dehydration / Preserving Machine Operator

Food Freezing Machine Operator

Food Preserving Machine Operator

Fruit Vegetable and Nut Processing Machine Operator

716102 **Distillery Process Machine Operator**

Alcoholic Beverage Processor

Distiller

716103 **Juice Extraction and Blending Process Machine Operator**

- Aerated Water Cordial Machine Operator
- Cordial Syrup Making Machine Operator
- Fruit Juice Processing Operator
- Non Alcoholic Beverage Processing Operator
- Vinegar Processing Machine Operator
- Wine Making Machine Operator
- 716104 Dairy Products Machine Operator**
 - Cheese Factory Worker
 - Chocolate Production Machine Operator
 - Condensed Milk Maker Process Worker
 - Cooker Operator Dairy Products
 - Dairy Factory Worker
 - Dairy Plant / Process Operator
 - Dairy Products Processor
 - Diary Process Controller
 - Milk Pasteuriser
 - Milk Powder Maker
 - Milk Processing Machine Operator
 - Milk Treater
 - Milk Treatment Station Worker
 - Pasteuriser Operator
- 716105 Bakery and Confectionary Products Machine Operator**
 - Bread Production Machine Operator
 - Plant Baker
- 716106 Sugar Processing Machine Operator**
 - Sugar Front End Worker
 - Sugar Process Worker (Raw House)
 - Sugar Process Worker (Refinery)
- 716107 Coffee and Tea Processing Machine Operator**
 - Coffee / Tea Taster
 - Coffee and Chicory Roaster and Grinder
 - Coffee and Tea Blender
 - Red Tea Maker
- 716108 Seed Processing Machine Operator**
 - Seed Bagger
 - Seed Conditioner
 - Seed Grading Machine Operator
 - Seed Sheller
- 716109 Milling Process Machine Operator**
 - Animal Feed Mill Worker
 - Flourmill Kilnman
 - Grain Cleaner / Dryer / Crusher
 - Grain Mill Worker
 - Lucerne Pellets Maker
 - Mill hand / Mill Worker
- 716110 Tobacco Product Processing Machine Operator**
 - Cigarette Maker Worker
 - Tobacco Product Maker Worker
- 716111 Meat Processing Machine Operator**
 - Meat Canning Process Worker
 - Meat Dehydrator / Preserver / Processor / Worker
 - Meat Processor

Meat Smoker
Quality Controller of Meat Canning Process Workers
Sausage Casing Maker

716112 Seafood Processing Machine Operator
Fish Canning Process Worker
Fish Processing Machine Operator

716113 Grain Handling Operator
717 Wood Processing and Papermaking Plant Operators
7171 Pulp and Papermaking Plant Operators

717101 Wood and Paper Manufacturing Machine Minder
717102 Paper and Pulp Mill Operator
Bleach Plant Operator
Cardboard / Paperboard Machine Operator
Carton Making Machine Operator
Dryerman (Paper Mill)
Fourdrinier Machine Operator
Inverform Machine Operator
Paper (Bag / Box / Envelope) Maker
Paper Folding Machine Operator
Paper Making Machine Operator
Paper Mill Machinist
Paper Rewinder Operator
Paperboard Machine Operator
Station Marshaller
Supercalender Operator (Papermaking)
Water Marking Operator

7172 Wood Processing Plant Operators

717201 Wood Processing Machine Operator
Band Saw Operator
Beam Saw Operator
Cant Gang Sawyer
Docking Saw Operator
Ripsaw Operator
Saw Operator
Sawmill Machine Operator
Sawmill Moulder Operator
Sawmill Process Worker
Sawyer (Wood)
Timber Machinist
Timber Stripper / Processor / Sorter / Grader
Veneer Production Machine Operator
Work Panel Production Worker

718 Other Stationary Plant and Machine Operators

7181 Glass and Ceramics Plant Operators

718101 Clay Production Machine Operator
Brick and Tile Kiln Man
Brick Extruder Operator
Brick Maker
Clay Mixing Machine Operator
Kiln Operator (Brick and Tile)
Kiln Operator (Pottery and Porcelain)
Porcelain Turner

- Pottery / Porcelain Mould Maker
- Slip Caster
- Tile Maker
- 718102 **Glass Production Machine Operator**
- Furnace Operator (Glass Production)
- Glass Blowing Machine Operator
- Glass Forming Operator
- Glass Furnace Operator
- Glass Laminating Operator
- Glass Melt Operator
- Glass Toughening Operator
- Lens Grinding Machine Operator
- 7182 **Steam Engine and Boiler Operators**
- 718201 **Boiler or Engine Operator** ()
- Air Compressor Operator
- Air-conditioning / Refrigeration Plant Operator
- Boiler Tender
- Marine Engine Driver
- Motorman / Motorwoman (Fluids Drilling)
- Ship's Boiler Operator
- Steam Boilerman Fireman
- Steam Engine Operator
- Stoker
- Thermal Plant Operator
- 7183 **Packing, Bottling and Labelling Machine Operators**
- 718301 **Labelling Machine Operator**
- 718302 **Packing Machine Operator**
- Wrapping Machine Operator
- 718303 **Filling Line Operator**
- Aseptic Filling Line Operator
- Automated Filling Line Operator
- Bottle Filler
- Bottling Attendant
- Can / Tin / Tube / Tray Filler
- Canister Viewer
- Cannery Worker
- Canning and Bottling Process Worker
- Container Filler
- Filling Machine Operator
- Jar or Bottle Filler
- Milk Bottler
- Pressurised Container Filler
- Sack or Bag Filler
- Sealing and Capping Machine Operator
- 718304 **Packaging Manufacturing Machine Minder** x
- Bag / Sack Maker
- Can or End Maker
- Carton Maker
- Cigarette Manufacturing Machine Setter
- Cigarette Packaging Machine Setter
- Corrugated Board and Container Machine Minder
- Corrugated Board Manufacturing Machine Minder

Corrugated Board Printing and Finishing Machine Minder
Metalised Packaging Paper Machine Setter
Packaging Machine Minder
Packaging Machine Operator
Stationery and Envelope Machine Adjuster

7189 Stationary Plant and Machine Operators not Elsewhere Classified

718901 **Silicon Chip Production Machine Operator**

718902 **Cable and Rope Splicing Machine Operator**

718903 **Cable Manufacturing Machine Minder**

718904 **Integrated Manufacturing Line Machine Setter**

718905 **Engineering Production Systems Worker**

Alumina Refinery Operator

Automated Machine Operator

Ball Sorter

Brake Press Operator

Computer Numeric Control (CNC) Machine Operator

Die Setter

Guillotine Operator Metal

Hammer Hand

Laser Cutting Operator

Lead Worker

Pneumatic Press Operator

Press Pour Operator

Sheet Metal Production / Process Worker

Steel Worker

Turret Lathe Operator

Turret Punch Operator

Waste Thinner

Wire Drawer

Wire Goods Maker

Wire Product Machine Operator

718906 **Bulk Materials Handling Plant Operator**

Bulk Fluids Handler

Cable Yard Operator

Conveyor Belt Operator

Forestry Plant Operator

Palletiser Operator

Tank Farm Operator (Petroleum)

718907 **Weighbridge Operator**

Licensed Weigher

718908 **Car Compactor Operator**

718909 **Lighthouse Keeper**

718910 **Lock Master (Water Transport)**

718911 **Snow Maker**

718912 **Wash Plant Operator**

718913 **Motion Picture Projectionist**

Cinema / Film Projectionist

Cinetape Operator

718914 **Sand Blaster**

Shot Blaster Castings

718915 **Venetian Blind Machine Operator**

72 **Assemblers**



721 Assemblers

7211 Mechanical Machinery Assemblers

721101 Machinery Assembler

Aircraft Assembler

Engine Assembler

Gearbox Assembler

Turbine Assembler

Vehicle Assembler

7212 Electrical and Electronic Equipment Assemblers

721201 Electrical and Electronic Equipment Assembler

Armature Assembler

Electrical Equipment Assembler

Electromechanical Equipment Assembler

Electronic Equipment Assembler

Etcher (Printed Circuit Board)

Telephone Assembler

Television Assembler

7219 Assemblers not Elsewhere Classified

721901 Product Assembler

Ammunition Assembler

Assembler, Metal Products (Except Mechanical)

Assembler, Plastic Products

Assembler, Rubber Products

Assembler, Wood Products

Bicycle Assembler

Box Builder

Door Assembler

Eyeglass Frame Assembler

Furniture Finisher, Wood

Jewellery Assembler

Jewellery Treebuilder

Knife Assembler

Leather Products Assembler

Luggage Finisher

Paperboard Products Assembler

Pearl & Bead Stringer

Pen and Pencil Assembler

Plastic Toy Assembler

Sun-blinds Assembler

Textile Products Assembler

Thermos Bottle Assembler

Umbrella Maker

Wax Setter (Jewellery)

73 Drivers and Mobile Plant Operators

731 Locomotive Engine Drivers and Related Workers

7311 Locomotive Engine Drivers

731101 Train Driver

Electric Train Driver

Fireperson

Locomotive Driver

Locomotive Observer

Mine and Quarry Engine Driver

Rail Car Driver
Railway Engine Driver
Steam Train Driver
731102 **Tram Driver**
7312 **Railway Brake, Signal and Switch Operators**
731201 **Railway Signal Operator**
Railway Shunter
Railway Switching and Signalling Operator
Railway Traffic Assistant / Operator
Railway Yard Assistant
731202 **Train Controller**
Railways Yard Foreman
732 **Car, Van and Motorcycle Drivers**
7321 **Motorcycle Drivers**
732101 **Delivery Driver**
Armoured Car Driver
Driver-messenger
Fast Food Delivery Driver
Grocery Deliverer
Light Utility Vehicle (LUV) Driver
Meals On Wheels Driver
Taxi Truck Driver
Van Driver
732102 **Delivery Driver (Motorcycle)**
Motorcycle Dispatch Driver
Motorcyclist
7322 **Car, Taxi and Van Drivers**
732201 **Chauffeur**
Hire Car Driver
Limousine Driver
Shuttle Driver
732202 **Taxi Driver**
Cab Driver
Taxi Operator
732203 **Emergency Vehicle Drivers**
Ambulance Driver
Fire Truck Driver
Fire Van Driver
Security Driver
732204 **Oversize Load Pilot / Escort**
733 **Heavy Truck and Bus Drivers**
7331 **Bus and Tram Drivers**
733101 **Bus Driver**
Minibus Driver
School Bus Driver
733102 **Charter and Tour Bus Driver**
Tour Coach Operator
733103 **Passenger Coach Driver**
7332 **Heavy Truck and Lorry Drivers**
733201 **Truck Driver (General)**
Cement Mixer Driver
Compactor Driver (Rubbish Collection)

Dumper Truck Driver
Freight Operator
Livestock Hauler
Logging Truck Driver
Lorry Driver
Road Train Driver
Tilt Tray Driver

733202 **Aircraft Refueller**

733203 **Furniture Removalist**
Office Equipment Removalist
Piano Removalist

733204 **Tanker Driver**
Milk Tanker Driver
Petrol Tanker Driver
Water Tanker Driver

733205 **Tow Truck Driver**
Recovery Mechanic (Army)
Recovery Operator

733206 **Armoured Personnel Carrier Operator**

733207 **Snow Groomer**

733208 **Mobile Mining Equipment Operator**
Hydrator Operator
Roof bolter Operator
Trackless Mobile Machinery (TMM) Operator
Utility Vehicle Operator
Vacuum Sweeper Operator

733209 **Linemarker**
Road Marker

733210 **Road Construction Plant Operator**
Asphalt Plant Operator
Bitumen Plant Operator
Bituminous Operator
Paving Machinery Operator
Road Making Machine Operator
Sprayer Tar / Bitumen
Spreading Machine Operator
Surface Laying Machine Operator
Tar Sealing Machine Operator

733211 **Remotely Operated Vehicle (ROV) Pilot**

734 **Mobile Plant Operators**

7341 **Mobile Farm and Forestry Plant Operators**

734101 **Agricultural Mobile Plant (Equipment) Operator**
Agrichemical Spraying / Dusting Operator
Agricultural Machine and Equipment Operator
Agricultural Mobile Equipment Operator
Chemical Applicator
Cotton Picking Machine Operator
Farm Equipment / Machinery Operator
Harvester Operator
Rotary Hoe Operator
Tractor Driver

734102 **Logging Plant Operator**

Cable Yarder Operator
Feller Buncher Operator
Forestry Processor Operator
Forestry Loader Operator
Forwarder Operator
Skidder Operator
Timber Carrier Driver
Tree Feller Operator

7342 **Earthmoving and Related Plant Operators**

734201 **Earthmoving Plant Operator (General)**
Construction Plant Operator (General)

734202 **Backhoe Operator**
Backhoe Driver

734203 **Bulldozer Operator**
Bulldozer Driver
Road Scraper Driver Operator
Scraper Operator (Earthmoving)

734204 **Excavator Operator**
Digging Machine Operator
Excavator Driver
Hydraulic Rock Breaker Operator
Shovel Operator
Trench Digging Machine Operator

734205 **Grader Operator**
Grader Driver

734206 **Loader Operator**
Front-end-loader Driver
Front-end-loader Operator
Loader Driver
Load-haul-dump (LHD) Operator
Skid-steer-loader Operator

734207 **Mulcher Operator**

734208 **Tunnelling Machine Operator**

734209 **Mobile Explosives Manufacturing Unit (MEMU) Operator**

734210 **Scraper Operator**

734211 **Dragline Operator**

734212 **Railway Track Master**

734213 **Road Roller Operator**
Road Repairer
Road Roller Driver

734214 **Dump Truck Operator (Off-road)**
Dump Truck Driver/ Operator
Haul Truck Operator
Underground Dump Truck Driver/ Operator

7343 **Crane, Hoist and Related Plant Operators**

734301 **Crane or Hoist Operator**
Banksman
Braceperson
Chairlift Operator
Cherry Picker Operator
Crane Driver
Elevated Work Platform Operator



- Onsetter
- Pile Driver
- Portainer Operator
- Tower Crane Operator
- Winch Operator
- Winding Engine Driver (Human and Materials)
- Winding Engine Driver (Materials)
- 734302 **Cable Ferry Operator**
- 734303 **Dredge Operator**
 - Dredger
- 7344 **Lifting Truck Operators**
- 734401 **Lift Operator**
- 734402 **Forklift Driver**
 - Fork Truck Operator
 - Forklift Operator
 - Hoist Truck Operator
 - Lumber / Timber Carrier Operator
 - Reach Truck Operator
- 734403 **Straddle Carrier Operator**
- 735 **Ships' Deck Crews and Related Workers**
- 7351 **Ships' Deck Crews and Related Workers**
- 735101 **Deck Hand**
 - Able Seaman
 - Barge Hand
 - Boatswain / Bosun
 - Ferry Hand
 - Launchman
 - Mariner
 - Ordinary Seaman
 - Sailor
 - Ship Crew Member
 - Tug Hand
- 735102 **Jetty Operator**
- 8 **ELEMENTARY OCCUPATIONS**
- 81 **Cleaners and Helpers**
- 811 **Domestic, Hotel and Office Cleaners and Helpers**
- 8111 **Domestic Cleaners and Helpers**
- 811101 **Domestic Cleaner**
 - Char (Domestic)
 - Home / House Cleaner
- 8112 **Cleaners and Helpers in Offices, Hotels and Other Establishments**
- 811201 **Commercial Cleaner**
 - Building Exterior / Interior Cleaner
 - Cleaner (Non-domestic)
 - Factory Cleaner / Sweeper
 - Hotel / Motel Cleaner
 - Office Cleaner
 - School Cleaner
 - Waterblaster
 - Workshop Cleaner
- 811202 **Healthcare Cleaner**
 - High Risk Area Cleaner

- Low Risk Area Cleaner
- Medium Risk Area Cleaner
- Ward Cleaner
- 811203 **Tea Attendant**
 - Tea Lady
 - Tea Person
 - Tea Services
- 811204 **Caretaker / cleaner**
 - 812 **Vehicle, Window, Laundry and Other Hand Cleaning Workers**
 - 8121 **Hand Launderers and Pressers**
- 812101 **Laundry Worker (General)**
 - Garment Cleaner
 - Laundry Maid
 - Linen Sorter / Maid
 - Starcher
- 812103 **Ironer or Presser**
- 812104 **Carpet Cleaner**
 - Carpet Cleaning Contractor
 - Steam Cleaner
- 8122 **Vehicle Cleaners**
- 812201 **Vehicle Detailer (Valet Servicer)**
 - Aircraft Cabin / Interior Cleaner
 - Aircraft Cleaner
 - Bus / Coach Cleaner
 - Car Cleaner
 - Car Detailer
 - Car Polisher
 - Car Valet
 - Car Wash Attendant
 - Car Washer
 - Locomotive and Train Cleaner
 - Utility Vehicle Appearance Reconditioner
 - Wash bay Attendant
- 8123 **Window Cleaners**
- 812301 **Window Cleaner**
 - Window Cleaning Contractor
 - Window Washer
- 8129 **Other Cleaning Workers**
- 812901 **Septic Tank Cleaner**
- 812902 **Swimming Pool Cleaner**
- 812903 **Washroom Attendant**
 - Restroom Attendant
- 812904 **Sterilisation Technician**
 - 82 **Agricultural, Forestry and Fishery Labourers**
 - 821 **Agricultural, Forestry and Fishery Labourers**
 - 8211 **Crop Farm Workers**
- 821101 **Crop Production Farm Worker / Assistant**
 - Agronomy Farm Worker / Practitioner
 - Crop Farm Assistant
 - Crop Farm Worker (Any Commodity)
 - Crop Worker
 - Horticultural Farm Worker / Practitioner

- Mixed Crop Worker
- Ornamental Horticultural Farm Worker
- 821102 **Irrigationist**
 - Farm Irrigator
 - Waterman
- 821103 **Scout**
- 821104 **Harvester / Picker**
 - Flower Buncher or Picker
 - Fruit Picker
 - Grape Picker
 - Haymaker
 - Hops or Tea Picker
 - Mushroom Harvester / Picker
 - Nut Picker
 - Picker Quality Controller
 - Vegetable Picker
- 821105 **Pruner**
 - 8212 **Livestock Farm Labourers**
 - 821201 **Livestock Farm Worker / Assistant**
 - Abattoir Livestock Attendant
 - Animal Attendant Farm
 - Beef Cattle Farm Worker
 - Dairy Cattle Farm Worker
 - Feedlot Worker
 - Livestock Drafter
 - Milking Equipment Operator
 - Sheep Farm Worker
 - Shepherd
 - Stablehand
 - 821202 **Insect Farm Worker / Assistant**
 - 821203 **Game Farm Worker / Assistant**
 - 821204 **Poultry, Ratites or Avian Farm Worker / Assistant**
 - Bird Sexer
 - Egg Collector
 - Hatchery Assistant
 - 821205 **Wool Handler**
 - Shearing Shed Worker / Hand
 - Wool Baler
 - Wool Packer
 - 8213 **Mixed Crop and Livestock Farm Labourers**
 - 821301 **Mixed Crop and Livestock Farm Worker / Assistant**
 - General Farm Worker
 - 8214 **Garden and Horticultural Labourers**
 - 821401 **Garden Workers**
 - Garden Services Worker
 - Lawn Mower
 - 821402 **Ornamental Horticultural or Nursery Assistant**
 - Compost Maker
 - Greenhouse Worker Nursery
 - Horticultural / Nursery Worker
 - Nursery Hand (Horticulture)
 - Nursery Production Person

821403 **Indoor Plant Worker**

8215 **Forestry Labourers**

821501 **Forestry Worker**

Bush Clearing Contractor
Fire Lookout
Firewood Cutter
Forest Labourer / Hand / Pruner
Forestry Contractor
Forestry Protection Officer
Harvesting Forestry Worker
Quality Controller of Forestry Contractors
Silviculture Forestry Worker
Skiddy Forest
Sniper Forest
Timber Getter
Tree Planter

821502 **Logging Assistant**

Axeman Forest
Bush Clearer Cutter
Chokerman / Chokerwoman
Hauling Engine Contractor Logging
Log Assessor
Log Hauler Bush
Log Raft Maker
Log Scaler
Prop Cutter
Sleeper Cutter
Stump Grabber
Swampy
Topper Logging
Woodman

8216 **Fishery and Aquaculture Labourers**

821601 **Fishing Hand**

Cray Fishing Hand
Deep Sea Fisherman
Fish Baiter
Fisherman
Fishing Boat Mate
Greaser
Prawn Trawler Hand
Purse Seining Hand
Trawler Hand
Trawlerman

821602 **Aquaculture Farm Worker / Assistant**

Fresh Fish Farm / Hatchery Worker
Fresh Fish Hatchery Worker

83 **Labourers in Mining, Construction, Manufacturing and Transport**

831 **Mining and Construction Labourers**

8311 **Mining and Quarrying Labourers**

831101 **Mining Support Worker**

Acclimatisation Chamber Operator/ Heat Tolerance Screening (HTS) Attendant
Battery Bay Attendant/ Battery and Lamp Repairer



Belt Attendant
Centrifuge Pump Operator/ Pump Attendant
Coal Hewer
Gravel Worker
Mine Sampler / Worker
Mine Stage Assistant
Mine Survey Recorder
Mineral Ore Processing Labourer
Mining Surfaceman
Onsetter Helper
Pit Crew Support Worker
Quarry Hand / Worker
Sand Pit Worker
Shaft Assistant
Shaft Sinking Helper
Sorter (Mining)
Strata Control Observer
Ventilation Observer

831102 **Driller's Assistant**
Derrick Hand / Worker
Drill Rig Assistant
Driller's Offsider
Oil and Gas Caser / Cementer / Derrickman
Oil Rig Floorman
Roughneck
Roustabout (Oil and Gas)
Well Caser / Treatment Offsider
Well Treatment Offsider

831103 **Mineral Beneficiation Plant Worker**
DMS Helper
Mineral Wash Plant Attendant

8312 **Civil Engineering Labourers**

8313 **Building Construction Labourers**

831301 **Builder's Worker**
Artisan Aide Building Trade
Bricklayer's Assistant
Carpenter's Assistant
Demolition Contractor / Labourer
Joinery Worker
Kitchen Assembler
Maintenance Person / Coordinator
Pipe Layer
Road Construction / Maintenance Labourer
Road Surfaceman
Tilerhand

831302 **Drainage, Sewerage and Storm Water Worker**
Hydro Contract Worker

831303 **Earthmoving Worker**
Ditch Digging Worker
Grave Digger

831304 **Plumber's Assistant**

831305 **Cement and Concrete Plant Worker**

Cement Finisher Worker
Concrete Finisher
Concrete Layer / Placer
Concrete Processing Worker
831306 **Paving and Surfacing Worker**
Kerb Setter
Road Building Construction Worker
Road Worker
831307 **Railway Track Worker**
Railway Fetter
Railway Ganger
Railway Trackman
Track Inspector
Tracklayer
831308 **Crane Chaser**
Dogman / Dogwoman
Slinger
831309 **Lagger**
Heating Ventilation Air Conditioning Lagger
Pipe Lagger
831310 **Surveyor's Assistant**
Exploration Sampler's Assistant
Geological Survey Field Assistant
Geotechnical Assistant
Mineral Resource Assistant
Sampler/ MRM Sampler/ MRT Grade Controller
Seismic Survey Assistant
Survey Helper
Survey Recorder
831311 **Fencer**
Fence Erector
Fencing Contractor
831312 **Sign Erector**
832 **Manufacturing Labourers**
8321 **Hand Packers**
832101 **Packer (Non Perishable Products)**
Chocolate Packer
832102 **Meat Packer**
Meat Preparer and Packer Freezing Works
Shrinkwrap Operator
832103 **Fish or Seafood Packer**
832104 **Cheese Packer**
8329 **Manufacturing Labourers not Elsewhere Classified**
832901 **Metal Engineering Process Worker**
Blacksmith's Striker
Boilermaker's Assistant / Aide
Fettler
Fitter's Assistant
Foundry Worker
Metal Forger's Assistant
Metal Moulder's Assistant
Wrought Iron Worker



832902 Plastics, Composites and Rubber Factory Worker

Cellular Plastics Cutter Hand
Fibreglass Laminating Process Worker
Fibreglass Lay Up Hand
Fibreglass Pattern Maker
Formica Worker
Latex Foam Hand
Plastic Toy Maker
Plastics and Composite Shot Peeners
Plastics Finisher
Plastics Mixing Plant Worker
Plastics Packer
Plastics Process Worker
Plastics Trimmer
Poly Coiler
Rubber Factory Worker
Rubber Process Worker

832903 Timber and Wood Process Worker

Chipboard Block Setter
Fibreboard Maker
Furniture Maker's Assistant
Furniture Manufacturing Labourer
Gang Nail Process Worker
Hardboard Factory Hand
Joinery Factory Hand
Match Making Machine Operator
Panel Production Worker
Paper and Pulp Mill Worker (General)
Particleboard Factory Hand
Plywood Factory Hand
Process Worker Furniture / Wooden Toys
Pulp, Paper Making and Paper Products Labourer
Quality Controller of Sawmill Labourers
Sawmill Bullock Horseman
Sawmill or Timber Yard Worker
Sawmill Yardman
Strawboard Maker
Tailer-out
Timber Filleter
Timber Mill Worker
Timber Process Worker
Timber Stacker Hand
Timber Worker
Timber Yard Worker
Wallboard Worker
Wood and Wood Products Factory Worker
Wood Finisher
Wood Processing Worker

832904 Food and Beverage Factory Worker

Baking Factory Worker
Beer Brewer
Beer Production Worker

Biscuit Factory Hand
Bread Room Hand
Brewer
Brewery Worker
Grain Dryer Attendant
Line Attendant
Perishable Produce Packhouse Worker
Silo Worker
Valve Controller
Winery Cellar Hand
Winery Worker

832905 Footwear and Leather Factory Worker

Fellmongery Hand
Flesher Hand
Footwear Bench Worker
Footwear General Worker
Footwear Machine Attendant
Footwear Production Chargehand
Footwear Skiver / Rounder / Sorter / Laster
Footwear Table Hand
Leather Processing Factory Worker
Soles Channeller / Fitter / Grader / Preparer
Tannery Hand / Assistant / Worker
Toggler
Upper Burnisher / Cementer / Fitter / Folder

832906 Glass Processing Worker

Factory Hand Fibreglass Moulding
Glass Fibre Maker
Glass Fibre Process Worker
Glass Making Process Worker
Glass Mould Cleaner
Glass Processor / Worker

832907 Chemical Plant Worker

Charcoal Burner
Chemical Tester (Physical/ Routine)
Gas Plant Labourer
Grease Press Hand
Munitions Factory Hand
Paint Factory Hand

832908 Clay Processing Factory Worker

Brick and Tile Drawer and Setter
Brick Handler
Carousel Minder
Ceramics Worker
Clay Mixer
Clay Mould Plant Operator
Clay Processing Labourer
Kiln Labourer
Porcelain Factory Worker
Pottery and Porcelain Cutter
Pottery and Porcelain Modeller
Pottery Process Worker

832909 Textile, Clothing and Footwear Factory Worker

Bundler
Canvas Upholstery Cutter
Cloth Burler
Clothing and Textile Factory Worker
Clothing or Textile Production Chargehand
Counting and Packaging Clothing Process Worker
Counting and Packaging Textile Process Worker
Crochet Worker
Textile Machine Attendant
Textile Production Chargehand
Textiles General Worker
Textiles Table Hand
Thread and Yarn Piecer
Tying Machine Operator Woollen Mill

832910 Component Fitter

Autoglazier
Car Alarm Installer
Exhaust and Muffler Fitter
Motor Vehicle Parts and Accessories Fitter (General)
Radiator Fitter
Radiator Repairer
Tyre Fitter and Aligner
Tyre Serviceman / Serviceperson
Vehicle Window Tinter
Wheel Alignment Attendant
Windscreen Fitter

833 Transport and Storage Labourers

8331 Hand and Pedal Vehicle Drivers

8332 Drivers of Animal-drawn Vehicles and Machinery

8333 Freight Handlers

833301 Freight Handler (Rail or Road)

Checker and Loader Transport Vehicle
Freight Loader
Rail and Road Transport Vehicle Loader
Yard Attendant
Yard Cleanup Man
Yardman

833302 Truck Driver's Offsider

Furniture Removalist hand

833303 Waterside Worker

Boat and Ship Cargo Loader
Cargo Handler / Worker
Dock Wharf
Harbour Board Worker
Longshoreman
Stevedore
Wharf Labourer

833304 Airline Ground Crew

Aircraft Baggage Handler
Aircraft Handler
Aircraft Loader

- 8334 **Shelf Fillers**
- 833401 **Shelf Filler**
 - Shelf Stacker
 - Stacker Textiles
 - Storeperson Packer / Shelver
 - Warehouse Worker / Shelver
- 833402 **Store Person**
 - Chiller Hand
 - Manufacturing Storeperson
 - Order Picker / Assembler
 - Stores Assistant
 - Supply Operator (Army)
 - Warehouse Assistant
- 84 **Food Preparation Assistants**
- 841 **Food Preparation Assistants**
- 8411 **Fast Food Preparers**
- 841101 **Fast Food Cook**
 - Burger Maker
 - Chicken / Fish Fryer
 - Chips Maker
 - Fast Food Assistant
 - Grill Cook
 - Pizza Maker
 - Short Order Cook
 - Spasa Shop Cook
 - Takeaway Cook
- 8412 **Kitchen Helpers**
- 841201 **Kitchenhand**
 - Dishwasher
 - Kitchen Assistant (Non-domestic)
 - Kitchen Steward
 - Pantry Attendant
 - Sandwich / Salad Preparer
- 841202 **Food Trade Assistant**
 - Bakery Assistant
 - Butcher's Assistant
 - Chef's Assistant
 - Confectioner's Assistant
 - Cook's Assistant
 - Pastry Cook's Assistant
- 85 **Street and Related Sales and Service Workers**
- 851 **Street and Related Service Workers**
- 8511 **Street and Related Service Workers**
- 851101 **Car Park Attendant**
- 851102 **Leaflet or Newspaper Deliverer**
 - Circular / Pamphlet Deliverer
- 852 **Street Vendors (Excluding Food)**
- 8521 **Street Vendors**
- 852101 **Street Vendor**
- 86 **Refuse Workers and Other Elementary Workers**
- 861 **Refuse Workers**
- 8611 **Garbage and Recycling Collectors**

861101 **Recycling or Rubbish Collector**

Garbage Collector
Garbage Depot Hand
Garden Rubbish Collector
Reclamation Worker
Refuse Collector
Rubbish Collection Contractor
Waste Removalist



8612 **Refuse Sorters**

861201 **Refuse Sorter**

861202 **Waste Material Sorter and Classifier**

8613 **Sweepers and Related Labourers**

861301 **Street Sweeper Operator**

Park / Gardens Cleaner
Road Sweeper

862 **Other Elementary Workers**

8621 **Messengers, Package Deliverers and Luggage Porters**

862101 **Busser**

Bar Back
Bar Useful
Glassie

862102 **Luggage Porter**

Baggage Checker
Baggage Handler
Doorman
Hotel Bell Boy
Lift Attendant
Night Porter

862103 **Cloak Room Attendant**

Uniform Room Attendant

862104 **Hotel Cellar Hand**

8622 **Odd Job Persons**

862201 **Home Improvement Installer**

Awning Installer
Blinds Installer
Carport Erector
Curtain Fitter
Garage door and Motor Installer
Home Renovator
Security Door Installer
Shower Screen Installer

862202 **Handyperson**

Handy Man
Handy Person
Hotel Useful
Hotel Yardperson

8623 **Meter Readers and Vending-machine Collectors**

862301 **Meter Reader**

Electric Meter Reader
Parking Meter Reader
Water Meter Reader

862302 **Vending Machine Attendant**



Coin Collector
Gambling Machine Attendant
Poker Machine Attendant
Vending Machine Refiller
8624 **Water and Firewood Collectors**
8629 **Elementary Workers not Elsewhere Classified**
862913 **Event Assistant**
Event Support Assistant
Event Volunteer
862914 **Sheltered Workshop Worker**
862915 **Chemical Mixer**
862916 **Farm Maintenance Worker**
862917 **Crossing Supervisor**
862918 **Electrical or Telecommunications Trades Assistant**
Artisan Aide Electrical
Auto Electrician's Assistant
Electrical Helper
Instrument Artisan Assistant
Measurement, Control and Instrumentation (MC&I) Assistant
862919 **Mechanic's Assistant**
Grease Room Attendant
Lube Attendant
Lubrication Attendant
Repair Shop Assistant
Stripper / Assembler
862920 **Railways Assistant**
Railway Guard / Porter
Railway Surfaceman
Railway Washout Man
Railways Traffic Foreman
Railways Yard Master
862922 **Electronics and Telecommunications Trades Assistant**
862923 **Trolley Collector**
862924 **Stage or Studio Hand**
862925 **Caddie**
862926 **Ticket Collector**
Cinema Attendant
Entertainment Usher
Gatekeeper
Ticket Collector Railway
Ticket Taker
Turnstile Attendant
Usher
Venue Attendant

OFO DETAIL

Code

Detail

1 MANAGERS

Managers plan, direct, coordinate and evaluate the overall activities of enterprises, governments and other organizations, or of organizational units within them, and formulate and review their policies, laws, rules and regulations.

Tasks include:

Authorising material, human and financial resources to implement policies and programs
Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control

Ensuring compliance with health and safety requirements, planning and directing daily operations

Establishing objectives and standards and formulating and evaluating programs and policies and procedures for their implementation

Formulating and advising on the policy, budgets, laws and regulations of enterprises, governments and other organizational units

Monitoring and evaluating performance of the organization or enterprise and of its staff, selecting, or approving the selection of staff

Representing and negotiating on behalf of the government, enterprise or organizational unit managed in meetings and other forums

11 Chief Executives, Senior Officials and Legislators

Chief executives, senior officials and legislators formulate and review the policies and plan, direct coordinate and evaluate the overall activities of enterprises, governments and other organizations with the support of other managers.

Tasks include:

Authorising material, human and financial resources to implement policies and programs

Electing, or approving the selection of senior staff

Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control

Establishing objectives for enterprises, government departments or agencies and other organizations

Formulating and advising on the policy budgets, laws and regulations of enterprises, governments and other organizations

Formulating or approving and evaluating programs and policies and procedures for their implementation

Monitoring and evaluating performance of the organization or enterprise

Performing ceremonial duties and representing the enterprise, government, organization or community at official occasions and in meetings, negotiations, conventions and public hearings

Presiding over or participating in the proceedings of legislative bodies, boards of directors and committees

111 Legislators and Senior Officials

Legislators and senior officials determine, formulate, advise on and direct the implementation of policies of national, state, regional or local governments or communities, and of special interest organizations. They make, ratify, amend or repeal laws, public rules and regulations and plan, organize, direct, control and evaluate the overall activities of government departments and agencies, traditional communities and special interest organizations.

Tasks include:

Allocating the use of communal land and other resources

Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control

Establishing objectives for organizations and formulating or approving and evaluating programs and policies and procedures for their implementation

Formulating and advising on government policy, budgets, laws and regulations

Investigating matters of concern to the public and promoting the interests of constituents
Performing ceremonial duties and representing the government, organization or community at official occasions and in meetings, negotiations, conventions and public hearings

Presiding over or participating in the proceedings of legislative bodies and administrative councils of governments, legislative assemblies, local communities and special interest organizations

Recommending, reviewing, evaluating and approving documents, briefs and reports submitted

Serving on government administrative boards or official committees

1111 Legislators

Legislators determine, formulate, and direct policies of national, state, regional or local governments and international governmental agencies, and make, ratify, amend or repeal laws, public rules and regulations. They include elected and non-elected members of parliaments, councils and governments.

Tasks include:

As members of the government, directing senior administrators and officials of government departments and agencies in the interpretation and implementation of government policies

Attending community functions and meetings to provide service to the community, understand public opinion and provide information on government plans

Determining, formulating, and directing policies of national, state, regional or local governments

Investigating matters of concern to the public and promoting the interests of the constituencies which they represent

Making, ratifying, amending or repealing laws, public rules and regulations within a statutory or constitutional framework

Negotiating with other legislators and representatives of interest groups in order to reconcile differing interests, and to create policies and agreements

Presiding over or participating in the proceedings of legislative bodies and administrative councils of national, state, regional or local governments or legislative assemblies

Serving on government administrative boards or official committees

111101 Local or Provincial Government Legislator

Represents the interests of people in a constituency as their elected member of a government authority.

Alternative Titles and Specialisations:

Community Board Member

Councillor

Mayor

Member of Executive Council (MEC)

Member of Mayoral Committee

Member of The Council of Provinces

Premier

Speaker (Local or Provincial Government)

Ward Committee Member

111102 Member of Parliament / Parliamentarian

Represents the interests of people in a constituency as their elected member to national government.

Alternative Titles and Specialisations:

Cabinet Minister

Chief Whip

Deputy President

Government Minister

Member of Cabinet

President

Speaker (Parliament)

State Secretary

1112 Senior Government Officials

Senior government officials advise governments on policy matters, oversee the interpretation and implementation of government policies and legislation by government departments and agencies, represent their country abroad and act on its behalf, or carry out similar tasks in intergovernmental organizations. They plan, organize, direct, control and evaluate the overall activities of municipal or local, regional and national government departments, boards, agencies or commissions in accordance with legislation and policies established by government and legislative bodies.

NOTE: Chief executives of Government owned enterprises are excluded from this unit group and included in unit group 1120, Managing Directors and Chief Executives

Tasks include:

Advising national, state, regional or local governments and legislators on policy matters
Advising on the preparation of government budgets, laws and regulations, including amendments

Coordinating activities with other senior government managers and officials
Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control

Establishing objectives for government departments or agencies in accordance with government legislation and policy

Formulating or approving and evaluating programs and procedures for the implementation of government policies in conjunction or consultation with government:

Making presentations to legislative and other government committees regarding policies programs or budgets

Overseeing the interpretation and implementation of government policies and legislation by government departments and agencies

Recommending, reviewing, evaluating and approving documents, briefs and reports submitted by middle managers and senior staff members

111201 Defence Force Senior Officer

Plans, organises, directs, controls and reviews the day-to-day operations and major functions of organisational units of the South African National Defence Force through subordinate officers.

111202 General Manager Public Service

Plans, organises, directs, controls and reviews the day-to-day operations and major functions within a division of the public service.

Alternative Titles and Specialisations:

Diplomatic Mission Administrator

Labour Inspectorate Manager

111203 Local Authority Manager

Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of local government policies and legislation.

Alternative Titles and Specialisations:

City Administrator

City Treasurer

General Manager Local Authority

Municipal Manager

Town Clerk

111204 Senior Government Official

Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.

Alternative Titles and Specialisations:

Administrative Attaché

Attaché

Chief Electoral Officer

Chief of Staff

Chief Operating Officer (Government Department)

Commissioner

Consular Officer

Plenipotentiary

Registrar (Including Legal / Court etc. But Excluding Tertiary Institutions)

Secretary (Government Department)

Spokesperson

Trade Commissioner Attaché

111205 Senior Police Officer

Plans, organises, directs, controls and reviews the day-to-day operations and major functions of organisational units of the south African police and metro police services through subordinate officers.

Alternative Titles and Specialisations:

Senior Metro Police Officer

111206 Ombudsperson

Acts as an advocate for the public and investigates complaints and mediates fair settlements between parties.

Alternative Titles and Specialisations:

Ombudsman

Public Protector

111207 Senior Government Manager

Manages a department, providing direct support to the minister, through strategic leadership and within a designed strategic planning framework, whilst ensuring an integration of governance throughout the department.

Alternative Titles and Specialisations:

Ambassador
Consul General
Head of Department
Head of Mission
High Commissioner
Superintendent-general

1113 Traditional Chiefs and Heads of Villages

Traditional chiefs and heads of villages perform a variety of legislative, administrative and ceremonial tasks and duties, determined by ancient traditions, as well as by the division of rights and responsibilities between village chiefs and the local, regional and national authorities.

Tasks include:

Allocating the use of communal land and other resources among households in the community or village

Collecting and distributing surplus production of the community or village

Disciplining members of the community or village for violation of rules and customs

Informing the community or village about government rules and regulations

Performing ceremonial duties in connection with births, marriages, deaths, harvests and other important occasions

Representing the community or village on local or regional councils

Settling disputes between members of the community or village

111301 Traditional Leader

Performs a variety of legislative, administrative and ceremonial tasks and duties, as determined by the community or village.

Alternative Titles and Specialisations:

Head of Village
Member of Traditional Council

1114 Senior Officials of Special-interest Organisations

Senior officials of special-interest organizations determine, formulate and direct the implementation of policies of special-interest organizations, such as political-party organizations, trade unions, employers' organizations, trade and industry associations, humanitarian or charity organizations, or sports associations, and represent their organizations and act on their behalf.

Tasks include:

Determining and formulating the policies, rules and regulations of the organization

Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control

Monitoring and evaluating performance of the organization or enterprise against established objectives and policies

Negotiating on behalf of the organization, its members and relevant special-interest groups

Planning, directing and coordinating the general functioning of the organization

Planning, organising and directing sections charged with implementing the organization's policies, programmes, rules and regulations

Promoting the interests of the organization, its members and relevant special-interest groups before the legislature, government or general public
Representing the organization at official occasions and board meetings, in negotiations, at conventions, public hearings and forums

Reviewing the operations and results of the organization and reporting to boards of directors and governing bodies, the organization's membership and funding agencies

111401 Elected Official

Oversees the implementation of policies, rules and regulations of an organisation, directs its application and represent the organisation or act on its behalf.

Alternative Titles and Specialisations:

Elected Full Time Party Official
General Secretary (Trade Union)
President Trade Union

111402 Trade Union Representative

Determines, formulates and direct the implementation of policies of trade unions, and represent their organization and act on its behalf.

Alternative Titles and Specialisations:

Shop Steward
Trade Union Official
Union Organiser

112 Managing Directors and Chief Executives

Managing directors and chief executives formulate and review the policies and plan, direct, coordinate and evaluate the overall activities of enterprises or organizations (except special interest organizations and government departments) with the support of other managers, usually within guidelines established by a board of directors or a governing body to whom they are answerable for the operations undertaken and results.

Tasks include:

Authorising material, human and financial resources to implement organizational policies and programs

Consulting with senior subordinate staff and reviewing recommendations and reports

Determining objectives, strategies, policies and programs for the enterprise or organization

Ensuring the organization complies with relevant legislation and regulations
Monitoring and evaluating performance of the organization or enterprise against established objectives and policies

Planning, directing and coordinating the general functioning of an enterprise or organization
Providing overall direction and management to organizations
Reviewing the operations and results of the enterprise, or organization and reporting to boards of directors and governing bodies
Selecting, or approving the selection of senior staff

1121 Managing Directors and Chief Executives

Managing directors and chief executives formulate and review the policies and plan, direct coordinate and evaluate the overall activities of enterprises or organizations (except special interest organizations and government departments) with the support of other managers, usually within guidelines established by a board of directors or a governing body to whom they are answerable for the operations undertaken and results.

NOTE: This Unit group includes regional managers and other senior managers who coordinate and supervise the activities of subordinate managers who have a diverse range of functional responsibilities. Jobs whose principle responsibility is to participate as a member of the board of directors of one or more enterprises or organizations as well as chief executives of government owned enterprises are also included in this unit group. Managers responsible for specialized functions within a specific geographic area are excluded from this unit group. For example, regional sales managers are classified in unit group 1221, Sales and Marketing Managers.

Tasks include:

Authorising material, human and financial resources to implement organizational policies and programs

Consulting with senior subordinate staff and reviewing recommendations and reports

Determining objectives, strategies, policies and programs for the enterprise or organization

Ensuring the organization complies with relevant legislation and regulations

Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources

Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources

Monitoring and evaluating performance of the organization or enterprise against established objectives and policies

Planning, directing and coordinating the general functioning of an enterprise or organization

Providing overall leadership and management to the enterprise or organization

Representing the organization at official occasions and board meetings, in negotiations, at conventions, seminars, public hearings and forums

Representing the organization at official occasions, in negotiations, at conventions, seminars, public hearings and forums

Reviewing the operations and results of the enterprise, or organization, and reporting to boards of directors and governing bodies

Selecting, or approving the selection of senior staff

112101 Director (Enterprise / Organisation)

Determines, formulates and reviews the general policy program and the overall direction of an organisation, within the framework established by a board of directors or a similar governing body.

Alternative Titles and Specialisations:

Alternative Director

Chief Executive Officer (CEO)

Company Director

Deemed (Shadow) Director

Executive Director

Independent Non-executive Director

Managing Director
Managing Director (Enterprise / Organisation)
Non-executive Director
Senior / Lead Independent Non-executive Director

12 **Administrative and Commercial Managers**

Administrative and commercial managers plan, organize, direct, control and coordinate the financial, administrative, human resource, policy, planning, research and development, advertising, public relations, and sales and marketing activities of enterprises and organizations, or of enterprises that provide such services to other enterprises and organizations.

Tasks include:

Consulting with the chief executive and with managers of other departments or sections
Controlling expenditure and ensuring the efficient use of resources
Controlling selection, training and performance of staff

Determining and directing sales activities, product mix, customer service standards
Directing the development of initiatives for new products, marketing, public relations and advertising campaigns

Ensuring compliance with relevant legislation, regulations and standards
Establishing and directing operational and administrative procedures

Formulating and administering policy advice, strategic and financial planning
Implementing, monitoring and evaluating strategies and policies
Preparing budgets and overseeing financial operations
Providing advice to senior Managers
Representing the enterprise or organization in negotiations, and at conventions, seminars, public hearings and forums
Setting prices and credit arrangements

121 **Business Services and Administration Managers**

Business services and administration managers plan, organize, direct, control and coordinate the financial, administrative, human resource, policy, planning, activities of organizations, or of enterprises that provide such services to other enterprises and organizations.

Tasks include:

Consulting with the chief executive and with managers of other departments or sections
Controlling expenditure and ensuring the efficient use of resources
Controlling selection, training and performance of staff

Ensuring compliance with relevant legislation, regulations and standards
Establishing and directing operational and administrative procedures

Formulating and administering policy advice, strategic and financial planning
Implementing, monitoring and evaluating strategies and policies
Preparing budgets and overseeing financial operations
Providing advice to senior managers and board members on financial, administrative strategic, policy, program and legislative issues
Representing the organization in negotiations, and at conventions, seminars, public hearings and forums

1211 **Finance Managers**

Finance managers plan, direct and coordinate the financial operations of an enterprise or organization, in consultation with senior managers and with managers of other departments or sections.

Tasks include:

Assessing the financial situation of the enterprise or organization, preparing budgets and overseeing financial operations

Consulting with the chief executive and with managers of other departments or sections

Establishing and directing operational and administrative procedures

Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources

Overseeing the selection, training and performance of staff

Planning and directing daily operations

Planning, directing and coordinating the financial operations of an enterprise or organization

Representing the enterprise or organization in dealings with outside bodies

121101 Finance Manager

Plans, organises, directs, controls and coordinates the financial and accounting activities within an organisation.

Alternative Titles and Specialisations:

Account Systems Manager

Budgeting Manager

Chief Accountant

Chief Financial Officer (CFO)

Finance Director

Financial Administration Manager

Financial Administrator

Financial Controller

Foreign Exchange Manager

Internal Revenue Controller

Municipal Finance Manager

Revenue Assessment Manager

121102 Payroll Manager

Manages the payroll budget and directs the activities of payroll staff, monitors the payroll processing objectives including audits and legislative compliance.

Alternative Titles and Specialisations:

Remuneration Manager

121103 Credit Manager

Plans, organises, directs, controls, & coordinates the credit allocation, billing and settlement plan of clients.

Alternative Titles and Specialisations:

Billing and Settlement Plan (BSP) Manager

121104 Internal Audit Manager

Advises organisations on a systematic and disciplined approach to evaluate and improve the effectiveness of the organisations risk management, control and governance processes in accordance with the Internal Audit Charter.

1212 Human Resource Managers

Human resource managers, plan, direct and coordinate policies concerning the personnel, industrial relations and occupational health and safety activities of an enterprise or organization, or of enterprises that provide human resource services to other enterprises and organizations.

Tasks include:

Consulting with senior management and with managers of other departments

Ensuring compliance with standards and legislation relating to employees rights, health and safety, equal opportunity and related concerns

Establishing and directing operational and administrative procedures

Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources

Overseeing safety, health and related programmes and activities

Overseeing the development and implementation of management information systems

Overseeing the selection, training and performance of staff for the entire enterprise or organization

Planning and organizing negotiations and procedures for determination of wage structures and level and for consultation with workers on conditions of employment

Planning and organizing procedures for recruitment, training, promotion, transfer and dismissal of staff,

Planning, directing and coordinating the personnel and industrial relations activities, policies and practices of an enterprise or organization

Representing the enterprise or organization in dealings with outside bodies

121201 Personnel / Human Resource Manager

Plans, organises, directs, controls and coordinates human resource and workplace relations activities within an organisation.

Alternative Titles and Specialisations:

Employee Relations Manager

Transition Manager

121202 Business Training Manager

Plans, directs, organises, controls and coordinates training policy, provides advice, training and administrative support to trainers and learners.

Alternative Titles and Specialisations:

Assessments Manager

Education Training and Skills Development Manager

Human Resources Development Manager

Learning and Development Manager

Technical Training Manager

Training & Development Manager

Training Manager

121203 Compensation and Benefits Manager

Develops and implements organisation's compensation strategy. May be appointed as trustee of the company's retirement fund.

Alternative Titles and Specialisations:

Benefits Manager

Corporate Benefits Controller

Employee Benefits Manager
Remuneration and Benefits Manager

121204 Recruitment Manager

Manage, plan and evaluate recruitment services of the organisation.

121205 Employee Wellness Manager

Defines and manages a wellness strategy that is linked with and in support of department's hr strategy and coordinates the services and outputs of wellness practitioners in the execution of programmes and projects.

Alternative Titles and Specialisations:

Employee Wellness Consultant

121206 Health and Safety Manager

Manages, reviews and evaluates work environments and oversee the design of programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors.

Alternative Titles and Specialisations:

Safety, Health and Environmental (SHE) Manager

1213 Policy and Planning Managers

Policy and planning managers plan, organize, direct and coordinate policy advice and strategic planning activities within government or for non-government organizations and private sector agencies, or manage the activities of enterprises that provide policy and strategic planning services.

Tasks include:

Coordinating the implementation of policies and practices

Developing, directing, administering and participating in policy research and analysis

Developing, implementing and monitoring strategic plans, programs, policies, processes, systems and procedures to achieve goals, objectives and work standards

Establishing activity measures and measurements of accountability

Leading and managing the activities of policy development and strategic planning staff

Overseeing the selection, training and performance of staff

Planning and directing daily operations

Representing the enterprise or organization in negotiations, and at conventions, seminars, public hearings and forums

121301 Policy and Planning Manager

Plans, develops, organises, directs, controls and coordinates policy advice and strategic planning within organisations.

Alternative Titles and Specialisations:

Corporate Planning Manager

Planning & Development Manager

Policy Development Manager

Public Policy Manager

Strategic Planning Manager

1219 Business Services and Administration Managers not Elsewhere Classified

This unit group covers business services and administration managers not classified elsewhere in minor group 121, business services and administration managers. For instance, the group includes occupations such as facilities manager, cleaning services manager, administrative services manager.

Tasks include:

Analyzing complex resource management issues and initiatives that affect the organization, and preparing associated reports, correspondence and submissions

Developing and implementing administrative and procedural statements and guidelines for use by staff in the organization

Developing and managing the organization's administrative and physical resources

Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources

Leading, managing and developing administrative staff to ensure smooth business operations and the provision of accurate and timely information

Overseeing the selection, training and performance of staff

Planning and directing daily operations

Providing administrative, strategic planning and operational support, research and advice to senior management on matters such as the management of building facilities and administrative services

Providing information and support for the preparation of financial reports and budgets

Representing the enterprise or organization in negotiations, and at conventions, seminars, public hearings and forums

121901 Corporate General Manager

Plans, organises, directs, controls and reviews the day-to-day operations and major functions of a commercial, industrial or other organisation (excluding government or local government) through departmental managers and subordinate executives.

Alternative Titles and Specialisations:

Business Operations Manager

121902 Corporate Services Manager

Plans, organises, directs, controls and coordinates the overall administration of an organisation.

Alternative Titles and Specialisations:

Administrative Services Manager

Business Services Manager

121903 Physical Asset Manager

Manages physical assets throughout its lifecycle to ensure optimal return on investment.

Alternative Titles and Specialisations:

Resources Manager

121904 Contract Manager

Plans, organises, directs, controls and coordinates the contractual arrangements related to the implementation of programmes and projects.

121905 Programme or Project Manager

Plans, organises, directs, controls and coordinates special programmes or projects.

Alternative Titles and Specialisations:

Project Director

121906 Franchise Manager

Maintains relationship with and support franchise partners.

121907 Labour Recruitment Manager

Manages people and resources to ensure compliance and operational delivery of recruitment services.

121908 Quality Systems Manager

Plans, organises, directs, controls and coordinates the deployment of quality systems and certification processes within an organisation.

Alternative Titles and Specialisations:

Agriculture & Forestry Quality Controller

ETQA Manager

Management System Auditor

Quality Assurance / Systems Auditor

Quality Auditor

Quality Certification Manager

Quality Control Manager

Quality Manager

Quality Systems Coordinator

121909 Sustainability Manager

Plans, organises, directs, controls and coordinates sustainability or environment-related risk assessments, develops methodologies to assess the viability or success of sustainability initiatives and the monitoring and evaluation thereof.

122 Sales, Marketing and Development Managers

Sales, marketing and development managers plan, organize, direct, control and coordinate the advertising, public relations, research and development, and sales and marketing activities of enterprises and organizations, or of enterprises that provide such services to other enterprises and organizations.

Tasks include:

Determining and directing sales activities, product mix, customer service standards and merchandising methods and distribution policy

Directing the development of initiatives for new products or scientific research

Establishing and managing budgets and controlling expenditure to ensure the efficient use of resources

Formulating and implementing policies and plans for advertising, public relations, product development, sales and marketing in consultation with other managers

Marketing, public relations and advertising campaigns

Overseeing the selection, training and performance of staff

Representing the enterprise or organization at conventions, trade exhibitions and other forums

Setting prices and credit arrangements

1221 Sales and Marketing Managers

Sales and marketing managers plan, direct and coordinate the sales and marketing activities of an enterprise or organization, or of enterprises that provide sales and marketing services to other enterprises and organizations.

Tasks include:

Determining price lists, discount and delivery terms, sales promotion budgets, sales methods, special incentives and campaigns

Establishing and directing operational and administrative procedures related to sales and marketing activities

Establishing and managing budgets and controlling expenditure to ensure the efficient use of resources

Leading and managing the activities of sales and marketing staff

Overseeing the selection, training and performance of staff

Planning and directing daily operations

Planning and organizing special sales and marketing programmes based on sales records and market assessments

Representing the enterprise or organization at sales and marketing conventions, trade exhibitions and other forums

122101 Sales and Marketing Manager

Plans, organises, directs, controls and coordinates the sales and marketing activities of an organisation.

Alternative Titles and Specialisations:

Business Development Manager

Business Support Manager

Insurance Sales and Marketing Manager

Key Account Manager

122102 Sales Manager

Plans, organises, directs, controls, analyses and coordinates the sales strategy activities and the organisational integration thereof.

Alternative Titles and Specialisations:

Sales Director

Sales Executive

122103 Director of Marketing

Plans, organises, directs, controls, analyses and coordinates the marketing strategy activities and the organisational integration thereof.

Alternative Titles and Specialisations:

Market Research Manager

Marketing Director

Marketing Manager

122104 Interactive and Direct Marketing Strategist

Plan, organize, direct, control and evaluate the design, development and maintenance of interactive and direct marketing strategies, this includes internet and intranet sites to manage an organization's internet presence, public relations, communications and commercial activities.

Alternative Titles and Specialisations:

Interactive Direct Marketing Compliance Officer

122105 Customer Service Manager

Plans, administers and reviews customer services and after-sales services and maintains sound customer relations.

Alternative Titles and Specialisations:

Client Service Manager

Client Services Advisor

Client Services Manager / Representative

Customer Care Manager / Representative

Customer Services Engineer

1222 Advertising and Public Relations Managers

Advertising and public relations managers plan, direct and coordinate the advertising, public relations and public information activities of enterprises and organizations or of enterprises that provide related services to other enterprises and organizations.

Tasks include:

Establishing and directing operational and administrative procedures

Establishing and managing budgets and controlling expenditure and ensuring the efficient use of resources

Leading and managing the activities of advertising and public relations staff

Negotiating advertising contracts with clients or with newspapers, radio and television stations, sports and cultural organizations and advertising agencies

Overseeing the selection, training and performance of staff

Planning and directing daily operations

Planning and managing information programmes to inform legislators, the mass media and the general public about the plans, accomplishments and points of view of the enterprise or organization

Planning, directing and coordinating the advertising and public relations activities of an enterprise or organization

122201 Advertising and Public Relations Manager

Plans, organises, directs, controls and coordinates the advertising and public relations activities of an organisation.

Alternative Titles and Specialisations:

Advertising Manager

Chief Communications Manager / Officer

Corporate Relations Manager

Green Marketer

Media and Communications Manager

Media Advisor / Manager

Public Relations Manager

Relationship Manager

1223 Research and Development Managers

Research and development managers plan, direct and coordinate the research and development activities of an enterprise or organization or of enterprises that provide related services to other enterprises and organizations.

Tasks include:

Establishing and directing operational and administrative procedures

Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources

Leading and managing the activities of research and development staff

Overseeing the selection, training and performance of staff

Planning and directing daily operations

Planning the overall research and development programme of an enterprise or organization, specifying goals and budgetary requirements

Planning, directing and coordinating research and development activities, in-house or commissioned from external research organizations, to develop new or improved technical processes, products, knowledge, or utilisation of materials

Representing the enterprise or organization at conventions, seminars and conferences

122301 **Research and Development Manager**



Plans, organises, directs, controls and coordinate research and development activities within organisations.

Alternative Titles and Specialisations:

Product Development Manager

Research Director

Research Manager

13 **Production and Specialised Services Managers**

Production and specialised services managers plan direct and coordinate the production of the goods and the provision of the specialised professional and technical services provided by an enterprise or organization. They are responsible for manufacturing, mining, construction, logistics, information and communications technology operations, for large scale agricultural, forestry and fisheries operations, and for the provision of health, education, social welfare, banking, insurance and other professional and technical services. NOTE: Specialized qualifications and extensive experience relevant to occupations classified in Major group 2, Professionals, or Major group 3, Technicians and Associate Professionals, are usually required.

Tasks include:

Assuring quality of the goods produced and services provided

Controlling the operation of plant and of procedures

Coordinating the implementation of health and safety requirements

Establishing and managing budgets, monitoring costs, and adjusting activities, procedures and resources to minimize costs

Overseeing the acquisition and installation of new plant and equipment

Overseeing the selection, training and performance of staff,

Planning and directing daily operations

Planning details of activities in terms of output, services provided, quality, quantity, cost, timeliness and labour requirements

Preparing tenders and contract bids

Preparing, or arranging for the preparation of, reports, budgets and forecasts

Setting standards and objectives

131 **Production Managers in Agriculture, Forestry and Fisheries**

Production managers in agriculture, forestry and fisheries plan, direct, and coordinate production in large scale agricultural, horticultural, forestry aquaculture and fishery operations such as plantations, large ranches, collective farms and co-operatives to grow and harvest crops, breed and raise livestock, fish and shellfish and to catch and harvest fish and other forms of aquatic life.

Tasks include:

Conferring with buyers to arrange for the sale of crops, catch and stock

Contracting with farmers, skippers or independent owners for production of produce and management of production

Establishing and managing budgets, monitoring production output and costs, recording information such as farm and fisheries management practices, and preparing financial and operational reports

Identifying and controlling environmental toxins, weeds, pests and diseases

Monitoring market activity and planning production to meet contract requirements and market demand

Organizing operations such as maintaining buildings, water supply systems and equipment

Overseeing the selection, training and performance of workers and contractors
Planning the type, intensity and sequence of operations
Purchasing machinery, equipment, and supplies

1311 **Agricultural and Forestry Production Managers**

Agricultural and forestry production managers plan, direct, and coordinate production in large scale agricultural, horticultural and forestry operations such as plantations, large ranches, collective farms and agricultural co-operatives to grow and harvest crops, and breed and raise livestock.

Tasks include:

Analysing soil to determine types and quantities of fertilizer required for maximum production
Conferring with buyers to arrange for the sale of crops and livestock
Contracting with farmers or independent owners for production of crops and livestock, or for management of production
Directing and coordinating activities such as planting, irrigation, chemical application, harvesting, and grading
Establishing and managing budgets, monitoring production output and costs, recording information such as farm management practices, and preparing financial and operational reports
Identifying and controlling agricultural and forest environmental toxins, weeds, pests and diseases
Inspecting plantations and fields to determine maturity dates of crops, or to estimate potential crop damage from weather
Monitoring agricultural and forestry market activity and planning production to meet contract requirements and market demand
Organizing farming operations such as maintaining buildings, water supply systems and equipment
Overseeing the selection, training and performance of agricultural and forestry workers and contractors
Planning the type, intensity and sequence of farm operations (e.g. Determining the best times for planting, spraying and harvesting)
Purchasing machinery, equipment, and supplies such as tractors, seed, fertilizer, and chemicals

131101 **Agricultural Farm Manager**



Plans, directs, and coordinates production in large scale agricultural and horticultural operations such as collective farms and agricultural co-operatives to grow and harvest crops.

Alternative Titles and Specialisations:

Agronomy Farm Manager
Arboriculture Farm Manager
Dairy Farm Manager
Field Vegetable Farm Manager
Horticultural Farm Manager
Livestock Farm Manager
Mixed Crop and Livestock Farm Manager
Mixed Crop Farm Manager
Ornamental Horticultural Farm Manager
Sugar Farm Manager
Vegetable Farm Manager

131102 **Production / Operations Manager (Forestry)**

Plans, organises, directs and controls the production activities of a forestry operation including physical and human resources.

Alternative Titles and Specialisations:

Forest Logistics Manager

Forest Manager

Harvest Manager (Forestry)

Plantations Manager

Timber Productions Manager

131103 Production / Operations Supervisor (Forestry)

Plans, organises, controls, leads, coordinates and reviews forestry activities of an organisation including physical and human resources.

Alternative Titles and Specialisations:

Forestry Production Foreman

1312 Aquaculture and Fisheries Production Managers

Aquaculture and fisheries production managers plan, direct, and coordinate production in large scale aquaculture and fishery operations to catch and harvest fish and shellfish, and to grow fish shellfish or other forms of aquatic life, as cash crops or for release into freshwater or saltwater.

Tasks include:

Conducting and organizing aquaculture or fishery stock examinations in order to identify diseases or parasites

Conferring with buyers to arrange for the sale of produce and catches

Contracting with fishing skippers or owners of vessels and aquaculture farms for fishing and aquaculture operations, or for management of production

Coordinating the selection and maintenance of brood stock

Devising and coordinating activities to improve fish hatching and growth rates, and to prevent disease in hatcheries

Directing and monitoring the transfer of mature fish to lakes, ponds, streams, or commercial tanks

Directing and monitoring trapping and spawning of fish, egg incubation, and fry rearing, applying knowledge of management and fish culturing techniques

Establishing and managing budgets, monitoring production output and costs, recording information such as fisheries management practices, and preparing financial and operational reports

Monitoring aquaculture and fishery market activity and planning production and fishing activities to meet contract requirements and market demand

Monitoring environments to maintain or improve conditions for aquatic life

Organizing operations such as maintenance of ships, boats and equipment

Overseeing the selection, training and performance of aquaculture or fishery workers and contractors

Purchasing machinery, equipment, and supplies such as vessels and nets

131201 Aquaculture Farm Manager

Plans, directs and controls farming operations to breed and raise fresh and saltwater fish and other aquatic stock.

Alternative Titles and Specialisations:

Abalone Farm Manager

Aquaculture Hatchery Manager

Crocodile Farm Manager
Fresh Water Aquaculture Farm Manager
Mariculture Farmer / Farm Manager

132 Manufacturing, Mining, Construction and Distribution Managers

Manufacturing, mining, construction, and distribution managers plan, organize, and coordinate the manufacturing, mineral extraction, construction, supply, storage and transportation operations.

Tasks include:

Controlling the operation of plant and quality procedures through planning of maintenance, designation of operating hours and supply of equipment

Controlling the preparation of production records and reports

Coordinating the implementation of health and safety requirements

Establishing and managing budgets, monitoring production output and costs, and adjusting processes and resources to minimize costs

Overseeing the acquisition and installation of new plant and equipment

Overseeing the selection, training and performance of staff

Planning and directing daily operations

Planning details of activities in terms of output quality and quantity, cost, timeliness and labour requirements

Preparing tenders and contract bids

1321 Manufacturing Managers

Manufacturing managers plan, direct, and coordinate manufacturing production activities of large enterprises or as the manager of a small manufacturing company.

NOTE: In distinguishing between this Unit group and Minor group 312, Mining, Manufacturing and Construction Supervisors, it should be noted that both managers and supervisors may plan, organize, co-ordinate, control and direct the work done by others. In addition, managers usually have responsibility for and make decisions about: the overall strategic and operational direction of a business or organizational unit (for example about the kinds, quantity and quality of goods to be produced); budgets (how much money is to be spent and for what purposes); and the selection, appointment and dismissal of staff. Supervisors may provide advice and assistance to managers on these matters, but do not have authority to make decisions.

Tasks include:

Consulting with and informing other managers about production matters

Controlling the operation of production plant and quality procedures through planning of maintenance, designation of operating hours and supply of parts and tools

Controlling the preparation of production records and reports

Coordinating the implementation of occupational health and safety requirements

Determining, implementing and monitoring production strategies, policies and plans

Establishing and managing budgets, monitoring production output and costs, and adjusting processes and resources to minimize costs

Identifying business opportunities and determining products to be manufactured

Overseeing the acquisition and installation of new plant and equipment

Overseeing the provision of quotes for the manufacture of specialised goods and establishing contracts with customers and suppliers

- Overseeing the selection, training and performance of staff
 Planning details of production activities in terms of output quality and quantity, cost, time available and labour requirements
 Researching and implementing regulatory and statutory requirements affecting manufacturing operations and the environment
- 132101 **Manufacturer** 
- Plans, organises, directs, controls and coordinates the operations of a small manufacturing establishment.
Alternative Titles and Specialisations:
 Factory Manager
- 132102 **Production / Operations Manager (Manufacturing)** 
- Plans, organises, directs and controls the manufacturing activities of an organisation including physical and human resources. Measures performance, quality and implements continuous improvement strategies.
Alternative Titles and Specialisations:
 Distillery Manager
 Industrial Production Manager 
 Operations Manager (Production)
 Planning Manager (Manufacturing)
 Plant Manager (Manufacturing)
 Plant Superintendent
 Processing Manager
 Processing Unit Manager
 Works / Workshop Manager (Manufacturing)
- 132104 **Engineering Manager** 
- Plans, organises, directs, controls and coordinates the design and construction of engineering and process plants.
Alternative Titles and Specialisations:
 Bankable Feasibility Study Manager
 Engineering Maintenance Manager
 Engineering Manager (Mining)
- 132105 **Power Generation Production / Operations Manager** 
- Plans, directs and coordinates the work activities and resources of power generation and bio fuel plants.
Alternative Titles and Specialisations:
 Biofuels Production Manager
 Biomass Power Plant Manager
 Concentrated Solar Power (CSP) Plant Manager
 Geothermal Production Manager
 Hydroelectric Production Manager
 Landfill Gas Collection Manager
 Methane Collection Manager
 Wind Energy Operations Manager
- 1322 **Mining Managers**
- Mining managers plan, direct, and coordinate the production activities of mining, quarrying and oil and gas extraction operations.

NOTE: In distinguishing between this Unit group and Minor group 312, Mining, Manufacturing and Construction Supervisors, it should be noted that both managers and supervisors may plan, organize, co-ordinate, control and direct the work done by others. In addition, managers usually have responsibility for and make decisions about: the overall strategic and operational direction of a business or organizational unit (for example about the kinds, quantity and quality of goods to be produced); budgets (how much money is to be spent and for what purposes); and the selection, appointment and dismissal of staff. Supervisors may provide advice and assistance to managers on these matters, but do not have authority to make decisions.

Tasks include:

Conferring with other managers to set production quotas, plan extraction sites and develop policies for the removal of raw materials

Controlling the operation of plant and quality procedures through planning of maintenance, designation of operating hours and supply of equipment

Controlling the preparation of production records and reports

Coordinating the implementation of health and safety requirements

Establishing and managing budgets, monitoring production output and costs, and adjusting processes and resources to minimize costs

Evaluating efficiency of production sites to determine adequacy of personnel, equipment and technologies used, and make changes to work schedule or equipment when necessary

Overseeing the acquisition and installation of new plant and equipment

Overseeing the selection, training and performance of staff

Planning details of production activities in terms of output quality and quantity, cost, time available and labour requirements

Researching and implementing regulatory and statutory requirements affecting mineral extraction operations and the environment

132201 **Production / Operations Manager (Mining)** ()

Plans, organises, directs and controls the production activities of a mining operation including physical and human resources.

Alternative Titles and Specialisations:

Factory Manager (Mining)

Mine Deputy

Mine Manager

Quarry Manager

132202 **Mineral Resources Manager** ()

Plans, organises, directs, controls and coordinates complex operational resources to establish optimal, economically viable and safe strategies and objectives to extract mineral resources from the earth, utilising appropriate engineering designs, mining and metallurgical processes, equipment and schedules that will accomplish these objectives and lead to the safe and productive recovery of mineral reserves and final product, in line with customer requirements.

Alternative Titles and Specialisations:

Chief Geologist (Mining)

Chief Mine Planner

Chief of Mining Services

Chief Surveyor (Mining)

Exploration Manager

Geology Manager (Mining)

Grade Controller (Mining)
Mine Design and Planning Manager
Mine Planning Manager
Mining Exploration Manager
Planning Manager (Mining)
Resource Geologist
Technical Services Manager (Mining)

132203 **Rock Engineering Manager**



Plans, organises, directs, controls and coordinates the rock engineering and related functions, including support, extraction sequences and infrastructure to ensure safe and optimal extraction of ore reserves on a mine.

1323 **Construction Managers**

Construction managers plan, direct and coordinate the construction of civil engineering projects, buildings and dwellings.

NOTE: In distinguishing between this Unit group and Minor group 312, Mining, Manufacturing and Construction Supervisors, it should be noted that both managers and supervisors may plan, organize, co-ordinate, control and direct the work done by others. In addition, managers usually have responsibility for and make decisions about: the overall strategic and operational direction of a business or organizational unit (for example about the kinds, quantity and quality of goods to be produced); budgets (how much money is to be spent and for what purposes); and the selection, appointment and dismissal of staff. Supervisors may provide advice and assistance to managers on these matters, but do not have authority to make decisions.

Tasks include:

Arranging building inspections by relevant authorities
Arranging submission of plans to local authorities
Building under contract, or subcontracting specialised building services
Coordinating labour resources, and procurement and delivery of materials, plant and equipment
Ensuring adherence to building legislation and standards of performance, quality, cost and safety
Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
Interpreting architectural drawings and specifications

Negotiating with building owners, property developers and subcontractors involved in the construction process to ensure projects are completed on time and within budget
Operating and implementing coordinated work programs for sites

Overseeing the selection, training and performance of staff and subcontractors
Preparing tenders and contract bids

132301 **Construction Project Manager**



Plans, organises, directs, controls and coordinates construction of civil engineering and building projects, and the physical and human resources involved in the construction process.

Alternative Titles and Specialisations:

Building and Construction Manager
Construction Manager
Construction Project Director
Construction Site Manager

Property Development Manager

132302 **Project Builder**



Plans, organises, directs, controls and coordinates the construction, alteration and renovation of dwellings and other buildings, and the physical and human resources involved in building process.

Alternative Titles and Specialisations:

Building Contractor

Building Site Manager / Agent

Professional Builder

1324 **Supply, Distribution and Related Managers**

Supply, distribution and related managers plan, direct and coordinate the supply, transportation, storage and distribution of goods.

Tasks include:

Determining, implementing and monitoring purchasing, storage and distribution strategies, policies and plans

Establishing and directing operational and administrative procedures

Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources

Liaising with other departments and customers concerning requirements for outward goods and associated forwarding transportation

Monitoring and reviewing storage and inventory systems to meet supply requirements and control stock levels

Negotiating contracts with suppliers to meet quality, cost and delivery requirements

Operating recording systems to track all movements of goods, and ensuring re-ordering and re-stocking at optimal times

Overseeing the recording of purchase, storage and distribution transactions

Overseeing the selection, training and performance of staff

Planning and directing daily operations

Preparing and implementing plans to maintain required stock levels at minimum cost

132401 **Supply and Distribution Manager**



Plans, administers and reviews the supply, storage and distribution of equipment, materials and goods used and produced by an organisation, enterprise or business.

Alternative Titles and Specialisations:

Acquisitions Manager

Depot Manager

Freight Forwarding Customs Clearing Manager

Freight Manager

Goods Clearance Manager

Parts Manager

Procurement Manager

Purchase Manager

Storage and Distribution Manager

Supply Chain Executive

Supply Chain Manager

Supply Lead Manager

132402 **Logistics Manager**

Plans, directs, or coordinates purchasing, warehousing, distribution, forecasting, customer service, or planning services. Manages logistics personnel and logistics systems and directs daily operations.

Alternative Titles and Specialisations:

Dispatch Logistics Manager

132403 **Road Transport Manager**

Organises and controls the operations of an enterprise which operates a fleet of vehicles to transport goods and passengers.

Alternative Titles and Specialisations:

Car Rental Agency Manager

Cargo Manager

Transport Company Manager

132404 **Warehouse Manager**

Plans, directs, and coordinates the storage and distribution operations within an organization or the activities of organizations that are engaged in storing and distributing materials and products.

Alternative Titles and Specialisations:

Coolstore / Packhouse / Stockroom / Storeroom Manager

Storage and Warehousing Manager

132405 **Fleet Manager**

Organises the buying, selling and maintenance of vehicles and coordinates the usage thereof.

132406 **Railway Station Manager**

Organises and controls the operations of a railway station.

Alternative Titles and Specialisations:

Railway Station Master

132407 **Airport or Harbour Manager**

Plans, organises, directs, controls and coordinates the operations of a airport or harbour.

132408 **Grain Depot Manager**

Plans, directs and coordinates the receipt, storage and out loading of grain stored in silos.

133 **Information and Communications Technology Service Managers**

Information and communications technology service managers plan, direct, and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems.

Tasks include:

Assigning, reviewing, managing and leading the work of systems analysts, programmers, and other computer-related workers

Consulting with users, management, vendors, and technicians to assess computing needs and system requirements and specifying technology to meet those needs

Directing ICT operations, analyzing workflow, establishing priorities, developing standards and setting deadlines

Directing the selection and installation of ICT resources and the provision of user training

Establishing and directing operational and administrative procedures

Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources

Evaluating the organization's technology use and needs and recommending improvements, such as hardware and software upgrades

Formulating and directing information and communication technology (ICT) strategies, policies and plans

Overseeing the security of ICT systems, seminars and conferences

Overseeing the selection, training and performance of staff

Representing the enterprise or organization at ICT related conventions,

1331 Information and Communications Technology Service Managers

Information and communications technology service managers plan, direct, and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems.

Tasks include:

Assigning, reviewing, managing and leading the work of systems analysts, programmers, and other computer-related workers

Consulting with users, management, vendors, and technicians to assess computing needs and system requirements and specifying technology to meet those needs

Directing ICT operations, analysing workflow, establishing priorities, developing standards and setting deadlines

Directing the selection and installation of ICT resources and the provision of user training

Establishing and directing operational and administrative procedures

Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources

Evaluating the organization's technology use and needs and recommending improvements, such as hardware and software upgrades

Formulating and directing information and communication technology (ICT) strategies, policies and plans

Overseeing the security of ICT systems

Overseeing the selection, training and performance of staff

Representing the enterprise or organization at ICT related conventions, seminars and conferences

133101 Chief Information Officer

Plans, organises, directs controls and coordinates the ICT strategies, plans and operations of an organisation to ensure the ICT infrastructure supports the organisation's overall operations and priorities.

Alternative Titles and Specialisations:

Chief Technology Officer

ICT / IT Director

ICT / IT Manager

133102 ICT Project Manager

Plans, organises, directs, controls and coordinates quality accredited ICT projects.

Accountable for day-to-day operations of resourcing, scheduling, prioritisation and task coordination, and meeting project milestones, objectives and deliverables within agreed timeframes and budget.

Alternative Titles and Specialisations:

Hardware Development Manager

ICT / IT / Computer Marketing Executive

ICT / IT / Computer Operations Manager

ICT / IT / Computer Service Manager

ICT / IT / Computer Support Manager

ICT Project Director

133103 Data Management Manager

Plans, coordinates, and supervises all activities related to the design, development, and implementation of organizational data base systems.

Alternative Titles and Specialisations:

Data Operations Manager

Data Processing Manager

133104 Application Development Manager

Plans, coordinates, and supervises all activities related to the design, development, and implementation of organizational information systems and software applications.

Alternative Titles and Specialisations:

ICT Development Manager

Technical Policy Manager

Technical Solutions Manager

133105 Information Technology Manager

Plans, coordinates, directs, and designs it-related activities of the organization, as well as provide administrative direction and support for daily operational activities of the it department.

133106 Information Systems Director

Oversees the streamlined operation of the it department and ensures it aligns with the business objectives of the organization.

134 Professional Services Managers

Professional services managers plan, direct and coordinate the provision of childcare, health, welfare, education and other professional services, and manage the branches of institutions providing financial and insurance services.

NOTE: Specialized qualifications and extensive experience relevant to occupations classified in Major group 2, Professionals, or Major group 3, Technicians and Associate Professionals, are usually required.

Tasks include:

Developing and implementing programs and services to meet the needs of clients

Directing and coordinating the allocation of resources

Formulating policies and plans for the provision of services and operation of establishments

Liaising with parents, boards, funding bodies, the community representatives and related agencies to discuss areas of cooperation and coordination

Monitoring and controlling expenditure

Overseeing the selection, development and performance of staff

Preparing, or arranging for the preparation of, reports, budgets and forecasts

Representing the organization in negotiations other agencies, and at conventions, seminars, public hearings and forums

Setting standards and objectives

1341 Child Care Service Managers

Child care service managers plan, direct, and coordinate and evaluate the provision of care for children in before-school, after-school, vacation and day care centres and services.

Tasks include:

Developing and implementing programs to enhance the physical, social, emotional and intellectual development of young children

Directing and supervising child carers in providing care and supervision for young children

Establishing and monitoring budgets and determining allocation of funds for staff, supplies, materials, equipment and maintenance

Managing physical facilities and making sure all buildings and equipment are maintained to ensure the centre is a safe area for children, staff and visitors

Monitoring children's progress and conferring with parents or guardians

Overseeing and coordinating the provision care for children in before-school, after-school, day, and vacation care centres

Preparing and maintaining records and accounts for a child care centre

Recruiting and evaluating staff and coordinating their professional development

Reviewing and interpreting government codes, and developing procedures to meet codes (e.g., concerning safety and security)

134101 Child Care Centre Manager

Plans, organises, directs, controls and coordinates the activities of a child care centre or service.

Alternative Titles and Specialisations:

Child Care Centre Director

Child Care Coordinator

Day Care Centre Manager

Early Childhood Development Centre Manager

Pre-school Principal

1342 Health Service Managers

Health service managers plan, direct coordinate and evaluate the provision of clinical and community health care services in hospitals, clinics, public health agencies and similar organizations.

Tasks include:

Advising government bodies about measures to improve health and welfare services and facilities

Controlling administrative operations such as budget planning, report preparation and expenditure on supplies, equipment and services

Developing, implementing and monitoring procedures, policies and performance standards for medical, nursing, technical and administrative staff

Directing or conducting recruitment, hiring and training of personnel

Directing, supervising and evaluating the work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel

Establishing objectives and evaluative or operational criteria for units they manage

Liaising with other health and welfare service providers, boards and funding bodies to coordinate the provision of services

Monitoring the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services

Providing overall direction and management for the service, facility, organization or centre

Representing the organization in negotiations, and at conventions, seminars, public hearings and forums

134201 Medical Superintendent

Plans, organises, directs, controls and coordinates medical programs and clinical services in a hospital or other health service facility; maintains standards of medical care and provides leadership to ensure an appropriately skilled medical workforce and contributes to health service planning.

Alternative Titles and Specialisations:

Director of Clinical Services
Director of Medical Services
Health Service Coordinator
Health Service Manager
Medical Manager
Public Health Administrator
Public Health Manager

134202 **Nursing Clinical Director**

Plans, organises, directs, controls and coordinates nursing programs and clinical services in a hospital, aged care or other health service facility; maintains standards of nursing care and provides leadership to ensure an appropriately skilled nursing and contributes to health service planning.

Alternative Titles and Specialisations:

Director of Nursing
Hospital Matron

134203 **Primary Health Organisation Manager**

Plans, organises, directs, controls and coordinates a primary health organisation which provides a broad range of out-of-hospital health services.

134204 **Secondary Health Services Manager**

Plans, organises, directs, controls and coordinates secondary health services.

Alternative Titles and Specialisations:

Director Allied Health Services
Director of Pharmacy
Director of Physiotherapy Services
Director of Speech Pathology

134205 **Clinic Manager (specialised Health Service)**

Plans, directs, coordinates and evaluates the provision of specialised health services in a clinics.

Alternative Titles and Specialisations:

Biokinetics Clinic Manager
Sport Psychology Manager

134206 **Sport Science Manager**

Maximize human physical performance to ensure elite sporting performance on a continuous basis to all sporting clients.

1343 **Aged Care Service Managers**

Aged care service managers plan, direct coordinate and evaluate the provision of residential and personal care services for individuals and families who are in need of such services due to the effects of ageing.

Tasks include:

Advising government bodies about measures to improve health and welfare services and facilities

Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services

Coordinating and administering welfare programs and care services for the elderly

Developing, implementing and monitoring procedures, policies and performance standards for nursing, personal care, technical, and administrative staff

Directing or conducting recruitment, hiring and training of personnel

Directing, supervising and evaluating the work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel

Establishing objectives and evaluative or operational criteria for units they manage
Liaising with other health and welfare providers, boards and funding bodies to coordinate the provision of services

Providing overall direction and management for a service, facility, organization or centre
Representing the organization in negotiations, and at conventions, seminars, public hearings and forums

134301 Special Care Accommodation Manager

Organises and controls the operation of accommodation establishments for people that need special care .

Alternative Titles and Specialisations:

Aged Care Manager

Retirement Village Manager

1344 Social Welfare Managers

Social welfare managers plan, direct, and coordinate the provision of social and community service programs such as income support, family assistance, children's services and other community programs and services.

Tasks include:

Advising government bodies about measures to improve welfare services and facilities
Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services

Developing, implementing and monitoring procedures, policies and standards for staff
Establishing and directing operational and administrative procedures
Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources

Liaising with other welfare and health services providers, boards and funding bodies to discuss areas of health and welfare service cooperation and coordination
Monitoring and evaluating resources devoted to the provision of welfare, housing, and other social services
Overseeing the selection, training and performance of staff

Providing overall direction and management for a service, facility, organization or centre

Representing the organization at conventions, seminars and conferences
Representing the organization in negotiations, and at conventions, seminars, public hearings and forums

134401 Social Services Manager

Plans, organises, directs, controls and coordinates a centre, program or project concerned with social services.

Alternative Titles and Specialisations:

Child and Youth Care Centre Manager

Child and Youth Care Services Manager

Social Services Centre Manager

Social Services Project Manager

Social Work Manager

134402 Community Development Manager

Ensures the effective coordination of integrated and transformative social development programs, delivered within an identified service delivery area in partnership with key stakeholders for the effective empowerment of communities.

1345 **Education Managers**

Education managers plan, direct, coordinate and evaluate the educational and administrative aspects of education services, primary and secondary schools, colleges and faculties and departments in universities and other educational institutions.

Tasks include:

Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services

Controlling selection, training and supervision of staff

Determining educational programs based on frameworks established by education authorities and governing bodies

Developing and enforcing a disciplinary code to create a safe and conducive environment for students and teachers

Directing administrative and clerical activities concerning student admissions and educational services

Evaluating the work of teachers and lecturers by visiting classrooms, observing teaching methods, reviewing instructional objectives and examining learning materials

Implementing systems and procedures to monitor school performance and student enrolments

Organizing and implementing methods of raising additional funds in conjunction with parent and community groups and sponsors

Promoting the educational program, and representing the service or institution in the wider community

Providing leadership and guidance to teaching, academic and administrative staff as well as to students

Supervising the maintenance of educational facilities

134501 **School Principal**

Plans, organises, directs, controls and coordinates the educational and administrative aspects of primary and secondary schools.

Alternative Titles and Specialisations:

Deputy Principal

Early Childhood Development School Principal

Headmaster

Headmistress

Independent School Principal

134502 **FET College Principal**

Plans, organises, directs, controls and coordinates the educational, training and administrative aspects of an FET college.

Alternative Titles and Specialisations:

Further Education and Training College Programme Managers

134503 **Faculty Head**

Plans, organises, directs, controls and coordinates the educational and administrative aspects of a department, faculty or school within a university or other tertiary education institution.

Alternative Titles and Specialisations:

Campus Principal

Dean of Faculty

Head of College Faculty

134504 **District Education Manager**

Plans, organises, directs, controls and coordinates educational approaches and policy, and curriculum resources and development for teachers and administrators.

Alternative Titles and Specialisations:

Provincial Education Manager

Schools Director

134505 **Rector (Educational)**

Plans, organises, directs, controls and coordinates the educational and administrative aspects of a university or other tertiary education institution.

Alternative Titles and Specialisations:

Deputy Vice-chancellor

Vice-chancellor (Principal)

134506 **Registrar / Councillor (Educational)**

Plans, organises, directs, controls and coordinates the administrative aspects of a university or other tertiary education institution.

134507 **Head of Department (Teacher)**

Plans, organises, directs, controls and coordinates the educational and administrative aspects of a department of a school.

1346 **Financial and Insurance Services Branch Managers**

Financial and insurance services branch managers plan, direct, and coordinate the branches of institutions that provide financial and insurance services, such as banks, building societies, credit unions and insurance companies. They provide advice and assistance to clients on financial and insurance matters.

Tasks include:

Approving or rejecting, or coordinating the approval or rejection of, lines of credit commercial, real estate and personal loans

Conducting financial investigations

Coordinating cooperation with other branches of the company

Establishing and maintaining relationships with individual and business customers

Examining, evaluating and processing loan and insurance applications

Managing budgets, controlling expenditure and ensuring the efficient use of resources

Monitoring credit extension decisions

Overseeing the flow of cash and financial instruments, and the preparation of financial and regulatory reports

Overseeing the selection, training and performance of staff

Planning, directing and coordinating the activities of staff in the branch

Providing advice and assistance to customers on their financial and insurance needs and with matters such as changes in law that may affect customers

134601 **Bank Manager**

Organises and controls the general operational activities of a branch of a bank or similar financial institution.

134602 **Credit Bureau Manager**

Organises and controls the general operational activities of a credit bureau or similar financial institution.

Alternative Titles and Specialisations:

Credit Control Manager

134603 **Financial Markets Business Manager**

Organises and controls the general operational activities of a stock broking or similar financial institution.

1347 Armed Forces Managers

Armed forces managers provide high level management to support the running of organisational, geographical and operational units and sections within the South African National Defence Force.

Tasks include:

Controlling the collection and interpretation of management information to monitor performance

Controlling the use of, and accounting for, the assets and facilities of the organisation
Establishing administrative and operational procedures, taking account of the organisation's operating environment and national legislative, security and/or emergency policies and procedures

Establishing lines of control and delegating responsibilities to subordinate staff

Instructing and teaching subordinates in dress, deportment, demeanour, behaviour, drill and devotion to duty to maintain military traditions, customs and standards

Making policy decisions and accepting responsibility for operations, performance of staff, achievement of targets and adherence to budgets, standards and procedures

Monitoring the morale, welfare and behaviour of subordinates, and advising commanding officers accordingly

Preparing budgets and other management plans

Preparing reports, authorising the release of information and handling public relations activities

Representing the organisation in dealings with other organisations and the public

134701 Military Manager

Plans, organises, directs, controls and reviews the day-to-day military operations and major functions of organisational units of the south African national defence force. Manage units other than combat units and act as staff officers to military commanders.

134702 Military Commander

Train, prepare, employ, command and direct military capabilities, organised as formations or units, in military operations during war and peace for the defence of the territorial integrity and sovereignty of the RSA, to promote regional and continental peace, security and stability in support of government initiatives or to provide support to government departments.

Alternative Titles and Specialisations:

Battalion Commander

Battalion Second In Command

Brigade Chief of Staff

Brigade Commander/General Officer Commanding (GOC)

Division Chief of Staff

Division Commander/General Officer Commanding (GOC)

Regiment Commander

Regiment Second In Command

SAAF Squadron Commander (SAAF only)

SAAF Squadron Second In Command (SAAF only)

Unit Commander (Combat Units Only)

Unit Second In Command (Combat Units Only)

War Ship Captain

War Ships Executive Officer / First Lieutenant

134703 **Military Warrant Officer**

Provides disciplinary, regulating and welfare services to ensure the smooth and effective running of the ship/unit.

Alternative Titles and Specialisations:

Coxswain (Warship)

Master at Arms

Regimental Sergeant Major

1349 **Professional Services Managers not Elsewhere Classified**

This unit group covers managers who plan, direct coordinate and evaluate the provision of specialised professional and technical services and are not classified in sub-major group 12, business services and administration managers, or elsewhere in sub-major group 13, professional services managers. For instance, managers responsible for the provision of policing, corrective, library, legal and fire services are classified here.

NOTE: Specialized qualifications and extensive experience relevant to occupations classified in Major group 2, Professionals, or Major group 3, Technicians and Associate Professionals, are usually required.

Tasks include:

Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services

Coordinating cooperation with other service provision agencies in the same or related fields

Developing, implementing and monitoring procedures, policies and standards for staff
Directing, supervising and evaluating the work activities of professional technical, clerical, service, maintenance, and other personnel

Managing budgets, controlling expenditure and ensuring the efficient use of resources

Monitoring and evaluating resources devoted to the provision of services

Overseeing the selection, training and performance of staff

Planning, directing and coordinating the provision of services

Providing overall direction and management for a service, facility, organization or centre

134901 **Environmental Manager**



Plans, organises, directs, controls and coordinates the development and implementation of an environmental management system within an organisation by identifying, solving and alleviating environmental issues such as pollution and waste treatment in compliance with environmental legislation and ensures corporate sustainable development.

Alternative Titles and Specialisations:

Agriculture and Forestry Coordinator

Centralised Permits and Cites Manager

Conservation Agriculture System Manager

Conservation Science Manager

Contaminated Sites Manager

Environmental Education Manager

Land and Water Manager

Land Care Manager

- Pollution and Waste Manager
Species Protection Manager
Wild Life Management Services Manager
Wild Life Protection Services Manager
- 134902 **Laboratory Manager**
Plans, organises, directs, controls and coordinates the operations of a research or production laboratory.
- 134903 **Small Business Manager**

Manages, organises, and controls the operations and resources of a small or own business.
Alternative Titles and Specialisations:
Entrepreneurial Business Manager
Owner Manager
- 134904 **Office Manager**
Organises and controls the functions and resources of offices such as administrative systems and office personnel.
Alternative Titles and Specialisations:
Centre Manager
- 134905 **Judicial Court Manager**
Manages and controls the administrative component of the court.
- 134906 **Practice Manager**
Organises and manages the functions and resources of professional practices such as administrative systems and office personnel.
Alternative Titles and Specialisations:
Accounting Practice Manager
Architectural Practice Manager
Real Estate Manager
Veterinary Practice Manager
- 134907 **Archives Manager**
Manages and directs appraisal, editing, and safekeeping of permanent records and historically valuable documents.
- 134908 **Library Manager**
Manages the selection, acquiring, cataloguing, classifying, circulating, and maintaining of library materials; and oversee the furnishing of reference, bibliographical, and readers' advisory services.
- 134909 **Museum Manager**
Manage and coordinate the preparation of specimens, such as fossils, skeletal parts, lace, and textiles, for museum collection and exhibits.
- 134911 **Insurance Policy Administration Manager**
Manages, controls and audits the administration of insurance policies of existing businesses and specialist products.
Alternative Titles and Specialisations:
Insurance Claims Manager
- 134912 **Commissioned Fire and Rescue Officer**
Provides high level management to support the running of a geographical or operational section of a fire and rescue service.
Alternative Titles and Specialisations:
Chief Fire and Rescue Officer
Inspector (Fire Services)
- 134913 **Commissioned Police Officer**
Provides high level management to support the running of a geographical or operational section of the south African police services.
- 134914 **Correctional Services Manager**

Manages security support services, corrections activities, finance services, corporate services and development and care services in a correctional facility.

134915 **Operations Manager (Non Manufacturing)**



Plans, organises, directs, controls and coordinates the operations activities of a non-manufacturing organisation including physical and human resources.

Alternative Titles and Specialisations:

Abattoir Manager
Abattoir Veterinarian
Farm Produce Packhouse Manager
Farm Produce Processing Manager
Feed Mill Manager
Field Production Manager (Seed)
Food and Beverages Processing Manager
Fresh Produce Packhouse Manager
Mill Manager
Pet Food Mill Manager
Seed Processing Plant Manager
Sugar Mill Manager

134916 **Operations Foreman (Non Manufacturing)**

Plans, organises, controls, leads, coordinates and reviews the operations activities of a non-manufacturing organisation including physical and human resources.

Alternative Titles and Specialisations:

Abattoir Foreman
Feedlot Foreman
Fresh Produce Packhouse Foreman
Seed Processing Plant Foreman

134917 **Publisher**

Plans, organises, directs, controls and coordinates budgets, research and development activities within a publishing organisation and commissions Authors and Editors.

Alternative Titles and Specialisations:

Commissioning Editor
Print Manager
Publishing Director
Publishing Production Manager
Publishing Manager

14 Hospitality, Retail and Other Services Managers

Hospitality, shop and related services managers plan, organize and direct the operations of establishments which provide accommodation, hospitality, retail and other services.

NOTE: This sub-major group is for managers of establishments that provide services directly to the public, usually in organizations that are too small to have hierarchies of managers. Managers responsible for planning, directing and coordinating the provision of specialized professional and technical services that usually require specialized qualifications are classified in Sub-major groups 12, Administrative and commercial managers and 13, Production and specialized services managers.

Tasks include:

Controlling the selection, training and supervision of staff

Developing and reviewing policies, programs and procedures concerning customer relations and goods and services provided

Ensuring compliance with occupational health and safety regulations

Observing liquor, gaming, health and other laws and regulations

Organising the purchase and maintenance of transport vehicles, equipment and fuel, and transporting goods

Planning and organising special functions, sporting, gaming and entertainment activities and the range and mix of products, stock levels and service standards

Promoting and selling goods and services

Promoting facilities, for conferences, conventions and trade shows , to potential customers

141 Hotel and Restaurant Managers

Hotel and restaurant managers plan, organize and direct the operations of establishments that provide accommodation, meals, beverages and other hospitality services.

Tasks include:

Controlling the selection, training and supervision of staff

Directing and overseeing reservation, reception, room service and housekeeping activities

Ensuring compliance with occupational health and safety regulations

Monitoring quality at all stages of preparation and presentation of food and services

Observing liquor, gaming, health and other laws and regulations

Planning and organizing special functions, sporting, gaming and entertainment activities

1411 Hotel Managers

Hotel managers plan, organize and direct the operations of hotels, motels and similar establishments to provide guest accommodation and other services.

NOTE: Operators of small establishments, such as some bed and breakfast establishments and small guest houses, that provide accommodation and limited meal services to clients effectively as paying guests in private households, and for whom the management and supervision of staff is not a significant component of the work, are classified in unit group 5152, Domestic housekeepers. Chief executive officers and specialized managers of large hotel management companies or hotel chains are classified in Sub-major groups 11 and 12.

Tasks include:

Assessing and reviewing customer satisfaction

Controlling selection, training and supervision of staff

Directing and overseeing reservation, reception, room service and housekeeping activities

Ensuring compliance with occupational health and safety regulations

Observing liquor, gaming, and other laws and regulations

Overseeing accounting and purchasing activities

Planning and supervising bar, restaurant, function and conference activities

Providing guests with local tourism information, and arranging tours and transportation

Supervising security arrangements, and garden and property maintenance

Undertaking budgeting for the establishment

141101 Hotel or Motel Manager

Organises and controls the operations of a hotel or motel to provide guest accommodation, meals and other services.

Alternative Titles and Specialisations:

Backpackers Manager

Boarding House Manager

Duty Manager (Hotel)

Hostel Manager

Hotelier

Innkeeper

Lodge Manager

Resort Manager

141102 Guest House Manager

Organises and controls the operation of a bed and breakfast or guest house in providing accommodation and leisure services.

Alternative Titles and Specialisations:

Bed and Breakfast Operator

141103 Reception Manager

Manages reception functions related to hospitality establishment.

1412 Restaurant Managers

Restaurant managers plan, organize and direct the operations of cafes, restaurants and related establishments to provide dining and catering services.

Tasks include:

Arranging the purchasing and pricing of goods according to budget

Conferring with customers to assess their satisfaction with meals and service

Ensuring compliance with occupational health and safety regulations

Ensuring dining, kitchen and food storage facilities comply with health regulations and are clean, functional and of suitable appearance

Maintaining records of stock levels and financial transactions

Negotiating arrangements with clients and suppliers

Planning and organizing special functions

Planning menus in consultation with chefs and cooks

Selecting, set staff work schedules, training and supervising waiting and kitchen staff

Taking reservations, greeting guests and assisting in taking orders

141201 Café (Licensed) or Restaurant Manager

Organises and controls the operations of establishments involved in catering and dining services.

Alternative Titles and Specialisations:

Bistro Manager

Cafeteria Manager

Canteen Manager

Caterer

Catering Manager

Food and Beverage Manager

Food Services Manager

Internet Cafe Manager

Mess Manager

Restaurant Manager

Restaurateur

141202 Licensed Club Manager

Organises and controls the operations of a licensed club to provide food, beverages, gaming, entertainment, sporting and other amenities for members.

Alternative Titles and Specialisations:

Club Licensee

Clubhouse Manager

Nightclub Manager

141203 Catering Production Manager

Manages a catering outlet that produces meals through mass production to hospitals, airlines, and catering outlets.

Alternative Titles and Specialisations:

Food and Beverage Coordinator

141204 Reservations Manager

Monitor, manage and increase occupancy levels in a accommodation establishment.

Alternative Titles and Specialisations:

Central Reservations Manager

Rooms Division Manager, Front Office Manager

142 Retail and Wholesale Trade Managers

Retail and wholesale trade managers plan, organize, coordinate and control the operations of establishments that sell goods on a retail or wholesale basis. They are responsible for the budgets, staffing and strategic and operational direction of shops, or of organizational units within shops that sell particular types of product.

NOTE: Retail and wholesale trade managers are frequently employed in relatively small establishments that do not have a hierarchy of managers. The managers of large retail establishments such as supermarkets and department stores, however, should also be classified in this Minor group, even though such establishments may have a hierarchy of managers and supervisors. General managers of groups of establishments such as supermarket or department store chains are however classified in Unit group 1120, Managing Directors and Chief Executives. Operators of small shops for whom the management and supervision of staff is not a significant component of the work are classified in Unit group 5221, Shopkeepers. Staff who control and direct the activities of shop sales assistants, checkout operators and other workers, but who do not take responsibility for determining product mix, overall setting of prices, budgets and staffing levels, selection and recruitment are classified in Unit group 5222, Shop Supervisors.

Tasks include:

Controlling selection, training and supervision of staff

Determining product mix, stock levels and service standards

Ensuring compliance with occupational health and safety regulations

Formulating and implementing purchasing and marketing policies, and setting prices

Maintaining records of stock levels and financial transactions

Promoting and advertising the establishment's goods and services

Undertaking budgeting for the establishment

1421 Retail and Wholesale Trade Managers

Retail and wholesale trade managers, plan, organize, coordinate and control the operations of establishments that sell goods on a retail or wholesale basis. They are responsible for the budgets, staffing and strategic and operational direction of shops, or of organizational units within shops that sell particular types of products.

NOTE: Retail and wholesale trade managers are frequently employed in relatively small establishments that do not have a hierarchy of managers. The managers of large retail establishments such as supermarkets and department stores, however, should also be classified in this Minor group, even though such establishments may have a hierarchy of managers and supervisors. General managers of groups of establishments such as supermarket or department store chains are however classified in Unit group 1120, Managing Directors and Chief Executives. Operators of small shops for whom the management and supervision of staff is not a significant component of the work are classified in Unit group 5221, Shopkeepers. Staff who control and direct the activities of shop sales assistants, checkout operators and other workers, but who do not take responsibility for determining product mix, overall setting of prices, budgets and staffing levels, selection and recruitment are classified in Unit group 5222, Shop Supervisors.

Tasks include:

Controlling selection, training and supervision of staff
Determining product mix, stock levels and service standards
Ensuring compliance with occupational health and safety regulations

Formulating and implementing purchasing and marketing policies, and setting prices
Maintaining records of stock levels and financial transactions
Promoting and advertising the establishment's goods and services
Undertaking budgeting for the establishment

142101 Importer or Exporter

Plans, organises, directs, controls and coordinates the operations of an importing or exporting establishment.

Alternative Titles and Specialisations:

Export Manager
Import Manager

142102 Wholesaler

Plans, organises, directs, controls and coordinates the operations of a wholesale trading establishment.

Alternative Titles and Specialisations:

Wholesale Merchant

142103 Retail Manager (General)

Organises and controls the operations of a retail trading establishment.

Alternative Titles and Specialisations:

Retail Store Manager
Shop Manager
Shop Owner

142104 Post Office Manager

Organises and controls the operations of a post office.

143 Other Services Managers

Other services managers plan, organize, and control the operations of establishments that provide sporting, cultural, recreational, travel, customer contact and other amenity services.

Tasks include:

Advising on the facilities available and promoting publicity

Checking and keeping custody of all cash receipts and making regular stock checks

Controlling expenditure and ensuring the efficient use of resources

Controlling the selection, supervision and performance of staff

Ensuring compliance with health and safety requirements

Ensuring that facilities are kept clean and in good condition

Establishing and managing budgets

Keeping abreast of new trends and developments relevant to the service provided

Planning and directing daily operations

Planning and organizing the range and mix of services or activities provided

1431 Sports, Recreation and Cultural Centre Managers

Sports, recreation and cultural centre managers plan, organize, and control the operations of establishments that provide sporting, artistic, theatrical and other recreational and amenity services.

Tasks include:

Advising on the facilities available and promoting publicity in relation to events, shows and activities

Checking and keeping custody of all cash receipts and making regular stock checks

Controlling the selection, supervision and performance of staff

Ensuring compliance with health and safety regulations

Ensuring that facilities are kept clean and in good condition

Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources

Keeping abreast of new trends and developments in the creative arts and arranging

theatrical productions and performances by bands and orchestras

Planning and directing daily operations

Planning and organizing the range and mix of entertainment, attractions, cultural activities, and sports and fitness programmes to be offered by the centre

143101 Betting Agency Manager

Organises and controls the operations of a betting agency.

Alternative Titles and Specialisations:

Racing Betting Branch Manager

Tab Manager

143102 Gaming Manager

Plan, organise, direct, control and coordinate gaming operations. Formulate gaming policies for their area of responsibility.

Alternative Titles and Specialisations:

Cashier Manager Gaming

Gaming Administration Manager

Gaming Project Manager

Gaming Promotions Manager

Race Track Operations Manager

Slots Manager

Slots Technical Manager

Tables Manager

143103 Cinema or Theatre Manager

Organises and controls the operations of a theatre or cinema.

143104 Arts / Culture Manager

Plans, organises, directs, controls, coordinates and promotes artistic and cultural policies, programs, projects and services.

Alternative Titles and Specialisations:

Art Director (Film, Television or Stage)

Art Gallery Director

Artistic Director

Arts / Culture Administrator

Arts Centre Manager

Producer Performing Arts

Production Manager Performing Arts

143105 Sports Administrator

Plans, organises, directs, controls, coordinates and promotes sport and recreational activities, and develops related policies.

Alternative Titles and Specialisations:

Sport Courses, Clinics and Programmes Managers

Sports Team Manager

143106 Amusement Centre Manager

Organises, controls and promotes the activities, facilities and resources of an amusement centre, showground or theme park.

Alternative Titles and Specialisations:

Entertainment Centre Manager

Skateboard Park Manager

Video Games Arcade Manager

Video Games Centre Manager

143107 Fitness Centre Manager

Organises, controls and promotes the activities, facilities and resources of a fitness centre. May coach, instruct and train clients.

Alternative Titles and Specialisations:

Fitness Centre Administrator

Gym Manager

Health Club Manager

Sports Club Manager

143108 Sports Centre / Facility Manager

Organises, controls and promotes the activities, facilities and resources of a sports centre.

Alternative Titles and Specialisations:

Aquatic Centre Manager

Golf Course Manager

Gymnasium Manager

Indoor Sports Centre Manager (Squash, Tennis, Ten Pin Bowling etc)

Leisure Centre Manager

Riding School Manager

Sport Stadium Manager

143109 Club Membership Manager

Organises, controls and promotes the activities of the clients membership function of a club or association.

Alternative Titles and Specialisations:

Membership Relations Manager

1439 Services Managers not Elsewhere Classified

This unit group covers managers that plan, direct and coordinate the provision of services and are not classified in sub-major group 13, production and specialised services managers or elsewhere in sub-major group 14, hospitality, retail and other services managers. For instance, managers of travel agencies, conference centres, contact centres and shopping centres are classified here.

NOTE: Excluded from this unit group are occupations that involve managing the provision of specialized professional and technical services and require specialized qualifications and experience relevant to occupations classified in Major group 2, Professionals, or Major group 3, Technicians and Associate Professionals. These managerial occupations are classified in Sub major groups 12, Administrative and Commercial Managers and 13, Production and Specialized Services Managers.

143901 **Facilities Manager** 

Organises, controls and coordinates the strategic and operational management of facilities in a public or private organisation.

Alternative Titles and Specialisations:

Campus Administrator / Supervisor

Facilities Supervisor

Garden / Park Manager

143902 **Cleaning Services Manager**

Organises and controls the operations of enterprises which provide cleaning services.

Alternative Titles and Specialisations:

Cleaning Contractor

143903 **Boarding Kennel or Cattery Manager**

Organises and controls the operations of an establishment which offers temporary boarding for dogs and cats.

143904 **Security Services Manager**

Directs an organisation's security functions, including physical security and safety of employees, facilities, and assets.

Alternative Titles and Specialisations:

Entrance Manager

Gaming Security Manager

Hospitality Security Manager

Security Risk Assessment Manager

Surveillance Investigations Manager

Surveillance Manager

143905 **Call or Contact Centre Manager**

Manages the performance of call centre workers, processes and technology against financial and non financial operational targets.

Alternative Titles and Specialisations:

Call / Contact Centre Quality Manager

Call or Contact Centre Supervisor

Contact Centre Manager: Resource Planner

Contact Centre Manager: Workforce Scheduler

Contact Centre Workforce Manager

Telesales Manager

143906 **Caravan Park and Camping Ground Manager**

Organises and controls the operations of caravan parks and camping grounds to provide accommodation and leisure services.

Alternative Titles and Specialisations:

Camping Site Manager
Holliday Park Manager

143907 **Dockmaster**

Ensures the smooth functioning of boats docking and departing a marina. Also provides special services or accommodations for those using the marina. The dockmaster is also responsible for inspecting the marina and making sure that necessary repairs get done, or that any problems are reported to the proper authorities.

143908 **Travel Accommodation Inspector**

Evaluates and grades places of accommodation for listing purposes.

143909 **Travel Agency Manager**

Organises and controls the operations of a travel agency.

2 PROFESSIONALS

Professionals increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner, or engage in any combination of these activities.

Tasks include:

Conducting analysis and research, and developing concepts, theories and operational methods, and advising on or applying existing knowledge related to physical sciences including mathematics, engineering and technology, and to life sciences including the medical and health services, as well as to social sciences and humanities

Creating and performing works of art; providing spiritual guidance; preparing scientific papers and reports

Providing various business, legal and social services

Supervision of other workers may be included

Teaching and educating handicapped persons

Teaching the theory and practice of one or more disciplines at different educational levels

21 Physical, Mathematical and Engineering Science Professionals

Physical, mathematical and engineering science professionals conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to fields such as physics, astronomy, meteorology, chemistry, geophysics, geology, mathematics, statistics, computing, architecture, engineering, and technology.

Tasks include:

Advising on, designing and directing construction of buildings, towns and traffic systems, or civil engineering and industrial structures, as well as machines and other equipment, and advising on and applying mining methods, and ensuring their optimum use

Conducting research, enlarging, advising on or applying scientific knowledge obtained through the study of structures and properties of physical matter and phenomena, chemical characteristics and processes of various substances, materials and products, and of mathematical, statistical and computing concepts and methods

Preparing scientific papers and reports. Supervision of other workers may be included

Studying and advising on technological aspects of particular materials, products and processes, and on efficiency of production and work organization

Surveying land and sea and making maps

211 Physical and Earth Science Professionals

Physical and earth science professionals conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to physics, astronomy, meteorology, chemistry, geology and geophysics.

Tasks include:

Advising on or applying this knowledge in such fields as manufacturing, agriculture, medicine, navigation, space exploration, oil, gas, water and mineral exploitation, telecommunications and other services, or civil engineering

Enlarging scientific knowledge through research and experiments related to mechanics, thermodynamics, optics, sonics, electricity, magnetism, electronics, nuclear physics, astronomy, various branches of chemistry, atmospheric conditions and the physical nature of the Earth

Preparing scientific papers and reports

2111 **Physicists and Astronomers**

Physicists and astronomers conduct research and improve or develop concepts, theories and operational methods concerning matter, space, time, energy, forces and fields and the interrelationship between these physical phenomena. They apply scientific knowledge relating to physics and astronomy in industrial, medical, military or other fields.

NOTE: This Unit group includes Medical Physicists even though they are considered to be an integral part of the health work force covered in Sub-major group 22, Health Professionals.

Tasks include:

Advising and consulting with medical practitioners and other health care professionals in optimizing the balance between the beneficial and deleterious effects of radiation
Applying principles, techniques and processes to develop or improve industrial, medical, military and other practical applications of the principles and techniques of physics or astronomy

Conducting experiments, tests and analyses on the structure and properties of matter in fields such as mechanics, thermodynamics, electronics, communications, power generation and distribution, aerodynamics, optics and lasers, remote sensing, medicine, sonics, magnetism, and nuclear physics

Conducting research and improving or developing concepts, theories, instrumentation, software and operational methods related to physics and astronomy
Developing, implementing and maintaining standards and protocols for the measurement of physical phenomena and for the use of nuclear technology in industrial and medical applications
Ensuring the accurate measurement and characterization of physical quantities used in medical applications

Ensuring the safe and effective delivery of radiation (ionising and non-ionising) to patients to achieve a diagnostic or therapeutic result as prescribed by a medical practitioner
Evaluating results of investigations and experiments and expressing conclusions, mainly using mathematical techniques and models

Observing, analysing and interpreting celestial phenomena and developing methods, numerical models and techniques to extend knowledge of fields such as navigation, satellite communication, space exploration, celestial bodies and cosmic radiation
Preparing scientific papers and reports

Testing, commissioning and evaluating equipment used in applications such as imaging, medical treatment and dosimetry

211101 **Physicist**



Studies matter, space, time, energy, forces and fields and the interrelationship between these physical phenomena to further understanding of the laws governing the behaviour of the universe, and seeks to apply these laws to solve practical problems and discover new information about the earth and the universe.

Alternative Titles and Specialisations:

Astronomer

Astrophysicist

Biophysicist

Crystallographer

Medical Physicist

Nanotechnology Engineering Technologists

Nuclear Physicist

2112 **Meteorologists**

Meteorologists prepare short-term or long-term weather forecasts used in aviation, shipping, agriculture and other areas and for the information of the general public. They conduct research related to the composition, structure and dynamics of the atmosphere.

Tasks include:

Analyzing the impact of industrial projects and human activity on the climate and quality of the air and work with the social science, engineering and economic communities to develop appropriate mitigation strategies

Conducting experiments in fog dispersal, cloud seeding, rain enhancement and other types of weather modification programs

Conducting research on and improving or developing concepts, theories and operational methods related to the composition, structure and dynamics of the atmosphere and preparing scientific papers and reports on the outcome of this research

Developing and testing mathematical computer models of weather and climate for experimental or operational use

Engaging in the design and development of new equipment and procedures for meteorological data collection, remote sensing, or for related applications

Investigating direction and speed of air movements, pressures, temperatures, humidity, physical and chemical transformation of pollutants and other phenomena such as cloud formation and precipitation, electrical disturbances or solar radiation

Participating in studies of the effect of weather on the environment

Preparing and reporting short-term or long-term weather maps, forecasts and warnings relating to atmospheric phenomena such as cyclones, storms and other hazards to life and property and disseminating information about atmospheric conditions through a variety of media including radio, television, print and the Internet

Preparing scientific papers and reports

Studying data collected from meteorological stations, radar and satellite imagery and computer model output to plot and forecast weather conditions

211201 **Meteorologist**



Studies the physics and dynamics of the atmosphere to increase understanding of weather and climate, and to forecast changes in the weather and long term climatic trends.

Alternative Titles and Specialisations:

Atmospheric Scientist

Climate Scientist

Climatologist

Hydrometeorologist

Weather Forecaster

2113 Chemists

Chemists conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to chemistry, to develop new knowledge or products and for quality and process control.

Tasks include:

Conducting experiments, tests and analyses to investigate chemical composition and energy and chemical changes in various natural or synthetic substances, materials and products
Conducting programs of sample and data collection and analysis to identify and quantify environmental toxicants

Conducting research and improving or developing concepts, instruments, theories and operational methods related to chemistry

Determining ways to strengthen or combine materials or develop new materials

Developing procedures for environmental control, quality control and various other procedures for manufacturers or users

Participating in interdisciplinary research and development projects working with chemical engineers, biologists, microbiologists, agronomists, geologists or other professionals

Preparing scientific papers and reports

Reproducing and synthesizing naturally occurring substances and creating new artificial substances

Using micro-organisms to convert substances into new compounds

211301 Chemist

Studies the chemical and physical properties of substances, and develops and monitors chemical processes and production.

Alternative Titles and Specialisations:

Analytical Chemist

Industrial Chemist

Laboratory Chemist

Manufacturing Chemist

Pharmacologist (Non-clinical)

2114 Geologists and Geophysicists

Geologists and geophysicists conduct research; improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to geology and geophysics in such fields as oil, gas and mineral exploration and extraction, water conservation, civil engineering, telecommunications and navigation, and assessment and mitigation of the effects of development and waste disposal projects on the environment.

Tasks include:

Advising in areas such as waste management, route and site selection and the restoration of contaminated sites

Applying geological knowledge to problems encountered in civil engineering projects such as the construction of dams, bridges, tunnels, and large buildings; and land reclamation projects

Charting the earth's magnetic field and applying this and other collected data for broadcasting, navigation and other purposes

Conducting research and improving or developing concepts, theories and operational methods related to geology and geophysics

Estimating weight, size and mass of the earth and composition and structure of its interior, and studying the nature, activity and predictability of volcanoes, glaciers and earthquakes

Identifying deposits of construction materials and determining their characteristics and suitability for use as concrete aggregates, road fill or for other applications

Interpreting research data and preparing geological reports, maps, charts and diagrams, reports and papers

Locating and determining the nature and extent of oil, gas and mineral deposits using seismological, gravimetric, magnetic, electrical or radiometric methods

Researching the movement, distribution and physical properties of ground and surface waters

Studying and measuring physical properties of seas and the atmosphere and their inter-relationship, such as the exchange of thermal energy

Studying composition and structure of the earth's crust, examining rocks, minerals, fossils and other materials, to determine processes affecting the development of the Earth, trace evolution of past life, establish nature and chronology of geological formations and assess their commercial applications

Using various remote sensing programs to investigate and measure seismic, gravitational, electrical, thermal, and magnetic forces affecting the earth

211401 **Geologist**



Studies the composition, structure and other physical attributes of the earth to increase scientific knowledge and to develop practical applications in fields such as mineral exploration, civil engineering, environmental protection and rehabilitation of land after mining.

Alternative Titles and Specialisations:

Engineering Geologist

Environmental Geologist

Exploration Geologist

Field Geologist

Geochemist

Geological Auditor

Geological Oceanographer

Geological Planner

Geomorphologist

Geoscientist

Hydrogeologist

Marine Geologist

Mine Geologist

Palaeontologist

Petrologist

Structural Geologist

Volcanologist



Studies the composition, structure and other physical attributes of the earth, locates minerals, petroleum or ground water, and detects, monitors and forecasts seismic, magnetic, electrical, thermal and oceanographic activity.

Alternative Titles and Specialisations:

Geophysical Scientist

Hydrologist

Marine Scientist

Physical Oceanographer

Seismologist

211403 **Materials Scientist**

Studies the properties and uses of non-metallic materials and advises on the technical aspects of their manufacture and processing.

Alternative Titles and Specialisations:

Ceramics Scientist

Fibre Technologist

Polymer Scientist

211404 **Gemologist**

Examines, identifies and grades stones and gems, such as diamonds, emeralds, rubies, topaz, and jade.

Alternative Titles and Specialisations:

Diamond Gemologist

211405 **Mineralogist**

Studies the chemistry, crystal structure, and physical (including optical) properties of minerals.

212 **Mathematicians, Actuaries and Statisticians**

Mathematicians, actuaries and statisticians conduct research, improve or develop mathematical, actuarial and statistical concepts, theories and operational models and techniques and apply this knowledge to a wide range of tasks in such fields as engineering, business and social and other sciences.

Tasks include:

Advising on or applying mathematical principles, models and techniques to a wide range of tasks in the fields of engineering, natural, social or life sciences

Advising on or applying various data collection methods and statistical methods and techniques, and determining reliability of findings, especially in such fields as business or medicine as well as in other areas of natural, social or life sciences

Applying mathematics, statistics, probability and risk theory to assess potential financial impacts of future events

Conducting logical analyzes of management problems, especially in terms of input-output effectiveness, and formulating mathematical models of each problem usually for programming and solution by computer

Designing and putting into operation pension schemes and life, health, social and other types of insurance systems

Evaluating, processing, analyzing, and interpreting statistical data and preparing them for publication

Planning and organizing surveys and other statistical collections, and designing questionnaires

Preparing scientific papers and reports; supervising the work of mathematical, actuarial and statistical assistants and statistical clerks

Studying, improving and developing mathematical, actuarial and statistical theories and techniques

Supervising the work of mathematical, actuarial and statistical assistants and statistical clerks

2121 **Mathematicians, Actuaries and Statisticians**

Mathematicians, actuaries and statisticians conduct research and improve or develop mathematical, actuarial and statistical concepts, theories and operational methods and techniques and advise on or engage in their practical application in such fields as engineering, business and social and other sciences.

Tasks include:

Advising on or applying mathematical principles, models and techniques to a wide range of tasks in the fields of engineering, natural, social or life sciences

Advising on or applying various data collection methods and statistical methods and techniques, and determining reliability of findings, especially in such fields as business or medicine as well as in other areas of natural, social or life sciences

Applying mathematics, statistics, probability and risk theory to assess potential financial impacts of future events

Conducting logical analyzes of management problems, especially in terms of input-output effectiveness, and formulating mathematical models of each problem usually for programming and solution by computer

Designing and putting into operation pension schemes and life, health, social and other types of insurance systems

Evaluating, processing, analyzing, and interpreting statistical data and preparing them for publication

Planning and organizing surveys and other statistical collections, and designing questionnaires

Preparing scientific papers and reports; supervising the work of mathematical, actuarial and statistical assistants and statistical clerks

Studying, improving and developing mathematical, actuarial and statistical theories and techniques

Supervising the work of mathematical, actuarial and statistical assistants and statistical clerks

212101 **Actuary**

Analyses mathematical, statistical, demographic, financial or economic data to predict and assess the long-term risk involved in financial decisions and planning.

Alternative Titles and Specialisations:

Actuary Manager

Average Adjuster

212102 **Mathematician**

Develops and applies mathematical principles and techniques to solve problems in all areas of the sciences, engineering, technology, social sciences, business, industry or commerce.

Alternative Titles and Specialisations:

Operations Research Analyst

212103 **Statistician**

Designs and applies statistical principles and techniques for collecting, organising and interpreting quantifiable data, and uses statistical methodologies to produce statistical reports and analyses for government, commercial and other purposes.

Alternative Titles and Specialisations:

Biometrician
Demographer
Demographic Analyst
Epidemiologist
Geostatistician
Population Analyst
Reporting Analyst
Statistical Analyst
Statistical GIS Specialist
Statistical Methodologist
Statistical Modeller

213 Life Science Professionals

Life science professionals apply knowledge gained from research into human, animal and plant life and their interactions with each other and the environment to develop new knowledge, improve agricultural and forestry production, and solve human health and environmental problems.

Tasks include:

Collecting, analyzing and evaluating experimental and field data to identify and develop new processes and techniques

Providing advice and support to governments, organizations and businesses about ecological sustainable development of natural resources

2131 Biologists, Botanists, Zoologists and Related Professionals

Biologists, botanists, zoologists and related professionals study living organisms and their interactions with each other and with the environment, and apply this knowledge to solve human health and environmental problems. They work in diverse fields such as botany, zoology, ecology, marine biology, genetics, immunology, pharmacology, toxicology, physiology, bacteriology and virology.

Tasks include:

Designing and carrying out environmental impact assessments to identify changes caused by natural or human factors

Designing and conducting experiments and tests

Examining living organisms using a variety of specialised equipment, instruments, technologies and techniques such as electron microscopes, telemetry, global positioning systems, biotechnology, satellite imaging, genetic engineering, digital imaging analysis, polymerase chain reaction and computer modelling

Gathering human, animal, insect and plant specimens and data, and studying their origin, development, chemical and physical form, structure, composition, and life and reproductive processes

Identifying, classifying, recording and monitoring living organisms and maintaining databases

Providing advice to governments, organizations and businesses in areas such as conservation, management of natural resources, the effects of climate change and pollution

Undertaking research in laboratories and in the field to increase scientific knowledge of living organisms; to discover new information; to test hypotheses; to solve problems in areas such as the environment, agriculture and health; and to develop new products, processes and techniques for pharmaceutical, agricultural and environmental use

Writing scientific papers and reports detailing research and any new findings which are then made available to the scientific community in scientific journals or at conferences for scrutiny and further debate

213101 Animal Behaviourist

Studies animal behaviour and trains or advises on the training of animals with behaviour disorders.

213102 Biologist (General)

Studies the origin, anatomy, physiology, reproduction and behaviour of living organisms and the ways in which they interact with the environment in which they live.

Alternative Titles and Specialisations:

Life Scientist (General)

Phytotomist

213103 Anatomist or Physiologist

Studies the anatomy and physiology of humans.

Alternative Titles and Specialisations:

Embryologist

Neuroanatomist

Physiologist

Sports Physiologist

213104 Biochemist

Studies the biochemistry of living organisms and the molecular structure and function of related components.

Alternative Titles and Specialisations:

Biological Chemist

Enzyme Chemist

Protein Chemist

Toxic Advisor

Toxicologist

213105 Biotechnologist

Studies the anatomy, physiology and characteristics of living organisms and isolated biological molecules, and develops new materials for applying to a range of purposes.

Alternative Titles and Specialisations:

Biodiversity Researcher

Bioinformatician

Bioprocess Engineer

Cell Geneticist

Crop Research Scientist

Cytotechnologist

DNA Sequencer

Fruit Research Scientist

Genomic Investigator

Molecular Biologist

Molecular Geneticist

Plant Molecular Biologist

213106 Botanist

Studies the anatomy, physiology, biochemistry and ecology of plants.

Alternative Titles and Specialisations:

Mycologist

Plant Environmental Biologist

Plant Morphologist



Plant Taxonomist

213107 Marine Biologist

Studies the anatomy, physiology, functions, characteristics, behaviour and environments of all forms of life living in the sea and connected water bodies.

Alternative Titles and Specialisations:

Aquatic Biologist

Fisheries Analyst

Fisheries Biologist

Fisheries Researcher

Fisheries Scientist

213108 Microbiologist

Studies microscopic forms of life such as bacteria, viruses and protozoa.

Alternative Titles and Specialisations:

Bacteriologist

Clinical Evaluation Advisor

Microbiology Researcher

Viral Serologist

Virologist

213109 Zoologist

Studies the anatomy, physiology, characteristics, ecology, behaviour and environments of animals.

Alternative Titles and Specialisations:

Animal Physiologist

Animal Scientist

Apicultural Scientist

Entomologist

Mammologist

Nematologist

Ornithologist

Osteologist

Parasitologist

213110 Medical Scientist

Conducts medical laboratory tests to assist in the diagnosis, treatment and prevention of disease.

Alternative Titles and Specialisations:

Biomedical Technologist

Clinical Biochemist

Clinical Research Associate

Cytologist

Haematologist (Medical Research)

Histologist

Immunologist (Medical Research)

Medical Laboratory Scientist

Medical Researcher

Medical Scientific Officer

Medical Technologist

Microbiologist (Medical Research)

Pharmacologist (Clinical Research)

Public Health Scientist

Transfusion Scientist

2132 Farming, Forestry and Fisheries Advisers

Farming, forestry and fisheries advisers study and provide assistance and advice on farm, forestry and fisheries management, including cultivation, fertilisation, harvesting, soil erosion and composition, disease prevention, nutrition, crop rotation and marketing. They develop techniques for increasing productivity, and study and develop plans and policies for land and fisheries management.

Tasks include:

Advising on livestock and crop disease, control of pests and weeds, soil improvement, animal husbandry and feeding programs

Advising on techniques for improving the production of crops, livestock and fish, and alternative production options

Collecting and analysing data and samples related to produce, feed, soil, water quality and other factors affecting farm, forest or fishery production

Developing procedures and techniques for solving agricultural problems and improving the efficiency of production

Investigating, planning and implementing management procedures to cope with the effects of fires, floods, droughts, soil erosion, pests and diseases

Managing forest and fisheries resources to maximize their long-term commercial, recreational and environmental benefits

Preparing scientific reports and conducting advisory information sessions and lectures for farming, forestry and fishing communities and other groups

Researching into characteristics, use capability and productivity of soils and applying findings to development of improved agricultural, horticultural and forestry practices

Studying fish migration, growth, feeding and spawning and devising methods of collecting, fertilizing, incubating and hatching fish eggs

Studying the effects of cultivation techniques, soils, insects, diseases and fisheries practices on animal, crop, forestry and fisheries yield

Studying the environmental factors affecting commercial crop production, pasture growth, animal breeding, fish stocks and the growth and health of forest trees

Studying the propagation and culture of forest trees, methods for improving the growth of stock, and the effects of thinning on forest yields

213201 Agriculture Consultant



Advises farmers, agricultural businesses, rural industries and government on the production, processing and distribution of farm products.

Alternative Titles and Specialisations:

Agriculture Advisor

Agriculture Economic Advisor

Agriculture Extension Officer

Agriculture Field Officer

Agriculture Mentor

Animal Husbandry Consultant / Advisor

Farm Consultant / Advisor

Farm Economic Techniques Advisor

Field Husbandry Consultant / Advisor

Floriculture Consultant / Advisor

Horticulture Consultant / Advisor

Landcare Officer

Orchard Consultant
Pasture Consultant
Vegetable Consultant

213202 **Agricultural Scientist**



Studies commercial plants, animals and cultivation techniques to enhance the productivity of farms and agricultural industries.

Alternative Titles and Specialisations:

Agricultural Immunologist
Agronomist
Agrostologist
Animal Husbandry Scientist
Animal Nutritionist
Companion Animal Nutritionist
Farming Scientist
Plant / Seed Breeder
Plant Biologist / Ecologist / Toxicologist
Plant Pathologist
Plant Pathology Manager
Plant Physiologist
Plant Production Scientist
Pomologist
Quarantine Scientist
Seed Analyst
Seed Product Developer
Seed Production Agronomist
Seed Production Horticulturist
Soil and Plant Scientists



213203 **Forest Scientist**

Studies, develops and manages forest areas to increase forest productivity, maintain commercial and recreational uses, conserve flora and fauna, and protect against fire, pests and diseases.

Alternative Titles and Specialisations:

Forest Pathologist
Forest Ranger
Forestry Advisor
Forestry Consultant
Forestry Extension Officer
Forestry Fire Specialist
Forestry Researcher
Silviculturist
Wood Scientist
Wood Technologist

213204 **Wine Maker**

Plans, supervises and coordinates the production of wine or spirits from selected varieties of grapes.

Alternative Titles and Specialisations:

Oenologist
Wine Blender

213205 **Food and Beverage Scientist**

Studies the physical and chemical properties of food and beverages and develops new and improved food and beverage products, and sets standards for producing, packaging and marketing food and beverages.

Alternative Titles and Specialisations:

Food and Drink Technologist
Food Chemist / Engineer
Food Quality Consultant
Food Safety Standards Auditor
Food Safety Standards Manager
Food Sanitation and Safety Inspector
Food Technologist
Food Technology Advisor
Milling Nutritionist
Protein Development Technologist

2133 Environmental Protection Professionals

Environmental protection professionals study and assess the effects on the environment of human activity such as air, water and noise pollution, soil contamination, climate change, toxic waste and depletion and degradation of natural resources. They develop plans and solutions to protect, conserve, restore, minimize and prevent further damage to the environment.

Tasks include:

Assessing an organization's compliance with government and internal environmental regulations and guidelines, identifying violations and determining appropriate remedial action

Assessing the likely impact that potential or proposed activities, projects and developments may have on the environment, and recommending whether such developments should proceed

Conducting audits to evaluate environmental impact of existing activities, processes, wastes, noises and substances

Conducting research, performing tests, collecting samples, performing field and laboratory analysis to identify sources of environmental problems and recommending ways to prevent, control and remediate the impact of environmental problems

Developing and coordinating the implementation of environmental management systems to enable organizations to identify, monitor and control the impact of their activities, products and services on the environment

Developing conservation plans

Providing technical advice and support services to organizations on how best to deal with environmental problems in order to reduce environmental damage and minimize financial loss









213301 Conservation Scientist

Develops and implements programs and regulations for the protection of fish, wildlife and other natural resources.

Alternative Titles and Specialisations:

Animal Ecologist
Conservancy Advisory Scientist
Conservation Officer
Ecological Researcher
Ecologist
Fish and Games Officer
Fisheries Advisor
Forestry Conservationist
Soil Conservationist
Species Protection Officer



	Water Conservation Scientist	
213302	Environmental Scientist	
	Studies and develops policies and plans for the control of factors which may produce pollution, imbalance or degradation of the environment.	
	<u>Alternative Titles and Specialisations:</u>	
	Climate Change Analyst	
	Environmental Advisor	
	Environmental Auditor	
	Environmental Consultant	
	Environmental Officer	
	Environmental Research Scientist	
	Environmental Waste Officer	
	Environmentalist	
213304	Earth and Soil Scientist	
	Analyses the composition, structure and other physical attributes of soil.	
	<u>Alternative Titles and Specialisations:</u>	
	Land Degradation Analyst	
	Landcare Facilitator	
	Pedologist	
	Scientific Soil Tester	
	Soil Advisor	
	Soil Fertility Expert	
	Soil Physicist	
	Soil Technologist	
213305	Air Pollution Analyst	
	Analyses and develops policies and plans for the control of factors which may produce air pollution.	
	<u>Alternative Titles and Specialisations:</u>	
	Air Quality Technician	
213306	Water Quality Analyst	
	Analyses and develops policies and plans for the control of factors which may produce water pollution.	
	<u>Alternative Titles and Specialisations:</u>	
	Hydrographical Technical Officer	
	Hydrological Technical Officer	
	Waste Water Treatment Officer / Technician	
	Water Quality Technician	
213307	Park Ranger	
	Controls state or national parks, scenic areas, historic sites, nature reserves, recreation areas and conservation reserves in accordance with authorised policies and priorities.	
	<u>Alternative Titles and Specialisations:</u>	
	Beach and Estuary Warden	
	Fish Warden	
	Game / Park Warden	
	Wildlife Conservationist	
	Wildlife Officer / Warden	
213308	Brownfield Redevelopment Specialist	
	Plans and develops strategies for the sustainable regeneration of Brownfield sites and directs cleanup and redevelopment of contaminated properties for reuse.	

214 Engineering Professionals (Excluding Electrotechnology)

Engineering professionals (excluding electrotechnology) design, plan and organize the testing, construction, installation and maintenance of structures, machines and their components, and production systems and plants, and plan production schedules and work procedures to ensure engineering projects are undertaken safely, efficiently and in a cost effective manner.

Tasks include:

Estimating total costs and preparing detailed cost plans and estimates as tools for budgetary control

Organising and managing project labour and the delivery of materials, plant and equipment

Planning and designing chemical process systems, civil engineering projects, mechanical equipment and systems, mining and drilling operations, and other engineering projects
Resolving design and operational problems in the various fields of engineering through the application of engineering technology

Specifying and interpreting drawings and plans, and determining construction methods
Supervising the construction of structures, water and gas supply and transportation systems, and the manufacture, installation, operation and maintenance of equipment, machines and plant

2141 Industrial and Production Engineers

Investigates and reviews the utilisation of personnel, facilities, equipment and materials, current operational processes and established practices, to recommend improvement in the efficiency of operations in a variety of commercial and industrial environments.

Tasks include:

Advising management on new production methods, techniques and equipment

Analysing workforce utilisation, facility layout, operational data and production schedules and costs to determine optimum worker and equipment efficiencies

Developing specifications for manufacture, and determining materials, equipment, piping, material flows, capacities and layout of plant and systems

Directing the maintenance of plant buildings and equipment, and coordinating the requirements for new designs, surveys and maintenance schedules

Establishing standards and policies for installation, modification, quality control, testing, inspection and maintenance according to engineering principles and safety regulations
Establishing work measurement programs and analysing work samples to develop standards for labour utilisation

Inspecting plant to improve and maintain performance

Liaising with materials buying, storing and controlling departments to ensure a steady flow of supplies

Organising and managing project labour and the delivery of materials, plant and equipment

Studying functional statements, organizational charts and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication



Investigates and reviews the utilisation of personnel, facilities, equipment and materials, current operational processes and established practices, to recommend improvement in the efficiency of operations in a variety of commercial, industrial and production environments.

Alternative Titles and Specialisations:

Produce Process Engineer
Automation and Control Engineer
Enterprise Resource Management Engineer
Health and Safety Engineer
Industrial Efficiency Engineer
Manufacturing Logistics Engineer
Manufacturing Technology Engineer
Operations Research Engineer
Plant Engineer
Process Design Engineer
Process Engineer
Quality Management Engineer
Safety Engineer
Supply Chain Management Engineer
Value Engineering



214102 **Industrial Engineering Technologist**



Analyses and modifies new and existing industrial engineering technologies and applies them in the testing and implementation of industrial engineering projects.

Alternative Titles and Specialisations:

Produce Process Technologist
Fabrication Technologist
Manufacturing Logistics Technologist
Manufacturing Technologist
Operations Research Technologist
Process Design Technologist
Process Technologist
Quality Management Technologist
Safety Engineering Technologist
Supply Chain Technologist
Value Engineering Technologist

214103 **Production Engineer**



Devises methods to improve extraction and production and determines the need for new or modified tool designs.

Alternative Titles and Specialisations:

Fabrication Engineer
Robotics and Production Automation Engineer

214104 **Production Engineering Technologist**



Analyses and modifies new and existing production technologies and applies them in the testing and implementation of production processes..

Alternative Titles and Specialisations:

Automation and Control Technologist
Clothing Production Technologist
Footwear Production Technologist
Industrial Machinery Technologist

Leather Production Technologist
Robotics and Production Automation Technologist
Rubber Production Technologist
Textile Production Technologist

2142 Civil Engineers

Civil engineers conduct research, advise on, design, and direct construction; manage the operation and maintenance of civil engineering structures; or study and advise on technological aspects of particular materials.

Tasks include:

Advising on and designing structures such as bridges, dams, docks, roads, airports, railways, canals, pipelines, waste-disposal and flood-control systems, and industrial and other large buildings

Analyzing the behaviour of soil and rock when placed under pressure by proposed structures and designing structural foundations

Analyzing the stability of structures and testing the behaviour and durability of materials used in their construction

Conducting research and developing new or improved theories and methods related to civil engineering

Determining and specifying construction methods, materials and quality standards, and directing construction work

Establishing control systems to ensure efficient functioning of structures as well as safety and environmental protection

Organising and directing maintenance and repair of existing civil engineering structures

214201 Civil Engineer



Plans, designs, organises and oversees the construction and operation of civil engineering projects such as structural, transportation or hydraulic engineering systems.

Alternative Titles and Specialisations:

Biosystems Engineer

Construction Engineer

Forest Engineer

Geotechnical Engineer

GIS and Landuse Management Engineer

Hydraulics Engineer

Site Design Engineer

Structural Engineer

Transport Engineer

Transportation and Urban Planning Engineer

Water and Wastewater Engineer

214202 Civil Engineering Technologist



Analyses and modifies new and existing engineering technologies and applies them in the testing and implementation of civil, mechanical, electrical or electronic engineering projects.

Alternative Titles and Specialisations:

Biosystems Technologist

Concrete Technologist

Construction Technologist

Environmental Technologist

Geotechnics Technologist

GIS and Landuse Technologist

Hydraulics Technologist

Structural Technologist
Transportation and Urban Planner Technologist
Water and Wastewater Technologist

2143 Environmental Engineers

Environmental engineers conduct research, advise on, design and direct implementation of solutions to prevent control or remedy negative impacts of human activity on the environment utilizing a variety of engineering disciplines. They conduct environmental assessments of construction and civil engineering projects and apply engineering principles to pollution control, recycling and waste disposal.

Tasks include:

Advising corporations and government agencies of procedures to follow in cleaning up contaminated sites to protect people and the environment

Collaborating with environmental scientists, planners, hazardous waste technicians, engineers from other disciplines, and specialists in law and business to address environmental problems

Conducting research, assessing and reporting on the environmental impact of existing and proposed construction, civil engineering and other activities

Designing and overseeing the development of systems, processes and equipment for control, management, or remediation of water, air, or soil quality

Inspecting industrial and municipal facilities and programs to evaluate operational effectiveness and ensure compliance with environmental regulations

Monitoring progress of environmental improvement programs

Obtaining, updating, and maintaining plans, permits, and standard operating procedures

Providing engineering and technical support for environmental remediation and litigation projects, including remediation system design and determination of regulatory applicability
Providing environmental engineering assistance in network analysis, regulatory analysis, and planning or reviewing database development

214301 Environmental Engineer



Conducts research, advise on, design and direct implementation of solutions to prevent control or remedy negative impacts of human activity on the environment and conducts environmental assessments of construction and civil engineering projects and apply engineering principles to pollution control, recycling and waste disposal.

Alternative Titles and Specialisations:

Air Pollution Control Engineer

Water Resource Specialists



214302 Environmental Impact and Restoration Analyst



Analyses and modifies new and existing environmental engineering technologies and applies them in the prevention, control, and remediation of environmental problems, including waste treatment and site remediation.

Alternative Titles and Specialisations:

Environmental Remediation Specialist

Environmental Restoration Planner

Industrial Ecologist



2144 Mechanical Engineers

Mechanical engineers conduct research; advise on, design, and direct production of machines, aircraft, ships, machinery and industrial plant, equipment and systems; advise on and direct their functioning, maintenance and repair; or study and advise on mechanical aspects of particular materials, products or processes.

Tasks include:

Advising on and designing airframes, undercarriages and other equipment for aircraft as well as suspension systems, brakes, vehicle bodies and other components of road vehicles; Advising on and designing machinery and tools for manufacturing, mining, construction, agricultural, and other industrial purposes

Advising on and designing non-electrical parts of apparatus or products such as word processors, computers, precision instruments, cameras and projectors
advising on and designing steam, internal combustion and other non-electric motors and engines used for propulsion of railway locomotives, road vehicles or aircraft, or for driving industrial or other machinery

Advising on and designing: hulls, superstructures and propulsion systems of ships; mechanical plant and equipment for the release, control and utilisation of energy; heating, ventilation and refrigeration systems, steering gear, pumps, and other mechanical equipment

Ensuring that equipment, operation and maintenance comply with design specifications and safety standards

Establishing control standards and procedures to ensure efficient functioning and safety of machines, machinery, tools, motors, engines, industrial plant, equipment, or systems;

214401 **Mechanical Engineer**



Plans, designs, organises and oversees the assembly, erection, operation and maintenance of mechanical and process plant and installations.

Alternative Titles and Specialisations:

Air-conditioning, Heating and Ventilation (including fire) Engineer

Automotive Engineer

Diesel Engineer

Fluid Mechanics Engineer

Forensic Engineer

Fuel Cell Engineer

Heating and Ventilation Engineer

Industrial Machinery Engineer

Machine Design and Development Engineer

Maintenance Management Engineer

Mechanical Engineer (Mines)

Mechatronics Engineer

Piping Engineer

Pressurised Vessels Engineer

Rotational Plant Engineer

Structural Steel Engineer

Thermodynamics Engineer

Transportation Systems Engineer

214402 **Mechanical Engineering Technologist**



Analyses and modifies new and existing mechanical engineering technologies and applies them in the testing and implementation of mechanical engineering projects.

Alternative Titles and Specialisations:

Air-conditioning, Heating and Ventilation (including fire) Technologist

Automotive Technologist

Clinical Technologist

Fluid Mechanics Technologist

Forensic Technologist

Maintenance Technologist

Mechatronics Engineering Technologist

Piping Technologist

Pressurised Vessels Technologist

Rotational Plant Technologist

Structural Steel Technologist

Thermodynamics Technologist

Transportation Systems Technologist

214403 **Aeronautical Engineer**



Performs and supervises engineering work concerned with the design, development, manufacture, maintenance and modification of aircraft for flight.

Alternative Titles and Specialisations:

Aerodynamics Engineer

Aerospace Engineer

Aircraft Control Systems Engineer

Aircraft Designer

Aircraft Electrical Engineer

Aircraft Electronics Engineer

Aircraft Mechanical Engineer

Aircraft Production Engineer

Aircraft Safety Engineer

Avionics Engineer

Avionics Systems Engineer

Flight Test Engineer

Flight Test Pilot

Propulsion Engineer

214404 **Aeronautical Engineering Technologist**

Analyses and modifies new and existing engineering technologies relating to the design and construction of aircraft for flight.

Alternative Titles and Specialisations:

Aerodynamics Engineering Technologist

Aeronautical Technologist

Aerospace Engineering Technologist

Aircraft Control Systems Engineering Technologist

Aircraft Electrical Engineering Technologist

Aircraft Electronics Engineering Technologist

Aircraft Mechanical Engineering Technologist

Aircraft Production Engineering Technologist

Aircraft Safety Engineering Technologist

Avionics Engineering Technologist

Avionics Systems Engineering Technologist

Flight Test Engineering Technologist

Propulsion Engineering Technologist

214405 **Marine Engineer**

Designs, constructs and repairs ships, boats, other marine vessels and offshore structures, both civil and military.

Alternative Titles and Specialisations:

Marine Architect

Marine Designer

Naval Architect

214406 Marine Engineering Technologist

Analyses and modifies new and existing engineering technologies relating to the design and construction of ships, boats, other marine vessels and offshore structures, both civil and military.

214407 Armament Engineer (Defence Industry)

Plans, designs, organises and oversees the airworthiness, operational readiness, availability, maintenance, reliability and integrity of defence force's technical equipment.

Alternative Titles and Specialisations:

Instrument Engineer (Defence Industry)

214408 Armament Engineering Technologist (Defence Industry)

Analyses and modifies new and existing engineering technologies relating to the design and construction of defence force's technical equipment.

Alternative Titles and Specialisations:

Instrument Engineering Technologist (Defence Industry)

2145 Chemical Engineers

Chemical engineers conduct research and develop, advise on and direct commercial-scale chemical processes and production of various substances and items such as crude oil, petroleum derivatives, food and drink products, medicines, or synthetic materials. They direct maintenance and repair of chemical plant and equipment and study and advise on chemical aspects of particular materials, products or processes.

Tasks include:

Conducting research and advising on, and developing commercial-scale chemical processes to refine crude oil and other liquids or gases, and to produce substances and items such as petroleum derivatives, explosives, food and drink products, medicines, or synthetic materials

Designing chemical plant equipment and devising processes for manufacturing chemicals and products

Developing safety procedures to be employed

Establishing control standards and procedures to ensure safety and efficiency of chemical production operations and safety of workers operating equipment or working in close proximity to on-going chemical reactions

Performing laboratory studies of steps in manufacture of new products and testing proposed process in small scale operation such as a pilot plant

Performing tests throughout stages of production to determine degree of control over variables, including temperature, density, specific gravity, and pressure

Preparing estimates of production costs and production progress reports for management
Specifying chemical production methods, materials and quality standards and ensuring that they conform to specifications

214501 Chemical Engineer



Designs and prepares specifications for chemical process systems and the construction and operation of commercial-scale chemical plants, and supervises industrial processing, fabrication and manufacturing of products undergoing physical and chemical changes and related technologies.

Alternative Titles and Specialisations:

Biochemical Engineer
Bioengineer
Catalytic Processing Engineer
Cosmetics Engineer
Crude Oil, Coal and Petrochemicals Engineer
Fluid Dynamics Engineer
Food Processing Engineer
Glass and Ceramics Technologist
Heat Transfer Engineer
Hydrometallurgical Engineer
Pharmaceutical Engineer

214502 **Chemical Engineering Technologist**



Analyses and modifies new and existing chemical engineering technologies and applies them in the testing and implementation of chemical engineering projects.

Alternative Titles and Specialisations:

Biochemical Technologist
Bioengineering Technologist
Catalytic Processing Technologist
Coal Technologist
Cosmetics Technologist
Crude Oil Technologist
Environmental (Water, Air, Soil) Technologist
Fluid Dynamics Technologist
Food Processing Technologist
Fuel Technologist
Hydrometallurgical Technologist
Petrochemicals Technologist
Pharmaceutical Technologist
Plastics Technologist
Process Plants Design and Erection Technologist
Refinery Process Engineer

214503 **Explosives and Dangerous Goods Inspector**

Inspects and examines premises, vehicle, vessel or aircraft where suspect explosives or dangerous goods may be found.

Alternative Titles and Specialisations:

Gas Examiner

2146 **Mining Engineers, Metallurgists and Related Professionals**

Mining engineers, metallurgists and related professionals conduct research on and , design and develop and maintain commercial-scale methods of extracting metals from their ores, or minerals, water, oil or gas from the earth and of developing new alloys, ceramic and other materials, or study and advise on mining or metallurgical aspects of particular materials, products or processes.

Tasks include:

Conducting research, developing methods of extracting metals from their ores and advising on their application

Determining drilling site and devising methods of controlling the flow of water, oil or gas from wells

Determining most suitable methods of efficient mining and extraction, types of machinery to be used, planning layout and directing construction of shafts and tunnels

Determining the location and planning the extraction of coal, metallic ores, non-metallic minerals, and building materials, such as stone and gravel

Establishing safety standards and procedures and first-aid facilities, especially underground
Examining deposits or mines to evaluate profitability

Investigating properties of metals and alloys, developing new alloys and advising on and supervising technical aspects of metal and alloy manufacture and processing

Maintaining technical liaison and consultancy with other relevant specialists such as geologists and geophysicists

Planning and directing storage, initial treatment and transportation of water, oil or gas

214601 **Mining Engineer** 

Plans and directs the engineering aspects of locating and extracting minerals (excluding Petroleum) from the earth.

Alternative Titles and Specialisations:

Colliery Engineer

Marine Mining Engineer

Metalliferous Mining Engineer

Mine Ventilation Engineer

Open Cast Mining (including diamonds) Engineer

Rock Engineer

Surface Mining (including quarrying) Engineer

Underground Coal Mining Engineer

214602 **Mining Engineering Technologist** 

Analyses and modifies new and existing engineering technologies relating to the location and extraction of minerals from the earth.

Alternative Titles and Specialisations:

Colliery Technologist

Marine Mining Technologist

Metalliferous Technologist

Mine Ventilation Technologist

Open Cast Mining (including diamonds) Technologist

Rock Technologist

Surface Mining (including quarrying) Technologist

Underground Coal Mining Technologist

214603 **Metallurgical Engineer** 

Plans, designs, organises and oversees the quality, process capability, production and commercial application of metals in products and related technologies.

Alternative Titles and Specialisations:

Alloy Design Engineer

Corrosion Engineer

Electrometallurgical Engineer

Extraction Engineer

Extraction Metallurgical Engineer

Flotation Metallurgical Engineer

Mining Process Engineer
Ore Processing Engineer
Physical Metallurgical Engineer
Pyro Metallurgical Engineer
Welding Engineer

214604 **Metallurgical Engineering Technologist**



Analyses and modifies new and existing metallurgical engineering technologies and applies them in the testing and implementation of metallurgical engineering projects.

Alternative Titles and Specialisations:

Alloy Design Technologist
Corrosion Technologist
Electrometallurgical Technologist
Extraction Metallurgical Technologist
Extraction Technologist
Flotation Metallurgical Technologist
Ore Processing Technologist
Physical Metallurgical Technologist
Pyro Metallurgical Technologist
Welding Technologist

214605 **Metallurgist**



Researches, develops, controls and provides advice on processes used in extracting metals from their ores, and processes used for casting, alloying, heat treating or welding refined metals, alloys and other materials to produce commercial metal products or develop new alloys and processes.

Alternative Titles and Specialisations:

Assayer
Extractive Metallurgist
Industrial Metallurgist
Metallographer
Metals Scientist
Physical Metallurgist
Radiological Metallurgist

214607 **Petroleum Engineer**



Plans and directs the engineering aspects of locating and extracting petroleum or natural gas from the earth.

Alternative Titles and Specialisations:

Biofuels Engineer
Biofuels/Biodiesel Technology and Product Development Managers
Gas Engineer
Mud Engineer
Natural Gas Engineer
Oil Refinery Engineer
Petroleum Engineering Technologist
Petrophysical Engineer



2149 **Engineering Professionals not Elsewhere Classified**

This unit group covers engineering professionals not classified elsewhere in minor group 214, or in minor group 215. For instance, the group includes those who conduct research, advise on or develop engineering procedures and solutions concerning workplace safety, biomedical engineering, optics, materials, nuclear power generation and explosives.

Tasks include:

Applying knowledge of engineering to the design, development, and evaluation of biological and health systems and products, such as artificial organs, prostheses, and instrumentation

Assessing damage and providing calculations for marine salvage operations

Designing and developing nuclear equipment such as reactor cores, radiation shielding, and associated instrumentation and control mechanisms

Designing and overseeing construction and operation of nuclear reactors and power plants and nuclear fuels reprocessing and reclamation systems

Designing components of optical instruments such as lenses, microscopes, telescopes, lasers, optical disc systems and other equipment that utilize the properties of light
Designing devices used in various medical procedures, imaging systems such as magnetic resonance imaging and devices for automating insulin injections or controlling body functions

Designing, testing, and coordinating the development of explosive ordnance material to meet military procurement specifications

Identifying potential hazards and introducing safety procedures and devices

Studying and advising on engineering aspects of particular manufacturing processes, such as those related to glass, ceramics, textiles, leather products, wood, and printing

214901 Biomedical Engineer

Combines biology, engineering and medicine to help solve medical and scientific health problems.

Alternative Titles and Specialisations:

Clinical Engineer

214902 Explosive Ordnance Engineer

Designs, tests, and coordinates development of explosive ordnance material.

214903 Marine Salvage Engineer

Plans, designs, organises and oversees the process of recovering a ship, its cargo, or other property after a shipwreck.

214904 Quantity Surveyor

Estimates and monitors construction costs from the feasibility stage, through tender preparation, to the construction period and beyond.

Alternative Titles and Specialisations:

Building Economist

Construction Economist

Electrical Specifications Writer

Plumbing Estimator

214905 Agricultural Engineer

Performs and supervises engineering work related to the use and development of agricultural land, buildings, machines and equipment.

Alternative Titles and Specialisations:

Agricultural Product Processing Engineer

Agricultural Structures and Facilities Engineer

Aqua Culture Engineer

Crop Production Mechanisation Engineer

Irrigation Engineer



Natural Resources Engineer

214906 **Agricultural Engineering Technologist**



Analyses and modifies new and existing engineering technologies relating to the use and development of agricultural land, buildings, machines and equipment.

Alternative Titles and Specialisations:

Agricultural Product Processing Engineering Technologist
Agricultural Structures and Facilities Engineering Technologist
Aqua Culture Engineering Technologist
Crop Production Mechanisation Engineering Technologist
Irrigation Engineering Technologist
Natural Resources Engineering Technologist

214907 **Materials Engineer**



Plans and directs the engineering and commercial application of materials, manufacturing processes, products and related technologies.

Alternative Titles and Specialisations:

Material Sciences Engineer
Materials and Non Destructive Testing Engineer

214908 **Materials Engineering Technologist**



Supports engineering teams to select and test materials for particular industrial and engineering uses and investigate materials related problems.

Alternative Titles and Specialisations:

Materials and Non Destructive Testing Technologist
Materials Sciences Technologist
Materials Technologist
Optical Engineer

214909 **Microsystems Engineers**



Researches, designs, develops or tests microelectromechanical systems (MEMS) devices.

215 **Electrotechnology Engineers**

Electrotechnology engineers conduct research on and design, advise, plan and direct the construction and operation of electronic, electrical and telecommunications systems, components, motors, and equipment. They organize and establish control systems to monitor the performance and safety of electrical and electronic assemblies and systems.

Tasks include:

Advising on and designing power stations and systems that generate, transmit and distribute electrical power

Conducting research, advising on and directing the maintenance and repair of electrical, electronic and telecommunications products and systems

Establishing control standards to monitor

Performance and safety of electrical, electronic and telecommunication systems and equipment

2151 **Electrical Engineers**

Electrical engineers conduct research and advise on, design, and direct the construction and operation of electrical systems, components, motors and equipment, and advise on and direct their functioning, maintenance and repair, or study and advise on technological aspects of electrical engineering materials, products and processes.

Tasks include:

Advising on and designing power stations and systems which generate , transmit and distribute electrical power

Advising on and designing systems for electrical motors, electrical traction and other equipment, or electrical domestic appliances

Determining manufacturing methods for electrical systems, as well as maintenance and repair of existing electrical systems, motors and equipment

Establishing control standards and procedures to monitor performance and safety of electrical generating and distribution systems, motors and equipment

Specifying electrical installation and application in industrial and other buildings and objects
Supervising, controlling and monitoring the operation of electrical generation, transmission and distribution systems

215101 Electrical Engineer 

Designs, develops and supervises the manufacture, installation, operation and maintenance of equipment, machines and systems for the generation, distribution, utilisation and control of electric power.

Alternative Titles and Specialisations:

Control Engineer

Electric Power Generation Engineer

Electrical Design Engineer

Electrical Engineer (Mines)

Electromechanical Engineer

Illumination Engineer

Power Distribution Engineer

Power Systems Engineer

Power Transmission Engineer


Railway Signal Engineer

215102 Electrical Engineering Technologist 

Analyses and modifies new and existing electrical engineering technologies and applies them in the testing and implementation of electrical engineering projects.

Alternative Titles and Specialisations:

Control Engineering Technologist

Electromechanical Engineering Technologist 

Illumination Engineering Technologist

Power Engineering Technologist

215103 Energy Engineer 

Plans, designs, organises and oversees the construction or remodeling of energy generation plants and designs, develops, or evaluates energy related projects to reduce energy costs or improve energy efficiency.

Alternative Titles and Specialisations:

Bio-energy Engineer

Energy Services Engineer


Hydro Energy Engineer

Nuclear Energy Engineer

Renewable Energy Engineer

Solar Energy Engineer

Wind Energy Engineer

215104 Energy Engineering Technologist 

Analyses and modifies new and existing engineering technologies relating to the design and construction of nuclear reactors and auxiliary facilities.

Alternative Titles and Specialisations:

Bio-energy Technologist
Energy Measurement and Verification Professional
Energy Sustainability Specialist
Hydro Energy Technologist
Nuclear Energy Technologist
Renewable Energy Technologist
Solar Energy Technologist
Wind Energy Technologist

2152 Electronics Engineers

Electronics engineers conduct research on, design, and direct the construction functioning, maintenance and repair of electronic systems and study and advise on technological aspects of electronic engineering materials, products or processes.

Tasks include:

Advising on and designing electronic devices or components, circuits, semi-conductors, and systems

Designing and developing signal processing algorithms and implementing these through appropriate choice of hardware and software

Designing electronic circuits and components for use in fields such as aerospace guidance and propulsion control, acoustics, or instruments and controls

Developing apparatus and procedures to test electronic components, circuits and systems
Establishing control standards and procedures to ensure efficient functioning and safety of electronic systems, motors and equipment
Organising and directing maintenance and repair of existing electronic systems and equipment
Researching and advising on radar, telemetry and remote control systems, microwaves and other electronic equipment

Specifying production or installation methods, materials and quality standards and directing production or installation work of electronic products and systems

215201 Electronics Engineer



Designs, develops, adapts, installs, tests and maintains electronic components, circuits and systems used for computer systems, communication systems and other industrial applications.

Alternative Titles and Specialisations:

Communications Engineer (Army)
Computer Engineer
Electronics Designer
Information Engineer
Instrumentation Engineer
Television Engineer

215202 Electronics Engineering Technologist



Analyses, modifies, maintains and repairs new and existing electronic systems and applies them in the testing and implementation of electronic engineering projects.

Alternative Titles and Specialisations:

Clinical Engineering Technologist
Computer Engineering Technologist
Information Technologist
Instrumentation Technologist

2153 **Telecommunications Engineers**

Telecommunications engineers conduct research and advise on, design, and direct the construction functioning, maintenance and repair of telecommunication systems and equipment. They study and advise on technological aspects of telecommunication engineering materials, products or processes.

Tasks include:

Advising on and designing telecommunications devices or components, systems, equipment and distribution centres

Designing and developing signal processing algorithms and implementing these through appropriate choice of hardware and software

Designing telecommunications networks and radio and television distribution systems, including both cable and over the air

Organizing and directing maintenance and repair of existing telecommunication systems, motors and equipment

Planning and designing communications networks based on wired, fibre optical and wireless communication media

Researching and advising on telecommunications equipment

Specifying production or installation methods, materials, quality and safety standards and directing production or installation work of telecommunications products and systems

215301 **Telecommunications Engineer**

Designs and develops telecommunications systems, devices and products.

Alternative Titles and Specialisations:

Broadcast Engineer

DSP Designer

Engineer Communications

Fibre Optics Engineer

Radar Engineer

Radio and Telecommunications Engineer

Radio Engineer

RF Designers (Tx and Rx)

Satellite Transmission Engineer

Signal Processing Engineer

Signal Systems Engineer

Signalling and Communications Engineer

215302 **Telecommunications Engineering Technologist**

Analyses, modifies, maintains and repairs new and existing telecommunication systems and applies them in the testing and implementation of telecommunication engineering projects.

215303 **Telecommunications Network Engineer**

Plans, designs, and monitors complex telecommunications networks and associated broadcasting equipment.

Alternative Titles and Specialisations:

Communications Consultant

Communications Specialist (ICT)

Telecommunications Consultant

Telecommunications Network Planner
Telecommunications Specialist

215304 Telecommunications Field Engineer

Plans, designs commissions and monitors complex telecommunications networks and associated equipment. Provides technical advice and information, and identifies complex problems and initiates action to resolve.

216 Architects, Planners, Surveyors and Designers

Architects, planners, surveyors and designers plan and design landscapes, building exteriors and interiors; products for manufacture; and information for visual communication, publication and display. They conduct survey work to precisely position geographical features, design, prepare and revise maps, and develop and implement plans and policies for controlling the use of land.

Tasks include:

Analyzing photographs, satellite imagery, survey documents and data, maps, records, reports and statistics

Determining the objectives and constraints of the design brief by consulting with clients and stakeholders

Formulating design concepts and plans that harmonize aesthetic considerations with technical, functional, ecological and production requirements

Preparing sketches, diagrams, illustrations, animations; plans, maps, charts, samples and models to communicate design concepts and other information

Undertaking research and analysing functional, spatial, commercial, cultural, safety, environmental and aesthetic requirements

2161 Building Architects

Building architects design commercial, industrial, institutional, residential and recreational buildings and plan and monitor their construction, maintenance and rehabilitation.

Tasks include:

Developing new or improved architectural theories and methods

Identifying and finding best solutions for problems regarding function and quality of interior environments of buildings and making necessary designs, drawings and plans

Inspecting sites and consulting clients, management and other stakeholders to determine type, style and size of proposed buildings and alterations to existing buildings

Maintaining technical liaison and consultancy with other relevant specialists

Making necessary contacts to ensure feasibility of projects regarding style, cost, timing, and compliance with regulations

Monitoring construction or rehabilitation work to ensure compliance with specifications and quality standards

Preparing project documentation, including sketches and scale drawings, and integrating structural, mechanical and aesthetic elements in final designs

Providing information regarding designs, materials and estimated building times

Writing specifications and contract documents for use by builders and calling tenders on behalf of clients

216101 Architect



Designs buildings and advises on the procurement of buildings, provides concepts, plans, specifications and detailed drawings, and negotiates with builders.

Alternative Titles and Specialisations:

Building Architect

Conservation Architect

Heritage Architect

2162 Landscape Architects

Landscape architects plan and design landscapes and open spaces for projects such as, parks, schools, institutions, roads, external areas for commercial, industrial and residential sites, and plan and monitor their construction, maintenance and rehabilitation.

Tasks include:

Compiling and analyzing site and community data about geographical and ecological features, landforms, soils, vegetation, site hydrology, visual characteristics and human-made structures, to formulate land use and development recommendations, and for preparing environmental impact statements

Developing new or improved theories and methods in landscape architecture

Identifying and finding best solutions for problems regarding function and quality of exterior environments and making necessary designs, drawings and plans

Inspecting sites and consulting clients, management and other stakeholders to determine type, style and size of proposed buildings, parks, roads and other open spaces

Maintaining technical liaison and consultancy with other relevant specialists

Making necessary contacts to ensure feasibility of projects regarding style, cost, timing, and compliance with regulations

Monitoring construction or rehabilitation work to ensure compliance with specifications and quality standards

Preparing reports, site plans, working drawings, specifications and cost estimates for land development, showing location and details of proposals, including ground modelling, structures, vegetation and access

Writing specifications and contract documents for use by builders and civil engineering contractors and calling tenders on behalf of clients

216201 Landscape Architect



Plans and designs land areas for projects such as open space networks, parks, schools, institutions, roads, external areas for all building types, land subdivisions, and commercial, industrial and residential sites.

Alternative Titles and Specialisations:

Garden Designer

Landscape Designer

Landscape Planner

2163 Product and Garment Designers

Product and garment designers design and develop products for manufacture and prepare designs and specifications of products for mass, batch and one-off production.

Tasks include:

Detailing and documenting the selected design for production

Determining the objectives and constraints of the design brief by consulting with clients and stakeholders

Formulating design concepts for clothing, textiles, industrial, commercial and consumer products, and jewellery
Harmonizing aesthetic considerations with technical, functional, ecological and production requirements

Negotiating design solutions with clients, management, and sales and manufacturing staff
Preparing and commissioning prototypes and samples
Preparing sketches, diagrams, illustrations, plans, samples and models to communicate design concepts
Selecting, specifying and recommending functional and aesthetic materials, production methods and finishes for manufacture
Supervising the preparation of patterns, programs and tooling, and the manufacturing process

216301 Fashion Designer

Conceptualises, designs and develops clothing, accessories or other items of personal apparel using historical styles and contexts, contemporary and cultural trends, colour, material, decoration and the techniques and processes available for manufacture.

Alternative Titles and Specialisations:

Bag and Accessories Designer
Clothing Designer
Dress Designer
Knitwear Designer
Costume Designer
Leisurewear Designer

216302 Industrial Designer

Plans, designs, develops and documents industrial, commercial or consumer products for manufacture with particular emphasis on ergonomic (human) factors, marketing considerations and manufacturability, and prepares them for mass or batch production.

Alternative Titles and Specialisations:

Carpet Designer / Copyist Planner
Ceramic Designer
Commercial Product Designer
Furniture Designer
Glass Designer
Industrial Graphic Designer
Product Designer (excluding Engineering Products)
Textile Designer
Textile Research and Development Practitioner
Wallpaper Designer
Weaving Pattern Card Preparer

216303 Jewellery Designer

Conceptualises and designs prototypes and details for the manufacture of jewellery and objects for personal adornment including watches and spectacles, home wares and other objects such as trophies and silverware using metals, precious stones, plastics, engraving, casting and fabrication to develop designs for mass or batch production or one-off commissions.

Alternative Titles and Specialisations:

Custom Made Jewellery Designer
Jewellery Industrial Designer

216304 Footwear Designer

Conceptualises, designs and develops footwear and related products for manufacture and prepare designs and specifications of products for mass, batch and one-off production.

Alternative Titles and Specialisations:

Footwear Bottomstock Designer

Footwear Bottomstock Engineer

2164 Town and Traffic Planners

Town and traffic planners develop and implement plans and policies for the controlled use of urban and rural and for traffic systems. They conduct research and provide advice on economic, environmental and social factors affecting land use and traffic flows.

Tasks include:

Advising governments, companies and communities on urban and regional planning issues and proposals

Compiling and analyzing data on economic, legal, political, cultural, demographic, sociological, physical and environmental factors affecting land use

Conferring with government authorities, communities and specialists in fields such as architecture, planning, social science the environment and the law

Devising and recommending use and development of land, and presenting narrative and graphic plans programs and designs to groups and individuals

Planning and advising on routing and control of road traffic and public transportation systems for efficiency and safety

Planning and the development of land areas for parks, schools, institutions, airports, roadways and related projects, and for commercial, industrial and residential sites

Planning layout and coordinating development of urban areas

Planning layout and coordinating development of urban areas

Reviewing and evaluating environmental impact reports

216401 Urban and Regional Planner



Develops and implements plans and policies for the controlled use of urban and rural land, and advises on economic, environmental and social needs of land areas.

Alternative Titles and Specialisations:

Community / Country / District Planner

Environmental Consent Planner

Environmental Policy Planner

Geothermal Resource Officer

Land Development Planner

Land Planner

Land Use Planner

Natural Resource Management Consultant / Officer / Planner

Town Planner

Traffic and Transport Planner

216402 Transport Analyst



Conducts studies in the use and operation of transportation systems and develops transportation models or simulations.

Alternative Titles and Specialisations:

Logistics Analyst

Transportation Planners

2165 Cartographers and Surveyors

Cartographers and surveyors determine the exact position of, or prepare and revise digital, graphic and pictorial maps, charts or other visual representation of, natural and constructed features and boundaries of land, seas, underground areas and celestial bodies, applying scientific and mathematical principles.

Tasks include:

Designing, compiling and revising maps and charts using aerial and other photographs, satellite imagery, survey documents and data, existing maps and records, reports and statistics

Maintaining technical liaison and consultancy with other relevant specialists

Making charts and maps to be used in determining navigable waters and channels and in planning construction of marine structures

Noting exact position of various features and recording survey data in digital form

Planning and conducting aerial photographic surveys

Studying and advising on technical, aesthetic and economic aspects of map production

Surveying, measuring and describing land surfaces, mines, underground surfaces, sea, river and lake beds

Undertaking research and development of surveying and photogrammetric measurement systems, cadastral systems and land information systems

216501 **Cartographer**

Applies scientific and mathematical principles to design, prepare and revise maps and charts.

Alternative Titles and Specialisations:

Map Maker

216502 **Surveyor**



Plans, directs and conducts survey work to determine, delineate, plan and precisely position tracts of land, natural and constructed features, coastlines, marine floors and underground works, and manages related information systems.

Alternative Titles and Specialisations:

Aerial Photographic Interpreter

Aerial Surveyor

Cadastral Records Advisor

Cadastral Survey Advisor

Cadastral Surveyor

Geodetic Surveyor

Geometric Engineer

Geometrician

Hydro Charting Advisor

Hydrographic Survey Advisor

Hydrographic Surveyor

Land Surveyor

Mine Surveyor

Photogrammetric Surveyor

Photogrammetrist

Surveying and Mapping Specialist

Surveying Technologist

Topographer and Hydrographer

2166 **Graphic and Multimedia Designers**

Graphic and multimedia designers design information content for visual and audio communication, publication and display using print, film, electronic, digital and other forms of visual and audio media. They create special effects, animation, or other visual images for use in computer games, movies, music videos, print media and advertisements.

Tasks include:

Creating two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modelling programs

Designing complex graphics and animation to satisfy functional, aesthetic and creative requirements of the design brief

Detailing and documenting the selected design for production

Determining the objectives and constraints of the design brief by consulting with clients and stakeholders

Formulating design concepts for the subject to be communicated

Negotiating design solutions with clients, management, sales and production staff

Preparing sketches, diagrams, illustrations and layouts to communicate design concepts

Selecting, specifying or recommending functional and aesthetic materials and media for publication, delivery or display

Supervising or carrying out production in the chosen media

Undertaking research and analysing functional communication requirements

216601 **Graphic Designer**

Plans, designs, develops and prepares information for publication and reproduction using text, symbols, pictures, colours and layout to achieve commercial and communicating needs with particular emphasis on tailoring the message for the intended audience.

Alternative Titles and Specialisations:

Advertising Artist / Designer

Art Director

Calligrapher

Commercial Artist

Display Artist

Exhibition / Display Designer

Film and Video Graphics Designer

Graphic Artist

Lettering Designer

Lithographic Artist

Publication Designer

216602 **Illustrator**

Plans, designs, develops, and prepares pictures and diagrams to communicate messages, clarify meaning, assist in presentations and illustrate stories using traditional and digital media such as drawing, painting, drafting, collage, models, photography, and image capture and manipulation software.

Alternative Titles and Specialisations:

Animator

Book Designer

Book Illustrator

Technical Illustrator

216603 **Multimedia Designer**

Plans, designs and develops the production of digitally delivered information, promotional content, instructional material and entertainment through online and recorded digital media using static and animated information, text, pictures, video and sound to produce information and entertainment tailored to an intended audience and purpose.

Alternative Titles and Specialisations:

Digital Media Designer
Instructional Designer
Interactive Media Designer
Multimedia Artist

216604 **Web Designer**

Designs online forms to seamlessly integrate with workflow processes in organisations.

22 **Health Professionals**

Health professionals conduct research, improve or develop concepts, theories and operational methods, and apply scientific knowledge relating to medicine, nursing, dentistry, veterinary medicine, pharmacy, and promotion of health.

NOTE: A number of professions considered to be a part of the health work force are classified in groups other than Sub-major group 22, Health Professionals. Such occupations include but are not restricted to: addictions counsellors, biomedical engineers, clinical psychologists and medical physicists.

Tasks include:

Advising on or applying preventive and curative measures, or promoting health

Conducting research and obtaining scientific knowledge through the study of human and animal disorders and illnesses and ways of treating them

Preparing scientific papers and reports

Supervision of other workers may be included

221 **Medical Doctors**

Medical doctors study, diagnose, treat and prevent illness, disease, injury, and other physical and mental impairments in humans through the application of the principles and procedures of modern medicine. They plan, supervise and evaluate the implementation of care and treatment plans by other health care providers, and conduct medical education and research activities.

Tasks include:

Advising on health, nutrition and lifestyle behaviours which aid prevention or treatment of disease and disorders; identifying and managing complications before, during and after childbirth; Planning, managing and implementing referral plans for patients in need of specialised, long-term or other types of health care services

Conducting physical examinations of patients and interviewing them and their families to determine their health status Ordering diagnostic tests and analysing findings; prescribing and administering curative treatments and preventive measures; Performing surgery and other clinical procedures

Conducting research into human disorders and illnesses and preventive or curative methods

Exchanging medical information with other health professionals to ensure continuing and comprehensive care; reporting births, deaths and notifiable diseases to government authorities

Monitoring patients' progress and response to treatment

2211 **Generalist Medical Practitioners**

Generalist medical practitioners diagnose, treat and prevent illness, disease, injury, and other physical and mental impairments and maintain general health in humans through application of the principles and procedures of modern medicine. They do not limit their practice to certain disease categories or methods of treatment, and may assume responsibility for the provision of continuing and comprehensive medical care to individuals, families and communities.

NOTE: A university-level degree in basic medical education plus postgraduate clinical training or equivalent is required. This Unit group includes 'general practice' and 'family medicine' as well as medical interns who have completed their university education in basic medical education.

Tasks include:

Advising individuals, families and communities on health, nutrition and lifestyle which aid prevention or treatment of disease and disorders

Conducting physical examinations of patients and interviewing them and their families to determine their health status

Conducting research in human health and medical services and disseminating the findings such as through scientific reports

Identifying, managing and providing referrals for complications before, during and after childbirth

Ordering laboratory tests, X-rays and other diagnostic procedures and analysing findings to determine the nature of disorders or illnesses

Performing surgery and other clinical procedures

Planning and participating in programs designed to prevent the occurrence and spread of common diseases

Providing continuing medical care for patients including prescribing, administering, counselling on and monitoring curative treatments and preventive measures

Providing referrals to patients and families for specialised care in hospitals, rehabilitation centres or other types of health care centres

Recording patients' medical information and history and exchanging information with specialist practitioners and other health workers as required for continuing medical care;
Reporting births, deaths and notifiable diseases to government authorities to meet legal and professional requirements

221101 **General Medical Practitioner**

Diagnoses, treats and prevents human physical and mental disorders and injuries.

Alternative Titles and Specialisations:

Doctor

General Practitioner (GP)

Medical Practitioner

Physician

Primary Health Care Physician

Sports Medicine Practitioner

Sports Physician

221102 **Resident Medical Officer**

Diagnoses, treats and prevents human physical and mental disorders and injuries under the supervision of specialists or senior general practitioners.

Alternative Titles and Specialisations:

Medical Intern

221103 Public Health Physician

Plans and administers preventative health care research programs in hospitals, clinics, or other public medical facilities.

2212 Specialist Medical Practitioners

Specialist medical practitioners diagnose, treat and prevent illness, disease, injury, and other physical and mental impairments in humans, using specialised testing, diagnostic, medical, surgical, physical and psychiatric techniques, through application of the principles and procedures of modern medicine. They specialize in certain disease categories, types of patient or methods of treatment and may conduct medical education and research in their chosen areas of specialisation.

Tasks include:

Conducting physical examinations of patients and interviewing them and their families to determine their health status

Conducting research into specific human disorders and illnesses and preventive or curative methods and disseminating the findings such as through scientific reports

Considering medical information provided by a referring doctor or other health care provider

Managing complications before, during and after childbirth

Ordering specialised diagnostic tests to determine the nature of disorders or illnesses

Performing autopsies to determine cause of death;

Performing surgery of a general or specialised nature

Planning and participating in programs designed to prevent the occurrence and spread of specific diseases

Prescribing, administering and monitoring patients' responses to treatments, medications, anaesthetics, psychotherapies, physical rehabilitation programmes and other preventive and curative measures

Providing information to patients and families and communities about preventive measures, treatment and care for specific ailments

Recording patients' medical information and exchanging information with other health professionals to ensure the provision of comprehensive care

Reporting births, deaths and notifiable diseases to government authorities to meet legal and professional requirements

221201 Anaesthetist

Provides direct medical care to patients requiring general or local anaesthesia for surgical, diagnostic and other procedures such as prevention of pain and maintenance of body function.

Alternative Titles and Specialisations:

Anaesthesiologist

Intensive Care Anaesthetist

Medical Sedation Specialist

Obstetric Anaesthetist

Pain Management Specialist

221202 Cardiologist

Investigates, diagnoses and treats diseases of the human heart.

Alternative Titles and Specialisations:

Cardiac Imaging Fellow

221203 Emergency Medicine Specialist

Emergency physician provides diagnostic medical services and manages patients with acute and urgent illness and injury.

Alternative Titles and Specialisations:

Emergency Physician

221204 Obstetrician and Gynaecologist

Provides diagnostic, treatment and preventative medical and surgical services related to the care of women, fetuses and children during pregnancy and childbirth, and to disorders of the female genital, urinary, rectal and reproductive organs.

Alternative Titles and Specialisations:

Child Birth Specialist

Gynaecological Oncologist

Infant Care Medical Specialist

Urogynaecologist

221205 Ophthalmologist

Provides diagnostic, treatment and preventative medical services related to diseases, injuries and deficiencies of the human eye and associated structures.

Alternative Titles and Specialisations:

Eye Surgeon

Medical Eye Specialist

Ophthalmic Optician

221206 Paediatrician

Investigates, diagnoses and treats diseases and disorders in children from birth up to and including adolescence.

Alternative Titles and Specialisations:

Neonatologist

Paediatric Thoracic Physician

221207 Pathologist

Identifies the cause and processes of disease and illness by examining changes in bodily tissue and in blood and other body fluids, and conducts tests on samples of tissues, blood and body secretions.

Alternative Titles and Specialisations:

Clinical Cytopathologist

Forensic Biologist

Forensic Pathologist

Forensic Scientist

Forensic Toxicologist

Immunologist

221208 Psychiatrist

Diagnoses, assesses, treats and prevents human mental, emotional and behavioural disorders.

Alternative Titles and Specialisations:

Adolescent Psychiatrist

Child Psychiatrist

Forensic Psychiatrist

Geriatric Psychiatrist

Medical Psychotherapist

Psychogeriatrician

221209 Radiologist

Provides diagnostic medical services, and medical care and management of patients utilising radiant energy techniques such as general radiography, angiography, fluoroscopy, mammography, ultrasound, computed tomography, magnetic resonance imaging, nuclear medicine and bone densitometry.

Alternative Titles and Specialisations:

Diagnostic Radiologist

Medical Imaging Specialist

Nuclear Medicine Specialist

Radiation Oncologist

Sonologist

221210 Specialist Physician (General Medicine)

Investigates and diagnoses internal human disorders and diseases, and administers treatment.

Alternative Titles and Specialisations:

Cancer Specialist

Clinical Geneticist

Clinical Immunologist

Clinical Oncologist

Clinical Pharmacologist

Diabetologist

Endocrinologist

Gastroenterologist

Geriatrician

Haematologist

Infectious Diseases Specialist

Intensive Care Medicine Specialist

Intensive Care Specialist

Intensivist

Medical Specialist

Musculoskeletal Physician

Nephrologist

Neurologist

Palliative Medicine Specialist

Pulmonary Specialist

Renal Medicine Specialist

Reproductive Endocrinologist

Respiratory Medicine Physician

Respiratory Physician

Thoracic Medicine Physician

Thoracic Medicine Specialist

Venereologist

221211 Surgeon

Performs surgery to correct diseases and disorders covering a broad range of medical conditions.

Alternative Titles and Specialisations:

Cardiothoracic Surgeon

Ear, Nose and Throat Specialist

Head and Neck Surgeon

Industrial Medicine Specialist

Laryngologist

Neurosurgeon

Occupational Medicine Specialist
Orthopaedic Surgeon
Otolaryngologist
Otologist
Otorhinolaryngologist
Paediatric Surgeon
Plastic and Reconstructive Surgeon
Preventive Medicine Specialist
Rhinologist
Sexual Health Physician
Specialist In Rehabilitation Medicine
Urologist
Vascular Surgeon

222 **Nursing and Midwifery Professionals**

Nursing professionals provide treatment and care services for people who are physically or mentally ill, disabled or infirm, and others in need of care due to potential risks to health including before, during and after childbirth. They assume responsibility for the planning, management and evaluation of the care of patients, including the supervision of other health care workers, working autonomously or in teams with medical doctors and others in the practical application of preventive and curative measures.

Tasks include:

Assessing, planning, providing and evaluating nursing and midwifery care for patients according to the practice and standards of modern nursing and midwifery

Conducting research on nursing and midwifery practice and preparing scientific papers and reports

Coordinating the care of patients in consultation with other health professionals and members of health teams

Developing and implementing care plans, treatments and therapies, including administering medications

Monitoring and alleviating pain and discomfort experienced by patients using a variety of therapies, including the use of pain-killing drug

Monitoring patients' health condition, including progress of pregnancy and responses to curative treatment

Providing information to patients, families and communities about a range of health issues, including prevention of illness, treatment and care, pregnancy and childbirth, and other topics

Supervising and coordinating the work of other health care workers

2221 **Nursing Professionals**

Nursing professionals provide treatment, support and care services for people who are in need of nursing care due to the effects of ageing, injury, illness or other physical or mental impairment, or potential risks to health. They assume responsibility for the planning and management of the care of patients, including the supervision of other health care workers, working autonomously or in teams with medical doctors and others in the practical application of preventive and curative measures.

NOTE: The distinction between professional and associate professional nurses should be made on the basis of the nature of the work performed in relation to the tasks specified. The qualifications required are not the main factor in making this distinction. Nurses who combine nursing education or research with clinical nursing practice are classified in Unit group 2221, Nursing Professionals. Nursing researchers who participate in biomedical research using living organisms and do not undertake clinical nursing practice are classified in Unit group 2131, Biologists, Botanists, Zoologists and Related Professionals.

Tasks include:

Answering questions from patients and families and providing information about prevention of ill-health, treatment and care

Cleaning wounds and applying surgical dressings and bandages

Conducting research on nursing practices and procedures and disseminating findings such as through scientific papers and report

Coordinating the care of patients in consultation with other health professionals and members of health teams

Developing and implementing care plans for the biological, social, and psychological treatment of patients in collaboration with other health professionals

Monitoring pain and discomfort experienced by patients and alleviating pain using a variety of therapies, including the use of pain-killing drugs

Planning and participating in health education programmes, health promotion and nurse education activities in clinical and community settings

Planning and providing personal care, treatments and therapies including administering medications, and monitoring responses to treatment or care plan

Planning, providing and evaluating nursing care for patients according to the practice and standards of modern nursing

Supervising and coordinating the work of other nursing, health and personal care workers

222101 Clinical Nurse Practitioner

Provides advanced and extended nursing care to patients such as ordering diagnostic tests, undertaking diagnosis and health assessments, prescribing patient care management, medicines and therapies as authorised in relevant nursing legislation, and referring to medical specialists and other health professionals in a range of health, welfare and community settings.

Alternative Titles and Specialisations:

Clinical Nurse Specialist

Infection Control Nurse

222102 Registered Nurse (Aged Care)

Provides nursing care to the elderly in community settings, residential aged care facilities, retirement villages and health care facilities.

Alternative Titles and Specialisations:

Gerontology Nurse

Registered Geriatric Nurse

222103 Registered Nurse (Child and Family Health)

Provides nursing care to children from birth to school age and their families with an emphasis on preventing, and early detection of, and intervening in physical, emotional and social problems affecting children and their families such as assistance with parent craft, immunisation and developmental milestones.

Alternative Titles and Specialisations:

Maternity Nurse

Neonatal Nurse

Plunket Nurse

222104 Registered Nurse (Community Health)

Provides nursing care, health counselling, screening and education to individuals, families and groups in the wider community with a focus on patient independence and health promotion.

Alternative Titles and Specialisations:

Clinic Nurse

District Nurse

Health Coordinator

Health Education and Promotion Nurse

Industrial / Factory Nurse

Nurse Clinician

Occupational Health Nurse

Primary Health Care Nurse

Public Health Nurse

Remote / Rural Area Nurse

School Nurse

222105 Registered Nurse (Critical Care and Emergency)

Provides nursing care to critically ill patients and patients with unstable health following injury, surgery or during the acute phase of diseases, integrating new technological equipment into care in settings such as high dependency units, intensive care units, emergency departments or retrieval services.

Alternative Titles and Specialisations:

Acute Care Nurse

Coronary Care Unit Nurse

Emergency / Trauma Nurse

Intensive Care Nurse

222106 Registered Nurse (Developmental Disability)

Provides nursing care to people with intellectual and development disabilities in a range of health, welfare and community settings.

Alternative Titles and Specialisations:

Registered Mental Retardation Nurse

222107 Registered Nurse (Disability and Rehabilitation)

Provides nursing care to patients recovering from injury and illness, and assists and facilitates patients with disabilities to live more independently.

Alternative Titles and Specialisations:

Orthopaedic Nurse

Palliative Care Nurse

Rehabilitation Nurse

222108 Registered Nurse (Medical and Surgical)

Provides nursing care to patients with conditions such as infections, metabolic disorders and degenerative conditions which require medical intervention in a range of health, aged care and community settings.

Alternative Titles and Specialisations:

General Nurse

Hospital Nurse

Nursing Prison Officer

Prison Nurse

222109 Registered Nurse (Medical Practice)

Provides clinical care to patients, undertakes clinical organisation and practice administration, and facilitates communication within a general practice environment and between the practice and outside organisations and individuals.

Alternative Titles and Specialisations:

Practice Nurse

222110 Registered Nurse (Mental Health)

Provides nursing care to patients with mental health illness, disorder and dysfunction, and experiencing emotional difficulties, distress and crisis in health, welfare and aged care facilities, correctional services and the community.

Alternative Titles and Specialisations:

Child and Adolescence Mental Health Nurse

Drug and Alcohol Nurse

Psychiatric Nurse

Psychiatric Rehabilitation Nurse

Psychogeriatric Care Nurse

Psychopaedic Nurse

222111 Registered Nurse (Preoperative)

Provides nursing care to patients before, during and immediately after surgery, assesses patients' condition, plans nursing care for surgical intervention, maintains a safe and comfortable environment, assists surgeons and anaesthetists during surgery, and monitors patients' recovery from anaesthetic, prior to return to or discharge from ward.

Alternative Titles and Specialisations:

Anaesthetic Nurse

Operating Room Nurse

Operating Theatre Nurse

Recovery Nurse

222112 Registered Nurse (Surgical)

Provides nursing care to patients with injuries and illness that require surgical intervention.

Alternative Titles and Specialisations:

Obstetric Nurse

Oncology Nurse

222113 Paediatrics Nurse

Provides nursing care to children with injuries and illness.

222114 Nurse Educator

Designs, plans, implements and evaluates the delivery of nursing education and staff development programs, and manages educational resources.

Alternative Titles and Specialisations:

Clinical Nurse Educator

Clinical Nurse Preceptor

Staff Development Nurse

222115 Nurse Researcher

Designs, conducts and evaluates nursing and interdisciplinary research projects and promotes the implementation of research findings into clinical nursing practice.

222116 Nurse Manager

Manages a health service unit or sub-unit of a hospital, aged care or community health care facility, supervises nursing staff and financial resources to enable the provision of safe, cost effective nursing care within a specified field or for a particular unit and monitors quality, clinical standards and professional development of nurses.

Alternative Titles and Specialisations:

Charge Nurse

Charge Sister

Nurse Unit Manager

2222 **Midwifery Professionals**

Midwifery professionals plan, manage, provide and evaluate midwifery care services before, during and after pregnancy and childbirth. They provide delivery care for reducing health risks to women and newborn children, working autonomously or in teams with other health care providers.

NOTE: The distinctions between nursing and midwifery professionals and associate professionals should be made on the basis of the nature of the work performed in relation to the tasks specified. The qualifications required are not the main factor in making this distinction. This Unit group includes midwives who combine midwifery education or research with clinical midwifery practice.

Tasks include:

Assessing progress during pregnancy and childbirth, managing complications and recognising warning signs requiring referral to a medical doctor with specialised skills in obstetrics

Conducting research on midwifery practices and procedures and disseminating findings such as through scientific papers and reports

Monitoring pain and discomfort experienced by women during labour and delivery and alleviating pain using a variety of therapies, including the use of pain-killing drugs

Monitoring the health status of newborns, managing complications and recognising warning signs requiring referral to a medical doctor with specialised skills in neonatology

Planning and conducting midwifery education activities in clinical and community settings
Planning, providing and evaluating care and support services for women and babies before, during and after pregnancy and childbirth according to the practice and standards of modern midwifery care

Providing advice to women and families and conducting community education on health, nutrition, hygiene, exercise, birth and emergency plans, breastfeeding, infant care, family planning and contraception, lifestyle and other topics related to pregnancy and childbirth

Reporting births to government authorities to meet legal and professional requirements

222201 **Midwife**

Provides care and advice to women during pregnancy, labour and childbirth, and postnatal care for women and babies in a range of settings such as the home, community, hospitals, clinics and health units.

Alternative Titles and Specialisations:

Certified Midwife

Community Midwife

Midwife Practitioner

223 **Traditional and Complementary Medicine Professionals**

Traditional and complementary medicine professionals prevent, diagnose and treat illness, disease, injury, and other physical and mental impairments and maintain general health in humans by applying knowledge, skills and practices acquired through extensive study of the theories, beliefs and experiences, originating in specific cultures.

Tasks include:

Conducting physical examinations of patients and interviewing them and their families to determine their health status; developing and implementing treatment plans for physical, mental and psychosocial ailments using applications such as acupuncture, ayurvedic, homoeopathic and herbal medicine

Conducting research into traditional and complementary medicines and treatments and disseminating findings such as through scientific papers and reports

Evaluating and documenting patients' progress through treatment plans

Exchanging information about patients with other health care workers as needed to ensure continuing and comprehensive health care

Providing health, nutrition and lifestyle advice to individuals, families and communities; prescribing and preparing traditional medicines, such as herbal, plant, mineral and animal extracts, to stimulate the body's capacity for self-healing

2231 Traditional and Complementary Medicine Professionals

Traditional and complementary medicine professionals prevent, diagnose and treat illness, disease, injury, and other physical and mental impairments and maintain general health in humans by applying knowledge, skills and practices acquired through extensive study of the theories, beliefs and experiences, originating in specific cultures.

NOTE: This Unit group includes occupations in traditional and complementary medicine whose practice requires an extensive understanding of the benefits and applications of traditional and complementary therapies, developed as the result of extended formal study of these techniques as well as human anatomy and elements of modern medicine as well as those whose practice requires a less extensive understanding based on relatively short periods of formal or informal education and training, or informally through the traditions and practices of the communities where they originated. Practitioners working in the singular application of approaches to herbal medicines, spiritual therapies or manual therapeutic techniques are excluded from this Unit group.

Tasks include:

Conducting physical examinations of patients and interviewing them and their families to determine their health status; developing and implementing treatment plans for physical, mental and psychosocial ailments using applications such as acupuncture, ayurvedic, homoeopathic and herbal medicine

Conducting research into traditional and complementary medicines and treatments and disseminating findings such as through scientific papers and reports

Evaluating and documenting patients' progress through treatment plans

Exchanging information about patients with other health care workers as needed to ensure continuing and comprehensive health care

Providing health, nutrition and lifestyle advice to individuals, families and communities; prescribing and preparing traditional medicines, such as herbal, plant, mineral and animal extracts, to stimulate the body's capacity for self-healing

223101 Acupuncturist

Treats disorders and illnesses by stimulating the body's defence mechanisms through inserting fine needle into the skin.

223102 Ayurvedic Practitioner

Provides a whole-body approach to health serves to promote spiritual, physical and mental well-being.

223103 Homoeopath

Treats the immune and defence system by assessing the whole person and using minute amounts of natural remedies made from substances such as plants, minerals and animal sources.

223104 Naturopath

Treats internal health problems, metabolic disorders and imbalances through treatment of the whole person using natural therapies.

Alternative Titles and Specialisations:

Natural Health Practitioner

Natural Health Therapist

Natural Therapist

223105 Traditional African Medicine Practitioner

Diagnoses, assesses and treats patients in accordance with South African Traditional Medicines.

223106 Traditional Chinese Medicine Practitioner

Treats imbalances of energy flows through the body by assessing the whole person and using techniques and methods such as acupuncture, Chinese herbal medicine, massage, diet, exercise and breathing therapy.

Alternative Titles and Specialisations:

Chinese Herbal Medicine Practitioner

Chinese Medicine Practitioner

Herbalist (Chinese)

Oriental Medicine Practitioner

Sangoma

Traditional African Health Practitioner

Unani Practitioner

224 Paramedical Practitioners

Paramedical practitioners provide advisory, diagnostic, curative and preventive medical services for humans more limited in scope and complexity than those carried out by medical doctors. They work autonomously or with limited supervision of medical doctors, and apply advanced clinical procedures for treating and preventing diseases, injuries and other physical or mental impairments common to specific communities.

Tasks include:

Administering or ordering diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests; performing therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management

Advising patients and families on diet, exercise and other habits which aid prevention or treatment of disease and disorders

Assisting medical doctors with complex surgical procedures; monitoring patients' progress and response to treatment, and identifying signs and symptoms requiring referral to medical doctors

Conducting physical examinations of patients and interviewing them and their families to determine their health status and recording patients' medical information

Identifying and referring complex or unusual cases to medical doctors, hospitals or other places for specialised care; reporting births, deaths and notifiable diseases to government authorities to meet legal and professional reporting requirements

Performing basic or more routine medical and surgical procedures, including prescribing and administering treatments, medications and other preventive or curative measures, especially for common diseases and disorders

2241 **Paramedical Practitioners**

Paramedical practitioners provide advisory, diagnostic, curative and preventive medical services for humans more limited in scope and complexity than those carried out by medical doctors. They work autonomously or with limited supervision of medical doctors, and apply advanced clinical procedures for treating and preventing diseases, injuries and other physical or mental impairments common to specific communities.

NOTE: Occupations included in this category normally require completion of tertiary-level training in theoretical and practical medical services. Workers providing services limited to emergency treatment and ambulance practice are classified in Unit group 3258, Ambulance Workers.

Tasks include:

Administering or ordering diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests; performing therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management

Advising patients and families on diet, exercise and other habits which aid prevention or treatment of disease and disorders

Assisting medical doctors with complex surgical procedures; monitoring patients' progress and response to treatment, and identifying signs and symptoms requiring referral to medical doctors

Conducting physical examinations of patients and interviewing them and their families to determine their health status and recording patients' medical information

Identifying and referring complex or unusual cases to medical doctors, hospitals or other places for specialised care; reporting births, deaths and notifiable diseases to government authorities to meet legal and professional reporting requirements

Performing basic or more routine medical and surgical procedures, including prescribing and administering treatments, medications and other preventive or curative measures, especially for common diseases and disorders

224101 **Paramedical Practitioner**

Provides limited advisory, diagnostic, curative and preventive medical services to humans and apply advanced clinical procedures for treating and preventing diseases, injuries and other physical or mental impairments common to specific communities.

Alternative Titles and Specialisations:

Advanced Care Paramedic
Clinical Officer (Paramedical)
Feldscher
Primary Care Paramedic

224102 **Sports Scientist**

Sports scientists assist sportspeople to achieve the best possible sporting performance by applying knowledge and techniques from the areas of medicine, physiology, biomechanics (the study of human movement), nutrition, psychology and physiotherapy / massage.

225 **Veterinarians**

Veterinarians diagnose, prevent and treat diseases, injuries and dysfunctions of animals. They may provide care to a wide range of animals or specialize in the treatment of a particular animal group or in a particular specialty area, or provide professional services to commercial firms producing biological and pharmaceutical products.

Tasks include:

Determining the presence and nature of abnormal conditions by physical examination, laboratory testing and through diagnostic imaging techniques including radiography and ultrasound

Inoculating animals against, and testing for, infectious diseases and notifying authorities of outbreaks of infectious animal diseases

Participating in programs designed to prevent the occurrence and spread of animal diseases

Performing autopsies to determine cause of death; advising clients on health, nutrition and feeding, hygiene, breeding and care of animals

Rendering obstetric services to animals; participating in programs designed to prevent the occurrence and spread of animal diseases

Treating animals medically and surgically, and administering and prescribing drugs, analgesics, and general and local anaesthetics; performing surgery, dressing wounds and setting broken bones

2251 **Veterinarians**

Veterinarians diagnose, prevent and treat diseases, injuries and dysfunctions of animals.

They may provide care to a wide range of animals or specialize in the treatment of a particular animal group or in a particular specialty area, or provide professional services to commercial firms producing biological and pharmaceutical products.

Tasks include:

Determining the presence and nature of abnormal conditions by physical examination, laboratory testing and through diagnostic imaging techniques including radiography and ultrasound

Inoculating animals against, and testing for, infectious diseases and notifying authorities of outbreaks of infectious animal diseases

Performing autopsies to determine cause of death; advising clients on health, nutrition and feeding, hygiene, breeding and care of animals

Rendering obstetric services to animals; participating in programs designed to prevent the occurrence and spread of animal diseases

Treating animals medically and surgically, and administering and prescribing drugs, analgesics, and general and local anaesthetics; performing surgery, dressing wounds and setting broken bones

225101 **Veterinarian**

Diagnoses, treats and prevents animal diseases, ailments and injuries.

Alternative Titles and Specialisations:

Animal Doctor

Veterinary Epidemiologist

Veterinary Parasitologist

Veterinary Pathologist

Veterinary Surgeon

225102 Veterinary Public Health Professional / Practitioner

Conducts and oversees the provision of advanced Veterinary Services in any of the following fields: diseases control, import and export policy & control, epidemiology, quarantine, veterinary public health, animal welfare, animal health, laboratory diagnostics and related remedies.

225103 Livestock Inspector

Inspects livestock for disease to ensure compliance with laws and regulations to prevent the spread of exotic pests and diseases.

Alternative Titles and Specialisations:

Agricultural Veterinary Inspector

Animal Health Officer

SPCA Inspector

226 Other Health Professionals

Other health professionals provide health services related to dentistry, pharmacy, environmental health and hygiene, occupational health and safety, physiotherapy, nutrition, hearing, speech, vision and rehabilitation therapies.

Tasks include:

Advising clients about continued treatment and care and providing or arranging rehabilitation services; referring clients to or conferring with other health professionals or associate professionals if required

Assessing patients or clients to determine the nature of the disorder, illness or problem; developing and implementing treatment plans and evaluating and documenting patients' progress

Assessing, planning and implementing programs to recognize, monitor and control environmental factors that can potentially affect human health, to improve or restore human motor functions, maximize movement ability, relieve pain syndromes, or to enhance the impact of food and nutrition on human health

Diagnosing and treating diseases, injuries and malformations of the teeth, mouth, jaws and associated tissues

Diagnosing, managing and treating physical disorders affecting human hearing, communication of swallowing, or disorders of the eyes and visual system

Storing, preserving, compounding testing and dispensing medicinal products and counselling on their proper use and adverse effects

2261 Dentists

Dentists diagnose, treat and prevent diseases, injuries and abnormalities of the teeth, mouth, jaws and associated tissues by applying the principles and procedures of modern dentistry. They use a broad range of specialised diagnostic, surgical and other techniques to promote and restore oral health.

NOTE: This Unit group includes 'stomatology' and 'dental, oral and maxillofacial surgery'.

Occupations included in this category normally require completion of university-level training in theoretical and practical dentistry or a related field.

Tasks include:

Administering anaesthetics to limit the amount of pain experienced by patients during procedures

Assisting in diagnosing general diseases having oral manifestations such as diabetes

Designing , making, and fitting prosthodontic appliances such as space maintainers, bridges, and dentures, or writing fabrication instructions or prescriptions for dental prosthetic technicians

Diagnosing diseases, injuries, irregularities and malformations of teeth and associated structures in the mouth and jaw using a range of methods such as radiographs, salivary tests and medical histories

Educating patients and families on dental hygiene, nutrition and other measures to take care of oral health

Measuring and taking impressions of patients' jaws and teeth in order to determine the shape and size of dental prostheses

Prescribing medication for relief of ongoing pain after procedures

Providing preventative oral health care such as periodontal treatments, fluoride applications and oral health promotion

Providing restorative oral care such as implants, complex crown and bridge restorations, and orthodontics, and repairing damaged and decayed teeth

Providing surgical treatments such as extraction of teeth, biopsy of tissue, and performing orthodontic treatment

Restoring oral function with removable and fixed oral prostheses

Supervising dental hygienists, dental assistants and other staff

226101 **Dental Specialist**

Diagnoses and treats diseases, injuries, irregularities and malformations of teeth and associated structures in the mouth and jaw using surgery and other specialist techniques.

Alternative Titles and Specialisations:

Community Dentistry Specialist

Dental / Oral Surgeon

Endodontist

Oral and Maxillofacial Surgeon

Oral Pathologist

Orthodontist

Paedodontist

Periodontist

Prosthodontist

Stomatologist

226102 **Dentist**

Diagnoses and treats dental disease, injuries, decay and malformations of the teeth, periodontal tissue (gums), hard and soft tissue found on the mouth and other dento-facial structures using surgery and other techniques.

Alternative Titles and Specialisations:

Dental Practitioner

Oral Medicine Specialist

Restorative Dentist

2262 **Pharmacists**

Pharmacists store, preserve, compound, and dispense medicinal products and counsel on the proper use and adverse effects of drugs and medicines following prescriptions issued by medical doctors and other health professionals. They contribute to researching, testing preparing, prescribing and monitoring medicinal therapies for optimising human health.

Tasks include:

Advising clients on and supplying non-prescription medicines and diagnostic and therapeutic aids for common conditions

Collaborating with other health care professionals to plan, monitor, review, and evaluate the quality and effectiveness of the medicine therapy of individual patients, and the effectiveness of particular drugs or therapies

Conducting research to develop and improve pharmaceuticals, cosmetics and related chemical products

Conferring with chemists, engineering professionals and other professionals about manufacturing techniques and ingredients

Developing information and risks of particular drugs

Evaluating labels, packaging and advertising of drug products

Maintaining prescription files and recording issue of narcotics, poisons and habit-forming drugs in accordance with legal and professional requirements

Preparing or supervising the preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions

Providing information and advice to prescribers and clients regarding drug interactions, incompatibility and contra-indications, side effects, dosage and proper medication storage

Receiving prescriptions for medicinal products from medical doctors and other health professionals, checking patients' medicine histories, and ensuring proper dosage and methods of administration and drug compatibility before dispensing

Storing and preserving vaccines, serums and other drugs subject to deterioration

Supervising and coordinating the work of pharmacy technicians, pharmacy interns and pharmacy sales assistants

Testing and analysing drugs to determine their identity, purity and strength in relation to specified standards

226201 **Hospital Pharmacist**

Prepares and dispenses pharmaceuticals, drugs and medicines in a hospital pharmacy.

Alternative Titles and Specialisations:

Clinical Pharmacist

Health Service Pharmacist

Hospital Chemist

226202 **Industrial Pharmacist**

Undertakes research, testing and analysis related to the development, production, storage, quality control and distribution of drugs and related supplies.

226203 **Retail Pharmacist**

Dispenses prescribed pharmaceuticals to the public, educates customers on health promotion, disease prevention and the proper use of medicines, and sells non-prescription medicines and related goods in a community pharmacy.

Alternative Titles and Specialisations:

Community Pharmacist

Dispensing Chemist

Pharmacist Assistant

2263 **Environmental and Occupational Health and Hygiene Professionals**

Environmental and occupational health and hygiene professionals assess, plan and implement programs to recognize, monitor and control environmental factors that can potentially affect human health, to ensure safe and healthy working conditions, and to prevent disease or injury caused by chemical, physical, radiological and biological agents or ergonomic factors.

NOTE: Professionals who assess, plan and implement programmes to monitor or control the impact of human activities on the environment are classified in Unit group 2133, Environmental Protection Professionals.

Tasks include:

Advising methods to prevent, eliminate, control, or reduce the exposure of workers, students, the public and the environment to radiological and other hazards
Coordinating arrangements for the compensation, rehabilitation and return to work of injured workers

Developing, implementing and monitoring programs to minimize workplace and environmental pollution involving chemical, physical and biological hazards

Developing, implementing and reviewing programs and policies to minimize potential environmental and occupational risks to health and safety

Identifying, reporting and documenting hazards, and assessing and controlling risks in the environment and workplace and advising on compliance with relevant law and regulations

Implementing prevention programs and strategies for communicable diseases, food safety, waste water treatment and disposal systems, recreation and domestic water quality, contaminated and hazardous substances

Preparing and implementing plans and strategies for the safe, economic and suitable disposal of commercial, industrial, medical and household wastes
Promoting ergonomic principles within the workplace such as matching furniture, equipment and work activities to the needs of employees
Providing education, information, training, and advice to persons at all levels on aspects of occupational
Recording and investigating injuries and equipment damage, and reporting safety performance

226301 **Environmental Health Officer**

()

Develops, enforces and evaluates environmental health policies, programs and strategies to improve health outcomes and oversees the implementation and monitoring of environmental health legislation.

Alternative Titles and Specialisations:

Food Safety Auditor

Food Safety Officer

Health Surveyor

Licensed Premises Inspector

226302 **Safety, Health, Environment and Quality (SHE&Q) Practitioner**

()

Develops, implements and evaluates risk management policies and programs, trains employees in occupational health and safety procedures, monitors and audits the workplace, and records and investigates incidents to ensure safe and healthy working conditions.

Alternative Titles and Specialisations:

Chief Safety Officer Mining

Health and Safety Officer / Coordinator / Professional
Injury Prevention Consultant
Occupational Health and Safety Advisor
Occupational Hygienist
Occupational Safety Advisor
Occupational Safety Practitioner / Officer

Occupational Safety and Health (OSH) Advisor / Coordinator / Officer / Professional
Radiation Protection Expert
Risk and Safety Manager
Road Safety Coordinator
Safety Coordinator

226303 **Ergonomist**

Designs objects, systems and environments which are suited to the needs of users and the tasks they perform. Analyses human activity in domestic, leisure or working settings as well as the demands, effects and implications of these activities.

2264 **Physiotherapists**

Physiotherapists assess, plan and implement rehabilitative programs that improve or restore human motor functions, maximize movement ability, relieve pain syndromes, and treat or prevent physical challenges associated with injuries, diseases and other impairments. They apply a broad range of physical therapies and techniques such as movement, ultrasound, heating, laser and other techniques.

Tasks include:

Administering muscle, nerve, joint and functional ability tests to identify and assess physical problems of patients

Developing and implementing programmes for screening and prevention of common physical ailments and disorders

Developing, implementing and monitoring programs and treatments using the therapeutic properties of exercise, heat, cold, massage, manipulation, hydrotherapy, electrotherapy, ultraviolet and infra-red light and ultrasound in the treatment of patients

Establishing treatment goals with patients and designing treatment programs to reduce physical pain, strengthen muscles, improve cardiothoracic, cardiovascular and respiratory functions, restore joint mobility, and improve balance and coordination

Instructing patients and their families in procedures to be continued outside clinical settings

Recording information on patients' health status and responses to treatment in medical records-keeping systems, and sharing information with other health professionals as required to ensure continuing and comprehensive care

Supervising the work of physiotherapy assistants and others

226401 **Physiotherapist**

Assesses, treats and prevents disorders in human movement caused by injury or disease.

Alternative Titles and Specialisations:

Aquatic Physiotherapist

Cardiothoracic Physiotherapist

Continence and Women's Health Physiotherapist

Gerontological Physiotherapist

Geriatric Physical Therapist

Manipulation Therapist
Musculoskeletal Physiotherapist
Neurological Physiotherapist
Occupational Health Physiotherapist
Orthopaedic Physical Therapist
Paediatric Physiotherapist
Physical Therapist
Physio
Sports Physiotherapist

2265 Dieticians and Nutritionists

Dieticians and nutritionists assess, plan and implement programs to enhance the impact of food and nutrition on human health.

Tasks include:

Compiling and assessing data relating to health and nutritional status of individuals, groups and communities based on nutritional values of food served or consumed
Conducting research on nutrition and disseminating the findings at scientific conferences and in other settings
Consulting with other health professionals and care providers to manage the dietary and nutritional needs of patients

Developing and evaluating food and nutrition products to meet nutritional requirements

Instructing individuals, families and communities on nutrition, the planning of diets and preparation of food to maximize health benefits and reduce potential risks to health

Planning and conducting nutrition assessments, intervention programmes, and education and training to improve nutritional levels among individuals and communities

Planning diets and menus, supervising the preparation and serving of meals, and monitoring food intake and quality to provide nutritional care in settings offering food services

226501 Dietician

Applies the science of human nutrition to help people understand the relationship between food and health, and makes appropriate dietary choices to attain and maintain health and prevent and treat illness and disease.

Alternative Titles and Specialisations:

Advisor Food Science / Technology
Dietetic Consultant
Health Advisor (Nutrition)
Home Economist
Nutritionist
Sports Nutritionist

2266 Audiologists and Speech Therapists

Audiologists and speech therapists evaluate, manage and treat physical disorders affecting human hearing, speech, communication and swallowing. They prescribe corrective devices or rehabilitative therapies for hearing loss, speech disorders, and related sensory and neural problems and provide counselling on hearing safety and communication performance.

Tasks include:

Administering hearing or speech/language tests or other examinations using specialised diagnostic instruments and equipment, and interpreting test results alongside other medical, social and behavioural diagnostic data to determine appropriate courses of treatment;

Counselling and guiding hearing and/or language-impaired individuals, their families, teachers and employers

Evaluating hearing, speech and language performance in patients to determine the nature of hearing and communication disorders

Planning and conducting treatment programs to manage physical disorders affecting speech and swallowing in patients such as stuttering and feeding disorders

Planning, directing and participating in counselling, screening, speech rehabilitation and other programs related to hearing and communication

Prescribing hearing aids and other assistive devices according to patients' needs and instructing them in their use

Referring patients and families to additional medical or educational services if needed

226601 **Audiologist**

Provides diagnostic assessment and rehabilitative services related to human hearing defects.

Alternative Titles and Specialisations:

Hearing Therapist

Orthoepist

226602 **Speech Pathologist**

Assesses and treats people with communication disorders such as speech, language, voice, fluency and literacy difficulties and people who have physical problems with eating or swallowing.

Alternative Titles and Specialisations:

Language Therapist

Speech Clinician

Speech Therapist

2267 **Optometrists and Ophthalmic Opticians**

Optometrists and ophthalmic opticians provide diagnosis, management and treatment services for disorders of the eyes and visual system. They counsel on eye care and prescribe optical aids or other therapies for visual disturbance.

Tasks include:

Advising on visual health matters such as contact lens care, vision care for the elderly, optics, visual ergonomics, and occupational and industrial eye safety

Consulting with and referring patients to ophthalmologists or other health professionals if additional medical treatment is necessary

Detecting and diagnosing eye movement disorders and defects of binocular function, and planning and managing treatment programs, including counselling patients in eye exercises to coordinate movement and focusing of eyes

Detecting, diagnosing and managing eye disease, including prescribing medications for the treatment of eye disease

Examining patients' eyes and conducting diagnostic tests to assess ocular health and determine the nature and extent of vision problems and abnormalities

Prescribing corrective eyeglasses, contact lenses and other vision aids, and checking optical devices for performance, safety, comfort and lifestyle

Testing visual function using specialised instruments and equipment for measuring visual acuity and refractive error, function of visual pathways, visual fields, eye movements, freedom of vision and intraocular pressure

226701 **Optometrist**

Performs eye examinations and vision tests to determine the presence of visual, ocular and other abnormalities, ocular diseases and systemic diseases with ocular manifestations, and prescribes lenses, other optical aids, therapy and medication to correct and manage vision problems and eye diseases.

Alternative Titles and Specialisations:

Oculist

226702 **Orthoptist**

Diagnoses and manages eye movement disorders and associated sensory deficiencies.

2269 **Health Professionals not Elsewhere Classified**

This unit group covers health professionals not classified elsewhere in sub-major group 22. For instance, the group includes occupations such as podiatrist, occupational therapist and other health professionals..

Tasks include:

Assessing functional limitations of clients resulting from illness, disability or other impairment, and providing therapy

Developing and implementing treatment plans for injuries, illnesses and other physical and mental impairments

Evaluating and documenting patients' progress through treatment plans, and referring patients and families to medical doctors or other health care providers for specialised, rehabilitative or other care services as needed

Identifying and prescribing treatments for conditions affecting the foot, ankle and related structures of the leg due to illness, disease or other physical impairment, and prescribing corrective footwear and advising on foot care to manage foot ailments

Interviewing patients and conducting diagnostic tests to determine their health status and the nature of physical or mental disorders, illnesses or other health problems

Performing minor surgical procedures such as on the foot and ankles

Planning and implementing therapeutic programs on an individual and group basis for improving and maintaining physical, cognitive, emotional and social functioning, including through the use of arts and crafts, dance and movement, music and other recreational activities

Recommending environmental adaptations in the home, leisure, work and school environments on an individual or group basis to enable them to perform their daily activities and occupations

226901 **Arts Therapist**

Diagnoses, assesses and treats patients by using art and creative processes as a medium to enable patients express and understand emotions.

Alternative Titles and Specialisations:

Dance Therapist

Drama Therapist

Music Therapist

226902 **Occupational Therapist**

Assesses functional limitations of people resulting from illnesses and disabilities, and provides therapy to enable people to perform their daily activities and occupations.

Alternative Titles and Specialisations:

Corrections Programme Coordinator / Facilitator

Ergotherapist

Work Rehabilitation Therapist

226903 **Podiatrist**

Prevents, diagnoses and treats disorder of the feet.

Alternative Titles and Specialisations:

Chiropodist

Podiatric Surgeon

226904 **Diversional Therapist**

Plans, designs, coordinates and implements recreation and leisure-based activity programs to support, challenge and enhance the psychological, spiritual, social, emotional and physical wellbeing of individuals.

Alternative Titles and Specialisations:

Activities Coordinator

Activities Officer

Recreational Therapist

226905 **Biokineticist**

Assesses, diagnoses and treats illnesses and disabilities and prescribe individual healthy exercise habits or programmes to improve individual people's physical conditions and quality of life.

Alternative Titles and Specialisations:

Exercise Physiologist

Exercise Therapist

Human Movement Specialist

226906 **Rheumatologist**

Investigates, diagnoses and treats diseases, injuries and deficiencies of human joints, muscles and soft tissue.

226907 **Dermatologist**

Provides diagnostic, treatment and preventative medical services related to disorders of the human skin.

23 **Teaching Professionals**

Teaching professionals teach the theory and practice of one or more disciplines at different educational levels, conduct research and improve or develop concepts, theories and operational methods pertaining to their particular discipline, and prepare scholarly papers and books.

Tasks include:

Conducting adult literacy programmes; teaching and educating persons learning difficulties or special needs; designing and modifying curricula; inspecting and advising on teaching methods and aids

Conducting classes, courses, or tutorials at a particular educational level, for educational and vocational purposes, including private lessons

Conducting research in particular subjects to improve or develop concepts, theories or operational methods for application in industrial and other fields

Participating in decisions concerning the organization of teaching and related activities at schools and universities

Preparing scholarly papers and books

Supervision of other workers may be included

231 University and Higher Education Teachers

University and higher education teachers prepare and deliver lectures and conduct tutorials in one or more subjects within a prescribed course of study at a university or other higher educational institution. They conduct research, and prepare scholarly papers and books.

Tasks include:

Administering, evaluating and marking examination papers and tests

Designing and modifying curricula and preparing courses of study in accordance with requirements

Directing research of post-graduate students or other members of department

Participating in departmental and faculty meetings and in conferences and seminars

Preparing and delivering lectures and conducting tutorials, seminars and laboratory experiments

Preparing scholarly books, papers or articles

Researching into and developing concepts, theories and operational methods for application in industrial and other fields

Stimulating discussion and independent thought among students

Supervising, where appropriate, experimental and practical work undertaken by students;

2311 University and Higher Education Teachers

University and higher education teachers prepare and deliver lectures and conduct tutorials in one or more subjects within a prescribed course of study at a university or other higher educational institution. They conduct research, and prepare scholarly papers and books.

Tasks include:

Administering, evaluating and marking examination papers and tests

Designing and modifying curricula and preparing courses of study in accordance with requirements

Directing research of post-graduate students or other members of department

Participating in departmental and faculty meetings and in conferences and seminars

Preparing and delivering lectures and conducting tutorials, seminars and laboratory experiments

Preparing scholarly books, papers or articles

Researching into and developing concepts, theories and operational methods for application in industrial and other fields

Stimulating discussion and independent thought among students

Supervising, where appropriate, experimental and practical work undertaken by students;

231101 University Lecturer

Lectures students and conducts tutorials in one or more subjects within a prescribed course of study at a university and conducts research in a particular field of knowledge.

Alternative Titles and Specialisations:

Assessment Advisor And/Or Internal Moderator

Associate Professor

College of Education Lecturer

Lecturer
Professor
Tertiary Educator

231102 University Tutor

Conducts tutorials in one or more subjects within a prescribed course of study at a university.

Alternative Titles and Specialisations:

University Demonstrator

232 Vocational Education Teachers

Vocational education teachers teach or instruct vocational or occupational subjects in adult and further education institutions and to senior students in secondary schools and colleges. They prepare students for employment in specific occupations or occupational areas for which university or higher education is not normally required.

Tasks include:

Conducting discussions to increase students' knowledge and competence; instructing and monitoring students in the use of tools, equipment and materials and the prevention of injury and damage;

Developing curricula and planning course content and methods of instruction; determining training needs of students or workers and liaising with individuals, industry and other education sectors to ensure provision of relevant education and training programs; presenting lectures and

Observing and evaluating students' work to determine progress, provide feedback, and make suggestions for improvement; Administering oral, written or performance tests to measure progress, evaluate training effectiveness and assess competency;

Preparing reports and maintaining records such as student grades, attendance rolls, and training activity details;

Providing individualized instruction and tutorial or remedial instruction; conducting on-the-job training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects

Supervising independent or group projects, field placements, laboratory work, or other training;

2321 Vocational or Further Education Teachers

Vocational or further education teachers teach or instruct vocational or occupational subjects in adult and further education institutions and to senior students in secondary schools and colleges. They prepare students for employment in specific occupations or occupational areas for which university or higher education is not normally required.

Tasks include:

Conducting discussions to increase students' knowledge and competence; instructing and monitoring students in the use of tools, equipment and materials and the prevention of injury and damage;

Developing curricula and planning course content and methods of instruction; determining training needs of students or workers and liaising with individuals, industry and other education sectors to ensure provision of relevant education and training programs; presenting lectures and

Observing and evaluating students' work to determine progress, provide feedback, and make suggestions for improvement; Administering oral, written or performance tests to measure progress, evaluate training effectiveness and assess competency;

Preparing reports and maintaining records such as student grades, attendance rolls, and training activity details;

Providing individualized instruction and tutorial or remedial instruction; conducting on-the-job training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects

Supervising independent or group projects, field placements, laboratory work, or other training;

232101 Accounting Teacher (Grades 10 - 12)

Teaches accounting (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232102 Agricultural Management Practices Teacher (Grades 10 - 12)

Teaches agricultural management practices (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232103 Agricultural Sciences Teacher (Grades 10 - 12)

Teaches agricultural sciences (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232104 Agricultural Technology Teacher (Grades 10 - 12)

Teaches agricultural technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232105 Business Studies Teacher (Grades 10 - 12)

Teaches business studies (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232106 Civil Technology Teacher (Grades 10 - 12)

Teaches civil technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232107 Computer Applications Technology Teacher (Grades 10 - 12)

Teaches computer applications technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232108 Consumer Studies Teacher (Grades 10 - 12)

Teaches consumer studies (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232109 Dance Studies Teacher (Grades 10 - 12)

Teaches dance studies (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232110 Design Teacher (Grades 10 - 12)

Teaches design (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232111 Dramatic Arts Teacher (Grades 10 - 12)

Teaches dramatic arts (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232112 Economics Teacher (Grades 10 - 12)

Teaches economics (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232113 Electrical Technology Teacher (Grades 10 - 12)

Teaches electrical technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232114 Engineering Graphics & Design Teacher (Grades 10 - 12)

Teaches engineering graphics & design (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

Alternative Titles and Specialisations:

Technical Drawing Teacher

232115 Geography Teacher (Grades 10 - 12)

Teaches geography (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232116 History Teacher (Grades 10 - 12)

Teaches history (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232117 Hospitality Studies Teacher (Grades 10 - 12)

Teaches hospitality studies (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232118 Information Technology Teacher (Grades 10 - 12)

Teaches information technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232119 Language Teacher (Grades 10 - 12)

Teaches language (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232120 Life Orientation Teacher (Grades 10 - 12)

Teaches life orientation (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232121 Life Sciences Teacher (Grades 10 - 12)

Teaches life sciences (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

Alternative Titles and Specialisations:

Social Sciences Teacher

232122 Mathematical Literacy Teacher (Grades 10 - 12)

Teaches mathematical literacy (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232123 Mathematics Teacher (Grades 10 - 12)

Teaches mathematics (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232124 Mechanical Technology Teacher (Grades 10 - 12)

Teaches mechanical technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232125 Music Teacher (Grades 10 - 12)

Teaches music (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232126 Physical Science Teacher (Grades 10 - 12)

Teaches physical science (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232127 Religion Studies Teacher (Grades 10 - 12)

Teaches religion within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232128 Tourism Teacher (Grades 10 - 12)

Teaches tourism principles (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232129 Visual Arts Teacher (Grades 10 - 12)

Teaches visual art (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

233 Secondary or Intermediate and Senior Education Teachers

Secondary or intermediate and senior education teachers teach one or more subjects at secondary education level, excluding subjects intended to prepare students for employment in specific occupational areas.

Tasks include:

Designing and modifying curricula and preparing educational courses of study in accordance with curriculum guidelines
Establishing and enforcing rules for behaviour and procedures for maintaining order among students

Establishing clear objectives for all lessons, units, and projects and communicating those objectives to students

Observing and evaluating students' performance and behaviour

Participating in meetings concerning the school's educational or organizational policies; planning, organizing and participating in school activities such as excursions, sporting events and concerts

Preparing and giving lessons, discussions, and demonstrations in one or more subjects

Preparing materials and classrooms for class activities; adapting teaching methods and instructional materials to meet students' varying needs and interests

Preparing, administering and marking tests, assignments and examinations to evaluate pupils

Progress; preparing reports about pupils' work and conferring with other teachers and parents

2331 Secondary or Intermediate and Senior Education Teachers

Secondary or intermediate and senior education teachers teach one or more subjects at secondary education level, excluding subjects intended to prepare students for employment in specific occupational areas.

Tasks include:

Designing and modifying curricula and preparing educational courses of study in accordance with curriculum guidelines
Establishing and enforcing rules for behaviour and procedures for maintaining order among students

Establishing clear objectives for all lessons, units, and projects and communicating those objectives to students

Observing and evaluating students' performance and behaviour

Participating in meetings concerning the school's educational or organizational policies; planning, organizing and participating in school activities such as excursions, sporting events and concerts

Preparing and giving lessons, discussions, and demonstrations in one or more subjects

Preparing materials and classrooms for class activities; adapting teaching methods and instructional materials to meet students' varying needs and interests

Preparing, administering and marking tests, assignments and examinations to evaluate pupils

Progress; preparing reports about pupils' work and conferring with other teachers and parents

233101 Maths Teacher (Grades 4 - 9)

Teaches maths within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

233102 Natural Sciences Teacher (Grades 4 - 9)

Teaches natural sciences within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

Alternative Titles and Specialisations:

Teacher of The Deaf and Dumb

233103 Economics and Management Sciences Teacher (Grades 4 - 9)

Teaches economics and management sciences within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

233104 Life Skills Teacher (Grades 4 - 9)

Teaches life skills within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

233105 Social Sciences Teacher (Grades 4 - 9)

Teaches social sciences within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

233106 Arts and Culture (Grades 4 - 9)

Teaches arts and culture within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

234 Primary School and Early Childhood Teachers

Primary school and early childhood teachers teach a range of subjects at the primary level of education and organize educational activities for children below primary school age.

Tasks include:

Planning and organising activities designed to facilitate children's development of language, physical and social skills

Preparing programme of learning and giving instruction in a range of subjects at the primary education level

Preparing reports. Supervision of other workers may be included

2341 Primary School or Foundational Phase Teachers

Primary school or foundational phase teachers teach a range of subjects at the primary education level.

Tasks include:

Assigning and grading class work and homework

Instructing children individually and in groups, using various teaching methods and materials (e.g. computers, books, games), adapting to children's varying needs

Maintaining discipline and good working habits in the classroom

Observing and evaluating children's performance and behaviour

Participating in staff meetings and other sessions, and conferring with other teachers concerning educational issues

Planning and conduct activities with the children such as sporting activities, concerts and excursions

Preparing daily and longer term lesson plans in accordance with curriculum guidelines

Preparing for and attending parent meetings to discuss children's progress and problems

Preparing, administering, and grading tests and assignments to evaluate children's progress

Supervising children during classes and at other times in the school day, including the playground during breaks

234101 Foundational Phase School Teacher

Teaches and coordinates a range of subjects from grade r - 3 within a prescribed curriculum to primary school students.

Alternative Titles and Specialisations:

Foundational Phase Teacher

Primary School Housemaster

Primary Teacher-librarian

2342 Early Childhood Educators

Early childhood educators promote the social, physical, and intellectual development of children below primary school age through the provision of educational and play activities.

Tasks include:

Discussing progress or problems of children with parents and other staff members and identifying appropriate actions and referrals to other services

Establishing and maintaining collaborative relationships with other service providers working with young children

Guiding and assisting children in the development of proper eating, dressing and toilet habits

Leading children in activities that, provide opportunities for creative expression through the media of art, dramatic play, music and physical fitness

Observing and assessing nutritional health, welfare and safety needs of students and identifying factors which may impede students' progress

Observing children in order to evaluate progress and to detect signs of developmental, emotional or health related problems with parents

Planning and organizing individual and group activities designed to facilitate the development of children's motor skills, cooperative and social skills, confidence and understanding

Promoting language development through story-telling, role-play, songs, rhymes and informal conversations and discussions

Supervising children's activities to ensure safety and resolve conflicts

234201 Early Childhood Development Practitioner

Plans, organises and conducts activities to help pre-primary school students to develop a wide variety of skills including speech, reading, writing, motor skills and social interaction.

Alternative Titles and Specialisations:

Early Childcare Teacher

Early Intervention Teacher

Kindergarten Teacher

Nursery Teacher

Playschool Teacher

Pre-primary Education Associate Professional

Pre-school Coordinator

Pre-school Director

234202 Preschool Aide

Provides care and supervision for children at preschool centres under the direction of preschool teachers.

Alternative Titles and Specialisations:

Kindergarten Assistant

235 Other Teaching Professionals

Other teaching professionals conduct research and advise on teaching methods, teach people with learning difficulties or special needs; teach non-native languages for migration and related purposes; give private tuition; teach arts, information technology and other subjects outside the mainstream primary, secondary and higher education systems and provide other teaching services not classified elsewhere in sub-major group 23, teaching professionals..

Tasks include:

Conducting research and developing or advising on teaching methods, courses and aids;

Conducting Training programs and courses for information technology users

Teaching physically handicapped children, young persons or adults or those with learning difficulties or other with special needs, teaching non-native languages for migration purposes;

Teaching students in practice, theory and performance of music, drama, dance, visual and other arts; developing, scheduling and

2351 Education Methods Specialists

Education methods specialists conduct research and develop or advise on teaching methods, courses and aids. They review and examine teachers' work, the functioning of educational institutions and the results achieved and recommend changes and improvements.

Tasks include:

Developing the structure, content and objectives of new educational courses and programs

Documenting subjects and courses developed, and evaluating new courses

Evaluating and advising on contents of courses and methods of examination

Organizing and conducting workshops and conferences to train teachers in new programs and methods

Preparing reports and making recommendations to educational authorities concerning possible changes and improvements in curricula, teaching methods, and other matters

Providing ongoing professional development, training and consultative services to teachers

Researching into audio-visual and other teaching aids and advising on, planning and organising their introduction in educational establishments

Researching into current developments in curricula, teaching methods and other educational practices, and advising on necessary changes and possible improvements

Visiting classrooms to observe teaching techniques and to evaluate teachers performance, and scholastic results obtained

Visiting schools periodically and conferring with administrative and teaching staff on questions relating to curricula, teaching methods, equipment and other matters

235101 Education or Training Advisor

Conducts educational and training research and develops course curricula and associated teaching materials for use by educational and training institutions.

Alternative Titles and Specialisations:

Academic Advisor

Academic Development Coordinator

Curriculum Advisory Officer / Facilitator
Curriculum Coordinator
Curriculum Development Audit Officer
Curriculum Specialist
Education / Training Consultant
Education / Training Methods Specialist
Education / Training Specialist
Education / Training Verifier
Education and Training Quality Assurance (ETQA) Officer / Manager
Education Officer
Home-school Liaison Officer
Pre-school Advisor
Teaching Aids Specialist

235102 Education or Training Reviewer

Reviews and examines the work of teachers, trainers and coaches in learning sites, and observes the results of the application of curriculum programs.

Alternative Titles and Specialisations:

Education Review Officer
Moderators
School Inspector

2352 Special Needs Teachers

Special needs teachers teach physically or mentally handicapped children, young persons, or adults, or those with learning difficulties or other special needs. They promote the social, emotional, intellectual and physical development of their students.

Tasks include:

Administering various forms of assessment and evaluating progress of each student

Assessing students' abilities and limitations with regard to intellectual, physical, social and emotional impairments, exceptional intellectual gifts, or other specific problems

Conferring with other staff members to plan and schedule lessons for special needs students

Conferring with students, parents, head teacher and other relevant professionals involved in the students' care to develop individual educational plans designed to promote students' development

Designing or modifying curricula and preparing and delivering programmes, lessons and activities adapted to students' abilities and needs

Employing special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory

Establishing and enforcing rules for behaviour and policies and procedures to maintain order among students

Giving instruction on an individual or group basis using special techniques or aids appropriate to students' needs

Preparing and maintaining student data and other records and submitting reports

Stimulating and developing students' confidence interests, abilities, manual skills and coordination

Teaching academic subjects, and practical and self-help skills to students with hearing, sight and other impairments

235201 **Special Needs Teacher**

Teaches academic and living skills to primary and further education and training students with particular learning difficulties using various techniques and promotes students' social, emotional, intellectual and physical development.

Alternative Titles and Specialisations:

Behaviour Support Teacher

Education Therapist

Learning Support Teacher

Rehabilitation Teacher

Remedial Teacher

Special Education Teacher (Mentally / Physically Handicapped)

Special Education Teaching Associate Professional

Teacher of Gifted Students

235202 **Teacher of The Hearing Impaired**

Teaches academic and living skills to hearing impaired students and promotes students' social, emotional, intellectual and physical development.

235203 **Teacher of The Sight Impaired**

Teaches academic and living skills to sight impaired students and promotes students' social, emotional, intellectual and physical development.

235204 **Distant Education Teacher / Correspondence School Teacher**

Teaches academic and living skills to students and promotes students intellectual development through distance education methods.

235205 **Adult Education Teacher**

Teaches adults life skills as well as to read and write.

Alternative Titles and Specialisations:

Abet Trainer

Teacher of Gifted Children

235206 **Integration Aide**

Assists children with developmental disabilities in mainstream schools.

Alternative Titles and Specialisations:

Education Worker

Education Worker Coordinator

Home School Liaison Officer

2353 **Other Language Teachers**

Other language teachers teach non-native languages to adults and children who are learning a language for reasons of migration, to fulfil employment requirements or opportunities, to facilitate participation in educational programmes delivered in a foreign language, or for personal enrichment. They work outside the mainstream primary, secondary and higher education systems, or in support of students and teachers within those systems.

Tasks include:

Assessing students' progress

Assessing the level of ability and the extent of language difficulties of students, and establishing students' needs and learning goals

Assessing, recording and reporting on students' progress

Assigning and correcting work, and preparing and grading exams;

Assisting students in classroom settings where subjects are taught in a language other than the students' native language

Designing and producing teaching materials and adapting existing materials

Planning, preparing and delivering lessons and workshops for groups and individuals with content and rate of progression adapted to students' abilities and needs

Providing assistance to other teachers by designing special teaching programs for students still learning the main language of instruction

235301 **Teacher of English To Speakers of Other Languages**

Teaches classes in English to students who speak languages other than English.

Alternative Titles and Specialisations:

English As A Second Language Teacher

English Conversation Instructor

English Language Teacher

2354 **Other Music Teachers**

Other music teachers teach students in the practice, theory and performance of music outside the mainstream primary, secondary and higher education systems, but may provide private or small group tuition as an extra curricular activity in association with mainstream educational institutions.

Tasks include:

Arranging visits and tours to musical performances

Assessing students and offering advice, criticism and encouragement

Assessing the students' level of ability and determining needs and learning goals

Assigning exercises and teaching pieces of music relevant to students' level of ability, interests and talents

Instructing and demonstrating practical aspects of singing or of playing a particular instrument

Organizing and assisting in auditions or performances of students' work

Planning, preparing and delivering programs of study, lessons and workshops for individual students and groups

Preparing and presenting material on the theory and interpretation of music

Preparing students for examinations, performances and assessments

Revising curricula, course content, course materials and methods of instruction

Teaching students to read and write musical notation

235401 **Music Teacher (Private Tuition)**

Teaches students in the practice, theory and performance of music, in private training establishments.

Alternative Titles and Specialisations:

Flute / Guitar / Piano / Violin Teacher

Singing Teacher (Private Tuition)

2355 **Other Arts Teachers**

Other arts teachers teach students in the practice, theory and performance of dance, drama, visual and other arts (excluding music) outside the mainstream primary, secondary and higher education systems, but may provide private or small group tuition as an extra curricular activity in association with mainstream educational institutions.

Tasks include:

Arranging visits and tours to exhibitions and performances

Assessing students and offering advice, criticism and encouragement
Assessing the students' level of ability and determining learning needs

Assigning exercises and work relevant to students' level of ability, interests and talents

Instructing and demonstrating practical aspects of drama, dance, visual or other arts

Organising and assisting in performances or exhibitions of students' work
Planning, preparing and delivering programs of study, lessons and workshops for individual students and /groups

Preparing and presenting material on the theory of the subject area being studied
Preparing students for examinations, performance and assessments

Revising curricula, course content, course materials and methods of instruction

235501 Art Teacher (Private Tuition)

Teaches students in the practice and theory of art in private training establishments.

235502 Dance Teacher (Private Tuition)

Teaches students in the practice, theory and performance of dance, in private training establishments.

Alternative Titles and Specialisations:

Ballet Teacher

235503 Drama Teacher (Private Tuition)

Teaches students in the practice, theory and performance of drama, in private training establishments.

Alternative Titles and Specialisations:

Elocution Teacher

2356 Information Technology Trainers

Information technology trainers develop, schedule and conduct training programs and courses for computer and other information technology users outside the mainstream primary, secondary and higher education systems.

Tasks include:

Designing, coordinating, scheduling and conducting training and development programs that can be delivered in the form of individual and group instruction, and facilitating workshops meetings; demonstrations and conferences

Gathering, investigating and researching background materials to gain a full understanding of the subject matter and systems

Identifying the information technology training needs and requirements of individual users and organizations

Keeping up-to-date with new product version releases, advances in software, and general information technology trends, writing end user products and materials such as user training, tutorial and instruction manuals, online help, and operating and maintenance instructions

Monitoring and performing ongoing evaluation and assessment of training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables

Preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation

235601 ICT Trainer

Analyses and evaluates information based system training needs and objectives, and develops, schedules and conducts ICT based system training programs and courses.

Alternative Titles and Specialisations:

Computer Trainer

ICT Educator

Software Trainer

2359 Teaching Professionals not Elsewhere Classified

This unit group covers teaching professionals not classified elsewhere in sub-major group 23, professionals. For instance, the group includes those who provide private tuition in subjects other than foreign languages and the arts, and those who provide educational counselling to students.

Tasks include:

Assessing students and offering advice, criticism and encouragement

Assessing students' level of ability and determining learning needs

Assigning exercises and work relevant to students' level of ability, interests and aptitude

Counselling students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning

Counselling students to help them understand and overcome personal, social, or behavioural problems affecting their education

Instructing and demonstrating practical aspects of the subject area being studied

Planning, preparing and delivering programs of study, lessons and workshops for individual students and groups

Preparing and presenting material on the theory of the subject area being studied

Preparing students for examinations and assessments

Preparing students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks

Revising curricula, course content, course materials and methods of instruction

235901 Dressmaking Teacher (Private Tuition)

Teaches students in the practice, theory and performance of dressmaking, in private training establishments.

235902 Handicrafts Teacher (Private Tuition)

Teaches students in the practice, theory and performance of handicrafts, in private training establishments.

235903 School Laboratory Technician

Prepares experiments and demonstrations, makes up solutions, prepares slides, orders books and equipment, and tidies up laboratories in support of teaching chemistry, earth sciences, life sciences and physical sciences.

235904 Examination Supervisor

Supervises those who are busy writing an exam/ test so that no cheating takes place.

24 Business and Administration Professionals

Business and administration professionals perform analytical, conceptual and practical tasks to provide services in financial matters, human resource development, public relations and marketing, sales in the technical, medical, information and communication technology areas and conduct, reviews of organizational structures, methods and systems as well as quantitative analyzes of information affecting investment programs.

Tasks include:

Assessing customers' needs and explaining and demonstrating goods and services to them
Collecting, analyzing and interpreting information on the financial viability, cost structures and trading effectiveness of organizations

Conducting audits, preparing financial statements and controlling treasury systems for organizations

Developing and reviewing financial plans and strategies, executing buy and sell orders, and negotiating the purchase and sale of commodities

Developing, implementing and evaluating staff recruitment, training and development programs

Researching, developing and implementing marketing and public relations campaigns

Studying and developing methods and policies to improve and promote government and business operations and effectiveness; Acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions

241 Finance Professionals

Finance professionals plan, develop, organize, administer, invest, manage and conduct quantitative analyses of either financial accounting systems or funds for individuals, establishments and public or private institutions.

Tasks include:

Preparing analytic reports concerning segments of the economy and the economy as a whole

Preparing and organizing financial statements for an organization reviewing financial materials of an organization

Providing Financial advice to individuals and organizations

2411 Accountants

Accountants plan, organize and administer accounting systems for individuals and establishments. Some occupations classified here examine and analyze the accounting and financial records of individuals and establishments to ensure accuracy and compliance with established accounting standards and procedures.

Tasks include:

Advising on, planning and installing budgetary, accounts controlling and other accounting policies and systems

Auditing accounts and bookkeeping records

Conducting financial investigations in such matters as suspected fraud, insolvency and bankruptcy

Conducting investigations and advising management on financial aspects of productivity, stockholdings, sales, new products, etc

Devising and controlling a system to determine unit cost of products and services

Preparing and certifying financial statements for presentation to management, shareholders and statutory or other bodies

Preparing or reporting on profit forecasts and budgets

Preparing tax returns, advising on taxation problems and contesting disputed claims before tax officials

241101 Accountant (General)

Plans and provides systems and services relating to the financial dealings of organisations and individuals, and advises on associated record-keeping and compliance requirements.

Alternative Titles and Specialisations:

Bank Accountant

Debtors Manager

241102 Management Accountant

Plans, reviews and administers accounting systems and procedures, analyses the financial information needs of organisations, provides advice on financial planning and risk management, and provides management with reports to assist in decision-making. May provide insight into cost performance and support the implementation of benchmarking and improvement initiatives.

Alternative Titles and Specialisations:

Budget Accountant

Cost Accountant

Project Accountant

241103 Tax Professional

Analyses, reports and provides advice on taxation issues to tax entities, prepares and reviews tax returns and reports and handles disputes.

Alternative Titles and Specialisations:

Tax Analyst

Tax Auditor

Tax Consultant

241104 External Auditor

Designs and operates information and reporting systems, procedures and controls to meet external financial reporting requirements.

Alternative Titles and Specialisations:

Audit and Assurance Manager

Auditor

Forensic Auditor / Investigator

Project Auditor

Public Accountant

241106 Accountant in Practice

Produces, prepares and analyses financial statements in support of a businesses as a going concern and provides advisory services in this regard.

241107 Financial Accountant

Contributes to the development and implementation of the organisation's accounting systems, policies and procedures.

Alternative Titles and Specialisations:

Business Group Accountant

Company Accountant

Corporate Accountant

241108 Forensic Accountant

Examines financial records to detect and deter fraud and white collar crime.

Alternative Titles and Specialisations:

Investigating Accountant

2412 Financial and Investment Advisors

Financial and investment advisers develop financial plans for individuals and organizations, and invest and manage funds on their behalf.

Tasks include:

Arranging to buy and sell stocks and bonds for clients

Building and maintaining a client base

Interviewing clients to determine financial status and objectives, risk tolerance and other information needed to develop financial plans and investment strategies

Monitoring investment performance, and reviewing and revising investment plans based on modified needs and changes in markets

Recommending and arranging insurance cover for clients

Setting financial objectives, and developing and implementing strategies for achieving the financial objectives

241201 Investment Analyst

Analyses individual securities, industries and the economy, publishes reports and makes recommendations regarding investments.

Alternative Titles and Specialisations:

Investment Research Analyst

Listed Securities Analyst

241202 Investment Manager

Manages a portfolio of securities, in which he/she may exercise his/her own discretion, on behalf of clients.

Alternative Titles and Specialisations:

Discretionary Manager

Fund Manager

Hedge Fund Manager

Portfolio Manager

241203 Investment Advisor

Advises clients in respect of securities and other financial investments and instruments.

Alternative Titles and Specialisations:

Financial Markets Investment Advisor

Fund Advisor

Portfolio Advisor

Securities Sales Trader

241204 Financial Markets Practitioner

Analyses individual securities, industries and the economy, provides investment advice to clients in respect of securities and other financial instruments and executes transactions in securities with/on behalf of clients and/or for an exchange member.

241205 Professional Principal Executive Officer

Executes the decisions of the pensions fund board of trustees and liaise with services providers to the pension fund.

2413 Financial Analysts

Financial analysts conduct quantitative analyses of information affecting investment programs of public or private institutions.

Tasks include:

Analyzing financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions

Determining the prices at which securities should be syndicated and offered to the public

Evaluating and comparing the relative quality of various securities in a given industry
Interpreting data affecting investment programs, such as price, yield, stability, future trends in investment risks, and economic influences
Maintaining knowledge and staying abreast of developments in the fields of industrial technology, business, finance, and economic theory

Monitoring economic, industrial, and corporate developments through analysis of information obtained from financial publications and services, investment banking firms, government agencies, trade publications, company sources, and personal interviews
Preparing plans of action for investment based on financial analyses
Presenting oral and written reports on general economic trends, individual corporations, and entire industries
Recommending investments and investment timing to companies, investment firm staff, or the investing public

241301 Financial Investment Advisor

Develops and implements financial plans for individuals and organisations, and advises on investment strategies and their taxation implications, securities, insurance, pension plans and real estate.

Alternative Titles and Specialisations:

Account Management Advisor
Financial Analyst
Financial Advisor
Financial Agent
Financial Business Analyst
Financial Consultant
Financial Planner
Financial Planning Advisor / Manager
Insurance Manager

242 Administration Professionals

Administration professionals apply various concepts and theories related to improving the effectiveness of organizations and the individuals within the organization.

Tasks include:

Ensuring that the operational activities of an organization are consistent with the policy objectives of the organization

Evaluating the structure of organizations and suggesting areas of improvement

Recruiting, training, developing, and counselling personnel within an organization

2421 Management and Organization Analysts

Management and organization analysts assist organizations to achieve greater efficiency and solve organizational problems. They study organizational structures, methods, systems and procedures.

Tasks include:

Analyzing and evaluating current systems and structures;

Assisting and encouraging the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of organizations' resources

Assisting in implementing approved recommendations, issuing revised instructions and procedure manuals, and drafting other documentation

Directing clients towards more efficient organization and developing solutions to organizational problems

Discussing current systems with staff and observing systems at all levels of organization

Preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and resolve organizational problems

Recording and analyzing organizations' work flow charts, records, reports, manuals and job descriptions

Reviewing operating procedures and advising of departures from procedures and standards

Undertaking and Reviewing work studies by analyzing existing and proposed methods and procedures such as administrative and clerical procedures

242101 **Management Consultant**

Assists organisations to achieve greater efficiency and solve organisational problems.

Alternative Titles and Specialisations:

Business Analyst

Business Coach

Business Consultant

Business Support Project Manager

Business Turnaround Management Consultant

Capital Expenditure Analyst

Commercial Analyst

Corporate Planner

Ecommerce Programme Manager

Farm Management Consultant

Financial Systems Advisor

Management Consulting Specialist

Management Reporting Analyst

Operations Analyst

Purchase Advisor

Resource Development Analyst

Service Solutions Project Manager

Small Business Consultant / Mentor

Strategic Developer / Facilitator

Superannuation Transitions Specialist

Technology Development Coordinator

242102 **Organisation and Methods Analyst**

Assists organisations to achieve greater efficiency and solve organisational problems.

Alternative Titles and Specialisations:

Business / Community / Disability Liaison Officer

Change Management Facilitator

Cost Modelling / Industry Analyst

Efficiency Engineer

Equipment and Standards Advisor

Land Information Change Manager

Management Systems Consultant

Methods Engineer

Organisation and Methods Official

Organisational Performance Improvement Manager

Organisational Performance Manager / Practitioner

Skills Auditor

Work Study Officer / Observer

2422 Policy Administration Professionals

Policy administration professionals develop and analyze policies guiding the design, implementation and modification of government and commercial operations and programs.

Tasks include:

Assessing impacts, financial implications, interactions with other programs and political and administrative feasibility of policies

Conducting threat and risk assessments and developing responses

Formulating and analyzing policy options, preparing briefing papers and recommendations for policy changes, and advising on preferred options

Liaising and consulting with program administrators and other interested parties to identify policy needs

Researching social, economic and industrial trends, and client expectations of programs and services provided

Reviewing existing policies and legislation to identify anomalies and out-of-date provisions

Reviewing operations and programs to ensure consistency with policies of the organization

242201 Intelligence Officer

Manages the collection and processing of data to produce intelligence for public and private sector organisations in their planning, operations and personnel functions.

Alternative Titles and Specialisations:

Criminal Intelligence Analyst

Defence Intelligence Analyst

Information Strategist

Intelligence Coordinator Manager

Military Intelligence Officer

Vetting Specialist

242202 Policy Analyst

Collects and analyses information and data to produce intelligence for public or private sector organisations to support planning, operations and human resource functions.

Alternative Titles and Specialisations:

Commerce Projects Advisor

Intelligence Analyst

Policy Advisor

Policy Consultant / Officer / Planner

Position Analyst

Programme Evaluator

Research and Evaluation Analyst

Research Consultant

Risk / Planning / Review / Analyst

Special Projects Analyst

Strategic Advisor

Strategic Business Policy Analyst

Strategy Analyst

Systems Advisory Officer Evaluations

Trade Policy Advisor

242203 Company Secretary

Plans, administers and reviews corporate compliance activities and effective practice concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board. May report to the chief financial officer.

Alternative Titles and Specialisations:

Board Secretary

242204 Corporate Treasurer

Manages corporate funding, liquidity and financial risk associated with the profitable development and operation of an organisation. May be involved in acquisitions, disposals and joint ventures.

Alternative Titles and Specialisations:

Financial Risk Manager

Treasurer

242207 Compliance Officer

Provides compliance services to assist management to discharge their responsibilities by complying with applicable regulatory requirements.

Alternative Titles and Specialisations:

Compliance Officer (Financial Sector)

Financial Markets Compliance Officer

242208 Organisational Risk Manager

Advises organisations on assessment processes to determine actual and potential risks pertaining to the organisation as a total entity.

Alternative Titles and Specialisations:

Organisational Development Manager / Practitioner

Organisational Enterprise Wide Risk Manager

Organisational Risk Adviser

Organisational Risk Coordinator

Organisational Risk Officer

Risk Compliance Manager

242209 Accounting Officer

Determines whether the annual financial statements of a company or close corporation are in agreement with the accounting records of the company or corporation; reviews the appropriateness of the accounting policies represented to the accounting officer as having been applied in the preparation of the annual financial statements; and drafts reports in respect of these tasks to the company or corporation.

242210 Business Administrator

Provides administrative and secretarial support to company directors.

242211 Internal Auditor

Evaluates and improves the effectiveness of risk management, control, and governance processes within an organisation.

242212 Diplomat

Promote bilateral and multilateral relations of South Africa and performs managerial and administers functions in missions.

Alternative Titles and Specialisations:

Foreign Relations Practitioner

2423 Personnel and Careers Professionals

Personnel and careers professionals provide professional business services related to personnel policies such as employee recruitment or development, occupational analyzes and vocational guidance.

Tasks include:

Advising and working on the foregoing and other aspects of job and occupation analyzes in such fields as personnel administration, workforce research and planning, training, or occupational information and vocational guidance

Advising on and performing personnel functions relating to employee recruitment, placement, training, promotion, compensation, and employee-management relations or other areas of personnel policy

Preparing occupational information or working on occupational classification systems

Studying and advising individuals on employment opportunities, career choices and further education or training that may be desirable

Studying and analyzing jobs performed in an establishment by various means, including interviews with workers, supervisors and management, and writing detailed position, job or occupation descriptions from information obtained

242301 Careers Counsellor

Provides individuals and groups with information about career choices and assists individuals with self-development.

Alternative Titles and Specialisations:

Career Consultant

Careers Advisor

Vocational Guide

242302 Skills Development Facilitator / Practitioner

Analyses the skills requirements within an organisation and coordinates the execution of the personal development plans of employees and monitors the implementation of the workplace skills plan and reports accordingly.

Alternative Titles and Specialisations:

Enterprise Resource Planner

Human Resources Planner

Skills Development Strategist

Training Analyst

Workforce Planning Analyst

242303 Human Resource Advisor

Provides staffing and personnel administration services in support of an organisation's human resources policies and programs.

Alternative Titles and Specialisations:

Business Unit Advisor

Hr Administrator

Hr Analyst

Hr Coordinator

Hr Officer

Human Resource Consultant

Human Resources Development Coordinator

Personnel Consultant

Personnel Officer

Professional Development Advisor

Remuneration and Benefits Specialist

242304 Workplace / Industrial Relations Advisor

Assists in resolving disputes by advising on workplace relations policies and problems, and representing industrial, commercial, union, employer or other parties in negotiations on rates of pay and conditions of employment.

Alternative Titles and Specialisations:

Business Advisor Employee Relations

Conflict Resolution Practitioner

Employee Relations Advisor

Employment Relations Coordinator

Employment Relations Officer

Industrial Relations Advisor

Industrial Relations Consultant

Industrial Relations Officer

242305 **Occupational Analyst**

Studies and analyzes jobs performed in an establishment and writing detailed position, job or occupation descriptions from information obtained and preparing occupational information or working on occupational classification systems.

242306 **Labour Market Analyst**

Analyses, interprets and verifies employment statistical data to produce reports related to occupational staffing, wage rates, employment and unemployment patterns and estimates.

242307 **Recreation Officer**

Plans, organises and coordinates recreation facilities and programs through organisations such as local governments, schools, church bodies and youth organisations.

Alternative Titles and Specialisations:

Activities Officer (Recreation)

Recreation Advisor

Recreation Coordinator

2424 **Training and Staff Development Professionals**

Training and staff development professionals plan, develop, implement and evaluate training and development programs to ensure management and staff acquire the skills and develop the competencies required by organizations to meet organizational objectives.

Tasks include:

Designing, coordinating, scheduling and conducting training and development programs that can be delivered in the form of individual and group instruction, and facilitating workshops, meetings, demonstrations and conferences

Gathering, investigating and researching background materials to gain an understanding of various subject matters and systems

Identifying training needs and requirements of individuals and organizations

Liaising with external training providers to arrange delivery of specific training and development programs

Monitoring and performing ongoing evaluation and assessment of internal and external training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables

Preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation

Promoting internal and external training and development, and evaluating these promotional activities

Setting human resource development objectives and evaluating learning outcomes

242401 **Training and Development Professional**

Plans, develops, implements and evaluates training and development programs to ensure management and staff acquire the skills and develop the competencies required by an organisation to meet organisational objectives.

Alternative Titles and Specialisations:

Learnership Manager

Training Advisor

Training and Development Practitioner

Training Consultant

Training Coordinator

Training Material Developer

Training Officer

242402 **Occupational Instructor / Trainer**



Conducts and assesses training and development to ensure management and staff acquire the skills and develop the competencies required by an organisation to meet organisational objectives.

Alternative Titles and Specialisations:

Business Leadership / Executive Coach

Business Management Skills Trainer

Business Skills Trainer

Maintenance Instructor

Mechanical Instructor

Metalwork Instructor

On-the-job Trainer

Operator Trainer

Police Instructor

Product Trainer

Systems Trainer

Welding Instructor

242403 **Assessment Practitioner**

Conducts external assessments to determine competence.

Alternative Titles and Specialisations:

Assessor

242404 **Student Support Service Officer**

Working with students on career, study and employment options.

243 **Sales, Marketing and Public Relations Professionals**

Sales, marketing and public relations professionals plan, develop, coordinate and implement programs of information dissemination to promote organizations, goods and services, and represent companies in selling a range of technical, industrial, medical, pharmaceutical and ICT goods and services.

Tasks include:

Acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions;

Assessing customers' needs and explaining and demonstrating goods and services to them;

Commissioning and undertaking market research, analyzing the findings, and planning advertising marketing and public relations activities;

planning and organizing publicity campaigns; appraising and selecting material submitted by writers, photographers, illustrators and others to create favourable publicity;

Supporting business growth and development through the preparation and execution of marketing objectives, policies and programs;

Visiting regular and prospective client businesses to establish and act on marketing opportunities; quoting and negotiating prices and credit terms, and completing contracts

2431 **Advertising and Marketing Professionals**

Advertising and marketing professionals develop and coordinate advertising strategies and campaigns, determine the market for new goods and services, and identify and develop market opportunities for new and existing goods and services.

Tasks include:

Advising managers and clients on strategies and campaigns to reach target markets, creating consumer awareness and effectively promoting the attributes of goods and services

Advising on all elements of marketing such as product mix, pricing, advertising and sales promotion, selling, and distribution channels

Analyzing data regarding consumer patterns and preferences

Commissioning and undertaking market research to identify market opportunities for new and existing goods and services

Interpreting and predicting current and future consumer trends

Planning, developing and organizing advertising policies and campaigns to support sales objectives

Researching potential demand and market characteristics for new goods and services and collecting and analyzing data and other statistical information

Supporting business growth and development through the preparation and execution of marketing objectives, policies and programs

Writing advertising copy and media scripts, and arranging television and film production and media placement

243101 **Advertising Specialist**

Devises and coordinates advertising campaigns which encourage consumers to purchase particular goods or services.

Alternative Titles and Specialisations:

Advertising Account Executive

Advertising Account Manager

Advertising Agent Representative

Advertising Coordinator / Specialist

Creative Director (Advertising)

243102 **Market Research Analyst**

Determines the market for new goods and services, develops advertising strategies, and evaluates the best business sites for commercial organisations.

Alternative Titles and Specialisations:

Information and Publishing Communications Advisor

Market Access Counsellor

Market Research Project Manager / Project Leader

Market Researcher

Market Trends Consultant

Marketing Analyst

Marketing Research Accounts Manager / Key Account Manager

Marketing Research Executive

Trade Marketing Analyst

243103 **Marketing Practitioner**

Identifies market opportunities and advises on the development, coordination and implementation of plans for pricing and promoting an organisation's goods and services.

Alternative Titles and Specialisations:

Brand Manager
Business Forecaster
Business Strategy Manager
Category Manager
Interactive Direct Marketing Postal Planners
Marketing Consultant
Marketing Officer
Marketing Professional
Marketing Specialist
Product / Programme Developer (Travel Services)
Product Manager
Retail Advisor
Sales Account Manager
Sales Coordinator
Sales Promotion Officer

243104 Market Campaign Analyst

Analyses market needs of a contact centre and plans responding campaigns. Works in a contact centre.

Alternative Titles and Specialisations:

Contact Centre Production / Productivity Analyst

2432 Public Relations Professionals

Public relations professionals plan, develop, implement and evaluate information and communication strategies that create an understanding and a favourable view of businesses and other organizations, their goods and services, and their role in the community.

Tasks include:

Advising executives on the public relations implications of their policies, programs and practices preparing and controlling the issue of news and press releases

Attending business, social and other functions to promote the organization

Commissioning and obtaining photographs and other illustrative material
Organizing special events, seminars, entertainment, competitions and social functions to promote goodwill and favourable publicity

Planning and organizing publicity campaigns and communication strategies

Representing organizations and arranging interviews with publicity media

Selecting, appraising and revising material submitted by publicity writers, photographers, illustrators and others to create favourable publicity

Undertaking and commissioning public opinion research, analyzing the findings and planning public relations and promotional campaigns

243201 Communication Coordinator

Implements and evaluates information and communication strategies which create an understanding and a favourable view of an organisation, its goods and services, and its role in the community.

Alternative Titles and Specialisations:

Communication Management Coordinator
Company Promoter
Coordinator External / Internal Communication
Corporate Affairs Officer / Coordinator
Customer Relations Officer
Internal / Employee Communication Coordinator
Media Liaison Officer
Parliamentary Writer
Press Officer / Secretary
Promotions Officer / Coordinator
Public Affairs Advisor / Officer
Public Relations (PR) Coordinator / Practitioner
Publicity Advisor / Officer / Coordinator
Speechwriter and Advisor

243202 Marketing / Communication Strategist

Develops strategic marketing and communication strategies and advises executives on the implications of their policies, programs and practices.

Alternative Titles and Specialisations:

Corporate Communication Strategist
Fundraising Manager

243203 Corporate Communication Manager

Develops and implements communication strategies and campaigns by writing and selecting favourable public material and various communications media.

Alternative Titles and Specialisations:

Account / Regional Director (Communications Consultancy)
Account Manager (Communications Consultancy)
Director Public Relations / Corporate Communications (Public Service)
Fundraising Director
Manager Communications Management
Manager Corporate Communications
Manager External / Internal Communication)
Manager Public Affairs / Relations

Media / Communication / Parliamentary / Liaison Practitioner (Government)

243204 Event Producer

Conceives of, develops, creates and refines event concepts in response to a client's brief.

Alternative Titles and Specialisations:

Concert Promoter / Organiser
Conference and Event Organiser / Coordinator
Event Coordinator
Event Director
Event Manager Specialist
Festival Coordinator
Government, Protocol or Civic Event Organiser
Meeting Planner
Professional Conference Organiser
Social / Life Cycle Organiser
Sports Event Organiser
Wedding Coordinator

2433 Technical and Medical Sales Professionals (Excluding ICT)

Technical and medical sales professionals (excluding ICT) represent companies in selling a range of industrial, medical and pharmaceutical goods and services to industrial, business, professional and other establishments.

Tasks include:

Acquiring and updating knowledge of employers' and competitors' goods and services, and market conditions

Arranging delivery of goods, installation of equipment and the provision of services

Assessing clients' needs and resources and recommending appropriate goods or services

Compiling lists of prospective client businesses using directories and other sources

Consulting with clients after sale to ensure satisfaction resolve any problems and provide ongoing support

Developing reports and proposals as part of sales presentation to demonstrate benefits from use of good or service

Estimating costs of installing and maintaining equipment or service

Monitoring customers' changing needs and competitor activity, and reporting these developments to sales management

Providing input to product design where goods or services must be tailored to suit clients' needs

Quoting and negotiating prices and credit terms, and preparing and administering sales contracts

Reporting to sales management on sales made and the marketability of goods and services

Visiting regular and prospective client businesses to establish and act on selling opportunities

243301 **Sales Representative / Salesman (Industrial Products)**



Represents companies in selling a range of specialised chemicals, machines, manufacturing materials and other industrial supplies (excluding medical, pharmaceutical and ICT) for which a high level of technical knowledge is required.

Alternative Titles and Specialisations:

Customer Services Engineer / Processor

Engineering Salesman

Service Delivery Analyst / Coordinator

Solar and Hot Water System Sales Representative

Technical Representative / Salesman

Technical Sales Consultant / Coordinator / Manager

Technical Service Advisor / Salesman

243302 **Sales Representative (Medical and Pharmaceutical Products)**



Represents companies in selling medical, dental and veterinary equipment and supplies, and pharmaceutical products.

Alternative Titles and Specialisations:

Medical Detailer

Medical Representative

Pharmaceutical Territory Manager

243303 **Sales Representative (Educational Products and Services)**

Represents companies in selling educational products and services.

243304 **Printing and Publishing Equipment Sales Representative**

Represents companies in selling printing and publishing equipment and supplies related products.

Alternative Titles and Specialisations:

Printing Consultant

Publishers Representative

Publishing Consultant

2434 Information and Communications Technology Sales Professionals

Information and communications technology (ICT) sales professionals sell, at the wholesale level, a range of computer hardware, software and other information and communications technology goods and services including installations and provide specialised information as required.

Tasks include:

Arranging delivery of goods, installation of equipment and the provision of services;

Discussing the needs of new and existing customers and providing specialised information about how particular equipment, supplies and services meet those needs;

Quoting and negotiating prices and credit terms, and completing contracts and recording orders;

Reporting customers' reactions and requirements to manufacturers

Selling technical equipment, supplies and related services to business establishments or individuals;

Soliciting orders and selling goods to retail, industrial, wholesale and other establishments;

Updating customer records and preparing sales reports;

243401 ICT Account Manager

Manages sale of computer hardware, software and services to existing account clients and identifies further sales opportunities within these accounts, builds new account clients, manages customer satisfaction and retention, and coordinates the preparation and presentation of ICT sales proposals and tenders.

243402 ICT Business Development Manager

Identifies and generates new ICT business opportunities to further improve market share and awareness by gaining an understanding of customers' ICT needs and promoting goods and services to these customers. Works closely with colleagues to close sales opportunities and facilitate implementation. May manage some key customer accounts.

243403 ICT Sales Representative

Develops and converts sales opportunities into sales of computer hardware, software and ICT services.

Alternative Titles and Specialisations:

Computer Consultant

Computer Software Support Consultant

Computer Systems Consultant

25 Information and Communications Technology Professionals

Information and communications technology professionals conduct research, plan, design, write, test, provide advice and improve information technology systems, hardware, software and related concepts for specific applications; develop associated documentation including principles, policies and procedures; and design, develop, control, maintain and support databases and other information systems to ensure optimal performance and data integrity and security.

Tasks include:

Analyzing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams in the development, configuration and integration of computer systems

Designing and developing database architecture and database management systems
Designing, writing, testing and maintaining computer programs

Developing and implementing security plans and data administration policy, and administering computer networks and related computing environments

Evaluating, planning and designing hardware or software configurations for specific applications including for Internet, intranet and multimedia systems
Identifying areas for improvement and researching the theoretical aspects and operational methods for the use of computers
Researching information technology use in business functions

251 Software and Applications Developers and Analysts

Software and applications developers and analysts conduct research, plan, design, write, test, provide advice on and improve information technology systems, such as hardware, software and other applications to meet specific requirements.

Tasks include:

Conducting research into the theoretical aspects of and operational methods for the use of computer;

Evaluating, planning and designing hardware or software configurations for specific applications; designing, writing, testing and maintaining computer programs for specific requirements

Evaluating, planning and designing Internet, Intranet and multimedia systems

Researching information technology use in business functions and identifying areas in which improvements could be made to maximise effectiveness and efficiency

2511 Systems Analysts

Systems analysts conduct research, analyze and evaluate client information technology requirements, procedures or problems, and develop and implement proposals, recommendations, and plans to improve current or future information systems.

Tasks include:

Consulting with users to formulate and document requirements and with management to ensure agreement on systems principles

Coordinating and linking the computer systems within an organization to increase compatibility

Developing functional specifications for use by systems developers

Expanding or modifying systems to improve work flow or serve new purposes

Identifying and analyzing business processes, procedures and work practices
Identifying and evaluating inefficiencies and recommending optimal business practices, and system functionality and behaviour

Taking responsibility for deploying functional solutions, such as creating, adopting and implementing system test plans

251101 ICT Systems Analyst

Evaluates processes and methods used in existing ICT systems, proposes modifications, additional system components or new systems to meet user needs as expressed in specifications and other documentation.

Alternative Titles and Specialisations:

Capacity Planner Computing
Computer Analyst
ICT Business Systems Analyst
ICT System Designer
ICT Systems Advisor
ICT Systems Architect
ICT Systems Consultant
ICT Systems Contractor
ICT Systems Coordinator
ICT Systems Specialist
ICT Systems Strategist
Internet Consultant / Specialist
LAN / WAN Consultant / Specialist
Systems Programmer

2512 Software Developers

Software developers research, analyze and evaluate requirements for existing or new software applications and operating systems, and design, develop, test and maintain software solutions to meet these requirements.

Tasks include:

Assessing, developing, upgrading and documenting maintenance procedures for operating systems, communications environments and applications software
Consulting with customers concerning maintenance of software system

Consulting with engineering staff to evaluate interface between hardware and software
Developing and directing software testing and validation procedures
Directing software programming and development of documentation
Modifying existing software to correct errors, to adapt it to new hardware or to upgrade interfaces and improve performance
Researching, analyzing and evaluating requirements for software applications and operating systems
Researching, designing, and developing computer software systems

251201 Software Developer

Researches, analyzes and evaluates requirements for existing or new software applications and designs, develops, tests and maintains software solutions.

Alternative Titles and Specialisations:

ICT Risk Specialist
Information Architect Software
Software Architect
Software Designer
Software Engineer

251202 Programmer Analyst

Designs, develops, modifies documents and tests, implements, installs and supports software applications and systems.

Alternative Titles and Specialisations:

Architect (Applications / Call Centre / Computing / Desktop / Ecommerce)
Architect (Enterprise / Internet / IT / Network / Software / Unix / Web)
Computing (Development / Field) Engineer
Cross Enterprise Integrator
Database Designer
Designer (Hardware - Digital / Software)
Education Systems Coordinator
Engineer (Applications / Content / IT / Software / Systems / WAN)
Software Configuration / Licensing Specialist

251203 **Developer Programmer**

Interprets specifications, technical designs and flow charts, builds, maintains and modifies the code for software applications, constructs technical specifications from a business functional model, and tests and writes technical documentation.

Alternative Titles and Specialisations:

Applications Developer
ICT Developer
ICT Programmer

2513 **Web and Multimedia Developers**

Web and multimedia development professionals combine design and technical knowledge to research, analyze, evaluate, design, programme and modify websites, and applications that draw together text, graphics, animations, imaging, audio and video displays, and other interactive media.

Tasks include:

Analyzing, designing and developing Internet sites applying a mixture of artistry and creativity with software programming and scripting languages and interfacing with operating environments

Assisting in analyzing, specifying and developing Internet strategies, web-based methodologies and development plans

Communicating with network specialists regarding web-related issues, such as security and hosting web sites, to control and enforce Internet and web server security, space allocation, user access, business continuity, web site backup and disaster recovery planning

Designing and developing digital animations, imaging, presentations, games, audio and video clips, and internet applications using multimedia software, tools and utilities, interactive graphics and programming languages

Designing, developing and integrating computer code with other specialised inputs, such as image files, audio files and scripting languages, to produce, maintain and support web sites

251301 **Multimedia Specialist**

Creates and manipulates computer animation, audio, video and graphic image files into multimedia programs to produce data and content for information kiosks, multimedia presentations, web sites, mobile telephone resources, electronic gaming environments, e-commerce and e-security solutions, and entertainment and education products.

Alternative Titles and Specialisations:

Animation Programmer
Computer Games Programmer
Digital Media Specialist
Graphical Programmer

Multimedia Developer
Multimedia Programmer

251302 **Web Developer**

Plans, produces and maintains web sites using web programming languages, software applications, technologies and databases together with specifications of user needs, often in conjunction with other ICT professionals such as business analysts, web designers and network and usability specialists.

Alternative Titles and Specialisations:

Html Coder / Developer
Internet Developer
Web Editor / Designer
Web Programmer
Web Publishing Advisor
Website Architect
Website Developer

2514 **Applications Programmers**

Applications programmers write and maintain programmable code outlined in technical instructions and specifications for software applications and operating systems.

Tasks include:

Compiling and writing documentation of program development;
Conducting trial runs of programs and software applications to confirm that they will produce the desired information

Identifying and communicating technical problems, processes and solutions
Revising, repairing or expanding existing programs to increase operating efficiency or adapt to new requirements
Writing and maintaining program code outlined in instructions and specifications in accordance with quality accredited standards

251401 **Applications Programmer**

Writes and maintains programmable code of software applications and operating systems.

Alternative Titles and Specialisations:

Applications Integrator
Software and Applications Developer

2519 **Software and Applications Developers and Analysts not Elsewhere Classified**

This unit group covers software and applications developers and analysts not classified elsewhere in minor group 251. For instance the group includes those professionals specialising in quality assurance including software testing.

Tasks include:

Developing and documenting software testing plans
Developing and implementing software and information system testing policies, procedures and scripts
Executing, analyzing and documenting results of software application tests and information and telecommunication systems tests
Installing software and hardware and configuring operating system software in preparation for testing
Verifying that programmes function according to user requirements and established guidelines

251901 **Quality Assurance Analyst (Computers)**

Installs software and hardware and configures operating system software in preparation for testing and conduct testing.

Alternative Titles and Specialisations:

Software tester

252 Database and Network Professionals

Database and network professionals design, develop, control, maintain and support the optimal performance and security of information technology systems and infrastructure, including databases, hardware and software, networks and operating systems.

Tasks include:

Analyzing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams in the development, configuration and integration of computer systems

Designing and developing database architecture, data structures, dictionaries and naming conventions for information systems projects

Designing, constructing, modifying, integrating, implementing and testing database management systems

Developing and implementing security plans, data administration policy, documentation and standards

maintaining and administering computer networks and related computing environments

2521 Database Designers and Administrators

Database designers and administrators design, develop, control, maintain and support the optimal performance and security of databases.

Tasks include:

Conducting research and providing advice on the selection, application and implementation of database management tools

Designing and developing database architecture, data structures, tables, dictionaries and naming conventions for information systems projects

Designing, constructing, modifying, integrating, implementing and testing database management systems

Developing and implementing data administration policy, documentation, standards and models

Developing policies and procedures for database access and usage and for the backup and recovery of data

Performing the operational establishment and preventive maintenance of backups, recovery procedures, and enforcing security and integrity controls

252101 Database Designer and Administrator

Designs, develops, controls, maintains and supports the optimal performance and security of databases.

Alternative Titles and Specialisations:

Data Administrator

Database Administrator

Database Analyst

Database Architect

Ecommerce Technical Architect

2522 Systems Administrators

Systems administrators develop, control, maintain and support the optimal performance and security of information technology systems.

Tasks include:

Diagnosing hardware and software problems

Maintaining and administering computer networks and related computing environments including computer hardware, systems software, applications software and all configurations

Operating master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use
Performing data backups and disaster recovery operations;

Recommending changes to improve systems and network configurations, and determining hardware or software requirements related to such changes

252201 **Systems Administrator**

Develops, controls, maintains and supports the optimal performance and security of information technology systems.

Alternative Titles and Specialisations:

Advisor Systems Management
Computerised Registry Manager
Content Product Manager
Ecommerce Project Manager
IT Information Systems Administrator
Network / Computer System Coordinator
Network Administrator
Systems Administrator (Computers)
Systems Manager

2523 **Computer Network Professionals**

Computer network professionals research, analyze and recommend strategies for network architecture and development, implement, manage, maintain and configure network hardware and software, and monitor, troubleshoot and optimise performance.

Tasks include:

Analyzing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams in the development, configuration and integration of computer systems

Assessing and recommending improvements to network operations and integrated hardware, software, communications and operating systems

Installing, configuring, testing, maintaining and administering new and upgraded networks, software database applications, servers and workstations

Monitoring network traffic, and activity, capacity and usage to ensure continued integrity and optimal network performance

Preparing and maintaining procedures and documentation for network inventory, and recording diagnosis and resolution of network faults, enhancements and modifications to networks, and maintenance instructions

Providing specialist skills in supporting and troubleshooting network problems and emergencies

Researching, analyzing, evaluating and monitoring network infrastructure to ensure networks are configured to operate at optimal performance

252301 **Computer Network and Systems Engineer**

Plans, develops, deploys, tests and optimises network and system services taking responsibility for configuration management and overall operational readiness of network systems, especially environments with multiple operating systems and configurations, and provides troubleshooting and fault finding services for network problems.

Alternative Titles and Specialisations:

Communications Analyst (Computers)

Computer Network Engineer

Computer Systems / Service Engineer

Computer Systems Integrator

ICT Customer Support Officer

Network Engineer

Network Programmer / Analyst

Network Support Engineer

Systems Engineer

Systems Integrator

252302 **Network Analyst**

Researches and analyses network architecture, recommends policies and strategies for designing, planning and coordinating an organisation's network such as the total system environment and architecture. May also perform operational tasks such as monitoring system performance, software and hardware upgrades, backups, support and network maintenance.

Alternative Titles and Specialisations:

LAN Analyst

LAN Engineer

Network Architect

Network Consultant

Network Designer

Network Planner

Network Services Consultant (LAN / WAN)

Network Strategist

2529 **Database and Network Professionals not Elsewhere Classified**

This unit group covers database and network professionals not Elsewhere classified in minor group 252.

Tasks include:

Conferring with users to discuss issues such as computer data access needs, security violations, and programming changes

Developing plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs

Encrypting data transmissions and erecting firewalls to conceal confidential information as it is being transmitted and to keep out tainted digital transfers

Modifying computer security files to incorporate new software, correct errors, or change individual access status

Monitoring current reports of computer viruses to determine when to update virus protection systems

Monitoring use of data files and regulate access to safeguard information in computer files

Performing risk assessments and executing tests of data processing system to ensure functioning of data processing activities and security measures

Training users and promoting security awareness to ensure system security and to improve server and network efficiency

252901 **ICT Security Specialist**

Establishes, manages and administers an organisation's ICT security policy and procedures to ensure preventive and recovery strategies are in place, and minimise the risk of internal and external security threats.

Alternative Titles and Specialisations:

Database Security Expert

ICT Security Architect

Information Technology Security Manager

Internet Security Architect / Engineer / Consultant

Security Administrator

252902 Technical (ICT) Support Services Manager

Manages and controls systems and network engineering support service functions, including strategy, support for business development, quality of service and operations. Ensures specialist technical expertise and support in installing, testing, tuning, optimising, diagnosing problems, repairing, upgrading and maintaining both externally and internally supplied networks, hardware and systems software.

26 Legal, Social and Cultural Professionals

Legal, social and cultural professionals conduct research, improve or develop concepts, theories and operational methods, or apply knowledge relating to the law, storage and retrieval of information and artefacts, psychology, social welfare, politics, economics, history, religion, languages, sociology, other social sciences, and to arts and entertainment.

Tasks include:

conceiving, creating and performing in literary and artistic works; interpreting and communicating news, ideas, impressions and facts

Conducting research, improving or developing concepts, theories and operational methods or applying knowledge relating to the field of social sciences

Developing and maintaining library and gallery collections of archives

Drafting laws and regulations; advising clients on legal cases;

Pleading and conducting cases in a court of law

Presiding over judicial proceedings in a court of law

261 Legal Professionals

Legal professionals conduct research on legal problems, advise clients on legal aspects of problems, plead cases or conduct prosecutions in courts of law, preside over judicial proceedings in courts of law, and draft laws and regulations.

Tasks include:

Supervision of other workers may be included

Undertaking legal business on clients' behalf, and conducting litigation when necessary, or presiding over judicial proceedings- and pronouncing judgment in courts of law

2611 Lawyers

Lawyers give clients legal advice on a wide variety of subjects, draw up legal documents, represent clients before administrative boards or tribunals and plead cases or conduct prosecutions in courts of justice, or instruct barristers to plead in higher courts of justice.

Tasks include:

Accepting briefs and pleading in the higher court

Acting as prosecutor on behalf of the Government

Drafting legislation and preparing government regulations based on existing laws

Drawing up legal documents such as contracts, real estate transactions and wills and preparing statements of legal opinions
Evaluate findings and develop strategies and arguments in preparation for presentation of cases

Gathering evidence to formulate a defence or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case
Giving clients legal advice on a wide variety of subjects and undertaking legal business on clients' behalf
Negotiating settlements in matters which involve legal disputes

Pleading clients' cases before courts of law, tribunals and administrative boards or instructing barristers to plead in higher courts of justice

Researching legal principles, statutes and previous court decisions related to specific cases

261101 **Attorney**

Provides legal advice, prepares and drafts legal documents and conducts negotiations on behalf of clients on matters associated with the law.

Alternative Titles and Specialisations:

Commercial Rights Manager

Intellectual Property Lawyer / Practitioner

Lawyer (Civil / Property / Competition / Contracts / Conveyancing / Criminal)

Lawyer (Employment/ Entertainment / Financial / Commercial / Immigration)

Prosecutor

Solicitor

261102 **Administrative Lawyer**

Conducts criminal and civil lawsuits, draws up legal documents, advises clients as to legal rights and practices other phases of law.

Alternative Titles and Specialisations:

Enforcement Advisor

Law Researcher

Legal Researcher

261103 **Patent Attorney**

Establishes the originality of an invention, idea or design, drafting detailed technical descriptions and definitions and legal documents to secure a patent. Protects 'intellectual property' rights through the protection of inventions, designs, ideas and related issues such as copyright.

261104 **Trade Mark Attorney**

Registers and protects trademarks such as names, slogans, symbols, logos, packaging, letters and numbers. Advises clients on industrial designs and copyright.

Alternative Titles and Specialisations:

Trade Mark Advisor

Trade Marks Examiner Justice

261105 **Tribunal Member**

Hears industrial, administrative or other disputes to assist in resolving differences and to arbitrate on issues.

Alternative Titles and Specialisations:

Administrative Appeals Tribunal Member

Conciliation and Arbitration Commissioner
Land Valuation Tribunal Member

261106 Advocate

Pleads cases before civil, criminal and industrial courts and other tribunals.

2612 Judges

Judges preside over civil and criminal proceedings in courts of law.

Tasks include:

Determining the rights and obligations of the parties involved, and, in cases tried by jury
Instructing the jury on points of law that are applicable to the case;
Interpreting and enforcing rules of procedure and making rulings regarding the admissibility of evidence

Passing sentence on persons convicted in criminal cases, determining damages or other appropriate remedy in civil cases and issuing court orders

Presiding over trials and hearings

Researching legal issues and writing opinions on the issues

Weighing and considering evidence in non-jury trials and deciding legal guilt or innocence or degree of liability of the accused or defendant

261201 Judge

Presides over civil and criminal proceedings in a court of law.

Alternative Titles and Specialisations:

Chief Justice

Commissioner Environment Court

District Court Judge

Family Court Justice

High Court Justice

President Court of Appeal

Principal Disputes Referee

Referee Small Claims

Supreme Court Judge

261202 Magistrate

Hears criminal matters to determine whether defendants will be committed for trial and adjudicates minor criminal offences without a jury.

Alternative Titles and Specialisations:

Chamber Magistrate

Children's Court Magistrate

Industrial Court Magistrate

Licensing Court Magistrate

Victims Compensation Tribunal Magistrate

2619 Legal Professionals not Elsewhere Classified

This unit group covers legal professionals not classified elsewhere in minor group 261. For instance, the group includes those who perform legal functions other than pleading or prosecuting cases or presiding over judicial proceedings.

Tasks include:

Arranging property transfers

Determining, by inquest, the causes of any death not obviously due to natural causes

Drawing up legal documents and contracts

Giving advice on legal aspects of various personal, business and administrative problems

261901 Adjudicator

Hears, studies and settles cases by using judicial procedures.

Alternative Titles and Specialisations:

Arbitrator

Facilitator

Industrial Conciliator

Intellectual Property Advisor

Mediator

Negotiator

Rulings Analyst

261902 Legislation Facilitator

Initiates and facilitates law-making processes.

261903 Master of The Court

Listens to testimonies and prepares reports which, when approved by the presiding judge, becomes the decision of the court.

Alternative Titles and Specialisations:

Court Master

Master

Master of The High Court

261904 Family Court Registrar

Provides high level legal and procedural advice to support the judicial functioning of the Family Court.

261905 Notary

Notarises legal documents and administers and take oaths and affirmations.

262 Librarians, Archivists and Curators

Librarians, archivists and curators develop and maintain the collections of archives, libraries, museums, art galleries, and similar establishments.

Tasks include:

Appraising or developing and organizing the contents of archives and artefacts of historical, cultural and artistic interest, and ensuring their safe-keeping and preservation

Developing and maintaining the systematic collection of recorded and published material and making it available to users in libraries and related institution;

Organizing the collections of and exhibitions at museums, art galleries and similar establishments

Preparing scholarly papers and reports; conducting research

2621 Archivists and Curators

Archivists and curators collect, appraise and ensure the safekeeping and preservation of the contents of archives, artefacts and records of historical, cultural, administrative and artistic interest, and of art and other objects. They plan, devise and implement systems for the safekeeping of records and historically valuable documents.

Tasks include:

Appraising and acquiring archival materials to build and develop an archival collection for research purpose

Directing or carrying out the preparation of indexes, bibliographies, microfilm copies and other reference aids to the collected material and making them available to users

Directing or undertaking classification and cataloguing of museum and art gallery collections and organizing exhibitions

Evaluating and preserving records for administrative, historical, legal, evidential and other purposes

Organizing exhibitions at museums and art galleries, publicizing exhibits and arranging special displays for general, specialised or educational interest

Organizing, developing and maintaining collections of artistic, cultural, scientific or historically significant items;

Planning and implementing the computerized management of archives and electronic records

Preparing scholarly papers and reports

Researching into, appraising, and developing, organizing and preserving historically significant and valuable documents such as government papers, private papers, photographs, maps, manuscripts audio-visual materials

Researching the origin, distribution and use of materials and objects of cultural and historical interest

262101 **Archivist**

Analyses and documents records, and plans and organises systems and procedures for the safekeeping of records and historically valuable documents.

Alternative Titles and Specialisations:

Archives Analyst

Archives Officer

Archives Technician

Books Technician

Document Restorer

Film Archivist

Legal Archivist

Manuscripts Archivist

Parliamentary Archivist

Preservation Manager

Preservation Technician

262102 **Gallery or Museum Curator**

Plans and organises a museum or gallery collection by drafting collection policies and arranging acquisitions of pieces.

Alternative Titles and Specialisations:

Curatorial Services Manager

Exhibitions Technician

Museum Registrar

262103 **Conservator**

Plans and organises the conservation of materials and objects in libraries, archives, museums, art galleries and other institutions.

Alternative Titles and Specialisations:

Art Conservator

2622 **Librarians and Related Information Professionals**

Librarians and related information professionals collect, select, develop, organize and maintain library collections and other information repositories, organize and control other library services and provide information for users.

Tasks include:

Conducting research and analysing or modifying library and information services in accordance with changes in users' needs
Devising and implementing schemes and conceptual models for the storage, organization, classification and retrieval of information

Managing library borrowing and inter-library loan facilities and information networks
Organizing, classifying and cataloguing library material

Organizing, developing and maintaining a systematic collection of books, periodicals and other printed, audio-visually and digitally recorded material

Performing manual, on-line and interactive media reference searches, making interlibrary loans and performing other functions to assist users in accessing library materials
Preparing scholarly papers and reports

Retrieving material and providing information to business and other users based on the collection itself or on library and information-network systems;
Selecting and recommending acquisitions of books and other printed or audio-visually and digitally recorded material

262201 **Librarian**

Develops, organises and manages library services such as collections of information, recreational resources and reader information services.

Alternative Titles and Specialisations:

Acquisitions Librarian / Advisor
Audio-visual Librarian
Bibliographer
Bibliographic Services Manager
Cataloguer
Children's Librarian
Collection Development Manager
Coordinator Heritage General Collections Management
Corporate Librarian
Information Scientist / Officer
Legal Librarian
Library Manager / Advisor
Multicultural Services Librarian
Oral History Manager
Parliamentary Librarian
Reference Librarian / Advisor
Special Librarian
Special Needs Librarian

262202 **Information Services Manager**

Designs, implements and administers record systems and related information services, to support efficient access, movement, updating, storage, retention and disposal of files and other organisational records.

Alternative Titles and Specialisations:

Catalogue Administrator
Freedom of Information Officer
Information Management Specialist
Information System Consultant
Knowledge Management Officer
Knowledge Manager

Records Administrator

Records Manager

263 Social and Religious Professionals

Social and religious professionals conduct research, improve or develop concepts, theories and operational methods, or apply knowledge relating to philosophy, politics, economics, sociology, anthropology, history, philology, languages, psychology, and other social sciences, or they provide social services to meet the needs of individuals and families in a community.

Tasks include:

Formulating and applying solutions to present or projected economic, political or social problems

Preparing scholarly papers and report

Researching into and analyzing past events and activities and tracing the origin and evolution of the human race

Studying mental processes and behaviour of individuals and groups; providing social services

Studying the origin and development of languages, or translating or interpreting them

Supervision of other workers may be included

2631 Economists

Economists conduct research, monitor data, analyze information and prepare reports and plans to resolve economic and business problems and develop models to analyze, explain and forecast economic behaviour and patterns. They provide advice to business, interest groups and governments to formulate solutions to present or projected economic and business problems.

Tasks include:

Analyzing factors that determine labour force participation, employment, wages, unemployment and other labour market outcomes

Applying mathematical formulae and statistical techniques and apply to test economic theories and devise solutions to economic problems;

Compiling, analyzing and interpreting economic data using economic theory and a variety of statistical and other techniques;

Conducting research on market conditions in local, regional or national areas to set sales and pricing levels

Evaluating the outcome of political decisions concerning public economy and finances and advising on economic policy and possible courses of action in the light of past, present and projected economic factors and trends

Examining problems related to the economic activities of individual companies for goods and services, to assess market potential and future trends and to develop business strategies

Forecasting changes in the economic environment for short-term budgeting, long-term planning and investment evaluation

Forecasting production and consumption of specific products and services based on records of past production and consumption and general economic and industry-specific conditions

Formulating recommendations, policies and plans for the economy, corporate strategies and investment, and undertaking feasibility studies for projects

Monitoring economic data to assess the effectiveness, and advise on the appropriateness, of monetary and fiscal policies;

Preparing forecasts of income and expenditure, interest rates and exchange rates

Preparing scholarly papers and reports

263101 **Economist**



Performs economic research and analysis; develops and applies theories about production and distribution of goods and services, and people's spending and financial behaviour; and provides advice to governments and organisations on subjects relating to economic policies.

Alternative Titles and Specialisations:

Agricultural Economist

Development Finance Project Analyst

Econometrician

Economic Advisor

Economic Analyst

Economic Consultant

Economic Forecaster

Environmental Economist

Financial Economist

Health Economist

Industrial Economist

Labour Market Economist

Macro-economist

Micro-economist

Mineral Economist

Price Economist

Research Economist

Small Business Economist

Taxation Economist

2632 **Sociologists, Anthropologists and Related Professionals**

Sociologists, anthropologists and related professionals investigate and describe the structure of societies, the origin and evolution of societies, and the interdependence between environmental conditions and human activities. They provide advice on the practical application of their findings in the formulation of economic and social policies.

Tasks include:

Advising on the practical application of findings in the formulation of economic and social policies for population groups and regions, and for the development of markets

Analyzing and evaluating social data

Conducting research on the origin, development, structure, social patterns, organizations and inter-relationships of human society

Developing theories, models and methods to interpret and describe social phenomena

Evaluating the outcome of political decisions concerning social policy

Preparing scholarly papers and reports

Studying physical and climatic aspects of areas and regions, and correlating these findings with economic, social and cultural activities

Tracing the development of humanity through the material remains of its past, such as dwellings, temples, tools, pottery, coins, weapons, or sculpture

Tracing the origin and evolution of humanity through the study of changing characteristics and cultural and social institutions

263201 Anthropologist

Studies humanity at all times and dimensions, often concentrating on tribal societies.

Alternative Titles and Specialisations:

Anthropologist (Governance)

Cultural Affairs Advisor

Cultural Consultant

Cultural Development Advisor

Cultural Development Facilitator

Cultural Development Officer

Cultural Officer

Ethnologist

Ethnomusicologist

263202 Archaeologist

Collects and studies artefacts of the near and distant past to develop a picture of how people lived in earlier cultures and societies.

263203 Geographer

Studies and analyses the relationships between human activities and the natural and built environment.



263204 Sociologist

Researches the science of society, social institutions and social relationships, and specifically the systematic study of development, structure, interaction and collective behaviour of organised human groups.

263205 Criminologist

Studies the etiology of crime, criminal behaviour, types of crime, and social, cultural and media reactions to crime.

Alternative Titles and Specialisations:

Analyst Criminal

263206 Heritage Consultant

Provides guidance in the conservation, management and monitoring of heritage resources of national and other significance.

2633 Philosophers, Historians and Political Scientists

Philosophers, historians and political scientists conduct research into the nature of human experience and existence, phases or aspects of human history, and political structures, movements and behaviour. They document and report on findings to inform and guide political and individual actions.

Tasks include:

Conducting research in such fields as political philosophy, or past and present theory and practice of political systems, institutions or behaviour

Consulting and comparing primary sources, such as original or contemporary records of past events, and secondary sources such as archaeological or anthropological findings;

Developing theories, models and methods to interpret and describe the nature of human experience and historical and political events and behaviour;

Extracting relevant material, checking its authenticity, and researching into and describing the history of a particular period, country or region, or a particular facet for example economic, social or political of its history

Observing contemporary political institutions and opinions, collecting data on them from various sources, including interviews with government and political party officials and other relevant persons

Preparing scholarly papers and reports

Presenting findings and conclusions for publication or use by government, political parties or other organizations and interested persons

Researching, mostly by reasoning, into the general causes, principles and meanings of the world, human actions, experience and existence, and interpreting and developing philosophical concepts and theories

263301 **Genealogist**

Conducts research into genealogical background of individual or family in order to establish descent from specific ancestor or to discover and identify forebears of individual or family.

263302 **Historian**

Researches the history of human activity and prepares accounts of findings.

Alternative Titles and Specialisations:

Art Historian

Cultural Historian

Economic Historian

Geographical Historian

Historical Researcher

263303 **Prehistorian**

Studies the history of mankind prior to recorded history.

263304 **Political Scientist**

Studies the nature of states, the functions performed by governments, voter behaviour, political parties, political culture, political economy, and public opinion.

Alternative Titles and Specialisations:

Political Analyst

Political Science Researcher

2634 **Psychologists**

Psychologists research into and study the mental processes and behaviour of human beings as individuals or in groups, and apply this knowledge to promote personal, social, educational or occupational adjustment and development.

Tasks include:

Analyzing the effect of heredity, social, occupational and other factors on individual thought and behaviour

Conducting counselling or therapeutic interviews with individuals and groups, and providing follow-up services

Conducting surveys and research studies on job design, work groups, morale, motivation, supervision and management

Developing theories, models and methods to interpret and describe human behaviour

Formulating achievement, diagnostic and predictive tests for use by teachers in planning methods and content of instruction

Maintaining required contacts, such as those with family members, educational authorities or employers, and recommending possible solutions to, and treatment of, problems
Planning and carrying out tests to measure mental, physical and other characteristics such as intelligence, abilities, aptitudes, potentialities, etc., interpreting and evaluating results, and providing advice
Preparing scholarly papers and reports

Studying psychological factors in the diagnosis, treatment and prevention of mental illnesses and emotional or personality disorders, and conferring with related professionals

263401 Clinical Psychologist

Consults with individuals and groups, assesses psychological disorders and administers programs of treatment.

Alternative Titles and Specialisations:

Clinical Neuropsychologist

Cognitive Behavioural Therapist

Forensic Psychologist

Health Psychologist

Neuropsychologist

Psychologist (Child / Comparative / Consultant / Criminal)

263402 Educational Psychologist

Investigates learning and teaching, and develops psychological techniques to foster the development and skills of individuals and groups in educational settings.

263403 Organisational Psychologist

Applies psychological principles and techniques to study occupational behaviour, working conditions and organisational structure, and solve problems of work performance and organisational design.

Alternative Titles and Specialisations:

Industrial Psychologist

Occupational Psychologist

263404 Psychotherapist

Provides diagnosis and treatment of mental and emotional disorders using psychotherapeutic methods such as behavioural therapy, biofeedback, relaxation therapy and other techniques.

Alternative Titles and Specialisations:

Behaviour Management Consultant

Behaviour Therapist

Hypnotherapist

263405 Research Psychologist

Conducts research into various areas of psychology.

263406 Sport Psychologist

Applies psychological principles and techniques to motivate sportspersons to enhance performance.

263407 Counselling Psychologist

Evaluates patients or clients and uses counselling techniques to help patients cope with stress or provides career guidance.

263408 Community Psychologist

Researches the quality of life of individuals, communities, and society.

263409 Psychometrician

Conducts, evaluates and interprets psychometric tests.

Alternative Titles and Specialisations:

Psychological Examiner

2635 **Social Work and Counselling Professionals**

Social work and counselling professionals provide advice and guidance to individuals, families, groups, communities and organizations in response to social and personal difficulties. They assist clients to develop skills and access resources and support services needed to respond to issues arising from unemployment, poverty, disability, addiction, criminal and delinquent behaviour, marital and other problems.

Tasks include:

Acting as advocates for client groups in the community and lobbying for solutions to problems affecting them

Analyzing the client's situation and presenting alternative approaches to resolving problems
Compiling case records or reports for courts and other legal proceedings

Developing prevention and intervention programs to meet community needs

Interviewing clients individually, in families, or in groups, to assess their situation and problems and determine the types of services required

Investigating cases of abuse or neglect and taking action to protect children and other at risk persons

Maintaining contact with other social service agencies, educational institutions and health care providers involved with clients to provide information and obtain feedback on clients' overall situation and progress

Planning and implementing programs of assistance for clients including crisis intervention and referral to agencies that provide financial assistance, legal aid, housing, medical treatment and other services

Providing advice to prison governors and to probation and parole review boards that help determine whether, and under what conditions, an offender should be incarcerated, released from prison or undergo alternative correctional measures

Providing counselling, therapy and mediation services and facilitating group sessions to assist clients to develop skills and insights needed to deal with and resolve their social and personal problems

Working with offenders during and after sentence, to help them to integrate into the community and to change attitudes and behaviour in order to reduce further offending

263501 **Social Counselling Worker**

Provides socially related counselling services of a specific nature. May work in a call centre.

Alternative Titles and Specialisations:

Bereavement Counsellor

Genetic Counsellor

HIV / Aids Counsellor

Trauma Counsellor

Women's Welfare Organizer

263502 **Addictions Counsellor**

Provides support and treatment for people with drug and alcohol dependency problems, develops strategies which assist them to set goals and affect and maintain change, and provides community education.

Alternative Titles and Specialisations:

Drug and Alcohol Counsellor
Gambling Counsellor
Social Detoxification Worker

263503 Marriage and Family Counsellor

Assists individuals, couples and families with marriage and relationship difficulties.

Alternative Titles and Specialisations:

Family Court Counsellor
Family Mediator
Family Therapist

263504 Rehabilitation Counsellor

Assists physically, mentally and socially disadvantaged people to re-integrate into work and the community.

Alternative Titles and Specialisations:

Life Coach

263505 Student Counsellor

Provides information and assistance to students, parents and teachers about a wide range of matters such as students' personal problems, learning difficulties and special requirements.

Alternative Titles and Specialisations:

School Counsellor

263506 Parole or Probation Officer

Supervises parolees who have been placed on probation by court order or released conditionally from corrective service institutions.

Alternative Titles and Specialisations:

Community Corrections Officer
Probation Worker

263507 Social Worker

Assesses the social needs of individuals, families and groups, assists and empowers people to develop and use the skills and resources needed to resolve social and other problems, and furthers human well-being and human rights, social justice and social development.

Alternative Titles and Specialisations:

Adoptions Worker
Clinical Social Worker
Forensic Social Worker
Health Care Social Worker
Occupational Social Worker
Reintegration Worker
School Social Worker

263508 Child and Youth Care Worker

Assesses protective, developmental and therapeutic needs of a young person, providing information and acting as a mediator.

Alternative Titles and Specialisations:

Child and Youth Counsellor

263509 Parole Board Member

Evaluates behaviour and formulates an opinion on whether an offender should be released from prison on parole after serving at least a minimum portion of their sentence as prescribed by the sentencing judge.

263510 Employee Wellness Practitioner

Assesses physical and/or mental health and well-being of employees e.g. Employee fitness programs, smoking cessation, nutrition and weight loss counselling, alcohol and drug dependency counselling.

Alternative Titles and Specialisations:

Employee Assistance Practitioner

2636 Religious Professionals

Religious professionals function as perpetuators of sacred traditions, practices and beliefs. They conduct religious services, celebrate or administer the rites of a religious faith or denomination, provide spiritual and moral guidance and perform other functions associated with the practice of a religion.

NOTE: Members of religious orders whose work involves performing the tasks of other occupations, for example as teachers, nurses or welfare support workers, should be classified according to the main tasks and duties performed in the job.

Tasks include:

Conducting religious services, rites and ceremonies;

Counselling individuals regarding interpersonal, health, financial, and religious problems;

Developing and directing study courses and religious education programmes

Perpetuating sacred traditions, practices and beliefs

Preparing religious sermons and preaching;

Propagating religious doctrines in own country or abroad

Providing spiritual and moral guidance in accordance with the religion professed

Scheduling and participating in special events such as camps, conferences, seminars, and retreats

Undertaking various administrative and social duties, including participating in committees and meetings of religious organizations

263601 Minister of Religion

Performs spiritual functions associated with beliefs and practices of religious faiths and provides motivation, guidance and training in religious life for the people of a congregation or parish, and the wider community. This occupation requires high levels of personal commitment and interest as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:

Archbishop

Bishop

Chaplain

Imam

Priest

Rabbi

Religious Leader

Religious Worker

Salvation Army Officer

Theologian

264 Authors, Journalists and Linguists

Authors, journalists and linguists conceive and create literary works, interpret and communicate news and public affairs through the media and translate or interpret from one language into another.

Tasks include:

Collecting information about current affairs and writing about them
Researching, investigating, interpreting and communicating news and public affairs through newspapers, television, radio and other media
Translating written material from one language to another; simultaneously translating from one language to another

Writing literary works; appraising merits of literary and other works of art

2641 **Authors and Related Writers**

Authors and related writers plan, research and write books, scripts, storyboards, plays, essays, speeches, manuals, specifications and other non-journalistic articles (excluding material for newspapers, magazines and other periodicals) for publication or presentation.

Tasks include:

Analyzing material, such as specifications, notes and drawings, and writing manuals, user guides and other documents to explain clearly and concisely the installation, operation and maintenance of software, electronic, mechanical and other equipment;
Conceiving, writing and editing novels, plays, scripts, poetry and other material for publication or presentation

Conducting research to establish factual content and to obtain other necessary information

Selecting material for publication, checking style, grammar and accuracy of content, arranging for any necessary revisions and checks proof copies before printing

Writing brochures, handbooks and similar technical publications

Writing scripts and continuities and preparing programmes for stage, film, radio and television productions

264101 **Author**

Produces literary or other written work for publication or performance. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Alternative Titles and Specialisations:

Dramatist

Essayist

Novelist

Playwright

Poet

Screenwriter

Script Writer

Writer

264102 **Book or Script Editor**

Evaluates manuscripts of books or scripts to determine suitability for publication or production, and edits and supervises material in preparation for publication or for production on film, television, radio or stage.

Alternative Titles and Specialisations:

Dramaturge

264103 **Technical Writer**

Researches and writes technical information-based material and documentation for articles, manuals, text books, handbooks, or multimedia products, usually for education or corporate purposes.

2642 **Journalists**

Journalists research, investigate, interpret and communicate news and public affairs through newspapers, television, radio and other media.

Tasks include:

Collecting local, national and international news through interviews, investigation and observation, attending public events, seeking out records, reviewing written work, attending film and stage performances

Collecting, reporting and commenting on news and current affairs for publication in newspapers and periodicals, or for broadcasting by radio, television or webcast media

Interviewing politicians and other public figures at press conferences and on other occasions, including individual interviews recorded for radio, television or webcast media

Liaising with production staff in checking final proof copies immediately prior to printing

Receiving, analysing and verifying news and other copy for accuracy

Researching and reporting on developments in specialised fields such as medicine, science and technology

Selecting material for publication, checking style, grammar, accuracy and legality of content and arranging for any necessary revisions

Selecting, assembling and preparing publicity material about business or other organizations for issue through press, radio, television and other media

Writing critical reviews of literary, musical and other artistic works based on knowledge, judgement and experience for newspapers, television, radio and other media

Writing editorials and commentaries on topics of current interest to stimulate public interest and express the views of a publication or broadcasting station

264201 Copywriter

Designs and composes written material to advertise products and services.

Alternative Titles and Specialisations:

Advertising Writer

Copy Editor

Publicity Writer

264202 Newspaper or Periodical Editor

Plans and directs editing of a publication such as a newspaper, magazine or journal in accordance with editorial policies and guidelines and accepted rules of grammar, style and format prior to printing and distribution.

Alternative Titles and Specialisations:

Artwork Editor

Associate Editor

Editor

Editorial Administrator

Features Editor

Legal Editor

Magazine Designer

News Editor

Pictures Editor

Programme Editor

Publications Advisor

Publications Editor

Publications Officer
Subeditor
Technical Editor
Website / Blog Editor

264203 Print Journalist

Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for newspapers, magazines or journals.

Alternative Titles and Specialisations:

Columnist
Editorial Assistant
Editorial Officer
Feature Writer
Foreign Correspondent Newspaper
Leader Writer
Media Writer Reporter
Newspaper Reporter
Press Reporter
Pressman
Sports Writer

264204 Radio Journalist

Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for radio news or current affairs programs.

Alternative Titles and Specialisations:

News Commentator Broadcasting
Radio Reporter

264205 Television Journalist

Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for television news or public affairs programs.

Alternative Titles and Specialisations:

Television Editor
Television Reporter

264206 Critic

Writes or broadcasts opinions on the quality of things such as drama productions, art exhibitions and literary works.

Alternative Titles and Specialisations:

Film Assessor
Music Reviewer

264207 Media Monitor

Presents the central findings of one or more research studies.

2643 Translators, Interpreters and Other Linguists

Translators, interpreters and other linguists translate or interpret from one language into another and study the origin, development and structure of languages.

Tasks include:

Advising on or preparing language classification systems, grammars, dictionaries and similar materials

Developing methods for the use of computers and other instruments to improve productivity and quality of translation

Interpreting from a spoken or a signed language into another spoken or signed language , in particular at conferences, meetings and similar occasions, and ensuring that the correct meaning and, as far as possible, the spirit of the original are transmitted

Revising and correcting translated material

Studying relationships between ancient parent languages and modern language groups, tracing the origin evolution of words, grammar and language forms, and presenting findings

Translating from one language into another and ensuring that the correct meaning of the original is retained, that legal, technical or scientific works are correctly rendered, and that the phraseology and terminology of the spirit and style of literary works are conveyed as far as possible

264301 **Interpreter**

Transfers a spoken or signed language into another spoken or signed language, usually within a limited time frame in the presence of the participants requiring the translation.

Alternative Titles and Specialisations:

Court Interpreter

Philologist

Sign Language Interpreter

264302 **Translator**

Transfers a source text from one language into another, usually within an extended time frame to allow for corrections and modifications and without the presence of the participants who require the translation.

Alternative Titles and Specialisations:

Subtitler

Translator-revisor

264303 **Linguist**

Studies the nature, structure, and variation of language, including phonetics, phonology, morphology, syntax, semantics, sociolinguistics, and pragmatics.

265 **Creative and Performing Artists**

Creative and performing artists communicate ideas, impressions and facts in a wide range of media to achieve particular effects; interpret a composition such as a musical score or a script to perform or direct the performance; and host the presentation of such performance and other media events.

Tasks include:

Assuming creative, financial and organizational responsibilities in the production of television programmes, films, and stage presentations

Conceiving and creating visual art forms; Conceiving and writing original music
Devising, directing, rehearsing and performing in music, dance, theatrical and film productions

Selecting and introducing music, videos and other entertainment material for broadcast and making commercial and public service announcements

Studying script, play or book and preparing and rehearsing interpretation

2651 **Visual Artists**

Visual artists create and execute works of art by sculpting, painting, drawing, creating cartoons, engraving or using other techniques.

Tasks include:

Arranging objects, positioning models, and selecting landscapes and other visual forms according to chosen subject matter

Conceiving and developing ideas, designs and styles for paintings, drawings and sculptures
Creating cartoons to depict persons and events, often in caricature

Creating drawings and engraving or etching them on metal, wood, or other materials

Creating representational or abstract drawings and paintings using pencils, ink, chalk, oil paints, water colours or through the application of other techniques

Creating representational or abstract three-dimensional or relief forms by shaping, carving and working and combining materials such as, wood, stone, clay, metal, ice or paper

Restoring damaged, soiled and faded paintings and other art objects

Selecting artistic media, method and materials

265101 **Painter (Visual Arts)**

Conceives and creates visual art forms such as pictures, abstract designs and similar compositions to communicate impressions and ideas. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:

Air Brush Artist

Art Enameller

Art Restorer Paintings

Caricaturist

Cartoonist

Mosaicist

Muralist

Painter (Artistic)

Photo Colourer

Picture Restorer

Portrait Painter

265102 **Potter or Ceramic**

Conceives and creates functional or artistic articles by moulding clay, glass and other fusible materials using hand-building and wheel techniques. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

265103 **Sculptor**

Conceives and creates three-dimensional forms to communicate impressions and ideas by carving or modelling materials such as wood, stone, clay and metal or assembling found and manufactured materials. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

265104 **Ephemeral Artist**

Conceives and develops ideas for artistic presentations and selects and arranges subjects.

2652 **Musicians, Singers and Composers**

Musicians, singers and composers write, arrange, conduct and perform musical compositions.

Tasks include:

Adapting or arranging music for particular instrumental or vocal groups, instruments or occasions
Conducting instrumental or vocal groups
Creating melodic, harmonic and rhythmic structures to express ideas and emotions in musical form
Playing one or more musical instruments as a soloist or as a member of an orchestra or a musical group
Practising and rehearsing to maintain a high standard of performance

Selecting music for performances and assigning instrumental parts to musicians
Singing as soloists or members of vocal groups or other bands
Translating ideas and concepts into standard musical signs and symbols for reproduction and performance

265201 Composer

Writes new and rearranges existing musical compositions such as songs, operas, symphonies, musical scores and advertising jingles. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:

Lyric Writer
Music Arranger
Orchestrator
Programme Selector Music
Songwriter

265202 Music Director

Conducts choirs, orchestras, bands, ensembles, opera companies and musical performances. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:

Band Leader
Choral Director
Music Conductor
Orchestra Conductor

265203 Musician (Instrumental)

Entertains by playing one or more musical instruments. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:

Accompanist
Bandsman
Drummer
Guitarist
Instrumentalist
Percussionist
Pianist / Violinist

265204 Singer

Entertains by singing songs. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:

Chorister

Concert Singer
Ensemble Singer
Opera Singer
Street Musician
Street Singer

265205 Music Researcher

Designs, conducts and evaluates music research projects and promotes the implementation of research findings in music studies.

265206 Music Copyist

Copies musical scores onto stencils or manuscript paper for reproduction.

2653 Dancers and Choreographers

Dancers and choreographers conceive and create or perform dances.

Tasks include:

Auditioning for dance roles or for memberships in dance companies

Conceiving and creating dances, which often convey a story, theme, idea or mood, by a pattern of steps, movements and gestures

Coordinating the production music with the music directors

Directing and participating in rehearsals to practice dance steps and techniques required for a performance

Performing dances as a soloist, with a partner or as a member of a dancing group before live audiences or for film, television or other visual media

Training ,exercising and attending dance classes to maintain the required levels of ability and fitness

265301 Dancer or Choreographer

Entertains by performing dances, or creates dance compositions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:

Ballet Dancer

Contemporary or Modern Dancer

Striptease Artist

2654 Film, Stage and Related Directors and Producers

Film, stage and related directors and producers oversee and control the technical and artistic aspects of motion pictures, television or radio productions and stage shows.

Tasks include:

Choosing writers, studying scripts to determine artistic interpretation, and instructing actors on acting methods

Creating, planning, writing scripts for recording, videotaping and editing programs

Directing all aspects of dramatic productions on stage, television, radio or in motion pictures, including choice of actors, and final decisions concerning costumes, set designs, sound or lighting effects

Engaging and supervising all technical personnel, and determining the treatment, scope and scheduling of production

Maintaining production archives and negotiating royalties

Planning, organizing and controlling the various stages and scheduling involved in the production of presentations, motion pictures, television shows and radio programs

Supervising the positioning of scenery, props and lighting and sound equipment

265401 Director (Film, Television, Radio or Stage)

Interprets and approves selection of scripts, and directs and instructs cast and crew during filming, recording or performance of productions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Alternative Titles and Specialisations:

Location Director

Motion Picture Director

Studio Director

Theatre Director

Theatrical Director

265402 Director of Photography

Plans, directs and coordinates filming to control the quality and style of photography in films or videos.

Alternative Titles and Specialisations:

Cinematographer

265403 Film and Video Editor

Makes and implements editorial decisions regarding mood, pace and climax of films, television programs, video productions or commercials.

Alternative Titles and Specialisations:

Film Editing Equipment Operator

Post Production Editor

265404 Program Director (Television or Radio)

Compiles and directs programs for television or radio.

265405 Technical Director

Controls the quality of pictures and sound for television or radio programs by directing technical teams and planning and organising technical facilities.

Alternative Titles and Specialisations:

Technical Producer

265406 Video Producer

Creates films, television programs, video productions or commercials by filming, adding sound and editing in digital or analogue format. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Alternative Titles and Specialisations:

Recording Equipment Operator (Video)

265407 Police Video Unit Manager and Producer

Creates films, television programs or video productions by filming, adding sound and editing in digital or analogue format for police services.

265408 Casting Director

Cast parts in a film or play.

265409 Film and Television Production Manager

Plans, administers and reviews activities concerned with the production of films or television programs.

265410 Radio or Television Programme Organiser

Organises and sequences programs for television or radio.

Alternative Titles and Specialisations:

Radio or Television Programmer

265411 Location Manager (Film or Television)

Organises and coordinates the logistics to secure locations for the successful completion of production.

265412 Media Producer

Plans, administers and reviews activities concerned with publishing, or the production of films, television or radio programs, theatre, music, festivals or other artistic activities.

Alternative Titles and Specialisations:

Broadcasting and Theatrical Production Manager

CD Producer

Executive Producer

Film Producer

Musical Producer

Producer (Film and Television)

Radio Producer

Stage Producer

Television Producer

Theatre Producer

2655 Actors

Actors portray roles in motion pictures, television or radio productions and stage shows.

Tasks include:

Acting parts and portraying roles as developed in rehearsals in film, television, radio and stage productions

Assuming characters created by a playwright or author and communicating this to an audience

Attending auditions and casting calls in order to audition for roles;

Learning lines and cues and playing parts in dramatic productions on stage, commercials, television, radio or in motion pictures

Preparing for performances through rehearsals under the instruction and guidance of production directors;

Reading scripts and undertaking research to gain understanding of parts, themes and characteristics;

Telling stories or reading literary works aloud to educate or entertain listeners

265501 Actor

Entertains by portraying roles in film, television, radio and stage productions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:

Actress

Mime Artist

Performance Artist

Voice-over Artist

2656 Announcers On Radio, Television and Other Media

Announcers on radio, television and other media read news bulletins, conduct interviews, and make other announcements or introductions on radio, television, and in theatres and other establishments or media.

Tasks include:

Commenting on music and other matters, such as weather or traffic conditions

Interviewing persons in public, especially on radio and television

Introducing performing artists or persons being interviewed, and making related announcements on radio, television, or in theatres, night-clubs and other establishments

Reading news bulletins and making other announcements on radio or television

Studying background information in order to prepare for programs or interviews

265601 Radio Presenter

Prepares and presents news, sports or other information, conducts interviews, and introduces music, performances and special events on radio. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Alternative Titles and Specialisations:

Commentator (Radio)

Disc Jockey

Radio Announcer

Radio Broadcaster

Radio Compeer

Radio Newscaster

Radio Newsreader

Talk Show Host

265602 Television Presenter

Prepares and presents news, sports and other information, conducts interviews and introduces music performances and special events on television. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Alternative Titles and Specialisations:

Newsroom Manager

TV Announcer

TV Broadcaster

TV Commentator

TV Compeer

TV Newsreader

2659 Creative and Performing Artists Not Elsewhere Classified

This unit group covers all creative and performing artists not classified elsewhere. The group includes clowns, magicians, acrobats and other performing artists.

265901 Entertainer or Variety Artist

Entertains by performing a variety of acts through the use of a mix of acting, singing, dance and movement skills. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:

Acrobat

Aerialist

Busker

Circus Artist

Clown

Comedian

Illusionist

Magician

Ventriloquist

265902 **Hypnotist**

Entertains by hypnotising people.

265903 **Public Speaker**

Makes speeches in public settings.

Alternative Titles and Specialisations:

Motivational Speaker

265904 **Community Arts Worker**

Identifies issues of local need, concerns and aspirations through community consultation, and designs and implements strategies to facilitate and encourage community arts projects and happenings and promote the value of community cultural development.

Alternative Titles and Specialisations:

Community Artist

Community Arts Officer

Community Cultural Development Officer

3 TECHNICIANS AND ASSOCIATE PROFESSIONALS

Technicians and associate professionals perform mostly technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations.

Tasks include:

Executing some religious tasks. Supervision of other workers may be included
Initiating and carrying out various technical services related to trade, finance, administration, including administration of government laws and regulations, and to social work

Providing technical support for the arts and entertainment; participating in sporting activities

Undertaking and carrying out technical work connected with research and the application of concepts and operational methods in the fields of physical sciences including engineering and technology, life sciences including the medical profession, and social sciences and humanities

31 Science and Engineering Associate Professionals

Science and engineering associate professionals perform technical tasks connected with research and operational methods in science and engineering. They supervise and control technical and operational aspects of mining, manufacturing, construction and other engineering operations, and operate technical equipment including aircraft and ships.

Tasks include:

Collecting and testing samples

Coordinating, supervising, controlling and scheduling the activities of other workers

Monitoring and operating instruments and equipment, conducting and monitoring experiments and tests of systems

Operating and monitoring switchboards, computerized control systems, and multi-function process control machinery

Perform technical functions to ensure safe and efficient movement and operations ships aircraft and other equipment

Preparing, revising and interpreting technical drawings and diagrams

Recording observations and analyzing data

311 Physical and Engineering Science Technicians

Physical and engineering science technicians perform technical tasks to aid in research on and the practical application of concepts, principles and operational methods particular to physical sciences including such areas as engineering, technical drawing or economic efficiency of production processes.

Tasks include:

Collecting and testing samples; recording observations and analyzing data
Preparing materials for experimentation; conducting tests of systems
Preparing, revising and interpreting technical drawings, wiring diagrams, circuit board assembly diagrams, or layout drawings

Setting up, operating, and maintaining laboratory instruments and equipment, monitoring experiments, making observations, and calculating and recording results

Undertaking and carrying out technical work related to chemistry, physics, geology, meteorology, astronomy, engineering, or technical drawing

3111 Chemical and Physical Science Technicians

Chemical and physical science technicians perform technical tasks to aid in research in chemistry, physics, geology, geophysics, meteorology and astronomy, and in the development of industrial, medical, military and other practical applications of research results.

Tasks include:

Carrying out routine laboratory tests and performing a variety of technical support functions to assist chemical and physical scientists in research, development, analysis and testing
Collecting and testing earth and water samples, recording observations and analyzing data in support of geologists or geophysicists
Collecting samples and preparing materials and equipment for experiments, tests and analyses

Controlling the quality and quantity of laboratory supplies by testing samples and monitoring usage and preparing detailed estimates of quantities and costs of materials and labour required for projects, according to the specifications given
Preparing materials for experimentation such as freezing and slicing specimens and mixing chemicals

Setting up, operating, and maintaining laboratory instruments and equipment, monitoring experiments, making observations, and calculating and recording results

311101 Chemistry Technician



Performs laboratory tests on organic and inorganic chemicals, analyses test data and carries out technical functions in support of chemists or chemical engineers and technologists in a wide variety of areas such as fuels, pharmaceuticals, paints, metals, plastics, textiles, detergents, paper, fertilisers and cosmetics.

Alternative Titles and Specialisations:

Chemical Instrumentation Officer
Chemical Laboratory Technician / Analyst
Chemical Manufacturing Technician
Chemical Process Analyst

Chemical Technician (Food, Fuel, Gas, Paint, Liquefied Petroleum Gas, Leather)
Chemistry Technical Officer

Paint Maker
Petroleum Products Laboratory Technician
Petroleum Refinery Laboratory Technician
Biofuels Processing Technicians

311102 **Physical Science Technician**



Performs tests and experiments, and provide technical support functions to assist with research, design, production and teaching in physical sciences.

Alternative Titles and Specialisations:

Astronomy Technician
Geology Technician
Meteorology Technician
Physical Sciences Laboratory Technician
Physical Sciences Research Technician (University)
Physical Sciences Workshop Technician
Physics Technician
Product Quality Laboratory Technician
Seismology Technical Officer

3112 **Civil Engineering Technicians**

Civil engineering technicians perform technical tasks in civil engineering research, design, construction, operation, maintenance and repair of buildings and other structures, such as water supply and wastewater treatment systems, bridges, roads, dams and airports.

Tasks include:

Advising on the installation of fire detectors and sprinkler systems and the use of materials in the construction of buildings and means of transportation to reduce risk of fire and extent of damage and danger if fire occurs

Applying technical knowledge of building and civil engineering principles and practices in order to identify and solve problems arising

Assisting with the preparation of detailed estimates of quantities and costs of materials and labour required for projects, according to the specifications given

Ensuring compliance with design specifications, relevant legislation and regulations, and maintenance of desired standards of materials and work

Inspecting buildings and structures during and after construction to ensure that they comply with building, grading, zoning and safety laws and approved plans, specifications and standards, as well as with other rules concerning quality and safety of buildings

Inspecting industrial plant, hotels, cinemas and other buildings and structures to detect fire hazards and advise on how they can be removed

Organizing maintenance and repairs

Performing or assisting with field and laboratory tests of soils and construction materials

Providing technical assistance connected with the construction of buildings and other structures, and with surveys or the preparation of survey reports

311201 **Civil Engineering Technician**



Conducts tests of construction materials, prepares sketches and tabulations, and assists in estimating costs in support of civil engineering professionals and engineering technologists.

Alternative Titles and Specialisations:

Building Engineering Technician
Civil Engineering Assistant
Civil Engineering Laboratory Technician
Construction Design Technician
Geotechnical Laboratory Technician
Work Site Engineering Technician

311202 **Surveying or Cartographic Technician** 

Collects, records and evaluates survey data and prepares maps, charts and plans in support of surveyors and cartographers.

Alternative Titles and Specialisations:

Aerial Survey Technician
Engineering Survey Drafting Technician
Geomatics Technician
Hydrographic Technician
Mapping Technician
Surveying Technician

311203 **Town Planning Technician** 

Provides technical support to town planners by preparing and maintaining plans, documents, charts, photographs, tables, reports, and exhibition material for projects, public meetings and committees related to the controlled use of urban and rural land.

Alternative Titles and Specialisations:

Town Planning Research Technician

3113 **Electrical Engineering Technicians**

Electrical engineering technicians perform technical tasks to aid in electrical engineering research, and in the design, manufacture, assembly, construction, operation, maintenance and repair of electrical equipment, facilities and distribution systems.

Tasks include:

Assembling, installing, testing, calibrating, modifying and repairing electrical equipment and installations to conform with regulations and safety requirements
Designing and preparing blueprints of electrical installations and circuitry according to the specifications given

Monitoring technical aspects of the manufacture, installation, utilisation, maintenance and repair of electrical systems and equipment to ensure satisfactory performance and compliance with specifications and regulations

Planning installation methods, checking completed installation for safety and controls or undertaking the initial running of the new electrical equipment or systems

Preparing detailed estimates of quantities and costs of materials and labour required for manufacture and installation according to the specifications given
Providing technical assistance in research on and development of electrical equipment and facilities, or testing prototypes

311301 **Electrical Engineering Technician** 

Conducts tests of electrical systems, prepares charts and tabulations, and assists in estimating costs in support of electrical engineers and engineering technologists.

Alternative Titles and Specialisations:

Electrical Engineering Laboratory Technician

Electrical Engineering Technical Officer
Electrical Instrument Technician
Hydraulic Power Controller
Turbine Room Controller

311302 **Electric Substation Operations Manager**



Controls the operations of electric substations to load and distribute electrical power.

Alternative Titles and Specialisations:

Distribution Control Operator
Electric Power Load Dispatcher
Electric Power Plant Operator
Electrical Switchboard Controller
Power Distribution Plant Controller
Power Distribution Technician
Power Reticulation Utilities Officer
Power Station Attendant
Power System Operator
Power Transmission Technician

311303 **Energy Efficiency Technician**



Evaluates electrical installations, equipment and processes and collects data and makes recommendations on energy usage and efficiency.

Alternative Titles and Specialisations:

Building Energy Auditor (Commercial)
Building Energy Auditor (Industrial)
Building Energy Auditor (Residential)
Energy Efficiency Consultant
Energy Officer

3114 **Electronics Engineering Technicians**

Electronics engineering technicians perform technical tasks to aid in electronic research, and in the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment.

Tasks include:

Assisting in the design, development, installation, operation and maintenance of electronic systems

Conducting tests of electronic systems, collecting and analyzing data, and assembling circuitry in support of electronics engineers

Designing and preparing blueprints of electronic circuitry according to the specifications given

Monitoring technical aspects of the manufacture, utilisation, maintenance and repair of electronic equipment to ensure satisfactory performance and ensure compliance with specifications and regulations

Planning installation methods, checking completed installation for safety and controls or undertaking the initial running of the new electronic equipment or system

Preparing detailed estimates of quantities and costs of materials and labour required for the manufacture and installation of electronic equipment, according to the specifications given

Providing technical assistance in research and development of electronic equipment, or testing prototypes

311401 **Electronic Engineering Technician**



Conducts tests of electronic systems, collects and analyses data, and assembles circuitry in support of electronics engineers and engineering technologists.

Alternative Titles and Specialisations:

Clinical Engineering Technician
Computer-numeric Control (CNC) Programmer
Computer-numeric Control (CNC) Technical Officer
Digital Controls Technical Officer
Electronic Engineering Associate
Flight Surveyor
Medical Equipment Maintainer
Telemetry Technician
Television and Radio Systems Technician

3115 Mechanical Engineering Technicians

Mechanical engineering technicians perform technical tasks to aid in mechanical engineering research, and in the design, manufacture, assembly, construction, operation, maintenance and repair of machines, components and mechanical equipment.

Tasks include:

Assembling and installing new and modified mechanical assemblies, components, machine tools and controls, and hydraulic power systems

Conducting tests of mechanical systems, collecting and analyzing data, and assembling and installing mechanical assemblies in support of mechanical engineers

Designing and preparing layouts of machines and mechanical installations, facilities and components according to the specifications given

Developing and monitoring the implementation of safety standards and procedures for marine survey work in relation to ships' hulls, equipment and cargoes
Ensuring that mechanical engineering designs and finished work are within specifications, regulations and contract provisions

Monitoring technical aspects of manufacture, utilisation, maintenance and repair of machines and mechanical installations, facilities and components to ensure satisfactory performance and compliance with specifications and regulations

Preparing detailed estimates of quantities and costs of materials and labour required for manufacture and installation according to the specifications given

Providing technical assistance in research on and development of machines and mechanical installations, facilities and components, or testing prototypes

311501 Mechanical Engineering Technician

Conducts tests of mechanical systems, collects and analyses data, and assembles and installs mechanical assemblies in support of mechanical engineers and engineering technologists.

Alternative Titles and Specialisations:

Aeronautical Technician
Agricultural Engineering Technician
Automotive Engineering Technician
Boiler Testing Technician
Fire Protection Installer / Commissioner
Fuel Cell Technician



Marine Engineering Technician
Mechanical Instrument Technician
Mechanical Laboratory Technician
Mobile Plant Technician
Naval Technician
Pipe Testing Technician
Tool and Die Design Technician

311502 Boilers and Pressure Vessels Inspector

Inspects machines, equipment, working conditions and public places to ensure compliance with government and industry standards and regulations, in relation to occupational health and safety. Registration or licensing may be required.

311503 Aeronautical Engineering Technician

Tests new and existing engineering technologies relating to the design and construction of aircraft for flight.

3116 Chemical Engineering Technicians

Chemical engineering technicians perform technical tasks to aid in chemical engineering research, and in the design, manufacture, construction, operation, maintenance and repair of chemical plant.

Tasks include:

Assisting in research on and development of industrial chemical processes, plant and equipment, or testing prototypes

Conducting chemical and physical laboratory tests to assist scientists and engineers in making qualitative and quantitative analyses of solids, liquids, and gaseous materials

Designing and preparing layouts of chemical plants according to the specifications given

Monitoring technical aspects of the construction, installation, operation, maintenance and repair of chemical plants to ensure satisfactory performance and compliance with specifications and regulations

Preparing detailed estimates of quantities and costs of materials and labour required for manufacture and installation according to the specifications given

311601 Chemical Engineering Technician



Tests new and existing engineering technologies related to chemical, biochemical, industrial chemistry, chemical quality control and environmental protection.

Alternative Titles and Specialisations:

Biochemical Technician
Catalytic Processing Technician
Coal Technician
Cosmetics Technician
Crude Oil Technician
Energy Technician

3117 Mining and Metallurgical Technicians

Mining and metallurgical technicians perform technical tasks to assist in research and experiments related to metallurgy, in improving methods of extracting solid minerals, oil and gas, and in the design, construction, operation, maintenance and repair of mines and mine installations, of systems for transporting and storing oil and natural gas, and for extraction of metals from ores.

Tasks include:

Assisting scientists in the use of electrical, sonic, or nuclear measuring instruments in both laboratory and production activities to obtain data indicating potential sources of metallic ore, gas, or petroleum

Collecting and preparing rock, mineral and metal samples, performing laboratory tests to determine properties, analyzing and reporting test results and maintaining testing equipment

Helping plan and design mines, mine shafts, tunnels and underground first-aid facilities

Monitoring technical, regulatory and safety aspects of the construction, installation, operation, maintenance and repair of mineral ore, oil and natural gas exploration, extraction, transport and storage installations and of mineral processing plants

Preparing detailed estimates of quantities and costs of materials and labour required for mineral, oil and natural gas exploration, extraction, processing and transport projects

Providing technical assistance in geological and topographical surveys, and in the design and layout of oil, natural gas and mineral ore extraction and transportation systems, and processing and refining plants for minerals and metals

Providing technical assistance to aid in research on and development of processes to determine the properties of metals and new alloys

Using microscopes, electromagnetic irradiation machines, spectrometers, spectrographs, densitometers and tension testing machines

311701 Mining Technician

Tests new and existing engineering technologies relating to the location and extraction of minerals from the earth and oversees the safety of mining operations and supervises miners.

Alternative Titles and Specialisations:

Marine Mining Technician

Mine Analyst

Mine Planner

Mine Planning Technician

Mine Ventilation Technician

Section Mine Planner

311702 Metallurgical or Materials Technician

Tests materials as part of mineral and metal processing and refining, or for research into metals, ceramics, polymers and other materials in support of metallurgists and materials engineers.

Alternative Titles and Specialisations:

Dye Penetrant Testing Technician

Heat Treatment Technician

Industrial Radiographer

Magnetic Testing Technician

Metallurgy Laboratory Technician

Mineral Analyst / Spectroscopist

Mineral Spectroscopist

Non Destructive Testing Technician

Pressure Testing Technician

Ultrasound Technician

311704 Geophysical Technician



Assists scientists or engineers in the use of electronic, sonic, or nuclear measuring instruments in both laboratory and production activities to obtain data indicating potential resources such as metallic ore, minerals, gas, coal, or petroleum.

Alternative Titles and Specialisations:

Earth Science Laboratory Technician
Earth Science Technical Officer
Geochemical Laboratory Technician
Geological Laboratory Technician
Geological Technical Officer
Geological Technician
Geoscience Laboratory Technician
Geotechnician
Mineral Resource Technician
Ore Reserve Technician
Remote Sensing Technicians
Soil Mechanic Technician
Soil Science Technical Officer

311705 **Mine Ventilation Observer**

Provides technical expertise with regard to ventilation and occupational hygiene issues.

Alternative Titles and Specialisations:

Mine Ventilation Officer

311706 **Rock Engineering Technician**

Designs regional mine support, infrastructure placement, extraction sequences, configurations and local mine support to ensure safe and optimal extraction of ore reserves.

Alternative Titles and Specialisations:

Rock Engineering Officer

311707 **Strata Control Officer**

Assists with the management and monitoring of mining support designs.

3118 **Draughtspersons**

Draughtspersons prepare technical drawings, maps and illustrations from sketches, measurements and other data, and copy final drawings and paintings onto printing plates.

Tasks include:

Arranging for completed drawings to be reproduced for use as working drawings
Copying drawings and paintings onto stone or metal plates for printing

Creating detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information

Operating computer-aided design and drafting equipment to create, modify and generate hard-copy and digital representations of working drawings

Operating digitising table or similar equipment to transfer hard-copy representation of working drawings, maps and other curves to digital form

Preparing and revising illustrations for reference works, brochures and technical manuals dealing with the assembly, installation, operation, maintenance and repair of machinery and other equipment and goods



Preparing and revising working drawings from sketches and specifications prepared by engineers and designers for the manufacture, installation and erection of machinery and equipment or for the construction, modification, maintenance and repair of buildings, dams, bridges, roads and other architectural and civil engineering projects
Preparing wiring diagrams, circuit board assembly diagrams, and layout drawings used for manufacture, installation, and repair of electrical equipment in factories, power plants, and buildings

311801 **Draughtsperson**

Prepares technical drawings, maps and illustrations from sketches, measurements and other data, and copy final drawings and paintings onto printing plates in support of architects, engineers and engineering technologists. Note: the terms drafting technician or drafting officer can be used interchangeably.

Alternative Titles and Specialisations:

Aeronautical Draughtsperson
Agricultural Engineering Draughtsperson
Architectural Draughtsperson
Chemical Engineering Draughtspersons
Civil Engineering Draughtsperson
Design and Manufacturing Draughtsperson
Electrical Engineering Draughtsperson
Electronic Engineering Draughtsperson
Geological Draughting Person
Manufacturing Draughtsperson
Marine Draughtsperson
Materials Engineering Draughtspersons
Mechanical Engineering Draughtsperson
Metallurgical Engineering Draughtspersons
Mining Detail Draughtsperson
Mining Draughtsperson
Mining Engineering Draughtsperson
Nuclear Draughtsperson
Petroleum Draughtsperson
Photographic Draughtsperson
Relays Draughtsperson
Shipbuilding Draughtsperson
Substation Design Draughtsperson
Technical Draughting Officer
Technical Draughtsperson
Topographic Draughting Officer
Engineering Draughtsperson
Mechanical Draughtsperson
Electrical and Electronics Draughtsperson
Architectural and Civil Draughtsperson

3119 **Physical and Engineering Science Technicians not Elsewhere Classified**

This unit group covers physical and engineering science technicians not classified elsewhere in minor group 311. For instance, the group includes those who assist scientists and engineers engaged in developing procedures or conducting research on safety, biomedical, environmental or industrial and production engineering.

Tasks include:

Aiding in the identification of potential hazards and introducing safety procedures and devices

Assisting engineers in testing and designing robotics equipment

Assisting in the development of environmental pollution remediation devices under the direction of an engineer

Collecting data and providing technical assistance regarding efficient, safe and economic utilisation of personnel, material and equipment; methods of work and sequence of operations and supervision of their implementation; and efficient layout of plant or establishment

Modifying and testing equipment and devices used in the prevention, control, and remediation of environmental pollution, site remediation, and land reclamation

311901 **Forensic Technician (Biology, Toxicology)**



Provides technical support to forensic scientists by collecting and investigating evidence and preparing documents, charts, photographs, tables, and reports on findings.

311902 **Fire Investigator**

Conducts investigations to determine causes of fires and explosions.

Alternative Titles and Specialisations:

Fire Inspector

311903 **Food and Beverage Technician**

Tests new and existing engineering technologies relating to agricultural, food or beverage products, analyses test data and carries out technical functions in support of food and beverage scientists.

Alternative Titles and Specialisations:

Beverage Laboratory Technician

Brewery Technician

Brewmaster / Master Brewer

Dairy Laboratory Technician

Distillery Technician

Fermentation Technician

Food Laboratory Technician

Food Science Technician

Gas Chromatographic

Milling Laboratory Technician

Sugar Laboratory Technician

311904 **Manufacturing Technician**

Provides technical support and services in the development of manufacturing methods, facilities and systems, and in the planning, estimating, measuring and scheduling of manufacturing work.

Alternative Titles and Specialisations:

Cable Manufacturing Technician

Clothing, Textile, Footwear and Leather Manufacturing Technician

Glass, Clay and Stone Manufacturing Technician

Metal Manufacturing Technician

Plastician

Plastics Component Manufacturing Technician

Plastics Manufacturing Technician

Quantity Surveying Technician

Rubber Component Manufacturing Technician

Rubber Manufacturing Technician

Wood and Paper Manufacturing Technician

311905 **Industrial Engineering Technician**



Tests new and existing engineering technologies relating to the utilisation of personnel, facilities, equipment and materials, current operational processes and established practices, to recommend improvement in the efficiency of operations in a variety of commercial, industrial and production environments.

Alternative Titles and Specialisations:

Robotics and Production Automation Technician

311906 **Environmental Engineering Technician**



Tests and implements new and existing engineering technologies relating to pollution control, recycling and waste disposal to remedy negative impacts of human activity on the environment to recommend improvement in the efficiency of environmental assessments of construction and civil engineering projects related to pollution control, recycling and waste disposal.

Alternative Titles and Specialisations:

312 **Mining, Manufacturing and Construction Supervisors**

Mining, manufacturing and construction supervisors coordinate, supervise, control and schedule the activities of workers in manufacturing, mining and construction operations.

NOTE: Occupations classified here mainly involve planning, organizing, co-ordinating, controlling and directing the work done by others. Incumbents do not perform the tasks performed by those they supervise, although they frequently have extensive experience in performance of these tasks. Those who carry out the tasks and duties of the jobs they supervise, in addition to controlling the technical quality of the work done by others, should be classified with the workers they supervise. These supervisory jobs often are called "foremen/women" or "team leaders".

Tasks include:

Ensuring safety of workers; instructing and training new staff

Organizing and planning daily work

Overseeing, supervising and coordinating the activities of tradespersons, process control technicians, machine operators, assemblers, labourers and other workers

Preparing cost estimates, records and reports; identifying shortages of staff or supplies

3121 **Mining Production / Operations Supervisors**

Mining supervisors oversee mining and quarrying operations and directly supervise and coordinate the activities of miners working in underground and surface mines and quarries.

Tasks include:

Determining staffing and material needs for the mine or quarry

Directly supervising and coordinating the activities of workers who extract minerals and other natural deposits from the earth, operate underground conveyances or heavy equipment in surface mines and quarries;

Establishing methods to meet work schedules and recommending measures to mining managers to improve productivity;

Providing reports and other information to mining managers about all aspects of mining or quarrying operations;

Working with managerial and technical personnel, other departments and contractors to resolve operational problems and coordinate activities;

312101 **Production / Operations Supervisor (Mining)**

Plans, organises, controls, leads, coordinates and reviews mining operations including physical and human resources.

Alternative Titles and Specialisations:

Master Sinker
Mine Operations Foreman
Mine Overseer (Planning)
Mine Overseer (Production)
Mine Overseer (Projects)
Mine Superintendent
Pit Foreman
Quarry Foreman
Shift Foreman / Boss (Mining)
Shift Overseer (Mining)
Shift Supervisor (Mining)

312102 Miner

Supervises and performs blasting and excavation operations to extract ore.

Alternative Titles and Specialisations:

Blasting Assistant
Box Controller
Coal Miner
Hard Rock Miner
Miner (Surface Excavations)
Rockbreaker
Shaft Bottom Attendant
Shaft Timberman
Sinker
Team Leader (Mining)
Trammer

3122 Manufacturing Supervisors

Manufacturing supervisors coordinate and supervise the activities of process control technicians, machine operators, assemblers, and other manufacturing labourers.

Tasks include:

Coordinating and supervising the activities of process control technicians, machine operators, assemblers, and other manufacturing labourers

Ensuring safety of workers

Identifying shortage of staff or components

Instructing and training new staff

Organizing and planning the daily work with regard to plans, economy, staff and environment

Preparing cost estimates, records and reports

312201 Production / Operations Supervisor (Manufacturing)

Plans, organises, controls, leads, coordinates and reviews manufacturing activities of an organisation including physical and human resources.

Alternative Titles and Specialisations:

Assembly Supervisor
Beneficiation Plant Foreman
Manufacturing Foreman
Production Plant Supervisor
Shift Manager (Production)

312202 **Maintenance Planner**

Develops maintenance planning strategies, and schedules, coordinates and monitors the maintenance of all plant equipment.

Alternative Titles and Specialisations:

Engineering Planner

Maintenance Scheduler

Marine Maintenance Planner

Mine Equipment Planner / Coordinator

Shutdown Coordinator / Planner

3123 **Construction Supervisors**

Construction supervisors, coordinate, supervise and schedule the activities of workers engaged in the construction and repair of buildings and structures.

Tasks include:

Examining and inspecting work progress

Examining equipment and construction sites to ensure that health and safety requirements are met

Organizing and coordinating the material and human resources required to complete jobs

Reading specifications to determine construction requirements and planning procedures

Supervising construction sites and coordinating work with other construction projects

Supervising the activities of building trades workers, labourers and other construction workers

312301 **Building Associate**

Supervises construction sites, and organises and coordinates the material and human resources required.

Alternative Titles and Specialisations:

Building Construction Supervisor

Clerk of Works

313 **Process Control Technicians**

Process control technicians operate and monitor switchboards, computerized control systems, multi-function process control machinery and maintain processing units in electrical power generation and distribution, wastewater, sewage treatment and waste disposal plants, chemical, petroleum and natural gas refineries in metal processing and other multiple process operations.

Tasks include:

Cleaning and maintaining equipment

Communicating with other personnel to assess equipment operating status

Controlling process start-up and shut-down

Maintaining records, logs and reports

Monitoring and inspecting equipment and systems to detect malfunctions

Operating and monitoring switchboards and related equipment

Operating electronic or computerized control panel from a central control room to monitor and optimize processes

Supervising plant and machine operators and other workers

Taking readings from charts, meters and gauges at established intervals

Troubleshooting and take corrective action as necessary

3131 **Power Production Plant Operators**

Power production plant operators operate, monitor and maintain switchboards and related equipment in electrical control centres which control the production and distribution of electric or other power in transmission networks. The equipment operated includes reactors, turbines, generators and other auxiliary equipment in electrical power generating stations.

Tasks include:

Cleaning and maintaining equipment such as generators, boilers, turbines, pumps, and compressors in order to prevent equipment failure or deterioration

Completing and maintaining station records, logs and reports, and communicating with other plant personnel to assess equipment operating status

Controlling start-up and shut-down of power plant equipment, controlling switching operations, regulating water levels and communicating with systems operators to regulate and coordinate transmission loads, frequency and line voltages

Operating and controlling power generating systems and equipment including boilers, turbines, generators, condensers, and reactors in hydro, thermal, coal, oil, natural gas, and nuclear power plants to generate and distribute electrical power

Operating, monitoring and inspecting various types of energy generating power plants
Taking readings from charts, meters and gauges at established intervals, troubleshooting and performing corrective action as necessary

313102 **Fossil Power Plant Process Controller**



Provides technical support and services in the installation, operation and maintenance of fossil power plant processes, systems, facilities and equipment.

Alternative Titles and Specialisations:

Bagase Boiler / Turbine Plant Controller

Biomass Plant Technicians

Fossil Power Plant Process Technician

Geothermal Power Generation Technician

Methane/Landfill Gas Generation System Technicians

313103 **Hydro Power Plant Process Controller**



Provides technical support and services in the installation, operation and maintenance of hydro power plant processes, systems, facilities and equipment.

Alternative Titles and Specialisations:

Hydro Power Plant Process Technician

Hydroelectric Plant Technicians

313104 **Nuclear Power Plant Process Controller**



Provides technical support and services in the installation, operation and maintenance of nuclear power plant processes, systems, facilities and equipment.

Alternative Titles and Specialisations:

Nuclear Engineering Technician

Nuclear Equipment Operation Technicians

313105 **Wind Turbine Power Plant Process Controller**



Provides technical support and services in the installation, operation and maintenance of wind farm processes, systems, facilities and equipment.

Alternative Titles and Specialisations:

Wind Energy Technician
Wind Turbine Plant Process Technician
Wind Turbine Service Technician

313106 **Concentrated Solar Power (CSP) Plant Process Controller**



Provides technical support and services in the installation, operation and maintenance of solar power plant processes, systems, facilities and equipment.

Alternative Titles and Specialisations:

Concentrated Solar Power (CSP) Plant Technician
Solar Power Plant Operator

313107 **Geothermal Technicians**



Performs technical activities at power plants or individual installations necessary for the generation of power from geothermal energy sources. Monitors and controls operating activities at geothermal power generation facilities and performs maintenance and repairs as necessary. Installs, tests, and maintains residential and commercial geothermal heat pumps.

313108 **Weatherisation Installers and Technicians**



Performs a variety of activities to weatherise homes, performs energy audits and advise clients on energy conservation measures.

3132 **Incinerator and Water Treatment Plant Operators**

Incinerator and water-treatment plant operators monitor and operate computerized control systems and related equipment in solid and liquid waste treatment plants to regulate the treatment and disposal of sewage and wastes, and in water filtration and treatment plants to regulate the treatment and distribution of water.

Tasks include:

Analyzing test results to make adjustments to plant equipment and systems to disinfect and deodorize water and other liquids;
Collecting and testing water and sewage samples for chemical and bacterial content, using test equipment and colour analysis standards;
Completing and maintaining plant logs and reports

Controlling the operation of multiple-hearth incinerator furnaces and related equipment to burn sludge and solid waste in waste treatment plants;

Inspecting equipment and monitoring operating conditions, meters, filters, chlorinators, and gauges in central control room to determine load requirements, to verify that flows, pressures, and temperatures are within specification, and to detect malfunctions;
Monitoring and adjusting controls of auxiliary equipment, such as exhaust emissions, scrubbers, and incinerator heat recovery units;

Operating and monitoring computerized control systems, machinery and related equipment in wastewater treatment, sewage treatment, and liquid waste plants to regulate flow, treatment and disposal of sewage and wastes, and in water filtration and treatment plants to regulate the treatment and distribution of water for human consumption and for later disposal into natural water systems;

Performing security and safety checks in plant and on grounds;

313201 **Water Plant Operator**



Operates plant to store, distribute and treat water including purifying water for human consumption and removing wastes from sewerage.

Alternative Titles and Specialisations:

Incinerator Operator
Liquid Waste Process Operator

Pumping-station Operator
Sewerage Plant Operator
Waste Water Plant Operator
Water Treatment Plant Operator
Water Treatment Plant Technician
Waterworks Plant Operator

313202 **Waste Materials Plant Operator**



Operates machinery which disposes of waste.

Alternative Titles and Specialisations:

Slurry Plant Operator

3133 **Chemical Processing Plant Controllers**

Chemical processing plant controllers operate and monitor chemical plants and adjust and maintain, processing units and equipment which distil, filter, separate, heat or refine chemicals.

Tasks include:

Adjusting equipment, valves, pumps, controls and process equipment

Analyzing sample products, performing tests, recording data and writing production logs

Controlling process start-up and shut-down, troubleshooting and monitoring outside process equipment

Controlling the preparation, measuring and feeding of raw materials and processing agents such as catalysts and filtering media into plant

Operating electronic or computerized control panel from a central control room to monitor and optimize physical and chemical processes for several processing units

Verifying equipment for malfunctions, carrying out routine operating tests and arranging for maintenance

313301 **Chemical Plant Controller**



Controls the operation of chemical production plant.

Alternative Titles and Specialisations:

Acetylene Gas Plant Controller

Chemical Process Technician

Chemicals Distiller

Chemicals Fermentation Controller

Chemical-still and Reactor Operator

Pharmaceutical Plant Controller

Pharmaceutical Production Controller

Pharmacy Products Machine Controller

Pilot Plant Controller

Synthetic Fibre Control Room Operator

3134 **Petroleum and Natural Gas Refining Plant Operators**

Petroleum and natural gas refining plant operators operate and monitor plants and adjust and maintain processing units and equipment which refine, distil and treat petroleum, petroleum-based products and by-products, or natural gas.

Tasks include:

Adjusting equipment, valves, pumps, controls and process equipment

Analyzing sample products, performing tests, recording data and writing production logs

Controlling process start-up and shut-down, troubleshooting and monitoring outside process equipment

Operating electronic or computerized control panel from a central control room to monitor and optimize physical and chemical processes for several processing units
Verifying equipment for malfunctions, testing well pipes for leaks and fractures and arranging for maintenance

313401 Gas or Petroleum Controller

Operates and monitors plants and adjust and maintain processing units and equipment which pump, refine, distil and treat petroleum, petroleum-based products and by-products, or natural gas.

Alternative Titles and Specialisations:

Gas Compressor Turbine Controller
Gas Plant Operator
Industrial Gas Production Controller
Oil and Gas Well Treatment Controller
Oil Dispatcher Pipelines
Oil Products Processor
Oil, Gas and Pipe Tester
Petroleum and Gas Refining and Pumping Controller
Petroleum Blending Plant Controller
Petroleum Process Operator
Petroleum Terminal Plant Controller
Refinery Pipeline Controller
Refinery Process Technician

3135 Metal Production Process Controllers

Metal production process controllers operate and monitor multi-function process control machinery and equipment to control the processing of metal converting and refining furnaces, metal-rolling mills, metal heat-treating, or metal-extrusion plant.

Tasks include:

Coordinating and monitoring the operation of a particular aspect of metal processing production through control panels, computer terminals or other control systems, usually from a central control room
Coordinating and supervising production crew such as machine and process operators, assistants and helpers
Maintaining shift log of production and other data and preparing production and other reports
Observing computer printouts, video monitors and gauges to verify specified processing conditions and to make necessary adjustments
Operating multi-function central process control machinery to grind, separate, filter, melt, roast, treat, refine or otherwise process metals
Providing and organising training for members of production crew
Starting up and shutting down the production system in cases of emergency or as required by schedule

313501 Metal Manufacturing Process Control Technician

Operates and monitors multi-function process control machinery and equipment to control the processing of metal, converting and refining furnaces, metal-rolling mills, metal heat-treating, or metal-extrusion plant.

Alternative Titles and Specialisations:

Blast Furnace Operator
Central Control Caster
Metal Processing Control Operator
Rolling Mill Control Operator

3139 Process Control Technicians not Elsewhere Classified

This unit group covers process control technicians not classified elsewhere in minor group 313. For instance, the group includes those who operate multiple process control equipment in manufacturing assembly lines and paper and pulp production.

313901 Integrated Manufacturing Line Process Control Technician

Provides technical support and services in the development of manufacturing methods, facilities and systems, and in the planning, estimating, measuring and scheduling of an integrated manufacturing line.

Alternative Titles and Specialisations:

Automated Assembly Line Operator

Furniture Manufacturing Process Control Technician

Industrial Robot Controller

Packaging Manufacturing Process Control Technician

Printing Manufacturing Process Control Technician

313902 Wood Processing Control Technician

Provides technical support and services in the development of wood processing methods, facilities and systems, and in the planning, estimating, measuring and scheduling thereof.

313903 Clothing, Textile and Footwear Manufacturing Process Control Technician

Provides technical support and services in the development of manufacturing methods, facilities and systems, and in the planning, estimating, measuring and scheduling of clothing, textile and footwear manufacturing processes.

Alternative Titles and Specialisations:

Clothing Manufacturing Process Control Technician

Footwear / Leather Quality Technician

Footwear Manufacturing Process Control Technician

Leather Manufacturing Process Control Technician

Textile Manufacturing Process Control Technician

Textile Mechanician

313905 Cotton Ginning Process Controller

Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in ginning of cotton.

313906 Fresh Produce Packing Controller

Monitors and controls the operation, produce flow and equipment settings of treatment, sorting and packing of fresh produce.

Alternative Titles and Specialisations:

De-greening Operations Controller

Fruit Quality Manipulator (Smart Fresh)

Vegetable Curing Process Controller

313907 Food and Beverage Manufacturing Process Controller

Monitors and controls food and beverage automated or semi-automated production processes.

Alternative Titles and Specialisations:

Brewhouse Operator

Food and Beverage Process Technician / Artisan

313908 Sugar Process Controller

Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in the extraction and processing of juice from sugar cane.

313909 Miller

Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in the bulk handling and storage of cereals, milling of cereals and extraction of starch.

Alternative Titles and Specialisations:

Maize Miller

Mill Silo Operations Controller / Manager

Oats Miller

Rice Miller

Spice Miller

Stock Feed Miller

Wet Grain Miller

Wheat Miller

313910 Juice Extraction Process Controller

Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in the extraction and processing of juice from fresh agricultural produce.

Alternative Titles and Specialisations:

Citrus Juice Process Controller

Deciduous Fruit Juice Process Controller

Formulations Controller

Vegetable Juice Process Controller

313911 Grain Handling Controller

Monitors and controls processes in the storage and distribution of cereals.

Alternative Titles and Specialisations:

Grain Depot Controller

313912 Mineral Beneficiation Process Controller

Monitors and controls mechanical and operational efficiency of mineral beneficiation and process facilities, equipment, plant and related resources.

Alternative Titles and Specialisations:

Burner

313913 Chemical Waste Controller

Identifies, removes, stores or disposes of chemical waste.

Leather Manufacturing Process Control Technician

Provides technical support and services in the development of manufacturing methods, facilities and systems, and in the planning, estimating, measuring and scheduling of leather manufacturing processes.

Paper Manufacturing Process Control Technician

Provides technical support and services in the development of manufacturing methods, facilities and systems, and in the planning, estimating, measuring and scheduling of paper manufacturing processes.

Alternative Titles and Specialisations:

Paper Pulp Refinery Operator

313916 Manufacturing Production Technicians

Sets up, tests, and adjusts manufacturing machinery or equipment, using any combination of electrical, electronic, mechanical, hydraulic, pneumatic, or computer technologies.

314 Life Science Technicians and Related Associate Professionals

Life science technicians and related associate professionals perform a variety of technical tasks to support life science professionals with their research, development, management, conservation and protection work, in areas such as biology, botany, zoology, biotechnology and biochemistry, and to agriculture, fisheries and forestry.

Tasks include:

Assisting in analyzing data and preparing reports; operating and maintaining equipment
Conducting tests, experiments, laboratory analyzes, field research and surveys to collect information using accepted scientific methods

Keeping records

3141 Life Science Technicians (Excluding Medical)

Life science technicians (except medical) provide technical support to life science professionals undertaking research, analysis and testing of living organisms, and development and application of products and processes resulting from research in areas such as natural resource management, environmental protection, plant and animal biology, microbiology, and cell and molecular biology.

Tasks include:

Assisting in designing, setting up and conducting experiments

Collecting and preparing specimens and samples, chemical solutions and slides and growing cultures for use in experiments

Keeping detailed logs of worked performed

Maintaining relevant databases

Making observations of tests, and analyzing, calculating, recording and reporting test results using appropriate scientific methods

Monitoring experiments to ensure adherence to correct laboratory quality control procedures and health and safety guidelines

Ordering and stocking laboratory supplies

Participating in the research, development and manufacture of products and processes

Performing routine field and laboratory tests

Preserving, classifying and cataloguing specimens and samples

Setting up, calibrating, operating and maintaining laboratory instruments and equipment

Using complex and high-powered equipment to perform work

Using computers to develop models and analyze data

314101 Life Science Technician

Identifies and collects living organisms and conducts field and laboratory studies in support of life scientists and technologists.

Alternative Titles and Specialisations:

Bacteriology Technician

Biochemistry Technician

Biological Technical Officer

Biomedical Technician

Botanical Technical Officer

Entomology Technician

Fisheries Technical Officer

Herbarium Technician

Life Sciences Laboratory Technologist
Marine Biology Technician
Maxillofacial Technician
Microbiology Technician
Pharmacology Technician
Physiology Technologist
Serology Technician
Tissue Culture Technician
Zoology Technical Officer

314102 **Environmental Science Technician**



Performs tests and experiments, and provide technical support functions to assist environmental scientists and technologists in research and teaching.

Alternative Titles and Specialisations:

Conservation Scientific Officer
Ecological Technical Officer
Environmental Technical Officer
Naturalist
Parks and Reserves Technical Officer

3142 **Agricultural Technicians**

Agricultural technicians perform tests and experiments, and provide technical and scientific support to agricultural scientists, farmers and farm managers.

Tasks include:

Analysing produce to set and maintain standards of quality
Analysing samples of seeds for quality, purity and germination rating
Assisting with and performing experiments, tests and analyses applying methods and techniques such as microscopy, histochemistry, chromatography, electrophoresis and spectroscopy
Collecting and preparing specimens such as soils, plant or animal cells, tissues or parts or animal organs for experiments, tests and analyses
Collecting data and estimating quantities and costs of materials and labour required for projects
Conducting or supervising operational programs such as fish hatchery, greenhouse and livestock production programs;

Identifying pathogenic micro-organisms and insects, parasites, fungi and weeds harmful to crops and livestock, and assisting in devising methods of control

Organizing maintenance and repairs of research equipment

Preparing materials and equipment for experiments, tests and analyses

314201 **Agricultural Technician**



Performs tests and experiments, and provides technical support to assist agricultural scientists and technologists in areas such as research, production, servicing and marketing.

Alternative Titles and Specialisations:

Agricultural Laboratory Technician
Agricultural Research Technician
Agricultural Sample Collector
Agricultural Sampling Officer
Agricultural Technical Advisor
Agricultural Technical Officer
Agriculture Technical Assistant
Agriculture Technical Specialist

Agronomy Technician
Animal Breeding Technician
Artificial Insemination Technical Officer
Dairy Technician
Field Crop Technical Officer
Field Production Officer
Herd Tester
Horticultural Technical Officer
Irrigation Technician
Poultry Technical Officer
Seed Production Technician
Seed Research Technician
Wool Testing Technician

3143 Forestry Technicians

Forestry technicians perform technical and supervisory functions in support of forestry research and forest management, harvesting, resource conservation and environmental protection.

Tasks include:

Assisting in and performing technical functions in the preparation of forest management and harvest plans using photogrammetric and mapping techniques and computerized information systems

Assisting in planning and supervision of construction of access routes and forest roads
Conducting forest inventories, surveys and field measurements following accepted scientific and operational procedures

Coordinating activities such as timber scaling, forest fire suppression, disease or insect control or pre-commercial thinning of forest stands

Ensuring adherence to regulations and policies concerning environmental protection, resource utilisation, fire safety and accident prevention

Implementing, supervising and performing technical functions in silvicultural operations involving site preparation, planting, and tending of tree crops

Preparing forest cultivation and cutting plans

Providing technical support to forestry research programs in areas such as tree improvement, seed orchard operations, insect and disease surveys or experimental forestry and forest engineering research

Supervising and performing technical functions in forest harvesting operations

Supervising forest tree nursery operations

314301 Forestry Technician



Performs tests and experiments, and provides technical support to assist forestry scientists and technologists in areas such as research, production, servicing and marketing.

Alternative Titles and Specialisations:

Forest Conservation Technician

Forester

314302 Forestry Research Technician



Performs tests and experiments, and provides technical support to assist forestry scientists and technologists in areas such as research, production, servicing and marketing.

Alternative Titles and Specialisations:

Research Forester

Forestry Technical Assistant
Forestry Technical Officer
Forestry Technical Specialist
Silviculture Technician

315 **Ship and Aircraft Controllers and Technicians**

Ship and aircraft controllers and technicians, command and navigate ships and aircraft, perform technical functions to ensure safe and efficient movement and operations, and develop electrical, electromechanical, and computerized air control systems.

Tasks include:

Commanding and navigating ships or aircraft

Controlling the operation of mechanical, electrical and electronic equipment on board ship or on aircraft

Directing the movements of ships or aircraft and developing electrical, electromechanical, and computerized air control systems

3151 **Ships' Engineers**

Ships' engineers control and participate in the operation, maintenance and repair of mechanical, electrical and electronic equipment and machinery on board ship, or perform related supporting functions on shore.

Tasks include:

Controlling and participating in the operation, maintenance and repair of mechanical, electrical and electronic equipment and machinery on board ship

Inspecting and conducting maintenance and emergency repairs to engines, machinery and auxiliary equipment

Ordering fuel and other engine-room department stores and maintaining record of operations

Performing technical supervision of the installation, maintenance and repair of ship's machinery and equipment to ensure compliance with specifications and regulations

Standing engine room watch, monitoring and noting performance of engines, machinery and auxiliary equipment

315101 **Ship's Engineer**

Controls and manages the operation and maintenance of the plant and equipment of ships.

3152 **Ships' Deck Officers and Pilots**

Ships' deck officers and pilots command and navigate ships and similar vessels, and perform related functions on shore.

Tasks include:

Applying knowledge of principles and practices relating to ship's operation and navigation in order to identify and solve problems arising in the course of their work

Commanding and navigating ship or similar vessel at sea or on inland waterways

Controlling and participating in deck and bridge-watch activities

Ensuring safe loading and unloading of cargo and observance of safety regulations and procedures by crew and passengers

Navigating vessels into and out of ports and through channels, straits and other waters where special knowledge is required

Ordering ship's stores and recruiting crew as required and maintaining record of operations

Performing technical supervision of maintenance and repair of ship to ensure compliance with specifications and regulations

Transmitting and receiving routine and emergency information with shore stations and other ships

315201 Ship's Master

Controls and manages the operations of a ship or boat.

Alternative Titles and Specialisations:

Charter Boat Operator

Dredge Master

Harbour Pilot

Hovercraft Operator

Hydrofoil Captain

Jet Boat Driver / Operator

Launch Master

Master Mariner

Ship's Pilot

Tug Master

315202 Ship's Officer

Navigates and controls the safe operation of a ship and supervises and coordinates the activities of deck crew.

Alternative Titles and Specialisations:

Deck Officer

Ships Mate / Officer

Ship's Navigating Officer

315203 Ship's Surveyor

Surveys machines and hulls of ships to ensure they are constructed, equipped and maintained according to safety standards, rules and regulations laid down by marine authorities.

Alternative Titles and Specialisations:

Marine Engineer Surveyor

Nautical Information Advisor

Nautical Surveyor

315204 Marine Certification & Surveillance Manager

Surveys marine vessels in accordance with international safety standards determine seaworthiness.

315205 Boat Driver / Coxswain

Controls and manages the operations of a small boat / vessel.

3153 Aircraft Pilots and Related Associate Professionals

Aircraft pilots and related associate professionals control the operation of mechanical, electrical and electronic equipment, in order to navigate aircraft for transporting passengers, mail and freight and perform related pre-flight and in-flight tasks.

Tasks include:

Applying knowledge of principles and practices of flying in order to identify and solve problems arising in the course of their work

Controlling the operation of mechanical, electrical and electronic equipment and ensuring that all instruments and controls work properly

Examining maintenance records and conducting inspections to ensure that aircraft are mechanically sound, maintenance has been performed and that all equipment is operational

Flying and navigating aircraft in accordance with established control and operating procedures

Obtaining briefings and clearances before flights and maintaining contact with air traffic or flight control during flight

Preparing and submitting flight plan or examining standard flight plan
Signing necessary certificates and maintaining official records of flight

315301 Aircraft Navigator

Plans and navigates the journey, advises the pilot while en route and ensures that hazards conditions are avoided.

Alternative Titles and Specialisations:

Flight Navigator

315302 Flight Engineer

Monitors the mechanical performance of an aircraft in flight.

Alternative Titles and Specialisations:

Flight Engineer Inspector

315303 Aeroplane Pilot

Flies aeroplanes to transport passengers, mail and freight, or provide agricultural, aviation or aerial surveillance services.

Alternative Titles and Specialisations:

Aerial Spraying Contractor

Aerial Topdressing Contractor

Aircraft Captain

Airline Captain

Fighter Pilot

Military Transport Pilot

315304 Flying Instructor

Teaches the theory and practical skills of flying aircraft.

Alternative Titles and Specialisations:

Aeronautical Instructor

Aviation Instructor

Gliding Pilot Instructor

Ground School Instructor

Helicopter Pilot Instructor

315305 Helicopter Pilot

Flies helicopters to transport passengers, mail or freight, or provide agricultural, aviation or aerial surveillance services.

Alternative Titles and Specialisations:

Attack Helicopter Pilot

Chopper Pilot

315306 Balloonist

Navigates and controls the safe operation of an air balloon.

3154 Air Traffic Controllers

Air traffic controllers direct aircraft movements in airspace and on the ground, using radio, radar and lighting systems, and provide information relevant to the operation of aircraft.

Tasks include:

Applying knowledge of principles and practices of air traffic control in order to identify and solve problems arising in the course of their work

Directing activities of all aircraft and service vehicles on or near airport runways

Directing and controlling aircraft approaching and leaving airport and their movement on the ground

Directing and controlling aircraft operating in designated airspace sector

Examining and approving flight plans

Informing flight crew and operations staff about weather conditions, operational facilities, flight plans and air traffic

Initiating and organizing emergency, search and rescue services and procedures
Maintaining radio and telephone contact with adjacent control towers, terminal control units and other control centres, and coordinating the movement of aircraft into adjoining areas

315401 Air Traffic Controller

Ensures the safe and efficient movement of aircraft in controlled airspace and aerodromes by directing aircraft movements.

Alternative Titles and Specialisations:

Aerodrome Controller

Air Traffic Service Operator

3155 Air Traffic Safety Electronics Technicians

Air traffic safety electronics technicians perform technical tasks concerning the design, installation, management, operation, maintenance and repair of air traffic control and air navigation systems.

Tasks include:

Applying the knowledge and skills of air traffic safety engineering principles and practices in order to identify and solve problems arising in the course of their work

Carrying out technical duties related to the development of electronic and computerized air navigation systems and equipment, and testing prototypes

Controlling, monitoring and certifying communication navigation and surveillance air traffic management equipment and calibrating the ground-based air navigation system to ensure maximum accuracy and safety of flight, take-off and landing operations

Developing, modifying and debugging system software

Modifying existing ground-based air navigation systems and equipment to adapt them to new air traffic control procedures, in order to improve capability, reliability and integrity, or to facilitate air traffic control procedures and airspace designation

Preparing and contributing to the preparation of cost estimates and technical and training specifications for air traffic control and safety equipment

Providing or assisting with the technical supervision of construction, installation and operation of ground-based air navigation equipment and its maintenance and repair to ensure that standards and specifications are met

Providing technical help in the design and layout of specific interface circuitry of air navigation and aircraft detection tracking systems

Providing technical training and supervising other work

315501 Airborne Electronics Analyst

Utilises sophisticated electronic surveillance equipment to detect and identify warships, illegal fishing boats and large merchant vessels. The detection could be as part of warfare or aimed at search and rescue operations.

Alternative Titles and Specialisations:

Air Defence Officer

Aircraft Electronics Technical Officer

315502 Airworthiness Surveyor

Inspects aircraft in order to fulfil the initial and annual registration requirements for airworthiness.

Health associate professionals perform technical and practical tasks to support diagnosis and treatment of illness, disease, injuries and impairments in humans and animals, and to support implementation of health care, treatment and referrals plans usually established by medical, veterinary, nursing and other health professionals.

Tasks include:

Designing, fitting, servicing and repairing medical and dental devices and appliances;
Equipment and administering radiation therapy; performing clinical tests on specimens of bodily fluids and tissues;
Preparing medications and other pharmaceutical compounds under the guidance of pharmacists;

Providing nursing and personal care and midwifery support services; using herbal and other therapies based on theories, beliefs and experiences originating in specific cultures

Testing and operating medical imaging

321 Medical and Pharmaceutical Technicians

Medical and pharmaceutical technicians perform technical tasks to assist in diagnosis and treatment of illness, disease, injuries and impairments.

Tasks include:

Administering radiopharmaceuticals or radiation to patients to detect or treat diseases

Designing, fitting, servicing and repairing medical and dental devices and appliances

Performing clinical tests on specimens of bodily fluids and tissues

Preparing medications and other pharmaceutical compounds under the guidance of pharmacists

3211 Medical Imaging and Therapeutic Equipment Technicians

Medical imaging and therapeutic equipment technicians test and operate radiographic, ultrasound and other medical imaging equipment to produce images of body structures for the diagnosis and treatment of injury, disease and other impairments. They may administer radiation treatments to patients under the supervision of a radiologist or other health professional.

Tasks include:

Administering, detecting and mapping radiopharmaceuticals or radiation in patients' bodies, using radioisotope, camera or other equipment for diagnosing and treating diseases

Explaining procedures, observing and positioning patients, and using protection devices to ensure safety and comfort during examination, scan, or treatment

Measuring and recording radiation dosage or radiopharmaceuticals received and used for patients, following prescription issued by a medical practitioner

Monitoring patients' conditions and reactions, reporting abnormal signs to a medical practitioner

Operating or overseeing operation of radiologic, ultrasound and magnetic imaging equipment to produce images of the body for diagnostic purposes

Positioning imaging or treatment equipment, monitoring video displays, and adjusting settings and controls according to technical specifications

Recording and disposing of radioactive materials and storing radiopharmaceuticals, following radiation safety procedures

Reviewing and evaluating developed x-rays, video tape, or computer generated information to determine if images are satisfactory for diagnostic purposes and recording results of procedures

321101 Medical Diagnostic Radiographer

Medical imaging technologist operates x-ray and other medical imaging equipment to produce images for medical diagnostic purposes in conjunction with radiologists or other medical specialists.

Alternative Titles and Specialisations:

Magnetic Resonance Technologist

Mammographer

Medical / Diagnostic Radiation Technologist

Medical Imaging Technologist

Radiographer

X-Ray Darkroom Technician

X-Ray Operator

321102 Medical Radiation Therapist

Operates high energy x-ray and other radiation and electron generating and monitoring equipment to administer radiation treatment for medical purposes in conjunction with radiologists or other medical specialists.

Alternative Titles and Specialisations:

Medical X-Ray Technician

Radiation Technologist / Therapist

Radiotherapist

321103 Nuclear Medicine Technologist

Performs or assists in performing diagnostic examinations using radio nuclides and radiopharmaceuticals, and administers radio nuclides for therapeutic purposes under the direction of nuclear medicine specialists or other specialist medical practitioners.

Alternative Titles and Specialisations:

Nuclear Radiographer

Radiochemist

Radioisotope Technician / Technologist

321104 Sonographer

Operates ultrasound equipment to acquire, interpret and selectively record anatomical images, physical data and real time physiological information for medical diagnostic purposes in conjunction with other medical practitioners.

Alternative Titles and Specialisations:

Cardiac Ultrasound Technician

Ultrasonographer

321105 Anaesthetic Technician

Prepares and maintains anaesthetic equipment for operating theatres or clinics, and assists anaesthetists during anaesthetic procedure.

321106 Cardiac Technician

Conducts tests on patients to record heart activity using specialised equipment, recording devices and laboratory instruments in support of cardiologists and other medical practitioners engaged in diagnosing, monitoring and treating heart disease.

Alternative Titles and Specialisations:

Cardiac Technologist

Cardiographer

Cardiology Technician

ECG Technician
Echocardiographer
Electrocardiograph Technician

321107 Operating Theatre Technician

Prepares and maintains an operating theatre and its equipment, assists the surgical team during operations and provides support to patients in the recovery room.

Alternative Titles and Specialisations:

Hospital Theatre Technician

321108 Audiometrist

Administers audiometric screening and threshold tests under supervision of audiologist or otolaryngologist and refer individual to audiologist or other health professional for test interpretation or further examination.

Alternative Titles and Specialisations:

Audio Visual Technician

Audiometric Technician

321109 Dialysis Technician

Sets up and operates haemodialysis machine to provide dialysis treatment.

321110 Neurophysiological Technician

Prepares and maintains equipment for neurophysiological tests and treatments.

Alternative Titles and Specialisations:

Neurosciences Research Technician

321111 Renal Technician

Prepares and maintains equipment for renal tests and treatments.

321112 Intensive Care Technician

Administers first aid treatment and transport sick or injured persons to medical facilities, working as a member of an emergency medical team.

321113 Orthopaedic Technician

Assists orthopaedic surgeons in the practice of medicine.

321114 Health Technical Support Officer

Provides technical, administrative and program development support to health care professionals and practitioners.

321115 Medical Electronic Equipment Operator

Operates, inspects and maintains laboratory or healthcare equipment.

321116 Electroencephalographic Technician

Conducts tests on patients to record brainwaves, or other electrical impulses in the nervous system and spinal cord, by use of specialised equipment in support of specialists engaged in diagnosing, monitoring and treating neurological and related disorders.

321117 Radiation Laboratory Technician

Assists with patient diagnosis and treatment by performing a variety of standard radiological examinations on patients using stationary and portable x-ray and ancillary equipment.

321118 Orthotist or Prosthetist

Designs, builds, fits and repairs splints, braces, callipers, artificial limbs and related appliances to restore function or compensate for muscular and skeletal disabilities.

Alternative Titles and Specialisations:

Artificial Limb Fitter Technician

Artificial Limb Maker

Orthopaedic Appliance Maker / Repairer

Orthotist Tradesman

3212 **Medical and Pathology Laboratory Technicians**

Medical and pathology laboratory technicians perform clinical tests on specimens of bodily fluids and tissues in order to obtain information about the health of a patient or cause of death.

Tasks include:

Analyzing laboratory findings to check the accuracy of the results

Analyzing samples of biological material for chemical content or reaction

Conducting chemical analysis of body fluids, including blood, urine, and spinal fluid, to determine presence of normal and abnormal components

Entering data from analysis of laboratory tests and clinical results into records-keeping systems and reporting results to medical practitioners and other health professionals

Establishing and monitoring programs to ensure the accuracy of laboratory results and developing, standardizing, evaluating, and modifying procedures, techniques and tests used in the analysis of specimens

Examining cells stained with dye to locate abnormalities

Inoculating fertilized eggs, broths, or other bacteriological media with organisms

Obtaining specimens, cultivating, isolating and identifying microorganisms for analysis
Operating, calibrating and maintaining equipment used in quantitative and qualitative analysis, such as spectrophotometers, calorimeters, flame photometers, and computer-controlled analyzers

Setting up, cleaning, and maintaining laboratory equipment

321201 **Medical Laboratory Technician**

Performs routine medical laboratory tests and operates diagnostic laboratory equipment under the supervision of medical laboratory scientists and pathologists.

Alternative Titles and Specialisations:

Clinical Microbiology Technician

Cytology Technician

Haematology Technician

Histopathology Technician

Medical Bloodbank Technician

Medical Laboratory Assistant

Medical Laboratory Technical Officer

Medical Research Officer

Medical Science Technician

Pathology Technician

Phlebotomist

Venepuncturist

3213 **Pharmaceutical Technicians and Assistants**

Pharmaceutical technicians and assistants perform a variety of tasks associated with dispensing medicinal products under the guidance of a pharmacist or other health professional.

Tasks include:

Assisting clients by answering questions, locating items or referring them to a pharmacist for medication information

Cleaning and preparing equipment and containers used to prepare and dispense medicines and pharmaceutical compounds

Dispensing medicines and drugs to clients and giving written and oral instructions on their use, as prescribed by medical doctors, veterinarians or other health professionals

Filling and labelling containers with prescribed medications

Maintaining proper storage and security conditions for drugs

Ordering, labelling, and counting stock of medications, chemicals, and supplies, and entering inventory data into records-keeping systems

Preparing medications and other pharmaceutical compounds under the guidance of a pharmacist or other health professional

Pricing and filing prescriptions that have been filled and establish and maintaining patient records, including lists of medications taken by individual patients

Receiving prescriptions or refill requests from health professionals and verifying that information is complete and accurate according to medical records keeping standards

321301 **Pharmaceutical Technician**

Fills and labels patients' prescriptions under the supervision of a pharmacist. May record details of, place orders for, take stock of, and store medications and medical supplies and deliver them to patients.

Alternative Titles and Specialisations:

Dispensary Technician

Pharmaceutical Assistant

Pharmacist Technician

Pharmacy Dispensing Technician

Pharmacy Technician

3214 **Medical and Dental Prosthetic Technicians**

Medical and dental prosthetic technicians design, fit, service and repair medical and dental devices and appliances following prescriptions or instructions established by a health professional. They may service a wide range of support instruments to correct physical medical or dental problems such as neck braces, orthopaedic splints, artificial limbs, hearing aides, arch supports, dentures, and dental crowns and bridges.

NOTE: Occupations included in this category normally require some medical, dental and anatomical and engineering knowledge obtained through formal training. Technicians who construct and repair precision medical and surgical instruments are not included here.

Tasks include:

Bending, forming, and shaping fabric or material so that it conforms to prescribed contours needed to fabricate structural components

Conferring with medical and dental practitioners in order to formulate specifications and prescriptions for devices and appliances

Designing and making orthotic and prosthetic devices using materials such as thermoplastic and thermosetting materials, metal alloys and leather, and hand and power tools

Examining, interviewing, and measuring patients in order to determine their appliance needs, and to identify factors that could affect appliance fit

Fabricating full and partial dentures and constructing mouth guards, crowns, metal clasps, inlays, bridgework and other aids

Fitting appliances and devices onto patients, testing and evaluating them, and making adjustments for proper fit function, and comfort

Instructing patients in the use and care of prosthetic or orthotic devices

Interpreting prescriptions or specifications to determine the type of product or device to be fabricated, and the materials and tools that will be required

Making or receiving casts or impressions of patients' torsos, limbs, mouths or teeth for use as fabrication patterns

Repairing, modifying, and maintaining medical and dental prosthetic and supportive devices, according to specifications

321401 Dental Prosthetist

Designs, constructs, repairs and fits dentures and mouth guards.

Alternative Titles and Specialisations:

Clinical Dental Technician

Dental Prosthesis Maker Repairer

321402 Dental Technician

Constructs and repairs dentures and other dental appliances.

Alternative Titles and Specialisations:

Dental Ceramicist

Dental Form Caster

Dental Mechanic Technician

Orthodontic Technician

Orthodontist Assistant

321403 Dental Therapist

Examines and treats diseases of the teeth in pre-school, primary and secondary school children under the general supervision of a dentist.

Alternative Titles and Specialisations:

Dental Attendant

Dental Health Advisor

Dental Tutor Sister

Denturist

Gum Therapist

Oral Health Therapist

321405 Orthotic and Prosthetic Technician

Fabricate and fit orthopaedic braces or prostheses to assist patients with disabling conditions of limbs and spine, or with partial or total absence of limb.

Alternative Titles and Specialisations:

Orthotist

Prosthetist

322 Nursing Midwifery Associate Professionals

Nursing and midwifery associate professionals provide basic nursing and personal care for people who are physically or mentally ill, disabled or infirm, and others in need of care due to potential risks to health including before, during and after childbirth. They generally work under the supervision of, and in support of implementation of health care, treatment and referrals plans established by, medical, nursing, midwifery and other health professionals.

Tasks include:

Assessing progress during pregnancy and childbirth, providing or assisting in delivery care, and recognizing signs and symptoms requiring referral to a health professional

Assisting professional nurses, midwives and medical doctors in administering medication and treatments

Cleaning wounds and applying surgical dressings; providing advice to individuals, families and communities on topics related to health, contraception, pregnancy and childbirth

Providing care and support to women and newborns following childbirth

Providing nursing and personal care, treatment and advice to patients as per care plans as established by health professionals

3221 **Nursing Associate Professionals**

Nursing associate professionals provide basic nursing and personal care for people in need of such care due to effects of ageing, illness, injury, or other physical or mental impairment. They generally work under the supervision of, and in support of implementation of health care, treatment and referrals plans established by, medical, nursing and other health professionals.

NOTE: The distinction between professional and associate professional nurses should be made on the basis of the nature of the work performed in relation to the tasks specified. The qualifications required are not the main factor in making this distinction..

Tasks include:

Administering medications and other treatments to patients, monitoring patients' condition and responses to treatment, and referring patients and their families to a health professional for specialised care as needed

Assisting in giving first-aid treatment in emergencies

Assisting in planning and managing the care of individual patients

Cleaning wounds and applying surgical dressings

Providing nursing and personal care and treatment and health advice to patients as per care plans established by health professionals

Updating information on patients' condition and treatments received in records-keeping systems

322101 **Enrolled Nurse**

Provides nursing care to patients in a variety of health, aged care, welfare and community settings under the supervision of registered nurses.

Alternative Titles and Specialisations:

Community Nurse

Medical Assistant (Defence)

Nursing Assistant

Physiotherapy Nurse

Psychiatric Assistant

Unregistered Nurse

322102 **Mother Craft Nurse**

Assists in providing care to newborn infants, and provides advice and training to parents of newborn infants.

Alternative Titles and Specialisations:

Lactation Consultant

3222 **Midwifery Associate Professionals**

Midwifery associate professionals provide basic health care and advice before, during and after pregnancy and childbirth. They implement care, treatment and referral plans usually established by medical, midwifery and other health professionals.

NOTE: The criteria for inclusion of individuals in this category should be made on the basis of the nature of the work performed in relation to the tasks specified. The qualifications required are not the main factor in making this distinction. Traditional and lay midwives, who provide basic pregnancy and birthing care and advice based primarily on experience and knowledge acquired informally through the traditions and practices of the communities where they originated, are classified here. Birth assistants, who provide emotional support and general care and advice to women and families during pregnancy and labour, are classified in Minor group 532, Personal Care Workers in Health Services.

Tasks include:

Assessing progress during pregnancy and childbirth, and recognizing signs and symptoms requiring referral to a health professional

Providing advice to women, families and communities on health, nutrition, hygiene, exercise, birth and emergency plans, breastfeeding, infant care, family planning and contraception, lifestyle and other topics related to pregnancy and childbirth

Providing care and support to women and newborns following childbirth, monitoring their health status, and identifying signs and symptoms requiring referral to a health professional

Providing delivery care, usually only in the absence of identified potential complications, or assisting medical doctors or midwifery professionals with delivery care

322201 Assistant Midwife

Provides basic health care and advice before, during and after pregnancy and childbirth. They implement care, treatment and referral plans usually established by medical, midwifery and other health professionals.

Alternative Titles and Specialisations:

Traditional Midwife

323 Traditional and Complementary Medicine Associate Professionals

Traditional and complementary medicine associate professionals prevent, care for and treat human physical and mental illnesses, disorders and injuries using herbal and other therapies based on theories, beliefs and experiences originating in specific cultures.

Tasks include:

Advising individuals, families and the community on health, nutrition, hygiene, lifestyle and other issues to maintain or improve health and well-being

Examining patients and interviewing them and their families to determine their health status and the nature of physical or mental disorders or illnesses or other ailments

Providing care and treatment for physical injuries such as setting and healing fractured and dislocated bones using traditional methods of physical manipulation and herbal therapies

Recommending and providing care and treatment for illnesses and other ailments using traditional techniques and medicaments, such as physical manipulation and exercises, blood-letting using natural vessels, and preparations using herbs, plants, insects and animal extracts

Referring patients to, and exchanging information with, other health care providers to ensure comprehensive and continuing care

3231 Traditional and Complementary Medicine Associate Professionals

Traditional and complementary medicine associate professionals prevent, care for and treat human physical and mental illnesses, disorders and injuries using herbal and other therapies based on theories, beliefs and experiences originating in specific cultures.

NOTE: This Unit group includes occupations in traditional and complementary medicine whose practice requires an extensive understanding of the benefits and applications of traditional and complementary therapies, developed as the result of prolonged formal study of these techniques as well as human anatomy and elements of modern medicine and those whose practice requires a less extensive understanding based on relatively short periods of formal education and training, or informally through the traditions and practices of the communities where they originated. Faith healers who treat human ailments through spiritual therapies, without using herbal therapies or other medicaments or physical treatments, are included in Unit group 5329, Personal Care Workers in health services not elsewhere classified. Occupations that provide therapy using traditional forms of massage and the application of pressure, such as acupressure and shiatsu therapists are classified in Unit group 3255, Physiotherapy Technicians and Assistants. Traditional and lay midwives, who provide basic pregnancy and birthing care and advice based primarily on experience and knowledge acquired informally through the traditions and practices of the communities where they originated, are classified in Unit group 3222, Midwifery Associate Professionals.

Tasks include:

Advising individuals, families and the community on health, nutrition, hygiene, lifestyle and other issues to maintain or improve health and well-being

Examining patients and interviewing them and their families to determine their health status and the nature of physical or mental disorders or illnesses or other ailments

Providing care and treatment for physical injuries such as setting and healing fractured and dislocated bones using traditional methods of physical manipulation and herbal therapies

Recommending and providing care and treatment for illnesses and other ailments using traditional techniques and medicaments, such as physical manipulation and exercises, blood-letting using natural vessels, and preparations using herbs, plants, insects and animal extracts

Referring patients to, and exchanging information with, other health care providers to ensure comprehensive and continuing care

323101 Indigenous Health Worker (Inyanga)

Liaises with patients and clients and works as a team member to arrange, coordinate and provide health care delivery in accordance with indigenous traditions.

323102 Ancillary Health Care Worker

Liaises with patients, clients, visitors to hospitals and staff at health clinics, and works as a team member to arrange, coordinate and provide health care delivery in community health clinics.

324 Veterinary Technicians and Assistants

Veterinary technicians and assistants carry out advisory, diagnostic, preventive and curative veterinary tasks, more limited in scope and complexity than those carried out by veterinarians. They care for animals under treatment and in temporary residence at veterinary facilities and assist veterinarians to perform procedures and operations.

Tasks include:

Advising communities and individuals on the treatment of animals and their diseases and injuries

Assisting veterinarians to administer anaesthetics and oxygen during treatment

Carrying out technical tasks connected with artificial insemination of animals

Cleaning and sterilising examination tables and instruments and preparing materials used in the examination and treatment of animals

Conducting examinations of animals to make diagnoses or refer more difficult cases to veterinarians when needed

Getting animals ready for examination or treatment and restraining or holding them during treatment

Placing animals in cages for recovery from operations and monitoring their condition

Treating ill or injured animals, especially for common diseases and disorders

3241 Veterinary Technicians and Assistants

Veterinary technicians and assistants carry out advisory, diagnostic, preventive and curative veterinary tasks, more limited in scope and complexity than those carried out by, and with the guidance of, veterinarians. They care for animals under treatment and in temporary residence at veterinary facilities, perform routine procedures and assist veterinarians to perform procedures and operations.

Tasks include:

Advising communities and individuals on the treatment of animals and their diseases and injuries

Assisting veterinarians to administer anaesthetics and oxygen during treatment

Carrying out technical tasks connected with artificial insemination of animals

Cleaning and sterilising examination tables and instruments and preparing materials used in the examination and treatment of animals

Conducting examinations of animals to make diagnoses or refer more difficult cases to veterinarians when needed

Getting animals ready for examination or treatment and restraining or holding them during treatment

Performing routine animal dental procedures and assisting veterinarians with animal dentistry

Placing animals in cages for recovery from operations and monitoring their condition

Producing radiographs, collecting samples, and performing other laboratory tests to assist in diagnosis of animal health problems

Treating ill or injured animals, especially for common diseases and disorders

324101 Veterinary Nurse

Cares for animals under treatment or in temporary residence at veterinary facilities and assists veterinarians to perform procedures and operations.

Alternative Titles and Specialisations:

Animal Nurse

Artificial Inseminator

Veterinary Assistant

Veterinary Vaccinator

324102 Veterinary Technician

Prepares vaccines, serums or tissue samples, takes blood samples and performs medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals.

325 Other Health Associate Professionals

Other health associate professionals perform technical tasks and provide support services in dentistry, medical records administration, community health, the correction of reduced visual acuity, physiotherapy, environmental health, emergency medical treatment and other activities to support and promote human health.

Tasks include:

Assisting families to develop the necessary skills and resources to improve their health status

Compiling and maintaining patients' medical records to document condition and treatment and to provide data for research, billing, cost control and care improvement

Fitting and dispensing optical lenses

Investigate the implementation of rules and regulations relating to environmental and occupational factors that may potentially affect human health

Massaging the soft tissues of the body; showing patients to examination

Providing advice and education on sanitation and hygiene to limit the spread of infectious diseases

Providing basic care services for the prevention and treatment of diseases and disorders of the teeth and mouth; advising communities and individuals on hygiene, diet and other preventive measures to reduce potential risks to health

rooms and preparing them for examination; attending accidents, emergencies and requests for medical assistance

3251 Dental Assistants and Therapists

Dental assistants and therapists provide basic dental care services for the prevention and treatment of diseases and disorders of the teeth and mouth, as per care plans and procedures established by a dentist or other oral health professional.

Tasks include:

Advising communities and individuals on dental hygiene, diet and other preventive measures to reduce potential risks to oral health

Assisting dentists during complex dental procedures

Conducting visual and physical examinations of patients' mouths, teeth and related structures to assess oral health status

Getting patients ready for examination or treatment including explaining procedures and correct positioning

Identifying cases of patients with poor oral health or oral disease requiring referral to a dentist or other health professional

Preparing, cleaning and sterilizing dental instruments, equipment and materials used in the examination and treatment of patients

Providing fluoride treatments, cleaning and removing deposits from teeth, preparing cavities and placing fillings, administering local anaesthesia, and performing other types of basic or routine clinical dental procedures

Taking impressions of the mouth and dental radiographs to support diagnosis and fitting of dental prosthesis

325101 Dental Assistant

Prepares patients for dental examinations and assists dentists in providing care and treatment.

Alternative Titles and Specialisations:

Dental Aide

Dental Chairside Assistant

Dental Nurse

Dental Surgery Assistant

Orthodontic Assistant

325102 Dental Hygienist

Carries out preventative dental procedures under the direction of a dentist.

Alternative Titles and Specialisations:

Oral Hygienist

3252 Medical Records and Health Information Technicians

Medical records and health information technicians develop, maintain and implement health records processing, storage and retrieval systems in medical facilities and other health care settings to meet the legal professional, ethical and administrative records-keeping requirements of health services delivery.

NOTE: Occupations included in this Unit group normally require knowledge of medical terminology, legal aspects of health information, health data standards, and computer- or paper-based data management as obtained through formal education and/or on-the-job training.

Tasks include:

Epidemiological monitoring, research, billing, cost control and care improvement

Planning, developing, maintaining and operating a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyze information

Protecting the security of medical records to ensure that confidentiality is maintained and releasing information to authorized persons and agencies in accordance with regulations

Reviewing records for completeness, accuracy and compliance with regulations

Supervising clerical and administrative workers involved in the maintenance of medical records

Transcribing, compiling and processing patient medical records, admission and discharge documents, and other medical reports into records-keeping systems to provide data for patient monitoring and referral

Translating narrative descriptions and numeric information from medical records and other documents on health services delivery into codes associated with standard classification systems

325201 Health Information Manager

Plans, develops, implements and manages health information services such as patient information systems, and clinical and administrative data to meet the medical, legal, ethical and administrative requirements of health care delivery.

Alternative Titles and Specialisations:

Casemix Coordinator

Clinical Coder

Clinical Trial Data Manager

Disease Registry Technician

Health Data Administrator

Health Information Clerk
Health Information Strategy Advisor
Medical Records Administrator
Medical Records Analyst
Medical Records Clerk
Medical Records Technician

3253 Community Health Workers

Community health workers provide health education, referral and follow up, case management, and basic preventive health care and home visiting services to specific communities. They provide support and assistance to individuals and families in navigating the health and social services system.

NOTE: Occupations included in this category normally require formal or informal training and supervision recognized by the health and social services authorities. Providers of routine personal care, self-defined health care providers and traditional medicine practitioners are not included here.

Tasks include:

Collecting data from households and communities who do not usually access medical establishments for purposes of patient monitoring and referral and reporting to meet health regulations

Conducting outreach efforts to groups who do not usually access medical establishments with information and basic medical supplies for prevention and management of certain health conditions for which they are most at risk, such as HIV/AIDS and other communicable diseases

Distributing to households medical supplies for the prevention and treatment of endemic diseases such as malaria, pneumonia and diarrhoeal diseases, and instructing family and community members in the use of these products

Providing information to families and communities on a range of health issues including nutrition, hygiene, infant and child care, immunizations, family planning, risk factors and prevention of common infectious diseases, poisoning prevention, first aid for treatment of simple and common ailments, substance abuse, domestic violence, and other topics

Visiting families in their homes to provide information on the health, social and other services available and support them in gaining access to these services

Visiting families who do not usually access medical establishments to monitor on a regular basis certain conditions, such as progress with pregnancy, child growth and development, and environmental sanitation

325301 Health Promotion Officer

Assists health and community groups to improve the health of individuals and the community by raising awareness of healthy lifestyles, disease and disability, and other health-related issues.

Alternative Titles and Specialisations:

Aids Educator
Asthma Educator
Childbirth Educator
Community Health Worker
Diabetes Educator
Health Education Officer

Health Educator
Public Health Officer
Tuberculosis Educator

3254 **Dispensing Opticians**

Dispensing opticians design, fit and dispense optical lenses based on a prescription from an ophthalmologist or optometrist for the correction of reduced visual acuity. They service corrective eyeglasses, contact lenses, low-vision aids and other optical devices.

Tasks include:

Examining and taking facial and eye measurements of clients for fitting of eyeglasses and other optical devices

Interpreting optical prescriptions and preparing work order for optical laboratory for grinding and mounting of lenses in frames, preparation of contact lenses and other required work

Providing advice to clients with selection and maintenance of eyeglasses and frames, types of contact lenses and other optical devices for performance, safety, comfort and lifestyle
Verifying exactness of finished optical appliances and devices to the original prescription and fit of clients

325401 **Dispensing Optician**

Interprets optical prescriptions, and fits and services optical appliances such as spectacle frames and lenses.

Alternative Titles and Specialisations:

Optical Dispenser

Spectacles Dispenser

3255 **Physiotherapy Technicians and Assistants**

Physiotherapy technicians and assistants provide physical therapeutic treatments to patients in circumstances where functional movement is threatened by injury, disease or impairment. Therapies are usually provided as per rehabilitative plans established by a physiotherapist or other health professional.

Tasks include:

Administering electrical modality treatments, ultrasound, and other physical therapies using specialised techniques and equipment, including infra-red lamps, wet compresses, and herbal and mineral therapies

Administering manual treatments such as massage therapy or pressure point therapy

Conferring with physiotherapists or other health care providers to evaluate patient information for planning, modifying, and coordinating treatment

Fitting patients for orthopedic braces, prostheses, and other physical supportive devices such as crutches, and instructing patients in the use of such devices

Instructing, motivating, safeguarding and assisting patients as they practice physical exercises, relaxation techniques and functional activities

Monitoring and recording patients' progress during treatments, including measuring their range-of-joint motion and vital signs

325501 **Massage Therapist**

Performs therapeutic massage and administers body treatments for relaxation, health, fitness and remedial purposes.

Alternative Titles and Specialisations:

Acupressure Therapist

Chinese (Tui-Na) Masseur
Physical Rehabilitation Technician
Physical Therapy Assistant
Physiotherapy Technician
Remedial Masseur
Shiatsu Therapist
Sports Medicine Masseur

325502 Hydrotherapist

Uses water to relieve discomfort and promote physical well-being.

325503 Electrotherapist

Uses electrical impulses to relieve discomfort and promote physical well-being.

3256 Medical Assistants

Medical assistants perform basic clinical and administrative tasks to support patient care under the direct supervision of a medical practitioner or other health professional.

NOTE: Occupations included in this category normally require formal training in health services provision. Clinical care providers with advanced training and skills to provide independent medical diagnostic and treatment services are classified in unit group 2240, Paramedical Practitioners.

Tasks include:

Assisting medical doctors and other health professionals to examine and treat patients, including measuring and recording vital signs, administering medications, and performing routine clinical procedures such as giving injections and removing sutures

Collecting blood, tissue or other specimens, and preparing them for laboratory testing
Getting patients ready for examination and treatment, including explaining procedures and showing them to examination rooms

Interviewing patients and their families to obtain information on their health status and medical history

Maintaining cleanliness of patient waiting and examination rooms

Preparing and handling medical instruments and supplies, including sterilizing instruments and disposing of contaminated supplies in accordance with safety procedures

Providing information to patients and families on health care topics including medications prescribed by a medical doctor or other health professional

Providing prescription and drug refill information to pharmacies

Recording information on patients' medical history, diagnostic testing and treatment procedures and results, and other information in medical records-keeping systems
Scheduling appointments with patients, and preparing documentation required for billing, reporting and insurance purposes

325601 Medical Assistant

Performs basic clinical and administrative tasks to support patient care under the direct supervision of a medical practitioner or other health professional.

Alternative Titles and Specialisations:

Clinical Assistant

Ophthalmic Assistant

3257 Environmental and Occupational Health Inspectors and Associates

Environmental and occupational health inspectors and associates investigate the implementation of rules and regulations relating to environmental factors that may affect human health, safety in the workplace, and safety of processes for the production of goods and services. They may implement and evaluate programs to restore or improve safety and sanitary conditions under the supervision of a health professional.

Tasks include:

Advising employers' and workers' representatives on the implementation of government and other rules and regulations concerning occupational safety and the working environment

Advising enterprises and the general public on the implementation of government and other rules and regulations concerning hygiene, sanitation, purity and grading of primary products, food, drugs, cosmetics and similar goods

Estimating quantities and costs of materials and labour required for health, safety and sanitation remediation project

Giving advice on environmental sanitary problems and techniques

Initiating action to maintain or improve hygiene and prevent pollution of water, air, food or soil

Inspecting areas of production, processing, transport, handling, storage and sale of products to ensure conformity with government and other rules, regulations and standards

Inspecting establishments to ensure that they conform to government and other rules and regulations concerning emission of pollutants and disposal of dangerous wastes

Inspecting places of work and, by interviews, observations and other means, obtaining information about work practices and accidents to determine compliance with safety rules and regulations

Inspecting places of work to ensure that the working environment, machinery and equipment conform to government and other rules, regulations and standards related to sanitation and/or occupational and environmental health and safety

Promoting preventive and corrective measures such as control of disease carrying organisms and of harmful substances in the air, hygienic food handling, proper disposal of waste and cleaning of public places

325701 **Environmental and Occupational Health Inspector**



Investigates the implementation of rules and regulations relating to environmental factors that may affect human health, safety in the workplace, and safety of processes for the production of goods and services.

Alternative Titles and Specialisations:

Health Inspector

Sanitarian

Sanitary Inspector

325702 **Marine Safety Officer**



Inspects all parts of a vessel for safety regulations and also look for environmental hazards.

325703 **Agricultural / Horticultural Produce Inspector**



Conducts inspections of agricultural commodities, processing equipment and facilities, monitors conformance to standards and protocols to ensure compliance with regulations and laws governing health, quality and safety.

Alternative Titles and Specialisations:

Dairy Product Inspector
Dairy Quality Assurance Officer
Fruit and Vegetable Inspector
Meat Inspector
Meat Safety and Quality Controller
Perishable Produce Export Assessor
Produce Inspector

325704 Aquaculture Produce Analyst

Analyse aquaculture produce for quality and conformance with technical produce standards and regulatory provisions.

325705 Safety Inspector

Inspects machines, equipment, working conditions and public places to ensure compliance with government and industry standards and regulations, in relation to occupational health and safety.

Alternative Titles and Specialisations:

Accident Prevention Consultant / Inspector
Bridge Inspector
Factory Inspector
Housing Inspector
Lift Inspector
Lifting Machinery Inspector
Lighthouse Inspector
Medical Equipment Inspector
Non-destructive Testing (NDT) Inspector
Safety Health Environment Quality Inspector
Works Inspector

325706 Ammunition Technician

Renders safe or dispose of hazardous explosive devices.

Alternative Titles and Specialisations:

Explosive Ordnance
Hazardous Devices Technician

325707 Mines Safety Inspector

Regulates and monitors those environmental aspects at mines that affect, or may affect, the health or safety of employees or other persons.

Alternative Titles and Specialisations:

Mine Air Quality Officer
Mine Radiation Officer
Mine Risk Control Officer
Mines Inspector
Mines Safety Officer

3258 Ambulance Workers

Ambulance workers provide emergency health care to patients who are injured, sick, infirm, or otherwise physically or mentally impaired prior to and during transport to medical facilities.

NOTE: Occupations included in this unit group normally require formal training in emergency medical treatment, patient transport, ambulance principles and practice, or a related field. Ambulance drivers who do not provide health care are classified in Unit group 8322 Car, Taxi and Van Drivers.

Tasks include:

Assessing health status of persons involved in accidents, natural disasters and other emergency situations, and determining needs for immediate and specialised medical assistance

Attending and/or patrolling large-scale public gatherings and other events where health emergencies are more likely to occur

Monitoring changes in health status of patients during transport to and from medical, rehabilitation and other health care facilities

Performing medical procedures and administering drugs and other therapies according to protocol for emergency medical treatment, including resuscitating and defibrillating patients and operating life-support equipment

Providing information and training to community groups and essential service workers in first aid for initial care of an illness or injury

Recording information on patients' conditions and treatments provided in medical records-keeping systems

325801 Ambulance Officer

Provides specialised transport services and emergency health care for injured, sick, infirm and aged persons.

Alternative Titles and Specialisations:

Ambulance Man / Woman

Patient Transport Officer

325802 Intensive Care Ambulance Paramedic / Ambulance Paramedic

Provides specialised pre-hospital health care to injured, sick, infirm and aged persons and emergency transport to medical facilities.

Alternative Titles and Specialisations:

Paramedic

Paramedic Aide

3259 Health Associate Professionals not Elsewhere Classified

This unit group covers health associate professionals not classified elsewhere in sub-major group 32. For instance the group includes occupations such as chiropractor, osteopath and other health associate professionals.

Tasks include:

Administering therapeutic care and treatment to patients, including the manual and physical chiropractic and osteopathic techniques

Interviewing and examining patients to obtain information on their health status and the nature and extent of injury, illness or other physical or mental health problem

Monitoring patients' progress through treatment plans, and identifying signs and symptoms requiring referral to a medical doctor or other health professional

Recording information on patients' health status and responses to treatment in medical records-keeping systems

Sharing information with other health care providers when required to ensure continuing and comprehensive care

325901 Chiropractor

Diagnoses and treats physiological and mechanical disorders of the human locomotor system, particularly neuro-muscular skeletal disorders and provides advice on preventing these disorders.

325902 Osteopath

Diagnoses and treats tissue strain, stress and dysfunction which impedes normal neural, vascular and biochemical mechanisms and provides advice on preventing these disorders.

Alternative Titles and Specialisations:

Back or Spine Manipulation Specialist
Spinal Health Specialist

33 **Business and Administration Associate Professionals**

Business and administration associate professionals perform mostly technical tasks connected with the practical application of knowledge relating to financial accounting and transaction matters, mathematical calculations, human resource development, selling and buying financial instruments, specialised secretarial tasks, and enforcing or applying relevant government rules. Also included are workers who provide business services such as customs clearance, conference planning, job placements, buying and selling real estate or bulk commodities, and serving as agents for performers such as athletes and artists.

Tasks include:

Approving or rejecting applications within authorized limits ensuring that credit standards of the institution are respected; maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from Accountants

Assisting in planning and performing mathematical, statistical, actuarial, accounting and related calculations

Recording and transmitting buy and sell orders for securities, stocks, bonds or other financial instruments and for foreign exchange for future or immediate delivery

Selling and buying financial instruments

Submitting credit and loan applications to management with recommendations for approval or rejection

331 **Financial and Mathematical Associate Professionals**

Financial and mathematical associate professionals place a value on various items and property, maintain records of financial transactions, analyze loan application information and render a decision, buy and sell financial instruments, and perform mathematical and related calculations.

Tasks include:

Assisting in planning and performing mathematical, statistical, actuarial, accounting and related calculations

Maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from Accountants

Recording and transmitting buy and sell orders for securities, stocks, bonds or other financial instruments and for foreign exchange for future or immediate delivery

Submitting credit and loan applications to management with recommendations for approval or rejection; or approve or reject applications within authorized limits ensuring that credit standards of the institution are respected

3311 **Securities and Finance Dealers and Brokers**

Securities and finance dealers and brokers buy and sell securities, stocks, bonds and other financial instruments, and deal on the foreign exchange, on spot, or on futures markets, on behalf of their own company or for customers on a commission basis. They recommend transactions to clients or senior management.

Tasks include:

Advising on and participating in the negotiation of terms for, and organization of, loans and placement of stocks and bonds in the financial market to raise capital for customers
Analyzing market trends for securities, bonds, stocks and other financial instruments, including foreign exchange

Informing prospective customers about market conditions and prospects
Obtaining information about the financial circumstances of customers and companies in which investments may be made

Recording and transmitting buy and sell orders for securities, stocks, bonds or other financial instruments and for foreign exchange for future or immediate delivery

331101 Securities Dealer

Buys and sells securities within financial markets and trades and distributes financial securities on behalf of financial institutions.

Alternative Titles and Specialisations:

Bond Dealer / Trader

Derivatives Dealer / Trader

Equity Dealer

Financial Market Dealer

Financial Marketer

Fixed Interest Dealer

Foreign Exchange Dealer

Money Market Dealer

Money Marketer

Safex Trader

Securities Broker

Securities Trader

Yield-X Trader

331105 Asset Swap Administrator

Administers the exchange of fixed or tangible assets for floating or intangible assets or vice versa.

Alternative Titles and Specialisations:

Strate Settlements Administrator

331106 Financial Markets Settlement Officer

Manages an exchange member's or a central securities depository participant (CSDP) obligations in relation to the settlement of transactions in securities effected by the exchange member and its clients or the clients of a CSDP.

3312 Credit and Loans Officers

Credit and loan officers analyze and evaluate financial information on applications for credit and loans and determine approval or disapproval of the client for the credit or loan or recommend to management approval or disapproval.

Tasks include:

Approving or rejecting loan applications within authorized limits ensuring that credit standards of the institution are respected

Completing credit and loan documentation

Interviewing applicants for personal, mortgage, student and business loans

Keeping records of payments, and preparing routine letters requesting payment for overdue accounts and forwarding these for legal action

Researching and evaluating loan applicant's financial status, references, credit and ability to repay the loan

Submitting credit and loan applications to management with recommendations for approval or rejection

331201 **Credit or Loans Officer**

Analyses, evaluates and processes credit and loan applications. May work in a call centre.

Alternative Titles and Specialisations:

Brokerage Clerk

Budgeting and Reporting Officer

Credit Analyst / Control Officer

Credit Clerk

Credit Controller

Finance and Insurance Consultant

Finance Clerk / Officer

Finance Systems Assistant

Financial Accounting Plan Officer

Insolvency Officer / Administrator

Lending Consultant

Loans Consultant

Loans Officer

Mortgage Clerk / Officer

Treasury Officer

3313 **Accounting Associate Professionals**

Accounting associate professionals maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.

Tasks include:

Applying knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of their work

Maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from Accountants

Preparing financial statements and reports for specified periods

Supervising the work of accounts and bookkeeping clerks

Using standard computer software packages to perform accounting and related calculations

Verifying accuracy of documents and records relating to payments, receipts and other financial transactions

331301 **Bookkeeper**

Maintains and evaluates records of financial transactions in account books and computerised accounting systems.

Alternative Titles and Specialisations:

Community Scheme Administrator

Financial Administration Officer

Ledger Keeper

331302 **Accounting Technician**

Prepares budgets, financial statements, monitors the financial performance of an organisation and maintains internal financial control and accounting systems.

331303 **Tax Technician**

Reviews completed tax records, prepares and submits taxation returns and documents and verifies accuracy.

3314 **Statistical, Mathematical and Related Associate Professionals**

Statistical, mathematical and actuarial associate professionals assist in planning the collection, processing and presentation of statistical, mathematical or actuarial data and in carrying out these operations, usually working under the guidance of statisticians, mathematicians and actuaries.

Tasks include:

Applying knowledge of statistical, mathematical, actuarial, accounting and related principles and practices in order to identify and solve problems arising in the course of their work
Assisting in planning and performing statistical, mathematical, actuarial, and related calculations
Performing technical tasks connected with data collection and quality control operations in censuses and surveys

Performing technical tasks connected with establishing, maintaining and using registers and sampling frames for census and survey operations
Preparing detailed estimates of quantities and costs of materials and labour required for statistical census and survey operations
Preparing statistical, mathematical, actuarial, accounting and other results for presentation in graphical or tabular form
Supervising the work of statistical clerks
Using standard computer software packages to perform mathematical, actuarial statistical accounting and related calculations

331401 **Statistical and Mathematical Assistant**

Assists in planning the collection, processing and presentation of statistical, mathematical or actuarial data.

Alternative Titles and Specialisations:

Actuarial Assistant
Data Quality Officer
Decision Support Analyst
Mathematical Assistant
Statistical Assistant

3315 **Valuers and Loss Assessors**

Valuers and loss assessors value property and various goods and assess losses covered by insurance policies.

Tasks include:

Assessing the extent of damage or loss and liabilities of insurance companies and underwriters for losses covered by insurance policies

Determining the quality or value of raw materials, real estate, industrial equipment, personal and household effects, works of art, gems and other objects

Inspecting items or property to evaluate condition, size, and construction
Obtaining records of sales and value of similar items or property

Preparing reports of value, outlining the estimation factors and methods used

331501 **Valuer**

Assesses the value of land, property, commercial equipment, merchandise, personal effects, household goods and objects of art.

Alternative Titles and Specialisations:

Asset Protection Manager
Commercial Valuer
Farm / Land Appraiser

Plant and Machinery Valuer
Property Valuer
Real Estate Valuer
Valuation Advisor / Analyst / Officer

331502 Insurance Investigator

Conducts investigations into insurance claims to ensure their validity.

Alternative Titles and Specialisations:

Claims Manager
Insurance Case Manager
Insurance Claims Investigator

331503 Insurance Loss Adjuster

Inspects and assesses the damage and loss to insured property and business, estimates insurance costs, and acts to minimise the cost of claims to an insurance company.

Alternative Titles and Specialisations:

Accident Claims Officer
Accident Compensation Assessor
Claims Assessor
Examiner Pension Claims
Insurance Assessor
Insurance Claims Adjuster
Insurance Claims Assessor
Insurance Loss Assessor
Insurance Loss Controller
Liability Claims Examiner
Medical Claims Assessor
Third Party Claim Assessor

331504 Insurance Risk Surveyor

Inspects items and properties to evaluate conditions affecting underwriting standards, and develops and promotes safety programs.

Alternative Titles and Specialisations:

Insurance Risk Manager

332 Sales and Purchasing Agents and Brokers

Sales and purchasing agents and brokers represent companies, governments and other organizations to buy and sell commodities, goods, insurance, shipping and other services to industrial, professional, commercial or other establishments, or act as independent agents to bring together buyers and sellers of commodities and services.

NOTE: Sales managers are classified in Minor group 122, Sales Marketing and Development Managers. Technical, Medical and ICT sales professionals are classified in Minor group 243, Sales, Marketing and Public Relations Professionals. Securities and Finance Dealers are classified in minor group 331, Financial and Mathematical Associate Professionals.

Tasks include:

Explaining and demonstrating products and services to clients
Negotiating prices, contracts, terms, conditions and shipping arrangements for purchase or sale of goods, services or commodities

Obtaining information about clients' needs and identifying suitable products and services
Obtaining information about, monitoring and analyzing market trends and conditions and employer's and competitors goods and services

3321 Insurance Representatives

Insurance representatives advise on and sell life, accident, automobile, liability, endowment, fire, marine and other types of insurance to new and established clients.

Tasks include:

Advising on, negotiating terms for and placing insurance contracts for large or special types of projects, installations or risks

Assisting clients to determine the type and level of coverage required, calculating premiums and establishing method of payment

Explaining details of insurance and conditions, risk coverage premiums and benefits to customers

Negotiating and placing reinsurance contracts

Negotiating with customers to determine type and degree of risk for which insurance is required

Obtaining information about customers' circumstances necessary to determine appropriate type of insurance and conditions

332101 Insurance Agent

Represents insurance companies in selling insurance to clients.

Alternative Titles and Specialisations:

Commercial Underwriter

Insurance Client Services Agent

Insurance Representative / Salesman / Advisor

Insurance Sales Consultant

Insurance Underwriter

Life Assurance Representative

332102 Insurance Broker

Operates as an independent agent to sell life, fire, accident, industrial or other forms of insurance for a range of insurance companies.

Alternative Titles and Specialisations:

Short Term Insurance Consultant

3322 Commercial Sales Representatives

Commercial sales representatives represent companies to sell various goods and services to businesses and other organizations and provide product specific information as required.

Tasks include:

Following up clients to ensure satisfaction with products purchased

Obtaining and updating knowledge of market conditions and of employer's and competitors' goods and services

Providing prospective customers with information about the characteristics and functions of the products and equipment for sale, and demonstrating its use or qualities

Quoting prices and credit terms, recording orders and arranging deliveries

Reporting customers' reactions and requirements to suppliers and manufacturers

Selling equipment, supplies and related services to business establishments or individuals

Soliciting orders and selling goods to retail, industrial, wholesale and other establishments

332201 Commercial Sales Representative

Represent companies to sell various goods and services to businesses and other organizations and provide product specific information as required.

Alternative Titles and Specialisations:

After-sales Service Adviser

Canvasser

Commercial Traveller

332202 **Sales Representative (Building and Plumbing Supplies)**



Represents their company in selling builders' timber, and building and plumbing hardware and supplies to wholesale and retail establishments.

Alternative Titles and Specialisations:

Energy Efficiency Supplies Sales Representative

Heat Pump Sales Representative

Solar Sales Representative

332203 **Sales Representative (Personal and Household Goods)**

Represents their company in selling consumer goods such as toys, sporting goods, books, stationery, hardware, floor coverings, furniture, textiles, clothing, footwear, toiletries and groceries to wholesale and retail establishments.

Alternative Titles and Specialisations:

Beauty Sales Consultant

Product Demonstrator

Sales Representative (Cosmetics and Skincare Products)

Sales Representative (Detergents)

Sales Representative (Jewellery and Watches)

332204 **Commercial Services Sales Agent**

Sells commercial services, such as accounting, design, maintenance, printing, and supply of temporary personnel.

332205 **Manufacturers Representative**

Sells a manufacturer's products to wholesale and retail customers.

Alternative Titles and Specialisations:

Manufacturers Sales Agent

332206 **Sales Representative (Photographic Equipment and Supplies)**

Promotes and sells photographic products and equipment to retail stores and professional and commercial photography laboratories.

332207 **Chemical Sales Representative**

Represents companies selling chemical goods such as pesticides and veterinary products to wholesale, retail and farming establishments.

Alternative Titles and Specialisations:

Agricultural Chemicals Sales Representative

Crop Protection Product Sales Representative

Veterinary Products Sales Representative

332208 **Pharmacy Sales Assistant**

Sells pharmaceutical goods, toiletries and related goods in a retail pharmacy.

Alternative Titles and Specialisations:

Pharmacy Cosmetics Salesperson

Pharmacy Salesperson

Retail Dispensary / Pharmacy Assistant

3323 **Buyers**

Buyers buy goods and services for use or resale on behalf of industrial, commercial, government or other establishments and organizations.

Tasks include:

Determining or negotiating contract terms and conditions, awarding supplier contracts or recommending contract awards for the purchase of equipment, raw materials products, services and the purchasing of merchandise for resale
Establishing delivery schedules, monitoring progress and contacting clients and suppliers to resolve problems
Interviewing suppliers and negotiating prices, discounts, credit terms and transportation arrangements
Inviting tenders, consulting with suppliers and reviewing quotations

Obtaining information about requirements and stock and developing specifications for quantity and quality to be purchased, costs, delivery dates and other contract conditions

Overseeing distribution of merchandise to outlets and maintaining adequate stock levels
Purchasing general and specialised equipment, materials or business services for use or for further processing by their establishment

Purchasing merchandise for resale by retail or wholesale establishments

Selecting the merchandise or products that best fit the establishment's requirements

Studying market reports, trade periodicals and sales promotion materials and visiting trade shows, showrooms, factories and product design events

332301 **Retail Buyer**

Selects and buys goods for resale in a retail establishment.

Alternative Titles and Specialisations:

General / Company Buyer

Merchandise Planner

332302 **Purchasing Officer**

Prepares purchase orders, monitors supply sources and negotiates contracts with suppliers.

Alternative Titles and Specialisations:

Feed Ingredient Buyer

Procurement Administrator / Coordinator / Officer

Procurement Clerk

Procurement Officer (Consumer Sensitive Consumables)

Purchasing Agent / Assistant / Buyer / Clerk / Controller

Purchasing and Logistics Officer

Purchasing Merchandiser

Purchasing Stores Officer

Service and Purchase Advisor

3324 **Trade Brokers**

Trade brokers buy and sell commodities and shipping services, usually in bulk, on behalf of their own company or for customers on a commission basis.

Tasks include:

Buying and selling cargo space on ships

Discussing buying or selling requirements of clients and giving advice accordingly

Establishing contact between buyers and sellers of commodities

Finding cargo and/or storage space for commodities and negotiating freight, shipping and storage charges

Monitoring and analyzing market trends and other factors affecting the supply and demand for commodities and shipping services

Negotiating purchase or sale of commodities and commodity futures

332401 **Commodities Trader**

Operates as an independent agent to bring together buyers and sellers of commodities, negotiates private sales and arranges sales through established market places.

Alternative Titles and Specialisations:

Agricultural Procurer

Agricultural Produce Buyer

Commodities Broker

Grain Buyer

Livestock Trader

Media Buyer

Mineral Broker

Skin Buyer

Tobacco Trader / Valuator

Wool Broker / Buyer / Trader

332402 **Finance Broker**

Operates as an independent agent in the course of financial negotiations and arranges loans of money on behalf of other persons.

Alternative Titles and Specialisations:

Home Loan Broker

Investment Banker

Investment Broker

Lease Broker

Mortgage Broker

333 **Business Services Agents**

Business service agents establish contacts to sell various business services such as advertising space in the media, carry out customs clearance activities ensuring that necessary documents are in order, match jobseekers with vacancies, find workers for employers, arrange contracts for the performance of athletes, entertainers and artists, as well as for the publication of books, the production of plays, or the recording, performing and sale of music, plan and organize conferences and similar events.

Tasks include:

Arranging and coordinating conference and event services, such as conference facilities, catering, signage, displays, audiovisual and computer equipment, accommodation, transport and social events, for participants; matching jobseekers with vacancies

Arranging contracts for performers and performances

Carrying out customs clearing procedures for exports or imports

Finding workers for vacant posts for employers

Selling by auction various kinds of property, cars, commodities, livestock, art, jewellery and other objects

Showing real estate properties to be sold or leased to prospective buyers or tenants and explaining terms of sale or conditions of rent or lease

3331 **Clearing and Forwarding Agents**

Clearing and forwarding agents carry out customs clearing procedures and ensure that insurance, export/import licences and other formalities are in order.

Tasks include:

Carrying out customs clearing procedures for exports or imports

Checking import/export documentation to determine cargo contents, and classifying goods into different fee or tariff groups, using a tariff coding system

Ensuring that export/import licences and other formalities are in order

Ensuring that insurance is in order

Signing and issuing bills of lading

333101 Clearing and Forwarding Agent

Carries out customs clearing procedures and ensure that insurance, export/import licences and other formalities are in order.

Alternative Titles and Specialisations:

Cargo Agent

Clearing Agent

Commercial Support & Claims Coordinator (Cargo)

Forwarding Agent

Shipping Agent

Shipping Agent Coordinator

3332 Conference and Event Planners

Conference and event planners organize and coordinate services for conferences, events, functions, banquets and seminars.

Tasks include:

Arranging and coordinating services, such as, conference facilities, catering, signage, displays, audiovisual and computer equipment, accommodation, transport and social events, for participants, logistical arrangements for presenters

Meeting with clients to discuss their needs and outlining package options to meet these needs

Negotiating the type and costs of services to be provided within budget

Organizing registration of participants

Overseeing work by contractors and reporting on variations to work orders

Promoting conferences, conventions and trade shows to potential customers

Responding to inquiries concerning services provided and costs for room and equipment hire, catering and related services

333201 Events Manager

Organises and coordinates services related to all aspects of an event from design and planning to production.

Alternative Titles and Specialisations:

Conference and Event Organizer

Conference Planner

Destination Manager

Event Planner

Exhibition Director

Exhibition Organiser

Function Planner

Functions Manager

Government Protocol or Civic Event Organiser

Marketing Campaign Organiser

Social/Life Cycle Coordinator

Trade Fair Manager

Wedding Planner

3333 **Employment Agents and Contractors**

Employment agents and contractors match jobseekers with vacancies, find workers for employers and contract labour for particular projects at the request of enterprises and other organizations including government, institutions, or find places for jobseekers for a commission.

Tasks include:

Discussing with enterprises/organizations the needed skills and other characteristics of the workers to be employed or contracted

Ensuring that the employment contracts meet legal requirements and signing them

Finding workers for vacant posts against a commission from the employer or worker

Finding workers with appropriate skills, etc., and undertaking the necessary formalities according to national or international regulations and requirements

Matching jobseekers with vacancies

333301 **Recruitment Consultant / Officer**

Interviews applicants to determine their job requirements and suitability for particular jobs, and assists employers to find suitable staff.

Alternative Titles and Specialisations:

Casting Agent

Employment Advisor

Employment Agency Consultant

Employment Consultant

Employment Placement Officer

Labour Recruitment Recruiter

Occupational Guidance Officer

Recruitment Coordinator

Recruitment Officer

Recruitment Resourcer

333302 **Labour Recruitment Consultant: Permanent Employment Agency (PEA)**

Establishes, develops and maintains long-term relationships with candidates and clients by providing recruitment and selection services and suitable placements.

Alternative Titles and Specialisations:

Permanent Recruitment Officer

333303 **Labour Recruitment Consultant: Temporary Employment Services (TES)**

Provides and manages outsourced staff including recruitment and selection, industrial relations, people management, payroll & site supervision.

Alternative Titles and Specialisations:

Labour Broker

Temporary Employment Services (TES) Operations Manager

Temporary Employment Services (TES) Site Supervisor

Temporary Recruitment Officer

3334 **Real Estate Agents and Property Managers**

Real estate agents and property managers arrange the sale, purchase, rental and lease of real property, usually on behalf of clients and on a commission basis.

Tasks include:

Arranging signing of lease agreements and transfer of property rights

Collecting rent and bond monies on behalf of owner and inspecting properties before, during and after tenancies

Drawing up leasing and sale agreements and estimating costs

Ensuring the availability of workers to perform maintenance of the properties

Facilitating negotiations with tenants and owners on rents and fees

Obtaining information about properties to be sold or leased, the circumstances of their owner and the needs of prospective buyers or tenants

Showing properties to be sold or leased to prospective buyers or tenants and explaining terms of sale or conditions of rent or lease

333401 Property Manager

Supervises the leasing of rental properties on behalf of owners.

Alternative Titles and Specialisations:

Body Corporate Manager

Building Manager

Property Administrator

Property Business Support Manager

Property Clearance / Contracts / Development Manager

Property Leasing Manager

Property Manager (Services / Standards)

Property Technical Officer (Ministry of Foreign Affairs and Trade)

333402 Real Estate Agent

Coordinates the activities of real estate representatives in selling and leasing real estate, ensuring compliance with legislative requirements.

Alternative Titles and Specialisations:

Leasing Agent (Buildings)

Leasing Consultant

Property Analyst / Consultant / Dealer / Developer / Planner

Real Estate Consultant

Real Estate Referral Coordinator

Rental Agent

Rental Property Consultant

333403 Real Estate Representative

Arranges the conduct of real estate transactions such as sales and leasing, and assists buyers to find suitable properties, on behalf of an agency.

Alternative Titles and Specialisations:

Commercial, Industrial or Agricultural Property Broker

Leasing and Letting Agent

Property Portfolio Officer

Real Estate Salesperson

Real Estate Sub-agent

Residential Salesperson

333404 Real Estate Sales Settlement Administrator

Administers the client, estate agent, documentation, after sales processes and expedites the transfer of the property to the buyer.

Alternative Titles and Specialisations:

Conveyancing Secretary

Settlement Agent

333405 Real Estate Agency Principal / Real Estate Agency Licensee

Manages the overall activities of a real estate agency.

Alternative Titles and Specialisations:

Real Estate Agency Licensee

333406 Property Lease Administrator

Conducts day-to-day duties associated with abstracting and billing a portfolio of properties.

Alternative Titles and Specialisations:

Property Clerk

3339 Business Services Agents not Elsewhere Classified

This unit group covers business services agents not classified elsewhere in minor group 333.

For instance, the group includes those who establish business contacts, sell business services such as advertising space in the media, arrange contracts for performances of athletes, entertainers and artists, for the publication of books, the production of plays, or the recording, performance and sale of music and who sell property and goods by auction.

Tasks include:

Making sure that the business service purchased is made available to the buyer in the agreed format at the agreed time

Negotiating contracts on behalf of seller or buyer and explaining terms of sale and payment to client

Obtaining information about services to be sold and needs of prospective buyers

Selling by auction various kinds of property, cars, commodities, livestock, art, jewellery and other objects

Signing agreements on behalf of seller or buyer and ensuring that contract is honoured

333901 Auctioneer

Conducts sales of real estate, goods and livestock by taking offers from buyers and accepting the highest purchase price.

333902 Special Services Contracting Agent

Arranges contracts for performances of athletes, entertainers, models and artists.

Alternative Titles and Specialisations:

Literary Agent

Model Agent

Musical Performance Agent

Sports Agent

Theatrical Agent

333903 Sales Representative (Business Services)

Represents their company in selling financial, advertising and other business services.

Alternative Titles and Specialisations:

Advertising Sales Consultant

Business Services Officer

Print Cost Estimator

Sales Representative (Advertising)

Sales Representative (Printing)

Sales Representative (Publishing)

333904 Business Broker

Operates as an independent agent in the buying and selling of businesses.

Alternative Titles and Specialisations:

Business Agent

Commercial Property Broker

Commercial Property Specialist

Franchise Broker

Real Estate Franchisor

333905 Supply Chain Practitioner

Organises, manages, controls and coordinates the supply chain management function including demand, acquisition, logistics, disposal, performance and risk management.

Alternative Titles and Specialisations:

Supply Chain Administrator

333906 Stock and Station Agent

Provides advice to clients and acts on their behalf in relation to the sale and purchase of rural property, livestock, crops and agricultural products and services.

Alternative Titles and Specialisations:

Farm Stock Buyer

Livestock Agent / Buyer

333907 Property Portfolio and Asset Manager

Plans, directs, or coordinates the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties.

333908 Marketing Coordinator

Provides marketing support services to a marketing function within an organisation.

Alternative Titles and Specialisations:

Communications Materials Developer

Marketing Support Coordinator

333909 Bid Assistant

Clarifies bidding technicalities, spots and relays bids to an auctioneer.

Alternative Titles and Specialisations:

Ringman

333910 Business Support Coordinator

Implements non-financial business support strategies and policies, quality controls service providers and supports interventions. Controls expenditure within agreed budgets.

333911 Physical Asset Practitioner

Administers asset management plans and operations to maintain and optimise assets throughout its lifecycle.

334 Administrative and Specialised Secretaries

Administrative and specialised secretaries provide organizational, communication and documentation support services, utilizing specialised knowledge of the business activity of the organization in which they are employed. They take supervisory responsibility for office clerks in the organization.

Tasks include:

Activities of an organizational unit, on some occasions utilizing specialised knowledge of the business activity of the organization

Coordinating, assigning and reviewing the work of clerical support workers desktop publishing

Implementing and supporting the communication, documentation and internal managerial coordination

Preparing and processing legal documents and papers, such as deeds, wills, affidavits and briefs

Scheduling and confirming meetings and appointments and communicating messages for clients; compiling, recording and reviewing legal and medical records, reports, documents and correspondence

3341 Office Supervisors

Office supervisors supervise and coordinate the activities of workers in major group 4, clerical support workers.

Tasks include:

Assisting in recruitment, interviewing, and selection of employees

Coordinating, assigning and reviewing the work of clerks engaged in the following duties: word processing, record keeping and filing, operating telephones and switchboards; data entry, desktop publishing and other activities involving general office and administrative skills

Establishing work schedules and procedures and co-coordinating activities with other work units or departments

Evaluating employees' job performance and conformance to regulations, and recommending appropriate personnel action

Resolving work-related problems and preparing and submitting progress and other reports

Training and instructing employees in job duties, safety procedures and company policies, or arranging for training to be provided

334101 Office Supervisor

Coordinates, assigns and reviews the work of clerks involved in general office and administrative skills.

Alternative Titles and Specialisations:

Clerical Supervisor

Data Entry Supervisor

Filing Clerks Supervisor

Personnel Clerks Supervisor

334102 Office Administrator

Coordinates the activities of an office including administrative systems and office personnel.

Alternative Titles and Specialisations:

Office Coordinator

Parliamentary Support Services Administrator

3342 Legal Secretaries

Legal secretaries apply specialised knowledge of legal terminology and procedures in providing support to legal professionals with communication, documentation and internal managerial coordination activities, in law offices, legal departments of large firms and governments.

Tasks include:

Assisting in the preparation of budgets, monitoring of expenditures, drafting of contracts and purchasing or acquisition orders

Mailing, faxing, or arranging for delivery of legal correspondence to clients, witnesses, and court officials

Organizing and maintaining documents, case files and law libraries

Preparing and processing legal documents and papers, such as deeds, wills, affidavits and briefs

Reviewing and proofreading documents and correspondence to ensure compliance with legal procedures

Screening requests for meetings, scheduling and organizing meetings

Supervising the work of office support workers

334201 **Legal Secretary**

Performs secretarial, clerical and other administrative tasks in support of legal professionals.

Alternative Titles and Specialisations:

Judges Assistant

Judges Clerk

Legal Practice Manager

3343 **Administrative and Executive Secretaries**

Administrative and executive secretaries perform liaison, coordination and organizational tasks in support of managers and professionals and/or prepare correspondence, reports and records of proceedings and other specialised documentation.

Tasks include:

Assisting in the preparation of budgets, monitoring of expenditures, drafting of contracts and purchasing or acquisition orders

Drafting administrative correspondence and minutes

Liaising with other staff about a range of matters relating to the organization's operations

Obtaining, proposing and monitoring deadlines and follow-up dates

Preparing verbatim reports of proceedings in legislative assemblies, courts of law or other places using shorthand or specialised office equipment

Screening requests for meetings, scheduling and organizing meetings and travel arrangements

Supervising the work of clerical support workers

Writing and answering business or technical letters and other similar correspondence

334301 **Secretary Bargaining Council**

Facilitates coordination of industry collective bargaining processes and procedures.

334302 **Personal Assistant**

Performs liaison, coordination and organisational tasks in support of managers and professionals.

Alternative Titles and Specialisations:

Administrative Secretary

Correspondence Assistant

Executive Assistant

Private Secretary

3344 **Medical Secretaries**

Medical secretaries, using specialised knowledge of medical terminology and health care delivery procedures, assist health professionals and other workers by performing a variety of communication, documentation, administrative and internal coordination functions, to support health workers in medical facilities and other health-care related organizations.

Tasks include:

Assisting in the preparation of budgets, drafting of contracts and purchasing or acquisition orders

Compiling, recording and reviewing medical charts, reports, documents and correspondence

Completing insurance and other claims forms

Interviewing patients to complete forms, documents and case histories

Maintaining medical files and records and technical library

Preparing financial statements and billing procedures
Scheduling and confirming medical appointments and communicating messages for medical staff; and patients
Supervising the work of office support workers and other office staff

334401 Medical Secretary

Assist health professionals and other workers by performing a variety of communication, documentation, administrative and internal coordination functions, to support health workers in medical facilities and other health-care related organizations.

Alternative Titles and Specialisations:

Health Practice Manager
Hospital Ward Secretary
Medical Office Administrative Assistant
Medical Practice Manager
Medical Stenographer
Medical Transcriptionist
Pathology Secretary
Patient Care Secretary

335 Regulatory Government Associate Professionals

Regulatory government associate professionals administer, enforce or apply relevant government rules and regulations relating to national borders, taxes, social benefits, and issue or examine applications for licences or authorizations in connection with travel, exports and imports of goods, establishment of businesses, erection of buildings and other activities subject to government regulations.

Tasks include:

Examining and deciding on applications for social benefits, examining and deciding on applications for government authorizations and licences necessary to travel, export or import goods, erect buildings, establish businesses or undertake other activities subject to government regulations

Examining tax returns to determine taxes payable by persons and businesses

Monitoring the application of price, wage or weights and measures regulations
Patrolling national borders and checking persons and vehicles, travel and transport documents and goods transported across the border to ensure enforcement of government rules and regulations
Supervision of other workers may be included

They may receive guidance from Senior Government Officials or Managers

3351 Customs and Border Inspectors

Customs and border inspectors check persons and vehicles crossing national borders to administer and enforce relevant government rules and regulations.

Tasks include:

Checking travel documents of persons crossing national borders to ensure that they have the necessary authorizations and certificates
Coordinating and cooperating with other agencies involved in law enforcement, deportation and prosecution
Detaining persons and seizing prohibited and undeclared goods found to be in violation of immigration and customs laws

Examining transport documents and freight of vehicles crossing national borders to ensure conformity with government rules and regulations concerning goods in transit and the import and export of goods, and to verify that necessary payments have been made

Inspecting the luggage of persons crossing national borders to ensure that it conforms to government rules and regulations concerning import or export of goods and currencies

Patrolling national borders and coastal waters to stop persons from illegally entering or leaving the country and from illegally importing or exporting currency or goods
Performing related administrative tasks to record findings, transactions, violations and determinations; when necessary, testifying in a court of law about the circumstances and results of investigations carried out

335101 **Customs Officer**

Administers and enforces customs and related legislation, and assists with customs control of overseas passengers, crew, aircraft, ships, cargo, mail and bond stores.

Alternative Titles and Specialisations:

Coastwatch Officer

Customs Inspector

Customs Advisory Officer / Administrator

Customs and Excise Officer

Customs Bond Officer / Dog Handler / Examiner / Operator

Customs Investigator

Customs Liaison Officer / Prevention Officer

Customs Overseas Representative

Customs Ship Servicing Officer

Customs Technical Unit Officer

Valuation and Origin Industry Complaints Officers

335102 **Immigration Officer**

Examines and assesses the entry of people from other countries, administers visas and residency applications according to immigration legislation, rules and policies, and where necessary uses legal powers to detain and remove illegal entrants.

Alternative Titles and Specialisations:

Passport Checking Officer

3352 **Government Tax and Excise Officials**

Government tax and excise officials examine tax returns, bills of sale and other documents to determine the type and amount of taxes, duties and other types of fees to be paid by individuals or businesses, referring exceptional or important cases to accountants, senior government officials or managers.

Tasks include:

Advising organizations, enterprises and the public on government laws, rules and regulations concerning the determination and payment of taxes, duties and other government fees, and on the public's rights and obligations

Examining tax returns, bills of sale and other relevant documents to determine type and amount of taxes, duties and other types of fees to be paid

Investigating filed tax returns and accounting records, systems and internal controls of organizations to ensure compliance with taxation laws and regulations

Performing related administrative tasks to document findings, maintain records and report on actions taken for cases

335201 Taxation Inspector

Inspects and assesses taxation returns to ensure compliance with government legislation, and investigates suspected breaches of taxation legislation.

Alternative Titles and Specialisations:

Investigator Computer Tax Audit

Serious Fraud Investigator

Tax Investigator

3353 Government Social Benefits Officials

Government social benefits officials examine applications for government, financial or service programs to determine eligibility and amount of benefit or appropriate services, referring exceptional or important cases to senior government officials or managers.

Tasks include:

Advising individuals and organizations on government laws, rules and regulations concerning government benefit programs and the determination and disbursement of payments or referral to services, as well as on the public's rights and obligations

Assessing documentation and interviewing benefit recipients to ensure eligibility for continuing benefits or services

Examining applications and other relevant documents to determine type and amount of benefit which individuals are eligible to receive

Performing related administrative tasks to maintain client records and prepare reports on determinations regarding eligibility, referral decisions, termination of benefits and abuse or fraud

335301 Social Security Assessor

Assesses social welfare claims and entitlements under government legislation and investigates fraud and suspected breaches of legislation.

Alternative Titles and Specialisations:

Pensions Officer

Social Benefits Officer

Social Security Claims Officer

3354 Government Licensing Officials

Government licensing officials examine applications for licences to export or import goods, set up businesses, build houses or other structures, or to obtain passports, determine eligibility of applications for issuing licences or passports, and identify specific conditions or restrictions to be attached to licences issued, referring exceptional or important cases to senior government officials or managers.

Tasks include:

Administering and scoring tests required to license applicants

Advising individuals on government laws and regulations concerning the type of licence required and the conditions attached to such licences, and on the public's rights and obligations

Examining applications and approving the issue of passports

Examining applications and relevant documents and determining whether a licence can be granted and the conditions which should be attached

Performing related administrative tasks to process applications, document activities, evaluations and determinations, and to prepare correspondence to inform applicants of licensing decisions

335401 Motor Vehicle Licence Examiner

Tests motor vehicle driving licence applicants and issues learner's permits and probationary licences. Registration or licensing is required.

Alternative Titles and Specialisations:

Driver Licensing Clerk / Officer

Driver Licensing Clerk Cashier

Driver Testing Counter Clerk

335402 Import-export Administrator

Arranges the clearance and collection of imported cargo from customs and bond stores, and the shipment of cargo for export.

Alternative Titles and Specialisations:

Bond Clerk / Agent

Certification Clerk

Customs Agent / Clerk

Customs Broker

Export Agent / Clerk

Export Documentation Officer

Shipping Tally Clerk

Tally Clerk

Wharf Tally Clerk

335403 Passport Officer (Issuing)

Examines applications for passports, determines eligibility of applications for issuing.

3355 Police Inspectors and Detectives

Police inspectors and detectives investigate facts and circumstances relating to crimes committed in order to identify suspected offenders and obtain information not readily available or apparent concerning establishments or the circumstances and behaviour of persons, mostly in order to prevent crimes.

Tasks include:

Analyzing evidence in order to solve crimes, identify criminal activity and gather information for court cases

Establishing contacts and sources of information about crimes planned or committed, in order to prevent crimes or identify suspected offenders

Establishing contacts and sources of information not readily available or apparent concerning establishments or the circumstances and behaviour of persons, usually with the aim of preventing a crime; making arrests

Obtaining and verifying evidence by examining crime and accident scenes for clues and physical evidence, interviewing witnesses and suspects and analyzing documents and computer files

Testifying in courts of law or reporting to superiors about circumstances and results of investigations

335501 Detective

Investigates serious crimes such as terrorism, homicide, armed robbery, vice and arson, and gathers evidence to arrest and prosecute criminals.

Alternative Titles and Specialisations:

Detective Intelligence

Detective Sergeant

Drugs Officer

Forensic Detective

Inspector (SAPS)

Investigator

Plain Clothes Police Officer
Sergeant (SAPS)
VIP Witness Protection Officer

3359 **Government Regulatory Associate Professionals not Elsewhere Classified**

This unit group covers government regulatory associate professionals not classified elsewhere in major group 3, technicians and associate professionals. For instance the group includes agricultural, fisheries, forestry, prices, wages and weights and measures inspectors.

Tasks include:

Examining places of business to ensure the use of correct weights and measures in trade
Monitoring price regulations to assess appropriateness of costs for goods and services to protect consumer interests

Monitoring wage regulations to ensure appropriate levels of pay for work performed and to assess compliance with employment standards legislation

Performing related investigative and administrative tasks to record findings, document compliance problems or inappropriate business practices and to prepare reports and correspondence

335901 **Labour Inspector**

Ensure compliance to labour related legislation through law enforcement inspections, guidance and corrective actions performed on site (on site includes international, national, local).

335902 **Wage Inspector**

Monitors price regulations to assess appropriateness of costs for goods and services to protect consumer interests.

335903 **Refugee Status Determination Officer**

Adjudicate asylum seeking applications to confer refugee status in accordance with the refugee act, 1998 (act no 130 of 1998) and its regulations of 2000.

Alternative Titles and Specialisations:

Refugee Reception Manager

Refugee Reception Officer

335904 **Pest Management Officer**

Identifies pests and monitors and controls threats and infestations by pests in industrial, commercial and domestic sites according to environmental protection, public health and food safety regulations and protocols.

335905 **Water Inspector**

Monitors the allocation and use of water from water resources such as streams, rivers and underground sources.

Alternative Titles and Specialisations:

Boring Inspector

Stream Control Officer

335906 **Environmental Practices Inspector**

Examines places of business to ensure compliance to environmental practice requirements. May issue certificates.

335907 **Weights and Measures Inspector**

Examines places of business to ensure the use of correct weights and measures in trade and certifies equipment and devices.

335908 **Censorship Inspector**

Reviews any material before publication or dissemination.

335909 Price Inspector

Conducts price inspections and verifies and monitors prices to ensure that displayed prices reflect the correct value of goods or commodities for sale.

335910 Trade Mark Examiner

Determines whether an applicant should be permitted to receive a trademark registration.

335911 Quarantine Officer

Inspects incoming animals, plants, and animal and plant products to ensure compliance with laws and regulations to prevent the spread of exotic pests and diseases.

Alternative Titles and Specialisations:

Border Protection Officer
Exotic Disease Investigator
Microbiological Security Officer
Quarantine and Agriculture Ports Officer
Quarantine Inspector

335912 Fisheries Officer

Inspects fishing vessels, gear, licenses and catches to ensure that fisheries laws and regulations are obeyed.

Alternative Titles and Specialisations:

Fisheries Inspector
Fisheries Investigator

335913 Building Inspector

Inspects buildings to ensure compliance with laws and regulations and advises on building requirements.

Alternative Titles and Specialisations:

Building Certifier
Building Site Inspector
Building Surveyor
Construction Inspector

335914 Train Examiner

Inspects rolling stock in railway yards, terminals and stations to ensure adherence to safety standards and operational rules and regulations.

Alternative Titles and Specialisations:

Locomotive Inspector

335915 Transport Operations Inspector

Monitors scheduled train, tram and bus services and investigates accidents, complaints and service disruptions.

Alternative Titles and Specialisations:

Bus Inspector
Railway Ticket Inspector
Railway Traffic Inspector
Tram Inspector
Transport Service Inspector

335916 Gaming Operations Compliance Officer

Administers applications and monitors adherence to regulations governing gaming establishments.

Alternative Titles and Specialisations:

Casino Inspector and Gaming Control Officer
Gaming Board Investigator
Gaming Compliance Manager
Gaming License Administrator

34 Legal, Social, Cultural and Related Associate Professionals

Legal, social, cultural and related associate professionals perform technical tasks connected with the practical application of knowledge relating to legal services, social work, culture, food preparation, sport and religion.

Tasks include:

Combining creative and technical skills in a variety of artistic, cultural and culinary activities; creating dishes and menus and overseeing the preparation of meals

Participating and adjudicating in sporting events; developing and delivering sports coaching, fitness and recreational programmes;

Providing technical and practical services and support functions in legal processes and investigations, social and community assistance programs, and religious and cultural activities;

341 Legal, Social and Religious Associate Professionals

Legal, social and religious associate professionals provide technical and practical services and support functions in legal processes and investigations, social and community assistance programs and religious activities.

Tasks include:

Administering and implementing social assistance programs and community services

Assisting and supporting legal, social work and religious professionals

Assisting clients to deal with personal and social problems

Obtaining and analyzing evidence, preparing legal documents and serving court orders

Providing practical assistance, guidance and moral support to individuals and communities

3411 Legal and Related Associate Professionals

Legal and related associate professionals perform support functions in courts of law or in law offices, provide services related to such legal matters as insurance contracts, the transferring of property and the granting of loans and other financial transactions or conduct investigations for clients.

Tasks include:

Advising clients on legal matters

Documenting court proceedings and judgements

Examining documentation such as mortgages, liens, judgements, easements, contracts and maps in order to verify properties' legal descriptions and ownership

Investigating establishments or the circumstances and behaviour of persons on behalf of clients

Investigating facts, assembling evidence and researching relevant statutes, decisions and other legal documents to prepare cases

Investigating possible cases of theft of goods, money or information from business establishments and of other possible cases of unlawful behaviour by customers or employees

Maintaining order in court and hearing rooms

Preparing documents relating to transfer of real estate, stocks or other matters requiring formal registration

Preparing legal documents including trial briefs, pleadings, appeals, wills and contracts and preparing, papers summarising legal positions, or setting out conditions of loans or insurance

Serving statements of claims, summonses, warrants, subpoenas and other court orders

341101 Conveyancer

Acts for and on behalf of clients in the area of property and business transfers.

Alternative Titles and Specialisations:

Conveyancing Clerk

Conveyancing Compliance Officer

Deeds Examiner

341102 Legal Executive

Acts for and on behalf of clients in the areas of company and business law, trusts, wills, probate and litigation under the general supervision of a barrister or solicitor.

341103 Paralegal

Works within a legal environment, usually directly supporting one or more solicitors or legal executive by sharing caseload and providing legal advice and customer care within a law firm, a commercial company or in the public sector.

Alternative Titles and Specialisations:

Legal Assistant

341104 Clerk of Court

Administers court registry services and performs administrative functions in support of judges and magistrates.

Alternative Titles and Specialisations:

Court Clerk

Judge's Clerk

341105 Court Bailiff

Implements court orders and serves legal orders and summonses as an officer of the court.

Alternative Titles and Specialisations:

Court Collections Officer

Sheriff's Officer

341106 Court Orderly / Court Registry Officer

Provides operational support to a court or registry.

Alternative Titles and Specialisations:

Court Attendant

Court Escort

Court Officer

Court Usher

Family / Local / High / Satellite Court Manager

341107 Law Clerk

Performs specialised clerical work associated with legal practice and law courts.

Alternative Titles and Specialisations:

Inland Revenue Technical Advisor

Legal Annotator / Associate

Legal Clerk

Litigation Support Officer

Prosecutions Clerk / Support Officer

Title Searcher

341108 Trust Officer

Administers trusts, estates and settlements on behalf of beneficiaries.

Alternative Titles and Specialisations:

Estate Officer Public Trust

Trust Clerk

341109 Private Investigator

Conducts investigations for clients and prepares evidence for court proceedings.

Alternative Titles and Specialisations:

Commerce Investigating Officer

Commerce Investigator

Private Detective

Private Inquiry Agent

341110 Associate Legal Professional

Works within a legal environment, usually directly supporting one or more solicitors or legal executive by sharing caseload and providing legal advice and customer care within a law firm, a commercial company or in the public sector.

Alternative Titles and Specialisations:

Judges Associate

Legal Advisor

Legal Analyst

Legal Coordinator

Legal Officer

Revenue Fraud & Prosecutions Practitioner

State Legal Advisor

341111 Debt Counsellor

Consults and counsels clients to resolve debt and credit problems.

341112 Labour Dispute Enforcement Agent

Monitors the compliance with regard to grievance, disciplinary and dispute procedures.

3412 Social Work Associate Professionals

Social work associate professionals administer and implement social assistance programs and community services and assist clients to deal with personal and social problems.

Tasks include:

Assisting clients to identify and access community resources including legal, medical and financial assistance housing, employment, transportation, assistance with moves, day care and other referral services

Assisting clients to identify options and develop plans of action while providing necessary support and assistance

Assisting in evaluating the effectiveness of interventions and programs by monitoring and reporting on clients' progress

Collecting information relevant to clients' needs and assessing their relevant skills, strengths and deficits

Counselling clients living in group homes and half-way houses, supervising their activities and assisting in pre-release and release planning

Helping persons with disabilities or the elderly to obtain services and to improve their ability to function in society

Implementing life skills workshops, substance abuse treatment programs, behaviour management programs, youth services programs and other community and social service programs under the supervision of social work or health care professionals

Maintaining contact with other social service agencies, schools and health care providers involved with clients to provide information and obtain feedback on clients' overall situation and progress

Participating in the selection and admission of clients to appropriate programs
Providing crisis intervention and emergency shelter services

341201 Community Worker

Facilitates community development initiatives and collective solutions within a community to address issues, needs and problems associated with recreational, health, housing, employment and other social services matters.

Alternative Titles and Specialisations:

Auxiliary Community Development Worker

Community Development Facilitator

Community Development Officer

Community Development Worker

341202 Disabilities Services Officer

Works in a range of adult service units which provide education and community access to people with intellectual, physical, social and emotional disabilities.

Alternative Titles and Specialisations:

Orthopaedic Case Coordinator

Serious Injury Case Manager

341203 Social Auxiliary Worker

Assists the work of social services professionals by providing services and counselling support to individuals, families and communities.

Alternative Titles and Specialisations:

Community Service Worker

Crisis Intervention Worker

Family Service Worker

Life Skills Instructor

Mental Health Worker

Welfare Support Worker

Women's Shelter Supervisor

341204 Auxiliary Child and Youth Care Worker

Assists young people as individuals or groups to solve social, emotional, developmental, behavioural and financial problems in an agency framework.

3413 Religious Associate Professionals

Religious associate professionals provide support to ministers of religion or to a religious community, undertake religious works, preach and propagate the teachings of a particular religion and endeavour to improve well-being through the power of faith and spiritual advice.

Tasks include:

Administering and participating in programs to provide food, clothing and shelter to those in need

Advising communities and individuals on proper behaviour and faith to preserve or improve well-being

Assisting at services of public worship and religious rites

Preaching and propagating the teachings of a particular religious faith

Providing religious education, spiritual guidance and moral support to individuals and communities

Undertaking religious works

341301 **Religious Associate Professional**

Undertakes religious works, preach and propagate the teachings of a particular religion and endeavour to improve well-being through the power of faith and spiritual advice.

Alternative Titles and Specialisations:

Faith Healer

Lay Preacher

Monk

Nun

342 **Sports and Fitness Workers**

Sports and fitness workers prepare for and compete in sporting events for financial gain, train amateur and professional sportsmen and women to enhance performance, promote participation and standards in sport, organize and officiate sporting events, and provide instruction, training and supervision for various forms of exercise and other recreational activities.

Tasks include:

Compiling rules concerning the conduct of sporting competitions, and controlling the progress of these events

Delivering group exercise classes and personal tuition in a variety of fitness activities; promoting sports and sports skills development, and overseeing the participation of young people in sport

Developing and designing fitness programmes

Participating in competitive sporting events; Conducting sports training to develop ability in and knowledge of the sport

Planning, organizing and conducting practice sessions

3421 **Athletes and Sports Players**

Athletes and sport players participate in competitive sporting events. They train and compete, either individually or as part of a team, in their chosen sport.

Tasks include:

Adhering to the rules and regulations associated with a specific sport

Assessing other competitors and conditions at venues

Competing in sporting events

Deciding on strategies in consultation with coaches

Maintaining a high degree of expertise in a particular sport;

Participating in competitive sporting events

Participating in regular practice and training sessions and undertaking private training to maintain the required standard of fitness and skill

Undertaking sports promotional activities and media interviews

342101 **Footballer**

Plays football professionally in competitions. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:

Rugby Player

Soccer Player

342102 **Golfer**

Plays golf professionally in tournaments or as a resident professional, organises golf related activities. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

342103 Jockey

Rides horses in competitive races, race trials, and in exercises. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:

Steeplechase Jockey

342104 Cricketer

Plays cricket professionally in competitions. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

342105 Athlete

Competing professionally in athletics such as running, throwing and jumping. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

342106 Boxer

Boxes professionally in boxing matches. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

342107 Cyclist

Competing professionally in cycling races. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

342108 Racing Driver

Drives racing cars professionally on roads, tracks, or closed circuits. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

342109 Surfer

Surfs professionally in surfing competitions. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

342110 Swimmer

Participates professionally in swimming events. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

342111 Tennis Player

Plays tennis professionally. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

342112 Wrestler

Wrestles professionally in wrestling matches. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

342113 Yachtsman

Sails a yacht professionally in yachting events. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

342114 **Other Sportsperson**

Participates in extramural activities not Elsewhere classified. These occupations require high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

3422 **Sports Coaches, Instructors and Officials**

Sports coaches, instructors and officials work with amateur and professional sportspersons to enhance performance, encourage greater participation in sport, and organize and officiate in sporting events according to established rules.

Tasks include:

Analysing and evaluating athletes' or teams' performances and modifying training programs
Compiling scores and other athletic records

Developing, planning and coordinating competitive schedules and programs
Formulating competitive strategy, developing game plans and directing athletes and players during games or athletic events

Identifying strengths and weaknesses of athletes or teams

Judging the performance of competitors, awarding points, imposing penalties for infractions and determining results

Monitoring and analysing technique and performance, and determining how future improvements can be made

Motivating and preparing athletes or teams for competitive events or games

Officiating at sporting events or athletic competitions to maintain standards of play and to ensure that game rules and safety regulations are observed

Planning, developing and implementing training and practice sessions

Recording elapsed time and keeping scores during events or competitions;

342201 **Sports Development Officer**

Promotes sports and skills development, and oversees the participation of young people in sport.

342202 **Sports Umpire**

Officiates at sporting events such as netball, hockey, football, basketball, cricket, boxing and wrestling matches.

Alternative Titles and Specialisations:

Linesperson

Referee

342203 **Sports Official**

Coordinates and directs sporting activities, and liaises with other officials to interpret and enforce sporting rules and regulations.

Alternative Titles and Specialisations:

Dog or Horse Racing Official

Handicapper (Racing)

Racecourse Official

Racecourse Starter

Racecourse Steward

Racecourse Timekeeper

Stipendiary Steward

Timekeeper

342204 **Sports Coach or Instructor**

Coaches, train and instruct sportspersons by analysing their performances and developing their abilities.

Alternative Titles and Specialisations:

Athletic Coach
Basketball Coach
Callisthenics Instructor
Cricket Coach
Dive Master
Diving Coach
Diving Instructor (Open Water)
Dressage Instructor
Equine Tutor / Riding Instructor
Football Coach
Gymnastics Coach or Instructor
Martial Arts Instructor
Polo Coach
Rhythmic Gymnastics Coach
Scuba Instructor
Show Jumping Instructor
Skiing Instructor
Snorkelling Instructor
Snowboarding Instructor
Snowsport Instructor
Squash Coach
Surface Supply Breathing Apparatus (SSBA) Instructor
Swimming Coach or Instructor
Tennis Coach
Water Polo Coach

3423 Fitness and Recreation Instructors and Program Leaders

Fitness and recreation instructors and program leaders lead, guide and instruct groups and individuals in recreational, fitness or outdoor adventure activities.

Tasks include:

Demonstrating and teaching body movements, concepts and skills used in fitness routines and recreational activities

Evaluating and monitoring clients' abilities and fitness and recommending activities
Explaining and enforcing safety procedures, rules and regulations
Instructing in the use of equipment
Monitoring recreational, sports or fitness activities to ensure safety and provide emergency or first aid assistance when required
Planning and carrying out recreational and fitness activities

342301 Fitness Instructor

Directs, instructs and guides an individual or group in the pursuit of physical fitness and well-being.

Alternative Titles and Specialisations:

Aerobics Instructor
Aquaerobics Instructor
Fitness Centre Worker
Fitness Consultant / Trainer / Instructor
Gym Instructor / Trainer
Gymnasium Attendant

Health and Fitness Instructor
Personal Trainer
Physical Activity Coordinator
Physical Education Officer
Physical Fitness Trainer
Physical Training Instructor

342302 Outdoor Adventure Guide

Instructs and guides an individual or groups in the use of equipment and explaining and enforcing safety procedures, rules and regulations for outdoor adventure activities.

Alternative Titles and Specialisations:

Adventure Safari Guide
Adventure Tourism Operator
Bungee Jump Master
Cycle Touring Guides
Diving Operator
Dolphin Swimming Guide
Fishing Guide
Hiking Guide
Horse Riding Instructor
Horse Trekking Guides
Hunting Guide
Kayaking Guide
Mountain Guide
Outdoor Adventure Instructor
Outdoor Adventure Leader
Outdoor Recreation Guide
River Kayaking Guide
River Rafting Guide
Sea Kayaking Guide
Shark Swimming Guide
Snorkelling Guide
Team Building Operator
Trekking Guide
White-water Rafting Guide

342303 Caving Guide

Plans, organises and provides guided cave exploring experiences for individuals and groups.

343 Artistic, Cultural and Culinary Associate Professionals

Artistic cultural and culinary associate professionals combine creative skills and technical and cultural knowledge in taking and processing still photographs; design and decoration of theatre sets, shop displays and the interiors of homes; preparation of objects for display; maintenance of library and gallery collections, records and cataloguing systems; creation of menus and preparation and presentation of food; provision of support for stage, film and television production; and in other areas of artistic and cultural endeavour.

Tasks include:

Applying artistic techniques to product design, interior decoration and sales promotion
Assisting directors and performers with the staging of theatrical, motion picture, television or commercial productions

Designing and arranging exhibit furnishings, display cases and display areas

Designing menus and overseeing the preparation of food

Mounting and preparing objects for display

Operating still cameras to photograph people, events, scenes, materials, products and other subjects

3431 **Photographers**

Photographers operate still cameras to photograph people, events, scenes, materials, products and other subjects.

Tasks include:

Adapting existing photographic images to create new digitized images to be included in multimedia products

Determining picture composition, making technical adjustments to equipment and photograph subject

Operating computers to manipulate photographic images

Operating scanners to transfer photographic images to computers

Studying requirements of a particular assignment and decide on type of camera, film, lighting and background accessories to be used

Taking photographs for advertising, or other commercial, industrial or scientific purposes and to illustrate stories and articles in newspapers, magazines and other publications

Taking portrait photographs of persons and groups of persons

Using airbrush, computer or other techniques to create the desired visual effect

343101 **Photographer**

Operates a still camera to take photographs.

Alternative Titles and Specialisations:

Aerial Photographer

Documentary Photographer

Fashion Photographer

Landscape Photographer

Medical Photographer

News Photographer

Photo Finish / Post Production Photographer

Photographer and Image Recording Equipment Operator

Photojournalist

Portrait Photographer

Sports Photographer

Technical Photographer

343102 **Air Observer**

Observes or takes photographs from an aircraft in order to obtain information.

3432 **Interior Designers and Decorators**

Interior designers and decorators plan and design commercial, industrial, public, retail and residential building interiors to produce an environment tailored to a purpose, taking into consideration factors that enhance living and working environments and sales promotion. They coordinate and participate in their construction and decoration.

Tasks include:

Coordinating the construction and the decoration of interior

Designing and decorating show windows and other display areas to promote products and services

Designing and painting stage scenery

Detailing and documenting selected design for construction
Determining the objectives and constraints of the design brief by consulting with clients and stakeholders
Formulating design concepts for the interiors of buildings

Negotiating design solutions with clients, management, suppliers and construction staff

Preparing sketches, diagrams, illustrations and plans to communicate design concepts

Researching and analysing spatial, functional, efficiency, safety and aesthetic requirements
Selecting, specifying and recommending functional and aesthetic materials, furniture and products for interiors

343201 **Interior Designer**

Plans, designs, details and supervises the construction of commercial, industrial, retail and residential building interiors to produce an environment tailored to a purpose, with particular emphasis on space creation, space planning, and factors that enhance living and working environments.

Alternative Titles and Specialisations:

Commercial Interior Designer
Environmental Designer
Residential Interior Designer
Retail Interior Designer
Stage Scenery Designer
Store Designer
Tenant Installation Specialist

343202 **Interior Decorator**

Plans the interior design of commercial or residential premises and arranges for decorating work to be done.

Alternative Titles and Specialisations:

Draper
Interior Consultant
Kitchen Design Consultant

343203 **Visual Merchandiser**

Plans and installs internal, window and fixed displays to show goods to their best advantage.

Alternative Titles and Specialisations:

Display Decorator
Window Dresser

343204 **Set Designer**

Designing and painting stage scenery.

3433 **Gallery, Museum and Library Technicians**

Gallery, museum and library technicians prepare artworks, specimens and artefacts for collections, arrange and construct gallery exhibits, and assist librarians to organize and operate systems for handling recorded material and files.

Tasks include:

Assisting in setting up lighting and display equipment
Cataloguing printed and recorded material

Designing and arranging exhibit furnishings, display cases and display areas
Entering data into databases and editing computer records
Mounting and preparing objects for display

Operating audiovisual and reprographic equipment

Ordering new library materials and maintaining library records and circulation systems

Receiving, shipping, packing and unpacking exhibits

Searching and verifying bibliographic data

343301 Gallery or Museum Technician

Prepares artworks, specimens and artefacts artworks for collections, and arranges and constructs gallery exhibits.

Alternative Titles and Specialisations:

Taxidermist

343302 Library Technician

Assists librarians and other information managers in organising and operating systems for handling recorded material and files.

3434 Chefs

Chefs design menus, create dishes and oversee the planning, organization preparation and cooking of meals in hotels, restaurants and other eating places, on board ships, on passenger trains and in private households.

Tasks include:

Determining how food should be presented, and creating decorative food displays

Discussing food preparation issues with managers, dieticians, kitchen and waiting staff

Explaining and enforcing hygiene and food safety regulations

Inspecting supplies, equipment, and work areas to ensure conformance to established standards

Instructing cooks and other workers in the preparation, cooking, garnishing, and presentation of food

Monitoring quality of dishes at all stages of preparation and presentation

Participating on the recruitment of kitchen staff and monitoring their performance

Planning and developing recipes and menus, estimating food and labour costs, and ordering food supplies

Preparing, seasoning and cooking speciality foods and complex dishes

Supervising and coordinating the activities of cooks and other workers engaged in food preparation

343401 Chef

Plans and organises the preparation and cooking of food in dining or catering establishments.

Alternative Titles and Specialisations:

Chef De Partie

Commis Chef

Demi Chef

Executive Chef

Head Chef

Pastry Chef

Saucier

Second Chef

Sous Chef

3439 Artistic and Cultural Associate Professionals not Elsewhere Classified



This unit group covers artistic and cultural associate professionals not classified elsewhere. For instance those who assist directors or actors with staging of theatrical, motion picture, television or commercial productions are classified here.

343901 Tattoo Artist

Pricks skin of patrons, using a needled electric tool that inserts indelible non-toxic pigment into skin to form decorative or ornamental designs.

Alternative Titles and Specialisations:

Body Artist

343902 Light Technician

Positions and controls lighting equipment for stage performances or television, video or film productions.

Alternative Titles and Specialisations:

Lighting Assistant

Lighting Director

Lighting Electrician

Lighting Operator

Lighting Technician

343903 Stage Manager

Plans, organises, supervises and coordinates the activities of workers responsible for placing sets and properties, and operating lighting and sound equipment as part of dramatic productions.

Alternative Titles and Specialisations:

Floor Manager (Broadcasting)

Stage Technician

Stunt Coordinator

Theatre Technician

343904 Theatrical Dresser

Selects, fits, and takes care of costumes for cast members, and aid entertainers. May assist with multiple costume changes during performances.

343905 Stunt Person

Conducts dangerous stunts on behalf of actors.

Alternative Titles and Specialisations:

Stunt Artist

Stuntman

343906 Special Effects Person

Fabricates, installs, and activates equipment to produce special effects, such as rain, snow, explosions, and other mechanical and electrical effects as required by script for television, motion picture, and theatrical productions.

343907 Continuity Person

Compiles and records details of scenes, such as action sequences, physical layout, and costumes used during photographing of motion pictures and television film productions.

343908 Film Technician

Performs work involved in developing and processing photographic images from film or digital media. May perform precision tasks such as editing photographic negatives and prints.

343909 Microphone Boom Operator

Positions microphones in proximity of performers during filming of motion picture or television broadcasts.

343910 Performing Arts Road Manager

Administers a schedule of appearances of an artist, or group of artists at a sequence of venues (a concert tour).

35 Information and Communications Technicians

Information and communications technicians provide support for the day-to-day running of computer systems, communications systems and networks and perform technical tasks related to telecommunications, broadcast of image and sound as well as other types of telecommunications signals on land, sea or in aircraft.

Tasks include:

Controlling and maintaining radio communications systems, satellite services, and multiplex systems on land, sea or in aircraft; providing technical assistance connected with research and the development of computer systems and telecommunications equipment, or testing prototypes

Controlling and maintaining transmitting and broadcast systems and satellite systems for radio and television programmes

Designing and preparing blueprints of circuitry according to the specifications given; providing technical supervision of the manufacture, utilisation, maintenance and repair of telecommunications systems

Installing new programs and equipment; establishing, operating and maintaining network and other data communications systems

Installing, monitoring and supporting Internet and Intranet websites or web server hardware or software

Modifying web pages; and performing web server backup and recovery operations; controlling equipment to record sound, edit and mix image and sound recordings

Providing assistance to information and communications systems users

351 Information and Communications Technology Operations and User Support Technicians

Information and communications technology operations and user support technicians provide support for the day-to-day running of communications systems, computer systems and networks and provide technical assistance to users.

Tasks include:

Answering user inquiries regarding software or hardware operation to resolve problems

Establishing, operating and maintaining network and other data communications systems
Installing and performing minor repairs to hardware, software, or peripheral equipment, following design or installation specifications

Installing, monitoring and supporting the reliability and usability of Internet and Intranet websites or web server hardware or software modifying web pages

Operating and controlling peripheral and related computer equipment monitoring systems for equipment failure or errors in performance; loading peripheral equipment, such as printers, with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators

Overseeing the daily performance of systems; setting up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software

Performing web server backup and recovery operations

3511 Information and Communications Technology Operations Technicians

Information and communications technology operations technicians support the day-to-day processing, operation and monitoring of information and communications technology systems, peripherals, hardware, software and related computer equipment to ensure optimal performance, and identify any problems.

Tasks include:

Entering commands, using computer terminal, and activating controls on computer and peripheral equipment to integrate and operate equipment

Loading peripheral equipment, such as printers, with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators
Monitoring systems for equipment failure or errors in performance

Notifying supervisor or maintenance technician of equipment malfunctions
Operating and controlling peripheral and related computer equipment

Reading job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings

Responding to program error messages by finding and correcting problems, escalating the problem to other staff or terminating the program
Retrieving, separating and sorting program output as needed, and sending data to specified users

351101 Computer Operator

Supports the day-to-day processing, operation and monitoring of information and communications technology systems, peripherals, hardware, software and related computer equipment and identify any problems.

Alternative Titles and Specialisations:

Computer Peripheral Equipment Operator
High-speed Computer Printer Operator

3512 Information and Communications Technology User Support Technicians

Information and communications technology user support technicians provide technical assistance to users, either directly or by telephone, e-mail or other electronic means, including diagnosing and resolving issues and problems with software, hardware, computer peripheral equipment, networks, databases and the internet, and providing guidance and support in the deployment, installation and maintenance of systems.

Tasks include:

Answering user inquiries regarding software or hardware operation to resolve problems
Consulting user guides, technical manuals and other documents to research and implement solutions

Emulating or reproducing technical problems encountered by users

Entering commands and observing system functioning to verify correct operations and detect errors

Installing and performing minor repairs to hardware, software, or peripheral equipment, following design or installation specifications

Maintaining records of daily data communication transactions, problems and remedial actions taken, or installation activities

Overseeing the daily performance of communications and computer systems

Setting up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software

351201 ICT Communications Assistant

Provides technical assistance to users, including diagnosing and resolving issues and problems with software, hardware, computer peripheral equipment, networks, databases, systems and the internet.

Alternative Titles and Specialisations:

Computer Database Assistant
Computer Engineering Assistant
Computer Help Desk Operator
Computer Programming Assistant
ICT Systems Analysis Assistant
Programme Analyst Data Processing

3513 Computer Network and Systems Technicians

Computer network and systems technicians establish, operate and maintain network and other data communications systems.

Tasks include:

Assisting users with network and data communications problems
Identifying areas needing upgraded equipment and software
Installing computer hardware, network software, operating system software and applications software

Operating and maintaining data communications systems other than networks
Operating, maintaining and troubleshooting network systems
Performing start up and close down as well as backup and disaster recovery operations for computer networks

351301 Computer Network Technician

Establishes, operates and maintains network and other data communications systems.

Alternative Titles and Specialisations:

Network Support Technician

351302 Geographic Information Systems Technicians



Assists scientists, technologists, or related professionals in building, maintaining, modifying, or using geographic information system (GIS) databases. May also perform some custom application development or provide user support.

Alternative Titles and Specialisations:

Geographic Information Systems Analyst
Geographic Information Systems Coordinator
Geographic Information Systems Specialist
GIS Assistant / Consultant / Officer / Operator / Specialist / Technician
Technical Support Specialist
Remote Sensing Scientists and Technologists

3514 Web Technicians

Web technicians maintain, monitor and support the optimal functioning of internet and intranet websites and web server hardware and software.

Tasks include:

Analyzing and making recommendations to enhance performance, including upgrading and acquiring new systems
Developing and maintaining documentation, policies and instructions, recording operational procedures and system logs

Developing, coordinating, implementing and monitoring security measures
Installing, monitoring and supporting the reliability and usability of Internet and Intranet websites or web server hardware or software
Liaising with, and providing guidance to, clients and users
Modifying web pages
Performing web server backup and recovery operations

351401 **Web Technician**

Maintains, monitors and supports the optimal functioning of internet and intranet websites and web server hardware and software.

Alternative Titles and Specialisations:

Multimedia Technician
Web Editor
Webmaster
Website Administrator
Website Technician

352 **Telecommunications and Broadcasting Technicians**

Telecommunications and broadcasting technicians control technical functioning of equipment to record and edit images and sound and for transmitting radio and television broadcasts of images and sounds, as well as other types of telecommunication signals on land, sea or in aircraft, perform technical tasks connected with telecommunications engineering research and with the design, manufacture, assembly, construction, operation, maintenance and repair of telecommunications systems.

Tasks include:

Controlling and maintaining transmitting and broadcast systems and satellite systems for radio and television programmes
Controlling and maintaining radio communications systems, satellite services, and multiplex systems on land, sea or in aircraft

Designing and preparing blueprints of circuitry according to the specifications given
Providing technical assistance connected with research and the development of telecommunications equipment, or testing prototypes
Providing technical supervision of the manufacture, utilisation, maintenance and repair of telecommunications systems

3521 **Broadcasting and Audio-visual Technicians**

Broadcasting and audio-visual technicians control technical functioning of equipment to record and edit images and sound and for transmitting radio and television broadcasts of images and sounds, as well as other types of telecommunication signals on land, sea or in aircraft.

Tasks include:

Applying knowledge of principles and practices of broadcasting, telecommunications terminals and transmissions systems, in order to identify and solve problems
Applying knowledge of principles and practices of image and sound recording and editing in order to identify and solve problems

Controlling equipment to edit and mix image and sound recordings to ensure satisfactory quality and to create special image and sound effects
Controlling equipment to record sound
Controlling radio communications systems, satellite services, and multiplex systems on land, sea or in aircraft

Controlling transmitting and broadcast systems and satellite systems for radio and television programmes

Making emergency repairs to equipment

352101 Broadcast Transmitter Operator

Operates consoles to control radio or television broadcast transmitters.

Alternative Titles and Specialisations:

Broadcasting Technician

Television Station Operator

352102 Camera Operator (Film, Television or Video)

Operates consoles to control radio or television broadcast transmitters.

Alternative Titles and Specialisations:

Focus Puller (Film)

Video Tape Operator

Videographer

352103 Sound Technician

Operates audio equipment to record, enhance, mix and amplify sound in support of television, radio, film or video productions, or stage performances.

Alternative Titles and Specialisations:

Audio Operator

Audio Technician

Dubbing Machine Operator

Dubbing Projectionist (Sound Mixing)

Re-recording Mixer

Sound Editor / Mixer / Recordist / Operator / Specialist

Sound Effects Person

Video and Sound Recorder

352104 Television Equipment Operator

Operates television equipment to record, edit, mix and prepare material for broadcast.

Alternative Titles and Specialisations:

Television Broadcasting Sound Operator

Television Control Room Technician

Vision Controller

Vision Mixer

352105 Radio Station Operator

Sets up, operates, and maintains equipment that regulates the signal strength, the clarity, and the ranges of sounds of radio broadcasts.

Alternative Titles and Specialisations:

Radio Broadcasting Technician

Radio Control Room Technician

352106 Production Assistant (Film, Television or Radio)

Provides technical, administrative and organisational support to producers or directors for film, television, radio or stage productions.

Alternative Titles and Specialisations:

Production Runner (Radio and TV)

3522 Telecommunications Engineering Technicians

Telecommunications engineering technicians perform technical tasks connected with telecommunications engineering research, as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of telecommunications systems.

Tasks include:

Applying technical knowledge of telecommunications engineering principles and practices in order to identify and solve problems arising in the course of their work

Engineering technician (telecommunications)

Preparing detailed estimates of quantities and costs of materials and labour required for the manufacture and installation of telecommunications equipment, according to the specifications given

Providing technical assistance connected with research and the development of telecommunications equipment, or testing prototypes

Providing technical supervision of the manufacture, utilisation, maintenance and repair of telecommunications systems to ensure satisfactory performance and compliance with specifications and regulations

Studying technical material such as blue prints and sketches to determine the method of work to be adopted

352201 **Telecommunications Technical Officer or Technologist**

Carries out specialised design and support functions in telecommunications engineering including optimization and performance monitoring of telecommunications networks, diagnosis and repair of faults, and the selection and installation of equipment.

Alternative Titles and Specialisations:

Engineering Technician (Telecommunications)

4 **CLERICAL SUPPORT WORKERS**

Clerical support workers record, organise, store, compute and retrieve information related, and perform a number of clerical duties in connection with money-handling operations, travel arrangements, requests for information, and appointments.

Tasks include:

Carrying out clerical duties in libraries

Dealing with travel arrangements; supplying information requested by clients and making appointments

Entering data into computers; carrying out secretarial duties; recording and computing numerical data

Filing documents; carrying out duties in connection with mail services

Keeping records relating to passenger and freight transport

Keeping records relating to stocks, production and transport

Operating a telephone switchboard

Performing money-handling operations

Preparing and checking material for printing; writing on behalf of illiterate persons

Stenography, typing, and operating word processors and other office machines

Supervision of other workers may be included

41 **General and Keyboard Clerks**

General and keyboard clerks record, organize, store and retrieve information and perform a range of clerical and administrative tasks according to established procedures.

Tasks include:

Operating personal computers

Performing a wide range of general clerical duties including preparing invoices, checking figures, filing, faxing or processing mail

Record input and process text, calculating, bookkeeping and similar office machines to input and process text and data

Word processors or typewriters, recording, inputting and processing data using computers

411 General Office Clerks

General office clerks perform a range of clerical and administrative tasks according to established procedures.

Tasks include:

Checking figures, preparing invoices and recording details of financial transactions made

Photocopying and faxing documents

Preparing reports and correspondence of a routine nature

Recording issue of equipment to staff

Recording, preparing, sorting, classifying and filing information

Responding to telephone or electronic enquiries or forwarding to appropriate person

Sorting, opening and sending mail

Transcribing information onto computers, and proofreading and correcting copy

4111 General Office Clerks

General office clerks perform a range of clerical and administrative tasks according to established procedures.

Tasks include:

Checking figures, preparing invoices and recording details of financial transactions made

Photocopying and faxing documents

Preparing reports and correspondence of a routine nature

Recording issue of equipment to staff

Recording, preparing, sorting, classifying and filing information

Responding to telephone or electronic enquiries or forwarding to appropriate person

Sorting, opening and sending mail

Transcribing information onto computers, and proofreading and correcting copy

411101 General Clerk

Performs a range of clerical and administrative tasks.

Alternative Titles and Specialisations:

Accident / Committee / Fingerprint Clerk

Administration Clerk / Officer

Administrative Assistant

Advisory Officer Clerical

Buying Clerk

Clerical Assistant / Officer

Client Services Administrator

Community Services Clerk

Counter / Licensing / Veterinary / Warrants Clerk

Girl Friday

Lab Administrator

Office / Field Assistant

Operation Services / Support Officer

Planning Support Officer

Recording Clerk

Social Security Administrator

Survey Information Officer

Tender Evaluation Coordinator

Victims Court Assistant
Visa / Fingerprint Officer

411102 Back Office Process Consultant

Processes back office transactions in order to fulfil business and client and/or customer requirements.

412 Secretaries (General)

Secretaries (general) use typewriters, personal computers or other word-processing equipment to transcribe correspondence and other documents, check and format documents prepared by other staff, deal with incoming and outgoing mail, screen requests for meetings or appointments, and perform a variety of administrative support tasks.

Tasks include:

Checking, formatting and transcribing correspondence, minutes and reports from dictation, electronic documents or written drafts to conform to office standards, using typewriter, personal computer or other word processing equipment; using various computer software packages, including spreadsheets, to provide administrative support

Dealing with incoming or outgoing mail; scanning, recording and distributing mail, correspondence and documents

Organizing and supervising filing systems; dealing with routine correspondence on their own initiative

Screening and recording leave and other staff-members' entitlements

Screening requests for meetings or appointments and helping to organize meetings

4121 Secretaries (General)

Secretaries (general) use typewriters, personal computers or other word-processing equipment to transcribe correspondence and other documents, check and format documents prepared by other staff, deal with incoming and outgoing mail, screen requests for meetings or appointments, and perform a variety of administrative support tasks.

Tasks include:

Checking, formatting and transcribing correspondence, minutes and reports from dictation, electronic documents or written drafts to conform to office standards, using typewriter, personal computer or other word processing equipment

Dealing with incoming or outgoing mail

Dealing with routine correspondence on their own initiative

Organizing and supervising filing systems

Scanning, recording and distributing mail, correspondence and documents

Screening and recording leave and other staff-members' entitlements

Screening requests for meetings or appointments and helping to organize meetings

Using various computer software packages including spreadsheets to provide administrative support

412101 Secretary (General)

Performs secretarial, clerical and other administrative tasks in support of managers and professionals.

Alternative Titles and Specialisations:

Advisory Officer Cabinet Office

Aide De Camp

Appointments Officer

413 Keyboard Operators

Keyboard operators input and process text and data, and prepare, edit and generate documents for storage, processing, publication and transmission.

Tasks include:

Entering data and codes required to process information; retrieving, confirming and updating data in storage and keeping records of data input

Reproducing the spoken word, environmental sounds and song lyrics as captions for cinema and television programming

Taking records of proceedings in rapid shorthand using computerized equipment and shorthand-writing machines

Transcribing information recorded in shorthand and on sound recording equipment, and proofreading and correcting copy

4131 **Typists and Word Processing Operators**

Typists and word processing operators type, edit and print using typewriter, personal computer or other word processor, and record oral or written matter in shorthand.

Tasks include:

Checking completed work for proper spelling, grammar, punctuation and formatting

Filing and storing completed documents on computer hard drive or disk, or maintain a computer filing system to store, retrieve or update documents

Gathering and arranging the material to be typed, following instructions

Reproducing the spoken word, environmental sounds and song lyrics as captions for cinema and television programming

Taking dictation and recording other matter in shorthand

Transcribing information recorded in shorthand and on sound recording equipment

Typing written material from rough drafts, corrected copies, voice recordings, or shorthand using a computer, word processor or typewriter

413101 **Word Processing Operator**

Operates a computer to type, edit and generate a variety of documents and reports.

Alternative Titles and Specialisations:

Computer Assisted Transcript Operator

Typist

Verbatim Reporter

Word Processing Clerk

413102 **Machine Shorthand Reporter**

Records and reproduces the spoken word in court and parliamentary proceedings, television programming and for the deaf and hearing impaired using handwritten shorthand, stenotype shorthand machines, computer-assisted transcription software and sound recording equipment.

Alternative Titles and Specialisations:

Braille Transcriber

Court Reporter / Taker

Hansard Reporter

Stenocaptioner

4132 **Data Entry Clerks**

Data entry clerks enter coded, statistical, financial and other numerical data into electronic equipment, computerized databases, spreadsheets or other data repositories using a keyboard, mouse, or optical scanner, speech recognition software or other data entry tools. They enter data into mechanical and electronic devices to perform mathematical calculations.

Tasks include:

Entering numerical data, codes and text from source material into computer-compatible storage and processing devices

Importing and exporting data between different database systems and software

Operating bookkeeping and calculating machines

Receiving and registering invoices, forms, records and other documents for data capture

Verifying accuracy and completeness of data and correcting entered data, if needed

413201 Data Entry Operator

Operates a keyboard to input and transfer data into a computer for storage, processing and transmission.

Alternative Titles and Specialisations:

Computer Clerk

Data Capturer

Data Compiler / Enterer / Officer / Operator

Data Control / Input Clerk

Data Processing Operator

Data Specifier / Programmer / Cati Specialist

Electronic Data Processor (EDP)

Flexowriter Printer

Internal Affairs Computing Officer

Punched Card Machine Operator

Visual Display Unit Operator

42 Customer Services Clerks

Customer service clerks deal with clients in connection with money-handling operations, travel arrangements, requests for information, making appointments, operating telephone switchboards, and interviewing for surveys or to complete applications for eligibility for services.

Tasks include:

Greeting and receiving visitors

Interviewing survey respondents; interviewing applicants for services

Operating telephone switchboards

Supplying information requested by clients and making appointments

421 Tellers, Money Collectors and Related Clerks

Tellers, money collectors and related clerks perform money-handling operations in establishments relating to banking, postal services, betting or gambling, pawning and debt-collecting.

Tasks include:

Collecting debts and other payments

Conducting gambling games; lending money against articles deposited or other securities

Dealing with clients of banks or post offices in connection with money operations or postal services

Receiving and paying off bets on results of sporting events

4211 **Bank Tellers and Related Clerks**

Bank tellers and related clerks deal directly with clients of banks or post offices in connection with receiving, changing and paying out money, or providing mail services.

Tasks include:

Changing money from one currency to another, as requested by clients
Crediting and debiting clients' accounts

Making records of all transactions and reconciling them with cash balance
Paying bills and making money transfers on clients' behalf

Process customer cash deposits and withdrawals, cheques, transfers, bills, credit card payments, money orders, certified cheques and other related banking transactions

Receiving mail, selling postage stamps and conducting other post office counter business such as bill payments, money transfers and related business

421101 **Bank Teller**

Process customer cash deposits and withdrawals, cheques, transfers, bills, credit card payments, money orders, certified cheques and other related banking transactions.

Alternative Titles and Specialisations:

Bank Clerk / Officer
Settlements Clerk Banking
Teller

421102 **Bank Worker**

Making records of all transactions and reconciling them with cash balance.

Alternative Titles and Specialisations:

Administration and Superannuation Investment Officer
ATM Custodian
Bank Customer Services Clerk / Officer
Credit Support Officer
Mortgage Banker
Personal Banking Consultant

421103 **Currency Exchange Officer**

Changing money from one currency to another, as requested by clients.

Alternative Titles and Specialisations:

Foreign Exchange Officer / Teller

421104 **Bank Notes Processor**

Sorts used notes and processes the disposal of damaged and the issuing of new ones to maintain quality of notes in circulation.

421105 **Postal Frontline Service Worker**

Renders frontline services to clients / customers at a retail postal services outlet.

Alternative Titles and Specialisations:

Post Office Clerk
Postal Clerk
Postal Frontline Teller

4212 **Bookmakers, Croupiers and Related Gaming Workers**

Bookmakers and croupiers and related gambling workers determine odds and receive and pay off bets on results of sporting or other events, or conduct games of chance in gambling establishments.

Tasks include:

Announcing winning numbers, paying winners and collecting payments from losers
Determining risks to decide odds and to hedge or refuse bets
Distributing cards, rolling dice or spinning a roulette wheel
Explaining and interpreting operating rules of a gambling establishment
Preparing and issuing lists of approximate odds

421201 Bookmaker

Determines risk, offers odds and accepts bets on the outcome of racing and other events.

Alternative Titles and Specialisations:

Bookmaking Clerk
Horse Racing Analyst

421202 Gaming Worker

Provides gaming services within a casino or other gambling establishment.

Alternative Titles and Specialisations:

Casino / Gaming Dealer
Casino Gaming Inspector
Casino Surveillance Operator
Croupier
Gaming Inspector
Gaming Operator
Gaming Pit Boss
Gaming Table Operator

421203 Betting Agency Counter Clerk

Records and processes customer bets, payments and payouts over the counter at betting agencies for horse and dog racing, and other sports and events.

Alternative Titles and Specialisations:

Betting Operator
Tab Clerk
Tab Operator / Teller / Worker
Totalisator Agency Board Worker

421204 Bookmaker's Clerk

Assists bookmakers to provide on course betting services at race meetings.

Alternative Titles and Specialisations:

Bagman / Bagwoman
Penciller

421205 Telephone Betting Clerk

Records and processes customer bets and account details over the telephone for horse and dog racing, and other sports events. May work in a call centre.

Alternative Titles and Specialisations:

Phonebet Operator

421206 Bingo Caller

Operates the equipment used for the random selection of bingo numbers and to call the numbers at the bingo event.

421207 Lotto Operator

Assists public in registering betting numbers for lotto draw.

Alternative Titles and Specialisations:

Lottery Seller Agent
Lotto Worker

4213 **Pawnbrokers and Money-lenders**

Pawnbrokers and money-lenders lend money against articles deposited as pledges, or against property or other security.

Tasks include:

Collecting loans when the pledge involved the success of future harvest and other similar undertakings

Evaluating articles offered as pledges, calculating interest, and lending money

Keeping a record of items received and money distributed and received

Lending money as personal loans against success of future harvest and other similar undertakings

Returning articles when the loan is paid or, in the event of non-payment, selling pledged articles

421301 **Pawnbrokers and Money-lenders**

Lends money against articles deposited as pledges, or against property or other security.

Alternative Titles and Specialisations:

Micro Financier

Money Launderer / Lender

4214 **Debt-collectors and Related Workers**

Debt-collectors and related workers collect payments on overdue accounts and bad cheques and collect charity payments.

Tasks include:

Asking for and collecting charity payments

Preparing reports including amounts collected and maintain records and files related to collection work

Recommending legal action or discontinuation of service when payment cannot be otherwise obtained

Telephoning, visiting, or writing to customers to collect money or arrange for later payments

Tracing and locating debtors

421401 **Debt Collector**

Collects payments for overdue accounts, overdue instalments or damage claims on behalf of creditors.

Alternative Titles and Specialisations:

Collection Agent

Collection Officer

Debt Management Officer

Debt Recovery Officer

District Collections Manager

Legal Recoveries Officer

Mercantile Agent (AUS)

Payment Collector

Rate Rent Collector

Regional Manager Debt

Repossession Agent

Repossessor

422 **Client Information Workers**

Client information clerks provide or obtain information in person, by telephone or electronic means such as e-mail in connection with making travel arrangements, describing the products or services of an organization, registering and greeting guests and visitors, making appointments, connecting telephone calls and collecting information from survey respondents or applicants for services.

Tasks include:

Greeting and receiving clients and visitors
Interviewing survey respondents and applicants for eligibility
Making appointments; operating a telephone switchboard

Preparing itineraries and making travel and hotel reservations for clients

Providing information concerning the goods, services or policies of an organization
Registering accommodation guests

4221 Travel Consultants and Clerks

Travel consultants and clerks supply information, arrange travel itineraries, obtain travel and accommodation reservations and organize group tours.

Tasks include:

Helping customers in obtaining necessary travel documents such as visas
Issuing tickets and vouchers
Making and confirming reservations
Obtaining information about the availability, cost and convenience of different types of transport and accommodation, ascertaining customer's requirements and advising them on travel arrangements
Organizing group tours for business or vacation travel and selling them to groups or individuals
Preparing bills and receiving payments
Preparing itineraries

422101 Tourist Information Officer

Provides travel and accommodation information to tourists. May work in a call centre.

Alternative Titles and Specialisations:

Tourist Advisor
Travel Reception Clerk

422102 Travel Consultant

Plans travel, accommodation and associated arrangements for clients, and makes travel bookings. May work in a call centre.

Alternative Titles and Specialisations:

Booking Travel Clerk
Domestic Travel Consultant
Inbound Tour Manager
International Travel Consultant
Travel Agent
Travel Agent Representative
Travel Arrangements Manager
Travel Clerk
Travel Consolidator
Travel Officer
Travel Reservation Clerk
Travel Wholesaler

4222 Contact Centre Information Clerks

Contact centre information clerks provide advice and information to clients, respond to queries regarding a company's or an organization's goods, services or policies, and process financial transactions using the telephone or electronic communications media, such as email. They are located in premises that may be remote from clients or other operations of the organizations or companies about whom information is provided.

NOTE: This Unit group only includes those workers who respond to requests for information and/or handle straightforward transactions. Those who provide specialised services, such as travel consultants, are classified in the relevant specialized group whether or not they are located in customer contact centres.

Tasks include:

Advising clients of additional products or services

Dealing with incoming calls and messages from clients, whether to answer queries, handle calls for service or sort out complaints

Dispatching tasks to other units, when relevant

Identifying requirements and entering events into a computer system

Invoicing or handling payments, where necessary

Sending letters, information sheets and other documents to clients

422201 Inbound Contact Centre Consultant

Provides expert response to complex customer enquiries according to agreed key performance indicators.

Alternative Titles and Specialisations:

Inbound Call Centre Customer Service Representative

Inbound Contact Centre Team Leader

422202 Outbound Contact Centre Consultant

Initiates specialised contact with targeted and/or selected customers according to agreed key performance indicators or outcomes.

Alternative Titles and Specialisations:

Call Centre Customer Service Representative (Outbound)

Call or Contact Centre Sales Agent / Consultant

Collections Consultant (Contact Centre)

Outbound Contact Centre Team Leader

422203 Contact Centre Real Time Advisor

Monitors customer service levels and schedules adherence at agreed intervals, escalates deviations to the relevant stakeholders and assists with implementing scheduled revisions.

Alternative Titles and Specialisations:

Bridge Controller

Real Time Administrator

Real Time Analyst

Real Time Monitor

Real Time Tracker

Resource Controller

422204 Contact Centre Resource Planner

Develops human resource plans and schedules to meet customer service and employee wellbeing requirements.

Alternative Titles and Specialisations:

Contact Centre Shift Scheduler

Contact Centre Workforce Management Planner

Contact Centre Workforce Planner

Contact Centre Workforce Scheduler

422205 Contact Centre Forecast Analyst

Projects future workload and capacity requirements for defined forecast horizons in order to meet customer service, financial and employee wellbeing objectives.

Alternative Titles and Specialisations:

Contact Centre Forecaster

422206 Call or Contact Centre Agent

Conducts inbound and/or outbound calls, responds to, or communicates with customers on a variety of products or services.

4223 Telephone Switchboard Operators

Telephone switchboard operators operate telephone communications switchboards and consoles to establish telephone connections, receive caller inquiries and service problem reports, and record and relay messages to staff or clients.

Tasks include:

Dealing with telephone inquiries and recording messages

Forwarding messages to staff or clients

Investigating operating system problems and informing repair services

Making connections for outgoing calls

Operating switchboards and consoles to connect, hold, transfer, and disconnect telephone calls

422301 Switchboard Operator

Operates telecommunication switchboards and consoles to assist callers establish telephone connections, receive caller inquiries and fault reports.

Alternative Titles and Specialisations:

PABX Operator

Phone Centre Operator

Shift Telephonist

Telecom Operator

Telephone Operator / Attendant

4224 Hotel Receptionists

Hotel receptionists register guests, assign rooms, issue keys, provide information concerning the hotel services, make room reservations, keep a record of rooms available for occupancy and present statements of charges to departing guests and receive payment.

Tasks include:

Compiling and checking guest accounts for charges using computerized or manual systems

Contacting housekeeping or maintenance services when guests report problems

Maintaining an inventory of rooms available for occupancy, reservations and room assignments

Providing information about availability of accommodation and making room reservations

Providing information regarding hotel services and services available in the community

Receiving and forwarding messages in person or using telephone or telephone switchboard

Registering arriving guests, assigning rooms; verifying customer's credit and issuing room keys

Responding to guests' requests for housekeeping and maintenance services as well as complaints

Reviewing statements of charges to departing guests and receiving payment

422401 Hotel or Motel Receptionist

Greets guests, checks guests in, and looks after their needs on arrival and during their stay in a hotel or motel.

4225 Enquiry Clerks

Enquiry clerks respond to personal, written, electronic mail, and telephone enquiries and complaints about the organization's goods, services and policies, provide information and refer people to other sources. They are employed in locations which put them in direct contact with clients or with the production of the goods and services provided.

Tasks include:

Answering inquiries about goods services, and policy and providing information about their availability location, price and related issues

Issuing relevant forms, information kits and brochures to interested parties

Recording information about enquiries and complaints

Referring complex enquiries to team leaders or expert advisers

Responding to enquiries about problems and providing advice, information and assistance

422501 Enquiry Clerk

Responds to personal, written and telephone inquiries and complaints about the organisation's goods and services, provides information and refers people to other sources.

Alternative Titles and Specialisations:

Client Liaison Officer

Client Support Officer

Communications Assistant

Complaints Clerk

Consumer Safety Advisor

Corporate / Front Office Receptionist

Customer Centre Support Officer

Customer Services Clerk / Officer / Reception Officer

Dealer Support Consultant

Enquiry Officer

Helpline Advisor

Info Centre Administrator

Information Clerk / Officer / Advisor / Assistant

Information Express Officer

Public Counter Assistant / Clerk / Receptionist

Public Foyer Attendant

4226 Receptionists (General)

Receptionists (general) receive and welcome visitors, clients, or guests and respond to enquiries and requests including arranging for appointments.

Tasks include:

Dealing with telephone requests for information or appointments

Directing clients to appropriate location or person

Making appointments for clients

Receiving and welcoming visitors, guests or clients

Supplying information pamphlets, brochures or forms

422601 Receptionist (General)

Greets clients and visitors, and responds to personal, telephone, email and written inquiries and requests.

Alternative Titles and Specialisations:

Front Desk Coordinator

Front Desk Support Officer

Tenancy Officer

422602 Medical Receptionist

Greets patients and other clients in a health facility such as a clinic, practice, centre or surgery, and responds to personal, telephone and written inquiries and requests.

Alternative Titles and Specialisations:

Hospital Hostess

Patient Information Officer

4227 Survey and Market Research Interviewers

Survey and market research interviewers interview people and record their responses to survey and market research questions on a range of topics.

Tasks include:

Asking questions following the outlines of questionnaires and surveys

Contacting individuals by telephone or in person and explaining the purpose of the interview

Identifying and resolving inconsistencies in responses

Providing feedback to survey sponsors concerning problems in obtaining valid data

Recording responses on paper or entering responses directly into a computer database through computer-assisted interviewing systems

422701 Survey Interviewer

Interviews people and records their responses to survey and market research questions on a range of topics. May work in a call centre.

Alternative Titles and Specialisations:

Clerical Field Officer

Enumerator

Field Assistant / Coordinator

Field Worker

Interviewer

Market Research Interviewer

Market Research Reporter

Research / Survey / Poll Interviewer

Telephone Researcher / Surveyor

4229 Client Information Workers not Elsewhere Classified

This unit group includes client information workers not included elsewhere in minor group 422. For instance, it includes workers who obtain and process information from clients needed to determine eligibility for services.

422901 Admissions Clerk

Records and processes information required for the admission and discharge of hospital patients and responds to telephone inquiries.

Alternative Titles and Specialisations:

Hospital Admitting Clerk

Hospital Ward Clerk

422902 Ship's Purser

Coordinates administrative and logistic processes on board a ship on behalf of ship's crew and passengers.

43 Numerical and Material Recording Clerks

Numerical clerks and material recording clerks obtain, compile and compute accounting, bookkeeping, statistical, financial, and other numerical data, and take charge of cash transactions incidental to business matters. Some occupations classified here keep records of goods produced, purchased, stocked, dispatched, and of materials needed at specified production dates, or keep records of operational aspects and coordinate the timing of passenger and freight transport.

Tasks include:

Calculating unit production costs

Calculating wages and in some cases preparing wage packets and paying wages, taking charge of cash transactions incidental to the business

Computing quantities of the production materials required at specified dates and helping with preparation and checking of production operation schedules

Helping with accounting and bookkeeping records and computations

Keeping records of operational aspects and coordinating the timing of passenger and freight transport

Obtaining, compiling and computing statistical or actuarial data

Performing clerical tasks relating to the financial transactions of an insurance establishment, bank or similar establishment

Recording produced, stocked, ordered and dispatched goods

Recording production materials received, put into stock or issued

431 Numerical Clerks

Numerical clerks obtain, compile and compute accounting, bookkeeping, statistical, financial, and other numerical data, and take charge of cash transactions incidental to business matters.

Tasks include:

Calculating unit production costs; calculating wages and in some cases preparing wage packets and paying wages

Helping with accounting and bookkeeping records and computations

Obtaining, compiling and computing statistical or actuarial data

Performing clerical tasks relating to the financial transactions of an insurance establishment, bank or similar establishment

Taking charge of cash transactions incidental to the business

4311 Accounting and Bookkeeping Clerks

Accounting and bookkeeping clerks compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

Tasks include:

Calculating, preparing, and issuing bills, invoices, account statements, and other financial statements according to established procedures

Checking figures, postings, and documents for correct entry, mathematical accuracy, and proper codes

Classifying, recording, and summarizing numerical and financial data to compile and keep financial records using journals and ledgers or computers

Compiling statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses

Operating computers programmed with accounting software to record, store, and analyze information

431101 Accounts Clerk

Monitors creditor and debtor accounts, and undertakes related routine documentation. May work in a call centre.

Alternative Titles and Specialisations:

Account Coordinator / Controller

Accounting Clerk

Accounts Payable or Receivable Clerk

Assets Clerk / Coordinator

Audit Clerk

Billing Administrator / Representative / Officer

Creditors Clerk

Debtors Clerk

Ledger Clerk

Settlement Clerk / Officer

431102 Cost Clerk

Calculates and investigates the cost of wages, materials, overheads and other operating expenses.

Alternative Titles and Specialisations:

Costing Clerk

Costing Estimator

Pricing Clerk / Analyst / Estimator

431103 Taxation Clerk

Prepares and maintains tax records.

4312 Statistical, Finance and Insurance Clerks

Statistical, finance and insurance clerks obtain, compile and compute statistical or actuarial data or perform clerical tasks relating to the transactions of insurance establishments, banks and other financial establishments.

Tasks include:

Calculating totals, averages, percentages and other details and presenting them in the required tabular form

Maintaining records of bonds, shares and other securities bought or sold on behalf of clients or employer

Obtaining and compiling statistical or actuarial data based on routine or special sources of information

Preparing financial documents, and calculating interest or brokerage charges and stamp duties payable

Processing insurance enrolments, cancellations, claims transactions, policy changes and payments

431201 Insurance Administrator

Prepares and checks documentation associated with insurance. May work in a call centre.

Alternative Titles and Specialisations:

Health Insurance Assessor

Insurance Brokering Clerk / Assistant

Insurance Clerk / Officer

Insurance Underwriting Clerk

Superannuation Fund Clerk

431202 Securities Services Administrative Officer

Handles the administrative work associated with the execution and finalisation of financial markets transactions.

Alternative Titles and Specialisations:

Accounts Opening and Maintenance Officer

Cash Management Officer

Client Take-on Officer

Corporate Action Officer

Entitlement Officer

Script Lending Administrator

Securities Lending and Borrowing Officer

Settlement Manager

Settlement Officer

Share Scheme Administrator

431203 Statistical Clerk

Compiles data and undertakes statistical and actuarial computations.

Alternative Titles and Specialisations:

Actuarial Clerk

Census Clerk

Census Mapping Monitor

Census Processing Manager

Clerk Field Collections

Data Match Officer

Statistical Coordinator / Officer

Statistical Field Worker

Survey Statistician

431204 Insurance Claims Administrator

Determines liability and negotiates and audits insurance settlements.

Alternative Titles and Specialisations:

Claims Analyst

Insurance Claims Clerk

Insurance Claims Negotiator

Insurance Recovery Clerk

4313 Payroll Clerks

Payroll clerks collect, verify and process payroll information and compute pay and benefit entitlements for employees within a department, company or other establishment.

Tasks include:

Maintaining records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems

Preparing and verifying statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans

Preparing employee payments and benefit payments by cheque or electronic transfer

Reviewing time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies

Verifying attendance, hours worked, and pay adjustments, and posting information onto designated records

431301 Payroll Clerk

Prepares payroll, wages and related records for employee salaries and statutory record keeping purposes.

Alternative Titles and Specialisations:

Pay Clerk

Payroll Assistant

Payroll Consultant
Payroll Coordinator
Salaries Administrator
Salaries Clerk
Salaries Officer
Wage Clerk

432 **Material-recording and Transport Clerks**

Material-recording and transport clerks keep records of goods produced, purchased, stocked, dispatched, and of materials needed at specified production dates, or keep records of operational aspects and coordinate the timing of passenger and freight transport.

Tasks include:

Computing quantities of the production materials required at specified dates and helping with preparation and checking of production operation schedules
Keeping records of operational aspects and coordinating the timing of passenger and freight transport
Recording produced, stocked, ordered and dispatched goods
Recording production materials received, put into stock or issued

4321 **Stock Clerks**

Stock clerks maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.

Tasks include:

Arranging and controlling receipt and dispatch of goods and keeping relevant records
Compiling inventories of furniture and other items received for storage
Maintaining stock records, verifying issue of goods, estimating needs and making requisitions of new stocks
Receiving, storing and issuing tools, spare parts, or various equipment and maintaining relevant records

Weighing goods received, issued, produced, or dispatched and maintaining relevant records

432101 **Stock Clerk / Officer**

Monitors stock levels and maintains stock, order and inventory records.

Alternative Titles and Specialisations:

Aisle Controller
Exhibits Clerk / Officer
Feed Additives Stores Person
Inventory Clerk / Controller / Administrator
Lost and Found Property Clerk
Micro Nutrients Stores Persons
Packaging Material Stores Clerk-Perishable Produce
Purchasing and Inventory Officer
Quartermaster Ship
Ships Provider
Stock Control Clerk
Storekeeping Officer
Stores Clerk / Officer
Stores Controller
Stores Coordinator
Stores Maintenance Clerk
Stores Works Property Officer
Supply Clerk / Assistant / Officer / Scheduler

432102 Dispatching and Receiving Clerk / Officer

Verifies and maintains records of incoming and outgoing goods in a warehouse or distribution centre and prepares goods for dispatch.

Alternative Titles and Specialisations:

Carton and Label Controller

Dispatch Clerk / Officer / Operator / Assistant / Worker

Distribution Officer

Freight Clerk / Agent

Goods Receiving Clerk

Inwards Goods Clerk

Packed Fresh Produce Dispatch Clerk

Receiving Clerk

Shipping and Receiving Clerk

Workshop Clerk

432103 Order Clerk / Officer

Receives purchase requests for goods and services, checks requests against inventory records and stock, and processes orders.

Alternative Titles and Specialisations:

Customer Orders Clerk

Mail Order Clerk

432104 Warehouse Administrator / Clerk

Administers and coordinates storage and distribution operations within an organisation.

Alternative Titles and Specialisations:

Ca / Ra Storage Manager / Controller (Perishable Produce)

Seed Dispatch Manager

Seed Receiving Manager

Seed Warehouse Manager

Wool Storage Controller / Manager

432105 Lampman

Issues and receives lamproom equipment, applies good housekeeping, charges, stores, maintains and repairs equipment.

4322 Production Clerks

Production clerks compute quantities of materials required at specified dates for manufacturing, construction and similar production programmes, and prepare and check production operation schedules.

Tasks include:

Computing quantities, qualities and types of materials required by production programme

Preparing or assisting in the preparation of production operation schedules on the basis of customers' orders and production capacity and performance

Preparing production requirements schedules, ensuring that materials are available when needed, and keeping relevant records

Recording and coordinating the flow of work and materials between departments

Verifying stocks, arranging deliveries and investigating delays

432201 Production Coordinator

Records and coordinates the flow of work and materials between departments or sub-sections, examines orders for goods and prepares production schedules for production units.

Alternative Titles and Specialisations:

Delivery Clerk

Distribution Controller
Fresh Produce Dispatch Controller
Fresh Produce Receiving Coordinator
Logistics Clerk / Assistant / Controller / Coordinator / Planner / Officer
Manufacturing Distributor
Material and Production Planning Clerk
Parts Warehouse Clerk
Planning and Liaison Officer
Printing Coordinator
Production Clerk
Production Foreman
Production Leader
Production Planner / Officer
Production Planning Officer
Production Recorder / Scheduler
Quota Controller
Schedule Clerk
Seed Harvesting Leader
Shift Controller

4323 **Transport Clerks**

Transport clerks keep records of operational aspects and coordinate the timing of train, road and air passenger and freight transport, and prepare reports for management.

Tasks include:

Coordinating and keeping records of operational activities concerning air transport of passengers and freight, such as passenger lists and freight manifests

Coordinating and keeping records of operational activities concerning road transport, such as allocation and scheduling of vehicles and drivers, loading and unloading of vehicles and storage of goods in transit

Directing train routings within a division or zone of a railway system and keeping related records

Directing, controlling and keeping records of freight handling at a railway yard

Keeping records of operational aspects and coordinating the timing of passenger and freight transport

Preparing reports for management

432301 **Transport Clerk**

Keeps records of operational aspects and coordinate the timing of train, road and air passenger and freight transport, and prepare reports for management.

Alternative Titles and Specialisations:

Aircraft Load Controller
Boat Dispatcher
Clerical Controller (Transport Service)
Clerical Dispatcher (Transport Service)
Fleet Contracts Manager / Controller / Coordinator
Fleet Maintainer / Supply Officer
Railway Checker
Railway Traffic Dispatcher
Road Traffic Controller
Transport Coordinator / Dispatcher

Truck Dispatcher

Wharfinger

44 **Other Clerical Support Workers**

Other clerks perform clerical duties in newspapers, courts, libraries and post offices, file documents, prepare information for processing, maintain personnel records, check material for consistency with original source material and write on behalf of illiterate persons.

Tasks include:

Classifying and filing various documents and other records

Coding

Correcting proofs

Maintaining personnel records

Performed by workers in this sub-major group usually include:

Performing a number of miscellaneous clerical duties

Recording information regarding acquisition, issue and return of library books

Sorting, recording and delivering mail from post offices, as well as from or within an enterprise

Writing on behalf of persons who are unable to read and write

441 **Other Clerical Support Workers**

Other clerks perform clerical duties in newspapers, courts, libraries and post offices, file documents, prepare information for processing, maintain personnel records, check material for consistency with original source material and write on behalf of illiterate persons.

Tasks include:

Classifying and filing various documents and other records

Coding

Correcting proofs

Maintaining personnel records

Performed by workers in this sub-major group usually include:

Performing a number of miscellaneous clerical duties

Recording information regarding acquisition, issue and return of library books

Sorting, recording and delivering mail from post offices, as well as from or within an enterprise

Writing on behalf of persons who are unable to read and write

4411 **Library Clerks**

Library clerks issue and receive library materials, sort and shelve books, sound and vision recordings, periodicals, journals, magazines and newspapers and provide general library information to library users.

Tasks include:

Assisting library users in accessing basic library materials and making interlibrary loans

Issuing and receiving library books and other materials

Maintaining journal subscriptions

Maintaining library records relating to the acquisition, issue and return of books and other materials

Performing clerical activities such as manual and electronic filing, word processing and occasional typing

Reshelving books and other library materials

441101 **Library Assistant**

Issues, receives and shelves library items and maintains associated records.

Alternative Titles and Specialisations:

Archive Assistant
Cataloguing Clerk / Officer
Circulation Assistant
Document Services Coordinator
Documentation Officer
Executive Officer Library
Heritage Collection Assistant
Indexer
Indexing Assistant
Interloans Assistant
Knowledge Online Coordinator
Library Attendant
Library Clerk / Officer
Library Shelver / Retrieval Assistant
Manuscripts Assistant
Records Coordinator / Officer
Reference Assistant / Officer
Repository Assistant

4412 Mail Carriers and Sorting Clerks

Mail carriers and sorting clerks perform sorting, recording, delivery and other duties in connection with mail services from post offices or related organizations, as well as from or within an establishment.

Tasks include:

Performing mail-handling duties in public post offices or privately owned delivery establishments
Providing delivery confirmation records when requested by the client
Sorting and delivering mail to private houses and businesses
Sorting and keeping simple records of incoming and outgoing correspondence and dispatching outgoing mail

441201 Courier

Delivers goods, documents, messages, samples, x-rays and test results.

Alternative Titles and Specialisations:

Bicycle Courier
Motorbike Courier
Parcel Contractor
Rural Mail Contractor

441202 Postal Delivery Officer

Delivers mail on foot, by bicycle or motorised transport over allocated delivery rounds.

Alternative Titles and Specialisations:

Mail Deliverer
Mail Delivery Contractor
Messenger
Post Carrier
Postman / Postwoman

441203 Mail Clerk

Collects, sorts and dispatches mail within an organisation.

Alternative Titles and Specialisations:

Mail Assistant
Mail Centre Coordinator
Mail Controller

Mail Dispatch Clerk
Mail Handler
Mail Officer
Mail Processing Officer
Mail Sorting Clerk
Mailroom Assistant / Clerk
Parcel Post Officer
Post Office Mail Sorter
Postal Sorting Officer

4413 **Coding, Proof-reading and Related Clerks**

Coding, proof-reading, and related clerks convert information into codes, verify and correct proofs, and perform a number of miscellaneous clerical duties.

Tasks include:

Addressing circulars and envelopes by hand

Comparing proofs of texts and related material prepared for printing with original material, correcting errors and marking texts for printer according to the established rules

Converting information into codes and classifying information by codes for data-processing purposes

Sorting documents for filing or to collate sets of pages

Sorting forms and marking them with identification numbers

441301 **Coding Clerk**

Translates narrative descriptions and numeric information into classification or record systems.

Alternative Titles and Specialisations:

Coding Data Processing Clerk

Medical Record Clerk

441302 **Proof Reader**

Reads draft copies and proofs, detects errors and marks corrections to grammar, typing and composition.

Copyright Clerk

Processes third party (outgoing) copyright permissions and responds to incoming copyright permissions queries.

Alternative Titles and Specialisations:

Copyright Editor

Permissions Clerk

4414 **Scribes and Related Workers**

Scribes and related workers write letters and complete forms on behalf of illiterate persons.

Tasks include:

Offering advice to individuals and interpreting and helping with the completion of government and other official forms

Reading letters and other written matter to persons who are unable to read or write and providing necessary interpretation and information

Writing letters and completing forms on behalf of others

441401 **Scribe**

Writes letters and complete forms on behalf of illiterate persons.

4415 **Filing and Copying Clerks**

Filing and copying clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. They locate and remove material from file when requested and photocopy, scan or fax documents.

Tasks include:

Filing material in drawers, cabinets and storage boxes

Keeping records of materials filed and removed

Locating and remove materials from files when requested

Photocopying, Scanning or Faxing documents

Sorting or classifying materials according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order

441501 Filing or Registry Clerk

Processes and handles information and documents to maintain access to and security of database and record management systems.

Alternative Titles and Specialisations:

Clerical Retrieval Assistant

Directory Compiler

Document Control Officer

Documentation Clerk / Officer

File Management Officer

Index Clerk

Information and Records Manager / Coordinator

Information Centre Support Officer

Information Services Assistant

Listing Clerk

Records Centre Advisor

Records Clerk / Coordinator

Registry Office Keeper

441502 Office Machine Operator

Operates one or more of a variety of office machines, such as photocopying, photographic, and duplicating machines, or other office machines.

Alternative Titles and Specialisations:

Addressing Machine Operator

Copying Services Officer

Duplicating Machinist

Office Assistant Photocopying

Office Machinist

Photocopier Operator / Photocopyist / Record Officer

Photographic Machine Operator

Shredder Operator / Document Shredder

Telex Operator

Xerox Operator

4416 Personnel Clerks

Personnel clerks maintain and update personnel records such as information on transfers and promotions, performance evaluations, employee leave taken and accumulated, salaries, qualifications and training.

Tasks include:

Initiating records for newly appointed workers and checking records for completeness

Maintaining and updating manual and computerized filing and registration systems, and compiling and preparing reports and documents relating to personnel activities

Processing applications for employment and promotions and advising applicants of results

Receiving and answering inquiries about employment entitlements and conditions

Sending out job applications and announcements of job openings and job examinations

Storing and retrieving personnel records and files on request

Updating information on, employment history, salaries, performance evaluations, qualifications and training and leave taken and accumulated

441601 Human Resources Clerk

Maintains and updates personnel records such as information on promotions, employee leave taken and accumulated, salaries, superannuation and taxation, qualifications and training.

Alternative Titles and Specialisations:

Employment Office Clerk

Human Resources Planning Clerk

Human Resources Records Clerk

Human Resources Systems Administrator

Inland Revenue Pay and Personnel Officer

Overpayments Officer

Personnel Records Clerk

Recruiting / Recruitment Clerk

Roster Clerk

441602 Skills Development Administrator

Maintains and updates organisational skills development plans, reports, programmes and projects.

Alternative Titles and Specialisations:

Training Administrator

441603 Compensation and Benefits Clerk

Updates employee benefits data from source documents, reconciles and submits records / statements to third parties such as pension funds, medical aids and other benefit schemes.

Alternative Titles and Specialisations:

Benefits Administrator

Benefits Clerk

Compensation and Benefits Administrator

Remuneration and Benefits Clerk

441604 Labour Relations Case Administrator

Provides administrative, screening and pre-conciliation services for referred labour disputes.

4419 Clerical Support Workers not Elsewhere Classified

This unit group covers clerical support workers not classified elsewhere in major group 4. For instance, the group includes, correspondence clerks, press clippers and publication clerks.

Tasks include:

Assisting in the preparation of periodicals, advertisements, catalogues, directories and other material for publication

Reading newspapers, magazines, press releases and other publications to locate and file articles of interest to staff and clients

Receiving customers' orders for classified advertising, writing and editing copy, calculating advertising rates and billing customers

Writing business and government correspondence such as replies to requests for information and assistance, damage claims, credit and billing enquiries and service complaints

441901 **Classified Advertising Clerk**

Receives and records advertising copies for publication and broadcasting.

441902 **Contract Administrator**

Prepares, interprets, maintains, reviews and negotiates variations to contracts on behalf of an organisation.

Alternative Titles and Specialisations:

Contract Coordinator

Contracts Officer

441903 **Program or Project Administrators**

Plans and undertakes administration of organisational programs, special projects and support services.

Alternative Titles and Specialisations:

Administration Officer

Administrator

Assistant Secretary of The Cabinet

Consents Officer / Clerk

Course Coordinator

Programme / Project Coordinator

Project Advisor / Leader

Project Controller

Project Coordinator

Project Corrections Operations Advisor / Coordinator

Project Planner

Project Programme Specialist

Senior Officer

Strategic Support Officer

Support Officer

441905 **Account Clerk (Public Relations / Communication)**

Performs a range of clerical and administrative tasks in support of public relations and communication management.

Alternative Titles and Specialisations:

Communication Clerk / Assistant

5 **SERVICE AND SALES WORKERS**

Service and sales workers provide personal and protective services related to travel, housekeeping, catering, personal care, or protection against fire and unlawful acts, or demonstrate and sell goods in wholesale or retail shops and similar establishments, as well as at stalls and on markets.

Tasks include:

Caring for children; providing personal and basic health care at homes or in institutions, as well as hairdressing, beauty treatment and companionship

Demonstrating goods to potential customers

Enforcing of law and order

Housekeeping; preparing and serving of food and beverages

Organisation and providing services during travel

Posing as models for advertising, artistic creation and display of goods

Providing security services and protecting individuals and property against fire and unlawful acts

Selling goods in wholesale or retail establishments as well as at stalls and on markets

Supervision of other workers may be included

Telling fortunes; embalming and arranging funerals

51 Personal Service Workers

Personal service workers provide personal services related to travel, housekeeping, catering, child and personal care.

Tasks include:

Organising and providing services related to embalming and arranging funerals

Organising and providing services related to housekeeping

Organising and providing services related to preparing and serving of food and beverages

Organising and providing services related to providing personal and basic health care at homes or in institutions, as well as hairdressing, beauty treatment and companionship

Organizing and providing of services during travel

Providing services related to telling fortunes

Supervision of other workers may be included

511 Travel Attendants, Conductors and Guides

Travel attendants, conductors and guides provide various personal services in connection with travelling by aircraft, train, ship, bus or other vehicle, and escorting individuals and groups on travel tours, sightseeing visits and excursions.

Tasks include:

Accompanying individuals or groups on sightseeing tours or excursions and describing points of interest

Collecting or issuing tickets on board public transport

Ensuring the comfort and safety of passengers

Providing information and answering questions in connection with travel

Serving food and refreshments

5111 Travel Attendants and Travel Stewards

Travel attendants and travel stewards ensure the comfort and safety of passengers, serve meals and beverages and render personal services, usually on aircraft and onboard ships. They may plan and coordinate housekeeping and social activities on ships.

Tasks include:

Administering first aid to passengers in distress

Announcing, explaining and demonstrating safety and emergency procedures, such as the use of oxygen masks, seat belts, and life jackets

Assembling and serving pre-prepared meals and beverages

Attending pre-flight briefings concerning weather, altitudes, routes, emergency procedures, crew coordination, lengths of flights, food and beverage services offered, and numbers of passengers

Determining special assistance needs of passengers such as small children, the elderly, or disabled persons

Directing and assisting passengers and following prescribed procedures in the event of an emergency, such as evacuating a plane following an emergency landing

Greeting passengers entering aircraft or ships, checking tickets or boarding passes, and directing them to their seats or berths

Preparing passengers and aircraft for take-off and landing

Selling duty-free and other goods

Taking care of general needs and comfort of passengers, answering inquiries, and keeping cabins clean and tidy

Verifying that first aid kits and other emergency equipment are in working order

511101 Flight Attendant

Provides services for the safety and comfort of aircraft passengers.

Alternative Titles and Specialisations:

Air Hostess

Airport Attendants

Cabin Steward / Attendant (Aircraft)

Crew Attendant

Flight Purser

Ground Hostess

511102 Bus Hostess

Provides services for the safety and comfort of passengers travelling by bus.

Alternative Titles and Specialisations:

Bus Escort

School Bus Warden

Travel Attendant Bus

511103 Marine Steward

Provides services for the safety and comfort of passengers travelling by ship.

Alternative Titles and Specialisations:

Ships Cabin Attendant

Ships Purser

Ships Steward / Stewardess

511104 Railway Steward

Provides services for the safety and comfort of passengers travelling by train.

Alternative Titles and Specialisations:

Rail Stewardess

Train Hostess

Travel Attendant Train

5112 Transport Conductors

Transport conductors check and issue tickets and ensure the safety and comfort of passengers on trains, trams, buses and other public transport vehicles.

Tasks include:

Attending to sleeping-cars and their occupants on passenger trains

Collecting and issuing tickets, passes or fares, and checking the validity of tickets issued previously

Ensuring that safety regulations are respected

Greeting passengers boarding transportation equipment, and announcing routes and stops

Opening and closing doors for passengers

Performing equipment safety checks prior to departure

Providing assistance with boarding, seating and luggage as required, especially to elderly, sick, or injured people

Responding to passengers requests and complaints and providing information about stops and connections

Signalling to drivers to stop or proceed

Taking appropriate action in case of emergencies or accidents

511201 Transport Conductor

Collects fares and issues tickets on a transport vehicle.

Alternative Titles and Specialisations:

Bus / Train Ticket Inspector
Cable Car Conductor
Railway Sleeping Car Conductor
Ticket Inspector (Public Transport)
Train Conductor
Tram Conductor

5113 Travel Guides

Travel guides accompany individuals or groups on trips, sightseeing tours and excursions and on tours of places of interest such as historical sites, industrial establishments and theme parks. They describe points of interest and provide background information on interesting features.

Tasks include:

Conducting educational activities for school children
Describing and providing information on points of interest and exhibits and responding to questions
Distributing brochures, showing audiovisual presentations, and explaining procedures and operations at tour sites
Escorting and guiding tourists on cruises and sightseeing tours
Escorting visitors through places of interest such as museums, exhibitions, theme parks, factories and other industrial establishments
Greeting and registering visitors and tour participants, and issuing any required identification badges or safety devices
Monitoring visitors' activities to ensure compliance with establishment or tour regulations and safety practices
Providing for physical safety of groups, and performing activities such as providing first aid and directing emergency evacuations

Resolving any problems with tour itineraries, service, or accommodation

511301 Gallery or Museum Guide

Answers inquiries and directs and guides visitors in galleries or museums.

Alternative Titles and Specialisations:

Gallery Assistant
Museum Host and Tour Coordinator
Museum or Gallery Attendant

511302 Tour Guide

Escorts visitors on sightseeing, educational or other tours, and describes and explains points of interest.

Alternative Titles and Specialisations:

Inbound Tour Operator
Regional Guide
Sightseeing Guide
Tour Controller
Tour Coordinator
Tour Director
Tour Escort
Tour Leader

512 Cooks

Cooks plan, organize, prepare and cook meals in hotels, restaurants and other eating places, on board ships, on passenger trains and in private households.

Tasks include:

Ingredients according to recipes and personal judgement
Inspecting and cleaning the kitchen, kitchen equipment, serving areas, etc. to ensure safe and sanitary food handling practices

Operating large-volume cooking equipment such as grills, deep-fat fryers, or griddles

Planning meals, preparing and cooking food stuffs; Planning, supervising and coordinating the work of kitchen helpers; Checking the quality of food; weighing, measuring and mixing

Regulating the temperature of ovens, grills, roasters and other cooking equipment

5121 **Cooks**

Cooks plan, organize, prepare and cook meals in hotels, restaurants and other eating places, on board ships, on passenger trains and in private households.

Tasks include:

Checking the quality of food

Operating large-volume cooking equipment such as grills, deep-fat fryers, or griddles

Planning meals, preparing and cooking foodstuffs

Planning, supervising and coordinating the work of kitchen helpers

Regulating the temperature of ovens, grills, roasters and other cooking equipment;
inspecting and cleaning the kitchen, kitchen equipment, serving areas, etc. to ensure safe and sanitary food handling practices

Weighing, measuring and mixing ingredients according to recipes and personal judgement

512101 **Cook**

Prepares, seasons and cooks food in a dining or catering establishment.

513 **Waiters and Bartenders**

Waiters and bartenders serve food and beverages in commercial dining and drinking places, clubs, institutions and canteens, on board ships and on passenger trains.

Tasks include:

Assisting in keeping bar properly stocked; Washing used glassware and cleaning bar area;
Serving alcoholic and non-alcoholic drinks at a bar; setting tables with clean linen, cutlery, crockery and glassware;

Serving food and beverages; advising on the choice of wines and serving them;

Taking orders for food and/or drinks and passing order to kitchen; presenting bill and accepting payment

5131 **Waiters**

Waiters serve food and beverages at tables in dining and drinking places, clubs, institutions and canteens, on board ships and on passenger trains.

Tasks include:

Advising on food and beverage choices

Clearing tables and returning dishes and cutlery to kitchen

Greeting customers and presenting them with menus and beverage lists

Presenting bills, accepting payment and operating point of sales machines and cash registers

Serving food and beverages to clients at tables

Setting tables with clean linen, cutlery, crockery and glassware

Taking orders for food and drinks and passing order to kitchen or bar staff

513101 **Waiter**

Serves food and drinks in a hotel, restaurant, club or dining establishment.

Alternative Titles and Specialisations:

Dining Room Attendant
Drink Waiter
Food and Beverage Attendant
Formal Service Waiter
Lounge Assistant
Maitre D
Night Club Hostess
Restaurant Hostess
Silver Service Waiter
Sommelier
Wine Attendant
Wine Steward

513102 **Cafe Worker**

Sells and serves food and beverages for consumption on premises in a cafe or similar establishment.

Alternative Titles and Specialisations:

Cafe Assistant
Cafe Attendant
Cafe Counter Staff
Cafeteria Assistant / Worker
Canteen Attendant / Worker
Catering Assistant
Catering Counter Assistant
Coffee Bar / Lounge / Shop Assistant
Fast Food Attendant
Fast Food Server
Food Counter Assistant
Lunch Bar Assistant
Snack Bar Attendant

5132 **Bartenders**

Bartenders prepare, mix and serve alcoholic and non-alcoholic drinks directly to customers over a bar or counter, or through waiters.

Tasks include:

Assisting in keeping bar properly stocked and arranging bottles and glasses

Checking identification of customers to verify age requirements for purchase of alcohol

Collecting payment for sales, operating cash registers and balancing cash receipts
declining further service and ordering transportation

Mixing ingredients to prepare cocktails and other drinks

Preparing and serving alcoholic and non-alcoholic drinks at a bar

Serving snacks or other food items to customers at the bar

Taking beverage orders from serving staff or directly from patrons

Taking steps to limit problems related to excessive drinking such, as persuading customers to stop drinking

Tapping kegs and attaching supply lines

Washing used glassware, cleaning and maintaining bar service areas, tea and coffee-making areas and equipment such as espresso machines

513201 Bar Attendant

Prepares, mixes and serves alcoholic and non-alcoholic drinks to patrons in a bar in a licensed establishment.

Alternative Titles and Specialisations:

Bar Hostess / Maid

Bar Operator

Bar Steward

Barperson Waiter

Bartender

Club Steward

513202 Barista

Prepares and serves espresso coffee and other hot beverages to patrons in a cafe, coffee shop, restaurant or dining establishment.

Alternative Titles and Specialisations:

Coffee Maker

514 Hairdressers, Beauticians and Related Workers

Hairdressers, beauticians and related workers cut and dress hair, shave and trim beards, give beauty treatment, apply cosmetics and make-up and give other kinds of treatment to individuals in order to improve their appearance.

Tasks include:

Attending clients taking baths and administering elementary massage

Cutting and dressing hair

Discussing customers' requirements

Giving beauty treatment; and applying cosmetics and make up

Shaping and polishing finger- and toe-nails and treating minor ailments of the human foot

Shaving and trimming beards

5141 Hairdressers

Hairdressers cut, style, colour, straighten and permanently wave hair, shave or trim facial hair and treat scalp conditions.

Tasks include:

Arranging appointments and collecting payments

Cleaning work areas and sanitizing instruments

Cutting, washing, tinting and waving hair

Fitting wigs according to customers' requirements

Giving scalp treatment

Providing advice on hair care, beauty products and hairstyles

Shaving or trimming beards and moustaches

Styling hair into dreadlocks and braids and adding hair extensions

514101 Hairdresser

Cuts, styles, colours, straightens and permanently wave hair, and treat hair and scalp conditions.

Alternative Titles and Specialisations:

Afro Hairdresser

Barber

Hair Dressing Technician

Hair Stylist

514102 Hair or Beauty Salon Assistant

Assists hairdressers and beauty therapists by performing routine tasks in a hairdressing or beauty salon.

Alternative Titles and Specialisations:

Dreadlock Specialist



Electrolysis Assistant
Hair Colour Technician
Hairdresser (Braiding)
Hairdresser (Weaving)
Hairdresser's Assistant
Locktician
Salon Operator

5142 Beauticians and Related Workers

Beauticians and related workers, give facial and body beauty treatments, apply cosmetics and make-up and give other kinds of treatment to individuals in order to improve their appearance.

Tasks include:

Advising clients on diet and exercise to assist in weight loss and slimming

Applying make-up to clients of a beauty parlour or to actors and other performers
Arranging appointments and collecting payments

Attending to clients taking baths and administering elementary massage

Cleaning and applying creams, lotions and related products to face and parts of body

Cleaning, shaping and polishing finger- and toe-nails and treating minor ailments of the human foot such as corns, calluses or deformed toe-nails

Giving facial and body massage

Using waxing, sugaring and depilation techniques to remove unwanted bodily hair

514201 Skin Care Therapist

Provides skin analyses, facial therapies and skin-care treatments to clients.

Alternative Titles and Specialisations:

Aesthetician
Beauty Therapist
Cosmetologist
Facial Therapist
Intense Pulsed Light (IPL / Laser) Skin Technician
Make-up Artist
Medical Aesthetician
Permanent Make-up Artist
Skin Peeling and Dermabrasion

514202 Body Therapist

Provides body therapy treatment services for health, relaxation and remedial purposes.

Alternative Titles and Specialisations:

Aroma Therapist
Body Massage Therapist
Intense Pulsed Light (IPL / Laser) Body Technician
Reflexologist
Sliming Therapist

514203 Hair Removal Technician

Provides hair removal services to clients.

Alternative Titles and Specialisations:

Electrologist

Eyelash and Brow Technician
Intense Pulsed Light (IPL / Laser) Hair Technician
Waxing Technician

514204 Nail Technician

Applies artificial nails and provides nail and skincare therapies to hands and feet.

Alternative Titles and Specialisations:

Manicurist
Pedicurist

514205 Make Up Artist

Designs and applies make up to actors, presenters and other performing artists.

Alternative Titles and Specialisations:

Make Up Consultant
Stage Beautician

514206 Weight Loss Consultant

Advises clients to improve health, fitness and body mass.

Alternative Titles and Specialisations:

Slimming Consultant

514207 Somatologist

Assesses and treats a variety of skin and body problems in a holistic and health related manner.

Alternative Titles and Specialisations:

Beauty Technologist
Health and Skin-care Therapist
Spa Therapist

515 Building and Housekeeping Supervisors

Building and housekeeping supervisors coordinate, schedule, and supervise the work of cleaners and other housekeeping staff in commercial, industrial and residential premises. They take responsibility for housekeeping and caretaking functions in hotels, offices, apartments, houses and private dwellings.

Tasks include:

Assigning tasks and inspecting building areas to see that cleaning, housekeeping and maintenance work has been done properly

Cleaning and housekeeping supervisors in offices, hotels and other establishments
Issuing of supplies and equipment and inventory stocks to ensure that the supplies on hand are adequate; screening and hiring job applicants
Recommending promotions, transfers or dismissals; performing some cleaning, housekeeping and maintenance
Training both new and experienced employees

5151 Cleaning and Housekeeping Supervisors

Cleaning and housekeeping supervisors in offices, hotels and other establishments organize, supervise and carry out housekeeping functions in order to keep clean and tidy the interiors, fixtures and facilities in these establishments.

Tasks include:

Cleaning kitchens and generally helping with kitchen work, including dishwashing
Controlling storage and issue of supplies
Engaging, training, discharging organizing and supervising helpers, cleaners and other housekeeping staff

Making beds, cleaning bathrooms, supplying towels, soap and related items
Purchasing or controlling the purchase of supplies

Restocking mini bars and replenishing items such as drinking glasses and writing equipment
Supervising general welfare and conduct of individuals in institutions

Sweeping or vacuum-cleaning, washing and polishing floors, furniture and other fixtures

515101 Hotel Service Manager

Supervises and coordinates the activities of hotel service workers.

Alternative Titles and Specialisations:

Accommodation Manager

Bar Manager

Commissionaire Porter

Front Office Manager (Hotel)

Head / Front Office Porter (Hotel)

Head Housekeeper

Hotel Chief Steward

Hotel Concierge

Hotel Office Manager

515102 Housekeeping Service Manager

Supervises and coordinates the activities of service workers in private institutions and other institutions such as schools and prisons.

Alternative Titles and Specialisations:

Boarding School Hostel Matron

Camp Hostel Matron

Dormitory Manager

Prison Matron

Residential Institution Housekeeping Matron

515103 Commercial Housekeeper

Cleans, vacuums and mops floors, makes beds, and re-stocks mini bars and bathroom supplies in hotel rooms and other commercial premises.

Alternative Titles and Specialisations:

Housekeeper (Not Private)

Linen Keeper

5152 Domestic Housekeepers

Domestic housekeepers organize, supervise and carry out housekeeping functions in private households with or without the support of subordinate staff.

NOTE: This Unit group includes operators of small accommodation establishments, such as some bed and breakfast establishments and small guest houses, that provide accommodation and limited meal services to clients effectively as paying guests in private households, and for whom the management and supervision of staff is not a significant component of the work.

Tasks include:

Assisting in cases of minor injury or illness by performing tasks such as taking temperature, giving medicine, putting g on bandages

Cleaning kitchens and generally helping with kitchen work, including dishwashing

Controlling storage and issue of supplies

Making beds, cleaning bathrooms, supplying towels, soap and related items

Preparing and cooking meals, setting and clearing tables and serving food and beverages
Purchasing or controlling the purchase of supplies
Supervising workers employed in households as domestic staff

Sweeping or vacuum-cleaning, washing and polishing floors, furniture and other fixtures
Taking care of household pets and plants, receiving visitors, answering telephones,
delivering messages and shopping for groceries

515201 Domestic Housekeeper

Cleans, cooks and performs other housekeeping tasks in private residences.

Alternative Titles and Specialisations:

Domestic Servant

House Steward Private

Housekeeper (Private / Residential Service)

515202 Butler

Supervises and coordinates activities of household employees engaged in cooking, cleaning,
and related domestic duties.

5153 Building Caretakers

Building caretakers take care of apartment houses, hotels, offices, churches and other
buildings and maintain them and associated grounds in a clean and orderly condition. They
may supervise other workers and contractors depending on the size and nature of the
building concerned.

Tasks include:

Filling out registration forms and providing tenants with copies of rules

Notifying management and owners of buildings of the need for major repairs

Participating in cleaning, simple repairs and maintenance of building interiors

Patrolling buildings to ensure security is maintained

Providing small services to absent tenants such as accepting deliveries on their behalf or
providing requested information to callers

Regulating conduct of tenants and visitors in such matters as noise abatement or misuse of
property

Supervising the work of cleaning, housekeeping and building maintenance staff and
contractors

Tending furnaces and boilers to ensure provision of heat and hot water

515301 Caretaker

Maintains and oversees the cleaning of a residential building, school, office, holiday camp or
caravan park and associated grounds.

Alternative Titles and Specialisations:

Building Superintendent

Camp Warden

Concierge (Building)

Custodian

Dormitory Warden

Hut Warden Conservation

Janitor

Landlord / Landlady

Maintenance Officer

Property Officer

Sexton

Verger

515302 Amusement, Fitness or Sport Centre Attendant

Assists patrons, collects tickets and fees and supervises the use of recreational and sports equipment.

Alternative Titles and Specialisations:

Skating Rink Attendant

Swimming Pool Attendant

516 Other Personal Services Workers

Other personal services workers recount past and predict future events in persons' lives, provide companionship and other personal services, groom, train and care for animals, provide embalming and funeral services train people to drive vehicles.

Tasks include:

Casting horoscopes; providing companionship or valet services and other personal services to clients

Instructing students under actual driving conditions

Providing embalming and funeral services; feeding, handling, training and grooming animals

5161 Astrologers, Fortune-tellers and Related Workers

Astrologers, fortune-tellers and related workers recount past and predict future events in persons' lives by practicing astrology, on the basis of characteristics of the clients' palms, samples of playing cards drawn or other techniques.

Tasks include:

Advising individuals on precautions to be taken to avoid evil influences

Casting horoscopes of individuals at birth or later to recount past and forecast future events and conditions of their lives;

Determining auspicious times for various human activities such as inaugurations, marriages, journeys and religious and other ceremonies;

Forecasting future events on the basis of these interpretations;

Giving warnings and advice on possible courses of action;

Interpreting characteristics of clients' palms, samples of playing cards, position of tea leaves or coffee remnants in a cup, shapes and patterns of bones of dead animals, etc

516101 Astrologer

Studies the positions and aspects of celestial bodies in the belief that they have an influence on the course of natural earthly occurrences and human affairs.

Alternative Titles and Specialisations:

Fortune Teller

Numerologist

Palmist

5162 Companions and Valets

Companions and valets provide companionship and attend to various needs of the employer.

Tasks include:

Assisting in entertaining visitors in employer's home

Keeping wardrobe and personal effects of the employer in good order

Providing companionship to employer by accompanying him/her to various places, reading, conversing and participating in activities such as sports

516201 Escort

Provides clients with social companionship or sexual services.

Alternative Titles and Specialisations:

Companion

Prostitute

Sex Worker

Valet

5163 Undertakers and Embalmers

Undertakers and embalmers perform various tasks in the disposal of dead human bodies.

Tasks include:

Conducting interviews to arrange for preparation of obituary notices, to assist with the selection of caskets or urns, and to determine the location and time of burials or cremations
Conforming to health and sanitation and ensuring that legal requirements concerning embalming are met

Dressing bodies and placing them in caskets

Embalming human bodies to retard or arrest the process of decay

Incising and closing incisions on various parts of the body and reshaping or reconstructing disfigured or maimed bodies when necessary

Making arrangements for, and conducting, funerals, cremations and burials

516301 Funeral Director

Plans and coordinates arrangements for funerals according to the wishes of the deceased or their relatives.

Alternative Titles and Specialisations:

Funeral Practitioner

Undertaker

516302 Chapel or Memorial Attendant

Performs a variety of tasks during funerals.

516303 Embalmer

Prepares bodies for interment in conformity with legal requirements.

516304 Mortician

Prepares bodies for viewing and interment.

516305 Mortuary Technician / Assistant

Prepares and maintains equipment in mortuaries and administers the reception, preparation and storage of bodies.

516306 Crematorium Operator

Prepare and perform cremation process.

5164 Pet Groomers and Animal Care Workers

Pet groomers and animal care workers feed, handle, train and groom animals and assist veterinarians, animal health technologists and technicians in veterinary facilities, animal shelters, breeding and boarding kennels, zoos, laboratories, retail pet shops, riding schools, dog training schools pet grooming and similar establishments.

Tasks include:

Bathing and feeding animals

Cleaning and sterilising veterinary surgical instruments

Cleaning, organizing, and disinfecting animal quarters such as pens, stables, cages, and yards, and animal equipment such as saddles and bridles

Collecting and recording animal information such as weight, size, physical condition and, treatments received, medications given, and food intake

Grooming animals by performing tasks such as washing, brushing, clipping, and trimming coats, cutting nails and cleaning ears

Labelling drugs, chemicals and other pharmaceutical preparations and replenishing stock

Leading or carrying animals to treatment room and holding them during treatment

Sterilising bottles, beakers and other equipment

Training animals to develop and maintain desired animal behaviours for competition, entertainment, obedience, security, riding and other activities

516401 Animal Attendant / Groomer

Feeds, grooms, shears and cares for animals.

Alternative Titles and Specialisations:

Animal Rescue Worker

Boarding Kennel Attendant

Horse Groomer

Kennel Assistant

Pet Groomer

Pound Keeper

Shearer

SPCA Worker

516402 Animal Trainer

Teaches animals to obey commands and undertake specific tasks.

Alternative Titles and Specialisations:

Dog Handler

Horse Trainer / Breaker

516403 Zookeeper

Feeds, provides water for and monitors the health of animals in zoos, aquaria and wildlife parks; cleans, fixes and maintains animal cages; and informs visitors about animals.

Alternative Titles and Specialisations:

Aquarist

Zoo Attendant

516404 Dog Walker

Walks dogs for their owners.

5165 Driving Instructors

Driving instructors teach people how to drive motor vehicles.

Tasks include:

Advising on and teaching advanced driving techniques required for emergency situations

Advising students when they are ready to undergo driving examination

Illustrating and explaining handling and mechanical operation of motor vehicles and driving techniques using blackboard diagrams and audiovisual aids

Instructing students under actual driving conditions, and explaining and demonstrating the operation of brakes, clutch, gear selection, automatic transmission, signals and lights

Teaching road craft and road safety

Teaching road traffic regulations

516501 Driving Instructor

Instructs individuals and groups in the theory and application of driving.

Alternative Titles and Specialisations:

Driver Education Teacher

5169 Personal Services Workers not Elsewhere Classified

This unit group covers personal service workers not classified elsewhere in sub-major group 51. For instance, those who provide services and companionship as dancing partners, social escorts, and night-club hostesses or hosts are classified here.

NOTE: This Unit group also includes workers who provide sexual services to clients on a commercial basis.

Tasks include:

Accompanying clients to restaurants and other outings;

Acting as a dancing partner;

Welcoming clients to a night-club and ensuring that they are entertained well

516901 **Refuge Worker**

Provides services and support to people seeking assistance in refuges.

516902 **Civil Celebrant**

Conducts civil marriage ceremonies, funerals, commitment ceremonies, naming and other ceremonies, and maintains appropriate records.

Alternative Titles and Specialisations:

Marriage Celebrant

52 **Sales Workers**

Sales workers sell and demonstrate goods in wholesale or retail shops, at stalls and markets, door-to-door, via telephone or customer contact centres. They may record and accept payment for goods and services purchased, and may operate small retail outlets.

NOTE: Shop managers and sales managers are classified in Major group 1, Managers. Technical, medical and ICT sales professionals are classified in Major group 2, Professionals. Commercial sales and insurance representatives, finance and trade brokers, are classified in Major group 3, Technicians and Associate Professionals. Street vendors (excluding food) are classified in Major group 9, Elementary Occupations.

Tasks include:

Demonstrating and displaying goods to potential customers

Determining product mix, stock and price levels for goods to be sold; operating cash registers, optical price scanners, computers or other equipment to be sold

Operating cash registers, optical price scanners, computers or other equipment to record and accept payment for the purchase of goods and services

Selling and serving food for immediate consumption at counters and in the street; buying or contracting a regular supply of products to be sold

Selling goods in wholesale or retail establishments or at street or market stalls, door-to-door, via telephone or customer contact centres

Stacking and displaying goods for sale, and wrapping and packing goods sold

Supervision of other workers may be required in some occupations classified here

521 **Street and Market Salespersons**

Street and market salesperson sell goods from stalls on markets or in streets and prepare and sell hot or cold foods and beverages ready for immediate consumption in streets and public places.

NOTE: Vendors in streets and public places of non-food items (or of pre-packaged non-perishable food items such as confectionary) from pushcarts, trucks, trays or baskets are classified in Minor group 852, Street Vendors (excluding food).

Tasks include:

Buying or contracting a regular supply of products to be sold

Erecting and dismantling stalls and stands

Keeping accounts and maintaining a record of stock levels

Obtaining permission to set up a stand at a particular place in streets, markets or other open spaces or to sell food and drinks on the street

Preparing food and drinks for sale

Pushing, pedalling or carrying hand-cart, truck, tray or basket to bring food and drinks to the desired place in the street, or to public places such as stations or cinemas

Stacking, displaying and selling goods, food and drinks and accepting payment

Transporting, storing, loading and unloading products for sale

Wrapping and packing goods sold

5211 Stall and Market Salespersons

Stall and market salespersons sell various goods from stalls on open-air or covered markets or from stalls in streets or other open spaces.

NOTE: This Unit group includes vendors from street and market stalls of fresh food products not intended for immediate consumption (such as fruit, vegetables, meat and dairy products). Vendors from street and market stalls of a variety of prepared meals and food items for immediate consumption are classified in Unit group 5246, Food Service Counter Attendants. Vendors in streets and public places of food and beverages for immediate consumption from pushcarts, trucks, trays or baskets are classified in unit group 5212, Street Food Salespersons. Vendors in streets and public places of non-food items (or of pre-packaged non-perishable food items such as confectionary) from pushcarts, trucks, trays or baskets are classified in unit group 8521, Street Vendors (excluding food). Workers who prepare simple food items for immediate consumption, such as hamburger cooks, but have limited direct contact with clients, are classified in Unit group 8411, Fast Food Preparers. The aim of separately identifying vendors of food items for immediate consumption is to ensure that jobs that require skills in service, basic preparation and hygienic handling of food are visible. Food service counter attendants generally serve a wider range of more elaborate products and meals than street food salespersons and do not generally transport or carry food on hand carts or in baskets.

Tasks include:

Buying or contracting a regular supply of goods to be sold from wholesale suppliers or directly from producers

Demonstrating and selling goods and accepting payment

Determining product mix, stock and price levels for goods to be sold

Erecting and dismantling stalls and stands, transporting, storing, loading and unloading goods for sale

Keeping accounts and maintaining a record of stock levels

Obtaining permission to set up a stand at a particular place in streets, markets or other open spaces

Stacking and displaying goods for sale, and wrapping and packing goods sold

521101 Street Market Vendor

Sells goods and services to customers at a street market location.

Alternative Titles and Specialisations:

Ice Cream Vendor

Market Stall Vendor

5212 Street Food Salespersons

Street food salespersons prepare and sell, or sell previously prepared, hot or cold foods and beverages ready for immediate consumption in streets and public places such as stations, cinemas, or theatres.

NOTE: This Unit group includes vendors in streets and public places of food and beverages for immediate consumption from pushcarts, trucks, trays or baskets. Vendors from street and market stalls of fresh food products not intended for immediate consumption (such as fruit, vegetables, meat and dairy products) are classified in Unit group 5211 Stall and Market Salespersons. Vendors from street and market stalls of a variety of prepared meals and food items for immediate consumption are classified in Unit group 5246, Food Service Counter Attendants. Vendors in streets and public places of non-food items (or of pre-packaged non-perishable food items such as confectionary) from pushcarts, trucks, trays or baskets are classified in Unit group 8521, Street Vendors (excluding food). Workers who prepare simple food items for immediate consumption, such as hamburger cooks, but have limited direct contact with clients, are classified in Unit group 8411, Fast Food Preparers. The aim of separately identifying vendors of food items for immediate consumption is to ensure that jobs that require skills in service, basic preparation and hygienic handling of food are visible. Food service counter attendants generally serve a wider range of more elaborate products and meals than street food salespersons and do not generally transport or carry food on hand carts or in baskets.

Tasks include:

Displaying and selling food and drinks and accepting payment

Loading and unloading, pushing, pedalling or carrying hand-cart, truck, tray or basket to bring food and drinks to the desired place in the street, or to public places such as stations or cinemas;

Obtaining food and drinks for sale;

Obtaining permission or a licence, where required, to sell food and drinks on the street or in a public place;

Preparing, either beforehand or on the spot, food and drinks for sale;

521201 Street Food Sales Person

Prepares and sell, or sell previously prepared, hot or cold foods and beverages ready for immediate consumption in streets and public places such as stations, cinemas, or theatres.

Alternative Titles and Specialisations:

Street Food Vendor

521202 Cash Van Salesperson

Drives a van or light truck on established routes to sell goods and services.

Alternative Titles and Specialisations:

Bread Contractor Vendor

Milk Vendor

Salesman Driver

522 Shop Salespersons

Shop salespersons sell a range of goods and services directly to the public or on behalf of retail and wholesale establishments. They explain functions and qualities of these goods and services, and may operate small shops or supervise the activities of shop sales assistants and cashiers.

Tasks include:

Accepting payment for by a variety of payment methods and preparing sales invoices

Demonstrating and explaining and selling goods and services to customers

Determining customer requirements and advising on product range, price, delivery, warranties and product use and care

Determining product mix, stock and price levels for goods to be sold

Stacking and displaying goods for sale, and wrapping and packing goods sold

Supervising and coordinating the activities of shop sales assistants, checkout operators and other workers in supermarkets and department stores

Undertaking or assisting with the ongoing management of stock such as product inventories and participating in stock takes

5221 Shop Keepers

Shopkeepers operate small retail shops either independently or with support from a small number of others.

NOTE: This Unit group includes only operators of small shops for whom the management and supervision of staff is not a significant component of the work. Operators of shops where management tasks and supervision of staff are significant and frequent elements of the work are classified in Unit group 1420, Retail and Wholesale Trade Managers. Staff who control and direct the activities of shop sales assistants, checkout operators and other workers, but who do not take responsibility for determining product mix, overall setting of prices, budgets and staffing levels, selection and recruitment are classified in Unit group 5222, Shop Supervisors.

Tasks include:

Budgeting and maintaining records of stock levels and financial transactions

Determining prices and displaying goods for sale

Determining product mix, stock and price levels for goods to be sold

Examining returned goods and deciding on appropriate action

Purchasing and ordering goods for sale from markets, wholesalers and other suppliers

Selling goods to customers and advising them on product use

Taking inventory of goods in stock

522101 Antique Dealer

Buys and sells antiques such as furniture, art, jewellery and china. May also clean, restore and value antiques.

522102 Salon Manager

Organises and controls the operations of a hairdressing or beauty salon.

Alternative Titles and Specialisations:

Beauty Salon Manager

Hair Salon Manager

Nail Salon Manager

5222 Shop Supervisors

Shop supervisors supervise and coordinate the activities of shop sales assistants, checkout operators and other workers in retail and wholesale shops such as supermarkets and department stores.

NOTE: This Unit group includes operators of small shops for whom the management and supervision of staff is not a significant component of the work. Shop managers who, in addition to supervision of staff, perform management tasks such as determining product mix, overall setting of prices, budgeting and making decisions on staff levels, selection and recruitment are classified in unit group 1420, Retail and Wholesale Trade Managers.

Tasks include:

Ensuring that customers receive prompt service
Ensuring that goods and services are correctly priced and displayed
Ensuring that safety procedures are enforced
Examining returned goods and deciding on appropriate action

Instructing staff on sales procedures, including how to handle difficult or complex cases

Participating in and providing advice to managers on interviewing, hiring training, evaluating, promoting and dismissing staff, and resolving staff grievances

Planning and preparing work schedules and assigning staff to specific duties
Taking inventory of goods for sale and ordering new stock

522201 Retail Supervisor

Supervises and coordinates the activities of retail sales workers.

Alternative Titles and Specialisations:

Checkout Supervisor

Sales Counter Manager

Sales Department Supervisor

Sales Promotions Officer

5223 Shop Sales Assistants

Shop sales assistants sell a range of goods and services directly to the public or on behalf of retail and wholesale establishments, and explain the functions and qualities of these goods and services.

Tasks include:

Assisting with the ongoing management of stock such as product inventories and participating in stock takes

Demonstrating and explaining to customers the establishment's goods and services
Determining customer requirements and advising on product range, price, delivery, warranties and product use and care

Selling goods and services, accepting payment by a variety of payment methods, preparing sales invoices and recording sales using cash registers

Stacking and displaying goods for sale, and wrapping and packing goods sold

522301 Sales Assistant (General)

Sells goods and services such as food, clothing, hardware, household appliances, office supplies and cosmetics in a retail or wholesale establishment.

Alternative Titles and Specialisations:

Clothing Sales Assistant

Cosmetic Sales Assistant

Counterhand

Fast Food Assistant / Operator

Food Demonstrator

Foodmarket Worker

Hardware Sales Assistant

Pawnbroker

Perishable Sales Worker

Retail Assistant

Sales Person / Consultant

Shop Assistant

Supermarket Assistant / Worker

Swimming Pool Salesperson

Telephone Salesperson

522302 Motorised Vehicle or Caravan Salesperson

Sells new and used motor cars, motor cycles, trucks, boats, caravans and specialised motorised equipment in a retail or wholesale establishment.

Alternative Titles and Specialisations:

Fleet Salesperson

Licensed Motor Vehicle Dealer

Motor Vehicle Salesperson

Tractor Salesperson

Used Car Salesperson

522303 Automotive Parts Salesperson

Sells motor vehicle accessories and spare parts in a retail or wholesale establishment.

Alternative Titles and Specialisations:

Agricultural Equipment Parts Salesperson

Automotive Parts Interpreter

Parts Assistant Manager

Sales Representative (Motor Vehicle Parts and Accessories)

Spare Parts Salesman

Tyre Sales Representative

Tyre Salesman

Workshop Sales Person

522304 ICT Sales Assistant

Sells computing and telecommunications related goods and services in a retail or wholesale establishment.

Alternative Titles and Specialisations:

Communications Sales Assistant

Computer Retail Salesperson

IT Salesperson

Mobile Phone Salesperson

523 Cashiers and Ticket Clerks

Cashiers and ticket clerks operate cash registers, optical price scanners, computers or other equipment to record and accept payment for the purchase of goods, services and admissions in settings such as stores, restaurants and ticket offices.

Tasks include:

Counting and recording money received or paid out and balancing against cash register sales records

Giving change and issuing receipts

Issuing tickets at ticket offices, and taking corresponding payments

Operating cash register to calculate total to be paid from or to clients

Receiving and verifying payment by cash, cheque credit card or automatic debit in stores, ticket offices, or similar establishments

Receiving incoming cash, checking it against sales slips and other documents, and preparing it for deposit at bank

Scanning, weighing and recording prices of goods

Wrapping and placing merchandise in bags

5231 Cashiers and Ticket Clerks

Cashiers and ticket clerks operate cash registers, optical price scanners, computers or other equipment to record and accept payment for the purchase of goods, services and admissions in settings such as stores, restaurants and ticket offices.

Tasks include:

Counting and recording money received or paid out and balancing against cash register sales records

Giving change and issuing receipts

Issuing tickets for attendance at sporting and cultural events

Operating cash register to calculate total to be paid from or to clients

Receiving and verifying payment by cash, cheque credit card or automatic debit in stores, ticket offices, or similar establishments

Receiving incoming cash, checking it against sales slips and other documents, and preparing it for deposit at bank

Scanning, weighing and recording prices of goods

Wrapping and placing merchandise in bags

523101 Checkout Operator

Operates cash registers and receives payments for goods purchased by customers.

Alternative Titles and Specialisations:

Cash Register Operator

Grocery Checkout Operator

Service Station Console Operator

523102 Office Cashier

Receives payments from customers, issues receipts, returns change due, and meets the public and explains charging and billing policy.

Alternative Titles and Specialisations:

Cash Accounting Clerk

Cash Receipting Clerk

Cashier

Driveway Cashier

Service Station Cashier

Toll Road Cashier

523103 Ticket Seller

Sells tickets and makes reservations for services such as travel and admission to sporting and entertainment venues. May work in a call centre.

Alternative Titles and Specialisations:

Airline Clerk

Booking Clerk

Reservations Clerk

524 Other Sales Workers

Other sales workers display, demonstrate, display and sell goods, food and services, usually to the general public, in contexts other than sales in markets, streets and shops. It includes sales workers not classified in minor groups 521 street and market salespersons, 522 shop salespersons and 523 cashiers and ticket clerks.

NOTE: Sales managers are classified in major group 122 Sales, Marketing and Development Managers. Technical, medical and ICT sales professionals are classified in minor group 243, Sales, Marketing and Public Relations Professionals. Commercial sales and insurance representatives are classified in Minor group 332, Sales and purchasing agents and brokers.

Tasks include:

Answering questions and offering advice on the use of goods and services
Displaying and demonstrating items for sale

Posing for photographs, film and video, advertising, still photography or for artistic creation
Providing services such as fuelling, cleaning, lubricating and performing minor repairs to motor vehicles

Selling fuel, lubricants and other automotive products at service stations

Selling goods and services and soliciting business by approaching potential customers by going from door to door or using the telephone or other electronic communications media
Taking orders and making arrangements for payment, delivery and collection of goods or for provision of services

5241 Fashion and Other Models

Fashion and other models wear and display clothing and accessories and pose for photographs, film and video, advertising, still photography or for artistic creation.

Tasks include:

Dressing in sample apparel of new or current styles or of type wanted by customer
Posing as subject for sculpture, painting and other types of visual art
Posing for still photography for magazines and other advertising media

Posing for television, video and cinema commercials and other productions
Walking, turning and posing to demonstrate style and characteristics of garments, fashion accessories and other merchandise to best advantage

524101 Model

Wears and displays clothing and accessories, and poses for photographs, paintings, sculptures and other types.

Alternative Titles and Specialisations:

Modelling Instructor

524102 Event Stylist

Prepares special exhibits.

5242 Sales Demonstrators

Sales demonstrators demonstrate goods at commercial premises, exhibitions and private homes.

Tasks include:

Answering questions and offering advice on the use of goods

Offering sample goods and distributing catalogues and advertising material
Selling goods or directing customers to sales staff

Setting up displays and demonstrating articles for sale to inform customers about their characteristics and mode of use, as well as to stimulate buying interest

Taking orders and making arrangements for payment, delivery and collection of goods

524201 Sales Demonstrator

Displays and demonstrates goods at commercial premises, exhibitions and private homes.

Alternative Titles and Specialisations:

Merchandiser

Promotion Salesperson

5243 Door-to-door Salesperson

Door to door salespersons sell goods and services and solicit business for an establishment, by approaching or visiting potential customers, usually residents in private homes, by going from door to door.

Tasks include:

Compiling lists of prospective clients and calling on them to obtain new business

Demonstrating or describing goods or services on offer

Distributing letters, information sheets and other documents to clients

Giving details of various goods or services and of terms of sale by visiting clients and potential clients door to door

Preparing invoices and sales contracts and accepting payment

Recording orders and transactions and placing orders received with suppliers

Travelling between sales areas and clients and transporting samples or goods for sale

524301 Door-to-door Salesperson

Sells goods and services from door-to-door.

Alternative Titles and Specialisations:

Door-to-door Fundraising Collector

Fund Raiser

Hawker

Party Plan Salesperson

Telefunder

5244 Contact Centre Salespersons

Contact centre salespersons contact existing and prospective customers, using the telephone or other electronic communications media, to promote goods and services, obtain sales and arrange sales visits. They may work from a customer contact centre or from non-centralised premises.

Tasks include:

Arranging appointments for sales representatives

Arranging processing and despatch of goods and services, information kits and brochures to customers

Creating interest in goods and services, and seeking a sale or agreement to see sales representatives

Maintaining statistics of calls made and successes achieved

Promoting goods and services by telephone or electronic mail, following scripts and working from lists of contacts

Recording notes for follow-up action and updating marketing databases to reflect changes to the status of each customer

Reporting competitor activities and issues raised by contacts for attention by managers

Submitting periodic reports on telemarketing activities and results

524401 Call Centre Salesperson

Contact existing and prospective customers, using the telephone or other electronic communications media, to promote goods and services, obtain sales and arrange sales visits.

Alternative Titles and Specialisations:

Contact Centre Agent (Interactive and Direct Marketing)

Customer Contact Centre Salesperson

Internet Salesperson

Telemarketer
Telemarketing Salesperson
Telephone Sales Person

5245 Service Station Attendants

Service station attendants sell fuel, lubricants and other automotive products and provide services such as fuelling, cleaning, lubricating and performing minor repairs to motor vehicles.

NOTE: Workers who accept payment or sell goods in shops at service stations but do not provide forecourt services such as assistance with fuel, lubricants, cleaning and maintenance are excluded from this Unit group.

Tasks include:

Checking and replenishing air pressure in vehicle tyres, and oil and other vehicle fluid levels
Cleaning petrol pumps and surrounding driveway, shop and facilities
Collecting payments from customers for purchases
Filling fuel tanks and containers to level specified by customer
Maintaining and operating automatic car wash facilities
Performing minor repair work to vehicles such as replacing tyres, light bulbs and windscreen wiper blades
Undertaking stock control and preparing reports on fuel, oil, accessories and other items sold
Washing vehicle windscreens and windows

524501 Service Station Attendant

Sells fuel, lubricants and other automotive accessories, and performs minor maintenance on motor vehicles at a service station.

Alternative Titles and Specialisations:

Driveway Attendant
Forecourt Attendant
Petrol Station Attendant
Petroleum Distribution Agent
Petroleum Transfer Technician
Service Station Salesperson

5246 Food Service Counter Attendants

Food service counter attendants serve customers at food counters and finish preparation of simple food items in restaurants, cafes, hotels, fast food outlets, cafeterias, hospitals and other settings.

NOTE: This Unit group includes vendors from street and market stalls of a variety of prepared meals and food items for immediate consumption. Vendors in streets and public places of food and beverages for immediate consumption from pushcarts, trucks, trays or baskets are classified in unit group 5212, Street Food Salespersons. Vendors from street and market stalls of fresh food products not intended for immediate consumption (such as fruit, vegetables, meat and dairy products) are classified in Unit group 5211 Stall and Market Salespersons. Vendors in streets and public places of non-food items (or of pre-packaged non-perishable food items such as confectionary) from pushcarts, trucks, trays or baskets are classified in unit group 8521, Street Vendors (excluding food). Workers who prepare simple food items for immediate consumption, such as hamburger cooks, but have limited direct contact with clients, are classified in Unit group 8411, Fast Food Preparers. The aim of separately identifying vendors of food items for immediate consumption is to ensure that jobs that require skills in service, basic preparation and hygienic handling of food are visible. Food service counter attendants generally serve a wider range of more elaborate products and meals than street food salespersons and do not generally transport or carry food on hand carts or in baskets.

Tasks include:

Ascertaining the products desired by the customer, assisting customer in making a choice and taking orders

Cleaning, peeling, slicing and trimming foodstuffs using manual and electric appliances

Packaging take-away food

Portioning and wrapping food or placing it directly on plates for service to patrons

Preparing simple food items and reheating prepared meals

Receiving payment for food items purchased

Serving food to customers at counters

Stocking refrigerators, salad and buffet bars and keeping records of the quantities of food used

524601 Food Service Counter Attendant

Serves customers at food counters and finish preparation of simple food items in restaurants, cafes, hotels, fast food outlets, cafeterias, hospitals and other settings.

Alternative Titles and Specialisations:

Cafeteria Counter Attendant

Salad Bar Attendant

5249 Sales Workers not Elsewhere Classified

This unit group includes sales workers not classified elsewhere in sub major group 52.

524901 Materials Recycler

Salvages materials from industrial, commercial and private establishments for resale.

Alternative Titles and Specialisations:

Automotive Dismantler

Bottle Dealer

Recycling Coordinators

Scrap Materials Buyer

Scrap Merchant / Metal Dealer

Vehicle Dismantler

Waste Recycler

524902 Rental Salesperson

Rents goods and equipment to individuals and businesses.

Alternative Titles and Specialisations:

Car Rental Sales Assistant

Industrial Hire Sales Assistant

Rental Car Hirer

Rental Clerk

Video Library Assistant

524903 Sales Clerk / Officer

Receives and processes purchase and hire orders for goods and services, and provides information and advice about goods and services.

Alternative Titles and Specialisations:

Engineering Sales Clerk

Hire Coordinator

Internal Salesperson

Lay-by Clerk

524904 Energy Broker

Buy or sell energy or energy derivatives or products for customers.

53 Personal Care Workers

Personal care workers provide care, supervision and assistance for children, patients and elderly, convalescent or disabled persons in institutional and residential settings.

Tasks include:

Assisting children individually to learn social skills

Assisting with mobility, washing and other personal needs

Observing and reporting concerns to appropriate medical or social service worker

Supervising and participating in activities that enhance the child's physical, social, emotional and intellectual development in schools and preschool

531 Child Care Workers and Teachers' Aides

Child care workers and teachers' aides provide care and supervision for children in schools, residential homes and child care facilities.

Tasks include:

Assisting children individually to learn social skills

Assisting in preparation of materials and equipment for children's education and recreational activities before-school, after-school, during vacation and in day care centres

Demonstrating, supervising and participating in activities that enhance the physical, social, emotional and intellectual development of children in schools and preschools

5311 Child Care Workers

Child care workers provide care and supervision for children in residential homes and in before-school, after-school, vacation and day care centres.

Tasks include:

Assisting children to wash, dress and feed themselves

Assisting in the preparation of materials and equipment for children's education and recreational activities

Disciplining children and recommending or initiating other measures to control behaviour, such as caring for own clothing and picking up toys and books

Keeping records on individual children, including daily observations and information about activities, meals served, and medications administered

Managing children's behaviour and guiding their social development

Observing and monitoring children's play activities

Playing games with children, or entertaining them by reading or storytelling

Taking children to and from school or outdoors for recreation

531101 Child Care Worker

Provides care and supervision for children in programs such as long day care and occasional care in child care centres, hospitals and educational centres.

Alternative Titles and Specialisations:

Child Care Aide

Child Minder

Children's Nursery Assistant / Attendant

Crèche Attendant

Daymother

Nursemaid

Nursery School Attendant
Play Centre or Playground Supervisor

531102 Family Day Care Worker

Provides care and supervision for babies and children, usually in worker's own home, under local government or community based schemes.

Alternative Titles and Specialisations:

Family Day Carer

531103 Nanny

Assists parents in the provision of on-going care and supervision for babies and children, usually in the child's home.

Alternative Titles and Specialisations:

Au Pair

Baby Sitter

Governess

531104 Out of School Hours Care Worker

Provides care for school age children in an out of school hours care program.

Alternative Titles and Specialisations:

After School Care Attendant

Playleader

Schoolchildren Attendant

531105 Child or Youth Residential Care Assistant

Provides care and supervision for children in correctional services institutions.

Alternative Titles and Specialisations:

Residential Care Worker

531106 Hostel Parent

Operates a residential child care establishment which provides a home environment for children.

Alternative Titles and Specialisations:

House Parent

Housemaster

Housemother

5312 Teachers' Aides

Teachers' aides perform non-teaching duties to assist teaching staff, and provide care and supervision for children in schools and pre-schools.

Tasks include:

Assisting children individually to learn social skills

Assisting children with intellectual, physical, behavioural and other learning difficulties with their studies

Assisting with preparing teaching materials, and copying and collating written and printed material

Demonstrating, supervising and participating in activities that enhance the physical, social, emotional and intellectual development of children in schools and preschools

Distributing and collecting lesson material

Operating audio-visual equipment, computers and other teaching aides

Preparing indoor and outdoor areas for learning and recreational activities

531201 Teachers' Aide

Assists teaching staff in the preparation of teaching materials and with general classroom tasks.

Alternative Titles and Specialisations:

School Services Officer

Student Liaison Officer

Teachers' Assistant

532 Personal Care Workers in Health Services

Personal care workers in health services provide personal care and assistance with mobility and activities of daily living to patients, and elderly, convalescent and disabled people in health care and residential settings.

NOTE: In general, workers classified in this Minor group do not perform tasks requiring extensive medical knowledge or training, such as administering medications and cleaning and dressing wounds: where tasks of this type are performed they are of a simple and routine nature.

Tasks include:

Assisting patients with mobility, personal care and communication needs; Sterilizing surgical and other instruments and equipment;

Observing and reporting concerns to the appropriate medical or social service workers, preparing patients for examination and treatment and participating in planning the care of individuals

5321 Health Care Assistants

Health care assistants provide direct personal care and assistance with activities of daily living to patients and residents in a variety of health care settings such as hospitals, clinics, and residential nursing care facilities. They generally work in implementation of established care plans and practices, and under the direct supervision of medical, nursing or other health professionals or associate professionals.

NOTE: This Unit group includes workers who provide personal care to residents of institutions and facilities that have permanent medical or nursing supervision (such as hospitals, rehabilitation centres, residential nursing care facilities and nursing homes) and therefore work under the direct supervision of nurses, medical doctors, or other health professionals or associate professionals. Workers who provide personal care to residents of independent living units, generally without permanent medical or nursing supervision, should be classified in Unit Group 5322, Home-based Personal Care Workers. In general, workers classified in Minor group 532, Personal Care workers in Health Services, do not perform tasks requiring extensive medical knowledge or training, such as administering medications and cleaning and dressing wounds: where tasks of this type are performed they are of a simple and routine nature.

Tasks include:

Assisting patients with personal and therapeutic care needs such as personal hygiene, feeding, dressing, physical mobility and exercise, communication, taking oral medications and changing dressings

Maintaining patients' environmental hygiene standards, such as cleaning patient rooms and changing bed-linen

Observing patients' condition, responses and behaviour and reporting changes to a health professional

Positioning, lifting and turning patients and transporting them in wheelchairs or on movable beds

Providing care, support and treatment to patients and residents of medical, rehabilitative and residential care facilities as per treatment plans established by medical, nursing and other health professionals

Providing massage and other non-pharmacological pain relief measures, such as during pregnancy and labour

5322 **Home-based Personal Care Workers**

Home-based personal care workers provide routine personal care and assistance with activities of daily living to persons who are in need of such care due to effects of ageing, illness, injury, or other physical or mental condition in private homes and other independent residential settings.

NOTE: This Unit group includes workers who provide personal care in independent residential settings (including retirement communities with minimal or no on-site medical or nursing supervision) and includes home birth assistants, who provide emotional support and general care and advice to women and families during pregnancy and labour, but not delivery care to reduce health risks. Workers who provide personal care to residents of medical and health care facilities that have permanent medical or nursing supervision (such as in hospitals and nursing care homes), and therefore work under the direct supervision of health professionals or associate professionals, are classified in Unit group 5321, Health Care Assistants. Care workers who provide care and supervision for children in residential home and care centres are classified in unit group 5311, Child Care Workers.

Tasks include:

Assisting clients with personal and therapeutic care needs such as personal hygiene, feeding, dressing, physical mobility and exercise, communication, taking oral medications and changing dressings, usually as per care plans established by a health professional
Maintaining clients' environmental hygiene standards, such as changing bed linen, washing clothes and dishes, and cleaning living quarters

Maintaining records of client care, changes in condition and responses to care and treatment, and reporting concerns or providing referrals to a health or social services professional

Planning, purchasing, preparing, or serving meals to meet nutritional requirements and prescribed diets

Positioning and lifting clients with physical mobility challenges, and helping transport them in wheelchairs and motor vehicles

Providing clients and families with emotional support and information and advice on topics such as nutrition, hygiene, exercise, caring for infants, or adapting to disability or illness

Providing psychological support to clients such as through conversation or reading aloud

Providing support to parents and care for newborns during the postpartum period

Scheduling and accompanying clients for appointments with medical doctors and other health professionals or performing other errands

532201 **Residential Care Officer**

Provides care and supervision for children or disabled persons in group housing or government institutions.

532202 **Aged or Disabled Carer**

Provides general household assistance, emotional support, care and companionship for aged or disabled people in their homes.

Alternative Titles and Specialisations:

Carer For Aged and Persons With Disabilities
Geriatric Care Giver
Home Support Worker (Aged or Disabled)
Personal Care Worker (Aged or Disabled)
Personal Carer (Aged or Disabled)
Rest Home Worker

5329 Personal Care Workers in Health Services not Elsewhere Classified

This unit group covers personal care workers in health services not classified elsewhere in minor group 532. For instance the group includes occupations such as dental aid, sterilisation aid, hospital orderly, medical imaging assistant, and pharmacy aid.

532901 First Aid Attendant

Renders immediate or temporary treatment of a victim of sudden injury/illness.

532902 Hospital Orderly

Assists with the provision of care to patients in hospitals by ensuring wards are neat and tidy, lifting and turning patients and transporting them in wheelchairs or on movable beds, and providing direct care and support.

Alternative Titles and Specialisations:

Hospital Attendant
Hospital Clothing Assistant
Hospital Porter
Hospital Ward Assistant
Patient Services Assistant
Wardsperson

532903 Nursing Support Worker

Provides limited patient care under the direction of nursing staff.

Alternative Titles and Specialisations:

Assistant In Nursing
Hospital Aide
Nurses' Aide
Nursing Attendant
Paramedical Aide

532904 Personal Care Assistant

Provides routine personal care services to people in a range of health care facilities or in a person's home.

Alternative Titles and Specialisations:

Care Assistant
Care Giver
Health Assistant
Home Aide
Home Nurse
Home-based Personal Care Worker
Night Attendant

532905 Therapy Aide

Assists therapists in providing therapy programs and in the direct care of their patients in a variety of health, welfare and community settings.

Alternative Titles and Specialisations:

Associate Professional (Health Therapy)
Audiologist Assistant
Chiropractic Assistant

Diversional Therapist Assistant
Occupational Therapist's Assistant
Osteopath's Assistant
Physiotherapist's Assistant
Podiatrist Assistant
Psychiatrist's Aide / Assistant

532906 Natural Remedy Consultant

Uses traditional techniques or diagnostic methods for treatment, relaxation or health purposes.

Alternative Titles and Specialisations:

Herbalist (Western)
Holistic Pulsar
Iridologist
Kinesiologist
Medical Herbalist
Therapeutic Reflexologist

54 Protective Services Workers

Protective services workers protect individuals and property against fire and other hazards, maintain law and order and enforce laws and regulations.

Tasks include:

Directing traffic and assuming authority in the event of accidents
Maintaining law and order, enforcing laws and regulations, patrolling public areas and arresting suspected offenders
Patrolling or monitoring premises to guard property against theft and vandalism, controlling access to establishments and maintaining order and enforcing regulations at public events and within establishments
Preventing, fighting and extinguishing fires
Rescuing people from burning buildings and accident sites and those trapped in dangerous situations
Watching over and maintaining order among inmates of prisons, reformatories or penitentiaries

541 Protective Services Workers

Protective services workers protect individuals and property against fire and other hazards, maintain law and order and enforce laws and regulations.

Tasks include:

Directing traffic and assuming authority in the event of accidents
Maintaining law and order, enforcing laws and regulations, patrolling public areas and arresting suspected offenders
Patrolling or monitoring premises to guard property against theft and vandalism, controlling access to establishments and maintaining order and enforcing regulations at public events and within establishments
Preventing, fighting and extinguishing fires
Rescuing people from burning buildings and accident sites and those trapped in dangerous situations
Watching over and maintaining order among inmates of prisons, reformatories or penitentiaries

5411 Fire fighters

Fire fighters prevent, fight and extinguish fires and assist in other emergencies, protect life and property and conduct rescue efforts.

Tasks include:

Controlling and extinguishing fires using manual and power equipment and fire-fighting chemicals

Fighting special types of fires and using special equipment in industrial establishments
Informing the public about fire prevention

Preventing or limiting the spread of dangerous substances in case of fires or accidents
Rescuing people from burning buildings and accident sites and those trapped in dangerous situations

Responding to fire alarms and other calls for assistance, such as automobile and industrial accidents, bomb threats and other emergencies

541101 Fire Fighter

Responds to fire alarms and emergency calls, controls and extinguishes fires, and protects life and property.

Alternative Titles and Specialisations:

Aircraft Fire Fighter
Fire Brigade Officer
Fire Engineer (Army)
Fire Equipment Officer Forest
Fire Prevention Officer
Fire Protection Officer Forest
Fire Safety Officer
Fire Salvage Officer
Forestry or Agricultural Fire Fighter
Rescue Fire Fighter

541102 Hazardous Materials Removal Workers



Identifies, removes, packs, transports, or disposes of hazardous materials.

5412 Police Officers

Police officers maintain law and order, patrolling public areas, enforcing laws and regulations and arresting suspected offenders.

Tasks include:

Directing traffic and assuming authority in the event of accidents

Identifying, pursuing and arresting suspects and perpetrators of criminal acts

Patrolling a specific area to maintain public order, respond to emergencies, protect people and property and enforce laws and regulations

Providing emergency assistance to victims of accidents, crimes and natural disasters

541201 Traffic Officer

Preserves safety on the roads through the enforcement of traffic rules.

Alternative Titles and Specialisations:

Constable City Traffic
Driver Testing Officer
Police Patrol Officer
Road Safety Officer
Traffic Constable
Traffic Coordinator
Traffic Enquiry Constable
Traffic Pointsman / Woman
Traffic Safety Coordinator / Officer

Traffic Sergeant
Transportation Vehicle, Equipment and Systems Inspectors



541202 **Police Officer (Non-commissioned)**

Maintains public order, and enforces laws by investigating crimes, patrolling public areas and arresting offenders.

Alternative Titles and Specialisations:

Bomb Squad Officer
Constable (SAPS)
Crime Scene Coordinator / Officer
Crime Services Manager
Gang Intelligence Officer
Incident Response Constable
Inquests Constable / Officer
Metro Police Officer
Motor Vehicle Crime Coordinator
Mounted Police Officer
Neighbourhood Support Coordinator
Police Community Officer
Police Dog Training Instructor
Police Patrolman / Woman
Police Station Control Manager
Police Station Sergeant
Police Surveillance Officer
Prosecutions Constable / Officer / Sergeant
Relief Sergeant
Rural Sergeant
Search and Rescue Officer
Services Desk Officer / Public Reception Constable
Tactical Response Group Officer
Threat Assessment Officer

541203 **Military Police Official**

Provides a military policing support to the armed forces in peace time as well as during military operations.

Alternative Titles and Specialisations:

Military Policeman

5413 **Prison Guards**

Prison guards watch over and maintain order among inmates of prisons, reformatories or penitentiaries.

Tasks include:

Assisting with the implementation of rehabilitation programs
Escorting prisoners in transit and during temporary leaves
Making periodic inspection tours of cells and inspecting and maintaining the security of locks, windows, doors and gates

Observing the conduct and behaviour of prisoners to prevent disturbances and escapes
Patrolling prison areas to prevent escape
Searching arriving prisoners, putting their valuables in safekeeping, escorting prisoners to cells and locking them in
Supervising prisoners at work, meals, or during recreation periods

541301 **Prison Officer**

Supervises and controls the activities of inmates in a prison or other correctional institution.

Alternative Titles and Specialisations:

Cell Block Attendant
Correction Facility Worker
Correctional Officer
Custodial Officer
Custodial Services Officer
Gaoler
Prison Guard
Prison Warden

5414 **Security Guards**

Security guards patrol or monitor premises to guard property against theft and vandalism. They control access to establishments and maintain order and enforce regulations at public events and within establishments.

Tasks include:

Circulating among visitors, patrons, or employees to preserve order, protect property from theft or vandalism and enforce the regulations of the establishment

Controlling access to establishments, monitoring and authorizing the entrance or departure of employees and visitors, checking identification and issuing security passes

Patrolling premises and checking doors, windows and gates to prevent and detect signs of unauthorised entry

Performing security checks of passengers and luggage at airports

Picking up and ensuring the safe delivery of cash and valuables to banks, automated teller machines and retail establishments

Responding to alarms, investigating disturbances and contacting superiors, police or fire-fighters as appropriate

541401 **Security Officer**

Patrols and guards industrial and commercial property, railway yards, stations or other facilities.

Alternative Titles and Specialisations:

Beach Patrol Officer / Beach Guard
Bodyguard
Coastguard
Guard
Mobile Patrol Officer
Patrolman
Railway Patrol Officer
Security Guard
Security Safety and Emergency Services Manager
Security Services Coordinator
Watchman

541402 **Alarm, Security or Surveillance Monitor**

Monitors security alarms and surveillance equipment, and contacts supervisors, fire brigades or police if security is breached.

Alternative Titles and Specialisations:

Answering Service Operator
Security Monitor

541403 **Retail Loss Prevention Officer**

Detects and investigates shoplifting, fraud and other unlawful acts of employees or customers of a retail establishment.

Alternative Titles and Specialisations:

End Controller
Shop Floor Walker
Store Detective

5415 Intelligence Operators

Intelligence operators collect information for the purpose of contributing to the safety and security intelligence process.

Tasks include:

Analysing information
Collecting information
Contributing to the compilation intelligence products
Controlling and distribution of information

Liaising with relevant role-players in the process of information collection
Managing database of relevant information

541501 Intelligence Operator

Collects information for the purpose of contributing to the intelligence process.

Alternative Titles and Specialisations:

Counter-intelligence Operator
Defence Force Intelligence Operator (Functionary)
Intelligence Administration Clerks
Intelligence Collector
Intelligence Non-commissioned Officers
Intelligence Official
National Safety & Security Intelligence Operators
Police Intelligence Operators
Vetting Officials

5419 Protective Services Workers not Elsewhere Classified

This unit group covers protective services workers not classified elsewhere in minor group 541. For instance, the group includes lifeguards, crossing guards and animal control officers.

Tasks include:

Directing traffic

Monitoring traffic flow to locate safe gaps through which pedestrians can cross streets
Patrolling an assigned area to enforce parking regulations
Patrolling beaches and swimming pools to prevent accidents and to rescue bathers from drowning
Responding to citizen complaints concerning stray domestic animals, livestock and wildlife, issuing warnings and citations to owners and impounding lost, homeless and dangerous animals

541901 Lifeguard

Looks after the safety of people at beaches or swimming pools through public relations, public education, accident prevention and rescue.

Alternative Titles and Specialisations:

Surf Patrolman

541902 Emergency Service and Rescue Official

Attends the scene of reported emergencies to minimise risk to community and worker safety and security.

Alternative Titles and Specialisations:

Emergency Response Officer
Industrial Paramedic
Mine Rescue Service Worker

Rope Rescue Technician

541903 **Parking Inspector**

Patrols assigned areas and issues parking infringement notices to vehicles that are illegally parked.

541904 **Armoured Car Escort**

Provides armed escort services for transportation and delivery of cash and other valuables.

541905 **Crowd Controller**

Carries out crowd control duties at entertainment, sporting or recreational venues.

Alternative Titles and Specialisations:

Bouncer

541906 **Security Consultant**

Advises clients on security requirements, and recommends and designs security specifications.

Alternative Titles and Specialisations:

Security Advisor

542 **Commissioned and Non-commissioned Armed Forces Officers**

Commissioned and non-commissioned armed forces officers provide leadership and management to organizational units in the armed forces, enforce discipline and supervise the activities of those employed in armed forces occupations. Armed forces officers performing similar tasks to those performed in civilian occupations outside the armed forces must be classified under the civilian occupation.

Tasks include:

Administering first-aid treatment and life-support care to sick or injured soldiers in pre-hospital setting

Collecting, reporting and disseminating intelligence information

Coordinating defence support units

Directing deployment of land, air and sea defence weapons, vehicles, and equipment

Directing location, construction, and camouflage of defence positions and equipment

Employing weapons, sensors and communications resources

Instructing and teaching subordinates in dress, deportment, demeanour, behaviour, drill and devotion to duty to maintain military traditions, customs and standards

Managing combat communications operations

Managing functional departments

Performing strategic and tactical planning, including battle plan development; and leading basic reconnaissance operations

5421 **Seaward Defence Members**

Seaward defence members provide specialised seaward combat related military services.

Tasks include:

Collecting, correlating and disseminating sensor information to create an accurate and timely tactical pictures

Collection, reporting and dissemination of intelligence information

Conducting amphibious and small boat operations

Employing and operating surface/subsurface-based defence systems, shipboard weapons and other advanced specialist military weapons and equipment

Guarding and protecting naval institutions and other defence force bases
Maintaining combat readiness state of vessels, personnel, weapons, explosives, sensors and communication equipment
Maintaining personal arms and ammunition
Maintaining safety and security of personnel and equipment on board or attached to the ship
Navigating ship and vessels
Providing clearance diving, underwater repairs, ordnance disposal and demolition, and search and rescue services

542101 Naval Combat Operator

Provides specialised seaward combat operator related military services to the south African national defence force.

Alternative Titles and Specialisations:

Combat Operator (Clearance Diver)
Combat Operator (Engine Room Attendant)
Combat Operator (Marine)
Combat Operator (Mine Counter Measures Operator)
Combat Operator (Protection Services)
Combat Operator (Radar Operator Dry)
Combat Operator (Radar Operator Elint)
Combat Operator (Radar Operator Wet)
Combat Operator (Seaman)
Combat Operator (Surface Control Operator)
Combat Operator (Surface Weapons Operator)
Combat Operator (Survey Recorder)
Combat Operator (Telecommunication Operator Radio)
Combat Operator (Telecommunication Operator Tactical)
Combat Operator (Telecommunication Operator)
Combat Operator (Weapons Operator Mine Counter Measures)

542102 Naval Combat Officer

Provides specialised seaward combat related military services to the South African National Defence Force.

Alternative Titles and Specialisations:

Combat Officer (Marine)
Combat Officer (Subsurface Vessels)
Combat Officer (Surface Ships)

5422 Special Forces Defence Members

Spec forces defence members liaise, exercise, practise, design, coordinate, command and guide the military use of spec forces personnel and capabilities (fighting power).

Tasks include:

Acting as the warrior diplomat during Peace Keeping Operations
Applying administrative, financial, logistical and military procedures, taking in account the Spec Forces' operating environment and national legislative, security and/or emergency policies and procedures
Assessing, developing and maintaining individual and small unit proficiency in specialised combat related skills

Collecting, analysing and interpreting information and data to develop possible Special Forces solutions to given "military" problems and challenges

Conducting Special Forces operations during high and low conflict military operations

Controlling the use of, and accounting for, the assets and facilities of the organisation
Validating combat readiness standards

542201 Special Forces Manager

Collects and analyses intelligence, plan, coordinate, monitor and manage all aspects of special forces operations in the training, preparation and operational environments. They support and assist with joint and integrated spec forces operational and tactical requirements at all levels of training, preparation and execution.

542202 Special Forces Officer

Liaises, exercises, practises, designs, coordinates, commands and guides the military use of special forces personnel and capabilities (fighting power) that are difficult or impossible to accomplish with conventional forces alone, during war and peace.

Alternative Titles and Specialisations:

Branch Warrant Officer (Branch WO)

Commando Warrant Officer (Comdo WO)

Group Warrant Officer (Gp WO)

Spec Forces Course Warrant Officer (Course WO)

Spec Forces Operations Officer (Ops Off)

Spec Forces Specialist

Spec Forces Staff Officer Operations (SO Ops)

Spec Forces Warrant Officer/Sergeant Major

542203 Special Forces Operator

Practises, exercises and employs special forces tactics, techniques and procedure during war and peace operations.

Alternative Titles and Specialisations:

Branch Commander (Branch Cmdr)

Branch Second In Command (Branch 2iC)

Commando Officer Commanding (Comdo Co)

Commando Second In Command (Comdo 2iC)

Group Commander (Gp Cmdr)

Group Second In Command (Gp 2iC)

Team Leader (Tm Ldr)

Wing Commander (Wing Cmdr)

Wing Second In Command (Wing 2iC)

5423 Landward Defence Members

Landward defence members direct, train, and lead landward defence related combat operations.

Tasks include:

Coordinating armour, artillery, and air support units

Directing deployment of land defence weapons, vehicles, and equipment

Directing location, construction, and camouflage of landward defence positions and equipment

Managing field communications operations

Members in the Unit Group may be driving and operating "A" Vehicles and other specialised military vehicles designed for combat operations

Performing strategic and tactical planning, including battle plan development; and leading basic reconnaissance operations

542301 Infantry Soldier

Practise, exercise and employ infantry tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:

Infantry Officer

542302 **Artillery Soldier**

Practise, exercise and employ artillery tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:

Artillery Officer

542303 **Air Defence Artillery Soldier**

Practise, exercise and employ artillery tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:

Air Defence Artillery Officer

542304 **Armour Soldier**

Practises, exercises and employs armour tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:

Armour Officer

542305 **Engineer Soldier**

Practise, exercise and employ military engineer tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:

Engineer Officer

542306 **Signal Soldier**

Practise, exercise and employ military signal tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:

Signal Officer

5424 **Defence Support Members**

Direct, train, and lead defence support related combat functions.

Tasks include:

Administering first-aid treatment and life-support care to sick or injured soldiers in pre-hospital setting

Assessing nature and extent of illness or injury to establish and prioritize medical procedures, given combat situation

Communicating with dispatchers and treatment centre personnel to provide information about situation, to arrange evacuation and reception of patient, and to receive instructions for further treatment

Directing deployment of land defence weapons, vehicles, and equipment

Immobilising patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilisation device

Maintaining vehicles and medical and communication equipment, and replenish first-aid equipment and supplies

Observing, recording, and reporting to physician the patient's condition or injury, the treatment provided, and reactions to drugs and treatment

Performing emergency diagnostic and treatment procedures, such as stomach suction, airway management or heart monitoring, during evacuations

542401 **Combat Medical Support Operator**

Practises, exercises and employs medical support techniques and procedures during military war and peace operations.

5425 **Airward Defence Members**

Airward defence members directs, trains and leads airward defence related combat operations.

Tasks include:

Acting as a link between aircrew and the operations nerve centre and responsible for all aspects of the flying management of aircraft

Advising on flight safety

Creating flight plans

Managing teams of Flight Operations Assistants

542501 **Air Operations Officer**

Plans, coordinates, monitors and executes activities / projects / services related to air operations.

6 SKILLED AGRICULTURAL, FORESTRY, FISHERY, CRAFT AND RELATED TRADES WORKERS

Skilled agricultural, forestry, fishery craft and related trades workers apply specific knowledge and skills to construct and maintain buildings, form metal, erect metal structures, set machine tools, or make, fit, maintain and repair machinery, equipment or tools, carry out printing work produce or process foodstuffs, textiles, or wooden, metal and other articles, including handicraft goods and grow and harvest field or tree and shrub crops, breed, tend or hunt animals, produce a variety of animal husbandry products, cultivate, conserve and exploit forests and breed or catch fish.

Tasks include:

Breeding, raising, tending or hunting animals mainly to obtain meat, milk, hair, fur, skin, sericultural, apiarian or other products

Constructing, maintaining and repairing buildings and other structures; casting, welding and shaping metal

Cultivating, conserving and exploiting forests; breeding or catching fish; cultivating or gathering other forms of aquatic life

Executing printing work; producing and processing foodstuffs and various articles made of wood, textiles, leather and related materials

Fitting, maintaining and repairing industrial machinery, including engines and vehicles, as well as electrical and electronic instruments and other equipment

Growing fruit and other tree and shrub crops, garden vegetables and horticultural products

Installing and erecting heavy metal structures, tackle and related equipment

Making machinery, tools, equipment, and other metal articles

Making precision instruments, jewellery, household and other precious-metal articles, pottery, glass and related products

Producing handicrafts

Setting for operators, or setting and operating various machine tools

Sowing, planting, spraying, fertilising and harvesting field crops

Storing, and basic processing of produce

Supervision of other workers may be included

61 Market-oriented Skilled Agricultural Workers

Market-oriented skilled agricultural workers plan, organize and perform farming operations to grow and harvest field or tree and shrub crops and produce a variety of animals and animal products for sale or delivery on a regular basis to wholesale buyers, marketing organisations or at markets.

Tasks include:

Growing fruit and other tree and shrub crops

Growing garden vegetables and horticultural products

Preparing the soil

Raising, breeding and tending animals mainly to obtain meat, milk, hair, fur, skin, sericultural, apiarian or other products

Selling their products to purchasers, marketing organisations or at markets

Sowing, planting, spraying, fertilising and harvesting field crops

Storing and carrying out some processing of produce

Supervision of other workers may be included

611 Market Gardeners and Crop Growers

Market gardeners and crop growers plan, organize and perform operations to grow and harvest field crops, to grow fruit and other tree and shrub crops, to grow garden vegetables and medicinal and other plants, and to produce horticultural and horticultural nurseries products, for sale or delivery on a regular basis to wholesale buyers, marketing organisations or at markets.

Tasks include:

Delivering or marketing farm products

Investing in land and land improvements

Monitoring market activity and conditions, determining types and quantities of crops to be grown, and planning and coordinating production accordingly

Preparing land, sowing, planting, cultivating and harvesting various crops

Producing saplings, bulbs and seeds

Purchasing seeds, bulbs and fertilizer

Storing and carrying out some processing of produce

Supervision of other workers may be included

Tending working animals and maintaining farm buildings, machinery and equipment

6111 Field Crop and Vegetable Growers

Field crop and vegetable growers plan, organize and perform farming operations to grow and harvest various types of field crop such as wheat and other cereals, rice, beetroot, sugar-cane, ground-nuts, tobacco, reed or their field crops and potatoes, cabbages or other field vegetables, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

Tasks include:

Controlling weeds, pests and diseases, by applying herbicides and pesticides

Harvesting crops and destroying diseased or superfluous crops

Inspecting, cleaning, grading, packaging, storing and loading crops for sale or delivery to market

Maintaining crops by cultivating soil, by transplanting, pruning or thinning plants, and by setting up and operating irrigation equipment

Monitoring market activity and conditions, determining types and quantities of crops to be grown, and planning and coordinating production accordingly

Preparing soil by hand or machine, and spreading fertilizers and manure

Promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies and maintaining and evaluating records of farm activities and transactions

Selecting and sowing seeds, and planting seedlings

Storing and carrying out some processing of produce
Tending working animals and maintaining farm buildings, structures, equipment and water supply systems;

Training and supervising workers in crop production, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

611101 Agronomy Farmer

Plans, organises and performs farming operations to grow annual and perennial crop such as cotton, grain, maize etc.

Alternative Titles and Specialisations:

Agronomy Farm Foreman

Agronomy Production Supervisor

Field Crop Farmer

611102 Field Vegetable Farmer

Plans, organises and performs farming operations to grow field vegetables.

Alternative Titles and Specialisations:

Field Vegetable Farm Foreman

Field Vegetable Production Supervisor

6112 Tree and Shrub Crop Growers

Tree and shrub crop growers plan organize and perform farming operations to grow and harvest trees and shrubs, such as fruit and nut trees, tea and coffee bushes, grape vines, berry-bearing bushes, cocoa trees and rubber trees and to collect sap, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

Tasks include:

Controlling weeds, pests and diseases, by applying herbicides and pesticides
Inspecting, cleaning, grading, packaging, storing and loading crops for sale or delivery to market

Maintaining crops by cultivating soil, by transplanting, pruning or thinning trees and shrubs, and by setting up and operating irrigation equipment

Monitoring market activity and conditions, determining types and quantities of crops to be grown, and planning and coordinating production accordingly

Preparing soil by hand or machine, and spreading fertilizers and manure

Promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies and maintaining and evaluating records of farm activities and transactions

Selecting and sowing seeds, and planting seedlings

Storing and carrying out some processing of produce

Tending trees or bushes, collecting sap and harvesting crops

Tending working animals and maintaining farm buildings, structures, equipment and water supply systems

Training and supervising workers in crop production, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

611201 Arboriculture Farmer

Plans, organises and performs farming operations to grow trees.

Alternative Titles and Specialisations:

Arboriculture Farm Foreman
Arboriculture Production Supervisor

611202 Horticultural Farmer

Plans, organises and performs farming operations to grow crop such as fruit, nuts etc.

Alternative Titles and Specialisations:

Horticultural Farm Foreman
Horticultural Production Supervisor

6113 Gardeners, Ornamental Horticultural and Nursery Growers

Gardeners, horticultural and nursery growers plan organize and perform operations to cultivate and maintain trees, shrubs, flowers and other plants in parks and private gardens, and to produce saplings, bulbs and seeds, or grow vegetables and flowers by intensive cultivation techniques, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

Tasks include:

Checking the health of plants and trees, identifying and treating weeds, pests and diseases, and applying mulch and fertilizers

Constructing features and facilities within gardens, such as paths or paved areas, walls, rockeries, garden beds ponds and water features, sheds and fences

Harvesting crops inspecting, cleaning, grading, packaging, storing and loading products for sale or delivery to market

Maintaining buildings, greenhouses and other structures, equipment and water supply systems

Monitoring market activity and conditions determining kinds and amounts of vegetables, horticultural and nursery products to be grown and planning and coordinating production accordingly

Planting trees, hedges, garden plants, grass

Preparing land by conditioning soil, levelling ground and installing and operating irrigation and drainage systems

Producing saplings, bulbs and seeds and raising plants from seeds or cuttings

Promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies and maintaining and evaluating records of activities and transactions

Pruning and trimming trees, shrubs and hedges, installing plant supports and protection, and rolling, mowing aerating and edging lawns

Storing and carrying out some processing of produce

Training and supervising workers in production, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

611301 Ornamental Horticultural Farmer

Plans, organises and performs farming operations to grow flowers and turf.

Alternative Titles and Specialisations:

Ornamental Horticultural Farm Foreman
Ornamental Horticultural Production Supervisor

611302 Landscape Gardener

Plans and constructs garden landscapes.

Alternative Titles and Specialisations:

Agricultural Horticulture Worker

Arborist
Gardener
Gardening Contractor
Groundsman / Woman
Landscape Contractor
Landscape Designer
Parks Caretaker
Turf Layer

611303 Green Keeper

Establishes and maintains fine turf, grassed areas and synthetic surfaces used for sporting events.

Alternative Titles and Specialisations:

Golf Course Superintendent
Grounds Maintainer
Groundskeeper
Turf Curator
Turf Keeper
Turf Manager

611304 Nurseryperson

Propagates and cultivates trees, shrubs, and ornamental and flowering plants in plant nurseries.

Alternative Titles and Specialisations:

Horticulturist
Nursery Grower
Nursery Manager
Nurseryman
Plant Propagator
Seed Grower
Tree Doctor
Tree Surgeon

6114 Mixed Crop Growers

Mixed crop growers plan organize and perform farming operations to grow and harvest specific combinations of field crops, field vegetables, tree and shrub crops, and garden, horticultural and nursery products, for sale or delivery to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

Tasks include:

Growing flowers and vegetables by intensive cultivation
Harvesting crops inspecting, cleaning, grading, packaging, storing and loading products for sale or delivery to market

Maintaining crops by cultivating soil, by transplanting, pruning or thinning crops trees and shrubs, and by setting up and operating irrigation equipment

Monitoring market activity and conditions, determining types and quantities of crops to be grown, and planning and coordinating production accordingly

Preparing soil by hand or machine, and spreading fertilizers and manure

Producing saplings, bulbs and seeds

Promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies and maintaining and evaluating records of activities and transactions
Selecting and sowing seeds, and planting seedlings

Storing and carrying out some processing of produce
Tending working animals and maintaining farm buildings, structures, equipment and water supply systems

Training and supervising workers in production, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

611401 **Mixed Crop Farm Production Manager / Foreman**

Oversees, coordinates and performs farming operations to grow a range of crop.

Alternative Titles and Specialisations:

Mixed Crop Farm Foreman

Mixed Crop Production Supervisor

612 **Market-oriented Animal Producers**

Market-oriented animal producers plan, organize and perform farming operations to breed and raise domesticated animals, poultry, insects and non-domesticated animals for the production of meat, dairy products, honey, skins, textiles and other products or for use as working, sporting or recreational animals, for sale or delivery to wholesale buyers, marketing organizations or at markets. Workers who produce a combination of domestic livestock and other animals such as poultry, insects and non-domesticated animals should be classified according to their predominant activity. Those who produce and store hay and other fodder for later consumption, primarily by livestock for which they are responsible, are classified in unit group 6121, livestock and dairy producers. Farmers not involved in co-operatives are also classified under this minor group.

Tasks include:

Monitoring and examining animals to detect illness, injury, or disease, and to check physical condition such as rate of weight gain

Monitoring market activity and conditions, determining kinds and amounts of products to produce, planning and coordinating production accordingly

Performing duties related to animal reproduction, such as breeding, artificial insemination, and helping with animal births; renting or investing in and maintaining and cleaning buildings, machinery, equipment, and structures; storing and carrying out some processing of produce

Preparing animals or animal products for market

Promoting and marketing products, arranging the sale, purchase and transportation of stock, produce and supplies and maintaining and evaluating records of activities and transactions

Raising, feeding and tending animals

Training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

6121 **Livestock and Dairy Producers**

Livestock and dairy producers plan, organize and perform farming operations to breed and raise domesticated animals (excluding poultry), such as cattle, sheep, pigs, goats, horses and camels, for the production of meat, milk and other dairy products, skins, and wool or for use as working, sporting or recreational animals for sale or delivery to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

NOTE: This Unit group includes workers who produce and store hay and other fodder for later consumption, primarily by livestock for which they are responsible. Workers who produce a combination of domestic livestock and other animals such as poultry, insects and non-domesticated animals should be classified according to their predominant activity.

Tasks include:

Cultivating pastures and providing and monitoring fodder and water supplies to maintain appropriate nutritional levels and condition of livestock

Grooming , marking, clipping, trimming, drenching and/or castrating animals and shearing coats to collect hair or wool

Herding livestock to pastures for grazing or to scales, sheds, vehicles, or other enclosures

Maintaining and cleaning farm buildings, machinery, equipment, and structures

Milking animals by hand or using milking machines

Mixing feed, additives, and medicines in prescribed portions and distributing or hand-feeding to animals for consumption

Monitoring and examining animals to detect illness, injury, or disease, and to check physical condition such as rate of weight gain

Monitoring market activity and conditions, determining kinds and amounts of stock to produce, planning and coordinating production accordingly

Performing duties related to livestock reproduction, such as breeding, artificial insemination, and helping with animal births

Promoting and marketing products, arranging the sale, purchase and transportation of livestock, produce and supplies and maintaining and evaluating records of farm activities and transactions

Slaughtering and skinning animals and preparing them for market

Soring and carrying out some processing of animal and dairy produce

Training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

612101 **Livestock Farmer**

Plans, organises and performs farming operations to breed and raise livestock such as cattle, horses, pigs, sheep etc.

Alternative Titles and Specialisations:

Feedlot Manager

Livestock Farm Foreman

Livestock Production Supervisor

Pig Farmer

Race Horse Stables Manager

Race Horse Transport Manager

612102 **Dairy Farmer**

Plans, organises and performs farming operations to produce milk and milk products.

Alternative Titles and Specialisations:

Dairy Farm Foreman

Dairy Production Supervisor

6122 **Poultry Producers**

Poultry producers plan, organize and perform farming operations to breed and raise chickens, turkeys, geese, ducks and other poultry to produce meat, eggs and breeding stock for sale or delivery to wholesale buyers, marketing organizations or at markets. Workers who produce a combination of domestic livestock and other animals such as poultry, insects and non-domesticated animals should be classified according to their predominant activity. Farmers not involved in co-operatives are also classified under this unit group.

NOTE: Workers who produce a combination of domestic livestock and other animals such as poultry, insects and non-domesticated animals should be classified according to their predominant activity.

Tasks include:

Arranging the sale, purchase and transportation stock, produce and supplies

Collecting and storing eggs and packaging them for sale delivery to market

Determining sex of chicks and facilitating breeding, artificial insemination, and hatching of eggs

Growing and purchasing feed and other supplies needed to maintain appropriate nutritional levels and condition of poultry

Mixing feed and feed additives and filling feed and water containers

Monitoring and examining poultry to detect illness, injury, or disease, and to check physical condition, such as rate of weight gain, and removing weak, ill and dead poultry from flock

Monitoring market activity, planning and coordinating production accordingly, maintaining and evaluating records of farming activities

Renting or investing in and maintaining and cleaning farm buildings, machinery, equipment, and structures

Slaughtering and dressing poultry for sale or delivery to market

Storing and carrying out some processing of produce

Training and supervising workers in poultry production procedures, maintenance duties, and health and safety precautions, and hiring and discharging workers and contractors

Vaccinating poultry via drinking water, injection, or dusting of air

612201 **Poultry Farmer**

Plans, organises and performs farming operations to breed and raise poultry.

Alternative Titles and Specialisations:

Poultry Farm Foreman

Poultry Farm Production Supervisor

612202 **Ratites Farmer**

Plans, organises and performs farming operations to breed and raise ratites (ostrich, emu ("E-mew") and rhea).

Alternative Titles and Specialisations:

Ostrich Farmer

Ratites Farm Foreman

Ratites Production Supervisor

6123 **Apiarists and Sericulturists**

Apiarists and sericulturists plan, organize and perform operations to breed, raise and tend insects such as honey bees, silkworms, and other species to produce honey, beeswax, silk and other products for sale or delivery to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

Tasks include:

Arranging the sale, purchase and transportation of stock, produce and supplies and maintaining and evaluating records of farming activities

Breeding, raising and tending insects and collecting their products

Monitoring market activity, planning and coordinating production accordingly, monitoring market activity and conditions, determining kinds and amounts of insect products to produce, planning and coordinating production accordingly

Purchasing insects and growing or purchasing feed and other supplies

Renting or investing in and maintaining and cleaning buildings, machinery, equipment , and structures

Storing and carrying out some processing of produce

Training and supervising workers in production procedures, maintenance duties, and health and safety precautions, and hiring and discharging workers and contractors

612301 Insect Farmer

Plans, organises and performs farming operations to breed and raise insects.

Alternative Titles and Specialisations:

Insect Farm Foreman

Insect Production Supervisor

6129 Other Animal Producers not Elsewhere Classified

This unit group covers market-oriented animal producers not classified elsewhere in minor group 612. For instance, this group includes those engaged in breeding, raising and tending non domesticated mammals, game and other birds (except poultry), snails, snakes and other reptiles, as well as various insects and animals used for laboratory tests, for sale or delivery on a regular basis to wholesale buyers, marketing organizations, zoos and circuses, or at markets.

Tasks include:

Killing and skinning animals, and preparing animals or animal products for market

Monitoring and examining animals to detect illness, injury, or disease, and to check physical condition such as rate of weight gain

Monitoring market activity and conditions, determining kinds and amounts of products to produce, planning and coordinating production accordingly

Performing duties related to animal reproduction, such as breeding, artificial insemination, and helping with animal births

Promoting and marketing products, arranging the sale, purchase and transportation of stock, produce and supplies and maintaining and evaluating records of activities and transactions

Raising, feeding and tending animals

Renting or investing in and maintaining and cleaning buildings, machinery, equipment , and structures

Slaughtering and skinning animals and preparing them for market

Storing and carrying out some processing of produce

Training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions

612901 Avian Farmer

Plans, organises and performs farming operations to breed and raise small birds.

Alternative Titles and Specialisations:

Avian Farm Foreman

Avian Production Supervisor

612902 **Game Farmer**

Plans, organises and performs farming operations to breed and raise game.

Alternative Titles and Specialisations:

Game Farm Foreman

Game Production Supervisor

613 **Market-oriented Mixed Crop and Animal Producers**

Market-oriented mixed crop and animal producers plan, organize and perform farming operations to grow and harvest field, tree and various other crops, as well as to breed, raise and tend animals and to produce a variety of animal husbandry products, for sale or delivery to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this minor group.

Tasks include:

Killing and skinning animals, and preparing animals or animal products for market

Monitoring market activity, planning and coordinating production accordingly, monitoring market activity and conditions, determining kinds and amounts of crops to be grown and animals to be raised, and planning and coordinating production accordingly
Performing operations such as land preparation, sowing, planting, cultivating and harvesting crops

Producing or buying fodder and other food supplies; breeding, raising and tending animals
Promoting and marketing products, arranging the sale, purchase and transportation of livestock, produce and supplies and maintaining and evaluating records of farm activities and transactions

Purchasing seeds, fertilizer, and other supplies

Renting or investing in and maintaining and cleaning farm buildings, machinery, equipment, and structures

Storing and carrying out some processing of produce

Training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

6131 **Mixed Crop and Animal Producers**

Mixed crop and animal producers plan, organize and perform farming operations to grow and harvest field, tree and various other crops, as well as to breed, raise and tend animals and to produce a variety of animal husbandry products, for sale or delivery to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

Tasks include:

Breeding, raising and tending animals

Killing and skinning animals, and preparing animals or animal products for market

Monitoring market activity and conditions, determining kinds and amounts of crops to be grown and animals to be raised, and planning and coordinating production accordingly
Performing operations such as land preparation, sowing, planting, cultivating and harvesting crops

Producing or buying fodder and other food supplies

Promoting and marketing products, arranging the sale, purchase and transportation of livestock, produce and supplies and maintaining and evaluating records of farm activities and transactions

Purchasing seeds, fertilizer, and other supplies

Renting or investing in and maintaining and cleaning farm buildings, machinery, equipment, and structures

Storing and carrying out some processing of produce

Training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

613101 **Mixed Crop and Livestock Farmer**

Plans, organises and performs farming operations to breed and raise livestock and to grow crops.

Alternative Titles and Specialisations:

Biodynamic Farmer

Biodynamic Farmer/ Farm Foreman / Production Supervisor

Farmer and Grazier

Mixed Crop and Livestock Farm Foreman

Mixed Crop and Livestock Production Supervisor

Mixed Livestock Farmer

621 **Market-oriented Forestry and Related Workers**

Market-oriented forestry and related workers plan, organize and perform operations to cultivate, conserve and exploit natural and plantation forests.

Tasks include:

Assessing sites for reforestation, selecting seedlings and planting trees using manual planting tools and establishing and caring for forest stands

Collecting seed cones, pruning trees, assisting in planting surveys and marking trees for subsequent operations

Controlling weeds and undergrowth in regenerating forest stands using manual tools and chemicals

Keeping watch to detect forest fires, participating in fire fighting operations complete fire fighting reports and maintaining fire fighting equipment

Locating trees to be felled and estimating volume of timber; operating chainsaw and other power saws to thin young forest stands, trim, top and fell trees and saw them into logs

Operating and maintaining a skidder, bulldozer or other prime mover to pull a variety of scarification or site preparation equipment over areas to be regenerated

Shaping rough wooden products from logs at felling site

Stacking logs and loading them in chutes or floating them down rivers

Training and supervising other workers in forestry procedures, including forestry labourers and plant operators

6211 **Forestry and Related Workers**

Forestry and related workers plan, organize and perform operations to cultivate, conserve and exploit natural and plantation forests.

Tasks include:

Assessing sites for reforestation, selecting seedlings and planting trees using manual planting tools and establishing and caring for forest stands

Collecting seed cones, pruning trees, assisting in planting surveys and marking trees for subsequent operations

Controlling weeds and undergrowth in regenerating forest stands using manual tools and chemicals

Keeping watch to detect forest fires, participating in fire fighting operations, completing fire fighting reports and maintaining fire fighting equipment
Locating trees to be felled and estimating volume of timber

Operating and maintaining a skidder, bulldozer or other prime mover to pull a variety of scarification or site preparation equipment over areas to be regenerated

Operating chainsaw and other power saws to thin young forest stands, trim, top and fell trees and saw them into logs

Shaping rough wooden products from logs at felling site

Stacking logs and loading them in chutes or floating them down rivers

Training and supervising other workers in forestry procedures, including forestry labourers and plant operators

621101 **Tree Feller**

Fells trees in forests, and trims and saws them into logs.

Alternative Titles and Specialisations:

Chainsaw Operator

Forestry Crosscutter

Hardwood Feller

Logger

Logging Contractor

Lumberjack

Softwood Feller

Tree Topper

621102 **Forest and Conservation Workers**



Develops, maintains, or protects areas such as forests, forested areas, woodlands, wetlands, and rangelands through such activities as raising and transporting seedlings; combating insects, pests, and diseases harmful to plant life; and building structures to control water, erosion, and leaching of soil.

622 **Market-oriented Fishery Workers, Hunters and Trappers**

Market-oriented fishery workers, hunters and trappers breed and raise fish, harvest and catch fish and hunt and trap animals, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks include:

Baiting, setting, operating and hauling in fishing gear

Cleaning, freezing, icing or salting catch on- or offshore and preparing fish and other products for shipment

Delivering or marketing products

Monitoring environments to ensure maintenance of optimum conditions for aquatic life

Operating fishing vessels to, from and at fishing grounds

Preparing and repairing nets and other fishing gear and equipment

Renting or investing in and maintaining buildings, tanks, machinery, fishing vessels and other equipment

Setting traps to catch mammals, birds or reptiles

Supervising and training other workers

6221 **Skilled Aquaculture Workers**

Skilled aquaculture workers breed and raise fish and cultivate mussels, oysters and other forms of aquatic life, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks include:

Breeding, raising and cultivating fish, mussels, oysters and other forms of aquatic life as cash crops or for release into freshwater or saltwater

Cleaning, freezing, icing or salting catch on- or offshore and preparing fish and other products for shipment

Collecting and recording growth, production, and environmental data

Conducting and supervising stock examinations in order to identify diseases or parasites

Delivering or marketing products

Directing and monitoring trapping and spawning of fish, egg incubation, and fry rearing, applying knowledge of management and fish culturing techniques

Maintaining buildings, tanks, machinery, boats and other equipment

Monitoring environments to ensure maintenance of optimum conditions for aquatic life

Renting or investing in buildings, equipment and machinery and purchasing food and other supplies

Supervising and training aquaculture and fish hatchery support workers

622101 **Aquaculture Farmer**

Plans, organises and performs farming operations to breed and raise fresh water fish and other aquatic stock.

Alternative Titles and Specialisations:

Aquaculture Farm Foreman

Aquaculture Production Supervisor

Fish Production Foreman

Hatchery Foreman

Hatchery Manager (Fresh Water Fish)

Netting Foreman

622102 **Mariculture Farmer**

Plans, organises and performs farming operations to breed and raise salt water fish and other aquatic stock such as abalone, crayfish, mussels, oysters and prawns.

Alternative Titles and Specialisations:

Hatchery Manager (Marine Fish / Aquatic Stock)

Mariculture Farm Foreman

Mariculture Production Supervisor

6222 **Skilled Inland and Coastal Waters Fishery Workers**

Skilled inland and coastal waters fishery workers, alone or as members of fishing-vessel crews, catch fish or gather other forms of aquatic life in inland or coastal waters, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks include:

Baiting, setting, operating and hauling in fishing gear by hand or using hoisting equipment

Direct fishing operations, and supervising fishing crew members

Gathering various forms of aquatic life from shores and shallow waters

keeping records of transactions, fishing activities, weather and sea conditions and

estimating costs and budgets

Maintaining engine fishing gear and other on-board equipment

Operating fishing vessels to, from and at fishing grounds

Preparing and repairing nets and other fishing gear and equipment

Removing catches from fishing equipment, measuring them to ensure compliance with legal size and returning undesirable or illegal catches to the water

Selecting area for fishing, plotting courses and computing navigational positions using compass, charts and other aids

Sorting, and storing catch in holds with salt and ice

622201 Skipper (Fishing Boat)

Controls fishing operations to catch fish, crustacea and molluscs or gather other forms of aquatic life in inland or coastal waters, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Alternative Titles and Specialisations:

Fishing Boat Skipper

6223 Skilled Deep-sea Fishery Workers

Skilled deep-sea fishery workers, as skippers or members of fishing vessel crews, catch deep-sea fish, for sale or delivery to wholesale buyers, marketing organizations or at markets.

Tasks include:

Baiting, setting and hauling in fishing gear

Cleaning, freezing, icing or salting catch on- or offshore

Commanding and operating fishing vessels to from and at deep-sea fishing grounds

Determining areas for fishing, plotting courses and computing navigational positions using compass, charts, tables and other aids

Directing fishing operations and supervising crew activities

Preparing and repairing nets and other fishing gear and equipment

Recording fishing progress, activities, weather and sea conditions on ship's log

Selecting and training vessel crews

Steering vessels and operating navigational instruments and electronic fishing aids

622301 Master Fisher

Controls fishing operations from a trawler to catch and preserve fish for sale or delivery to wholesale buyers, marketing organizations or at markets.

Alternative Titles and Specialisations:

Fishing Boat Captain

Fishing Launch Proprietor

Trawler Skipper

6224 Hunters and Trappers

Hunters and trappers catch and kill mammals, birds or reptiles mainly for meat, skin, feathers and other products, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks include:

Delivering or selling trapped live mammals, birds or reptiles

Killing trapped or free mammals, birds or reptiles with firearms or other weapons

Repairing and maintaining equipment

Setting traps to catch mammals, birds or reptiles

Skinning and otherwise treating killed mammals, birds or reptiles to obtain desired products for sale or delivery

622401 Hunter

Hunts, traps or shoots animals for food, pelts, research or for pest control.

Alternative Titles and Specialisations:

Game Tracker

Shooter

Trapper

63 Subsistence Farmers, Fishers, Hunters and Gatherers

Subsistence farmers, fishers, hunters and gatherers grow and harvest field or tree and shrub crops, vegetables and fruit, gather wild fruits, medicinal and other plants, tend or hunt animals, catch fish and gather various forms of aquatic life in order to provide food, shelter and a minimum of cash income for themselves and their households.

Tasks include:

Building and maintaining houses and other shelters

Catching fish and gathering other forms of aquatic life

Fetching water and gathering firewood

Gathering wild fruits, medicinal and other plants; breeding, tending and feeding animals and poultry mainly to obtain meat, eggs, milk, hair, skin or other products

Growing vegetables, fruit and other tree and shrub crops

Hunting or trapping animals

Making tools, clothes and utensils for use by the household

Preparing the soil

Selling or bartering some products at local markets

Sowing, planting, tending and harvesting field crops

Storing produce for later use and carrying out some processing of produce

631 Subsistence Farmers

Subsistence farmers grow and harvest field or tree and shrub crops, vegetables and fruit, in order to provide food, shelter and a minimum of cash income for themselves and their households.

Tasks include:

Building and maintaining houses and other shelters

Catching fish and gathering other forms of aquatic life

Fetching water and gathering firewood

Gathering wild fruits, medicinal and other plants; breeding, tending and feeding animals and poultry mainly to obtain meat, eggs, milk, hair, skin or other products

Growing vegetables, fruit and other tree and shrub crops

Hunting or trapping animals

Making tools, clothes and utensils for use by the household

Preparing the soil

Selling or bartering some products at local markets

Sowing, planting, tending and harvesting field crops

Storing produce for later use and carrying out some processing of produce

6311 Subsistence Crop Farmers

Subsistence crop farmers grow and harvest field or tree and shrub crops, vegetables and fruit, in order to provide food, shelter and a minimum of cash income for themselves and their households.

NOTE: Workers in a subsistence setting whose main tasks are fetching water and gathering firewood, are classified in unit group 8624, Water and Firewood Collectors. Workers in subsistence agriculture who perform a limited range of simple and routine tasks, usually under the direction of others, are classified in the relevant unit group in Sub-major group 82, Agricultural, Forestry and Fishery Labourers.

Tasks include:

Building and maintaining houses and other shelters
Catching fish and gathering other forms of aquatic life
Fetching water and gathering firewood

Gathering wild fruits, medicinal and other plants; breeding, tending and feeding animals and poultry mainly to obtain meat, eggs, milk, hair, skin or other products
Growing vegetables, fruit and other tree and shrub crops
Hunting animals
Making tools, clothes and utensils for use by the household
Preparing the soil
Selling or bartering some products at local markets
Sowing, planting, tending and harvesting field crops

Storing produce for later use and carrying out some processing of produce

631101 Subsistence Crop Farmer

Grows and harvests field or tree and shrub crops, vegetables and fruit, in order to provide food, shelter and a minimum of cash income for themselves and their households.

Alternative Titles and Specialisations:

Market Gardener

6312 Subsistence Livestock Farmers

Subsistence livestock farmers breed, raise and tend livestock in order to provide food, shelter and a minimum of cash income for themselves and their households.

NOTE: Workers in a subsistence setting whose main tasks are fetching water and gathering firewood, are classified in unit group 8624, Water and Firewood Collectors. Workers in subsistence agriculture who perform a limited range of simple and routine tasks, usually under the direction of others, are classified in the relevant unit group in Sub-major group 82, Agricultural, Forestry and Fishery Labourers.

Tasks include:

Breeding animals and helping with animal births
Building and maintaining houses and other shelters
Carrying out some processing of animal products
Cultivating pastures, or managing grazing lands, and monitoring feed and water supplies needed to maintain condition of livestock
Fetching water and gathering firewood; buying, bartering and selling animals and some products

Grooming and marking animals and shearing coats to collect hair or wool; herding or leading livestock to pastures, grazing land and water supplies
Making tools, clothes and utensils for use by the household
Monitoring and examining animals to detect illness, injury, or disease, and to check physical condition

Raising, tending, feeding and milking animals or draining blood from them
Slaughtering and skinning animals and preparing them and their products for consumption or sale

631201 Subsistence Livestock Farmer

Breeds, raises and tends livestock in order to provide food, shelter and a minimum of cash income for themselves and their households.

6313 Subsistence Mixed Crop and Livestock Farmers

Subsistence mixed crop and livestock farmers grow and harvest field or tree and shrub crops, vegetables and fruit, gather wild fruits, medicinal and other plants, tend or hunt animals, and/or catch fish and gather various forms of aquatic life in order to provide food, shelter and a minimum of cash income for themselves and their households.

NOTE: Workers in a subsistence setting whose main tasks are fetching water and gathering firewood, are classified in unit group 8624, Water and Firewood Collectors. Workers in subsistence agriculture who perform a limited range of simple and routine tasks, usually under the direction of others, are classified in the relevant unit group in Sub-major group 82, Agricultural, Forestry and Fishery Labourers.

Tasks include:

Breeding, tending and feeding animals and poultry mainly to obtain meat, eggs, milk, hair, skin or other products

Building and maintaining houses and other shelters

Fetching water and gathering firewood

Gathering wild fruits, medicinal and other plants

Growing vegetables, fruit and other tree and shrub crops

Making tools, clothes and utensils for use by the household

Preparing the soil, sowing, planting, tending and harvesting field crops

Selling some products at local markets

Storing produce for later use and carrying out some processing of produce

631301 Subsistence Mixed Crop and Livestock Farmers

Grows and harvests field or tree and shrub crops, vegetables and fruit, gather wild fruits, medicinal and other plants, tend or hunt animals, and/or catch fish and gather various forms of aquatic life in order to provide food, shelter and a minimum of cash income for themselves and their households.

6314 Subsistence Fishers, Hunters, Trappers and Gatherers

Subsistence fishers, hunters, trappers and gatherers gather wild fruits, medicinal and other plants, hunt and trap animals, catch fish and gather various forms of aquatic life in order to provide food, shelter and a minimum of cash income for themselves and their households.

Tasks include:

Building and maintaining houses and other shelters

Catching fish and gathering other forms of aquatic life

Fetching water and gathering firewood

Gathering wild fruits, roots, medicinal and other plants

Gathers wild fruits, medicinal and other plants, hunt and trap animals, catch fish and gather various forms of aquatic life in order to provide food, shelter and a minimum of cash income for themselves and their households

Hunting or trapping animals mainly to obtain meat, milk, hair, skin or other products

Making tools, clothes and utensils for use by the household

Selling some products at local market

Storing or carrying out some processing of their produce

Subsistence Fishers, Hunters, Trappers and Gatherers

64 Building and Related Trades Workers

Building and related trades workers construct, maintain and repair buildings, erect and repair foundations, walls and structures of brick, stone and similar materials, shape and finish stone for building and other purposes, and extract and work solid minerals from underground or surface mines or quarries. This sub-major group excludes electricians. The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organization, the materials and tools used, and the nature and purpose of the final product.

Tasks include:

Breaking quarried stone into slabs or blocks

Constructing and repairing foundations, walls and structures of brick, stone and similar materials

Constructing, maintaining and repairing buildings and other structures using traditional and/or modern building techniques

Cutting, shaping and finishing stone for building, ornamental, monumental and other purposes

cutting, shaping, assembling and maintaining wooden structures and fittings

Erecting reinforced concrete frameworks and structures as well as finishing and repairing cement surfaces; cutting, shaping, Assembling and maintaining wooden structures and fittings

Performing miscellaneous construction and building maintenance tasks

Supervision of other workers may be included

641 Building Frame and Related Trades Workers

Building frame and related trades workers construct, maintain and repair buildings, erect and repair foundations, walls and structures of brick, stone and similar materials, shape and finish stone for building and other purposes, and perform miscellaneous construction and building maintenance tasks.

Tasks include:

Breaking quarried stone into slabs or blocks

Constructing and repairing foundations, walls and structures of brick, stone and similar materials

Constructing, maintaining and repairing buildings and other structures by using traditional and/or modern building techniques

Cutting, shaping and finishing stone for building, ornamental, monumental and other purposes

Cutting, shaping, assembling and maintaining wooden structures and fittings

Erecting reinforced concrete frameworks and structures as well as finishing and repairing cement surfaces

Performing miscellaneous construction and building maintenance tasks

Supervision of other workers may be included

6411 House Builders

House builders erect, maintain and repair houses and similar small buildings using either traditional or modern techniques and materials.

Tasks include:

Arranging for specialised work such as bricklaying, painting, plumbing and electrical wiring to be done by subcontractors

Coordinating and supervising the activities of subcontractors, labourers and other workers

Erecting structures to support roof, and building and covering walls with appropriate materials

Fixing rafters to roof and covering with roofing material

Levelling floor to make it smooth and serviceable

Maintaining and repairing existing structures

Preparing ground for erecting building or other structures

641101 **House Builder** ()

Erects, maintains and repairs houses and similar small buildings using either traditional or modern techniques and materials.

Alternative Titles and Specialisations:

Civil Construction Worker

6412 **Bricklayers and Related Workers**

Bricklayers and related workers lay bricks, pre-cut stones and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures.

Tasks include:

Laying bricks or other masonry to build patios, garden walls and other decorative installations

Laying footpaths, kerbs and pavements

Laying stone, brick and similar building blocks to construct or repair walls, partitions, fireplaces and other structures such as smokestacks, furnaces, converters, kilns and ovens, piers and abutments

641201 **Bricklayer** ✘

Lays bricks, pre-cut stone and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures.

Alternative Titles and Specialisations:

Arch Builder

Blocklayer

Bricklayer (Refractory And/Or Chemical)

Bricklayer (Refractory)

Bricklayer and Plasterer

Bricklaying Contractor

Bricklaying Pointer

Bricklaying Stopper

Chimney Builder

Chimney Repairman

Kiln Builder

Retort Setter (Bricklaying)

Tuckpointer

6413 **Stonemasons, Stone Cutters, Splitters and Carvers**

Stonemasons, stone cutters, splitters and carvers cut and shape hard and soft stone blocks and slabs for the construction and maintenance of stone structures and monumental masonry, and carve designs and figures in stone.

Tasks include:

Cutting and carving characters, figures or designs on stone blocks used for monuments or memorials

Cutting, shaping and finishing building and monumental stone such as granite or marble by using hand or hand-powered tools

Driving wedges into quarried stone to break it into slabs or blocks

Making patterns and marking shapes on stone for subsequent sawing, planning, drilling and other dressing and cutting operations

Repairing and replacing stonework on old buildings, churches and monuments

Selecting and grading slabs and blocks of granite, marble, and other stone

Setting stone in the erection of monuments and memorials

641301 **Stonemason** 

Cuts and shapes hard and soft stone blocks and masonry slabs to construct and renovate stone structures and monumental masonry.

Alternative Titles and Specialisations:

Construction Stonemason

Headstone Maker

Marble Mason

Masonry Carver / Cutter / Setter Monumental

Masonry Fixer

Monument Installer

Monumental Mason / Stonemason

Stone Masonry Setter

Terrazzo Worker

641302 **Granite Cutter**

Cuts and shapes granite blocks.

641303 **Refractory Mason** 

Restores or replaces linings of furnaces, kilns and basins by installing refractory bricks, blankets, modules, castables, plastics or ceramic coatings to protect structures from high heat.

6414 **Concrete Placers, Concrete Finishers and Related Workers**

Concrete placers, concrete finishers and related workers erect reinforced concrete frameworks and structures, make forms for moulding concrete, reinforce concrete surfaces, cement openings in walls or casings for wells, finish and repair cement surfaces and carry out terrazzo work.

Tasks include:

Applying a durable, smooth surfacing composed of cement, sand pigment and marble particles to floors, known as a terrazzo finish

Cementing openings in walls or casings for wells

Constructing and repairing reinforced concrete floors, walls, tanks, silos and other concrete structures

Finishing and smoothing surfaces of concrete structures

Making shuttering or assembling prefabricated forms for moulding concrete

641401 **Concrete**

Pours, spreads, smooths and finishes concrete for structures such as floors, stairs, ramps, footpaths and bridges.

Alternative Titles and Specialisations:

Concrete Worker

Grouting/Shotcreting Assistant

641402 **Fibre-cement Moulder**

Operates machines to manufacture moulded fibre cement.

6415 **Carpenters and Joiners**

Carpenters and joiners cut, shape, assemble, erect, maintain and repair various types of structures and fittings made from wood and other materials.

Tasks include:

Constructing, assembling, altering and repairing wooden fixtures and fittings in train coaches, aircraft, ships, boats, floats, and other vehicles

Constructing, erecting and installing heavy-framed wooden structures on building sites

Fitting, assembling and altering internal and external fixtures of buildings, such as walls, doors, door and window frames, facings and panelling

Making, altering and repairing structural and other woodwork at a work-bench and on a construction site

Making, repairing and fitting scenic equipment for theatrical performances, motion picture or television productions

641501 **Carpenter and Joiner**



Constructs and installs structures and fixtures of wood, plywood, and wallboard and cuts, shapes and fits timber parts to form structures and fittings.

Alternative Titles and Specialisations:

Building Maintenance Repairman

Kitchen Installer

Kitchen Maker and Installer

Panel Erector

Prefabricated Buildings Maker and Erector

Shopfitter

Wood Caravan Builder

Woodworker

641502 **Carpenter**



Constructs, erects, installs, renovates and repairs structures and fixtures of wood, plywood, wallboard and other materials.

Alternative Titles and Specialisations:

Bridge Carpenter

Construction Carpenter

Carpenter Contractor

Carpenter Maintenance

Fixing Carpenter

Formwork Carpenter

Mine Carpenter Rough Carpentry

Prop and Scenery Maker

Rough Carpenter

Shutterhand

Wharf Carpenter

641503 **Joiner**



Cuts, shapes and fits timber parts in workshops to form structures and fittings, ready for installation.

Alternative Titles and Specialisations:

Door Joiner

Joinery Machinist

Joinery Patternmaker

Joinery Setter-out

Ships Joiner

Wood Joiner

6419 **Building Frame and Related Trades Workers not Elsewhere Classified**

This unit group covers building frame and related trades workers not classified elsewhere in minor group 641. For instance the group includes steeplejacks, scaffolders and demolition workers.

Tasks include:

Climbing and performing miscellaneous construction and building maintenance work on tall structures such as towers, chimneys and spires

Demolishing buildings and other structures

Erecting temporary metal or wooden scaffolding on building sites

641901 Demolition Technician

Places and detonates explosives to demolish structures, or to loosen, remove, or displace rock or other materials.

641902 Scaffolder

Erects and dismantles scaffolding to provide work platforms in building and industrial sites, and for temporary structures such as staging and seating.

Alternative Titles and Specialisations:

Construction Bracer

Scaffolding Inspector

Steeplejack

642 Building Finishers and Related Trades Workers

Building finishers and related trades workers cover, apply or install, maintain and repair roofs, floors, walls, insulation systems, glass in windows or other frames, as well as plumbing, piping and electrical systems in buildings and other structures.

Tasks include:

Applying insulating material to walls, floors and ceilings

Applying plaster to walls and ceilings

Covering roof frameworks with one or more kinds of material

Cutting, fitting and setting glass in windows and similar openings; installing plumbing and pipeline systems

Installing electrical wiring and related equipment

Installing parquet and other kinds of flooring or covering floors and walls with tiles or mosaic panels

Supervision of other workers may be included

6421 Roofers

Roofers build and repair roofs on all types of buildings using one or more kinds of materials.

Tasks include:

Covering roof frameworks with slate and pre-fabricated tiles to cover pitched roofs

Creating temporary structures such as scaffolding and ladders

Laying a waterproof shield and fixing metallic or synthetic materials to a building's frame

Sizing and cutting roofing materials to fit around edges corners and protuberances such as chimney

Studying drawings, specifications and construction sites to determine materials required

Using natural materials such as thatching to provide roof coverings

642101 Roof Tiler

Cover roofs with tiles, sheets and shingles to form a waterproof surface.

Alternative Titles and Specialisations:

Covers Roof Using Natural Thatch

Metal Roofer

Roof Shingler

Roof Slater

Roofer
Roofing Contractor
Roofing Installer

642102 **Roof Plumber**

Installs, maintains and repairs flashings, metallic roof and wall claddings and rainwater products such as gutters and down pipes.

Alternative Titles and Specialisations:

Industrial Roof Plumber
Sheet Metal Patternmaker

642103 **Roof Thatcher**

Covers roof using natural thatch.

6422 **Floor Layers and Tile Setters**

Floor layers and tile setters install, maintain and repair flooring, and cover floors, walls and other surfaces with tiles or mosaic panels for decorative or other purposes.

Tasks include:

Assembling carpet, tiles or other materials and laying them on floors according to design and other specifications

Preparing floor areas for covering with a variety of materials

Preparing wall areas for covering with tiles or other materials for decorative or other purposes such as acoustic insulation

Setting tiles and constructing and laying mosaic panels to walls, floors and other surfaces

642201 **Wall and Floor Tiler**

Lays ceramic, clay, slate, marble and glass tiles on external and internal walls and floors to provide protective and decorative finishes.

Alternative Titles and Specialisations:

Ceramic / Mosaic / Slate / Stone tiler
Tile Installer / Layer / Setter
Tiling Contractor

642202 **Floor Finisher**

Measures, cuts, installs and repairs soft and resilient floor coverings.

Alternative Titles and Specialisations:

Carpet Installer
Carpet Layer
Floor Installer
Floor Sander
Flooring Contractor / Installer / Layer / Specialist
Parquetry Layer

6423 **Plasterers**

Plasterers install, maintain and repair plasterboard in buildings, and apply decorative and protective coverings of plaster, cement and similar material to the interiors and exteriors of structures.

Tasks include:

Applying one or more coats of plaster to interior walls and ceilings of buildings to produce finished surface

Applying protective and decorative covering of cement, plaster and similar materials to exterior building surfaces

Making and installing decorative plaster fixtures of fibrous plaster

Measuring, marking and installing ornamental plaster panels, and casting and trimming ornamental plaster cornices

642301 **Fibrous Plasterer**



Applies and fixes plasterboard partitions, suspended ceilings, fire rating systems, acoustic tiles, and composite wall linings to buildings.

Alternative Titles and Specialisations:

Ceiling Fixer

Dry Wall Plasterer

Exterior Plasterer

Fibrous Plaster Wallboard Installer

Plasterboard Fixer / Stopper

642302 **Plasterer**



Applies decorative and protective coverings of plaster, cement and similar materials to the interiors and exteriors of structures.

Alternative Titles and Specialisations:

Concrete / Cement Plasterer

Interior Plasterer

Ornamental / Stucco Plasterer

Plasterer and tiler

Plastering Contractor

Solid Plasterer

6424 **Insulation Workers**

Insulation workers apply and repair insulating materials to buildings, boilers, pipes or refrigeration and air-conditioning equipment.

Tasks include:

Applying insulating materials to exposed surfaces of equipment such as boilers, pipes and tanks

Applying slabs and sheets of insulating or sound-absorbing materials to walls, floors and ceilings of buildings

Blow and pack insulating or sound-absorbing materials into cavities between walls, floors and ceilings of buildings with power-driven machines

Cutting insulation material by size and shape

Examining plans, specifications and work sites to determine the type, quality and quantity of insulation material required

Insulating refrigeration and air-conditioning equipment

642401 **Building Insulation Installer**



Installs and applies insulating material such as foam, granules, foil, solar film, batts and blankets to walls, floors, windows and ceilings of buildings to insulate against heat, cold, air, sound and moisture.

Alternative Titles and Specialisations:

Acoustic Insulation Worker

Air-conditioning and Refrigeration Equipment Insulation Worker

Boiler and Pipe Insulation Worker

Insulating Contractor

Insulation Installer

6425 **Glaziers**

Glaziers measure, cut, finish, fit and install flat glass and mirrors.

Tasks include:

Breaking off sheets and excess glass with notched tools and glass pliers

Cutting along patterns and templates

Determining type and dimensions of glass required

Examining glass and marking defective areas

Installing glass and mirrors in windows, skylights, display cases, interior walls and ceilings

Laying glass over patterns on padded tables and in jigs

May coat, cut, etch, trim and treat glass to achieve special effects

Measuring and marking glass for cutting

Smoothing rough edges, using belt sanders and smoothing wheels

642501 **Glazier**



Measures, cuts, finishes, fits and installs flat glass and mirrors.

Alternative Titles and Specialisations:

Film Fitter

Glass Beveller

Glass Cutter

Glazier Installer

Leadlight Glazier

Mirror Installer

Mirror Silverer

Window Glass Fitter

6426 **Plumbers and Pipe Fitters**

Plumbers and pipe fitters assemble, install, repair and maintain pipe systems, fittings and fixtures for water, gas, drainage, sewerage systems, and hydraulic and pneumatic equipment.

Tasks include:

Inspecting, examining and testing installed systems and pipes, using pressure gauge, hydrostatic testing, observation or other methods

Installing gas appliances, dishwashers and water heaters, sinks and toilets using hand and power tools

Laying clay, concrete or cast-iron pipes in ditches to form sewers, drains or water mains, or for other purposes

Measuring, cutting, threading, bending, jointing, assembling, installing, maintaining and repairing pipes, fittings and fixtures of drainage, heating, water supply and sewerage systems

642601 **Plumber**



Installs and repairs water, drainage and sewerage pipes and systems.

Alternative Titles and Specialisations:

Drain Technician

Drainage Contractor

Drainer / Drainlayer

Hot Water System Installer

Maintenance Plumber

Plumbing Contractor

Sanitary Plumber

Septic Tank Installer

Sewer Pipe Layer

Water Plumber

642602 **Solar Installer**



Installs, tests and repairs solar water heating systems and equipment.

Alternative Titles and Specialisations:

Solar Photovoltaic Installer

Solar Thermal Installer

Solateur








642603 **Gas Practitioner**



Lays out, installs, tests, inspects, maintains, repairs, and commissions domestic, commercial, industrial, and specialised gas installations.

Alternative Titles and Specialisations:

Gas Main and Line Fitter

	Gas Plumber	
	Gasfitter	
642604	Fire Services Plumber	
	Installs, tests and repairs fire services equipment.	
642605	Plumbing Inspector	
	Inspects plumbing work to ensure compliance with relevant standards and regulations.	
	<u>Alternative Titles and Specialisations:</u>	
	Drainage Inspector	
	Gas Plumbing Inspector	
	Sanitary Plumbing and Water Supply Inspector	
642606	Heat Pump Installer	
	Installs, tests, maintains and repairs air source type heat pump water heating systems and equipment.	
642607	Pipe Fitter	 
	Assembles, installs, repairs and maintains pipe systems, fittings and fixtures for water, gas, drainage, sewerage systems.	
	<u>Alternative Titles and Specialisations:</u>	
	Metal Pipe Fitter	
6427	Air Conditioning and Refrigeration Mechanics	
	Air conditioning and refrigeration mechanics assemble, install, maintain and repair air conditioning and refrigeration systems and equipment.	
	<u>Tasks include:</u>	
	Assembling, installing and repairing components for air conditioning and refrigeration systems	
	Connecting piping and equipment by bolting, riveting, welding or brazing	
	Interpreting blueprints, drawings or other specifications	
	Testing systems, diagnosing faults and performing routine maintenance or servicing	
642701	Air-conditioning and Refrigeration Mechanic	 
	Installs, maintains and repairs piping, ducting and equipment for heating, cooling and ventilation of buildings or vessels.	
	<u>Alternative Titles and Specialisations:</u>	
	Air Conditioning and Refrigeration Technician	
	Air Conditioning Equipment Mechanic	
	Air Conditioning Technician	
	Mechanical Services and Air Conditioning Plumber	
642702	Refrigeration Mechanic	
	Assembles, installs, maintains and repairs industrial, commercial and domestic air-conditioning and refrigeration systems and equipment.	
	<u>Alternative Titles and Specialisations:</u>	
	Air-conditioning / Cooling / Heating / Ventilation Mechanic	
	Air-conditioning / Cooling / Heating / Ventilation Systems Installer	
	Air-conditioning and Refrigeration Electrician	
	Cold Storage Maintenance Serviceman	
	Electrical Mechanic	
	Heating Control Mechanic	
	HVAC Control Technician / Fitter	
	Refrigeration Fitter	
	Refrigeration Mechanic (Commercial)	
	Refrigeration Mechanic (Industrial)	
	Refrigeration Mechanician	

643 Painters, Building Structure Cleaners and Related Trades Workers

Painters, building structure cleaners and related trades workers prepare surfaces and apply paint and similar materials to buildings and other structures, vehicles or various manufactured articles. They cover interior walls and ceilings with wallpaper, clean chimneys and exterior surfaces of buildings and other structures.

Tasks include:

Applying paint or varnish to vehicles or various manufactured articles, usually with a hand spraying device

Cleaning chimneys

Cleaning exterior surfaces of buildings and other structures

Covering interior walls and ceilings with wallpaper, silk or other fabrics

Preparing surfaces and applying paint and similar materials to buildings and other structures

Supervision of other workers may be included

6431 Painters and Related Workers

Painters and related workers prepare surfaces of buildings and other structures for painting, apply protective and decorative coats of paint or similar materials, or cover interior walls and ceilings of buildings with wallpaper other finishes.

Tasks include:

Applying or spraying paint, varnish, and similar materials to surfaces, fixtures and fittings of buildings

Applying paints, varnishes and stains to surfaces using brushes, rollers and sprays

Cleaning and preparing walls and other surfaces of buildings for painting or wallpapering

Measuring and hanging wallpaper or other fabrics on interior walls and ceilings

Selecting and preparing paints to required colours by mixing pigments and additives

643101 Painter

Applies paint, varnish, wallpaper and other finishes to protect, maintain and decorate the surfaces of buildings and structures.

Alternative Titles and Specialisations:

Painter and Decorator

Painting Contractor

Paperhanger

Structural Steel Painter

6432 Spray Painters and Varnishers

Spray painters and varnishers operate spray painting and varnishing equipment to apply protective coatings to manufactured items or structures.

Tasks include:

Applying paint as well as protective coatings of enamel or varnish on metal, wooden and other manufactured products, usually with a hand-spraying device

Painting cars, buses, trucks and other vehicles, and applying varnish and other protective coatings

Preparing surfaces to be coated using a variety of methods to remove grease, dirt and rust

643201 Industrial Spraypainter

Operates spray painting equipment to paint and apply other industrial coatings to manufactured items.



Alternative Titles and Specialisations:

Metal Coater

Powder Coater

Rust Proofer

Spray Booth Operator

643202 **Vehicle Painter**



Prepares surfaces of vehicles, matches and mixes colours and applies paint.

Alternative Titles and Specialisations:

Aircraft Painter / Aircraft Spraypainter

Automotive / Boat / Car / Coach / Ship Painter

Automotive / Car / Ship Spraypainter

Primer Sprayer

Spraypainter

Vehicle Spraypainter

6433 **Building Structure Cleaners**

Building structure cleaners clean exterior surfaces of buildings and other structures, and remove soot from chimneys.

Tasks include:

Building Structure Cleaner

Cleaning exterior surfaces of stone, brick, metal or similar materials by means of chemicals, or a jet of steam or sand applied under high pressure

Cleaning exterior surfaces of stone, brick, metal or similar materials by means of chemicals, or a jet of steam or sand applied under high pressure

Removing asbestos, mould and fire damaged surfaces from buildings

Removing soot from flues, chimneys and connecting pipes

643302 **Chimney Cleaner**

Unblocks and cleans chimneys.

65 **Metal, Machinery and Related Trades Workers**

Metal, machinery and related trades workers cast, weld, forge and, by other methods, form metal, erect, maintain and repair heavy metal structures, engage in machine-tool setting as well as in fitting, maintaining and repairing machinery, including engines, vehicles, or they produce tools and various non-precious-metal articles. The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organisation, the materials and tools used, and the nature and purpose of the final product.

Tasks include:

Casting, welding and shaping metal

Fitting, installing, maintaining and repairing industrial machinery, including engines and vehicles and similar mechanical equipment

Forging and forming steel and other non-precious metals to make and repair machinery, tools, equipment and other articles

Installing, erecting, maintaining and repairing heavy metal structures, tackle and related equipment

Making moulds and cores for casting metal

Setting for operators or setting and operating various machine tools

Supervision of other workers may be included

651 **Sheet and Structural Metal Workers, Moulders and Welders**

Sheet and structural metal workers, moulders and welders, and related workers, make moulds and cores for casting metal, weld and cut metal parts, make and repair articles of sheet metal, and install, erect, maintain and repair heavy metal structures, tackle, cable-cars and related equipment.

Tasks include:

Installing, erecting, maintaining and repairing heavy metal structures, as well as tackle, cable cars and related equipment

Making and repairing articles of sheet metal such as sheet steel, copper, tin, or brass

Making moulds and cores for casting metal; casting, welding and shaping metal parts

6511 Metal Moulders and Coremakers

Metal moulders and coremakers make moulds and cores for casting metal.

Tasks include:

Cleaning and smoothing moulds, core boxes, and repairing surface imperfections

Cutting spouts, runner holes and sprue holes into moulds

Lifting upper mould sections from lower sections and remove moulded patterns

Making cores for use in metal moulds

Making moulds by hand or using auxiliary machines on a bench for small metal castings, on the foundry floor, or in a pit for large castings

Moving and positioning work pieces such as mould sections, patterns, and bottom boards, using cranes, or signalling others to move work pieces

Positioning patterns inside mould sections and clamping sections together

651101 Moulder

Cast metal into moulds and cores for the production of metal products.

Alternative Titles and Specialisations:

Coremaker

Foundry Moulder

Metal Caster

Metal Casting Moulder

Metal Mould Maker

6512 Welders and Flame Cutters

Welders and flame cutters weld and cut metal parts using gas flame, electric arc and other sources of heat to melt and cut, or to melt and fuse metal.

Tasks include:

Brazing metal parts together

Cutting metal pieces using gas flame or an electric arc

Examining work pieces for defects and measuring work pieces with straight edges or templates to ensure conformance with specifications

Joining metal parts by hand soldering

Monitoring the fitting, burning, and welding processes to avoid overheating of parts or warping, shrinking, distortion, or expansion of material

Operating resistance-welding machines

Using blowtorch to make and repair lead linings, pipes, floors and other lead fixtures



Welding metal parts using gas flame, or an electric arc, thermite compound or other methods

651201 **Pressure Welder**

Assembles, welds and repairs pressure vessels and pipes to pressure test standards.

651202 **Welder**

Fabricates and repairs metal products using various welding techniques.

Alternative Titles and Specialisations:

Aircraft Welder

Arc Welder

Automotive Acetylene and Electrical Welder

Brazier

Carbon Dioxide Welder

Electric Arc Welder

Flame Cutter

Plate Layer

Plater-welder

Solderer and Brazer

Special Class Welder

Spot Welder Operator

Welding Inspector

Welding Tradesperson

651203 **Fitter-welder**

Fits, assembles and welds metal parts and sub-assemblies to fabricate production machines, other equipment and pipe systems.

651204 **Gas Cutter**

Cuts metal parts using gas flame.

6513 **Sheet Metal Workers**

Sheet metal workers make, install and repair articles and parts of articles made out of sheet metal such as sheet steel, copper, tin, brass, aluminium, zinc or galvanised iron.

Tasks include:

Converting blueprints into shop drawings to be followed in the construction and assembly of sheet metal products

Determining project requirements, including scope, assembly sequences, and required methods and materials, according to blueprints, drawings, and written or verbal instructions

Inspecting product quality and installation to ensure conformance to specifications

Installing and repairing sheet-metal parts of vehicles and aircraft

Making and repairing boilers, tanks, vats and similar containers

Making and repairing household utensils and other articles in tin, copper and light alloys, or ornamental articles and fittings

Marking sheet metal for cutting and shaping

651301 **Sheet Metal Worker**

Makes, installs and repairs articles and parts of articles made out of sheet metal such as sheet steel, copper, tin, brass, aluminium, zinc, galvanised iron or other substitutes.

Alternative Titles and Specialisations:

Aircraft Body Maker

Aluminium / Stainless Steel Fabricator

Boilersmith

Brassmith

Coppersmith
Duct Erector
Machine Riveter
Metal Spinner / Sheeter
Sheet Metal Marker / Installer
Sheet Metal Plumber
Tinsmith

651302 **Boiler Maker**



Makes and repairs boilers pressure vessels.

Alternative Titles and Specialisations:

Boilermaker
Boilermaker-welder
Plater-boilermaker

6514 **Structural Metal Preparers and Erectors**

Structural metal preparers and erectors assemble, erect and dismantle structural metal frames of buildings and other structures.

Tasks include:

Aligning parts to be joined using hand tools and measuring instruments

Assembling and erecting the framework and other metal parts of ships' structures

Drilling, cutting and shaping structural steel in a workshop

Erecting steel framework for buildings, bridges and other constructions

Marking metal framework as a guide when drilling, cutting, and shaping them for use in buildings, ships and other structures

Riveting structural-metal members by hand, machine or pneumatic riveter

Shaping and bending metal sections and pipes using hand and machine tools or by heating and hammering

Shaping and fitting structural-steel plates of ships under construction or repair

651401 **Metal Fabricator**



Marks off and fabricates structural steel and other metal stock to make or repair metal products and structures.

Alternative Titles and Specialisations:

Brass Finisher
Metal Fabricator-welder
Structural Steel Tradesperson
Template Maker

651402 **Structural Steel Erector**

Erects and dismantles structural steel frames of buildings and other structures.

Alternative Titles and Specialisations:

Construction Steel Worker
Marker Structural Steel
Signal Erector
Structural Metal Preparers

651403 **Steel Fixer**

Positions and secures steel bars and steel mesh in concrete forms to reinforce concrete structures.

Alternative Titles and Specialisations:

Concrete Reinforcing Steel Placer
Metal Plate Bender
Reinforcing Iron Worker Construction

Steel Bender

651404 **Structural Plater**



Sets up, operates, or tends plating or coating machines to coat metal or plastic products with chromium, zinc, copper, cadmium, nickel, or other metal to protect or decorate surfaces.

Alternative Titles and Specialisations:

Metal Plater

Plater

6515 **Riggers and Cable Splicers**

Riggers and cable splicers assemble rigging gear to move and position equipment and structural components, or install and maintain cables, ropes and wires on construction sites, buildings or other structures.

Tasks include:

Estimating the size, shape and weight of objects to be moved and deciding on the type of equipment to

Installing and maintaining communication towers, aerial cableways, funicular railways, ski lifts and similar infrastructure

Installing and repairing cables, ropes, wires, pulleys and other tackle

Joining, repairing and fitting attachments to wires, ropes and cables

Lifting and mounting scenery, lighting and other equipment in theatres and on film sets

Working as member of crew erecting and repairing derricks for drilling water, gas- and oil-wells

651501 **Rigger**



Assembles and installs rigging gear such as cables, ropes, pulleys and winches to lift, lower, move and position equipment, structural steel and other heavy objects.

Alternative Titles and Specialisations:

Construction Cable Layer / Puller

Construction Rigger

Forest / Logging Rigger

Hoisting Equipment Rigger

Rigger (Metal Engineering)

Rigger Ropesman

Rigger Scaffolder

Scaffolding Rigger

Ship Rigger

Theatrical Rigger

Tower Rigger

Winch Erector

651502 **Cable and Rope Splicer**

Maintain cables, ropes and wires on construction sites, buildings or other structures.

Alternative Titles and Specialisations:

Ropesman

652 **Blacksmiths, Toolmakers and Related Trades Workers**

Blacksmiths, toolmakers and related trades workers hammer and forge bars, rods or ingots of iron, steel and other metals to make and repair various kinds of tools, equipment and other articles, set machine tools for operators or set and operate various machine tools, and polish and sharpen surfaces.

Tasks include:

Hammering and forging iron, steel and other metals to make and repair various kinds of tools, equipment and other articles

Polishing and sharpening metal surfaces and tools

Setting machine tools for operators or setting and operating various machine tools working to fine tolerances

6521 **Blacksmiths, Hammersmiths and Forging Press Workers**

Blacksmiths, hammersmiths and forging press workers hammer and forge bars, rods, ingots and plates of iron, steel or other metals, and draw wire to make and repair various kinds of tools, metal articles, pieces of equipment, and agricultural and related implements.

Tasks include:

Drawing wire

Heating metal in forge furnace and manufacturing and repairing articles by drawing, bending, cutting, hammering metal on an anvil, punching, shearing, joining and hardening or tempering

Measuring and inspecting machine parts to ensure conformance to product specifications

Operating a power-press machine equipped with closed dies to forge metal articles

Operating closed-die drop hammer to forge metal articles

Reading work orders or blueprints to determine specified tolerances and sequences of operations for machine setup

Shaping heated metal into forgings on power hammer equipped with open dies

652101 **Blacksmith**

Shapes bars, rods and blocks of metal by heating and hammering to produce or repair metal articles.

Alternative Titles and Specialisations:

Architectural Metal Worker

Drop-hammer Worker

Hammer Smith

Metalsmith

Spring Maker

Tool Smith

652102 **Forging Press Worker**

Forges bars, rods, ingots and plates of iron, steel or other metals.

Alternative Titles and Specialisations:

Metal Temperer

6522 **Toolmakers and Related Workers**

Toolmakers and related workers make and repair custom made and specialised tools, sports guns, locks, dies, patterns machinery components and other metal articles using hand and machine tools to work metal to fine tolerances.

Tasks include:

Fitting and assembling parts to make and repair jigs, fixtures and gauges

Laying out lines and reference points on metal stock to guide other workers who cut, turn, mill, grind or otherwise shape metal

Making and repairing metal patterns for preparation of foundry moulds

Making, fitting, assembling, repairing and installing lock parts and locks

Positioning, securing and measuring metal stock or castings to lay out for machining

Preparing templates and sketches, and determining work processes

Reading and interpreting engineering drawings and specifications of tools, dies, prototypes or models

Repairing and modifying sports guns and other small arms

Setting up, operating and maintaining conventional and computer numerically controlled machine tools to cut, turn, mill, plane, drill, bore, grind or otherwise shape work piece to prescribed dimensions and finish

Verifying dimensions, alignments, and clearances of finished parts for conformance to specifications, using precision measuring instruments and testing completed items for proper operation

Visualizing and computing dimensions, sizes, shapes, and tolerances of assemblies, based on specifications

652201 **Toolmaker**



Makes and repairs tools, dies, jigs, fixtures and other precision parts and equipment to fine tolerances for machine tools and other production machinery.

Alternative Titles and Specialisations:

Die and Press Toolmaker

Die Caster

Die Cutter

Die Model Maker

Jig Mounter

Jigmaker (Metal)

Plastic Mould Maker

Press Toolmaker

Roll, Tool and Template Maker

Tool and Jigmaker

Tool Die Maker

Tool Jig and Die Maker

652202 **Gunsmith**



Modifies, services and repairs rifles, revolvers and other firearms.

Alternative Titles and Specialisations:

Light Armament Fitter

Light Weapon Fitter

652203 **Locksmith**



Installs and maintains locks and related security devices and systems.

Alternative Titles and Specialisations:

Safemaker

652204 **Patternmaker**



Constructs full size engineering models usually made out of timber, which are used in manufacturing to produce metal castings, copy models, vacuum form tooling and tooling for the automotive, aircraft or fibreglass industries.

Alternative Titles and Specialisations:

Engineering Patternmaker

Foundry Patternmaker

Metal Foundry Template Maker

Metal Profile Cutter

652205 **Master Toolmaker**

Develops and sets up master moulds and jigs.

Alternative Titles and Specialisations:

Casting and Die-casting Mouldmaker

Gauge, Jig and Fixture Maker

Metal Forming Die Maker
Plastic Die and Mouldmaker
Specialised Machine Builder
Specialised Tooling Machinist

652206 **Die Sinker**



Lays out, machines, and finishes impression cavities in die blocks to produce forging dies according to blueprints.

Alternative Titles and Specialisations:

Die Sinker and Engraver

6523 **Metal Working Machine Tool Setters and Operators**

Metal working machine tool setters and operators set and/or operate, various machine tools working to fine tolerances.

Tasks include:

Changing worn machine accessories, such as cutting tools and brushes, using hand tools

Inspecting work pieces for defects, and measuring work pieces to determine accuracy of machine operation, using rules, templates, or other measuring instruments

Observing machine operations to detect work piece defects or machine malfunctions, adjusting machines as necessary

Operating and monitoring metalworking machines, such as lathes, milling, planning, boring, drilling, grinding or honing machines, including multi-purpose numerically controlled metalworking machines

Performing similar tasks when machining plastics and other metal substitutes

Setting one or more types of machine tool for production of metal articles in standardised series

652301 **Metal Machinist**



Sets up and operates machine tools to shape and form metal stock and castings to fine tolerances, using detailed drawings and specifications.

Alternative Titles and Specialisations:

Aircraft Machinist

Automotive Machinist

Fitter-machinist

Jig Borer

Lathe Operator / Setter / Tradesperson

Machine Setter

Machine Tool Fitter

Machine Tool Mechanician

Machine Tool Operator

Machine Tool Setter

Machinist and Fitter (Automotive)

Metal Machine Setter

Milling Machinist

Roll Turner

Tooling Mechanician

Turner (Metal)

Turner Machinist

Turner Machinist (Automotive)

Vertical Borer

652302 **Fitter and Turner**



Fits, assembles, grinds and shapes metal parts and sub-assemblies to fabricate production machines and other equipment.

Alternative Titles and Specialisations:

Industrial Mechanician

6524 Metal Polishers, Wheel Grinders and Tool Sharpeners

Metal polishers, wheel grinders and tool sharpeners polish and grind metal surfaces and sharpen tools.

Tasks include:

Dressing grinding wheels, according to specifications

Inspecting, feeling, and measuring work pieces to ensure that surfaces and dimensions meet specifications

Monitoring machine operations to determine whether adjustments are necessary; stop machines when problems occur

Operating fixed or portable buffing and polishing machines

Repairing, adjusting and sharpening saw blades and metal teeth of cylinders in textile carding machines

Selecting and mounting grinding wheels on machines, according to specifications, using hand tools and applying knowledge of abrasives and grinding procedures

Sharpening cutting tools and instruments using grinding wheels or mechanically operated grinding machines

652401 Metal Polisher

Polishes metal to impart smooth, reflective or other finishes.

Alternative Titles and Specialisations:

Electropolisher

Metal Cleaner

Metal Finisher

Metal Working Burnisher

652402 Tool Grinder and Sharpener

Sharpens cutting tools and instruments using grinding wheels or mechanically operated grinding machines.

Alternative Titles and Specialisations:

Knife Sharpener

652403 Saw Maker and Repairer



Makes, repairs, sets and sharpens blades for circular, band and other saws.

Alternative Titles and Specialisations:

Saw Doctor

Saw Setter

Saw Sharpener

652404 Grinder

Grinds metal surfaces.

Alternative Titles and Specialisations:

Rough Grinder Metal Foundry

653 Machinery Mechanics and Repairers

Machinery mechanics and repairers fit, install, maintain and repair engines, vehicles, agricultural or industrial machinery and similar mechanical equipment..

NOTE: Occupations are classified in Major group 7, Plant and Machine Operators and Assemblers, if the tasks call mainly for experience with and an understanding of the machinery operated and monitored. Occupations are classified in Major group 8, Elementary Occupations, if the tasks are of a simple and routine nature, mainly entail the use of hand-held tools, some physical effort, little or no previous experience and understanding of the work and limited initiative or judgement.

Tasks include:

Fitting, installing, maintaining and repairing engines, vehicles, agricultural or industrial machinery and similar mechanical equipment

6531 Motor Vehicle Mechanics and Repairers

Motor vehicle mechanics and repairers fit, install, maintain, service and repair engines and the mechanical and related equipment of passenger cars, delivery trucks, motorcycles and other motor vehicles.

Tasks include:

Detecting and diagnosing faults in engines and parts

Fitting, examining, adjusting, dismantling, rebuilding and replacing defective parts of motor vehicles

Fitting, examining, testing and servicing motor vehicle and motorcycle engines

Installing or adjusting motors and brakes, and adjusting steering or other parts of motor vehicles

Installing, adjusting, servicing and replacing mechatronics components of motor vehicles
Performing scheduled maintenance services, such as oil changes, lubrications and engine tune-ups, to achieve smoother running of vehicles and ensure compliance with pollution regulations

Reassembling engines and parts after being repaired

653101 Automotive Motor Mechanic



Maintains, tests and repairs diesel and petrol road vehicles (less than 8 tons) and the mechanical parts thereof including transmissions, suspension, steering and brakes.

Alternative Titles and Specialisations:

Air Conditioning Technician (Automotive)

Auto Engineer / Mechanic

Automatic Transmission Mechanic

Automotive Fitter

Automotive Mechanic

Automotive Mechanician

Automotive Surveyor

Brake and Clutch Mechanic / Repairer / Fitter

Fuel Injection Mechanic

Fuel Injection Pump Mechanic

Garage Mechanic

Mechanical Service Advisor (Vehicles)

Motor Mechanic

Patrol Officer Automobile Association

Service Mechanic

Vehicle Mechanic

Vehicle Radiator Mechanic

653103 Motorcycle Mechanic



Maintains, tests and repairs the mechanical parts of motorcycles, including scooters.

Alternative Titles and Specialisations:

Motorcycle / Motorbike Technician

Motorcycle and Scooter Mechanic

Scooter Mechanic

653109 Automotive Engine Mechanic



Diagnoses, adjusts, repairs, or overhauls automotive engines.

Alternative Titles and Specialisations:

Automotive Engine Fitter

6532 Aircraft Engine Mechanics and Repairers

Aircraft engine repairers and mechanics fit, service, repair and overhaul aircraft engines and assemblies, such as airframes, hydraulic, and pneumatic systems.

Tasks include:

Connecting components to assemblies such as radio systems, instruments, magnetos, inverters, and in-flight refuelling systems

Examining and inspecting airframes and aircraft components, including landing gear, hydraulic systems, and de-icers to detect wear, cracks, breaks, leaks, or other problems

Fitting, examining, testing and servicing aircraft engines

Inspecting completed work to certify that maintenance meets standards and the aircraft is ready for operation

Installing and testing electrical and electronic components, assemblies, and systems in aircraft

Maintaining repair logs, documenting all preventive and corrective aircraft maintenance

Maintaining, repairing, and rebuilding aircraft structures, functional components, and parts such as wings and fuselage, rigging, hydraulic units, oxygen systems, fuel systems, electrical systems, gaskets, and seals

Maintaining, repairing, overhauling, modifying and testing aircraft structural, mechanical and hydraulic systems

Reading and interpreting manuals, service bulletins, and other specifications to determine the feasibility and method of repairing or replacing malfunctioning or damaged components

Replacing engine components or complete engines

653201 Aircraft Maintenance Mechanic



Inspects, tests, repairs and installs aircraft hydro mechanical, pneumatic, flight control system components and aircraft engines, sub-assemblies and components.

Alternative Titles and Specialisations:

Aircraft Engine Fitter

Aircraft Engine Maintenance Technician

Aircraft Engineering Serviceman / Tradesperson

Aircraft Examiner / Inspector

Aircraft Maintenance Engineer (Engines)

Aircraft Mechanic

Aircraft Service Technician

Aircraft Simulator Mechanic

Aircraft Technician (Defence)

Aviation Maintenance Technician

Helicopter Mechanic

Jet Engine Mechanic

Pneudraulic Systems Mechanic (Aircraft)

Powerplant Mechanic (Aircraft)

Rocket Engine Component Mechanic

653202 Aircraft Structures Worker



Inspects, dismantles and reassembles aircraft structures, and repairs and replaces components of aircraft frames. Works with both metal and carbon fibre composite materials.

Alternative Titles and Specialisations:

Aircraft Composite Structure Worker
Aircraft Composites and Structures Worker
Aircraft Composites Worker
Aircraft Life Support Fitter
Aircraft Maintenance Engineer (Airframes)
Aircraft Maintenance Engineer (Mechanical)
Aircraft Maintenance Engineer (Structural)
Aircraft Maintenance Technicians (Mechanical)
Aircraft Metal Worker
Aircraft Plastics and Fiberglass Worker
Aircraft Restorer
Aircraft Sheetmetal Worker
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Aircraft Structural Fitter
Aircraft Structure Worker
Aircraft Trimmer
Airframe Fitter
Airframe Mechanic

6533 Agricultural and Industrial Machinery Mechanics and Repairers

Agricultural and industrial machinery mechanics and repairers fit, install, examine, service and repair engines, agricultural and industrial machinery and mechanical equipment, except motor vehicle, aircraft and electric motors.

Tasks include:

Disassembling machinery and equipment to remove parts and make repairs
Examining parts for defects such as breakage and excessive wear
Fitting, installing, examining, servicing and repairing engines, machinery and mechanical equipment
Inspecting and testing new machinery and mechanical equipment for conformity with standards and specifications
Oiling and greasing stationary engines and machinery

Operating newly repaired machinery and equipment to verify the adequacy of repairs
Recording repairs and maintenance performed

653301 Industrial Machinery Mechanic



Fits, installs, examines, services and repairs engines, agricultural and industrial machinery and mechanical equipment (except motor vehicle, aircraft, tractors and electric motors).

Alternative Titles and Specialisations:

Apparel and Related Manufacturing Machine Mechanic
Agricultural Machinery Mechanic
Construction Machinery Mechanic
Construction Plant Mechanic
Footwear Manufacturing Machine Mechanic
Farm Machinery Repairer
Leather Manufacturing Machine Mechanic
Marine Mechanic
Mechanical Service Advisor (Equipment)
Mining Machinery Repairer
Plant Maintenance Mechanic
Ships Engine Room Mechanic
Stationary Engine Repairer

Stationary Motor Mechanic

Train Engine Repairer

653302 **Mechanical Equipment Repairer**

Fits installs, examines, services and repairs engines, machinery and mechanical equipment.

Alternative Titles and Specialisations:

Coin Machine Mechanic

653303 **Mechanical Fitter**



Fits and assembles metal parts and sub-assemblies to fabricate production machines and other equipment.

Alternative Titles and Specialisations:

Carriage and Wagon Fitter

General Fitter

Hydraulic Fitter

Machine Fitter

Machine Fitter (Hydraulics)

Machine Fitter (Including Hydraulics and Pneumatics)

Maintenance Fitter

Marine Fitter

Marine Pipe Fitter

Mechanical Fitter (Machinery) Ships

Mechanical Fitter (Machinery) Submarines

Mining Machinery Fitter

Stationary Engine Fitter

Train Engine Fitter

Wagon Fitter

653304 **Diesel Fitter**



Maintains, test and repairs diesel motors used for generating power in ships, locomotives, stationary plant and equipment.

653305 **Small Engine Mechanic**



Maintains, tests and repairs engines of chainsaws, lawn mowers, garden tractors and other equipment with small engines.

Alternative Titles and Specialisations:

Chainsaw Mechanic

Garden Machinery Repairer

Inboard / Outboard Engine Mechanic

Lawnmower Mechanic

Outboard Motor Mechanic

653306 **Diesel Mechanic**



Maintains, test and repairs commercial vehicles (more than 3 tons GMV) including engines, mechanical parts, transmissions, suspension, steering and brakes.

Alternative Titles and Specialisations:

Diesel Electrical Fitter

Diesel Fitter-mechanic

Diesel Fuel Injection Mechanic

Diesel Fuel Injection Technician

Diesel Injector

Field Service Technician (Diesel)

Truck Mechanic

653307 **Heavy Equipment Mechanic**



Maintains, tests and repairs heavy equipment such as earth moving or mining including engines, mechanical parts and hydraulically or electrically powered systems.

Alternative Titles and Specialisations:

Earthmoving Equipment Mechanic

653308 **Tractor Mechanic**



Maintains, tests and repairs tractors.

653309 **Forklift Mechanic**



Maintains, tests and repairs forklifts.

653310 **Lubrication Equipment Mechanic**

Installs and maintains lubrication equipment and systems.

Alternative Titles and Specialisations:

Fluid Mechanic

6534 **Bicycle and Related Repairers**

Bicycle and related repairers fit, maintain, service and repair the mechanical and related equipment of bicycles, rickshaws, baby carriages, wheelchairs and similar non-motorized transport equipment.

Tasks include:

Assembling new bicycles, wheelchairs and similar non-motorized equipment

Changing tyres and controlling air pressure

Cleaning and lubricating bearings and other moving parts

Examining, servicing and repairing bicycles and other non-motorized transport equipment

Replacing and repairing components and accessories, such as brakes, driving chain mechanism, wheels, handle bars etc

Spray painting frames

653401 **Bicycle Mechanic**

Fits, maintains, services and repairs the mechanical and related equipment of bicycles.

Alternative Titles and Specialisations:

Bicycle Repairer

Bicycle Technician

653402 **Non-motorised Transport Equipment Repairer**

Fits, maintains, services and repairs the mechanical and related equipment of non-motorized transport equipment (excluding bicycles).

Alternative Titles and Specialisations:

Perambulator Repairer

Wheelchair Repairer

66 **Handicraft and Printing Workers**

Handicraft and printing workers make and repair precision instruments, musical instruments, various articles such as jewellery, precious metalware, ceramics, porcelain ware and glassware, as well as handicrafts made of wood or textile, leather or related materials, or they perform printing or book-binding tasks. The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organisation, the materials and tools used, and the nature and purpose of the final product.

Tasks include:

Making and repairing musical instruments; making jewellery and precious metalware

Making and repairing nautical, meteorological, optical and other precision instruments and equipment

Making pottery, porcelain ware, ceramics and glassware

Painting and decorating various articles

Performing printing or book-binding tasks

Producing handicraft articles in wood or textile, leather and related materials

Supervision of other workers may be included

661 **Handicraft Workers**

Handicraft workers combine artistic and manual skills to design, make, repair, adjust, maintain and decorate precision instruments, musical instruments, jewellery and other precious-metals, pottery and porcelain ware. They apply traditional and/or recently developed techniques to carve, mould, assemble, weave and decorate various glass, ceramics, textile, straw, stone, wood and leather articles.

Tasks include:

Applying traditional techniques and patterns to produce woven fabrics, knitted, embroidered and other garments and household articles

Applying traditional techniques like seasoning, impregnation to prepare wood, straw, rattan, reeds, stone, clay, shells, and other materials, and carving, moulding, assembling, weaving, or painting and decorating various articles for personal or household use, or for decorative purposes

Cutting, filing, polishing and setting precious and semi- precious stones including gems and diamonds and engraving designs on jewellery and precious metal articles

Decorating articles made of wood, metal, textiles, glass, ceramics and other materials, and planning, laying out and painting letters, figures, monograms and designs to make signs
Fabricating, adjusting, repairing, or appraising jewellery, ceremonial or religious items, gold, silver, other precious metals, or gems

Making, calibrating, repairing, maintaining and installing musical and precision instruments
Preparing materials to make wicker furniture, brushes and brooms and weaving various kinds of baskets

Preparing pottery, porcelain ware, sanitary ware, bricks, tiles and abrasive wheels by hand or by machine; blowing, moulding, pressing, cutting, trimming, grinding and polishing glass, shaping molten glass according to patterns

6611 **Precision-instrument Makers and Repairers**

Precision-instrument makers and repairers precision-instrument makers and repairers make, calibrate, repair, maintain, adjust and install mechanical watches, clocks, nautical, meteorological, optical, orthopaedic and other precision instruments and equipment and set them for correct performance.

Tasks include:

Adjusting and repairing masts, supporting structures, clearance lights, control panels, control cabling and wiring, and other electrical and mechanical devices

Adjusting timing regulators, using callipers, watch-rate recorders, and tweezers

Assembling instruments and devices, such as barometers, control valves, gyroscopes, hygrometers, speedometers, tachometers, and thermostats

Calibrating instruments or scales, using hand tools, computer, or electronic devices
Checking whether assembled units conform to specifications and ensuring stipulated performance and sensitivity by standard tests
Cleaning, rinsing, and drying timepiece parts, using solutions and ultrasonic or mechanical watch-cleaning machines

Inspecting components, connections, and drive mechanisms to detect defects
Repairing and setting optical instruments such as microscopes, telescopes, theodolites, sextants
Repairing, cleaning, and adjusting mechanisms of timing instruments, such as watches and clocks

Testing accuracy of meters, gauges, indicators, or other recording or controlling instruments to locate defective components and for conformance to standards
Testing timepiece accuracy and performance, using meters and other electronic instruments

Testing, calibrating, and adjusting electronic, mercurial, aneroid, and other types of meteorological instruments for compliance with printed specifications and schematic diagrams, using voltmeters, oscilloscopes, tube testers, and other test instruments

661101 Precision Instrument Maker and Repairer



Assembles, calibrates, installs and overhauls mechanical precision instruments and equipment.

Alternative Titles and Specialisations:

Camera Repairer

661102 Watch and Clock Maker and Repairer



Makes, repairs, cleans and adjusts watches and clocks.

Alternative Titles and Specialisations:

Horologist

Orthopaedic Appliance Maker

661103 Scale Fitter



Installs, repairs and calibrates a variety of scales.

6612 Musical Instrument Makers and Tuners

Musical instrument makers and tuners make, assemble, repair, adjust, restore musical instruments and tune them to the required pitch with hand or power tools. They usually specialize in one type of instrument, such as string instruments, brass instruments pianos, reed instruments or percussion instruments.

Tasks include:

Adjusting lips, reeds, or toe hole of organ pipes, using hand tools, to regulate airflow and loudness of sound

Adjusting string tensions to achieve proper tone or pitch of stringed instruments

Aligning pads and keys on reed or wind instruments

Assembling and installing new pipe organs and pianos in buildings

Fabricating and assembling musical instruments and instrument parts of wood, ebonite, metal, leather and other materials

Installing new drumheads in percussion instruments

Playing and inspecting instruments to evaluate their sound quality and to locate any defects

Repairing or replacing musical instrument parts and components, such as strings, bridges, felts, and keys, using hand and power tools

Tuning accordions by aurally comparing pitch of reeds with master reeds and filing reeds to obtain standard pitch

Tuning and servicing pipe organs by adjusting pitch of organ A pipes to conform with pitch of tuning fork and adjusting pitch of other pipes with references to pitch of tuned pipes

Tuning percussion instruments to required pitch by tightening or loosening cords holding leather pieces fixed at top or at both ends of instrument

661201 Musical Instrument Maker or Repairer



Builds, repairs and restores musical instruments, and modifies and tunes them to owners' specifications.

Alternative Titles and Specialisations:

Musical Instrument Tuner

Piano Tuner

6613 Jewellery and Precious Metal Workers

Jewellery and precious metal workers design, fabricate, adjust, repair, or appraise jewellery, ceremonial or religious items, gold, silver, other precious metals, or gems. They cut, file, polish and set precious and semi-precious stones including gems and diamonds and engrave designs on jewellery and precious metal articles. They cut and polish diamonds for industrial purposes.

Tasks include:

Appraising the quality and value of jewellery

Assembling articles by soldering, screwing, riveting and otherwise joining

Cutting and dividing stones to approximate final shape, using precision hand and power tools and jigs

Engraving designs on ring settings, brooches, bracelets and other articles

Examining designs and specifications for jewellery and precious metal objects

Finishing articles using files, emery paper and buffing machines

Repairing jewellery by soldering, replacing and rebuilding worn and broken parts

Restyling old jewellery

Securing precious stones in retaining prongs and ridges and smoothing and checking final settings

Securing stones and shapes, cutting angles, smoothing and polishing

Shaping moulded metal by cutting, filing, beating, turning and bending, using specialised hand and power tools

661301 Goldsmith



Designs, makes and repairs jewellery such as rings, brooches, chains and bracelets; crafts objects out of precious metals to produce jewellery and objects of art.

Alternative Titles and Specialisations:

Designer Goldsmith

Jeweller

Jewellery Caster

Jewellery Chainmaker (Hand Made)

Jewellery Modelmaker

Jewellery Mouldcutter

Jewellery Mouldmaker

Jewellery Quality Controller

Jewellery Repairer
Jewellery Wax Carver
Platinumsmith

661302 **Diamond and Gemstone Setter**



Sets gemstones and diamonds to produce jewellery and objects of art.

Alternative Titles and Specialisations:

Jewellery Setter

661303 **Jewellery Evaluator**

Evaluates gemstones and jewellery to determine their monetary value.

6614 **Potters and Related Workers**

Potters and related workers prepare pottery, porcelain ware, sanitary ware, bricks, tiles and abrasive wheels by hand or by machine.

Tasks include:

Adjusting and setting controls of pug mill that mixes, extrudes, cuts, and deposits clay charges in or over moulds as specified

Adjusting wheel speeds according to the feel of the clay as pieces enlarge and walls become thinner

Examining finished ware for defects, verifying accuracy of shapes and sizes of objects, using callipers and templates

Forming abrasive wheels by moulding and pressing an abrasive mixture by hand or by machine

Forming articles on potter's wheel by pressing thumbs into centres of revolving clay to form hollows, and press on the inside and outside of emerging clay cylinders with hands and fingers, gradually raising and shaping clay to desired forms and sizes

Making articles of pottery and porcelain

Making clay or plaster of Paris moulds

Operating jigger machines to form ceramic ware, such as bowls, cups, plates, and saucers

Preparing work for sale or exhibition, and maintaining relationships with retail, pottery, art, and resource networks that can facilitate sale or exhibition of work

Reading technical drawings to know customer's requirements

Smoothing surfaces of finished pieces, using rubber scrapers and wet sponges

661401 **Potter or Ceramic Artist**

Conceives and creates functional or artistic articles by moulding clay, glass and other fusible materials using hand-building and wheel techniques. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

6615 **Glass Makers, Cutters, Grinders and Finishers**

Glass makers, cutters, grinders and finishers blow, mould, press, cut, trim, grind and polish glass, shape molten glass according to patterns.

Tasks include:

Blowing and bending glass tubing into specified shapes to form scientific apparatus like flasks, retorts, pipettes

Examining glass stock and finished products and marking or discarding items with defects such as spots, stains, scars, snags, chips, scratches, or unacceptable shapes or finishes

Finishing and smoothing and polishing rough edges, using belt sander or polishing wheels

Grinding and polishing glass objects or parts to correct defects

Heating glass to pliable stage, using gas flames or ovens, and rotating glass to heat it uniformly

Inspecting, weighing, and measuring products to verify conformance to specifications, using instruments such as micrometers, callipers, magnifiers, and rulers

Laying out cutting and grinding optical and other glass to specified dimensions and weight for moulding into lens blanks and for use as watch crystals

Observing gauges, computer printouts and video monitors to verify specified processing conditions and make adjustments as necessary

Positioning pattern or drawing on glass, measuring dimensions, and marking cutting lines, using glass cutting tools and cutting glass along marked outlines or around pattern

Reading work orders to determine dimensions, cutting locations, and quantities to cut

Regulating oven temperatures according to glass types to be processed

Setting up, operating and adjusting computerized or robotic glass cutting equipment

Spraying silver solution on glass to provide mirrored surface, using spray gun

Transferring pattern for individual stained glass parts from full size drawing to pattern paper, using stylus to trace drawings

661501 Glass Maker



Blows, moulds, presses, cuts, trims, grinds and polishes and shape molten glass according to patterns.

Alternative Titles and Specialisations:

Glass Blower

Glass Finisher

Glass Finisher or Bender

Glass Grinder

Glassware Maker

Glaze Maker

Leadlighter

661502 Optical Mechanic



Operates machines to grind, polish and surface optical lenses to meet prescription requirements, and fits lenses to spectacle frames.

Alternative Titles and Specialisations:

Contact Lens Technician

Fine Optician

Optical Glass Cutter

Optical Glass Grinder

Optical Glass Polisher

Optical Instrument Maker and Repairer

Optical Laboratory Assistant

Optical Technician

Slitter Optical Glass

6616 Sign Writers, Decorative Painters, Engravers and Etchers

Sign writers, decorative painters, engravers and etchers decorate articles made of wood, metal, textiles, glass, ceramics and other materials. They plan, lay out and paint letters, figures, monograms and designs to make signs and engrave and etch ornamental and floral designs on glass and other articles.

Tasks include:

Cutting out letters and signs for display purposes from wallboard or cardboard, by hand or machines, such as electrically powered jigsaw or bandsaw

Designing and producing normal flat cut lettering or lettering that is shadowed with applied vinyl or lettering that is ready cut for application

Designing pattern or lettering to paint work pieces, such as signs, glassware, pottery, or zinc plates

Engraving and printing patterns, ornamental designs, etchings, trademarks, figures or lettering onto flat or curved surfaces of a wide variety of metal, glass, plastic, or ceramic items

Etching decorative designs, calibration markings and other figures on glass articles

Examining sketches, diagrams, samples, blueprints, or photographs to decide how designs are to be etched, cut, or engraved onto work pieces

Integrating and developing visual elements, such as line, space, mass, colour, and perspective, in order to produce desired effects such as the illustration of ideas, emotions, or moods

Laying out and painting in one or more languages letters, figures, monograms and designs to make signs

Measuring and computing dimensions of lettering, designs, or patterns to be engraved

Painting decorative free-hand designs on objects, such as pottery, glass, cigarette cases, lampshades

Sketching or tracing design or lettering onto work piece or pattern material to prepare pattern or stencil

Transferring from paper transfers decorative or ornamental designs on articles

Using software and routing equipment to produce 3D Carved images for application onto larger signage as well as engraved and inlaid signs

Writing, painting, or printing signs or show cards used for display or other purposes

661601 **Signwriter**



Designs, fabricates and paints signs for displays, buildings, hoardings, boats and structures.

Alternative Titles and Specialisations:

Sign Maker

Sign Manufacturer

Signcrafter

Signwriter and Painter

Ticket Writer

661602 **Engraver**



Inscribes letters, figures and designs on metal, glass, wood, rubber, plastic and other surfaces.

Alternative Titles and Specialisations:

Etcher

Glass Embosser

Glass etcher

Hand Engraver

Pantographer

6617 **Handicraft Workers in Wood, Basketry and Related Materials**

Handicraft workers in wood, basketry and related materials apply traditional techniques like seasoning, impregnation to prepare wood, straw, rattan, reeds, stone, clay, shells, and other materials, and carve, mould, assemble, weave, or paint and decorate various articles for personal or household use, or for decorative purposes. Basketry weavers, brush makers and related workers select and prepare materials like bristles, nylon, fibre, bass, whisker and wire to make wicker furniture, brushes and brooms and weave various kinds of baskets.
Tasks include:

Carving floral and artistic designs on wooden surfaces for decorative purposes

Carving, assembling, weaving, painting and decorating various articles for personal or household use such as salad bowls, serving-spoons, cutting-boards, trays, vases, jugs, baskets, straw hats, straw mats and similar objects

Forming bottom of basket by interlacing strips of rattan, wood veneer or other material with Framework of rods of material such as willow

inserting rods around edge of bottom between woven sections of bottom and bending them upright to serve as framework for sides

Making various kinds of baskets by interlacing osier, rattan, reeds, rushes or similar materials

Making wicker furniture from peeled and softened rattan, reeds, rushes, willow branches and similar materials

Painting free hand decorative designs on glass and pottery or porcelain ware

Preparing wood, straw, rattan, reeds, stone, shells, or similar materials

Selecting and preparing brush materials, such as bristles, nylon, fibres and wire, and setting them in brush base

Selecting and preparing materials, such as broom corn, bass, whisker and fibre, and fastening them to broom handles

661701 Basket, Cane and Wicker Worker

Apply traditional techniques to weave baskets and other products from straw, rattan, reeds and cane and wicker.

661702 Carver

Make articles for personal or household use, or for decorative purposes by carving wood, stone and bone.

Alternative Titles and Specialisations:

Carver (Bone / Stone / Wood)

Wood Carver

661703 Cane Furniture Maker

Designs and makes furniture from cane.

6618 Handicraft Workers in Textile, Leather and Related Materials

Handicraft workers in textile, leather and related materials apply traditional techniques and patterns to produce woven fabrics, knitted, embroidered, woven and other garments and articles for household use, as well as traditional footwear, handbags, belts and other accessories.

Tasks include:

Cleaning and fluffing textile fibres

Crocheting or making braid by hand

Drawing warp threads into loom by hand

Forming fibres into sliver, combing them, combining sliver into sliver laps or forming sliver into rove

Grading and classifying natural textile fibres

Knitting garments and other articles on hand-operated machine or by hand
Lace-making and weaving, knitting, or embroidering various garments and articles for household use

Making carpets by using a knotting technique

Making nets by hand

Preparing and dyeing hides with natural dyestuffs and making traditional footwear or handbags, belts and other accessories

Spinning and dyeing with natural dyestuffs, wool, cotton and other fibres

Spinning and winding yarn by hand

Washing wool fibres

Weaving plain or figured cloth, tapestry, lace, carpet or other fabrics on hand looms

661801 **Textile, Leather and Related Materials Handicraft Workers**

Applies traditional techniques and patterns to produce woven fabrics, knitted, embroidered, woven and other garments and articles for household use, as well as traditional footwear, handbags, belts and other accessories.

Alternative Titles and Specialisations:

Carpet Weaver

Carpets Handicraft Worker

Cloth Weaver

Hand Knitter

Knitter

Leather Handicraft Worker

Loom Threader

Tapestry Maker

Textile Fibre Comber

Textile Fibre Drawer

Textile Fibre Rover

Textiles Handicraft Worker

Thread and Yarn Spinner

6619 **Handicraft Workers not Elsewhere Classified**

This unit group covers handicraft workers who perform traditional handicrafts not classified elsewhere. For instance, the group includes traditional handicraft workers in non-precious metals and stone.

661901 **Metal Toymaker**

Applies traditional techniques and patterns to produce non-precious metals and stone articles for household.

662 **Printing Trades Workers**

Printing trades workers compose and set type prior to printing, set up and operate printing presses, bind and finish printed products, and prepare stencils and operate screen printing equipment.

Tasks include:

Operating computer screen-based equipment for scanning, colour separation and correction, retouching and other processes used to transfer copy to film and produce film for plate, cylinder and digital output productions

Operating graphic cameras and other photographic equipment to reproduce camera-ready copy onto films, plates and digital output devices

Performing routine finishing operations and machine maintenance
Preparing stencils and operating screen printing equipment

Setting up, operating and monitoring machines used in typesetting, photographing copy, printing and cutting, folding, collating and binding printed material

6621 Pre-press Technicians

Pre-press technical and trades workers proof, format, set and compose text and graphics into a form suitable for use in various printing processes and representation in other visual media.

Tasks include:

Carrying out digital and chemical proofing from digital systems, and negative and positive films

Evaluating printed proofs, checking and correcting them for quality

Operating computer screen-based equipment for scanning, colour separation, colour correction, masking, creative design, combining, imposing, retouching, and other processes used to transfer copy to film and produce film for plate, digital output and cylinder productions

Operating graphic cameras and other photographic equipment to reproduce camera-ready copy onto films, plates and digital output devices

Operating plate making equipment to reproduce images from film to printing plates, digital output devices and presses

Preparing and exposing carbon tissue for laying on cylinders by transfer method, and developing images

Using computer applications to generate images, text, layouts and impositions for print and other visual media displays

662101 Electronic Pre-press Technical Worker



Manipulates, sets and composes text and graphics into a format suitable for printing and other visual media.

Alternative Titles and Specialisations:

Electronic Pre-Press Technician (Lithography)

Electronic Pre-Press Technician (Flexography)

Electronic Pre-Press Technician (Gravure)

Electronic Pre-Press Technician (Screen)

662104 Electronic Originator



Manipulates sets and composes text and graphics into a format suitable for printing and other visual media.

662105 Gravure Cylinder Preparation Technician



Inspects and/or repairs gravure cylinders to accept an engraved image for printing.

662106 Process Engraver



Prepares and produces metal blocks for subsequent printing and finishing operations.

662107 Printing Plate Maker

Transfers a prepared image either in digital or analogue format onto a printing plate.

Alternative Titles and Specialisations:

Computer to Plate Operator

Flexographic Plate Maker

Lithographic Plate Maker

Screen Maker

Screen Printing Plate Mounter

Stereo Typer

6622 Printers

Printers set up and operate letterpress, lithographic, flexographic, gravure, newspaper, instant, digital and offset printing presses.

Tasks include:

Loading paper into feeding mechanisms

Maintaining, adjusting, repairing and cleaning machines

Mixing ink and solvents to standard, and regulating paper and ink supply during print runs

Monitoring machine operations and quality of printing

Monitoring, evaluating and determining press to check print quality standards against proofs and detect malfunctions

Preparing plates, blankets and impression cylinders on small offset lithographic printing presses

Producing a variety of printed products using relief, lithographic, flexographic and gravure printing presses, and in-line finishing systems

Producing digital print images, and transferring and outputting images

Setting, adjusting and monitoring substrate-feed mechanisms, delivery mechanisms, inking systems and other printing machine functions

662201 Printing Machinist



Sets up and operates printing machines and presses to print artwork and text on a variety of substrates including paper, textiles, vinyl, metal, plastics and leather.

662202 Small Offset Lithography Operator

Sets up, operates and maintains small offset printing presses to print specified printing jobs on a variety of substrates, such as paper, paperboard, vinyl and plastic.

Alternative Titles and Specialisations:

Instant Printer Operator

Jobbing Printer

Printer's Assistant

Small Offset Printing Machine Operator

662203 Screen Printing Technician



Prepares screens, sets up and operates power-driven screen printing equipment on variety of substrates.

Alternative Titles and Specialisations:

Plastic Packaging Screen Printer

Screen Printing Press Operator

Silk Screen Printer

662204 Paper Sheetfed Offset Lithography Technician



Sets up, operates and maintains lithographic printing presses to print specified printing jobs on a variety of substrates.

Rotary Offset Lithographic Printing Technician (Heatset)

Rotary Offset Lithographic Printing Technician (Coldset)

Sheetfed Offset Lithographic Printing Technician (Paper)

Sheetfed Offset Lithographic Printing Technician (Metal)

Continuous Stationery Lithographic Printing Technician

Monobloc Dry Offset Lithographic Printing Technician

662205 Metal Sheetfed Offset Lithography Technician



Sets up, operates and maintains sheetfed lithographic printing presses to print specified printing jobs on metal substrates.

662206 Continuous Stationery Printing Machine Technician

Sets up, operates and maintains webfed lithographic offset continuous stationery printing presses to print and in-line finish specified printing jobs on paper substrates.

Alternative Titles and Specialisations:

Business Forms Printer

Continuous Offset Machine Minder

Continuous Stationery Machine Minder

662207 **Monoblock Offset Machine Technician** ❌

Sets up, operates and maintains monoblock product forming and offset printing machines to print on metal and plastic products.

662208 **Roll Label Machine Technician** ❌

Sets up, operates and maintains roll label printing presses to print specified printing jobs on a variety of paper, plastic and self adhesive substrates by using inline printing and finishing processes.

Alternative Titles and Specialisations:

Label printing Machinist

Narrow-web Flexographic Printing Machine Minder

Roll Label Machine Minder

662209 **Gravure Printing Technician**

Sets up, operates and maintains gravure printing presses to print specified printing jobs on a variety of substrates.

Alternative Titles and Specialisations:

Publication Gravure Printing Technician

Packaging Gravure Printing Technician

662210 **Heatset Rotary Offset Lithography Technician** ❌

Sets up, operates and maintains webfed heatset lithographic printing presses to print specified printing jobs on a variety of papersubstrates.

662211 **Coldset Rotary Offset Lithography Technician** ❌

Sets up, operates and maintains webfed coldset lithographic printing presses to print specified printing jobs on a variety of papersubstrates.

662212 **Rotary Printing and Re-reeling Flexographic Machine Technician** ❌

Sets up, operates and maintains webfed flexographic printing presses to print specified printing jobs on a variety of paper and plastic substrates.

Alternative Titles and Specialisations:

Letterpress Machine Minder

Letterpress Printing Machinist

Rotary Printing and Re-reeling Flexographic Machine Minder

662213 **Rotary Printing and Re-reeling Gravure Machine Technician** ❌

Sets up, operates and maintains webfed gravure printing presses to print specified printing jobs on a variety of paper and plastic substrates.

Alternative Titles and Specialisations:

Rotary Printing and Re-reeling Gravure Machine Minder

662215 **Stationery Machine Technician** ❌

Sets up, operates and maintains stationery and envelope manufacturing and printing machines to produce stationery on a variety of paper substrates.

Alternative Titles and Specialisations:

Envelope Machine Adjuster

Stationery Machine Adjuster

662216 **Commercial Digital Printer**

Sets up, operates and maintains a variety of commercial digital printing equipment to print specified printing jobs on a variety of substrates, such as paper, vinyl and plastic.

Alternative Titles and Specialisations:

Commercial High Volume Laser Printer

Commercial Ink Jet Printer

Digital Printer

Variable Data Printer

Vinyl Printer

Wide Format Digital Printer

662217 Flexographic Printing Technician

Sets up, operates and maintains flexographic printing presses to print specified printing jobs on a variety of substrates.

Alternative Titles and Specialisations:

Packaging Flexographic Printing Technician

Corrugated Board Printing and Finishing Machine Technician

6623 Print Finishing and Binding Workers

Print finishing and binding workers bind books and other publications, and finish printed products by hand or machine.

Tasks include:

Binding full, half and limp-bound books, and repairing bindings

Embellishing printed products automatically and manually

Folding, collating and sewing signatures by machine and hand

Operating paper guillotines for pre-press and post-press paper cutting and trimming, and programming electronically operated units

Operating photographic and electronic reproduction devices

Operating systems to insert printed material into newspapers, magazines and envelopes

Setting up and supervising the operation of automatic binding and finishing equipment

662301 Binder and Finisher



Binds books and other publications, and finishes printed products by hand or machine.

662303 Mechanised Bookbinding Technician

Sets up, maintains and operates a variety of machinery and equipment to manufacture commercial products and other hard cover case bound or soft cover publications.

Alternative Titles and Specialisations:

Mechanised Book Binder

Mechanised Print Finisher

Mechanised Soft-cover Bookbinding Technician

662304 Craft Bookbinding Technician



Binds specialized books and finishes printed products by hand.

Alternative Titles and Specialisations:

Craft Book Binder

662305 Mechanised Hard-cover Bookbinding Technician



Sets up, maintains and operates a variety of machinery and equipment to manufacture hard cover case bound books.

662306 Guillotine Operator



Programs, maintains and operates guillotines to cut a variety of products.

Alternative Titles and Specialisations:

Guillotine Cutter

662307 Folding Machine Operator (Paper Products)

Sets up, maintains and operates a variety of folding machines to fold various styles and formats of paper products.

Alternative Titles and Specialisations:

Folder Operator

662308 Saddle Stitch Machine Operator

Sets up, maintains and operates a saddle stitch binding line to produce saddle stitched publications.

Alternative Titles and Specialisations:

Gang Stitch Operator

Saddle Stitch Operator

662309 Adhesive Binding Machine Operator

Sets up, maintains and operates an adhesive binding line to produce adhesive bound publications.

Alternative Titles and Specialisations:

Perfect binding Machine Operator

Square Back Binding Machine Operator

662310 Book Sewing Machine Operator

Sets up, maintains and operates a book sewing machine to produce book blocks.

662311 Gathering Machine Operator

Sets up, maintains and operates a gathering line to collate signatures (sections of a book).

662312 Commercial Mailing Machine Operator

Sets up, maintains and operates a mailing machine to insert or onsert products into envelopes and/or bags for mailing purposes.

662313 Newspaper and Magazine Mailroom Machine Operator

Sets up, maintains and operates a mailing line to insert products into newspapers and/or magazines distribution purposes.

662314 Envelope Manufacturing Machine Operator

Operates and maintains envelope manufacturing and printing machines to produce envelopes.

662315 Coating Machine Operator

Sets up, maintains and operates a coating machine to apply various coatings and other specialized finishes to printed products.

Alternative Titles and Specialisations:

Coater

662316 Foiling Machine Operator

Sets up, maintains and operates a coating machine to apply various foil finishes.

Alternative Titles and Specialisations:

Foiler

662317 Roll Label Rewind Machine Operator

Sets up, operates and maintains roll label rewinding machines to rewind roll labels.

Alternative Titles and Specialisations:

Roll Label Rewinder

67 Electrical and Electronics Trades Workers

Electrical, electromechanical and electronics trades workers install, fit and maintain electrical wiring systems and machinery and other electrical apparatus, electrical transmission and supply lines and cables, and electronic and telecommunications equipment and systems. The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organisation, the materials and tools used, and the nature and purpose of the final product.

Tasks include:

Examining blueprints, wiring diagrams and specifications to determine sequences and methods of operation

Inspecting and testing electrical and electronic systems, equipment, cables and machinery to identify hazards, defects, and the need for adjustment or repair

Installing maintaining and repairing electrical and telecommunications transmission lines
Installing, maintaining, fitting and adjusting electrical and electronic wiring systems, machinery and equipment

Joining electrical, telecommunications and data cables

Maintaining, troubleshooting, fitting, adjusting, testing and repairing electronic and electromechanical equipment such as commercial and office machines and electronic instruments and control systems, computers, air-conditioning and refrigeration, telecommunications and data transmission equipment

671 Electrical Equipment Installers and Repairers

Electrical equipment installers and repairers install, fit and maintain electrical wiring systems and related equipment, electrical machinery and other electrical apparatus and electrical transmission and supply lines and cables.

Tasks include:

Examining blueprints, wiring diagrams and specifications to determine sequences and methods of operation

Inspecting and testing electrical systems, equipment, cables and machinery to identify hazards, defects, and the need for adjustment or repair

Installing maintaining and repairing electrical transmission lines

Installing, maintaining, fitting and adjusting electrical wiring systems, machinery and equipment

Joining electrical cables

6711 Building and Related Electricians

Building and related electricians install, maintain and repair electrical wiring systems and related equipment and fixtures.

Tasks include:

Examining blueprints, wiring diagrams and specifications to determine sequences and methods of operation

Inspecting electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair

Installing, maintaining and repairing electrical wiring systems and related equipment in various buildings such as schools, hospitals, commercial establishments, residential buildings and other structures

Measuring and laying out installation reference points

Planning layout and installation of electrical wiring, equipment and fixtures, based on job specifications and relevant standards

Positioning and installing electrical switchboards

Selecting, cutting and connecting wire and cable to terminals and connectors

Testing continuity of circuit

671101 **Electrician**



Installs, tests, connects, commissions, maintains and modifies electrical equipment, wiring and control systems.

Alternative Titles and Specialisations:

Construction Electrician

Electrical Contractor

Electrical Fitter

Electrical Wireman

Electrician (Engineering)

Electrician (General)

Winder Electrical Technician

671102 **Electrical Installation Inspector**



Inspects electrical installations to ensure compliance with relevant standards and regulations.

Alternative Titles and Specialisations:

Electrical Inspector Construction

6712 **Electrical Mechanics and Fitters**

Electrical mechanics and fitters fit, adjust, install and repair electrical machinery and other electrical apparatus and equipment in buildings, factories, workshops, or other places.

Tasks include:

Connecting electrical systems to power supply

Designing, installing, maintaining, servicing and repairing electric and hydraulic passenger and freight lifts, escalators, moving walkways and other lift equipment

Fitting, adjusting and repairing electrical parts in domestic appliances, industrial machines and other appliances

Fitting, adjusting and repairing various kinds of electrical machinery and motors, generators, switchgear and control apparatus, instruments, or electrical parts of elevators and related equipment

Inspecting and testing manufactured electrical products

Installing, testing, connecting, commissioning, maintaining and modifying electrical equipment, wiring and control systems

Replacing and repairing defective parts

671202 **Millwright**



Installs, maintains, troubleshoots and repairs stationary industrial machinery and electromechanical equipment..

Alternative Titles and Specialisations:

Electromechanician

Ground Electromechanician

Machine Tool Millwright

Millwright (Electromechanician)

Printers Mechanic

671203 **Mechatronics Technician**



Repairs and maintains integrated industrial systems based on mechanical, electrical, electronic and information technology and advanced technology components.

Alternative Titles and Specialisations:

Mechatronics Trades Worker

671204 **Lift Mechanic**



Designs, installs, maintains, services and repairs electric and hydraulic passenger and freight lifts, escalators, moving walkways and other lift equipment.

Alternative Titles and Specialisations:

Elevator Fitter

Elevator Repair Person

Lift Electrician

Lift Fitter / Installer

Lift Service Technician

671205 **Weapon Systems Mechanic**



Designs, installs, maintains, services and repairs military weapon systems and related equipment.

Alternative Titles and Specialisations:

Armament Fitter

Battleship Weapon Fitter

Combat Weapons Fitter

Electronic Fitter (Weapons)

Electronic Fitter (Weapons) Ships

Electronic Fitter (Weapons) Submarines

Mechanical Fitter (Weapons) Ships

Mechanical Fitter (Weapons) Submarines

Weapons Specialist

671206 **Electrical Equipment Mechanic**



Services and repairs electrical equipment and household appliances.

Alternative Titles and Specialisations:

Domestic Appliance Mechanician

671207 **Armature Winder**



Winds coils for electric motors and transformers.

Alternative Titles and Specialisations:

Coil Winder

Electrician Armature Winder

Heavy Coil Winder

Motor Winder

671208 **Transportation Electrician**



Installs, maintains and repairs electrical wiring and electronic components in motorised vehicles.

Alternative Titles and Specialisations:

Aircraft Electrician

Auto Electrician

Automotive Electrical Fitter

Automotive Electrician

Autotronics Technician

Locomotive Electrician

Ships Electrician

Transport Electrician

Vehicle Electrician

6713 **Electrical Line Installers and Repairers**

Electrical line installers and repairers install, repair and join electrical transmission and supply cables and related equipment.

Tasks include:

Adhering to safety practices and procedures, such as checking equipment regularly and erecting barriers around work areas

Climbing poles or using truck-mounted buckets to access equipment

Identifying defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays, or wiring, using wiring diagrams and electrical-testing instruments

Installing and repairing overhead and underground electrical power and electrical traction lines

Making joints in overhead and underground cables

Opening switches or attaching grounding devices to remove electrical hazards from disturbed or fallen lines to facilitate repairs

671301 **Electrical Line Mechanic**



Installs, maintains, repairs and patrols electrical sub-transmission and distribution systems.

Alternative Titles and Specialisations:

Electric Cable Layer / Puller

Electric Power Lines Faultsman / Serviceman

Electrical Inspector Lines

Electrical Line Mechanic (Distribution)

Electrical Line Mechanic (Transmission)

Electrical Line Worker

Lines Inspector

Linesman

Railway Traction Line Worker

Signals and Electric Line Inspector

671302 **Cable Jointer**



Joins insulated electric power cables installed in underground conduits and trenches and prepares cable terminations for connection to electrical equipment and overhead lines.

Alternative Titles and Specialisations:

Electric Cable Jointer

Mains Layer and Jointer

Technical Cable Jointer

672 **Electronics and Telecommunications Installers and Repairers**

Electronics and telecommunications installers and repairers fit, maintain, adjust and repair electronic equipment such as commercial and office machines and electronic instruments and control systems and install, repair and maintain telecommunications equipment, data transmission equipment, cables, antennae and repair, fit and maintain computers.

Tasks include:

Adjusting, repairing, and replacing worn and defective parts and wiring, and maintaining machines, equipment and instruments

Examining and testing machines, equipment, instruments and control systems to diagnose faults

Fitting and adjusting electronic equipment; maintaining, troubleshooting, fitting, adjusting, testing and repairing computers, data transmission equipment and computer peripherals

Installing electronic instruments and control systems

Installing, joining and repairing cabling for computer, radio, telephone and television transmission

Installing, maintaining and repairing antennae used in communications

Installing, maintaining, repairing, and diagnosing malfunctions of microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communications systems
Providing technical advice and information, and monitoring the performance of complex telecommunications networks and equipment

6721 Electronics Mechanics and Servicers

Electronics mechanics and servicers fit, maintain, adjust and repair electronic equipment such as commercial and office machines and electronic instruments and control systems.

Tasks include:

Adjusting, repairing, and replacing worn and defective parts and wiring, and maintaining machines, equipment and instruments

Connecting components to assemblies such as radio systems, instruments, magnetos, inverters, and in-flight refuelling systems

Coordinating work with that of engineers, technicians, and other maintenance personnel
Examining and testing machines, instruments, components, other equipment, instruments and control systems to identify faults
Installing electronic instruments and control systems

Installing, adjusting, repairing or replacing electrical and electronic components, assemblies, and systems using hand tools, power tools, or soldering irons

Interpreting test data to diagnose malfunctions and systemic performance problems
Keeping records of maintenance and repair work
Reassembling, test operating and adjusting equipment

672101 Avionics Mechanician



Inspects, tests, aligns, repairs and installs aircraft electrical and avionic system components.

Alternative Titles and Specialisations:

Aircraft Electronician
Aircraft Maintenance Engineer (Avionics)
Aircraft Maintenance Engineer (Electrical)
Aircraft Maintenance Engineer (Instruments)
Aircraft Maintenance Engineer (Radio)
Aircraft Maintenance Technicians (Avionics)
Aircraft Radio Mechanic
Aircraft Reconnaissance Electromechanician
Aircraft Weaponselectromechanician
Avionics Technician
Radio Mechanician (Aircraft)

672102 Radar Mechanic



Inspects, tests, aligns, repairs and installs aircraft electrical and avionic system components.

Alternative Titles and Specialisations:

Aircraft Mechanic (Radar)
Electronic Fitter (Radar)
Electronic Fitter (Radio/Radar) Ships
Electronician (Radar)
Radar / Radiotrician (Aircraft)
Radar Fitter and Repairer
Radar Mechanician (Aircraft)
Radar Technician

Radar Technician (Aircraft)

Radartrician

Radartrician (Aircraft)

672103 **Business Machine Mechanic**



Maintains, adjusts and repairs computers, photocopiers, fax machines, cash registers and other electronic commercial and office machines.

Alternative Titles and Specialisations:

Office Machinery Maintenance Tradesperson

Office Machinery Mechanic

Photocopier Technician

Reprographic Machine Mechanic

672104 **Electronic Equipment Mechanician**



Maintains, adjusts and repairs radio and television receivers, and related audio and visual reproduction equipment such as video cameras, digital versatile disc players, compact disc players and video cassette recorders.

Alternative Titles and Specialisations:

Aerial Installer / Technician

Autoteller Mechanic

Domestic Radio and Television Mechanician

Domestic Radio Mechanician

Domestic Radio Serviceman

Electronic Adjuster / Fitter / Serviceman

Electronic Equipment Assemblers



Electronic Fitter

Electronic Fitter (Machinery Ships)

Electronic Fitter (Machinery Submarines)

Electronic Fitter (Medical)

Radio and Television Fitter / Repairer

Radio And television Mechanician

Security System Installer / Technician

Slot Machine Serviceman / Technician

672105 **Instrument Mechanician**



Installs, modifies, maintains and repairs electronic instruments and control systems.

Alternative Titles and Specialisations:

Aircraft Instrument Mechanic

Communication Electronic Technician (Air Force)

Electronic Instrument Trades Worker

Electronic Repair Technician

Electronic Service Technician

Electronic Technician (Navy)

Industrial Instrument Maker / Repairer / Serviceman

Instrument and Control Service Person

Instrument Fitter

Instrument Maker

Instrument Mechanic

Instrument Mechanician (Industrial Instrumentation & Process Control)

Instrument Mechanician (Industrial)

Instrument Mechanician (Process Control Systems)

Instrument Mechanician (Process Control)

Medical Instrument Repairer

Meteorological Instrument Maker
Scale Mechanic Weights and Measures
Scalemaker
Scientific Instrument Maker and Repairer
Surgical Instrument Maker / Repairer
Survey Instrument / Maker / Repairer / Manufacturer

672107 **Special Class Electrician**



Services and repairs intricate and complex electrical and electronic circuitry.

Alternative Titles and Specialisations:

Electrical and Electronic Cathodic Protection Electrician
Electrician (Power Electronics)
Electrician (Signals)
Electrician Rigger
Electromechanical Mechanical Fitter (Medical)
Fire Alarm Technician
Fire Extinguisher System Technician
Printers' Electrician
Railway Signal Electrician

672108 **Radiotrician**



Installs, tests, repairs and maintains radar and radio equipment.

Alternative Titles and Specialisations:

Communication Radiotrician
Electronic Fitter (Communication) Submarines
Electronic Fitter (Radio)
Electronician (Communication)
Radio (CMI) Radiotrician
Radio Communication Mechanician
Radio Communication Serviceman
Radiotrician (Audio)
Radiotrician (Communication)

Information and Communications Technology Installers and Servicers and Related

6722 **Occupations**

Information and communications technology (ICT) installers and servicers and related occupations install, repair and maintain telecommunications equipment, data transmission equipment, cables, antennae and conduits, and operate telecommunications equipment and data transmission equipment and repair, fit and maintain computers.

Tasks include:

Fitting and adjusting computer hardware

Installing and repairing cabling for computer, radio, telephone and television transmission
Installing, maintaining and repairing antennae used in communications

Installing, maintaining, repairing, and diagnosing malfunctions of microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communications systems
Joining telecommunications and data cables and sealing sheathes
Maintaining, troubleshooting, testing and repairing computers, data transmission equipment and computer peripherals
Providing technical advice and information, and monitoring the performance of complex telecommunications networks and equipment

672201 **Data and Telecommunications Cabler**



Installs internal telecommunications and data cabling, equipment and peripherals for computer networks, telephony, cable television and monitored security and fire alarms.

672202 Telecommunications Cable Jointer

Joints, terminates and repairs copper and fibre optic telecommunications cables installed in underground pipes, trenches and overhead systems.

Alternative Titles and Specialisations:

Fibre Optic Cable Splicer

Fibre Optics Jointer

672203 Computer Engineering Mechanic / Service Person



Supports and maintains computer systems and peripherals by installing, configuring, testing, troubleshooting, and repairing hardware.

Alternative Titles and Specialisations:

Computer Engineering Serviceperson

Computer Equipment Fitter

Computer Hardware Mechanic

672204 Telecommunications Line Mechanic



Installs, maintains and repairs external telecommunication equipment, including aerial lines, conduits and underground cables, radio and mobile phone antennae, and limited items of terminal equipment.

Alternative Titles and Specialisations:

Electrician (Telecommunication)

Operator Bearer Systems (Army)

Telecom Transmission Serviceman

Telecommunication Electrician

Telecommunications Line Installer

Telecommunications Line Serviceman

Telephone Linesperson and Installer

672205 Telecommunications Technician



Installs, maintains and repairs telecommunications equipment and appliances such as telephones, mobile telephones, switchboards and data transmission equipment, in homes, businesses, telephone exchanges and other network sites.

Alternative Titles and Specialisations:

Communications Electronician

Communications Installation Coordinator

Communications Technician

Electronician (Communications)

Radio Communications Technician

Technical Communications Manager

Telecommunication Mechanician

Telecommunications Technician Quality Controller

Telephone Equipment Serviceman / Technician

Telephone Installer

Telephone Technician

672206 Communications Operator

Transmits and receives radio messages by use of morse code, voice and radio teletype.

Alternative Titles and Specialisations:

Communication and Information Systems Controller (Air Force)

Communication Information Systems Sailor (Navy)

Communications Instrument Officer

Operator Specialist Communications (Army)
Radio Officer Ship
Radio Operator
Radio Telephone (RT) Operator
Telecommunication Equipment Operator

68 Food Processing, Wood Working, Garment and Other Craft and Related Trades Workers

The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organisation, the materials and tools used, and the nature and purpose of the final product.

Tasks include:

Making and repairing furniture and other goods made of wood

Making and repairing textiles, garments, hats, shoes and related products

Preparing hides, skins and pelts for further use

Supervision of other workers may be included

Tasting and grading food products and beverages

Treating and processing natural fibres, skins and hides

681 Food Processing and Related Trades Workers

Food processing and related trades workers slaughter animals, treat and prepare them and related food items for human and animal consumptions, make various kinds of bread, cakes and other flour products, process and preserve fruit, vegetables and related foods, taste and grade various food products and beverages, or prepare tobacco and make tobacco products.

Tasks include:

Making various kinds of bread, cakes and other flour products; processing and preserving fruit, vegetables and related foods

Preparing tobacco and making tobacco products

Slaughtering animals

Supervision of workers may be included

Tasting and grading various food products and beverages

Treating meat and fish and preparing them and related food items

6811 Butchers, Fishmongers and Related Food Preparers

Butchers, fishmongers and related food preparers slaughter animals, clean, cut and dress meat and fish, remove bones and prepare related food items or preserve meat, fish and other foods and food products by drying, salting for smoking.

Tasks include:

Boning, cutting and dressing meat and fish for sale or further processing

Cooking or in other ways preparing meat, fish and related food items for sale

Curing meat, fish and other foods

Flaying and trimming carcasses

Operating smokehouses or ovens to smoke meat, fish and other foodstuffs

Preparing ingredients and making sausages and similar products using chopping, mixing and shaping machines

Selling meat or fish to customers, including wrapping, weighing and labelling products, and receiving payment

Slaughtering animals

681101 Slaughterer

Slaughters livestock in abattoirs.

Alternative Titles and Specialisations:

Cattle Slaughterer

Crocodile Slaughterer

Equine Slaughterer

Game Slaughterer

Halaal Slaughter

Pork Slaughterer

Sheep Slaughterer

681102 Red Meat De-boner

Prepares slaughtered livestock for further processing in abattoirs.

Alternative Titles and Specialisations:

Abattoir Process Worker

Meat Cutter / Trimmer

681103 Butcher

Selects, cuts, trims, prepares and arranges fresh meat for sale or supply; or manages the processes in the production of fresh meat products.

Alternative Titles and Specialisations:

Biltong Maker

Processed Meat Maker

Sausage Maker

Smallgoods Maker

Sosati Maker

681104 Fishmonger

Scales, cleans, fillets, cuts, shells, grades and packages fish and shellfish.

Alternative Titles and Specialisations:

Abalone Sheller

Fish Boner / Cutter

Fish Dehydrator

Fish Filleter

Fish Preserver

Mussel Marinator

Mussel Opener

Oyster Opener / Canner

681105 Poultry Slaughterer

Stuns and kills, dresses, trims, cuts into portions, bones, fillets, weighs, grades and packages poultry.

Alternative Titles and Specialisations:

Chicken Processor

Poultry Boner

Poultry Factory Worker

Poultry Processing Worker

Poultry Spotter

Poultry Worker Abattoir Freezing Works

6812 Bakers, Pastry-cooks and Confectionery Makers

Bakers, pastry-cooks and confectionery makers make various kinds of bread, cakes, and other flour products, as well as handmade chocolate and sugar confectionery.

Tasks include:



Applying glazes, icings, or other toppings to baked goods, using spatulas or brushes

Checking the cleanliness of equipment and operation of premises before production runs to ensure compliance with occupational health and safety regulations

Checking the quality of raw materials to ensure that standards and specifications are met

Combining measured ingredients in bowls of mixing, blending, or cooking machinery
Coordinating the forming, loading, baking, unloading, de-panning and cooling of batches of bread, rolls, pastry and confectionary products

Making bread, cakes, biscuits, pastries, pies and other flour products

Making handmade confectionery from mixtures of sugar, chocolate and other ingredients using hand tools and some machines

Monitoring oven temperatures and product appearance to determine baking times

681201 **Confectionary Baker** ❌

Prepares and bakes bread loaves and rolls, including specialty breads.

Alternative Titles and Specialisations:

Cake / Bread Baker

Dough Maker

681202 **Pastry Cook** ❌

Prepares and bakes buns, cakes, biscuits and pastry goods.

Alternative Titles and Specialisations:

Biscuit Baker

Cake Decorator

681203 **Confectionery Maker** ❌

Operates machines and performs routine tasks to make and wrap confectionary.

Alternative Titles and Specialisations:

Chocolatier

6813 **Dairy Products Makers**

Dairy products makers process butter and various types of cheese, cream or other dairy products.

Tasks include:

Boiling or pasteurising milk to achieve specified butter fat content

Curdling milk, heating curd until it reaches desired firmness, draining curd and placing cheese into moulds to press it into shape

Dumping measured amounts of starter and other ingredients into milk

Monitoring product quality before packaging by inspecting, taking samples and adjusting treatment conditions when necessary

Placing and turning cheese blocks on shelves to cure cheese

Recording amounts of ingredients used, test results, and time cycles

Salting cheese and piercing or smearing cheese with cultured wash to develop mould growth

Separating cream from milk and churning cream into butter

681301 **Dairyman**

Produces and processes milk to make milk products.

Alternative Titles and Specialisations:

Butter Maker

Cheese Maker

Cottage Cheese Maker

Milk Producer

Yoghurt Maker

6814 Fruit, Vegetable and Related Preservers

Fruit, vegetable and related preservers process or preserve fruit, nuts and related foods in various ways including cooking, drying, salting, or juice or oil extraction.

Tasks include:

Cooking, salting or drying fruit, vegetables and related foods

Extracting juices from various fruits

Extracting oils from oil-bearing seeds, nuts or fruits

Mixing and adding ingredients such as pectin, sugar, spices and vinegar to assist preservation and enhance texture, appearance and flavour

Transferring preserved foods to sterile jars, bottles or other containers

681401 Fruit or Vegetable Preserver

Preserves fruit and vegetables.

Alternative Titles and Specialisations:

Chutney Maker

Dried Fruit Maker

Fruit / Vegetable Pickler

681402 Oil Expeller

Expels and mixes oil from different cultivars.

681403 Jam Maker

Selects and mixes fruit and vegetables and cooks jam.

6815 Food and Beverage Tasters and Graders

Food and beverage tasters and graders inspect, taste and grade various types of agricultural products, food and beverages.

Tasks include:

Determining quality, acceptability to consumer tastes and approximate value of products and grading them into appropriate classes

Discarding inferior products

Inspecting, testing, tasting and smelling agricultural products, food and beverages at various stages of processing

Recording the grade and/or identification numbers on tags, receiving, or sales sheets

Weighing and measuring products

681501 Cheese Grader / Tester

Evaluates and grades body, texture, flavour, and colour of natural cheese.

681502 Food Taster / Grader

Tastes samples of food or beverages to determine palatability of product or to prepare blending formulas.

681503 Tea Taster / Grader

Inspects, tests, sorts, samples, or weighs raw or processed tea.

681504 Wine Taster / Grader

Conducts sensory examination and evaluation of wine to describe the range of perceived flavours, aromas and general characteristics of a wine.

681505 Fruit and Vegetable Grader / Classifier

Grades, sorts, or classifies unprocessed fruit and vegetables by size, weight, colour, or condition.

Alternative Titles and Specialisations:

Picker Grader

681506 Livestock Product Analyst

Analyse livestock produce for quality and conformance with technical produce standards and regulatory provisions.

Alternative Titles and Specialisations:

Livestock Product Assessor

Meat Classifier

Meat Examiner

Meat Grader

6816 Tobacco Preparers and Tobacco Products Makers

Tobacco preparers and tobacco products makers prepare tobacco leaves and make various tobacco products.

Tasks include:

Grading cured tobacco leaves by type, quality and locality where grown

Making cigars, cigarettes, snuff and other tobacco products by hand or with simple machines

Mixing tobacco leaves according to formula to obtain a blend of distinct flavour

Removing midribs and stalks from tobacco leaves and shredding tobacco

Tending vacuum container which moistens tobacco for further processing

681601 Cigar Maker

Prepares and mixes tobacco leaves and make cigars by hand or simple machines.

681602 Green Tobacco Storage Controller / Manager

Observes temperature, humidity, pressure gauges, and product samples, and adjusts controls, such as thermostats and valves, in order to maintain prescribed storage conditions.

681603 Tobacco Processing Machine Operator

Sets operates and attends machinery used to blend and otherwise process tobacco.

Alternative Titles and Specialisations:

Cigar Production Machine Operator

Cigarette Production Machine Operator

Tobacco Dryer Operator

Tobacco Products Manufacturing Equipment Operator

682 Wood Treaters, Cabinet Makers and Related Trades Workers

Wood treaters, cabinet makers and related trades workers preserve and treat wood; produce waferboards, particleboards, hardboards, insulation boards, plywood, veneers and similar wood products; and make, decorate and repair wooden furniture, vehicles and other wooden products. They use specialised hand tools and set-up, operate and tend wood processing and woodworking equipment, machines and machine tools.

Tasks include:

Operating and tending treating and other equipment to dry lumber and other wood products, and to treat chemically and impregnate wood products with preservatives

Operating woodworking machines to cut, shape and form parts and components

Reading and interpreting specifications

Setting and adjusting various kinds of machines for operation by others

Setting-up, programming, operating and monitoring several types of woodworking machines to fabricate, repair or refinish wooden parts for furniture, fixtures and other wood products

Studying plans, verifying dimensions of articles to be made, fitting parts together to form complete units and checking the quality and fit of pieces to ensure adherence to specifications

6821 **Wood Treaters**

Wood treaters operate and tend wood treatment processing equipment and machines to remove bark from logs, produce wood chips, season, preserve and treat wood, and produce waferboards, particleboards, hardboards, insulation boards, plywood, veneers and similar wood products.

Tasks include:

Assisting in maintaining processing equipment and machines as required

Cleaning, lubricating and adjusting equipment

Completing and maintaining production reports

Monitoring equipment operation, gauges, and panel lights in order to detect deviations from standards and to ensure that processes are operating according to specifications

Operating and tending kilns, treating tanks and other equipment to dry lumber, prepare and season wood and other wood products, and to treat chemically and impregnate wood products with preservatives

Transporting materials and products to and from work areas, manually or using carts, hand trucks, or hoists

682101 **Wood Preparer and Treater**

Operates and tends wood treatment processing equipment and machines to remove bark from logs, produce wood chips, season, preserve and treat wood.

Alternative Titles and Specialisations:

Bark Stripper

Debarker Operator

Dry Kiln Operator

Log Chipping Machine Operator

Log Preparer

Lumber Kiln Operator

Timber Treatment Plant Operator

Timber Treatment Worker

Wood Seasoner

Wood Treating Dipper

682102 **Plywood and Veneer Maker and Repairer**

Controlling lathes and slicing machines to produce veneers, and laminating veneer using glue.

Alternative Titles and Specialisations:

Veneer Dryer Tender

Veneer Grader

Veneer Machine Operator

Veneerer

6822 **Cabinet Makers and Related Workers**

Cabinet makers and related workers make, decorate and repair wooden furniture, carts and other vehicles, wheels, parts, fittings, patterns, models and other wooden products using woodworking machines, machine tools and specialised hand tools.

Tasks include:

Decorating furniture and fixtures by inlaying wood, applying veneer and carving designs
Finishing surfaces of wooden articles or furniture

Making, restyling and repairing various wooden articles, such as cabinets, furniture, vehicles, scale models, sports equipment and other parts or products

Operating woodworking machines, such as power saws, jointers, mortisers and shapers, and using hand tools to cut, shape and form parts and components

Studying plans, verifying dimensions of articles to be made, or preparing specifications and checking the quality and fit of pieces in order to ensure adherence to specifications

Trimming joints and fitting parts and subassemblies together to form complete units using glue and clamps, and reinforcing joints using nails, screws or other fasteners

682201 Cabinet Maker



Fabricates or repairs wooden furniture, and fits and assembles prepared wooden parts to make or repair furniture.

Alternative Titles and Specialisations:

Antique Furniture Reproducer

Antique Furniture Restorer

Cabinetmaker (Including Chairmaking and Framemaking)

Cabinetmaker (Including Veneering)

Chair and Couch Maker

Coffin Maker

Frame Maker (Including Chairmaking)

Furniture Maker Wood

Wheelwright

Wood Bender

682203 Wood Model Maker

Constructs full-sized and scale wooden precision models of products.

6823 Woodworking Machine Tool Setters and Operators

Woodworking machine tool setters and operators set-up or operate and monitor automatic or semi-automatic woodworking machines, such as precision sawing, shaping, planing, boring, turning and woodcarving machines to fabricate or repair wooden parts for furniture, fixtures and other wooden products.

Tasks include:

Installing and adjusting blades, cutterheads, boring-bits and sanding-belts, and using hand tools and rules

Operating preset special-purpose woodworking machines to fabricate wooden products such as coat hangers, mop handles, clothes pins and other products

Reading and interpreting specifications or following verbal instructions

Selecting knives, saws, blades, cutter heads, cams, bits, or belts according to work piece, machine functions and product specifications

Setting and adjusting various kinds of woodworking machines for operation by others

Setting-up, programming, operating and monitoring several types of woodworking machines for sawing, shaping, boring, drilling, planing, pressing, turning, sanding or carving to fabricate or repair wooden parts for furniture, fixtures and other wooden products

682301 Furniture Finisher

Applies finishes such as stain, lacquer, paint, oil and varnish to furniture, and polishes and waxes finished furniture surfaces.

Alternative Titles and Specialisations:

French Polisher

Furniture Polisher

Furniture Production Machine Operator

Furniture Restorer

682302 Picture Framer

Cuts out and assembles mouldings to make picture frames, and frames paintings, photographs, needlework and other artwork.

Alternative Titles and Specialisations:

Frame Maker (Pictures)

Framer (Picture)

682303 Wood Machinist

Cuts, planes, turns, shapes and sands wood stock to specifications.

Alternative Titles and Specialisations:

Automatic Profile Sander Operator

Carving Machine Operator (Wood)

CNC Machinist (Wood)

Copy Lathe Operator

Edge Bander Operator

Furniture Machinist

Jigmaker (Wood)

Panel Saw Operator

Tape Edge Machinist

Wood Products Machine Operator

Woodworking Machine Setter

Woodworking Machine Set-up Operator

682304 Wood Turner

Operates wood turning lathes to turn and shape wood stock.

Alternative Titles and Specialisations:

Precision Woodworking Sawyer

Wood Lathe Turning Operator

Woodworking Lathe Operator

682305 Cooper

Replaces staves, heads, and hoops.

683 Garment and Related Trades Workers

Garment and related trades workers fit, alter and repair tailored clothing; design, and make textile and fur garments, leather or fur products; repair, renovate and decorate garments, gloves and other products of textile; create patterns for garments; install, repair and replace upholstery of furniture, fixtures, orthopaedic appliances and furnishings of automobiles; trim, scrape, tan, buff and dye animal hides, pelts or skins; modify and repair footwear and leather articles.

Tasks include:

Creating precision master patterns for production of garments, other textile, and leather or fur products

Designing and making made-to-measure clothing, from textile fabrics, light leather and other material, or make hats or wigs

Fitting, altering, repairing tailored clothing



Installing, repairing and replacing upholstery of furniture, fixtures, orthopaedic appliances; seats, panels, and other furnishings of automobiles, railway coaches, aircraft, ships and similar items

Make garment style changes

Making, modifying and repairing standard, custom or orthopaedic footwear and natural or synthetic leather articles

Sewing together, joining, darning, repairing, renovating and decorating garments, gloves and other products of textile, fur, light leather and other materials and fabricating and assembling sails, awnings and tarpaulins

Trimming, scraping, cleaning, tanning, buffing and dyeing animal hides, pelts or skins to produce leather stock and finished furs for making garments and other products

6831 **Tailors, Dressmakers, Furriers and Hatters**

Tailors, dressmakers, furriers and hatters fabricate, fit, alter and repair tailored or hand-made clothing; they produce made-to-measure clothing such as suits, overcoats, and dresses from textile fabrics, light leather, fur and other material, or make hats or wigs according to customer's and clothing manufacturer's specifications.

Tasks include:

Blending shades of hair to give natural appearance to wigs and arranging woven hair in specified position and sewing hair together to form hairpiece

Fitting, altering and repairing tailored clothing, dresses, coats and other made-to-measure garments according to customers' requests making and caring for costumes used in theatrical, television and motion picture productions

Folding, twisting, and draping material, such as satin or silk, or sewing ribbon or cloth in the form of artificial flowers or bows around crown and brim to shape and decorate hats sewing, and fastening together materials and hair strands to make wigs

Making garment style changes, such as tapering trouser legs, narrowing lapels, and adding or removing padding

Making overcoats, suits, skirts, shirts, blouses, lingerie, corsetry, hats, wigs and similar garments often to clients' individual requirements

Making, altering, restyling and repairing fur garments and other fur articles

Reclaiming furs or skins from old coats, gluing fabric to interior of fur coats and trimming fur garments

Selecting and modifying commercial patterns to customers' and clothing manufacturers' specifications and fit

Selecting textile fabrics, leather or fur pelts matching the desired size, colour, texture, and quality of the garment; cutting to shape them to garment pattern and arranging them on pattern according to the design of the garment

683101 **Tailor**

Makes, alters and repairs women's and men's tailored garments, formal wear, couturier clothing, and special occasion wear, such as suits, dresses, coats, evening wear and bridal wear.

Alternative Titles and Specialisations:

Costume Maker

Dressmaker

Garment Maker

Seamstress



Tailors Trimmer
Wardrobe Assistant
Wardrobe Coordinator

683102 Furrier

Designs, makes, alters, restyles, and repairs fur garments.

Alternative Titles and Specialisations:

Fur Cutter
Fur Grader
Fur Matcher
Fur Tailor

683103 Hat Maker

Makes, alters and repairs hats.

Alternative Titles and Specialisations:

Hat Blocker
Hat Finisher
Hat Trimmer
Hatter
Milliner

683104 Wig Maker

Lays out, sews, and fastens together materials and hair strands to make wigs and transformations.

6832 Garment and Related Patternmakers and Cutters

Garment and related patternmakers and cutters create precision master patterns for production of garments, other textile, and leather or fur products. They mark, cut, shape and trim textile, light leather and other materials according to blueprints or specifications in the manufacture of garments, hats and caps, gloves and miscellaneous products.

Tasks include:

Calculating dimensions of patterns according to sizes, considering stretching of material

Creating a master pattern for each size within a range of garment sizes, using charts, drafting instruments, computers, and/or grading devices

Creating the "blueprint" or pattern pieces for a particular apparel design with the aid of a computer

Cutting fabric or fur pelts to make parts for garments and other fur articles

Drawing details on outlined parts to indicate where parts are to be joined, as well as the positions of pleats, pockets, buttonholes on garments, decorative stitching on shoe parts or eyelets on canvas products, using computers or drafting instruments

Laying out master pattern on fabric and cutting sample pattern

Performing pattern-making, marking and cutting tasks in the manufacture of other products such as soft furnishings and canvas goods

Placing patterns on top of layers of fabric and cutting fabric following patterns, using electric or manual knives, cutters or computer numerically controlled cutting devices

Positioning leather on cutting bed of machine, maximizing usage according to skin grain, skin flaws and skin stretch

Positioning templates or measuring materials to locate specified points of cuts or to obtain maximum yields and mark fabric accordingly

Testing patterns by making and fitting sample garments

Trimming excess material or cutting threads off finished products, such as cutting loose ends of a finished product

683201 Clothing, Home Textiles and General Goods Cutter

Lays out, marks and cuts various types of material to form components for Clothing, Home textiles and General Goods products.

Alternative Titles and Specialisations:

Clothing / Garment Cutter

Computer Aided Garment, Footwear and General Goods Cutter

Fabric Cutter

Garment Pattern Cutter

Leather Cutter

Textile Products Marker and Cutter

683202 Apparel and related pattern maker

Produces sets of master patterns following sketches, sample articles and design specifications, and cuts out patterns for garments, footwear and general goods.

Alternative Titles and Specialisations:

Footwear Last Maker

Clothing Pattern Maker

Footwear Pattern Maker

General Goods Pattern Maker

6833 Sewing, Embroidery and Related Workers

Sewing, embroidery and related workers sew together, repair, renovate and decorate garments, gloves and other products of textile, fur, light leather and other materials and fabricate tents sails, awnings and tarpaulins. They work mainly by hand using a needle and thread but may perform some tasks using a sewing machine.

Tasks include:

Embroidering ornamental designs on cloth by hand or machine using needle and coloured threads

Fabricating and assembling thick cloth, canvas and like materials into sails, awning, tarpaulins and tents

Hand sewing umbrella covers to frames, tacking cover to ribs along seams and sewing corners to tip of rib and sewing ties to outside of cover to hold umbrella when folded
Patching holes, sewing tears and ripped seams, or darning defects in items, using needles and thread

Pulling knots to the wrong sides of garments, using hooks

Removing stitches from garments to be altered, using rippers or razor blades

Repairing defective or damaged portion of cloth or garment by hand, using matching thread and needle

Selecting thread according to specifications or colour of parts or dyeing thread to match colour and shade of cloth to be darned

Sewing or gluing decorative trimmings to articles, such as hats, caps, or millinery

Sewing ornamental designs by hand over stamped, printed or stencilled patterns on fabric using needle and coloured thread

Softening leather or shoe material with water to prepare it for sewing

Trimming ends with scissors to make mended portion look uniform with pattern of cloth

683301 Canvas Goods Maker

Fabricates and repairs canvas and related products such as awnings, tents, tarpaulins, horse rugs and caravan annexes.

Alternative Titles and Specialisations:

Awning Maker

Blind Maker and Installer Not Venetian

Tarpaulin Maker

683302 **Sail Maker**

Fabricates and repairs sails and other articles from sail-cloth.

683303 **Textile Produce Mender and Embroiderer**

Repairs tears, holes, and other defects in fabrics and embroiders designs over stamped or stencilled designs on fabric material.

Alternative Titles and Specialisations:

Hand Embroiderer

Textile Produce Mender

6834 **Upholsterers and Related Workers**

Upholsterers and related workers install, repair and replace upholstery of furniture, fixtures, orthopaedic appliances; seats, panels, convertible and vinyl tops and other furnishings of automobiles, railway coaches, aircraft, ships and similar items with fabric, leather, rexine or other upholstery material. They also make and repair cushions, quilts and mattresses.

Tasks include:

Collaborating with interior designers to decorate rooms and coordinate furnishing fabrics
Discussing upholstery fabric, colour, and style with customers and providing cost estimate for upholstering furniture or other items

Installing, arranging and securing springs, padding and covering material to furniture frames
Laying out, cutting, fabricating and installing upholstery in aircrafts, motor vehicles, railway cars, boats and ships

Laying out, measuring and cutting upholstery materials following patterns, templates, sketches, or design specifications

Making quilts, cushions and mattresses

Making upholstery patterns from sketches, customer descriptions or blueprints

Renovating antique furniture using a variety of tools including ripping chisels, magnetic hammers and long needles

Repairing raw hide covering of artificial limbs

Sewing rips or tears in material, or creating tufting, using needle and thread

Sewing upholstery materials by hand to seam cushions and joining sections of covering materials

Tacking, gluing or sewing ornamental trims, buckles, braids, buttons and other accessories to covers or frames on upholstered items

683401 **Upholsterer**



Makes, rebuilds and repairs upholstered furniture such as chairs, sofas and car seats.

Alternative Titles and Specialisations:

Furniture Upholsterer

Mattress Maker

Upholsterer and Sail Maker

683402 **Bed Maker**

Makes, rebuilds and repairs beds, bases and mattresses.

6835 **Pelt Dressers, Tanners and Fellmongers**

Pelt dressers, tanners and fellmongers trim, scrape, clean, tan, buff and dye animal hides, pelts or skins to produce leather stock and finished furs for making garments and other products.

Tasks include:

Dressing and applying dyes and stains to leather

Preparing bark and myrobalan liquor for treating hides or skins

Preparing hides by curing them with salt

Removing hair from skin or hides soaked in lime water

Removing long, coarse hair from pelts and trimming underlying hair to even length

Removing wrinkles and setting grains on wet hide or skin

Scraping particles of flesh, fat, or protective tissue from skins or pelts to clean and soften them

Seasoning leather by applying chemical solution or oil evenly on surface by hand brush and allowing it to dry in open a

Sorting and grading pelts, hides and skins according to colour, shading, size and density

Stretching and smoothing dressed pelts

Tanning and dressing pelts to improve lustre and beauty or restore natural appearance of pelts

Tinting or dyeing furs to enhance natural shades of fur

Treating hides and skins in tanning solution to convert them into leather

683501 **Fellmonger**

Removes hair or wool from hides in preparation for leather making.

683502 **Tanner**

Converts or cures animal hides into leather.

683503 **Pelt Grader**

Inspects and grades hides, pelts and leather, or garments and other manufactured fabric, fur and leather products.

Alternative Titles and Specialisations:

Hide / Skin / Pelt Classer

Hide / Skin Grader

6836 **Shoemakers and Related Workers**

Shoemakers and related workers make, modify and repair standard, custom or orthopaedic footwear and natural or synthetic leather articles, such as luggage, handbags and belts, (except for leather garments, hats and gloves), or participate in the manufacture of shoes and related goods. They decorate, reinforce or finish shoes, luggage, handbags and belts.

Tasks include:

Attaching accessories or ornamentation to decorate or protect products

Checking the texture, colour, and strength of leather to ensure that it is adequate for a particular purpose

Cutting out, shaping and padding parts for making leather articles

Making and repairing articles such as saddles and harnesses for animals, luggage, handbags, brief-cases, leather bags, belts and other accessories

Making, modifying and repairing orthopaedic or therapeutic footwear according to doctors' prescriptions, or modifying existing footwear for people with foot problems and special needs

Making, modifying and repairing standard footwear to meet individual requirements
Preparing inserts, heel pads, and lifts from casts of customers' feet

Removing and examining shoes, shoe parts, and designs to verify conformance to specifications such as proper embedding of stitches in channels
Repairing belts, luggage, purses and similar products

Sewing rips or patching holes to repair articles, such as purses, belts, shoes, and luggage
Studying drawings and other specifications to make footwear according to customer's needs

Studying work orders and/or shoe part tags to obtain information about workloads, specifications, and the types of materials to be used

Taking plaster casts of deformed legs or foot to prepare drawings

683601 **Shoemaker**

Makes and repairs footwear.

Alternative Titles and Specialisations:

Cobbler

Footwear Repairer

Handlacer

Medical Grade Shoemaker

Shoe / Boot Repairer

684 **Handicraft Workers**

Handicraft workers combine artistic and manual skills to design, make, repair, adjust, maintain and decorate precision instruments, musical instruments, jewellery and other precious-metals, pottery and porcelain ware. They apply traditional and/or recently developed techniques to carve, mould, assemble, weave and decorate various glass, ceramics, textile, straw, stone, wood and leather articles.

Tasks include:

Applying traditional techniques and patterns to produce woven fabrics, knitted, embroidered and other garments and household articles

Applying traditional techniques like seasoning, impregnation to prepare wood, straw, rattan, reeds, stone, clay, shells, and other materials, and carving, moulding, assembling, weaving, or painting and decorating various articles for personal or household use, or for decorative purposes

Blowing, moulding, pressing, cutting, trimming, grinding and polishing glass, shaping molten glass according to patterns

Cutting, filing, polishing and setting precious and semi-precious stones including gems and diamonds and engraving designs on jewellery and precious metal articles; preparing pottery, porcelain ware, sanitary ware, bricks, tiles and abrasive wheels by hand or by machine

Decorating articles made of wood, metal, textiles, glass, ceramics and other materials, and planning, laying out and painting letters, figures, monograms and designs to make signs
Fabricating, adjusting, repairing, or appraising jewellery, ceremonial or religious items, gold, silver, other precious metals, or gems

Making, calibrating, repairing, maintaining and installing musical and precision instruments
Preparing materials to make wicker furniture, brushes and brooms and weaving various kinds of baskets;

6841 **Underwater Divers**

Underwater divers work under the surface of water, using underwater breathing apparatus to inspect, install, repair, and remove equipment and structures, conduct tests or experiments, rig explosives, photograph structures or marine life or find and recover missing items and persons.

Tasks include:

Checking and maintaining diving equipment such as helmets, masks, air tanks, diving suits, harnesses and gauges

Communicating with workers on the surface while underwater, using signal lines or telephones

Descending into water with the aid of diver helpers, using scuba gear or diving suits

Drilling holes for underwater blasting

Inspecting for suspected damage and making minor repairs to ships' hulls and underwater installations

Obtaining information about diving tasks and environmental conditions

Performing various underwater tasks connected with salvage work or recovering dead bodies

Removing underwater obstructions

Reporting on condition of wrecked ships

Taking safety precautions, such as monitoring dive lengths and depths, and registering with authorities before diving expeditions begin

Working under water to lay and repair bridges, piers and harbour-wall foundations

684101 Diver

Swims underwater to undertake tasks such as seafood gathering, research, salvage and construction.

Alternative Titles and Specialisations:

Abalone Diver

Clearance Diver

Fisheries Diver

Hyperbaric Welder Diver

Mining Diver

Offshore Diver

Onshore Diver

Pearl Diver

Saturation Diver

Scientific Diver

Underwater Salvage Worker

Underwater Worker

6842 Shotfirers and Blasters

Shotfirers and blasters, position, assemble, and detonate explosives at mining, quarrying and demolition sites.

Tasks include:

Assembling, or directing other workers to assemble, primer charges using detonators and explosive cartridges, and attaching electrical wires, fuses and detonating cords to primers

Checking depth and cleanliness of blast holes

Compiling and maintaining records about usage of explosives in compliance with laws and regulations

Connecting wires, fuses and detonator cords into series, testing electrical circuits and repairing malfunctions, and connecting series to blasting machines

Covering charges, filling blast holes with rock dust, sand and other materials, and tamping material to compact charges

Declaring blast areas safe before and after detonation of explosives

Determining quantity and type of explosives to be used

Ensuring all explosives are detonated, and reporting and attending to misfires

Ensuring workplace safety and explosives handling, storage and transport procedures and regulations are followed

Loading explosives into blast holes

Planning and giving instructions for the lay out, depth and diameter of blast holes

684201 Shotfirer

Assembles, positions and detonates explosives for surface blasting.

Alternative Titles and Specialisations:

Seismograph Shooter

684202 Blaster

Fill blast holes with explosives and detonate explosives to dislodge coal, ore and rock or to demolish structures.

Alternative Titles and Specialisations:

Mining / Quarrying Blaster

6843 Product Graders and Testers (Except Foods and Beverages)

Product graders and testers (except foods and beverages) inspect, test, sort, sample, and weigh raw materials, manufactured components and non-comestible goods produced or sold, to ensure compliance with quality standards and to identify defects, wear, and deviations from specifications, and to grade and classify them according to their quality.

Tasks include:

Analyzing and interpreting blueprints, data, manuals, and other materials to determine specifications, inspection and testing procedures

Analyzing test data and making computations as necessary to determine test results

Discarding or rejecting products, materials, and equipment not meeting specifications

Grading and classifying natural textile fibres for spinning and winding

Inspecting and testing products, parts and materials for conformity with specifications and standards

Marking items with details such as grade and acceptance or rejection status

Measuring dimensions of products using instruments such as rulers, callipers, gauges, or micrometers

Notifying supervisors and other personnel of production problems, and assisting in identifying and correcting these problems

Recording inspection or test data, such as weights, temperatures, grades, or moisture content, and quantities inspected or graded

684301 Crop Produce Analyst

Analyse crop produce for quality and conformance with technical produce standards and regulatory provision.

Alternative Titles and Specialisations:

Crop Quality Inspector

Grain Grader

Seed Lot Inspector

Seed Sampler

684302 **Tobacco Grader**

Grades cured tobacco leaves by type, quality and locality where grown.

684303 **Cotton Grader**

Classifies cotton according to grade, staple length, and character.

684304 **Wool Classifier / Grader**

Classifies wool to industry standards or market requirements.

Quality Examiner (Manufactured Products)

Conducts in-line and/or end-line quality inspections on manufactured products.

6844 **Fumigators and Other Pest and Weed Controllers**

Fumigators and other pest and weed controllers use chemicals to remove harmful insects, small animals, wild plants and other unwanted organisms to prevent damage to crops and to buildings and other structures and their surroundings and to prevent health risks.

Tasks include:

Cleaning and servicing machinery to ensure operating efficiency

Covering areas to specified depths with pesticides, applying knowledge of weather conditions, droplet sizes, elevation-to-distance ratios, and obstructions

Filling sprayer tanks with water and chemicals

Lifting, pushing, and swinging nozzles, hoses, and tubes in order to direct spray over designated areas

Mixing chemicals according to instructions

Operating and monitoring equipment for spraying pests and weeds

Spraying or releasing chemical solutions or toxic gases and setting traps to kill pests and vermin, such as mice, termites, and roaches

684401 **Pest or Weed Controller**

Applies pest or weed management techniques to kill and control pests or weeds in domestic, commercial and industrial areas, roadsides, private and public lands.

Alternative Titles and Specialisations:

Chemical Sprayer

Commodities Fumigator

Fumigator

Knapsack Spray Operator

Marine Vessel Fumigator

Seed Fumigator

Tea Fumigator

6849 **Craft and Related Workers not Elsewhere Classified**

This group covers craft and trade occupations not classified elsewhere in sub major groups 64- 68. For instance, the group includes those who mould, slice, grind and polish optical lenses.

684901 **Clothing, Footwear and Leather Processing Machine Mechanic**



Sets up, adjusts, maintains and repairs industrial or domestic sewing machines, or machines used in the production of clothes, footwear and leather.

Alternative Titles and Specialisations:

Footwear Machine Mechanic / Fitter






Sewing Machine Mechanic

Spray Gun Mechanic (Leather)

684902 **Farrier**



Inspects, trims and shapes horses' hooves, and forms, fits and nails horseshoes.

- 684904 **Panelbeater** 
Repairs damage to metal, fibreglass and plastic body work on vehicles and forms replacement vehicle panels.
Alternative Titles and Specialisations:
Auto Body Repairer
Automotive Body Repairer
Automotive Sheetmetal Worker
Automotive Trimmer
Chassis Straightener
Panel Beater and Spraypainter
Panelbeater and Trimmer
Rust Repairer
Vehicle Body Repairman
Vehicle Refinisher
- 684905 **Vehicle Body Builder** 
Manufactures and repairs prototype production units and purpose-built vehicle bodies such as buses, trucks, fire engines and caravans.
Alternative Titles and Specialisations:
Auto Body Assembler
Bus Coach Builder
Coach Builder
Metal Caravan Builder
Metal Coach and Carriage Builder
Motor Body Builder
Motor Vehicle Body Builder
Truck Builder
Vehicle Body Builder (Composite)
Vehicle Body Builder (Metal)
Vehicle Builder
- 684906 **Vehicle Trimmer** 
Installs, repairs and replaces the interior trim of vehicles, such as seats, linings, floor coverings and door trims.
Alternative Titles and Specialisations:
Auto Trimmer / Upholsterer
Automotive Component Upholsterer
Car Trimmer / Upholsterer
Motor Trimmer / Upholsterer
Vehicle Trimmer / Upholsterer
- 684907 **Boatbuilder and Repairer** 
Builds, repairs and modifies boats.
Alternative Titles and Specialisations:
Boat Assembler
Boat Builder
Marine Plumber
Ship Builder
Ship Plater
Sparmaker
Yacht Builder
- 684908 **Shipwright** 
Constructs, fits out and repairs ships.
Alternative Titles and Specialisations:
Loftsman (Marine)

Loftswoman (Marine)

Metal Liner-off

Ship's Carpenter

684909 **Survival Equipment Fitter**



Maintains safety and survival equipment.

Alternative Titles and Specialisations:

Aircraft Survival Equipment Fitter

Maritime Survival Equipment Fitter

Parachute Rigger

684910 **Ammunition Fitter**



Inspects, maintains, tests and repairs or reworks and disposes of ammunition.

684911 **Florist**

Prepares and sells floral arrangements and flowers.

Alternative Titles and Specialisations:

Floral Artist

684912 **Photographer's Assistant**

Assists photographers in taking and developing photographs.

684913 **Melter**



Prepares, operates, tests, repairs and maintains melting equipment and system components (including refractory material installations, water cooling and charge material control and handling systems) to produce metal castings in foundries.

684914 **Textile Machine Mechanic**

Sets up, adjusts, maintains and repairs industrial machines used in the production of yarn, knitted, woven and non-woven textiles.

Alternative Titles and Specialisations:

Yarn Preparation Machine Mechanic

Yarn Manufacturing Machine Mechanic

Knitting Machine Mechanic

Weaving Machine Mechanic

Non-Woven Textile Manufacturing Machine Mechanic

Braiding Machine Mechanic

7 **PLANT AND MACHINE OPERATORS AND ASSEMBLERS**

Plant and machine operators and assemblers operate and monitor industrial and agricultural machinery and equipment on the spot or by remote control, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble products from component parts according to strict specifications and procedures. The work mainly calls for experience with and an understanding of industrial and agricultural machinery and equipment as well as an ability to cope with machine-paced operations and to adapt to technological innovations.

Tasks include:

Driving and operating trains and motor vehicles

Driving, operating and monitoring mobile industrial and agricultural machinery and equipment; assembling products from component parts according to strict specifications and procedures

Operating and monitoring machinery and equipment used to produce articles made of metal, minerals, chemicals, rubber, plastics, wood, paper, textiles, fur, or leather, and which process foodstuffs and related products

Operating and monitoring mining or other industrial machinery and equipment for processing metal, minerals, glass, ceramics, wood, paper, or chemicals

Supervision of other workers may be included

71 Stationary Plant and Machine Operators

Stationary plant and machine operators operate and monitor, on the spot or by remote control, industrial plant and machinery and equipment that are stationary, or for which mobility is not an integral part of operation. The work mainly calls for experience with and an understanding of the industrial plant, machinery or equipment being operated and monitored. Ability to cope with machine-paced operations and to adapt to innovations in machinery and equipment is often required.

Tasks include:

Detecting malfunctions and taking corrective action

Examining outputs for defects and conformity to specifications and adjusting machine settings accordingly

Performing maintenance, repairs and cleaning

Recording data and maintaining production records

Setting up, operating and monitoring a variety stationary plant and machinery

Supervision of other workers may be included

711 Mining and Mineral Processing Plant Operators

Mining and mineral processing plant operators operate and monitor plant and machinery which extract rock and minerals from the earth, process minerals and stone, drill wells and bores, and manufacture and finish cement and stone products.

NOTE: Mining Supervisors are classified in Unit group 3121, .

Tasks include:

Maintaining production records

Monitoring the performance of a variety of plant and machinery, detecting malfunctions and taking corrective action

Operating plant and machinery to make cement, concrete, artificial stone, and precast concrete and stone products

Operating washing, separating, extracting and combining equipment to remove waste and recover minerals

Performing plant and machinery maintenance, repairs and cleaning

Setting up, operating and monitoring a variety of mining and mineral processing plant and machinery such as drilling rigs and auxiliary machines and equipment, continuous mining machinery, and cutting, crushing, grinding, pumping and mixing plant and machinery

7111 Miners and Quarriers

Miners and quarriers operate plant, machinery and hand tools to extract rock, minerals and non-metallic deposits from underground and surface mines and quarries.

Tasks include:

Collecting mineral samples for laboratory analysis

Completing records detailing operations completed during shifts

Operating auxiliary plant such as pumps to expel air, water and mud

Operating machinery and using tools to remove loosened rock, ore, coal and other deposits

Operating machinery to open new shafts, drives, air vents and rises

Performing minor maintenance and repairs and lubricating and cleaning plant, machines and tools

Positioning, operating and monitoring the performance of a variety of underground and surface mining equipment including continuous mining, cutting and channelling plant

Preparing, fitting and installing supports in underground workings including rock bolts

Setting up and operating drilling equipment in underground and surface mines and quarries

711101 Mining Operator

Operates equipment to break, excavate, load and transport minerals in an underground or open-cut mine.

Alternative Titles and Specialisations:

Coal Cutter

Continuous Miner Operator

Crawler Pilot

Hydraulic Rock Breaker Operator (Mining)

Mining Plant Operator

Mining Team Leader

Roof Bolter (Mining)

Shuttle Car Operator (Mining)

711102 Shotcreter

Performs shotcreting operations to provide support for unsafe or unstable excavations on surface or underground.

7112 Mineral and Stone Processing Plant Operators

Mineral and stone processing plant operators operate and monitor machinery and equipment for processing rocks, minerals and stone to recover refined products for immediate use or further processing.

Tasks include:

Combining mineral ores with solvents to facilitate further processing

Examining processed materials visually or with hands to ensure compliance with established standards and job specifications, and may collect samples for testing in laboratories

Monitoring and maintaining the flow of unprocessed rocks, minerals and stones from conveyors into machines

Observing meters, gauges and control panels, and adjusting valves and controls to ensure the safe and efficient operation of equipment, and detecting malfunctions, and assisting with plant and machinery maintenance and repair

Operating washing, separating, leaching, precipitating, filtering, extracting and combining equipment to remove waste material and recover minerals

Positioning blocks and slabs of stone onto machines for sawing, cutting and further working

Recording information about processing completed during shifts, such as quantities, types and dimensions of materials produced

Separating metal and mineral concentrates from ore and alluvial deposits by thickening, flotation, gravity separation, filtration, and or magnetic and electrostatic separation

Setting up and operating stationary plant and machinery which grind, crush, cut, saw and slice rocks, minerals and stones according to the specifications for the job

Sorting, stacking and moving processed minerals and stone for packaging, further processing or shipping

711201 Mineral Processing Machine Operator

Operates machines to cut and finish mineral for processing rocks, minerals and stone to recover refined products for immediate use or further processing for tiles, building blocks and facings.

Alternative Titles and Specialisations:

Coal Washer
Conveyor Belt Operator (Mining)
Crusher Operator
Emery Press Operator
Flotation Worker (Mineral Processing)
Gold Precipitator
Lime Miller
Machine Operator (Stone Cutting or Processing)
Marble Cutter / Polisher / Processor / Sawyer / Splitter
Metallurgical Plant Operator
Milling Machine Operator (Minerals)
Mineral Beneficiation Plant Operator
Mineral Ore Treatment Plant Operator
Stone Cutter / Polisher / Processor / Sawyer / Splitter
Stone Turner Lathe

711202 Jewellery Processing and Finishing Machine Operator

Operates machines to plate or electroplate metals or coat materials.

Alternative Titles and Specialisations:

Chain Manufacturing Operator (Jewellery Manufacturing)
Enameller (Jewellery)
Jewellery Die Stamper
Jewellery Electroformer
Jewellery Metal Plater
Machine Engraver
Wax Injector (Jewellery)

711203 Diamond Cutter

Operates machines to cut and polish diamonds.

Alternative Titles and Specialisations:

Automatic Polishers
Blocker
Bottom Polishers
Brillianteer
Bruter
Crossworker
Diamond Boilers
Diamond Cutting Setter
Diamond Grader
Diamond Marker
Fancy Brillianteer
Fancy Crossworker
Final Diamond Processing Controller
Girdle Polishers
Polishers Graders
Prep Polishers
Rough Evaluator
Rough Sorter
Sawyer
Sawyer (laser)



Scourer
Sorter
Star Polishers
Table Polishers
Top 8 side polishers
Top half Polishers
Top Polishers

711204 Gemstone Cutter

Cuts, shapes and polishes gems.

Alternative Titles and Specialisations:

Gem Polisher
Lapidary

711205 Gemstone Machine Operator

Operates industrial machines to cut, polish and finish ornamental gemstones.

7113 Well Drillers and Borers and Related Workers

Well drillers and borers and related workers position, assemble and operate drilling machinery and related equipment to sink wells, extract ore, liquids and gases or for a variety of other purposes.

Tasks include:

Assembling and dismantling pipes, casings and drill heads, and replacing dysfunctional equipment

Closing and sealing wells no longer in use; may supervise and train crew members

Dismantling, moving and assembling drilling rigs and auxiliary equipment

Maintaining records of drilling and servicing operations

Maintaining, adjusting, repairing and cleaning drilling rigs, hoisting and other machinery

Monitoring gauges and other indicators and listening to equipment to detect malfunctions

and unusual well conditions, and determining the need to change drilling or equipment

Operating controls to lower and raise drill pipes and casings in and out of wells, regulate pressure in the well and control the speed of tools

Operating machines and tools to extract dust, cuttings and lost and broken drilling equipment from holes and wells

Preparing drilling fluid and checking the operation of pumps to ensure adequate circulation of fluid in drill pipe and well

711301 Driller

Positions, assembles and operates drilling machinery and related equipment to sink wells, extract ore, liquids and gases or for a variety of other purposes.

Alternative Titles and Specialisations:

Blind Hole Borer Operator
Bore Sinker
Boring Equipment Operator
Contract Driller
Derrick Operator
Derrickman
Development Driller
Directional Driller
Drill Rig Operator
Drilling Plant Operator

Exploration Driller
Hydraulic Stope Rig Operator
Jumbo Operator
Power-tong Operator
Radial Drill Operator
Raise Drill Operator
Scaler Operator
Tourpusher

711302 Rock Drill Operator

Drives and operates rock drilling machine or handheld rockdrill to drill explosive-charge holes through hard materials to facilitate blasting operations.

7114 Cement, Stone and Other Mineral Products Machine Operators

Cement, stone and other mineral products machine operators operate and monitor machines for manufacturing and finishing precast concrete, bitumen, and stone products, and making cast stone for building purposes.

NOTE: Examples of products produced by operators of plant and machines in this Unit group include: mixed concrete for use in civil engineering and construction projects, flagstones, concrete bricks and tiles, fencing posts, moulded pipe sections and trench liners, concrete railway sleepers, walling and partition slabs, building components, cable conduits, fume and dust extraction conduits, abrasive wheels and outdoor furniture.

Tasks include:

Arranging and assisting with plant and machinery maintenance and repair

Checking and maintaining production records, including information about quantities, dimensions and types of materials and goods produced

Checking production plans and specifications to determine and select materials, ingredients, procedures, components, settings and adjustments for extrusion, moulding, mixing and compacting machines

Collecting and examining samples of mixtures and finished products for conformity to specifications and adjusting machine settings accordingly

Cutting, grinding, drilling, sandblasting and polishing concrete products and stone blocks, slabs and products to the specifications for the job

Monitoring plant and machines during operation by observing instruments such as temperature and pressure gauges, and adjusting controls and reporting malfunctions as necessary

Operating extrusion, moulding, mixing, pumping, compacting, grinding and cutting machinery to manufacture and finish precast concrete and stone products

Operating plant and machinery which assembles and fills moulds with concrete and artificial stone mixtures, removes castings from moulds and finishes surfaces of precast products

Operating plant and machines which weigh and mix sand, gravel, cement, water and other ingredients to make concrete

Operating plant to produce cement, lime and clinker, including loading and unloading ingredients and operating continuous feed equipment such as pumps and conveyors

711401 Concrete Products Machine Operator

Operates machines to manufacture moulded concrete products such as cement pipes and fittings, concrete railway sleepers, concrete bricks, tiles and paving blocks, structural beams, building panels and cast products.

Alternative Titles and Specialisations:

Artificial Stone Maker

Artificial Stone Setter

Cast-concrete Products Machine Operator

Cast-stone Products Machine Operator

Concrete Block Maker

Concrete Boom Operator

Concrete Pipe Machine Operator

Concrete Precast Moulder

Concrete Pump Operator

Concrete Tile Machine Operator

Kiln Operator (Cement Production)

Stone Polishing Machine Operator

711402 Glass, Clay and Stone Manufacturing Machine Setter and Minder

Prepares, sets up and runs and monitors glass, clay and stone manufacturing machinery and equipment.

711403 Plaster Machine Operator

Operates machines to manufacture plaster.

Alternative Titles and Specialisations:

Plaster Caster

711404 Cement Production Plant Operator

Operates plant to produce cement, lime and clinker.

Alternative Titles and Specialisations:

Cement Crusher Operator

Cement Despatch Operator

Cement Grinding Mill Operator

Cement Kiln Operator

Central Concrete Mixing Plant Operator

711405 Concrete Batching Plant Operator

Operates mixing plant to produce batches of concrete from cement, sand, aggregate, water and other ingredients.

Alternative Titles and Specialisations:

Premix Concrete Batchers

711406 Industrial Diamond Polishing Machine Operator

Operates machines to polish diamonds.

712 Metal Processing and Finishing Plant Operators

Metal processing and finishing plant operators, operate and monitor single function process control machinery and equipment to control the conversion, processing and finishing of mineral ores and metals.

Tasks include:

Checking, testing and analyzing sample products;

Co-coordinating and monitoring the operation of a particular aspect of metal processing production and finishing

Recording data and writing production logs

Setting up, preparing and adjusting metal and ore processing and finishing machinery

Verifying equipment for malfunctions, monitoring gauges, carrying out routine operating tests and arranging for maintenance

7121 Metal Processing Plant Operators

Metal processing plant operators, operate, monitor, adjust and maintain, single process machinery and equipment to process and convert mineral ores and refine, harden, roll and extrude metals.

Tasks include:

Adjusting equipment, valves, pumps, controls and process equipment

Analyzing sample products, performing tests, recording data and writing production log
Controlling process start-up and shut-down, troubleshooting and monitoring outside process equipment

Controlling the preparation, measuring and feeding of raw materials and processing agents into plant

Observing gauges, meters, computer printouts, video monitors and products to ensure correct operation of machine and verify specified processing conditions

Operating single-function machinery to grind, separate, filter, mix, treat, cast, roll, refine or otherwise process metals and mineral ores

Setting up, preparing and adjusting mineral ore and metal processing machinery to carry out one step in the overall mineral ore or metal processing operation

Verifying equipment for malfunctions, carrying out routine operating tests and arranging for maintenance

712101 Metal Processing Plant Operator

Operates, monitors, adjusts and maintains, single process machinery and equipment to process and convert mineral ores and refine, harden, roll and extrude metals.

Alternative Titles and Specialisations:

Ladle Pourer

Metal Drawer / Extruder

Metal Extrusion Plant Operator

Metal Heat Treating Operator

Steel Roller

712102 Metal Manufacturing Machine Setter and Minder

Prepares, sets up and runs and monitors metal manufacturing machinery and equipment to produce metals.

Alternative Titles and Specialisations:

Chain Manufacturing Setter and Minder (Jewellery Manufacturing)

712103 Abrasive Wheel Maker

Operates machines to manufacture moulded abrasive wheels.

712104 Brake Lining Maker

Operates machines to manufacture moulded brake linings.

7122 Metal Finishing, Plating and Coating Machine Operators

Metal finishing-, plating- and coating-machine operators operate and monitor equipment which finishes, plates and coats metal articles or parts, in order to give them improved resistance to corrosion and abrasion, for decorative purposes, or to impart electrical or magnetic properties.

Tasks include:

Checking proper thickness of plating using micrometers, callipers or other devices recording data and writing production logs

Operating and monitoring electroplating equipment

Operating and monitoring equipment used to impart a rust-resistant finish to metal articles by treating them with chemicals and heating them

Operating and monitoring equipment used to spray molten metal or other substances on metal products to provide a protective or decorative coating or to build up worn or damaged surfaces

Operating and monitoring equipment which cleans metal articles in preparation for electroplating, galvanising, enamelling or similar processes

Operating and monitoring hot-dip equipment used to coat iron and steel products

Operating and monitoring machines which automatically coat wire with non ferrous metal

Preparing and mixing metalizing solutions according to formulas or specifications

712201 Electroplater



Controls plating processes and maintains solutions used to coat metal articles and other parts with non-ferrous metals.

Alternative Titles and Specialisations:

Aircraft Electroplater

Anodiser

Electroformer

Enameller

Galvaniser

Hot Dip Plater

Metal Coating Machine Operator

Metal Finishing Machine Operator

Metal Plating Machine Operator

713 Chemical and Photographic Products Plant and Machine Operators

Chemical and photographic products plant and machine operators operate and monitor machines which process a variety of chemicals and other ingredients to produce pharmaceuticals, toiletries, explosives and photographic or other chemical products.

Tasks include:

Operating and monitoring machines and equipment which blend, mix, package and otherwise process chemicals and chemical products to give them the desired properties for further industrial production, or to make finished products

Supervision of other workers may be included

7131 Chemical Products Plant and Machine Operators

Chemical products plant and machine operators monitor and operate units and machinery to blend, mix, process and package a wide range of chemical products.

Tasks include:

Cleaning and performing minor repairs to machines and plant

Measuring, weighing and loading chemical ingredients following formulation cards

Monitoring meters, gauges and electronic instrumentation on one or more chemical or formulation units, such as mixers, kettles, blenders, dryers, tableting, encapsulation, granulation and coating machines

Monitoring reaction processes and transfers of products in conformance with safety procedures

Setting up, starting, controlling, adjusting and stopping machines and plant

Taking samples and performing routine chemical and physical tests of products and recording production data

713101 Chemical Production Machine Operator

Monitors and operates machines to blend, mix, process and package a wide range of chemical products such as soaps, detergents, pharmaceuticals, toiletries and explosives.

Alternative Titles and Specialisations:

Abrasive Glass and Ceramics Mixer
Battery Maker / Reconditioner
Bullet / Ammunition / Explosives Maker
Candle Production Machine Operator
Chemical Crusher / Grinder
Chemical Extractor / Reactor / Still Operator
Chemical Production Sampler
Cleaning Materials Machine Operator
Cosmetics Machine Operator
Distillation Operator
Explosive Products Machine Operator
Explosives Mixer Operator
Nitrocellulose Maker
Paint Tinter / Mixer
Petroleum and Natural Gas Refining (Ethyl) Operator / Blender
Pharmaceutical Products Machine Operator
Radioactive Waste Material Treatment Operator
Still / Petroleum and Natural Gas Refining Machine Operator
Tablet Making Machine Operator
Toiletry Products Machine Operators

7132 Photographic Products Machine Operators

Photographic-products machine operators operate and monitor equipment which makes photographic film and paper, and which processes exposed photographic film and makes prints.

Tasks include:

Adjusting settings and running automatic developing equipment

Inspecting images, films, prints and adjusting settings on print-making equipment to produce required colour, brightness, contrast, number, size and type of prints

Operating and monitoring equipment which makes photographic film and paper
Operating automatic equipment (in retail establishments) to develop colour negatives, prints and slides

Operating equipment to transfer film to video tape or other electronic media
Operating, monitoring and testing photographic processing and printing equipment, and maintaining operational standards
Performing photographic processing related tasks

Preparing exposed film for different processing batches in dark rooms and dark chambers

713201 Photographic Developer and Printer

Edits and adjusts digital images, develops photographic film, and prints photographic images from digital media, negatives and positives using computer software, fully automatic equipment and by separate processes.

Alternative Titles and Specialisations:

Copy Camera Operator
Dark Room Attendant / Technician
Developing Machine Operator (Photography)

Digital Photographic Printer
Enlarging Machine Operator (Photography)
Film Printer / Processor
Film Process Operator
Film/Colour Developer
Minilab Operator
Photo Lab Operator
Photograph Enlarger
Photograph Printer
Photographic Technician
Photographic-film Machine Operator
Printing/Photography (Colour) Machine Operator
Silver Recovery Operator
Slide Developer

714 Rubber, Plastic and Paper Products Machine Operators

Rubber, plastic and paper products machine operators operate and monitor machines which knead and blend rubber and rubber compounds, and produce various components and products from natural and synthetic rubber and plastics or produce different paper products from paper, paperboard, cardboard and similar materials.

Tasks include:

Examining outputs for defects and conformity to specifications and adjusting machine settings accordingly
Operating and monitoring machines which knead and blend rubber and rubber compounds, and produce various components and products from natural and synthetic rubber and plastics

Operating and monitoring machines which produce various paper products

7141 Rubber Products Machine Operators

Rubber-products machine operators operate and monitor machines which knead and blend rubber and rubber compounds, and produce various components and products from natural and synthetic rubber, such as moulded footwear, domestic articles, insulating materials, industrial accessories, or tyres.

Tasks include:

Examining outputs for defects and conformity to specifications

Locating defects and repairing worn and faulty tyres by vulcanising or other processes
Operating and monitoring machines which build up tires on a form, vulcanise tires and mould or rebuild used tires
Operating and monitoring machines which extrude compounded rubber or shape vulcanised rubber by moulding
Operating and monitoring machines which knead, mix and blend rubber and rubber compounds for further processing
Operating and monitoring machines which produce sheets of rubber or rubberised fabric by a rolling process

714101 Rubber Production Machine Operator

Operates machines to manufacture rubber products such as tyres.

Alternative Titles and Specialisations:

Latex Worker
Rubber Belt Splicer
Rubber Compounder
Rubber Extrusion Machine Operator

Rubber Knitting and Reinforcing Machine Operator

Rubber Milling Machine Operator

Rubber Millman

Rubber Moulder

Rubber Moulding Machine Operator

Rubber Products Machine Operator

Rubber Roller Grinder Operator

Steel and Fabric Calendering Machine Operator

Tyre Bead Creeler

Tyre Builder

Tyre Finisher and Examiner

Tyre Maker

Tyre Moulder

Tyre Production Machine Operator

Tyre Repairer

Tyre Retreader

Vulcaniser

714102 Rubber Manufacturing Machine Setter and Minder

Prepares, sets up and runs and monitors rubber manufacturing machinery and equipment to produce rubber products.

7142 Plastic Products Machine Operators

Plastic products machine operators operate and monitor machines which knead and blend compounds to obtain plastic materials and which make various plastic components and articles.

Tasks include:

Encasing uncoated wire, cord, cable and optic fibre in plastic

Examining outputs for defects and conformity to specifications

Making artificial eyes and contact lens discs, making and repairing spectacle frames and plastic parts of orthopaedic appliances

Operating and monitoring machines which knead and blend compounds to obtain plastic materials

Operating and monitoring machines which laminate plastics and plastic impregnated materials or produce fibreglass

Operating and monitoring machines which shape plastic materials by moulding, extrusion, blowing, cutting and other means

Recycling waste plastic materials

714201 Plastic Cablemaking Machine Operator

Operates extruding machines to encase wire, cord, cable and optic fibre in rubber and plastic.

Alternative Titles and Specialisations:

Insulation Extruder Operator

Optic Fibre Drawer

Wire Drawer (Plastics)

714202 Plastic Compounding and Reclamation Machine Operator

Operates mixing and grinding machines to prepare plastic powders, liquid blends and recycle waste plastic materials from factory operations.

Alternative Titles and Specialisations:

Pelletising Extruder Operator

Plastics Mixing Plant Operator

Powder Hand (Plastics)

Shredder / Granulator Operator

714203 Plastics Fabricator or Welder



Operates machines to measure, cut, shape, fit and assemble plastics materials to produce plastic products.

Alternative Titles and Specialisations:

Acrylic Fabricator

Plastic Pipe Fabricator

Vinyl Welder and Fabricator

714204 Plastics Production Machine Operator (General)

Operates extruding, injection moulding and blow moulding machines to produce finished plastic products.

Alternative Titles and Specialisations:

Blow Moulding Machine Operator

Extruding Machine Operator

Footwear Injection Moulding Operator

Injection Moulding Machine Operator

Lamination Machine Operator

Plastics Laminator

Slitting Setter

714205 Reinforced Plastic and Composite Production Worker

Operates machines to apply gel coat, colouring and fibre reinforced plastic to moulds to produce fibreglass and laminated products.

Alternative Titles and Specialisations:

Fibreglass Gun-hand

Fibreglass Hand Laminator

Resin Transfer Moulding Machine Operator

714206 Rotational Moulding Operator (Plastics)

Operates rotational moulding machines to produce plastic products.

714207 Thermoforming Machine Operator

Operates thermoforming machines to produce thermo plastic products.

Alternative Titles and Specialisations:

Vacuum Forming Machine Operator

714208 Plastics Manufacturing Machine Minder



Prepares, sets up and runs and monitors plastics manufacturing machinery and equipment to produce plastics products through moulding or extrusion processes.

Alternative Titles and Specialisations:

Plastic Production Machine Setter

Plastics Die Fitter

Plastics Die Setter

Plastics Mould Setter

714209 Reinforced Plastics and Composite Trades Worker



Builds products using composites and reinforced plastics.

Alternative Titles and Specialisations:

Canoe Maker

Canopy Builder

Kayak Maker

Surfboard Maker

7143 Paper Products Machine Operators

Paper products machine operators operate and monitor machines which produce boxes, envelopes, bags and other goods from paper, paperboard, cardboard and similar materials.

Tasks include:

Operating and monitoring machines which cut, fold and glue paper to make envelopes and paper bags, or which form bags from other similar materials

Operating and monitoring machines which glue paper to cardboard, cut it to the required length or cut and crease cardboard or paperboard to form box blanks

Operating and monitoring pressing machines which form drinking cups or other containers from paper, paperboard or cardboard

714301 Paper Products Machine Operator

Operates machines to manufacture paper packaging and other products from paper and fibreboard stock.

Alternative Titles and Specialisations:

Carton Making Machinist

Paper Cutting and Creasing Machine Operator

Embosser

Machine Operator (Cardboard Products)

Machine Operator (Envelope and Paper Bag Production)

Machine Operator (Paper Box Production)

Paper Bag Making Machinist

Paper Mache Moulder

715 Textile, Fur and Leather Products Machine Operators

Textile, fur and leather products machine operators operate and monitor various types of machines which prepare, process and treat fibres, yarn, thread, leather, fur; produce, modify and repair footwear, garments and manufacture or dry clean textiles or fur and light leather articles.

Tasks include:

Operating and monitoring machines which bleach, shrink, dye, and otherwise treat fibres, yarn, cloth or dry clean garments, fur, rugs, carpets

Operating and monitoring machines which prepare fibres, and spin, double, twist and wind yarn and thread from natural textile fibres

Operating and monitoring machines which produce, modify and repair standard, custom or orthopaedic footwear and leather articles, such as luggage, brief cases, handbags

Operating and monitoring sewing machines to make, repair, darn and renovate textile, fur, synthetic or leather garments or embroider ornamental designs on garments or other materials

Operating and monitoring various machines which prepare leather or treat fur- or wool-bearing pelts

Operating and monitoring weaving and knitting machines which process yarn or thread into woven, non-woven and knitted products

7151 Fibre Preparing, Spinning and Winding Machine Operators

Textile, fur and leather products machine operators operate and monitor machines which prepare fibres, and spin, double, twist and wind yarn and thread from natural textile fibres. They twist two or more strands of yarn to prepare single stronger, smoother, uniform and heavier strands and treat textiles to make them stiff and water resistant.

Tasks include:

Cleaning rollers and cylinders of carding machines to remove wool waste

Operating and monitoring machines for cleaning and turning woollen yarn waste into fluffed wool

Operating and monitoring machines for drawing slivers received from drawing machine into loosely twisted strands

Operating and monitoring machines for tearing woollen rags into fibre

Operating and monitoring machines which clean and fluff textile fibres, transform them into sliver, comb them into sliver for first drawing, combine slivers into sliver lap or sliver laps into ribbon lap

Operating and monitoring machines which combine textile fibres into uniform blends

Operating and monitoring machines which spin thread and yarn from roving, wind two or more threads onto bobbin, twist two or more strands of yarn or thread into single strands of yarn to increase strength, smoothness and/or uniformity of yarn, or wind yarn or thread from one package to another

Operating and monitoring spinning frame that draws out and twists roving or sliver into yarn;

Operating and resurfacing metal drawing rolls of various spinning, combing and lapping machines with new rubber or leather covers

Operating draw frame (machine) having number of drawing sets, each set combining several slivers into one of nearly same weight and thickness as any of original sliver

Preparing sizing for use in stiffening and finishing cloth and yarn by mixing ingredients such as starch, tallow, resins, soaps and water and boiling mixture for specified time in steam

Treating textiles with chemicals to make them water resistant

715101 Fibre Preparation Production Machine Operator

Sets up, loads, operates and monitors machinery and equipment to prepare fibres for the yarn manufacturing process.

715102 Yarn Production Machine Operator

Sets up, loads, operates and monitors spinning machinery and equipment to produce yarn.

715103 Man-made Fibre Production Machine Operator

Sets up, loads, operates, monitors extrusion machinery and equipment to produce man-made (synthetic and regenerated) filament from a variety of polymers.

7152 Weaving and Knitting Machine Operators

Weaving and knitting machine operators set up, operate and monitor weaving and knitting machines which process yarn or thread into woven, non-woven and knitted products such as cloth, lace, carpets, rope, industrial fabric, hosiery and knitted garments or to quilt and embroider fabric.

Tasks include:

Cleaning, oiling, and lubricating machines, using air hoses, cleaning solutions, rags, oil cans, and/or grease guns

Examining looms to determine causes of loom stoppage, such as warp filling, harness breaks, or mechanical defects

Operating and monitoring crocheter machine to knit lace, trimming etc. of desired pattern or design

Operating and monitoring knitting machines to knit hosiery to shape of foot and leg

Operating and monitoring large automatic multi-needle machines to embroider material or to sew lengths of several layers of material to make yard goods, quilts or mattress coverings

Operating and monitoring loom on which yarn or twist is intersected and knotted at regular intervals to form mesh

Operating and monitoring machine for knitting heel and toes of socks into ribs or tops cut from circular fabric

Operating and monitoring machine which seams openings in toes of socks
Repairing or replacing worn or defective needles and other components
Setting up and operating batteries of automatic, link-type knitting machines to knit garments of specified pattern and design

Tending automatic looms that simultaneously weave pile yarn, filling yarn, and warp yarn material to produce carpets and rugs with various coloured designs

Tending circular knitting machines with automatic pattern controls that knit seamless hose
Threading yarn, thread, and fabric through guides, needles, and rollers of machines for weaving, knitting, or other processing

715201 **Weaving Machine Operator**

Operates and monitors weaving machinery and equipment to produce braided products.

715202 **Warping Machine Operator**

Sets up, operates and monitors warping machinery and equipment to wind yarn on to beams, suitable for subsequent processes, such as weaving and knitting.

715203 **Braiding Machine Operator**

Sets up, loads, operates and monitors weaving machinery and equipment to produce woven products.

715204 **Knitting Machine Operator**

Sets up, loads, operates and monitors knitting machinery and equipment to produce knitted products.

715205 **Non-woven Machine Operator**

Sets up, loads, operates and monitors machinery and equipment to produce non-woven products.

Alternative Titles and Specialisations:

Tufting Machine Operator

7153 **Sewing Machine Operators**

Sewing machine operators operate and monitor sewing machines to make, repair, darn and renovate textile, fur, synthetic or leather garments or embroider ornamental designs on garments or other materials. They operate button hole making and eyelet holing machines to cut holes, stitch around holes, stitch buttons and fix eyelets to garments.

Tasks include:

Attaching buttons, hooks, zippers, fasteners, or other accessories to fabric, using feeding hoppers or clamp holders

Monitoring machine operation to detect problems such as defective stitching, breaks in thread, or machine malfunctions

Operating fur sewing machines to join fur pelt strips to required size and shape and join pelts into garment sections or shells

Operating machines, such as single or double needle serging and flat-bed felling machines, to automatically join, reinforce, or decorate material or articles

Operating or tending sewing machines to perform garment sewing operations, such as joining, reinforcing, seaming or decorating garments or garment parts

Operating stitching machines to sew leather parts together for leather garments, handbags, gloves

Performing equipment maintenance tasks such as replacing needles

Tending semiautomatic sewing machines with multiple-sewing heads controlled by pattern chain that embroiders various designs on garments

715301 Sewing Machine Operator

Operates sewing machinery and equipment to join component parts to produce products or to create decorative sewing lines on products.

Alternative Titles and Specialisations:

Sewing Machine Attendant

Sewing Machinist

715302 Clothing, Textile and Leather Goods Production Operator

Operates industrial machines and equipment and perform preparatory tasks to sew, press and finish textile and leather products.

Alternative Titles and Specialisations:

Embroidery Machine Operator

Industrial Presser

Textile / Leather / Material Cutting Machine Operator

Upholstery Machinist

7154 Bleaching, Dyeing and Fabric Cleaning Machine Operators

Bleaching, dyeing and fabric cleaning machine operators operate and monitor machines that bleach, shrink, dye, and otherwise treat fibres, yarn or cloth.

Tasks include:

Dyeing articles to change or restore their colours

Keying in processing instructions to program electronic equipment

Observing display screens, control panels, equipment, and cloth entering or exiting processes to determine if equipment is operating correctly

Operating and monitoring machines that impregnate textiles with chemicals to render them waterproof

Operating and monitoring machines that stretch, or impart lustre, or other type of finish to textiles

Operating and monitoring machines that treat silk to give it body and weight

Operating machines that comb, dry and polish furs, clean, sterilize and fluff feathers and blankets

Starting and controlling machines and equipment to bleach, dye, or otherwise process and finish fabric, yarn, thread, and/or other textile goods

Tending a variety of automatic machines that comb and polish furs

Tending and regulating equipment that fumigates and removes foreign matter from furs

Tending machines that shrink woven or knitted cloth to predetermined size or strengthen the weave by interlocking the fibres

715401 Textile Wet Process Production Operator

Operates wet process production machines to bleach, dye, print and finish fibre, yarn, knitted and woven fabrics, and garments.

Alternative Titles and Specialisations:

Fabric Bleaching Machine Operator

Textile Dyeing and Printing Preparation Machine Operator

Textile Dyeing Machine Operator / Textile Dyer

Textile Printing Machine Operator

Textile Wet Processes Finishing Machine Operator

7155 Fur and Leather Preparing Machine Operators

Fur and leather preparing machine operators operate and monitor various machines that prepare leather or treat fur- or wool-bearing pelts. They trim, scrape, clean, tan, buff and dye animal hides, pelts or skins to produce leather stock and finished furs.

Tasks include:

Maintaining and repairing vats and other machinery

Operating and monitoring machines in which hides are split edgeways to form two or more pieces or to give uniform thickness

Operating and monitoring machines to polish or roughen hides or skins to specified finish

Operating and monitoring machines to reduce thickness of hide or skin to uniform size

Operating and monitoring machines to remove epidermis hair roots, pigment cells and lime salts from grain side of skin

Operating and monitoring machines which apply dyes and stains to leather

Operating and monitoring machines which remove flesh and fat from hides or pelts to clean and soften them

Operating and monitoring machines which remove long coarse hair from fur pelts, trim hair to even length and dye, stretch and smooth dressed pelts

Operating and monitoring machines which separate residual wool from skins, or flesh and hair from hides

Operating and monitoring machines which treat hides and skins in solutions to convert them into leather

Treating surface of leather with oil and operating glazing machine to give glossy finish to leather

715501 Leather Processing Machine Operator

Operates machines and equipment to convert raw hides and skins into finished leather for use in clothing, footwear, upholstery and leather goods.

Alternative Titles and Specialisations:

Beam House Operator

De-hairing/Hide Machine Operator

Fellmongering Machine Operator

Leather Finishing Operator

Pelt Preparations Operator

Staining / Leather Machine Operator

Tanning Machine Operator

7156 Shoemaking and Related Machine Operators

Shoemaking and related machine operators operate and monitor machines which produce and repair standard or special footwear, handbags and other accessories.

Tasks include:

Operating and monitoring machines which mark patterns and cut shoe parts

Operating and monitoring machines which produce luggage, handbags, belts and other accessories, as well as other items such as saddles, collars or harnesses

Operating and monitoring machines which sew shoe parts together, or edge, polish, or apply ornaments and perform finishing tasks

715601 Footwear Cutting Production Machine Operator

Prepares, sets up and operates footwear clicking or cutting machinery and equipment.

Alternative Titles and Specialisations:

Clicker

715602 Footwear Closing Production Machine Operator

Prepares, sets up and operates footwear sewing or closing machines.

Alternative Titles and Specialisations:

Beading Operator

Shoe Folding Operator

Skiver

Toe Puff Operator

715603 Footwear Bottom Stock Production Machine Operator

Prepares, sets up and operates footwear bottom stock machinery and equipment.

715604 Footwear Lasting Production Machine Operator

Prepares, sets up and operates footwear lasting machinery and equipment.

715605 Footwear Finishing Production Machine Operator

Prepares, sets up and operates footwear finishing machinery and equipment.

7157 Laundry Machine Operators

Laundry machine operators operate laundry, dry cleaning, pressing and fabric treatment machines in laundries and dry-cleaning establishments.

Tasks include:

Adding cleaning agents and starches to articles;

Checking and removing stains from garments, and replacing buttons and making minor repairs

Loading and unloading washing machines, driers and extractors

Packaging articles and preparing orders for despatch

Placing articles on shelves and hanging articles for delivery and collection

Placing sorted articles into receptacles and onto conveyor belts for moving to repair and cleaning areas

Smoothing articles and guiding them through cleaning and pressing machines

Sorting articles for cleaning according to the type colour, fabric and cleaning treatment required

Stopping and starting machines to untangle, straighten and remove articles

715701 Laundry Machine Operator

Sorts, cleans, irons, folds and packages linen, clothing and other garments in a commercial laundry.

Alternative Titles and Specialisations:

Folding Machine Operator (Laundry)

Launderer

Washing Machine Operator

715702 Drycleaner

Cleans clothing, garments, upholstery and other fabrics using dry-cleaning agents and machines.

Alternative Titles and Specialisations:

Dry-cleaning Machine Operator

715703 Pressing Machine Operator (Laundry)

Irons or presses garments and other fabrics such as delicate and formal wear in a commercial laundry or private residence.

Alternative Titles and Specialisations:

Textile Press Operating Worker

Textile Press Operator

7159 Textile, Fur and Leather Products Machine Operators not Elsewhere Classified

This unit group covers textile, fur and leather products machine operators not classified elsewhere in minor group 715. For instance, the group includes those engaged in operating and monitoring machines which make hats, tents, mattresses or miscellaneous articles such as braids or other trimmings.

Tasks include:

Operating and monitoring machines that fold cloth into measured length

Operating and monitoring machines that wind thread, twine, or yarn into balls preparatory to shipping or further processing

Operating and monitoring machines to measure size of pieces of leather

Operating and monitoring machines which form and make hats out of textiles, fur or leather

Operating and monitoring machines which make miscellaneous articles such as braids or other trimmings

715901 Textile and Footwear Manufacturing Machine Minder

Prepares, sets up and runs and monitors textile and footwear manufacturing machinery and equipment.

Alternative Titles and Specialisations:

Embroidery Machine Minder

716 Food and Related Products Machine Operators

Food and related machine operators set, operate and attend machinery used to slaughter animals, trim meat from carcasses; bake, freeze, heat, crush, mix, blend and otherwise process foodstuffs, beverages and tobacco leaves.

Tasks include:

Attending equipment to make jam, toffee, cheese, processed cheese, margarine, syrup, ice, pasta, ice-cream, sausages, chocolate, maize starch, edible fats and dextrin

Operating and monitoring machinery used to restrain, stun, slaughter animals and trim carcasses into standard meat and fish cuts

Operating equipment to cool, heat, dry, roast, blanch, pasteurize, smoke, sterilize, freeze, evaporate and concentrate foodstuffs and liquids used in food

Operating machinery to crush, mix, malt, cook and ferment grains and fruits to produce beer, wines, malt liquors, vinegar, yeast and related products

Processing tobacco leaves by machine to make cigarettes, cigars, pipe and other tobacco products

Processing; mixing, pulping, grinding, blending and separating foodstuffs and liquids with churning, pressing, sieving, grinding and filtering equipment

Setting, operating and attending machinery and ovens to mix, bake and otherwise prepare bread and flour confectionery products

7161 Food and Related Products Machine Operators

Food and related machine operators set, operate and attend machinery used to slaughter animals, trim meat from carcasses; bake, freeze, heat, crush, mix, blend and otherwise process foodstuffs, beverages and tobacco leaves.

Tasks include:

Attending equipment to make jam, toffee, cheese, processed cheese, margarine, syrup, ice, pasta, ice-cream, sausages, chocolate, maize starch, edible fats and dextrin

Mixing, pulping, grinding, blending and separating foodstuffs and liquids with churning, pressing, sieving, grinding and filtering equipment

Operating and monitoring machinery used to restrain, stun, slaughter animals and trim carcasses into standard meat and fish cuts

Operating equipment to cool, heat, dry, roast, blanch, pasteurize, smoke, sterilize, freeze, evaporate and concentrate foodstuffs and liquids used in food processing

Operating machinery to crush, mix, malt, cook and ferment grains and fruits to produce beer, wines, malt liquors, vinegar, yeast and related products

Processing tobacco leaves by machine to make cigarettes, cigars, pipe and other tobacco products

Setting, operating and attending machinery and ovens to mix, bake and otherwise prepare bread and flour confectionery products

716101 Fruit and Vegetable Processing Machine Operator

Operates machines and performs routine tasks to prepare canned and frozen food and vegetables, and make and package sauces, jams and juices.

Alternative Titles and Specialisations:

Food Dehydration / Preserving Machine Operator

Food Freezing Machine Operator

Food Preserving Machine Operator

Fruit Vegetable and Nut Processing Machine Operator

716102 Distillery Process Machine Operator

Distils beverages containing alcohol from fruit, vegetables and grain.

Alternative Titles and Specialisations:

Alcoholic Beverage Processor

Distiller

716103 Juice Extraction and Blending Process Machine Operator

Operates machines and performs routine tasks to extract and process juice from fresh agricultural produce and produce, store and package concentrated and formulated juice products.

Alternative Titles and Specialisations:

Aerated Water Cordial Machine Operator

Cordial Syrup Making Machine Operator

Fruit Juice Processing Operator

Non Alcoholic Beverage Processing Operator

Vinegar Processing Machine Operator

Wine Making Machine Operator

716104 Dairy Products Machine Operator

Operates machines and performs routine tasks to make and package milk, milk powder, yoghurt, butter, cheese and other dairy products.

Alternative Titles and Specialisations:

Cheese Factory Worker

Chocolate Production Machine Operator
Condensed Milk Maker Process Worker
Cooker Operator Dairy Products
Dairy Factory Worker
Dairy Plant / Process Operator
Dairy Products Processor
Diary Process Controller
Milk Pasteuriser
Milk Powder Maker
Milk Processing Machine Operator
Milk Treater
Milk Treatment Station Worker
Pasteuriser Operator

716105 Bakery and Confectionary Products Machine Operator

Sets operates and attends machinery used to mix, blend and otherwise process bread and confectionary.

Alternative Titles and Specialisations:

Bread Production Machine Operator
Plant Baker

716106 Sugar Processing Machine Operator

Operates machines and performs routine tasks to extract juice from sugar cane to make granular sugar and molasses.

Alternative Titles and Specialisations:

Sugar Front End Worker
Sugar Process Worker (Raw House)
Sugar Process Worker (Refinery)

716107 Coffee and Tea Processing Machine Operator

Operates machines and performs routine tasks to dry, mill, blend, roast and package coffee, chicory and tea.

Alternative Titles and Specialisations:

Coffee / Tea Taster
Coffee and Chicory Roaster and Grinder
Coffee and Tea Blender
Red Tea Maker

716108 Seed Processing Machine Operator

Operates machines and performs routine tasks to process and package seed.

Alternative Titles and Specialisations:

Seed Bagger
Seed Conditioner
Seed Grading Machine Operator
Seed Sheller

716109 Milling Process Machine Operator

Operates machines and performs routine tasks to mix, mill and treat grains and by-products to make flour, meal and stock feed.

Alternative Titles and Specialisations:

Animal Feed Mill Worker
Flourmill Kilnman
Grain Cleaner / Dryer / Crusher
Grain Mill Worker
Lucerne Pellets Maker
Mill hand / Mill Worker

716110 Tobacco Product Processing Machine Operator

Operates machines and performs routine tasks to process and package tobacco products.

Alternative Titles and Specialisations:

Cigarette Maker Worker

Tobacco Product Maker Worker

716111 Meat Processing Machine Operator

Sets, operates and attends machinery used to slaughter animals, trim meat from carcasses and otherwise process of meat.

Alternative Titles and Specialisations:

Meat Canning Process Worker

Meat Dehydrator / Preserver / Processor / Worker

Meat Processor

Meat Smoker

Quality Controller of Meat Canning Process Workers

Sausage Casing Maker

716112 Seafood Processing Machine Operator

Sets, operates and attends machinery used to process fish.

Alternative Titles and Specialisations:

Fish Canning Process Worker

Fish Processing Machine Operator

716113 Grain Handling Operator

Receives, ships, and handles grain and perform preventive maintenance and cleaning as needed.

717 Wood Processing and Papermaking Plant Operators

Wood processing and papermaking plant operators monitor, operate, and control automated lumber mill equipment sawing wood, cutting veneer and making plywood, and otherwise preparing wood for further use. Pulp mill machine operators operate and monitor various types of processing machinery and equipment to produce pulp.

Tasks include:

Examining logs and rough lumber to determine size, condition, quality and other characteristics to decide best lumber cuts to carry out, or operating automated equipment to convey logs through laser scanners which determine the most productive and profitable cutting patterns

Observing equipment and machinery panel indicators, gauges, level indicators and other equipment instruments to detect machinery and equipment malfunctions and ensure process steps are carried out according to specifications

Operating and monitoring plywood core-laying machines and hot-plate plywood presses and machines which cut veneer

Operating and monitoring screening equipment, bleaching equipment, digesters, mixing tanks, washers, and other pulp processing machinery and equipment to carry out one or more cellulose processing steps

Sorting, stacking and placing logs and wood billets onto conveyors and lathes from trucks for processing into chips, veneers and pulp

Transporting processed wood products, such as plywood, chipboard sheets and panels to work areas

7171 Pulp and Papermaking Plant Operators

Pulp and papermaking plant operators operate and monitor multi-function process control machinery and processing equipment to control the processing of wood, scrap pulp and other cellulose materials in the production of pulp.

Tasks include:

Analyzing instrument readings and production test samples and making adjustments to pulp production process and equipment as required

Completing and maintaining production reports

Controlling start-up and shut-down of process machinery and equipment, and observing equipment and machinery panel indicators, gauges, level indicators and other equipment instruments to detect machinery and equipment malfunctions and ensure process steps are carried out according to specifications

Coordinating and monitoring the operation of screening equipment, washing equipment, digesters, mixing tanks and other pulp processing equipment from automated panel boards in central control room to control the processing of wood, scrap pulp, recyclable paper and other cellulose materials

Operating and monitoring screening equipment, bleaching equipment, digesters, mixing tanks, washers and other pulp processing machinery and equipment to carry out one or more cellulose processing steps

717101 Wood and Paper Manufacturing Machine Minder

Prepares, sets up and runs and monitors wood and paper manufacturing machinery and equipment.

717102 Paper and Pulp Mill Operator

Operates plant to produce paper pulp from woodchips and to make paper sheets.

Alternative Titles and Specialisations:

Bleach Plant Operator

Cardboard / Paperboard Machine Operator

Carton Making Machine Operator

Dryerman (Paper Mill)

Fourdrinier Machine Operator

Inverform Machine Operator

Paper (Bag / Box / Envelope) Maker

Paper Folding Machine Operator

Paper Making Machine Operator

Paper Mill Machinist

Paper Rewinder Operator

Paperboard Machine Operator

Station Marshaller

Supercalender Operator (Papermaking)

Water Marking Operator

7172 Wood Processing Plant Operators

Wood processing plant operators monitor, operate, and control automated lumber mill equipment for sawing.

Tasks include:

Cleaning and lubricating sawmill equipment

Examining logs and rough lumber to determine size, condition, quality and other characteristics to decide best lumber cuts to carry out, or operating automated equipment to convey logs through laser scanners which determine the most productive and profitable cutting patterns

Operating and monitoring automated lumber mill equipment from control rooms or equipment consoles head saws, resaws and multi-blade saws to saw logs, cants, flitches, slabs or wings and remove rough edges from sawn timber into dressed lumber of various sizes, and saw or split shingles and shakes

Operating and monitoring log in-feed and conveyor systems
Operating and monitoring plywood core-laying machines and hot-plate plywood presses
and machines which cut veneer

717201 Wood Processing Machine Operator

Operates sawing, rolling, pressing and other machines to manufacture logs, timber poles and pieces, plywood, particleboard, solid laminate and similar products.

Alternative Titles and Specialisations:

Band Saw Operator
Beam Saw Operator
Cant Gang Sawyer
Docking Saw Operator
Ripsaw Operator
Saw Operator
Sawmill Machine Operator
Sawmill Moulder Operator
Sawmill Process Worker
Sawyer (Wood)
Timber Machinist
Timber Stripper / Processor / Sorter / Grader
Veneer Production Machine Operator
Work Panel Production Worker

718 Other Stationary Plant and Machine Operators

This unit group includes stationary plant and machine operators not classified elsewhere. The group includes, for instance, operators of machines which make silicon chips and splice cables and ropes.

Tasks include:

Monitor in kilns, furnaces and other machinery and equipment used in the manufacture of glass, ceramics, porcelain, tiles or bricks
Operating and monitoring machines which weigh, pack and label products, or fill containers with products

Operating machines to anneal, harden or decorate glass and ceramics; maintaining and operating stationary steam engines, boilers, turbines and auxiliary equipment

7181 Glass and Ceramics Plant Operators

Glass and ceramics plant operators operate and monitor kilns, furnaces and other machinery and equipment used in the manufacture of glass, ceramics, porcelain, tiles or bricks. They operate machines to anneal, harden or decorate glass and ceramics.

Tasks include:

Observing finished products to identify splits, cracks, breaks, colour and other imperfections
Operating and maintaining finishing machines to grind, drill, sand, bevel, decorate, wash or polish glass or glass products

Operating and maintaining machines that press or blow molten glass in moulds to form or shape containers, such as bottles, jars and drinking glasses

Operating and monitoring floating-glass production plant

Operating and monitoring glass-making furnaces to make glass by melting and fusing pre-mixed ingredients

Operating and monitoring kilns which bake pottery, porcelain ware and bake bricks and tiles

Operating and monitoring machines for making glaze or abrasives

Operating and monitoring machines which extrude molten glass to form fibreglass filaments

Operating drawing kiln to process molten glass into continuous sheet of flat glass

Operating hand press to mould glass into required shape

Operating machines to mix clay with water to knead it into a suitable plastic condition or semi-liquid form for making ceramic products

Setting and operating press machines to mould ceramic articles from moist clay

Tending hot- or cold-end spray equipment used to coat glassware with surface hardener

718101 Clay Production Machine Operator

Operates machines to manufacture clay products such as bricks, tiles, insulators, porcelain and pottery by shaping and firing the clay.

Alternative Titles and Specialisations:

Brick and Tile Kiln Man

Brick Extruder Operator

Brick Maker

Clay Mixing Machine Operator

Kiln Operator (Brick and Tile)

Kiln Operator (Pottery and Porcelain)

Porcelain Turner

Pottery / Porcelain Mould Maker

Slip Caster

Tile Maker

718102 Glass Production Machine Operator

Operates machines to manufacture molten glass and shape glassware products such as containers, sheet glass, structural and stained glass, glass lenses and prisms.

Alternative Titles and Specialisations:

Furnace Operator (Glass Production)

Glass Blowing Machine Operator

Glass Forming Operator

Glass Furnace Operator

Glass Laminating Operator

Glass Melt Operator

Glass Toughening Operator

Lens Grinding Machine Operator

7182 Steam Engine and Boiler Operators

Steam engine and boiler operators maintain and operate various types of steam engines, boilers, turbines and auxiliary equipment to provide power and other utility services for commercial, industrial and institutional buildings, at work sites and aboard ships or self-propelled vessels.

Tasks include:

Analyzing and recording instrument readings, troubleshooting and performing minor repairs to prevent equipment or system failure

Firing coal furnaces by hand or with stokers and gas- or oil-fed boilers, using automatic gas feeds or oil pumps

Monitoring and inspecting performance of equipment for efficient operation and ensuring boiler water, chemical, and fuel levels are maintained at required levels

Monitoring ship's engine, machinery and equipment indicators, recording variables and reporting abnormalities to ship engineer officer on watch

Operating and maintaining off-loading liquid pumps and valves

Operating, cleaning, lubricating and monitoring steam engines, boilers and auxiliary equipment such as pumps, compressors and air-conditioning equipment to supply and maintain steam and power for buildings, marine vessels or pneumatic tools

Testing boiler water quality or arrange for testing, adjusting and taking necessary corrective action, such as adding chemicals to prevent corrosion and harmful deposits

718201 Boiler or Engine Operator



Operates and maintains stationary engines, boilers, refrigeration and air-conditioning systems, and associated mechanical plant.

Alternative Titles and Specialisations:

Air Compressor Operator

Air-conditioning / Refrigeration Plant Operator

Boiler Tender

Marine Engine Driver

Motorman / Motorwoman (Fluids Drilling)

Ship's Boiler Operator

Steam Boilerman Fireman

Steam Engine Operator

Stoker

Thermal Plant Operator

7183 Packing, Bottling and Labelling Machine Operators

Packing, bottling and labelling machine operators operate and monitor machines which weigh, pack and label various products, or fill different containers with products.

Tasks include:

Operating and monitoring machines that fill and seal tubes, bottles, cans, boxes, bags and other containers with products, such as food, beverages, paints, oils and lotions

Operating and monitoring machines that weigh, wrap, seal and pack various products

Operating and monitoring machines that, by gluing or other methods, label products, packages and various containers

718301 Labelling Machine Operator

Operates and monitors machines which label various products.

718302 Packing Machine Operator

Operates and monitors machines which weigh and pack and wrap various products.

Alternative Titles and Specialisations:

Wrapping Machine Operator

718303 Filling Line Operator

Fills and seals containers with products such as food, beverages, paints, oils and lotions, and packages the filled containers.

Alternative Titles and Specialisations:

Aseptic Filling Line Operator

Automated Filling Line Operator

Bottle Filler

Bottling Attendant

Can / Tin / Tube / Tray Filler

Canister Viewer
Cannery Worker
Canning and Bottling Process Worker
Container Filler
Filling Machine Operator
Jar or Bottle Filler
Milk Bottler
Pressurised Container Filler
Sack or Bag Filler
Sealing and Capping Machine Operator

718304 Packaging Manufacturing Machine Minder



Prepares, sets up and runs and monitors packaging manufacturing machinery and equipment.

Alternative Titles and Specialisations:

Bag / Sack Maker
Can or End Maker
Carton Maker
Cigarette Manufacturing Machine Setter
Cigarette Packaging Machine Setter
Corrugated Board and Container Machine Minder
Corrugated Board Manufacturing Machine Minder
Corrugated Board Printing and Finishing Machine Minder
Metalised Packaging Paper Machine Setter
Packaging Machine Minder
Packaging Machine Operator
Stationery and Envelope Machine Adjuster

7189 Stationary Plant and Machine Operators not Elsewhere Classified

This Unit Group Includes Stationary Plant and Machine Operators Not Classified Elsewhere In Minor Group 718.

718901 Silicon Chip Production Machine Operator

Operates machines which make silicon chips.

718902 Cable and Rope Splicing Machine Operator

Operates machines which splice cables and ropes.

718903 Cable Manufacturing Machine Minder

Prepares, sets up and runs and monitors cable manufacturing machinery and equipment to produce cables.

718904 Integrated Manufacturing Line Machine Setter



Prepares, sets up and runs and monitors a range of machines and equipment in an integrated manufacturing line.

718905 Engineering Production Systems Worker

Performs a range of production process tasks to refine and treat metals and mineral ore, fire ceramics, and operate plant to produce and finish metal products such as rods, tubing and structural shapes, and moulds for casting.

Alternative Titles and Specialisations:

Alumina Refinery Operator
Automated Machine Operator
Ball Sorter
Brake Press Operator
Computer Numeric Control (CNC) Machine Operator
Die Setter
Guillotine Operator Metal

Hammer Hand
Laser Cutting Operator
Lead Worker
Pneumatic Press Operator
Press Pour Operator
Sheet Metal Production / Process Worker
Steel Worker
Turret Lathe Operator
Turret Punch Operator
Waste Thinner
Wire Drawer
Wire Goods Maker
Wire Product Machine Operator

718906 Bulk Materials Handling Plant Operator

Operates plant to load, unload, move, store and stack bulk materials.

Alternative Titles and Specialisations:

Bulk Fluids Handler
Cable Yard Operator
Conveyor Belt Operator
Forestry Plant Operator
Palletiser Operator
Tank Farm Operator (Petroleum)

718907 Weighbridge Operator

Operates weighing plant and issues measurement tickets which provide readings of vehicle and livestock weight.

Alternative Titles and Specialisations:

Licensed Weigher

718908 Car Compactor Operator

Operates machinery to press and flatten cars.

718909 Lighthouse Keeper

Tends to and cares for a lighthouse.

718910 Lock Master (Water Transport)

Operates equipment to close off a section of a waterway.

718911 Snow Maker

Operates machinery to make snow.

718912 Wash Plant Operator

Operates equipment used to wash oversized loads.

718913 Motion Picture Projectionist

Operates film projection and related sound reproduction equipment.

Alternative Titles and Specialisations:

Cinema / Film Projectionist
Cinetape Operator

718914 Sand Blaster

Operates sandblasting machines to clean and grind metal products and other hard surfaces.

Alternative Titles and Specialisations:

Shot Blaster Castings

718915 Venetian Blind Machine Operator

Sets up, operates, or maintains machines to assemble venetian blinds.

72 Assemblers

Assemblers assemble prefabricated parts or components to form subassemblies, products and equipment, according to strictly laid down procedures. The products worked on may be moved from one worker to the next along assembly lines.

Tasks include:

Assembling components into various types of products and equipment, according to strictly laid down procedures

721 Assemblers

Assemblers assemble prefabricated parts or components to form subassemblies, products and equipment, according to strictly laid down procedures. The products worked on may be moved from one worker to the next along assembly lines.

Tasks include:

Assembling components into various types of products and equipment, according to strictly laid down procedures

Inspecting and testing completed components and assemblies, wiring installations and circuits

Recording production and operational data on specified forms

Rejecting faulty assemblies and components

Reviewing work orders, specifications, diagrams and drawings to determine materials needed and assembly instructions

7211 Mechanical Machinery Assemblers

Mechanical machinery assemblers assemble, according to strictly laid down procedures, component parts of mechanical machinery such as engines, motor vehicles, turbines and aircraft.

Tasks include:

Assembling and installing prefabricated parts or components to form subassemblies, mechanical machinery, engines and finished motor vehicles

Inspecting and testing completed components and assemblies

Recording production and operational data on specified forms

Rejecting faulty assemblies and components

Reviewing work orders, specifications, diagrams and drawings to determine materials needed and assembly instructions

721101 Machinery Assembler

Assembles machinery and parts thereof.

Alternative Titles and Specialisations:

Aircraft Assembler

Engine Assembler

Gearbox Assembler

Turbine Assembler

Vehicle Assembler

7212 Electrical and Electronic Equipment Assemblers

Electrical and electronic equipment assemblers assemble or modify, according to strictly laid down procedures, components of electrical, electromechanical and electronic equipment.

Tasks include:

Assembling component parts and electrical and electronic systems and positioning, aligning and fastening units to assemblies, sub-assemblies, or frames using hand or power tools, soldering and micro-welding equipment

Inspecting and testing completed components and assemblies, wiring installations and circuits and rejecting faulty assembly components

Operating wire-coiling machines to wind wire coils used in electrical equipment and components such as registers, transformers, armature wires, electric motors and generators
Recording production and operational data on specified forms
Reviewing work orders, specifications, diagrams and drawings to determine materials needed and assembly instructions

721201 Electrical and Electronic Equipment Assembler

Assembles or modifies according to strictly laid down procedures, components of electrical, electromechanical and electronic equipment.

Alternative Titles and Specialisations:

Armature Assembler
Electrical Equipment Assembler
Electromechanical Equipment Assembler
Electronic Equipment Assembler
Etcher (Printed Circuit Board)
Telephone Assembler
Television Assembler

7219 Assemblers not Elsewhere Classified

Assemblers not Elsewhere classified assemble, according to strictly laid down procedures various products that do not include electronic, electrical, or mechanical components.

Tasks include:

Assembling component parts and positioning, aligning and fastening units to assemblies, sub-assemblies, or frames using hand or power tools, soldering and micro-welding equipment
Inspecting and testing components and completed assemblies
Recording production and operational data on specified forms
Rejecting faulty products
Reviewing work orders, specifications, diagrams and drawings to determine materials needed and assembly instructions

721901 Product Assembler

Assembles, according to strictly laid down procedures various products that do not include electronic, electrical, or mechanical components.

Alternative Titles and Specialisations:

Ammunition Assembler
Assembler, Metal Products (Except Mechanical)
Assembler, Plastic Products
Assembler, Rubber Products
Assembler, Wood Products
Bicycle Assembler
Box Builder
Door Assembler
Eyeglass Frame Assembler
Furniture Finisher, Wood
Jewellery Assembler
Jewellery Treebuilder
Knife Assembler
Leather Products Assembler
Luggage Finisher
Paperboard Products Assembler
Pearl & Bead Stringer
Pen and Pencil Assembler
Plastic Toy Assembler

Sun-blinds Assembler
Textile Products Assembler
Thermos Bottle Assembler
Umbrella Maker
Wax Setter (Jewellery)

73 Drivers and Mobile Plant Operators

Drivers and mobile plant operators drive and tend trains and motor vehicles, or drive, operate and monitor industrial and agricultural machinery and equipment, or execute deck duties on board ship and other water-borne craft.

Tasks include:

Carrying out deck duties on board ship and other water-borne craft
Driving and tending trains and motor vehicles
Driving, operating and monitoring mobile industrial and agricultural machinery and equipment

731 Locomotive Engine Drivers and Related Workers

Locomotive engine drivers and related workers drive, or assist in driving, locomotive engines to transport passengers and freight, take charge of and safeguard railway freight trains during runs, control the movement of railway traffic by operating signals, switch rolling stock and make up trains in railway yards, make up trains for hauling in mines and control their movement.

Tasks include:

Driving or assisting in driving railway engines, operating railway signals
Making up trains in mines and controlling their movement
Switching rolling stock and making up trains in railway yards

7311 Locomotive Engine Drivers

Locomotive engine drivers drive, or assist in driving, locomotive engines to transport passengers and freight.

NOTE: This Unit group includes drivers of vehicles that operate on fixed rail systems that are separated from public roadways. Drivers of vehicles for passenger transportation on fixed rails that are incorporated in the public roadway are classified in Unit group 7331, Bus and Tram Drivers.

Tasks include:

Driving a locomotive to haul carriages underground or on the surface of a mine or quarry
Driving an underground or elevated passenger train

Driving or assisting in driving a steam, electric or diesel-electric locomotive engine
Operating communications systems to communicate with train crews and traffic controllers to ensure safe operation and scheduling of trains
Watching for track hazards, observing signals and indicator gauges

731101 Train Driver

Drives a train to transport passengers and freight on railways.

Alternative Titles and Specialisations:

Electric Train Driver
Fireperson
Locomotive Driver
Locomotive Observer
Mine and Quarry Engine Driver
Rail Car Driver
Railway Engine Driver

Steam Train Driver

731102 Tram Driver

Drives a tram to transport passengers on urban light rail networks.

7312 Railway Brake, Signal and Switch Operators

Railway brakemen, signallers and shunters take charge of and safeguard railway freight trains during runs, control the movement of railway traffic by operating signals, switch rolling stock and make up trains in railway yards, make up trains for hauling in mines and control their movement.

Tasks include:

Checking train systems and equipment such as air conditioning and heating systems, brakes and brake hoses prior to train run

Controlling flow of railway traffic over section of line by operating signals and switches from control panel or signal box

Making up trains for hauling by locomotive or cable and directing their movement along haulage ways in a mine or quarry

Switching and coupling rolling stock in railway yards and sidings in accordance with orders about loading, unloading and make-up of trains

Taking charge of and safeguarding freight train during run

731201 Railway Signal Operator

Controls the movement of trains, and assembles and disassembles trains within a marshalling yard.

Alternative Titles and Specialisations:

Railway Shunter

Railway Switching and Signalling Operator

Railway Traffic Assistant / Operator

Railway Yard Assistant

731202 Train Controller

Oversees the safe movement of trains using a computerised train control signalling system.

Alternative Titles and Specialisations:

Railways Yard Foreman

732 Car, Van and Motorcycle Drivers

Car, van and motorcycle drivers drive and tend motor cycles, motorized tricycles, cars or vans to transport passengers, materials or goods.

Tasks include:

Driving and tending motor cycles, motorised tricycles, cars or vans in order to transport materials, goods or passengers

7321 Motorcycle Drivers

Motorcycle drivers drive and tend motor cycles or motorised tricycles equipped to transport materials, goods or passengers.

Tasks include:

Cleaning and washing vehicle as well as performing maintenance and minor repairs;

Delivering messages

Driving and tending motor cycle or motorised tricycle to transport materials, goods and passengers;

Keeping a record of journeys;

Observing traffic rules and signals;

732101 Delivery Driver

Drives a van or car to deliver goods.

Alternative Titles and Specialisations:

Armoured Car Driver

Driver-messenger
Fast Food Delivery Driver
Grocery Deliverer
Light Utility Vehicle (LUV) Driver
Meals On Wheels Driver
Taxi Truck Driver
Van Driver

732102 Delivery Driver (Motorcycle)

Drives a motorcycle or scooter to deliver goods.

Alternative Titles and Specialisations:

Motorcycle Dispatch Driver
Motorcyclist

7322 Car, Taxi and Van Drivers

Car, taxi and van drivers drive and tend motor cars and vans to transport passengers, mail or goods.

Tasks include:

Assisting passengers with handling of luggage;
Assisting physically challenged passengers

Collecting fares, payments for deliveries, or documents certifying deliveries

Determining most appropriate route

Driving and tending cars, vans or small trucks to deliver mail or goods

Driving and tending passenger, vans, cars or taxis;

Operating equipment to facilitate the loading and unloading of physically challenged passengers

Operating telecommunications equipment to report location and availability and follow directions of control centre

732201 Chauffeur

Drives a limousine, van or private car to transport passengers to destinations on a fee-for-service basis, usually on a long-term hiring arrangement.

Alternative Titles and Specialisations:

Hire Car Driver
Limousine Driver
Shuttle Driver

732202 Taxi Driver

Drives a taxi to transport passengers to destinations on a fee-for-service basis, usually on a short-term, metered fare hiring arrangement.

Alternative Titles and Specialisations:

Cab Driver
Taxi Operator

732203 Emergency Vehicle Drivers

Drives emergency vehicles.

Alternative Titles and Specialisations:

Ambulance Driver
Fire Truck Driver
Fire Van Driver
Security Driver

732204 Oversize Load Pilot / Escort

Drives in front or at the back of a truck transporting an oversized load to warn other road users.

733 Heavy Truck and Bus Drivers

Heavy truck and bus drivers drive and tend heavy trucks, lorries, buses or street tramcars to transport goods, liquids, heavy materials, mail or passengers.

Tasks include:

Driving and tending heavy trucks, lorries, buses or street tramcars in order to transport goods, liquids, heavy materials, mail or passengers

7331 Bus and Tram Drivers

Bus and tram drivers drive and tend buses or street tramcars to transport passengers, mail or goods.

Tasks include:

Assisting passengers with luggage

Collecting fares or verifying passenger has necessary ticket

Controlling lighting, heating and ventilation on buses and trams

Driving and tending motor bus, trolley bus or motor coach to transport local or long-distance passengers, mail or goods

Driving and tending street tramcar transporting passengers

Observing traffic to ensure safe progress

Opening and closing doors before or after passengers board or alight

733101 Bus Driver

Drives a bus to transport passengers short distances on scheduled intercity services over established routes.

Alternative Titles and Specialisations:

Minibus Driver

School Bus Driver

733102 Charter and Tour Bus Driver

Drives a coach to transport passengers long distances on scheduled intercity services over established routes.

Alternative Titles and Specialisations:

Tour Coach Operator

733103 Passenger Coach Driver

Drives a coach to transport passengers long distances on scheduled intercity services over established routes.

Truck Bus Driver

Drives a Truck Bus to transport passengers and goods.

7332 Heavy Truck and Lorry Drivers

Heavy truck and lorry drivers drive and tend heavy motor vehicles to transport goods, liquids and heavy materials over short or long distances.

Tasks include:

Assisting with or carrying out loading or unloading operations, using various lifting or tipping devices

Carrying out minor maintenance to vehicles, and arranges major maintenance and repairs

Determining the most appropriate routes

Driving and tending a heavy motor vehicle, such as a lorry with or without trailer or a dump-truck, to transport goods, liquids or heavy materials over short or long distances

Ensuring goods are stowed and securely covered, to prevent loss and damage

Estimating weights to comply with load limitations, and ensuring the safe distribution of weights

733201 Truck Driver (General)

Drives a heavy truck, requiring a specially endorsed class of licence, to transport bulky goods.

Alternative Titles and Specialisations:

Cement Mixer Driver
Compactor Driver (Rubbish Collection)
Dumper Truck Driver
Freight Operator
Livestock Hauler
Logging Truck Driver
Lorry Driver
Road Train Driver
Tilt Tray Driver

733202 Aircraft Refueller

Drives a truck filled with aviation fuel to a waiting aircraft, attaches a fuel hose to aircraft fuel tank and fills it with fuel.

733203 Furniture Removalist

Drives a removal van or truck to move household and office furniture and equipment between locations.

Alternative Titles and Specialisations:

Office Equipment Removalist
Piano Removalist

733204 Tanker Driver

Drives a tanker truck, requiring a specially endorsed class of licence, to transport bulk liquids.

Alternative Titles and Specialisations:

Milk Tanker Driver
Petrol Tanker Driver
Water Tanker Driver

733205 Tow Truck Driver

Drives a tow truck, requiring a specially endorsed class of licence, to transport broken down motor vehicles.

Alternative Titles and Specialisations:

Recovery Mechanic (Army)
Recovery Operator

733206 Armoured Personnel Carrier Operator

Drives vehicle to transport personnel in regions with weak or no road infrastructure.

733207 Snow Groomer

Manipulates snow for recreational uses.

733208 Mobile Mining Equipment Operator

Operates mobile mining equipment.

Alternative Titles and Specialisations:

Hydrator Operator
Roof bolter Operator
Trackless Mobile Machinery (TMM) Operator
Utility Vehicle Operator
Vacuum Sweeper Operator

733209 Linemarker

Operates plant to apply markings to roads and other surfaces such as car parks, airports and sports grounds.

Alternative Titles and Specialisations:

Road Marker

733210 Road Construction Plant Operator

Operates plant to spread and level hot bituminous paving materials and lay concrete on areas such as highways, streets and car parks.

Alternative Titles and Specialisations:

Asphalt Plant Operator
Bitumen Plant Operator
Bituminous Operator
Paving Machinery Operator
Road Making Machine Operator
Sprayer Tar / Bitumen
Spreading Machine Operator
Surface Laying Machine Operator
Tar Sealing Machine Operator

733211 Remotely Operated Vehicle (ROV) Pilot

Drives a remotely operated vehicle to perform specialised functions.

734 Mobile Plant Operators

Mobile plant operators drive, tend, operate and monitor special-purpose motorised, machinery or equipment used for clearing or preparing land; digging, moving, and spreading earth, rock and similar materials and lifting or moving heavy objects.

Tasks include:

Adjusting speed, height and depth of implements
Driving and operating mobile plant; Operating attachments to lift, swing and release trees, logs, earth and other heavy objects or materials
Operating and monitoring lifting trucks and stationary or mobile cranes in construction, transportation and storage operations
Servicing machinery and performing minor repairs

7341 Mobile Farm and Forestry Plant Operators

Mobile farm and forestry plant operators drive, tend, operate and monitor one or more types of special-purpose motorised, mobile machinery or equipment used in agricultural, horticultural and forestry operations.

Tasks include:

Adjusting speed, height and depth of implements

Driving and tending tractor-drawn or self-propelled special-purpose farm machinery to plough land and sow, fertilize, cultivate and harvest crops

Driving and tending tractor-drawn or self-propelled special-purpose forestry machinery to clear land, plant, harvest and carry trees and timber or perform other forestry operations
Feeding felled trees into processors to strip limbs and cut into logs and loading logs onto stockpiles and into trucks

Operating attachments to lift, swing, release and sort trees and logs, and operating auxiliary plant such as chipping machines and log splitting machines

Operating plant to hold, lift and cut trees
Preparing and positioning plant for operation
Servicing machinery and performing minor repairs

734101 Agricultural Mobile Plant (Equipment) Operator

Operates agricultural and horticultural equipment to clear and cultivate land, and sow and harvest crops.

Alternative Titles and Specialisations:

Agrichemical Spraying / Dusting Operator

Agricultural Machine and Equipment Operator
Agricultural Mobile Equipment Operator
Chemical Applicator
Cotton Picking Machine Operator
Farm Equipment / Machinery Operator
Harvester Operator
Rotary Hoe Operator
Tractor Driver

734102 Logging Plant Operator

Operates plant to fell trees and drag, transport and load logs onto trucks.

Alternative Titles and Specialisations:

Cable Yarder Operator
Feller Buncher Operator
Forestry Processor Operator
Forestry Loader Operator
Forwarder Operator
Skidder Operator
Timber Carrier Driver
Tree Feller Operator

7342 Earthmoving and Related Plant Operators

Earthmoving and related plant operators operate machines to excavate, grade, level, smooth and compact earth or similar materials.

Tasks include:

Operating and monitoring equipment to remove sand, gravel and mud from bottom of body of water

Operating and monitoring excavating machinery equipped with moveable shovel, grab-bucket or dragline bucket, to excavate and move earth, rock, sand, gravel or similar materials

Operating and monitoring machinery equipped with concave steel blade to move, distribute and level earth, sand, snow and other materials

Operating and monitoring machinery for digging trenches for sewers, drainage, water, oil, gas or similar pipelines

Operating and monitoring machines for hammering wooden, concrete or steel piles into ground

Operating and monitoring machines which spread and smooth concrete or bituminous or tar preparations to construct roadways, roads or similar surfaces

Operating and monitoring power roller to compact and smooth layers of materials in making roads, pavements and similar work

734201 Earthmoving Plant Operator (General)

Operates a range of earthmoving plant to assist with the building of roads, rail, water supply, dams, treatment plants and agricultural earthworks.

Alternative Titles and Specialisations:

Construction Plant Operator (General)

734202 Backhoe Operator

Operates a backhoe and attachments to excavate, break, drill, level and compact earth, rock and other material.

Alternative Titles and Specialisations:

Backhoe Driver

734203 Bulldozer Operator

Operates a bulldozer using blades and other attachments to gouge out, level and move materials in construction, forestry, mining and other projects.

Alternative Titles and Specialisations:

Bulldozer Driver

Road Scraper Driver Operator

Scraper Operator (Earthmoving)

734204 **Excavator Operator**

Operates heavy excavation plant to excavate, move and load earth, rock and rubble.

Alternative Titles and Specialisations:

Digging Machine Operator

Excavator Driver

Hydraulic Rock Breaker Operator

Shovel Operator

Trench Digging Machine Operator

734205 **Grader Operator**

Operates a grader to spread and level materials in construction projects.

Alternative Titles and Specialisations:

Grader Driver

734206 **Loader Operator**

Operates a motorised loader to move and load soil, rock and other material.

Alternative Titles and Specialisations:

Front-end-loader Driver

Front-end-loader Operator

Loader Driver

Load-haul-dump (LHD) Operator

Skid-steer-loader Operator

734207 **Mulcher Operator**

Operates mulchers to clear areas of bush and trees.

734208 **Tunnelling Machine Operator**

Operates mobile equipment to produce, shape or dig tunnels.

734209 **Mobile Explosives Manufacturing Unit (MEMU) Operator**

Operates Mobile Explosives Manufacturing Unit.

734210 **Scraper Operator**

Operates mobile scrapers to remove soil and overburden.

734211 **Dragline Operator**

Operates draglines for the removal of topsoil and overburden.

734212 **Railway Track Master**

Operates plant to lay, align, repair and maintain railway tracks.

734213 **Road Roller Operator**

Operates a power-driven roller to prepare surfaces for roads, runways and car parks.

Alternative Titles and Specialisations:

Road Repairer

Road Roller Driver

734214 **Dump Truck Operator (Off-road)**

Operates dump trucks on surface or underground to haul ore and rock.

Alternative Titles and Specialisations:

Dump Truck Driver/ Operator

Haul Truck Operator



Underground Dump Truck Driver/ Operator

7343 Crane, Hoist and Related Plant Operators

Crane, hoist and related plant operators operate and monitor stationary and mobile cranes and other hoisting equipment.

Tasks include:

Operating and monitoring cranes equipped with dredging attachments to dredge waterways and other areas

Operating and monitoring equipment for hoisting, lowering or raising workers and materials on construction sites or in mines

Operating and monitoring machinery to open and close bridge for the passage of road and water traffic

Operating and monitoring machinery used to haul ferry or barge with goods, passengers and vehicles across short stretches of water

Operating and monitoring ski-lifts and similar equipment

Operating and monitoring stationary or mobile cranes by raising and lowering jibs and booms, to lift, move, position or place equipment and materials

Operating cranes mounted on boats or barges to lift, move and place equipment and materials

734301 Crane or Hoist Operator

Operates stationary and mobile cranes, hoists, lifts and winches to lift, move and place materials, equipment and people in areas such as building sites, factories, mines, sawmills, wharves and shipyards.

Alternative Titles and Specialisations:

Banksman

Braceperson

Chairlift Operator

Cherry Picker Operator

Crane Driver

Elevated Work Platform Operator

Onsetter

Pile Driver

Portainer Operator

Tower Crane Operator

Winch Operator

Winding Engine Driver (Human and Materials)

Winding Engine Driver (Materials)

734302 Cable Ferry Operator

Pulls a ferryboat transporting passengers through guided overhead cables.

734303 Dredge Operator

Operates a power-driven dredge to excavate and maintain navigable channels in waterways and to mine sand and gravel at bottom of lakes, rivers and streams.

Alternative Titles and Specialisations:

Dredger

7344 Lifting Truck Operators

Lifting truck operators drive, operate and monitor lifting-truck or similar vehicle to transport, lift and stack pallets with goods.

Tasks include:

Inspecting equipment to identify wear and damage

Keeping records of work undertaken and breakdowns of vehicles

Operating and monitoring lifting-truck and similar equipment to load and unload, transport, lift and stack goods and pallets in terminals, harbours, ware-houses, factories and other establishments

Performing routine maintenance on vehicles and equipment

Positioning lifting devices under, over, or around loaded pallets, skids and boxes, and securing material or products for transport to designated areas

734401 Lift Operator

Operates stationary and mobile lifts to lift and place materials, equipment and people in areas such as building sites, factories, mines, sawmills, wharves and shipyards.

734402 Forklift Driver

Operates a forklift to move bulk materials, containers, crates, palletised goods, cartons and bales.

Alternative Titles and Specialisations:

Fork Truck Operator

Forklift Operator

Hoist Truck Operator

Lumber / Timber Carrier Operator

Reach Truck Operator

734403 Straddle Carrier Operator

Lowers a spreader at the required location on the wharf and draws a chalk line to provide a visual reference mark to be used by straddle carrier drivers.

735 Ships' Deck Crews and Related Workers

Ship's deck crews and related workers carry out deck duties on board ship and similar duties on board other water-borne craft.

Tasks include:

Breaking out, rigging and stowing cargo-handling gear, stationary rigging and running gear

Fighting appliances

Handling ropes and wires, and operating mooring equipment

Maintaining and, in some cases, operating ship's equipment, cargo gear, rigging, life-saving and fire-

Performing deck and hull cleaning, scraping, painting and other maintenance duties as required

Standing look-out watches at sea and when entering or leaving harbour or other narrow waters

Steering ship according to instructions

7351 Ships' Deck Crews and Related Workers

Ship's deck crews and related workers carry out deck duties on board ship and similar duties on board other water-borne craft.

Tasks include:

Breaking out, rigging and stowing cargo-handling gear, stationary rigging and running gear

Handling ropes and wires, and operates mooring equipment

Maintaining and, in some cases, operating ship's equipment, cargo gear, rigging, life-saving and fire- fighting appliances

Performing deck and hull cleaning, scraping, painting and other maintenance duties as required

Standing look-out watches at sea and when entering or leaving harbour or other narrow waters

Steering ship according to instructions

735101 **Deck Hand**

Performs maintenance and lookout tasks aboard a ship.

Alternative Titles and Specialisations:

Able Seaman

Barge Hand

Boatswain / Bosun

Ferry Hand

Launchman

Mariner

Ordinary Seaman

Sailor

Ship Crew Member

Tug Hand

735102 **Jetty Operator**

Controls and operates mooring, pollution control and safety equipment on a jetties.

8 ELEMENTARY OCCUPATIONS

Elementary occupations involve the performance of simple and routine tasks which may require the use of hand-held tools and considerable physical effort.

Tasks include:

Carrying luggage and handling baggage and freight

Cleaning, restocking supplies and performing basic maintenance in apartments, houses, kitchens, hotels, offices and other buildings

Collecting and sorting refuse

Delivering messages or goods

Driving animal-drawn vehicles or machinery

Helping in kitchens and performing simple tasks in food preparation

Packing and unpacking produce by hand and filling shelves

Peddalling or hand-guiding vehicles to transport passengers and goods

Performing various simple farming, fishing, hunting or trapping tasks performing simple tasks connected with mining, construction and manufacturing including product-sorting

Providing various street services

Stocking vending machines or reading and emptying meters

Sweeping streets and similar places

Washing cars and windows

81 Cleaners and Helpers

Cleaners and helpers perform various tasks in private households, hotels, offices, hospitals and other establishments, as well as in aircraft, trains coaches, trams and similar vehicles, in order to keep the interiors and fixtures clean, and launder and press garments and textiles by hand.

Tasks include:

Helping with preparation of meals and cleaning in kitchens

Pressing or laundering garments and textiles by hand

Sweeping or vacuum cleaning, washing and polishing floors, furniture and other objects

Taking care of linen and bed-making

Washing and cleaning cars and windows

811 Domestic, Hotel and Office Cleaners and Helpers

Domestic, hotel and office cleaners and helpers sweep, vacuum clean, wash, polish, take care of household linen, purchase household supplies perform various tasks in order to keep clean and tidy the interiors and fixtures of hotels, offices and other establishments, as well as of aircraft, trains, buses and similar vehicles.

Tasks include:

Cleaning, disinfecting and deodorising kitchens, bathrooms and toilets

Helping with preparation of meals and washing dishes

Making beds, supplying towels, soap and related items

Sweeping or vacuum cleaning, washing and polishing floors, furniture and other objects in hotels, offices and other establishments

8111 Domestic Cleaners and Helpers

Domestic cleaners and helpers sweep, vacuum clean, wash and polish, take care of household linen, purchase household supplies, prepare food, serve meals and perform various other domestic duties.

Tasks include:

Cleaning windows and other glass surfaces

Cleaning, disinfecting and deodorising kitchens, bathrooms and toilets

Helping with preparation, cooking and serving of meals and refreshments

Purchasing food and various other household supplies

Sweeping, vacuum-cleaning, polishing and washing floors and furniture, or washing windows and other fixtures

Washing dishes

Washing, ironing and mending linen and other textiles

811101 Domestic Cleaner

Cleans and tidies private dwellings such as houses, units, flats, apartments and townhouses.

Alternative Titles and Specialisations:

Char (Domestic)

Home / House Cleaner

8112 Cleaners and Helpers in Offices, Hotels and Other Establishments

Cleaners and helpers in offices, hotels and other establishments perform various cleaning tasks in order to keep clean and tidy the interiors and fixtures of hotels, offices and other establishments, as well as of aircraft, trains, buses and similar vehicles.

NOTE: Workers who perform cleaning and helping tasks only in kitchens and other food preparation areas are classified in Unit group 8412, Kitchen Helpers.

Tasks include:

Cleaning kitchens and generally helping with kitchen work, including dishwashing

Making beds, cleaning bathrooms, supplying towels, soap and related items

Picking up rubbish, emptying garbage containers and taking contents to waste areas to removal

Sweeping or vacuum-cleaning, washing and polishing floors, furniture and other fixtures in buildings, coaches, buses, trams, trains and aircraft

811201 Commercial Cleaner

Cleans offices, residential complexes, industrial work areas, industrial machines, construction sites and other commercial premises using heavy duty cleaning equipment.

Alternative Titles and Specialisations:

Building Exterior / Interior Cleaner
Cleaner (Non-domestic)
Factory Cleaner / Sweeper
Hotel / Motel Cleaner
Office Cleaner
School Cleaner
Waterblaster
Workshop Cleaner

811202 Healthcare Cleaner

Cleans floors and above the floors in all risk areas, disposes of hazardous waste, cares and cleans medical instruments and equipment in hospitals, clinics, frail care centres and other health related institutions.

Alternative Titles and Specialisations:

High Risk Area Cleaner
Low Risk Area Cleaner
Medium Risk Area Cleaner
Ward Cleaner

811203 Tea Attendant

Serves tea to guests.

Alternative Titles and Specialisations:

Tea Lady
Tea Person
Tea Services

811204 Caretaker / cleaner

Maintains and cleans a residential building, school, office, holiday camp or caravan park and associated grounds.

812 Vehicle, Window, Laundry and Other Hand Cleaning Workers

Vehicle, window, laundry and other hand cleaning workers clean windows, showcases or other surfaces of buildings or vehicles and press, launder or dry-clean linen and other textiles by hand.

Tasks include:

Cleaning by hand and with chemical solutions clothing, fabrics leather goods and similar articles in dry-cleaning or other establishments

Cleaning, washing and polishing cars

Laundering and pressing linen, clothing, fabrics and similar articles by hand in a laundry or other establishments

Washing windows or other glass surfaces with water or various solutions, drying and polishing them

8121 Hand Launderers and Pressers

Hand launderers and pressers launder, press or dry-clean garments, linen and other textiles by hand.

Tasks include:

Cleaning, by hand and with chemical solutions, clothing, fabrics, leather goods and similar articles, in a dry-cleaning or other establishment

Laundering and pressing linen, clothing, fabrics and similar articles by hand in a laundry or other establishment

Placing articles on shelves and hanging articles for delivery and collection

Replacing buttons and making minor repairs

812101 Laundry Worker (General)

Sorts, cleans, irons, and folds linen, clothing and other garments by hand.

Alternative Titles and Specialisations:

Garment Cleaner
Laundry Maid
Linen Sorter / Maid
Starcher

812103 Ironer or Presser

Irons or presses garments and other fabrics such as delicate and formal wear in a commercial laundry or private residence.

812104 Carpet Cleaner

Cleans carpets, rugs and furniture upholstery using powder, liquid and steam cleaning methods, and applies soil-repellent chemicals and deodorants.

Alternative Titles and Specialisations:

Carpet Cleaning Contractor
Steam Cleaner

8122 Vehicle Cleaners

Vehicle cleaners, wash, clean and polish vehicles.

Tasks include:

Applying cleaning agents to remove stains from vehicle exteriors and interiors
Cleaning, washing and polishing cars and other vehicles, by hand or using hand-held power tools
Emptying and cleaning compartments in vehicles
Vacuuming vehicle interiors and dry cleaning carpets and upholstery
Washing and polishing vehicle windows
Washing tyres and wheel arches and blackening tyres

812201 Vehicle Detailer (Valet Servicer)

Washes and cleans exteriors and interiors of cars and other means of transport and touches up paint work, glass and upholstery to prepare them for sale, rent or re-use.

Alternative Titles and Specialisations:

Aircraft Cabin / Interior Cleaner
Aircraft Cleaner
Bus / Coach Cleaner
Car Cleaner
Car Detailer
Car Polisher
Car Valet
Car Wash Attendant
Car Washer
Locomotive and Train Cleaner
Utility Vehicle Appearance Reconditioner
Wash bay Attendant

8123 Window Cleaners

Window cleaners wash and polish windows and other glass fittings.

Tasks include:

Selecting appropriate cleaning or polishing implement

Using ladders, swinging scaffolds, boson's chairs, hydraulic bucket trucks and other equipment to reach and clean windows in multi storey buildings
Washing windows or other glass surfaces with water or various solutions, drying and polishing them

812301 Window Cleaner

Cleans interior and exterior window surfaces using heavy duty cleaning equipment.

Alternative Titles and Specialisations:

Window Cleaning Contractor

Window Washer

8129 Other Cleaning Workers

Other cleaning workers clean surface, materials and objects, such as carpets, walls, swimming pools and cooling towers, using specialised cleaning equipment and chemicals.

Tasks include:

Applying chemicals and high pressure cleaning methods to remove micro-organisms from water and filtration systems and using wet vacuums and other suction equipment to remove scale, accumulated dirt and other deposits from swimming pools, cooling tower components and drains

Cleaning carpets and upholstered furniture using cleaning machines and their attachments
Cleaning stone walls, metal surfaces and fascias using high pressure water cleaners and solvents

Selecting and applying cleaning agents to remove stains from carpets

Treating carpets with soil-repellent chemicals and deodorants, and treating for pests

812901 Septic Tank Cleaner

Cleans any type of septic tank.

812902 Swimming Pool Cleaner

Cleans and keeps swimming pools in good condition.

812903 Washroom Attendant

Maintains and cleans public facilities, ensuring that toilet paper, soap, paper towels, and other necessary items are kept stocked.

Alternative Titles and Specialisations:

Restroom Attendant

812904 Sterilisation Technician

Cleans, sterilises and packages surgical instruments and other hospital equipment, soft goods and linen in a sterilisation service department.

82 Agricultural, Forestry and Fishery Labourers

Agricultural, forestry and fishery labourers perform simple and routine tasks in the production of crops and livestock, cultivation and maintenance of gardens and parks, exploitation and conservation of forests, and conduct of aquaculture and fisheries operations.

Tasks include:

Digging, raking and shovelling using hand tools

Feeding, watering, and cleaning animals and keeping their quarters clean

Grading, sorting, bunching and packing produce into containers

Loading unloading and stacking supplies, produce and other materials

Monitoring livestock, reporting on their condition

Performing minor repairs on fixtures, buildings equipment, vessels and fences

Planting, harvesting picking and collecting produce by hand

Preparing and operating nets, lines and other fishing tackle and deck equipment

Watering, thinning, weeding and tending crops by hand or using hand tools

821 **Agricultural, Forestry and Fishery Labourers**

Agricultural, forestry and fishery labourers perform simple and routine tasks in the production of crops and livestock, cultivation and maintenance of gardens and parks, exploitation and conservation of forests, and conduct of aquaculture and fisheries operations.

NOTE: Workers in subsistence agriculture who perform a limited range of simple and routine tasks, usually under the direction of others, are classified in the relevant unit group in Minor group 821, Agricultural, Forestry and Fishery Labourers. Workers in an agricultural setting whose main tasks are fetching water and gathering firewood, are classified in Unit group 8624, Water and Firewood Collectors.

Tasks include:

Digging, raking and shovelling using hand tools

Feeding, watering, and cleaning animals and keeping their quarters clean

Grading, sorting, bunching and packing produce into containers

Loading unloading and stacking supplies, produce and other materials

Monitoring livestock, reporting on their condition

Performing minor repairs on fixtures, buildings equipment, vessels and fences

Planting, harvesting picking and collecting produce by hand

Preparing and operating nets, lines and other fishing tackle and deck equipment

Watering, thinning, weeding and tending crops by hand or using hand tools

8211 **Crop Farm Workers**

Crop farm labourers perform simple and routine tasks in the production of crops such as fruit, nuts, grains and vegetables on farms.

Tasks include:

Digging and shovelling to clear ditches or for other purposes

Grading, sorting, bunching and packing produce into containers

Loading and unloading supplies, produce and other materials

Performing minor repairs on fixtures, buildings and fences

Picking fruit, nuts, vegetables and other crops

Planting and harvesting field crops, such as rice, by hand

Raking, pitching and stacking straw, hay and similar material

Watering, thinning, and weeding crops by hand or using hand tools

821101 **Crop Production Farm Worker / Assistant**

Manually plants, cultivates, and harvests vegetables, fruits, nuts and field crops.

Alternative Titles and Specialisations:

Agronomy Farm Worker / Practitioner

Crop Farm Assistant

Crop Farm Worker (Any Commodity)

Crop Worker

Horticultural Farm Worker / Practitioner

Mixed Crop Worker

Ornamental Horticultural Farm Worker

821102 **Irrigationist**

Installs and maintains irrigation systems to ensure optimum soil moisture levels for the production of fruit, crop, flowers or trees. May work on a farm.

Alternative Titles and Specialisations:

Farm Irrigator

Waterman

821103 Scout

Identifies, monitors and reports on weeds, pests and diseases in orchards, fields and nurseries.

821104 Harvester / Picker

Assists in the harvesting process of the crop from the orchard / field ensuring that quality is not compromised during the handling process.

Alternative Titles and Specialisations:

Flower Buncher or Picker

Fruit Picker

Grape Picker

Haymaker

Hops or Tea Picker

Mushroom Harvester / Picker

Nut Picker

Picker Quality Controller

Vegetable Picker

821105 Pruner

Prunes trees or shrubs.

8212 Livestock Farm Labourers

Livestock farm labourers perform simple and routine tasks in farm production of animals, including poultry and insects.

Tasks include:

Assisting with herding, droving and separating livestock for milking, shearing transportation or slaughter and between pastures

Assisting with maintaining the health and welfare of livestock

Collecting eggs and placing in incubators

Digging and shovelling to clear ditches or for other purposes

Feeding, watering, and cleaning animals and keeping their quarters clean

Grading, sorting, packing produce into containers

Loading and unloading supplies, produce and other materials

Monitoring livestock and reporting on their condition

Performing minor repairs on fixtures, buildings and fences

Raking, pitching, stacking and storing hay, straw and other types of animal feed and bedding

821201 Livestock Farm Worker / Assistant

Performs routine tasks on a livestock farm such as feeding, mustering, counting and moving livestock, and assisting with animal husbandry.

Alternative Titles and Specialisations:

Abattoir Livestock Attendant

Animal Attendant Farm

Beef Cattle Farm Worker

Dairy Cattle Farm Worker

Feedlot Worker

Livestock Drafter

Milking Equipment Operator

Sheep Farm Worker

Shepherd

Stablehand

821202 Insect Farm Worker / Assistant

Performs routine tasks on an insect farm such as feeding, catching, moving and harvesting insects.

821203 Game Farm Worker / Assistant

Performs routine tasks on a game farm such as feeding, catching, counting and moving game.

821204 Poultry, Ratites or Avian Farm Worker / Assistant

Performs routine tasks on a poultry farm such as collecting eggs and placing them in incubators, providing poultry with feed and water, and disinfecting hatcheries to prevent disease.

Alternative Titles and Specialisations:

Bird Sexer

Egg Collector

Hatchery Assistant

821205 Wool Handler

Regulates the flow of sheep to be shorn, keeps the shearing shed clean and tidy, and assists with wool preparation, packing and storage.

Alternative Titles and Specialisations:

Shearing Shed Worker / Hand

Wool Baler

Wool Packer

8213 Mixed Crop and Livestock Farm Labourers

Mixed crop and livestock farm labourers perform simple and routine tasks in farm production of both crops and animals.

Tasks include:

Assisting with herding, droving and separating livestock for milking, shearing transportation or slaughter and between pastures

Digging and shovelling to clear ditches or for other purposes

Feeding, watering, and cleaning animals and keeping their quarters clean

Grading, sorting, bunching and packing produce into containers

Loading and unloading supplies, produce and other materials

Monitoring livestock, reporting on their condition

Performing minor repairs on fixtures, buildings and fences

Picking fruit, nuts, vegetables and other crops and collecting eggs

Planting and harvesting field crops, such as rice, by hand

Raking, pitching and stacking straw, hay and similar material

Watering, thinning, and weeding crops by hand or using hand tools

821301 Mixed Crop and Livestock Farm Worker / Assistant

Performs routine tasks in crop cultivation and animal production.

Alternative Titles and Specialisations:

General Farm Worker

8214 Garden and Horticultural Labourers

Garden and horticultural labourers perform simple and routine tasks in operations to cultivate and maintain trees, shrubs, flowers and other plants in parks and private gardens, to produce saplings, bulbs and seeds, or grow vegetables and flowers by intensive cultivation techniques.

Tasks include:

Assisting with planting and transplanting flowers, shrubs, trees and lawns

Assisting with propagating, planting and potting seeds, bulbs and cuttings

Cleaning gardens and removing rubbish

Harvesting and packaging plants for sale and transport
Loading, unloading and moving supplies, produce and equipment
Maintaining gardens by watering, weeding and mowing lawns
Performing minor repairs on fixtures, buildings and fences
Preparing garden sites and plots using hand tools and simple machines
Tending plants by hand watering and weeding

821401 Garden Workers

Assists in cultivating and maintaining gardens.

Alternative Titles and Specialisations:

Garden Services Worker

Lawn Mower

821402 Ornamental Horticultural or Nursery Assistant

Assists with the planting, cultivation and harvesting of trees and plants in a plant nursery.

Alternative Titles and Specialisations:

Compost Maker

Greenhouse Worker Nursery

Horticultural / Nursery Worker

Nursery Hand (Horticulture)

Nursery Production Person

821403 Indoor Plant Worker

Assist with the planting and care of indoor plants.

8215 Forestry Labourers

Forestry labourers perform simple and routine tasks to cultivate and maintain natural and plantation forests, and logging, felling and sawing trees.

Tasks include:

Clearing undergrowth in forest stands and thinning young plantations

Collecting seeds, and planting seedlings

Digging holes for tree planting

Maintaining look-out for fires in forests

Operating and maintaining manual and hand held machine saws to fell trees and cut felled trees and branches into logs

Performing minor repairs and maintenance of forest roads, buildings, facilities, and equipment

Removing major branches and tree tops, trimming branches and sawing trunks into logs

Stacking and loading logs and timber

821501 Forestry Worker

Assists with cultivating, maintaining and protecting forests.

Alternative Titles and Specialisations:

Bush Clearing Contractor

Fire Lookout

Firewood Cutter

Forest Labourer / Hand / Pruner

Forestry Contractor

Forestry Protection Officer

Harvesting Forestry Worker

Quality Controller of Forestry Contractors

Silviculture Forestry Worker

Skiddy Forest

Sniper Forest



Timber Getter

Tree Planter

821502 Logging Assistant

Assists with logging, felling and sawing of trees in forests.

Alternative Titles and Specialisations:

Axeman Forest

Bush Clearer Cutter

Chokerman / Chokerwoman

Hauling Engine Contractor Logging

Log Assessor

Log Hauler Bush

Log Raft Maker

Log Scaler

Prop Cutter

Sleeper Cutter

Stump Grabber

Swampy

Topper Logging

Woodman

8216 Fishery and Aquaculture Labourers

Fishery and aquaculture labourers, perform simple and routine tasks to cultivate, catch and harvest fish and seafood in aquaculture and inland, coastal and deep sea fishing operations.

Tasks include:

Cleaning deck surfaces and fish hold

Cleaning the sea-bed and feeding fish and molluscs that are being cultivated

Cleaning, sorting and packing fish and seafood in ice and salt and stowing catch in hold

Gathering seaweed, sea mosses, clams and other molluscs

Handling mooring lines during docking

Operating fishing gear to catch fish and other marine life

Preparing nets, lines and other fishing tackle and other deck equipment

821601 Fishing Hand

Catches fish and shellfish using nets, pots, lines and traps in ocean and inland waters.

Alternative Titles and Specialisations:

Cray Fishing Hand

Deep Sea Fisherman

Fish Baiter

Fisherman

Fishing Boat Mate

Greaser

Prawn Trawler Hand

Purse Seining Hand

Trawler Hand

Trawlerman

821602 Aquaculture Farm Worker / Assistant

Performs routine tasks in breeding and raising fresh water fish.

Alternative Titles and Specialisations:

Fresh Fish Farm / Hatchery Worker

Fresh Fish Hatchery Worker

83 Labourers in Mining, Construction, Manufacturing and Transport

Labourers in mining, construction, manufacturing and transport perform simple and routine manual tasks in mining, quarrying, civil engineering, building, manufacturing, transport and storage operations, and operate human powered and animal drawn vehicles and machinery.

Tasks include:

Cleaning machinery, equipment, tools and work sites

Digging holes and spreading excavated materials, sand, soil, and gravel using hand-held tools

Operating human powered and animal drawn vehicles and machinery

Packing and unpacking material and products and filling containers and shelves with products by hand

Sorting, loading, unloading, moving stacking and storing materials, equipment, products, supplies, baggage and cargo by hand

831 Mining and Construction Labourers

Mining and construction labourers perform simple and routine manual tasks in mining, quarrying, civil engineering and building operations.

Tasks include:

Cleaning machinery, equipment, tools and work sites and removing obstructions

Digging and filling holes and trenches using hand held tools

Shovelling and spreading excavated materials, sand, soil, and gravel

Sorting, loading, unloading, stacking and storing tools, materials and equipment and transporting them around work sites

8311 Mining and Quarrying Labourers

Mining and quarrying labourers perform routine tasks in mining and quarrying operations.

Tasks include:

Assembling and dismantling mining equipment

Assisting miners and quarriers in maintaining machinery, equipment, and mine and quarry installations

Cleaning machinery, equipment, tools, roadways and haulage tracks

Removing dangerous projections from mine and quarry workings

Removing tunnel supports from disused workings in mines and quarries

Removing waste and serviceable materials and equipment from work areas after extraction activities have been completed, and clearing rock and mineral spills

Sorting, loading, unloading, stacking and storing tools, materials and supplies used by other mine workers

831101 Mining Support Worker

Performs routine tasks in mining and mineral ore treating operations such as assembling, operating and dismantling mining equipment, taking ore, rock and dust samples, and mixing ore treating chemicals and catalysts.

Alternative Titles and Specialisations:

Acclimatisation Chamber Operator/ Heat Tolerance Screening (HTS) Attendant

Battery Bay Attendant/ Battery and Lamp Repairer

Belt Attendant

Centrifuge Pump Operator/ Pump Attendant

Coal Hewer

Gravel Worker

Mine Sampler / Worker

Mine Stage Assistant
Mine Survey Recorder
Mineral Ore Processing Labourer
Mining Surfaceman
Onsetter Helper
Pit Crew Support Worker
Quarry Hand / Worker
Sand Pit Worker
Shaft Assistant
Shaft Sinking Helper
Sorter (Mining)
Strata Control Observer
Ventilation Observer

831102 Driller's Assistant

Performs routine tasks in setting up, operating and dismantling a drilling site for extracting oil, gas, mineral ore and water.

Alternative Titles and Specialisations:

Derrick Hand / Worker
Drill Rig Assistant
Driller's Offsider
Oil and Gas Caser / Cementer / Derrickman
Oil Rig Floorman
Roughneck
Roustabout (Oil and Gas)
Well Caser / Treatment Offsider
Well Treatment Offsider

831103 Mineral Beneficiation Plant Worker

Performs routine tasks in setting up and operating a mineral beneficiation plant.

Alternative Titles and Specialisations:

DMS Helper
Mineral Wash Plant Attendant

8312 Civil Engineering Labourers

Civil engineering labourers perform routine tasks in connection with the building and maintenance of roads, railways, dams and other civil engineering projects.

Tasks include:

Cleaning worksites and removing obstructions
Digging and filling holes and trenches using hand held tools

Loading and unloading construction materials, excavated material and equipment and transporting them around construction sites using wheelbarrows and hand trucks
Shovelling and spreading gravel and related materials

Trimming and cutting rocks and concrete and bitumen surfaces using jack-hammers

8313 Building Construction Labourers

Building construction labourers perform routine tasks in connection with building construction and demolition work.

Tasks include:

Cleaning used building bricks and doing other simple work on demolition sites
Cleaning work sites and removing obstructions
Digging and filling holes and trenches using hand held tools

Loading and unloading construction materials, excavated material and equipment and transporting them around construction sites using wheelbarrows and hand trucks

Mixing pouring and spreading materials such as concrete, plaster and mortar
Spreading sand, soil, gravel and similar materials

831301 Builder's Worker

Performs routine tasks in erecting and repairing structures and facilities on building and construction sites and in factories producing prefabricated building components.

Alternative Titles and Specialisations:

Artisan Aide Building Trade
Bricklayer's Assistant
Carpenter's Assistant
Demolition Contractor / Labourer
Joinery Worker
Kitchen Assembler
Maintenance Person / Coordinator
Pipe Layer
Road Construction / Maintenance Labourer
Road Surfaceman
Tilerhand

831302 Drainage, Sewerage and Storm Water Worker

Performs routine tasks in maintaining drainage, sewerage and storm water systems.

Alternative Titles and Specialisations:

Hydro Contract Worker

831303 Earthmoving Worker

Performs routine tasks in excavating earth, clearing and levelling sites, and digging irrigation channels.

Alternative Titles and Specialisations:

Ditch Digging Worker
Grave Digger

831304 Plumber's Assistant

Performs routine tasks in fabricating, laying, installing and maintaining pipes, fixtures, water meters and regulators.

831305 Cement and Concrete Plant Worker

Performs routine tasks in manufacturing cement and concrete products such as greasing and assembling concrete moulds, holding reinforcing steel in position during concrete pours, stripping mould from dried concrete products, and finishing products.

Alternative Titles and Specialisations:

Cement Finisher Worker
Concrete Finisher
Concrete Layer / Placer
Concrete Processing Worker

831306 Paving and Surfacing Worker

Performs routine tasks associated in laying bituminous and other paving materials on roads, runways, parking areas and other surfaces to be paved.

Alternative Titles and Specialisations:

Kerb Setter
Road Building Construction Worker

Road Worker

831307 Railway Track Worker

Lays and repairs tracks for railways, tramways, quarries and mines, and installs and repairs signals and other equipment.

Alternative Titles and Specialisations:

Railway Fetter

Railway Ganger

Railway Trackman

Track Inspector

Tracklayer

831308 Crane Chaser

Slings cranes and winches, and directs the movement of loads ensuring loads do not exceed lifting capacities.

Alternative Titles and Specialisations:

Dogman / Dogwoman

Slinger

831309 Lagger

Applies insulating materials such as felt, fibreglass, polyurethane and cork to pipes, steam generators, process vats and ducting, and secures insulation with wire, wire netting, staples, metal strapping and using welding torches.

Alternative Titles and Specialisations:

Heating Ventilation Air Conditioning Lagger

Pipe Lagger

831310 Surveyor's Assistant

Performs routine tasks to assist surveyors and geologists by transporting, assembling, maintaining and laying out prospecting and surveying equipment, and collecting and labelling samples.

Alternative Titles and Specialisations:

Exploration Sampler's Assistant

Geological Survey Field Assistant

Geotechnical Assistant

Mineral Resource Assistant

Sampler/ MRM Sampler/ MRT Grade Controller

Seismic Survey Assistant

Survey Helper

Survey Recorder

831311 Fencer

Erects and repairs fences and gates.

Alternative Titles and Specialisations:

Fence Erector

Fencing Contractor

831312 Sign Erector

Erects and installs signs, and cleans signs and their sites after installation.

832 Manufacturing Labourers

Manufacturing labourers perform a variety of manual tasks in manufacturing, assist the work of machine operators and assemblers, and undertake product-sorting and hand-assembling of components.

Tasks include:

Carrying out manual sorting of products or components

Carrying out simple hand-assembling of components

Cleaning machinery, equipment and tools



Conveying goods, material, equipment to work area
Filling bottles, boxes, bags and other containers with products by hand
Labelling products and containers by hand
Packing material and various products by hand

8321 Hand Packers

Hand packers weigh, pack and label materials and products by hand.

Tasks include:

Filling bottles, cans, boxes, bags and other containers with products by hand
Labelling products, packages and various containers by hand

Weighing, wrapping, sealing and packing material and various products by hand

832101 Packer (Non Perishable Products)

Weighs, wraps, seals and labels non perishable products.

Alternative Titles and Specialisations:

Chocolate Packer

832102 Meat Packer

Weighs, wraps, seals and labels meat and meat products.

Alternative Titles and Specialisations:

Meat Preparer and Packer Freezing Works

Shrinkwrap Operator

832103 Fish or Seafood Packer

Weighs, wraps, seals and labels fish and other seafood products.

832104 Cheese Packer

Weighs, cuts, wraps, seals and labels the different kinds of cheeses.

8329 Manufacturing Labourers not Elsewhere Classified

Manufacturing labourers not Elsewhere classified assist the work of machine operators and assemblers and perform a variety of manual tasks in manufacturing, excluding packing and labelling finished products.

Tasks include:

Carrying out manual sorting of products or components

Clearing machine blockages, cleaning machinery, equipment and tools

Conveying goods, material, equipment, etc. To work area, removing finished pieces

Loading and unloading vehicles, trucks and trolleys

832901 Metal Engineering Process Worker

Performs routine tasks in manufacturing metal products.

Alternative Titles and Specialisations:

Blacksmith's Striker

Boilermaker's Assistant / Aide

Fettler

Fitter's Assistant

Foundry Worker

Metal Forger's Assistant

Metal Moulder's Assistant

Wrought Iron Worker

832902 Plastics, Composites and Rubber Factory Worker

Performs routine tasks in manufacturing plastic, fibreglass and rubber goods.

Alternative Titles and Specialisations:

Cellular Plastics Cutter Hand

Fibreglass Laminating Process Worker
Fibreglass Lay Up Hand
Fibreglass Pattern Maker
Formica Worker
Latex Foam Hand
Plastic Toy Maker
Plastics and Composite Shot Peeners
Plastics Finisher
Plastics Mixing Plant Worker
Plastics Packer
Plastics Process Worker
Plastics Trimmer
Poly Coiler
Rubber Factory Worker
Rubber Process Worker

832903 Timber and Wood Process Worker

Performs routine tasks in paper and pulp mills, sawmills, timber yards, and wood processing and timber products factories.

Alternative Titles and Specialisations:

Chipboard Block Setter
Fibreboard Maker
Furniture Maker's Assistant
Furniture Manufacturing Labourer
Gang Nail Process Worker
Hardboard Factory Hand
Joinery Factory Hand
Match Making Machine Operator
Panel Production Worker
Paper and Pulp Mill Worker (General)
Particleboard Factory Hand
Plywood Factory Hand
Process Worker Furniture / Wooden Toys
Pulp, Paper Making and Paper Products Labourer
Quality Controller of Sawmill Labourers
Sawmill Bullock Horseman
Sawmill or Timber Yard Worker
Sawmill Yardman
Strawboard Maker
Tailer-out
Timber Filleter
Timber Mill Worker
Timber Process Worker
Timber Stacker Hand
Timber Worker
Timber Yard Worker
Wallboard Worker
Wood and Wood Products Factory Worker
Wood Finisher
Wood Processing Worker

832904 Food and Beverage Factory Worker

Performs routine tasks in manufacturing food and beverages.

Alternative Titles and Specialisations:

Baking Factory Worker
Beer Brewer
Beer Production Worker
Biscuit Factory Hand
Bread Room Hand
Brewer
Brewery Worker
Grain Dryer Attendant
Line Attendant
Perishable Produce Packhouse Worker
Silo Worker
Valve Controller
Winery Cellar Hand
Winery Worker

832905 Footwear and Leather Factory Worker

Performs routine tasks in manufacturing footwear, delivering materials to machines, and inspecting and finishing completed footwear; tanning and finishing leather, hide and skin such as fleshing, laying out for classing and drying, arranging heaters and spraying dried hides with preservatives; treating, pressing and securing hides and skins.

Alternative Titles and Specialisations:

Fellmongery Hand
Flesher Hand
Footwear Bench Worker
Footwear General Worker
Footwear Machine Attendant
Footwear Production Chargehand
Footwear Skiver / Rounder / Sorter / Laster
Footwear Table Hand
Leather Processing Factory Worker
Soles Channeller / Fitter / Grader / Preparer
Tannery Hand / Assistant / Worker
Toggler
Upper Burnisher / Cementer / Fitter / Folder

832906 Glass Processing Worker

Performs routine tasks in manufacturing glass fibre and glassware such as setting up, adjusting and repairing automatic machines and equipment, and checking weight of glassware.

Alternative Titles and Specialisations:

Factory Hand Fibreglass Moulding
Glass Fibre Maker
Glass Fibre Process Worker
Glass Making Process Worker
Glass Mould Cleaner
Glass Processor / Worker

832907 Chemical Plant Worker

Performs routine tasks in a chemical processing plant such as delivering materials to processing areas, dumping ingredients into hoppers, operating machines to heat, cool and agitate chemical solutions, filling and fastening covers on containers, and attaching labels and information on products.

Alternative Titles and Specialisations:

Charcoal Burner
Chemical Tester (Physical/ Routine)
Gas Plant Labourer
Grease Press Hand
Munitions Factory Hand
Paint Factory Hand

832908 Clay Processing Factory Worker

Performs routine tasks in manufacturing clay and ceramic products such as loading clay into machines, stacking products on kiln cars, pallets and trolleys, and moving kiln cars and trolleys to and from kilns, dryers, sorting, storage and shipping areas.

Alternative Titles and Specialisations:

Brick and Tile Drawer and Setter
Brick Handler
Carousel Minder
Ceramics Worker
Clay Mixer
Clay Mould Plant Operator
Clay Processing Labourer
Kiln Labourer
Porcelain Factory Worker
Pottery and Porcelain Cutter
Pottery and Porcelain Modeller
Pottery Process Worker

832909 Textile, Clothing and Footwear Factory Worker

Performs routine and manual tasks in a fabric, textile or footwear factory.

Alternative Titles and Specialisations:

Bundler
Canvas Upholstery Cutter
Cloth Burler
Clothing and Textile Factory Worker
Clothing or Textile Production Chargehand
Counting and Packaging Clothing Process Worker
Counting and Packaging Textile Process Worker
Crochet Worker
Textile Machine Attendant
Textile Production Chargehand
Textiles General Worker
Textiles Table Hand
Thread and Yarn Piecer
Tying Machine Operator Woollen Mill

832910 Component Fitter

Fits components to specifications.

Alternative Titles and Specialisations:

Autoglazier
Car Alarm Installer
Exhaust and Muffler Fitter
Motor Vehicle Parts and Accessories Fitter (General)
Radiator Fitter
Radiator Repairer
Tyre Fitter and Aligner

Tyre Serviceman / Serviceperson

Vehicle Window Tinter

Wheel Alignment Attendant

Windscreen Fitter

833 Transport and Storage Labourers

Transport and storage labourers propel cycles and similar vehicles and drive animal-drawn vehicles to transport passengers or goods, drive animal-drawn machinery, handle freight and baggage and stock shelves.

Tasks include:

Propelling cycles and similar vehicles to transport passengers or goods, driving animal-drawn vehicles to transport passengers or goods, driving animal-drawn machinery, carrying out freight handling by hand, and stocking shelves and display areas in stores

8331 Hand and Pedal Vehicle Drivers

Hand or pedal vehicle drivers propel cycles and similar vehicles to transport passengers or goods.

Tasks include:

Collecting fares or charges

Inspecting vehicle components to identify wear and damage

Loading or unloading goods, or assisting passengers in getting on or off a vehicle

Maintaining vehicle, making minor repairs and installing replacement parts

Moving vehicle in the desired direction with due regard to other traffic and traffic regulations

8332 Drivers of Animal-drawn Vehicles and Machinery

Drivers of animal-drawn vehicles and machinery drive animal-drawn vehicles to transport passengers or goods, as well as animal-drawn machinery usually in connection with farming.

Tasks include:

Collecting fares or charges

Driving animals hitched to farm or other machinery

Driving animals in the desired direction with due regard to other traffic and traffic regulations

Driving animals to haul wagons in mines or quarries

Driving working elephants

Grooming and feeding animals

Harnessing animals and hitching them to vehicles or machinery

Loading or unloading goods, or assisting passengers in getting on or off a vehicle

Maintaining vehicle or machinery, making minor repairs and installing replacement parts

8333 Freight Handlers

Freight handlers carry out tasks such as packing, carrying, loading and unloading furniture and other household items, or loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.

Tasks include:

Carrying and stacking goods in warehouses and similar establishments

Carrying goods to be loaded on or unloaded from vans, trucks, wagons, ships, or aircraft

Connecting hoses between main shore installation pipes and tanks of barges, tankers and other ships to load and unload petroleum, liquefied gases and other liquids

Loading and unloading grain, coal, sand and similar goods by placing them on conveyor-belts, pipes, etc

Packing office or household furniture, machines, appliances and related goods to be transported from one place to another

Sorting cargo prior to loading and unloading

833301 Freight Handler (Rail or Road)

Loads and unloads freight trucks, containers and rail cars.

Alternative Titles and Specialisations:

Checker and Loader Transport Vehicle

Freight Loader

Rail and Road Transport Vehicle Loader

Yard Attendant

Yard Cleanup Man

Yardman

833302 Truck Driver's Offsider

Loads and unloads trucks and containers.

Alternative Titles and Specialisations:

Furniture Removalist hand

833303 Waterside Worker

Transfers cargo between ships and other forms of transport or storage facilities.

Alternative Titles and Specialisations:

Boat and Ship Cargo Loader

Cargo Handler / Worker

Docker Wharf

Harbour Board Worker

Longshoreman

Stevedore

Wharf Labourer

833304 Airline Ground Crew

Loads and unloads baggage, directs planes, positions stair cases, fills aircraft fuel tanks and performs other aircraft ground services to ensure aircraft run efficiently.

Alternative Titles and Specialisations:

Aircraft Baggage Handler

Aircraft Handler

Aircraft Loader

8334 Shelf Fillers

Shelf fillers stock shelves and display areas and keep stock clean and in order in supermarkets and other retail and wholesale shops.

Tasks include:

Directing customers to location of articles sought

Filling shelves with goods ensuring goods with the earliest use-by dates are at the front of shelves

Maintaining shelf order by removing stock belonging in a different location

Noting what has been sold and collecting goods needed from the stockroom

Obtaining articles for customers from shelf or stockroom

Placing goods neatly in bins and on racks, and stacking bulky goods on floors
Receiving, opening, unpacking, and inspecting for damage merchandise from manufacturer or distributor
Removing goods with past due use-by dates

833401 Shelf Filler

Fills up shelves and display areas in a store or supermarket.

Alternative Titles and Specialisations:

Shelf Stacker
Stacker Textiles
Storeperson Packer / Shelver
Warehouse Worker / Shelver

833402 Store Person

Receives, handles and dispatches goods in stores and warehouses.

Alternative Titles and Specialisations:

Chiller Hand
Manufacturing Storeperson
Order Picker / Assembler
Stores Assistant
Supply Operator (Army)
Warehouse Assistant

84 Food Preparation Assistants

Food preparation assistants prepare and cook to order a small variety of pre-cooked food or beverages, clear tables, clean kitchen areas and wash dishes.

Tasks include:

Cleaning cooking and general utensils used in kitchens and restaurants
Cleaning kitchens, food preparation areas and service areas

Operating cooking equipment such as grills, microwaves and deep-fat fryers
Preparing simple or pre-prepared foods and beverages such as sandwiches, pizzas, fish and chips, salads, and coffee
Washing, cutting, measuring and mixing foods for cooking

841 Food Preparation Assistants

Food preparation assistants prepare and cook to order small variety of pre-cooked food or beverages, clear tables, clean kitchen areas and wash dishes.

Tasks include:

Cleaning cooking and general utensils used in kitchens and restaurants
Cleaning kitchens, food preparation areas and service areas

Operating cooking equipment such as grills, microwaves and deep-fat fryers
Preparing simple or pre-prepared foods and beverages such as sandwiches, pizzas, fish and chips, salads, and coffee
Washing, cutting, measuring and mixing foods for cooking

8411 Fast Food Preparers

Fast food preparers prepare and cook to order a limited range of foods or beverages that involve simple preparation processes and a small number of ingredients. They may take orders from customers and serve at counters or tables.

Tasks include:

Cleaning food preparation areas, cooking surfaces and utensils
Maintaining sanitation, health, and safety standards in work areas

Operating large-volume cooking equipment such as grills, deep-fat fryers, or griddles
Operating large-volume single-process cooking equipment such as grills, deep-fat fryers or griddles
Ordering and taking delivery of fast food ingredients
Preparing simple or pre-prepared foods and beverages such as sandwiches, hamburgers, pizzas, fish and chips, salads, and coffee
Re-heating pre-prepared food
Taking and serving food and beverage orders in eating places that specialize in fast service and carry-out food

Verifying that prepared food meets requirements for quality and quantity
Washing, cutting, measuring and mixing foods for cooking

841101 **Fast Food Cook**

Prepares a restricted range of foods in fast food establishments.

Alternative Titles and Specialisations:

Burger Maker
Chicken / Fish Fryer
Chips Maker
Fast Food Assistant
Grill Cook
Pizza Maker
Short Order Cook
Spasa Shop Cook
Takeaway Cook

8412 **Kitchen Helpers**

Kitchen helpers clear tables, clean kitchen areas, wash dishes, preparing ingredients and perform other duties to assist workers who prepare or serve food and beverages.

Tasks include:

Assembling dishes for service
Assisting cooks and chefs in preparation of food by washing, peeling, chopping, cutting up measuring and mixing ingredients
Checking, transferring, weighing and storing supplies in refrigerators, cupboards and other storage areas
Cleaning kitchens, food preparation areas and service areas
Preparing, cooking, toasting and heating simple food items

Unpacking and storing supplies in refrigerators, cupboards and other storage areas

Washing dishes and cooking utensils and putting them away

841201 **Kitchenhand**

Assists kitchen and service staff prepare and serve food, and cleans food preparation and service areas.

Alternative Titles and Specialisations:

Dishwasher
Kitchen Assistant (Non-domestic)
Kitchen Steward
Pantry Attendant
Sandwich / Salad Preparer

841202 **Food Trade Assistant**

Performs routine tasks in support of cooks, chefs and butchers.

Alternative Titles and Specialisations:

Bakery Assistant

Butcher's Assistant
Chef's Assistant
Confectioner's Assistant
Cook's Assistant
Pastry Cook's Assistant

85 Street and Related Sales and Service Workers

Street and related sales and service workers provide sell goods, excluding food for immediate consumptions, and provide a variety of services on streets and in other public places such as stations.

Tasks include:

Approaching people on the street to offer goods or services
Assisting drivers to find a parking place and ensuring car is not damaged during driver's absence
Buying or making various items for sale
Cleaning and polishing car windows
Cleaning and polishing shoes

Handing out leaflets and free newspapers receiving immediate payment

Loading and unloading items for sale and transporting them

Obtaining the materials necessary to perform services

Running errands

851 Street and Related Service Workers

Street and related service workers provide a variety of services on streets and in other public places, including cleaning shoes, washing car windows, running errands, looking after property, and providing other on-the-spot street services.

Tasks include:

Approaching people on the street to offer services
Approaching people on the street to offer services
Assisting drivers to find a parking place and ensuring car is not damaged during driver's absence
Assisting drivers to find a parking place and ensuring car is not damaged during driver's absence
Cleaning and polishing car windows
Cleaning and polishing car windows
Cleaning and polishing shoes
Cleaning and polishing shoes
Handing out leaflets and free newspapers
Handing out leaflets and free newspapers
Obtaining the materials necessary to perform services
Obtaining the materials necessary to perform services
Receiving immediate payment
Receiving immediate payment
Running errands
Running errands

8511 Street and Related Service Workers

Street and related service workers provide a variety of services on streets and in other public places, including cleaning shoes, washing car windows, running errands, handing out leaflets, looking after property, and providing other on-the-spot street services.

Tasks include:

Approaching people on the street to offer services
Approaching people on the street to offer services

Assisting drivers to find a parking place and ensuring car is not damaged during driver's absence

Assisting drivers to find a parking place and ensuring car is not damaged during driver's absence

Cleaning and polishing car windows

Cleaning and polishing car windows

Cleaning and polishing shoes

Cleaning and polishing shoes

Handing out leaflets and free newspapers

Handing out leaflets and free newspapers

Obtaining the materials necessary to perform services

Obtaining the materials necessary to perform services

Receiving immediate payment

Receiving immediate payment

Running errands

Running errands

851101 **Car Park Attendant**

Operates and maintains a car parking facility by guarding cars in parking areas and collecting fees at car park entry or exit points. May drive and park cars, and operate boom gates.

851102 **Leaflet or Newspaper Deliverer**

Collects leaflets or newspapers from a collection point and delivers them to homes in a specified area.

Alternative Titles and Specialisations:

Circular / Pamphlet Deliverer

852 **Street Vendors (Excluding Food)**

Street vendors (excluding food) sell a usually limited range of goods (excluding food for immediate consumption) in streets and public places such as stations, cinemas or theatres.

Tasks include:

Approaching potential customers on street and offering goods for sale

Approaching potential customers on street and offering goods for sale

Buying or receiving items for sale, or making simple items

Buying or receiving items for sale, or making simple items

Displaying goods or calling out to attract customer's attention

Displaying goods or calling out to attract customer's attention

Loading and unloading basket, tray, push-cart, bicycle, hand truck or other vehicle, to transport goods to the streets or public places such as stations or cinemas

Loading and unloading basket, tray, push-cart, bicycle, hand truck or other vehicle, to transport goods to the streets or public places such as stations or cinemas

Receiving immediate payment

Receiving immediate payment

8521 **Street Vendors**

Street vendors sell a usually limited range of goods in public places.

NOTE: This Unit group includes vendors in streets and public places of non-food items (or of pre-packaged non-perishable food items such as confectionary) from pushcarts, trucks, trays or baskets. Vendors from street and market stalls of fresh food products not intended for immediate consumption (such as fruit, vegetables, meat and dairy products) are classified in Unit group 5211 Stall and Market Salespersons. Vendors from street and market stalls of a variety of prepared meals and food items for immediate consumption are classified in Unit group 5246, Food Service Counter Attendants. Vendors in streets and public places of food and beverages for immediate consumption from pushcarts, trucks, trays or baskets are classified in Unit group 5212, Street Food Salespersons.

Tasks include:

Approaching potential customers on street and offering goods for sale

Approaching potential customers on street and offering goods for sale

Buying or receiving items for sale, or making simple items

Buying or receiving items for sale, or making simple items

Displaying goods or calling out to attract customer's attention

Displaying goods or calling out to attract customer's attention

Loading and unloading basket, tray, push-cart, bicycle, hand truck or other vehicle, to transport goods to the streets or public places such as stations or cinemas

Loading and unloading basket, tray, push-cart, bicycle, hand truck or other vehicle, to transport goods to the streets or public places such as stations or cinemas

Receiving immediate payment

Receiving immediate payment

852101 Street Vendor

Sells goods and services to customers in public locations.

86 Refuse Workers and Other Elementary Workers

Refuse workers and other elementary workers collect garbage from buildings, yards, streets and other public places or keep streets and other public places or perform odd jobs for private households or establishments.

Tasks include:

Beating dust out of carpets and performing other odd-job tasks

Carrying water

Chopping firewood

Collecting, loading and unloading garbage

Sweeping streets, parks and other public places

861 Refuse Workers

Refuse workers collect, process and recycle garbage from buildings, yards, streets and other public places, or keep streets and other public places clean.

Tasks include:

Collecting, loading and unloading garbage

Sorting and recycling garbage such as paper, glass, plastic or aluminium

Sweeping streets, parks and other public places

8611 Garbage and Recycling Collectors

Garbage collectors collect and remove rubbish and items for recycling from buildings, yards, streets and other places.

Tasks include:

Collecting rubbish and recyclable materials and locating it into bins and garbage and recycling trucks

Lifting garbage bins and emptying contents into trucks and larger containers

Riding on or in garbage and recycling trucks

Unloading garbage and recycling trucks

861101 Recycling or Rubbish Collector



Collects household, commercial and industrial waste for recycling and disposal.

Alternative Titles and Specialisations:

Garbage Collector

Garbage Depot Hand

Garden Rubbish Collector

Reclamation Worker

Refuse Collector

Rubbish Collection Contractor

Waste Removalist

8612 Refuse Sorters

Refuse sorters identify, collect and sort discarded items suitable for recycling at dump sites and recycling enterprises or in buildings, streets and other public places.

Tasks include:

Identifying and setting aside items of furniture, equipment, machinery, or components that are suitable for repair or re-use

Placing recyclable items and materials in designated compartments and containers for storage or transportation

Searching through refuse and collecting items for recycling from dump sites, domestic, commercial and industrial premises or from public places such as streets

Selling recyclable or reusable materials

Sorting cardboard, paper, glass, plastic, aluminium or other recyclable materials by type

Transporting recyclable items by hand or using non-motorized vehicles

861201 Refuse Sorter



Refuse sorters identify, collect and sort discarded items suitable for recycling at dump sites in buildings, streets and other public places.

861202 Waste Material Sorter and Classifier



Waste material sorters and classifiers identify, sort and classify waste, including electronic waste in salvage and recycling enterprises.

8613 Sweepers and Related Labourers

Sweepers and related labourers sweep and clean streets, parks, airports, stations and other public places.

Tasks include:

Beating dust out of carpets by using a carpet-beater

Cleaning rubbish, leaves and snow from driveways and grounds

Shovelling snow

Sweeping streets, parks, airports, stations and similar public places

861301 Street Sweeper Operator

Operates plant to clean streets and gutters of litter and debris.

Alternative Titles and Specialisations:

Park / Gardens Cleaner

Road Sweeper

862 Other Elementary Workers

Other elementary workers deliver and carry messages and packages, collect money and stock vending machines, read meters, collect water and firewood, collect and issue tickets for parking or events.

Tasks include:

Calculating parking charges

Chopping wood, collecting water and firewood

Delivering messages, packages and other items within or between establishments, or elsewhere

Filling storage areas of vending machines and collecting money from containers

Issuing and collecting tickets and passes

Performing duties as a post-runner

Reading electricity, gas or water meters and recording consumption

8621 Messengers, Package Deliverers and Luggage Porters

Messengers, package deliverers and luggage porters carry and deliver messages, packages and other items within an establishment or between establishments, to households and elsewhere, or carry luggage especially at hotels, stations and airports.

Tasks include:

Carrying and delivering luggage at hotels, stations, airports, and elsewhere

Delivering messages, packages and other items within an establishment or between establishments, or elsewhere

Delivering various goods to and from enterprises, shops, households and other places

Performing the duties of a post-runner

Planning and following the most efficient route

Receiving and marking baggage by completing attaching claim checks

Sorting items to be delivered according to the delivery route

862101 Busser

Cleans and maintains public areas in a bar, club or dining establishment by collecting and returning dishes, cutlery and glasses to the kitchen or bar, wiping tables and bars, mopping spillages, and emptying bins and ashtrays.

Alternative Titles and Specialisations:

Bar Back

Bar Useful

Glassie

862102 Luggage Porter

Assists guests in an accommodation establishment or passengers in a transport terminal by attending to and carrying luggage, welcoming and escorting guests, and attending to their general needs on arrival and departure.

Alternative Titles and Specialisations:

Baggage Checker

Baggage Handler

Doorman

Hotel Bell Boy

Lift Attendant

Night Porter

862103 Cloak Room Attendant

Stores and keeps safe guests' coats, bags and other belongings during their stay, e.g. in theatres, concert halls, hotels, restaurants or museums.

Alternative Titles and Specialisations:

Uniform Room Attendant

862104 Hotel Cellar Hand

Receives, handles and collects wine and liqueurs from cellar.

8622 Odd Job Persons

Odd job persons clean, paint and maintain buildings, grounds and facilities, and undertake simple repairs.

Tasks include:

Adjusting doors and windows

Putting up handrails and grab rails

Repairing and painting interior and exterior surfaces such as walls, ceilings and fences

Repairing broken windows, screens, doors, fences, barbecues, picnic tables, shelves, cupboards and other items

Replacing defective items such as light bulbs

Replacing tap washers

Unloading coal or wood and putting it into cellars of private households or establishments

862201 Home Improvement Installer

Installs functional and decorative home improvements such as awnings, curtains, blinds, security screens, garage doors, exterior cladding, shower screens and prefabricated windows and doors.

Alternative Titles and Specialisations:

Awning Installer

Blinds Installer

Carport Erector

Curtain Fitter

Garage door and Motor Installer

Home Renovator

Security Door Installer

Shower Screen Installer

862202 Handyperson

Cleans, paints, repairs and maintains buildings, grounds and facilities.

Alternative Titles and Specialisations:

Handy Man

Handy Person

Hotel Useful

Hotel Yardperson

8623 Meter Readers and Vending-machine Collectors

Meter readers and vending-machine collectors stock vending machines and collect money from them or from parking meters and other coin-boxes, or read electricity, gas or water meters.

Tasks include:

Collecting money from parking meters and similar coin-boxes

Filling storage areas of vending machines and collecting money from their containers

Inspecting meters for unauthorized connections, defects, and damage such as broken seals

Keeping records of merchandise distributed and money collected

Proceeding along established routes to take readings of meter dials

Reading electricity, gas or water meters and recording consumption
Verifying readings in cases where consumption appears to be abnormal, and record possible reasons for fluctuations

862301 Meter Reader

Reads electric, gas and water meters, records usage, inspects meters and connections for defects and damage, and reports irregularities.

Alternative Titles and Specialisations:

Electric Meter Reader

Parking Meter Reader

Water Meter Reader

862302 Vending Machine Attendant

Stocks and maintains vending and amusement machines and collects money from coin boxes.

Alternative Titles and Specialisations:

Coin Collector

Gambling Machine Attendant

Poker Machine Attendant

Vending Machine Refiller

8624 Water and Firewood Collectors

Water and firewood collectors collect water and firewood and transport them on foot or using hand or animal carts.

Tasks include:

Collecting water in leather bags, buckets or other containers from taps, rivers, ponds or wells and delivering the water to work sites, the houses of clients or to own household for drinking, cleaning of drains or storage in tanks

Cutting and collecting wood from forests for sale in market or as fuel or for own consumption

Cutting decayed branches and trunks of trees using axe and hand -saw

Drawing water from wells, rivers or ponds etc. For domestic use

Tying collected wood into small faggots and carrying them or transporting them on a cart to the market for sale or to village or household for use

Visiting forests or fields to pick pieces of dried wood from ground and arranging them in heaps

8629 Elementary Workers not Elsewhere Classified

This unit group covers elementary workers not classified elsewhere in major group 8. For instance, the group includes those who issue and collect parking or admission tickets, provide personal items to patrons or customers in cloak rooms and assist patrons at entertainment events.

Tasks include:

Assigning dressing room facilities, locker space, or clothing containers to patrons of athletic or bathing establishments

Calculating parking charges, and collecting fees from customers

Directing patrons to restroom, concession stands and telephones

Directing vehicle drivers to parking spaces

Examining tickets or passes to verify authenticity, using criteria such as colour and date issued

Guiding patrons to exits or providing other instructions or assistance in case of emergency

Patrolling parking areas in order to prevent vehicle damage and vehicle property thefts

Selling and collecting admission tickets and passes from patrons at entertainment events or collecting tags from patrons

862913 Event Assistant

Assist with the implementing of an event's design, activities and production.

Alternative Titles and Specialisations:

Event Support Assistant

Event Volunteer

862914 Sheltered Workshop Worker

Performs routine tasks in sheltered workshops.

862915 Chemical Mixer

Mixes chemicals as per prescription.

862916 Farm Maintenance Worker

Assists farmers or farm managers or foremen and can be involved in maintenance of tractors and other farming implements, and/or the construction and maintenance of farm buildings and fences.

862917 Crossing Supervisor

Assists children, disabled and other pedestrians to cross roads by stopping traffic and ensuring all pedestrians have crossed safely before allowing traffic to flow through the crossing.

862918 Electrical or Telecommunications Trades Assistant

Assists electrical and telecommunications trades workers to install and maintain electrical and telecommunications systems.

Alternative Titles and Specialisations:

Artisan Aide Electrical

Auto Electrician's Assistant

Electrical Helper

Instrument Artisan Assistant

Measurement, Control and Instrumentation (MC&I) Assistant

862919 Mechanic's Assistant

Assists motor mechanics to replace and repair worn and defective parts, re-assemble mechanical components, change oil and filters, and perform other routine mechanical tasks.

Alternative Titles and Specialisations:

Grease Room Attendant

Lube Attendant

Lubrication Attendant

Repair Shop Assistant

Stripper / Assembler

862920 Railways Assistant

Assists with operating and maintaining facilities at a railway station by updating platform indicators showing train times and destinations, collecting and checking passenger tickets, giving signals for train departures, and cleaning station facilities.

Alternative Titles and Specialisations:

Railway Guard / Porter

Railway Surfaceman

Railway Washout Man

Railways Traffic Foreman

Railways Yard Master

862922 Electronics and Telecommunications Trades Assistant

Assists electronics and telecommunications trades workers to install and maintain electronics and telecommunications systems.

862923 Trolley Collector

Collects supermarket trolleys from car parks and other areas, and returns them to the supermarket by hand or trailer. May drive a small tractor to tow the trolleys.

862924 Stage or Studio Hand

Provides assistance in the assembly and disassembly of show productions.

862925 Caddie

Assists a golfer by carrying his golf bag on the golf course.

862926 Ticket Collector

Collects tickets or admission passes and ushers patrons to their seats at an entertainment, sporting or recreational venue, prepares the venue before an event and locks up premises afterwards.

Alternative Titles and Specialisations:

Cinema Attendant

Entertainment Usher

Gatekeeper

Ticket Collector Railway

Ticket Taker

Turnstile Attendant

Usher

Venue Attendant

Ticket Taker

Turnstile Attendant

Usher

Venue Attendant