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## Latest release

# OSCA - Occupation Standard Classification for Australia

For use in the collection, publication and analysis of occupation statistics

Reference period: 2024, Version 1.0

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Released 6/12/2024

This is the first edition of the Occupation Standard Classification for Australia (OSCA).

OSCA replaces the [Australian and New Zealand Standard Classification of Occupations](#) (<https://www.abs.gov.au/statistics/classifications/anzsco-australian-and-new-zealand-standard-classification-occupations/2022>) (ANZSCO) for use in Australia. Correspondence files between the two classifications are available under Data downloads.

In New Zealand, the National Occupation List (NOL) replaces ANZSCO. For further information on the NOL, please see [About the National Occupation List | Stats NZ](#) (<https://www.stats.govt.nz/methods/about-the-national-occupation-list/>).

## Post-release changes

28/07/2025

- Added a new spreadsheet on the Data Downloads tab containing all OSCA categories and their descriptions
- Updated OSCA correspondence tables to correct minor errors and include correspondences with the New Zealand National Occupation List
- Corrected minor errors in the main tasks for: 111331 Human Resources Manager, 221634 Sales Representative (Medical and Pharmaceutical Products), 281235 Magistrate, 821732 Steel Fixer and 821733 Structural Steel Erector
- Removed exclusion statement for: 259931 Adult Literacy / Numeracy Teacher

## Introduction

### Overview

The Occupation Standard Classification for Australia (OSCA) is a standardised framework for storing, organising and reporting occupation-related information. It has been established by the ABS through a comprehensive review of the Australian and New Zealand Standard Classification of Occupations (ANZSCO) conducted between July 2022 and December 2024. OSCA replaces ANZSCO in Australia.

OSCA informs Australia's important decisions involving statistical outputs and labour market analysis. The ABS uses OSCA to describe occupations in its statistical output from collections such as the Census of Population and Housing and Labour Force Survey, and administrative data such as the Linked Employer-Employee Dataset. OSCA can also be used to measure and understand the labour market. Examples include developing workforce strategies to support industry and establishing mechanisms to ensure the availability of skilled job holders via skilled migration and educational pathways.

### Background – from ANZSCO to OSCA

ANZSCO has been jointly managed by the Australian Bureau of Statistics (ABS) and Tatauranga Aotearoa, Statistics NZ (Stats NZ) since it was first published in 2006. In 2024, the ABS and Stats NZ ended their joint custodianship of ANZSCO.

The ABS and Stats NZ have introduced their own tailored statistical classifications for occupation. Each classification reflects the local contemporary labour market and meets stakeholder needs.

### Enquiries

For further information about OSCA and related coding queries, contact the Customer Assistance Service via the ABS website [contact us](#) (<https://www.abs.gov.au/about/contact-us>).page. The ABS Privacy Policy outlines how the ABS will handle any personal information that you provide to us.

## Conceptual model

OSCA is a skill-based classification of jobs and occupations. It is based on the concepts of 'job' and an 'occupation'. 'Occupation' is based on the concepts of 'skill level' and 'skill specialisation'.

### Scope and unit of classification

The scope of OSCA is all jobs and occupations in the Australian labour market that are legal in at least one Australian state or territory. For example, a job involving the sale and distribution of illegal narcotics is excluded.

For some occupations there is a legal requirement that persons employed in the occupation must be registered or licensed. Registration or licensing ensures that the person has the necessary skills and knowledge to competently perform their job. It usually requires meeting certain conditions such as specific qualifications, adhering to professional standards and/or codes of conduct, experience, and ongoing professional development.

OSCA excludes jobs which can only be undertaken as a volunteer receiving no pay or profit.

The unit of classification within OSCA is a 'job'.

### Job

A 'job' is a set of tasks designed to be performed by one person for an employer in return for pay or profit. This includes jobs undertaken via self-employment and jobs undertaken for payment in kind. For example, monks solely provided with food, housing, and clothing are in scope of OSCA as these are considered payment in kind.

### Occupation

An 'occupation' is a group of jobs requiring the performance of highly similar sets of tasks. Task similarity is defined in terms of 'skill level' and 'skill specialisation'.

### Skill level

An occupation's skill level is determined by the range and complexity of the set of tasks performed. The broader and more complex the set of tasks, the greater the skill level of the occupation.

Skill level refers to the requirements for competent performance of a set of tasks. It is measured operationally by considering the following dimensions:

- the level or amount of formal education and training
- the amount of previous experience in a related occupation
- the amount of on-the-job training, and
- personal attributes.

Formal education and training refers to the level and amount of education and training required for competent performance of an occupation's tasks. It is measured according to qualifications in the Australian Qualifications Framework (AQF).

Previous experience is the time spent gaining relevant work experience. It is measured in months or years.

On-the-job training is the amount of training needed after starting work in a job. It is measured in months or years, and may be undertaken at the same time as formal education and training.

Personal attributes are an alternative way to assess skill level. They are used where the other three elements fail to accurately describe the skill level. Creativity, interest, physical fitness and sporting ability are common substitutes. For example, Occupation 231131 Actor states 'High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience'.

Skill level is an attribute of jobs, not individuals. The skill level of an occupation is based on the requirements for competent performance of the occupation's set of tasks. For example, a job of laying bricks in mortar is classified to the occupation 'Bricklayer'. A person employed as a Bricklayer may be highly skilled with post-trade qualifications and years of experience, or they may be inexperienced with no qualifications and low competence. In either case, the skill level of the occupation 'Bricklayer' is the same.

## OSCA's five skill levels

OSCA assigns occupations to one of five skill levels. The assignment considers advice from employers, industry training bodies, professional organisations, and other stakeholders.

Each skill level describes the general requirements. They do not specify particular qualifications or entry pathways. Some occupations require a specific level of formal education. For these occupations, years of experience cannot replace this requirement. For example, competent performance of the tasks of Occupation 262131 Chiropractor requires the knowledge delivered through a 3-year bachelor degree followed by a master's degree or a double degree in chiropractic science and clinical science. Registration with the Australian Health Practitioners Regulation Agency is also required.

### Skill Level 1

Skill Level 1 occupations have a level of skill commensurate with an AQF Bachelor Degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some cases, relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Occupations at Skill Level 1 include: Civil Engineer, Composer, Cotton Grower, Mathematician, Nurse Practitioner, Paediatrician, Sales and Marketing Manager, Secondary School Teacher, and Software Engineer.

### Skill Level 2

Skill Level 2 occupations have a level of skill commensurate with:

- AQF Diploma
- AQF Advanced Diploma, or
- AQF Associate Degree.

At least three years of relevant experience may substitute for the formal qualification. In some cases, relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Occupations at Skill Level 2 include: Executive Assistant, General Duties Police Officer, Hotel or Motel Manager, ICT Customer Support Officer, Medical Laboratory Technician, Office Manager, Plumbing Inspector, Post Office Manager, and Ship's Officer.

### Skill Level 3

Skill Level 3 occupations have a level of skill commensurate with:

- AQF Certificate III which includes at least two years of on-the-job training, or
- AQF Certificate IV.

At least three years of relevant experience may substitute for the formal qualification. In some cases, relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Occupations at Skill Level 3 include: Automotive Electrician, Bookkeeper, Butcher, Dressmaker or Tailor, Early Childhood Educator, Electrical Fitter, Firefighter, Hairdresser, Real Estate Agent, and Senior Beef Cattle Station Worker.

### Skill Level 4

Skill Level 4 occupations have a level of skill commensurate with:

- AQF Certificate II, or
- AQF Certificate III.

At least one year of relevant experience may substitute for the formal qualification. In some cases, relevant experience may be required in addition to the formal qualification.

Occupations at Skill Level 4 include: Accounts Clerk, Assistant in Nursing, Bus Driver, Correctional Officer, Medical Receptionist, Miner, Security Officer, Sewing Machinist, Storeperson, and Waiter.

### Skill Level 5

Skill Level 5 occupations have a level of skill commensurate with:

- compulsory secondary education, or

- AQF Certificate I.

A short period of on-the-job training may be required in addition to or instead of the formal qualification for some occupations. In other occupations, no formal qualification or on-the-job training may be required.

Occupations at Skill Level 5 include: Commercial Cleaner, Factory Worker, Freight Handler, Fruit and Vegetable Packer, Kitchenhand, and Sales Assistant.

### **Illustrative examples of assigning skill level to an occupation**

The following examples illustrate how skill level dimensions are used in OSCA 2024, Version 1.0.

#### **Example 1: 264343 Paediatrician (Skill Level 1)**

The relevant regulatory authority affirms:

- this occupation cannot be undertaken without registration, and
- registration requires a bachelor degree or higher qualification.

This is an example of skill level relating directly linked to formal education and training.

#### **Example 2: 392132 Hairdresser (Skill Level 3)**

A Hairdresser typically needs to complete a hairdressing apprenticeship. The apprenticeship:

- includes at least two years of on-the-job training, and
- leads to a Certificate III.

This is an example of skill level needing both formal education and training and a period of on-the-job training.

### **Skill specialisation**

Skill specialisation relates to the tasks required of an occupation. Skill specialisation is defined in terms of:

- field of knowledge required
- tools and equipment used
- materials worked on, and
- goods or services produced or provided.

Field of knowledge required is the subject matter knowledge that underpins an occupation. An example field of knowledge is 'law'.

Tools and equipment used include plant, machinery, computer-based equipment and hand tools. It also includes intellectual tools and processes such as personal interaction, analysis, reasoning, and art and design techniques.

- 'Plant' is large mobile or stationary equipment. Plant performs several related functions and is usually controlled by an internal operator.
- 'Machinery' is stationary equipment which is not as large as plant. Machinery performs one processing function and is usually controlled by an external operator.
- 'Hand tools' are small equipment moved and operated by one person.

Materials worked on include both tangible and abstract material. They are extracted, processed, transformed, refined or fabricated as part of an occupation. Examples of tangible materials worked on include wood, metal, and livestock. Examples of abstract materials include accounting data, text, relationships and organisations.

Goods or services produced or provided are the end products of the set of tasks performed by an occupation. They include physical goods, personal or other services, and abstract products like software and blogs.

### **Illustrative example of skill specialisation**

#### **Example 3: 281331 Solicitor**

The main tasks of the occupation Solicitor show that the:

- field of knowledge is law
- tools and equipment used are intellectual tools (research) and personal interaction (interviews, pleading cases)
- materials worked on include text and information, and

- goods or services produced or provided are legal advocacy, advice and documents.

## The OSCA structure

The OSCA structure has five levels – major group, sub-major group, minor group, unit group and occupation.

Major groups are the broadest groups of jobs in OSCA. They are formed using a combination of skill level and broad skill specialisation. Major groups are designed for producing summary data. Each major group is denoted by a unique one-digit identifier.

Sub-major groups are subdivisions of each major group. They are formed using a combination of skill level and finer skill specialisation. Each sub-major group is denoted by a unique two-digit identifier. Within each major group, sub-major groups are ordered by skill level, and then alphabetically. Residual 'other' sub-major groups are always shown last.

Minor groups are subdivisions of each sub-major group. They are formed using a combination of skill level and finer skill specialisation. Each minor group is denoted by a unique three-digit identifier. Within each sub-major group, minor groups are alphabetically ordered. 'General' minor groups are listed first. Residual 'miscellaneous' minor groups are listed last.

Unit groups are subdivisions of each minor group. They are formed using a finer application of skill specialisation and, where necessary, skill level. Most unit groups have a single skill level. Each unit group is denoted by a unique four-digit identifier. Within each minor group, unit groups are alphabetically ordered. 'General' unit groups are listed first. Residual 'other' unit groups are listed last.

Occupations are subdivisions of each unit group. They are the finest application of skill specialisation. Each occupation has a single skill level. Each occupation is denoted by a unique six-digit identifier. Within each unit group, occupations are alphabetically ordered. 'General' occupations are listed first. Residual 'not elsewhere classified' (nec) occupations are listed last.

The following diagram summarises the OSCA structure. It includes an illustrative example.

**Sub-major Group 37**  
**Building Structural Trades W**

**Minor Group 371  
Bricklayers, Stonemasons  
Concreters**

**Unit Group 3711  
Bricklayers and Stonemas**

**Occupation 371131  
Bricklayer**

A tree diagram which summarises each of the five levels of OSCA. Major groups are the broadest level of OSCA. They are denoted by one-digit identifiers. They are formed using a combination of skill level and broad skill specialisation. There are eight major groups. The example shows Major Group 3 Technicians and Trades Workers.

Sub-major groups are subdivisions of major groups. They are denoted by two-digit identifiers (the relevant major group identifier plus an extra digit). They are formed using a combination of skill level and finer skill specialisation. There are 53 sub-major groups. The example shows Major Group 3 subdivided into Sub-major Group 37 Building Structural Trades Workers, and Sub-major Group 38 Electrotechnology and Telecommunications Trades Workers.

Minor groups are subdivisions of sub-major groups. They are denoted by three-digit identifiers (the relevant sub-major group identifier plus an extra digit). They are formed using a less combination of skill level and finer skill specialisation. There are 111 minor groups. The example shows Sub-major Group 37 subdivided into Minor Groups 371 Bricklayers, Stonemasons and Concreters, and Minor Group 372 Carpenters and Joiners.

Unit groups are subdivisions of minor groups and are denoted by four-digit identifiers (the relevant minor group identifier plus an additional digit). They are formed using a combination of skill level and finer skill specialisation. There are 421 unit groups. The example shows Minor Group 371 subdivided into Unit Group 3711 Bricklayers and Stonemasons and Unit Group 3712 Concreters.

Occupations are the most detailed level of OSCA. They are subdivisions of unit groups. They are denoted by six-digit identifiers (the relevant unit group identifier plus an extra two digits). They are formed using skill specialisation and, occasionally, skill level. An occupation is a group of jobs which involve the performance of a unique set of shared main tasks. There are 1,156 occupations. The example shows Unit Group 3711 subdivided into Occupation 371131 Bricklayer and Occupation 371132 Stonemason.

Each major group comprises a different number of sub-major groups, minor groups, unit groups and occupations. The following table illustrates the distribution between the major groups.

Major Group	Sub-major Groups	Minor Groups	Unit Groups	Occupations
1 Managers	7	15	58	132
2 Professionals	9	25	116	345
3 Technicians and Trades Workers	9	23	77	225
4 Community and Personal Service Workers	7	12	58	138
5 Clerical and Administrative Workers	8	14	38	80
6 Sales Workers	3	5	14	35
7 Machinery Operators and Drivers	4	7	22	71
8 Labourers	6	10	38	130

## Elements of major, sub-major, minor and unit groups

The elements of each major, sub-major, minor and unit group are:

- identifier – the numerical representation of the group
- title – describes the group
- lead statement – describes the skill specialisations relevant to the group
- inclusion and exclusion statement(s) (optional) – clarifies the scope of the group. They list specific occupations that are included or excluded from the group.
- skill level statement – describes the skill level(s) relevant to the group
- subcategories – lists the groups in the level immediately below the group

## Elements of occupations

The elements of each occupation are:

- identifier – the numerical representation of the occupation
- principal title – the title which best describes the occupation. The most common title is usually used. There are exceptions in cases where the most common title is too broad or too narrow in meaning.
- lead statement – describes the skill specialisation relevant to the occupation. Any registration or licensing requirements are also shown.
- inclusion and exclusion statement(s) (optional) – clarifies the scope of the occupation. They list specific occupations that are included or excluded from the occupation.
- alternative title(s) – any commonly used alternative title (or titles) for the occupation. They have the same meaning as the principal title but are less commonly used.
- specialisation(s) – any common subset of jobs within the occupation. They involve the performance of a subset of specialised tasks within the occupation.
- skill level – one of OSCA's five skill levels which is relevant to the occupation
- main tasks – the set of tasks associated with the occupation. The set represents the main tasks only. The set is not intended to be comprehensive of all tasks associated with the occupation.

## Identifiers

A one, two, three, four and six-digit identifier is assigned to each major, sub-major, minor group, unit group, and occupation respectively. Each identifier is unique and shows hierarchical relationships within the classification. For example, Occupation 371132 Stonemason is part of:

- Major Group 3 – Technicians and Trades Workers
- Sub-major Group 37 – Building Structural Trades Workers
- Minor Group 371 – Bricklayers, Stonemasons and Concreters
- Unit Group 3711 – Bricklayers and Stonemasons

An identifier may not refer to the same group of jobs between versions of OSCA. The ABS will aggregate and disaggregate occupations over time to reflect changes in the labour market. An example is the separate identification of an emerging occupation from a not elsewhere classified occupation. The emerging occupation is assigned the next available six-digit identifier in the sequence. The not elsewhere classified occupation retains its six-digit identifier (ending in '99) however now refers to a smaller group of jobs.

## Residual groups

Identifiers ending with a '9' denote a residual category. For example, Sub-major Group 89 Other Labourers refers to all jobs in Major Group 8 that are not classified within the following Sub-major Groups:

- 81 Cleaner and Laundry Workers
- 82 Construction and Mining Labourers
- 83 Factory Process Workers
- 84 Farm, Garden and Forestry Workers, or
- 85 Fast Food Cooks and Food Preparation Assistants.

Similarly, Occupation 462699 Sportspersons nec refers to all jobs within Unit Group 4626 Sportspersons which are not elsewhere included in the following Occupations:

- 462631 Footballer
- 462632 Golfer, or
- 462633 Jockey.

OSCA 2024 v1.0 contains 86 'not elsewhere classified' (nec) occupations.

Each residual group is part of the OSCA structure used to classify jobs that do not meet [design constraints \(/statistics/classifications/osca-occupation-standard-classification-australia/2024-version-10/osca-structure#design-constraints\)](#) for example, Harbour Master. These groups of jobs may be listed within each nec occupation.

## Supplementary identifiers

Identifiers ending in zero are used to process responses which cannot be coded to an occupation, but can be coded to a major, sub-major, minor or unit group. These are called 'not further defined' (nfd) identifiers. For example, a response of 'Internal Medicine Specialist' is not detailed enough to be classified to any occupation. It can be coded to Unit Group 2643 Physicians which comprises all internal medicine specialists. The 'Internal Medicine Specialist' response is coded to supplementary identifier 264300 Physicians, nfd.

Identifiers commencing with a '0' (for example 099888 'Inadequately Described') are used to process and store responses which do not contain sufficient information to be coded to any part of OSCA. These supplementary identifiers are also used for responses which are outside of the scope of OSCA such as 'housewife', 'pensioner' and 'student'.

Supplementary identifiers are not part of the OSCA structure. They exist for operational reasons only. No responses would be coded to these identifiers if sufficient information or information within the scope of the classification was available.

## Design constraints

The design of OSCA is informed by three constraints – statistical balance, statistical feasibility, and mutual exclusivity.

### Statistical balance

Statistical balance ensures groups at the same level in OSCA have similar numbers of jobs. Statistical balance exists to minimise large variations in relative standard errors as large relative standard errors result in suppressing data produced by sample surveys.

Meaningful groups of jobs may not result if statistical balance is the only consideration. For example, groups of jobs which are growing at a faster rate than all other groups of jobs in the classification, or which represent large numbers of jobs but which cannot be meaningfully split may not be separately identified.

Statistical balance is achieved by applying ideal size ranges for each level of the classification. The ideal size ranges specify the ideal minimum and maximum number of employed persons that should be classified to each of OSCA's five levels. The ideal size range for each of OSCA's five levels and a specialisation is shown in the below table.

Ideal Size Range (employed persons)	
Major Group	500,000 to 1,500,000
Sub-major Group	100,000 to 300,000
Minor Group	50,000 to 150,000
Unit Group	5,000 to 30,000
Occupation	300 to 10,000
Specialisation	At least 50

Data from the 2021 Census of Population and Housing was the primary source for determining if statistical balance is achieved. Other data sources were given less emphasis as they can be less reliable. For example, the number of members of an association is of limited value because:

- employed persons can belong to multiple associations
- membership does not guarantee the member is working in a job associated with the occupation, and
- many retirees maintain their membership of an association after they cease employment.

The ideal size range was used for most groups of jobs in OSCA. Some groups of jobs are below the ideal minimum size. This is because these groups cannot be meaningfully combined (for example, Unit Group 1213 Legislators). Other groups exceed the ideal maximum size. In many cases, these groups cannot be meaningfully disaggregated (for example, Unit Group 2654 Registered Nurses, Occupation 273333 Software Engineer).

### Statistical feasibility

Statistical feasibility refers to whether meaningful data can be compiled. It considers whether the information typically provided in source data, such as the Census of Population and Housing or Labour Force Survey, is sufficiently detailed to enable accurate classification.

Statistical feasibility ensures OSCA only includes an occupation for which data can be produced. For example, there may be more than 300 employed persons in Australia undertaking the tasks of a fertility nurse. A separate occupation cannot be created if most of these employed persons state their main occupation is 'nurse', their tasks are 'nursing', the goods or services they produce or provide are 'health' and their industry of employment is 'health'.

### Mutual exclusivity

Mutual exclusivity ensures that each job is classified to one, and only one, group of jobs at each level of the classification with no overlaps. It means that OSCA can be applied without ambiguity to every job in the Australian labour market.

OSCA establishes mutual exclusivity through the set of tasks associated with the occupation. Individual tasks may be undertaken by multiple occupations. However, each occupation's set of tasks is unique to the occupation and not performed by any other. The set of main tasks listed for each occupation in OSCA has been defined to be unique. This ensures the mutual exclusivity of all occupations.

For example, the set of tasks for the occupations Carpenter and Bricklayer involve reading and interpreting plans and erecting structures. However, the main tasks for Carpenter also include using nails to erect structures made of wood and similar materials, while the main tasks for Bricklayer involve erecting structures made of bricks and mortar. These occupations are mutually exclusive because each has a unique set of tasks.

The design constraint of mutual exclusivity means that separate occupations cannot be identified in OSCA if the set of tasks are essentially the same. For example, registered nurse jobs in acute care are classified to Occupation 265432 Registered Nurse (Acute Care). Whether the job is in a private or public hospital makes no difference as the jobs perform the same main tasks. Similarly, beef cattle farmer jobs are classified to Occupation 152131 Beef Cattle Farmer. It is irrelevant whether they raise Angus or Hereford cattle as the main tasks are identical.

# Classifying and coding a job to an occupation

## Classifying a job to an occupation

Classifying a job to an occupation entails six steps:

### Step 1: Identify the skill level and skill specialisation of the job

[Skill Level \(/statistics/classifications/osca-occupation-standard-classification-australia/2024-version-10/conceptual-model#skill-level\)](#) and [Skill Specialisation \(/statistics/classifications/osca-occupation-standard-classification-australia/2024-version-10/conceptual-model#skill-specialisation\)](#) are discussed separately.

### Step 2: Determine the major group

- Skill level and skill specialisation determine the major group
- The relationship between skill level and major group is shown in the table below:

Major Group	Skill Level
1 Managers	1 and 2
2 Professionals	1
3 Technicians and Trades Workers	2 and 3
4 Community and Personal Service Workers	2, 3, 4 and 5
5 Clerical and Administrative Workers	2, 3, 4 and 5
6 Sales Workers	2, 3, 4 and 5
7 Machinery Operators and Drivers	3 and 4
8 Labourers	4 and 5

### Step 3: Determine the sub-major group based on the job's skill specialisation

- Skill specialisation determines the appropriate sub-major group within the selected major group
- More detail about the skill specialisation may be needed
- When the possible sub-major groups have different skill levels, the skill level helps determine the sub-major group.

### Step 4: Determine the minor group based on the job's skill specialisation

- Skill specialisation determines the appropriate minor group within the selected sub-major group
- More detail about the skill specialisation may be needed
- When the possible minor groups have different skill levels, the skill level helps determine the minor group.

### Step 5: Determine the unit group based on the job's skill specialisation

- Skill specialisation determines the appropriate unit group within the selected minor group
- More detail about the skill specialisation may be needed
- When the possible unit groups have different skill levels, the skill level helps determine the unit group.

### Step 6: Determine the occupation based on the job's skill specialisation

- Skill specialisation determines the appropriate occupation within the selected unit group
- More detail about the skill specialisation may be needed
- When the possible occupations have different skill levels, the skill level helps determine the occupation.

## Where skill specialisation aligns to several groups

In some cases, the skill specialisation of a job may align to several different groups. Where this happens, classify the job according to the skill specialisation requiring the most time.

For example, a skill level 1 job with skill specialisation 'engineering leadership/strategic management' could be classified to either Major Group 1 Managers ('leadership/strategic management') or Major Group 2 Professionals ('engineering'). The job should be classified to Major Group 2 Professionals if more time is spent undertaking the 'engineering' skill specialisation.

### **Example 1:**

A job as a Farm Manager on a cotton farm with overall responsibility for managing budgets, production and hiring farm workers and requiring 10 years agricultural experience.

- Step 1. The skill level is 1. The skill specialisation is ‘farm management’.
- Step 2. Must be classified to either Major Group 1 or 2 as there are no skill level 1 occupations in the remaining six major groups. Is classified to Major Group 1 based on the skill specialisation ‘leadership/strategic management’.
- Step 3. Is classified to Sub-major Group 15 Farmers and Farm Managers base on the skill specialisation ‘farm management’. It cannot be classified to any other sub-major group within Major Group 1.
- Step 4. Is classified to Minor Group 151 Broadacre, Horticultural and Mixed Production Farmers based on the skill specialisation ‘crop farming’ as cotton is a crop. It cannot be classified to any other minor group within Sub-major Group 15.
- Step 5. Is classified to Unit Group 1511 Broadacre Crop Growers based on the skill specialisation ‘cotton farming’ as cotton is a broadacre crop. It cannot be classified to any other unit group within Minor Group 151.
- Step 6. Is classified to Occupation 151131 Cotton Grower. It cannot be classified to any other occupation within Unit Group 1511.

### **Example 2:**

A job as a Structural Engineer requiring a minimum of a bachelor degree, involving the structural elements of civil engineering projects.

- Step 1. The skill level is 1. The skill specialisation is ‘structural engineering’.
- Step 2. Must be classified to either Major Group 1 or 2 as there are no skill level 1 occupations in the remaining six major groups. Is classified to Major Group 2 based on the skill specialisation ‘engineering’ and not having a leadership/strategic management requirement.
- Step 3. Is classified to Sub-major Group 24 Design, Engineering and Science Professionals based on the skill specialisation ‘engineering’. It cannot be classified to any other sub-major group within Major Group 2.
- Step 4. Is classified to Minor Group 243 Engineering Professionals based on the skill specialisation ‘engineering’. It cannot be classified to any other minor group within Sub-major Group 24.
- Step 5. Is classified to Unit Group 2432 Civil Engineering Professionals based on the skill specialisation ‘structural engineering’. It cannot be classified to any other unit group within Minor Group 243.
- Step 6. Is classified to Occupation 243234 Structural Engineer. It cannot be classified to any other occupation within Unit Group 2432.

### **Example 3:**

A job as a Sports Massage Therapist requiring a diploma qualification providing remedial massage to clients of a sports medicine practice.

- Step 1. The skill level is 2. The skill specialisation is broadly ‘health’.
- Step 2. The job must be classified to Major Groups 1, 3, 4, 5 or 6 as there are no skill level 2 occupations in the remaining major groups. Must be classified to Major Group 3 or 4 as there are no skill level 2 occupations with skill specialisation ‘health’ in Major Groups 1, 5 or 6. Is classified to Major Group 4 Community and Personal Service Workers as the skill specialisation relates to providing direct health care to patients.
- Step 3. The job is classified to Sub-major Group 44 Health Support Workers and Assistants as the skill specialisation relates to ‘providing direct health care to patients’. It cannot be classified to any other sub-major group within Major Group 4.
- Step 4. The job is classified to Minor Group 441 Health Support Workers as the skill specialisation relates to ‘providing direct health care to patients’. It cannot be classified to Minor Group 442 Patient and Health Care Assistants as this minor group does not contain any skill level 2 occupations. It also cannot be classified to any other minor group within Sub-major Group 44.
- Step 5. The job is classified to Unit Group 4412 Massage Therapists and Myotherapists as the skill specialisation relates to ‘providing massage therapy’. It cannot be classified to any other unit group within Minor Group 441.
- Step 6. The job is classified to Occupation 441233 Remedial Massage Therapist as the skill specialisation ‘providing remedial massage therapy’. It cannot be classified to any other occupation within Unit Group 4412.

## **Coding a job to an occupation**

Coding is a process to directly assign a 6-digit identifier to the information provided (often free text descriptions) without having to progress through the 6 steps needed for classifying a job. The information used is job titles and, preferably, the main tasks of the job as per the [Occupation Standard \(<https://www.abs.gov.au/statistics/standards/occupation-standard/2018>\)](https://www.abs.gov.au/statistics/standards/occupation-standard/2018). Ideally, information on the industry of the employer and the goods and services the employer produces is available.

Coding is an expedient method for implementing OSCA. It does not need an in-depth knowledge of OSCA, the labour market or jobs.

Coding typically relies on an algorithm and/or tools. It approximates the process of classifying a job to an occupation. It is usually the most

efficient way to assign an occupation to each record in a large dataset. Coding may assign supplementary identifiers to records which do not contain sufficient information.

The hierarchical structure of OSCA means the unit group, minor group, sub-major group, and major group levels are determined once a job is coded to an occupation.

The ABS provides two ways for coding occupation information to OSCA 2024 v1.0:

- the Whole of Australian Government Occupation Coding Service
- the OSCA Coder

### **The Whole of Australian Government Occupation Coding Service**

The Whole of Australian Government Occupation Coding Service is a machine learning approach to coding that connects via an Application Programming Interface (API). It predicts the probable OSCA code match for input job title and tasks. It enables registered users to adopt OSCA 2024 v1.0 to code their occupation data. For registered partner agencies, the Coding Service enables automatic batch coding of large datasets, comprising up to millions of records, to OSCA 2024 v1.0 in minutes.

Further information about the Coding Service is available at [Whole of Australian Government Occupation Coding Service](https://www.abs.gov.au/about/key-priorities/whole-australian-government-occupation-coding-service#:~:text=On%20this%20page,-What%20is%20the%20new%20occupation%20coding%20service%3F,an%20comparable%20across%20data%20sources,) ([https://www.abs.gov.au/about/key-priorities/whole-australian-government-occupation-coding-service#:~:text=On%20this%20page,-What%20is%20the%20new%20occupation%20coding%20service%3F,an%20comparable%20across%20data%20sources,.](https://www.abs.gov.au/about/key-priorities/whole-australian-government-occupation-coding-service#:~:text=On%20this%20page,-What%20is%20the%20new%20occupation%20coding%20service%3F,an%20comparable%20across%20data%20sources,)).

### **The OSCA Coder**

The OSCA Coder is a downloadable program that requires users to code each description individually by manually entering the information into the coder. It assigns codes according to prescribed rules incorporated into a detailed coding index. The index is an extensive list of occupation titles which incorporates tasks, goods and industry information, as needed, to determine the appropriate OSCA 2024 v1.0 code. The OSCA Coder is available on request.

Further information about the OSCA Coder is available at [Occupation Standard Classification for Australia \(OSCA\) Coder, 2024](https://www.abs.gov.au/statistics/classifications/occupation-standard-classification-australia-osca-coder/latest-release) (<https://www.abs.gov.au/statistics/classifications/occupation-standard-classification-australia-osca-coder/latest-release>).

## Treatment of specific cases

### Occupations with a broad range of tasks

OSCA defines occupations in terms of skill level and skill specialisation. A solution is required to classify a job whose tasks relate to more than one OSCA occupation. The job should be classified according to the following order of precedence.

1. Where the tasks of the job relate to different OSCA skill levels, the job is classified to the occupation at the higher skill level. For example, a job involving driving a truck (Occupation 713131 Truck Driver (General) – OSCA Skill Level 4) and loading and unloading the truck (Occupation 891131 Freight Handler (Rail or Road) – OSCA Skill Level 5) is classified to Occupation 713131 Truck Driver (General).
2. Where the tasks of the job are at the same skill level, but relate to different stages of the production and distribution process, the tasks related to the production stage take priority. For example, a job involving assisting with propagating plants (Occupation 842231 Horticultural Nursery Assistant – OSCA Skill Level 5) and selling plants (Occupation 631131 Sales Assistant (General) – OSCA Skill Level 5) is classified to Occupation 842231 Horticultural Nursery Assistant.
3. Where the tasks are at the same skill level and at the same stage of production, the job is classified according to the amount of time spent on each set of tasks. For example, a job involving assembling and installing fire doors, door frames and fittings (Occupation 372131 Carpenter and Joiner – OSCA Skill Level 3), and installing and connecting electrical wiring to ensure that the door closes automatically when a fire alarm sounds (Occupation 381231 Electrician (General) – OSCA Skill Level 3) is classified to Occupation 372131 Carpenter and Joiner if the job requires the most amount of time spent on these tasks.

### Apprentices or trainees

OSCA classifies occupations according to the requirements for competent performance of a set of tasks. Most apprentices or trainees perform the same tasks as those performed by an employed person who is not an apprentice or trainee, but under varying degrees of supervision and at varying levels of competence. The skill of an apprentice or trainee nearing completion of their training is, generally, significantly higher than on day one of their training.

OSCA does not include separate occupations for apprentices or trainees. For example, apprentice carpenters or trainee hairdressers are classified to Occupations 372132 Carpenter and 392132 Hairdresser, respectively.

### Supervised practice or provisional registration

Some professions require newly or overseas qualified employed persons, or those returning to the profession after a significant absence to work under an experienced supervisor to ensure competent performance. These arrangements, referred to as supervised practice or provisional registration, confirm that the occupant of a job has the required skills (level and specialisation) to competently perform the required set of tasks. They are common for professions such as law, medicine, nursing, psychology and teaching. For example, a newly graduated lawyer must be supervised for 18 months to 2 years by another lawyer who works at the same practice who holds a practising certificate. A new graduate from a psychology course needs provisional registration to undertake a supervised internship before achieving general registration as a psychologist.

Persons employed via such arrangements perform the same tasks as those performed by the person supervising them. Therefore, OSCA does not include separate occupations for jobs undertaken via supervised practice or provisional registration. For example, graduate architects or provisionally registered psychologists are classified to Occupations 241131 Architect and 261231 Psychologist, respectively.

### Defence force occupations

Defence force roles which have a civilian equivalent are classified to the relevant civilian occupation. For example, the army role Recovery Mechanic is classified to Occupation 713132 Tow Truck Driver. Similarly, Nursing Officer is classified to Occupation 265499 Registered Nurses nec.

Defence force roles for which there is no civilian equivalent are classified to one of four specific defence force occupations: 121232 Defence Force Senior Officer, 149231 Commissioned Defence Force Officer, 149431 Senior Non-commissioned Defence Force Member, and 451131 Defence Force Member – Other Ranks. For example, the navy role Boatswain's Mate is classified to Occupation 451131 Defence Force Member – Other Ranks.

### Management, senior managers, middle managers, and supervisors / team leaders

#### Management

Management occupations classified to Major Group 1 are distinguished from other occupations based on whether the predominant or most frequent tasks performed relate to planning, organising, directing, controlling and coordinating an organisation, or specific functions

within the organisation. This includes not only specific functional roles but also high-level executive positions such as CEOs and General Managers who have overall control of the entire organisation. These roles require a comprehensive understanding of the organisation's strategic goals and the ability to lead and manage diverse teams to achieve these objectives. The primary field of knowledge for these occupations is 'management and leadership' which includes strategic planning, high level decision-making, resource allocation, and performance management.

In many cases, management jobs will have a secondary field of knowledge that is required to perform the role competently, and which is not readily transferable to other management roles. If the occupation requires a secondary field of knowledge, that field of knowledge is used to classify the occupation to a 'specialist' management occupation in Sub-major Group 11, 13, 14, 15, 16 or 17.

For example, the primary field of knowledge for the Occupation 131131 Construction Project Manager is 'management and leadership' as the main tasks performed are related to planning, organising, controlling and coordinating the construction functions of the organisation they work for. The secondary field of knowledge is 'construction' as the occupation also requires qualifications and/or extensive experience in construction related activities.

### **Senior managers**

Occupations classified in Sub-major Group 12 Chief Executives, General Managers and Legislators are usually senior managers in organisations that are large enough to have a hierarchy of managers. The main characteristics of chief executives and general managers is that they coordinate and direct the activities of other managers who have a range of specialised functions, and that they report to a board of directors. This is a result of the management and governance arrangements of organisations and reflects the complexity of the organisation's functions as much as its size.

Most occupations classified in Sub-major Group 16 Hospitality and Retail Managers are in relatively small organisations that do not usually have hierarchies of managers. Although many shop managers are responsible for running relatively small establishments, the managers of large supermarkets and department stores are still shop managers. They are classified with other shop managers in Unit Group 1621 Retail Managers.

Jobs classified in Sub-major Groups 11 Business Administration and Promotion, and ICT Managers, 13 Construction, Production and Distribution Managers, 14 Education, Health, Welfare and Other Specialist Managers, 15 Farmers and Farm Managers and 17 Office Administration and Service Managers may be employed in large hierarchical organisations or in relatively small organisations that provide specialist services to other organisations.

The size of the organisation where a manager is employed is irrelevant when determining the most appropriate occupation. This is because Major Group 1 is organised by skill specialisation, not by the size of the organisation managed. To classify a job to Major Group 1, both the job title and the main tasks or duties performed need to be considered.

Where an occupation's primary field of knowledge is management, and the skill level is 1 or 2, the occupation will be classified to Major Group 1.

### **Middle managers**

Middle management occupations are regarded as the level of management immediately below senior managers.

Where the predominant tasks of a middle management occupation are related to management and the skill level is 1 or 2, the occupation is included in Major Group 1, with their secondary field of knowledge determining the appropriate 'specialist' management occupation in Sub-major Group 11, 13, 14, 15, 16 or 17.

Where the primary tasks of a middle management occupation are related to another field of knowledge and the skill level is 1, the occupation is included in Major Group 2 Professionals. For example, the primary task of the Occupation 211131 Accountant (General) is undertaking accountancy work, even though the occupation usually includes some management responsibilities. Accordingly, the occupation is included in Major Group 2 Professionals.

Where the primary tasks of a middle-management occupation are not management related, and the skill level is not 1, the occupation is classified to the major group that best reflects its primary skill specialisation and skill level. For example, an Automotive Technician (General) whose primary role is repairing motor vehicles but also has management responsibility for organising and coordinating the functions of the business, will be classified to 351131 Automotive Technician (General).

### **Supervisors / team leaders**

Managers have responsibility for the operations of an organisation or specific functions within an organisation. Supervisors and team leaders are only responsible for supervising staff, and often undertake the same main tasks as those they are supervising.

Supervisors and team leaders are generally classified to the same occupation as the most-skilled workers they supervise. The main tasks of supervisors and team leaders are generally the same as those they supervise, with supervision of staff being a minor part of their job. In some cases, these supervisory or team leader roles have been created as a specialisation of the occupation.

For example, Cabin Supervisor (Aircraft) is a specialisation of the Occupation 461731 Flight Attendant. The skill level and main tasks of a cabin supervisor are largely the same as a Flight Attendant, with some additional supervisory responsibility.

There are exceptions to this convention. Where the supervisor or team leader role requires a higher level of skill than those they are supervising, or where the main tasks of the supervisory role are different to those they supervise, a separate occupation has been created.

Supervisory occupations have been created for sectors such as:

- aged and disability services (for example Aged Care Team Leader)
- agriculture and horticulture (for example Aquaculture Supervisor, Senior Beef Cattle Station Worker, Senior Broadacre Crop Farm Worker, Vineyard Supervisor)
- construction (for example Civil Construction Leading Hand)
- early childhood services (for example Early Childhood Education Room Leader), and
- hospitality (for example Bar Supervisor, Cafe or Restaurant Supervisor, Gaming Supervisor)

Where the size of the supervisory occupation meets the minimum ideal threshold, it has been included in a separate unit group to the occupations supervised to ensure the unit group is at a single skill level. However, where it does not meet the minimum threshold, the supervisory occupation was included in the same unit group as the occupations supervised.

### **Managers and operators of small businesses**

Self-employed workers who operate their own business either independently or with the assistance of a small number of other workers will often undertake some management and administrative tasks. Such jobs are only classified to Major Group 1 Managers if the main component of the job is management of the business and supervision of staff.

For example, a hairdresser who owns and operates their own salon and employs a small number of other hairdressers and a receptionist but spends most of their time cutting and styling hair is classified to Occupation 392132 Hairdresser. If, on the other hand, most of their time is spent running the salon and hiring and supervising employees then that job is classified to Occupation 172431 Hair or Beauty Salon Manager.

## History of occupation classifications used in Australia

Rewrites to occupation classifications occur to identify emerging occupations, aggregate declining occupations, and change details of existing occupations. The table below shows the history of occupation classifications used in Australia.

Classification	Year of publication	Summary of revision
CCLC	1966, 1971, 1976, 1981	Classification and Classified List of Occupations (CCLC).  Adapted from and closely adhering to the principles embodied in the International Standard Classification of Occupations issued by the International Labour Office, Geneva, 1958 and as revised in 1968.
ASCO First Edition	1986	Australian Standard Classification of Occupations (ASCO) First Edition was developed jointly by the ABS and the then Department of Employment and Industrial Relations.  ASCO First Edition was the first time skill level and skill specialisation were used as the basis for classifying occupations. As such, it was a major departure from the conceptual model underpinning the CCLC which classified occupations mainly based on the goods and services produced.  Skill level criterion was based on the skill level required for entry to an occupation.
ASCO Second Edition	1997	ASCO Second Edition was developed jointly by the ABS and the then Department of Employment, Education, Training and Youth Affairs.  ASCO Second Edition identified significant changes in the Australian labour market resulting from industry and award restructuring, technological change and competency-based approaches to career entry and progression.  It is based on the same criteria as ASCO First Edition.
ANZSCO First Edition	2006	Australian and New Zealand Standard Classification of Occupations (ANZSCO) First Edition was established jointly by the ABS, Stats NZ and the then Australian Government Department of Education, Employment and Workplace Relations.  It is based on the concepts of skill level and skill specialisation. Skill level criterion was based on the skill level required to competently perform the tasks required of the occupation.
ANZSCO First Edition, Revision 1	2009	Minor update to the ANZSCO structure at the occupation level and definitional changes for some occupations.
ANZSCO Version 1.2	2013	Minor update to the ANZSCO structure including the identification of emerging occupations and aggregation of declining occupations. Updates were made to the descriptions of some occupations including amended principal titles, alternative titles and specialisations for selected occupations. A small set of changes were made for unit groups.
ANZSCO Version 1.3	2019	Revisions were made to the skill level, registration and licensing requirements for some occupations, and the example occupations for selected not elsewhere classified categories.
ANZSCO 2021 Australian Update	2021	Revisions were made from a review of selected occupations identified as emerging and/or related to agriculture, forestry and fisheries, cyber security, and naval ship building.
ANZSCO 2022 Australian Update	2022	Revisions were made from a review of selected occupations identified as emerging and/or construction-related trades occupations.
OSCA 2024 v1.0	2024	Occupation Standard Classification for Australia (OSCA) 2024 Version 1.0.  A new classification reflecting the Australian labour market resulting from a comprehensive review of ANZSCO and the introduction of a tailored occupational statistical classification for Australia.

## OSCA 2024 v1.0

OSCA 2024 v1.0 is the result of a comprehensive review of ANZSCO conducted between July 2022 and December 2024. While ANZSCO had some minor revisions, it largely reflects the original 2006 edition, which was based on the 2001 Australian and New Zealand labour market.

The Australian Government agreed to review ANZSCO to reflect the significant changes in the Australian labour market over the past two decades. Examples of these changes include: technological advancements, evolving industry practices, and emerging occupations.

The ABS conducted four rounds of public consultation to gather input on necessary changes. Each round focused on subsets of occupations, ensuring that all occupations were covered by the review.

The resulting classification has been named as Occupation Standard Classification for Australia (OSCA). This reflects the decision of ABS and Stats NZ to cease joint management of ANZSCO in October 2024 and implement occupation classifications which meet their specific needs.

OSCA 2024 v1.0 reflects engagement with over 2,000 stakeholders, multiple data sources (including the 2021 Census of Population and Housing), and external analysis (including, recommendations from the Royal Commission into Aged Care Quality and Safety and the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability). It also reflects input from a quality assurance process comprising independent analysts from the ABS, the international community, and Australian labour market analysts.

The ABS used generative artificial intelligence to identify the set of tasks for each occupation. Each set of tasks was evaluated and adjusted by multiple layers of human centred review.

# Summary of major changes between ANZSCO v1.3/2021/2022 and OSCA 2024 v1.0

This section summarises the main changes between ANZSCO and OSCA. The detailed occupation level changes between the two classifications can be found in the correspondence tables available from [Data downloads \(/statistics/classifications/osca-occupation-standard-classification-australia/2024-version-10/data-downloads\)](#).

## An improved hierarchical structure

### Major Group 1 Managers

ANZSCO Sub-major Group 13 Specialist Managers has been split into three sub-major groups: ()

- Sub-major Group 11 Business Administration and Promotion, and ICT Managers
- Sub-major Group 13 Construction, Production and Distribution Managers, and
- Sub-major Group 14 Education, Health, Welfare and Other Specialist Managers.

ANZSCO Sub-major Group 14 Hospitality, Retail and Service Managers has been split into two sub-major groups:

- Sub-major Group 16 Hospitality and Retail Managers, and
- Sub-major Group 17 Office Administration and Service Managers.

These changes are designed to improve the statistical balance of the classification and increase the granularity of occupation data published at the two-digit level.

ANZSCO Unit Groups 5121 Office Managers and 5122 Practice Managers have also been included in OSCA Major Group 1 as their skill specialisation better aligns to management.

### Major Group 2 Professionals

OSCA Major Group 2 has been clarified to only include occupations at Skill Level 1. Occupations in ANZSCO Major Group 2 Professionals which are not at Skill Level 1 have been included in OSCA Major Groups 3 Technicians and Trades Workers, 4 Community and Personal Service Workers, 5 Clerical and Administrative Workers or 6 Sales Workers. ()

Similarly, ANZSCO occupations at Skill Level 1 in other major groups (excluding ANZSCO Major Group 1) which are not management occupations (classified to Major Group 1) have been included in OSCA Major Group 2. These occupations have come from ANZSCO Major Groups 3 Technicians and Trades Workers and 4 Community and Personal Service Workers.

ANZSCO Sub-major Groups 21 Arts and Media Professionals and 27 Legal, Social and Welfare Professionals have been reorganised into two sub-major groups: ()

- Sub-major Group 23 Cultural and Social Professionals, and
- Sub-major Group 28 Legal Professionals.

ANZSCO Sub-major Group 22 Business, Human Resource and Marketing Professionals has been split into two sub-major groups:

- Sub-major Group 21 Accounting and Finance Professionals, and
- Sub-major Group 22 Business Professionals.

Allied health professionals have been recognised with the addition of three minor groups:

- Minor Group 261 Allied Health Counselling, Psychology, Social Work and Creative Therapy Professionals
- Minor Group 262 Allied Health Physical and Sensory Therapy Professionals, and
- Minor Group 263 Allied Health Science Professionals.

### Major Group 3 Technicians and Trades Workers

ANZSCO Sub-major Group 32 Automotive and Engineering Trades Workers has been split into two sub-major groups:

- Sub-major Group 33 Engineering Trades Workers, and
- Sub-major Group 35 Automotive Technicians and Trades Workers.

ANZSCO Sub-major Group 33 Construction Trades Workers has been split into two sub-major groups:

- Sub-major Group 36 Building Completion and Related Trades Workers, and
- Sub-major Group 37 Building Structural Trades Workers.

All occupations in ANZSCO Unit Group 2312 Marine Transport Professionals are included in OSCA Major Group 3 as Unit Group 3134 Marine Transport Masters, Officers and Technicians.

Several occupations from ANZSCO Major Groups 4, 7 and 8 have been included in OSCA Major Group 3. These are occupations at Skill Level 2 or 3 with a technical skill specialisation.

Several occupations from ANZSCO Major Group 3 have been included in OSCA Major Groups 2 Professionals or 4 Community and Personal Service Workers. These are occupations at Skill Level 1, or at Skill Level 3 or 4 with personal services skill specialisation.

#### **Major Group 4 Community and Personal Service Workers**

ANZSCO Sub-major Groups 41 Health and Welfare Support Workers and 42 Carers and Aides have been reorganised into four sub-major groups:

- Sub-major Group 41 Community and Welfare Support Workers
- Sub-major Group 42 Aged Care and Disability Services and Support Workers
- Sub-major Group 43 Early Childhood Educators, Child Carers and Education Assistants, and
- Sub-major Group 44 Health Support Workers and Assistants.

Several occupations from ANZSCO Major Groups 3 and 5 have been included in OSCA Major Group 4. These are occupations at Skill Level 3 or 4 with community, personal or protective services skill specialisation.

Several occupations from ANZSCO Major Group 4 have been included in OSCA Major Groups 1 Managers or 3 Technicians and Trades Workers. These are occupations at Skill Level 2 with a management or technical skill specialisation.

#### **Major Group 5 Clerical and Administrative Workers**

ANZSCO Sub-major Groups 55 Numerical Clerks and 59 Other Clerical and Administrative Workers have been reorganised into four sub-major groups:

- Sub-major Group 53 Financial Services and Insurance Workers and Brokers
- Sub-major Group 54 Accounting and Related Clerks
- Sub-major Group 57 Supply Chain Support Workers, and
- Sub-major Group 59 Other Clerical and Administrative Workers.

OSCA Minor Group 591 Inspectors and Regulatory Officers has been created from ANZSCO Unit Group 5995 Inspectors and Regulatory Officers and part of ANZSCO Unit Group 5619 Other Clerical and Office Support Workers.

Several occupations from ANZSCO Major Group 5 have been included in OSCA Major Groups 1 Managers or 7 Machinery Operators and Drivers. These are occupations at Skill Level 2 with a management skill specialisation, or Skill Level 4 with vehicle operation skill specialisation.

#### **Major Group 6 Sales Workers**

Several occupations from ANZSCO Major Group 6 have been included in OSCA Major Groups 1 Managers, 4 Community and Personal Service Workers or 8 Labourers. These are occupations at Skill Level 2 with a management skill specialisation, or Skill Level 4 or 5 with a personal services skill specialisation.

#### **Major Group 7 Machinery Operators and Drivers**

The scope of OSCA Major Group 7 has expanded to include Skill Level 3 occupations, in addition to the existing Skill Level 4 occupations.

Several occupations from ANZSCO Major Groups 5 and 8 have been included in OSCA Major Group 7. These are occupations at Skill Level 4 or 5 with a vehicle or plant operation skill specialisation.

Conversely, several occupations from ANZSCO Major Group 7 have been included in OSCA Major Group 3 Technicians and Trades Workers. These are occupations at Skill Level 3 with a technical skill specialisation.

## **Major Group 8 Labourers**

Several occupations from ANZSCO Major Group 6 have been included in OSCA Major Group 8 Labourers. These are occupations at Skill Level 5 with protective services skill specialisation.

Conversely, several occupations from ANZSCO Major Group 8 have been included in OSCA Major Group 3 Technicians and Trades Workers, 4 Community and Personal Service Workers, or 7 Machinery Operators and Drivers. These are occupations at Skill Level 3 with a technical skill specialisation, Skill Level 4 or 5 with personal services skill specialisation, or Skill Level 4 with plant operation skill specialisation.

## **Improved identification of Aboriginal and Torres Strait Islander occupations**

In OSCA 2024 v1.0, greater emphasis has been placed on the identification of Aboriginal and Torres Strait Islander occupations.

Additional Aboriginal and Torres Strait Islander occupations have been separately identified in OSCA 2024 v1.0. These include 232335 Heritage Consultant (specialisation Aboriginal and Torres Strait Islander Heritage Surveyor), 244331 Aboriginal and Torres Strait Islander Land and Sea Ranger, and 461632 Tour Guide (specialisation Aboriginal and Torres Strait Islander Tour Guide). The ANZSCO Occupation 411511 Aboriginal and Torres Strait Islander Health Worker has been split into two distinct Occupations: 441931 Aboriginal and Torres Strait Islander Health Practitioner and 441932 Aboriginal and Torres Strait Islander Health Worker.

## **Improved identification of female-dominated occupations**

OSCA 2024 v1.0 has made significant strides in addressing the underrepresentation of female-dominated occupations. These occupations were frequently grouped within broad categories, leading to a lack of detailed insight and recognition.

The female-dominated ANZSCO Sub-major Group 42 Carers and Aides accounted for 5.3% of all employed persons in the 2021 Census of Population and Housing. The sub-major group has been replaced in OSCA by Sub-major Groups 42 Aged Care and Disability Services and Support Workers, and 43 Early Childhood Educators, Child Carers and Education Assistants. This has improved visibility of these workforces.

Of the 5.3% counted in ANZSCO Sub-major Group 42, 35% (or 1.9% of the total Australian workforce) were counted in ANZSCO Occupation 423111 Aged or Disabled Carer. The diversity, specialisation and leadership of jobs within this occupation is not visible. OSCA 2024 v1.0 replaces this ANZSCO occupation with five OSCA occupations: 421132 Aged Care Team Leader, 421231 Community Aged Care Support Worker, 421331 Residential Aged Care Worker, 422231 Disability Support Worker and 422232 Disability Team Leader.

## **Comparison between OSCA 2024 v1.0 and ANZSCO**

The following table indicates the number of categories at each level for the respective classifications.

Hierarchical Level	OSCA	ANZSCO 2022	ANZSCO 2021	ANZSCO Version 1.3	ANZSCO Revision 1	ANZSCO
Major Group	8	8	8	8	8	8
Sub-major Group	53	43	43	43	43	43
Minor Group	111	99	99	97	97	97
Unit Group	421	364	364	358	358	358
Occupation	1,156	1,076	1,070	1,023	1,014	998

## Comparison with ISCO-08

The International Standard Classification of Occupations (ISCO) was developed by the International Labour Organization (ILO). ISCO was first published in 1958 with revised versions produced in 1968, 1988 and 2008. The main aims of ISCO are to provide a basis for international comparisons of occupation statistics between member countries and to provide a conceptual model for the development of national occupation classifications.

The current edition, ISCO-08, uses skill level and skill specialisation as criteria in the conceptual framework for the classification. Four broad skill levels are used, defined in terms of the educational categories and levels that appear in the International Standard Classification of Education 1997 published by the United Nations Educational, Scientific and Cultural Organization. ISCO-08 is currently being revised. The ILO aims to make the revised classification available in time for implementation in 2030.

The following table indicates the number of categories at each level of OSCA 2024 v1.0 and ISCO-08.

Hierarchical Level	OSCA 2024 v1.0	ISCO-08
Major Group	8	10
Sub-major Group	53	43
Minor Group	111	130
Unit Group	421	436
Occupation	1,156	-

The occupation level is not defined in ISCO-08 as it is expected that individual countries will develop this level of detail to suit their requirements.

The following table compares the major group titles for OSCA 2024 v1.0 and ISCO-08. It does not provide a correspondence between the two classifications. The detailed relationship between OSCA and ISCO-08 is contained in the correspondence tables between OSCA and ISCO-08 available from [Data downloads \(/statistics/classifications/osca-occupation-standard-classification-australia/2024-version-10/data-downloads\)](#).

OSCA 2024 v1.0	ISCO-08
1 Managers	1 Managers
2 Professionals	2 Professionals
3 Technicians and Trades Workers	3 Technicians and Associate Professionals
4 Community and Personal Service Workers	4 Clerical Support Workers
5 Clerical and Administrative Workers	5 Services and Sales Workers
6 Sales Workers	6 Skilled Agricultural, Forestry and Fishery Workers
7 Machinery Operators and Drivers	7 Craft and Related Trades Workers
8 Labourers	8 Plant and Machine Operators and Assemblers
	9 Elementary Occupations
	0 Armed Forces Occupations

The ten major groups in ISCO-08 are broadly similar to the eight major groups in OSCA 2024 v1.0. The most significant differences at major group level are:

- ISCO-08 identifies Skilled Agricultural, Forestry and Fishery Workers as a separate major group (Major Group 6). OSCA 2024 v1.0 includes Farmers and Farm Managers as a sub-major group in Major Group 1 Managers; Skilled Animal, Agricultural and Horticultural Workers as a sub-major group in Major Group 3 Technicians and Trades Workers; and Farm, Forestry and Garden Workers as a sub-major group in Major Group 8 Labourers.
- ISCO-08 Major Group 3 Technicians and Associate Professionals has no equivalent in OSCA 2024 v1.0.
- OSCA 2024 v1.0 Major Group 4 Community and Personal Service Workers has no equivalent in ISCO-08.
- ISCO-08 Major Group 7 Craft and Related Trades Workers is largely comparable to OSCA 2024 v1.0 Major Group 3 Technicians and Trades Workers except for Sub-major Group 31 Building, Engineering, ICT and Scientific Technicians.
- ISCO-08 Major Group 9 Elementary Occupations is largely comparable to OSCA 2024 v1.0 Major Group 8 Labourers.
- In ISCO-08, jobs held by members of the armed forces are included in Major Group 0 Armed Forces. In OSCA 2024 v1.0, jobs held by members of the armed forces are classified with their civilian equivalents, where these exist, or to one of four defence force specific occupations – 121232 Defence Force Senior Officer, 149231 Commissioned Defence Force Officer, 149431 Senior Non-commissioned Defence Force Member, and 451131 Defence Force Member – Other Ranks.

## Data downloads

### OSCA structure

The detailed structure of OSCA at each hierarchical level is shown. The tables also show the applicable skill level(s).

#### Data files

[Download xlsx \[732.67 KB\]](#)

### OSCA category descriptions

Descriptive material for each category in OSCA from major group to occupation.

#### Data files

[Download xlsx \[481.84 KB\]](#)

### OSCA correspondence tables

OSCA correspondences to ANZSCO, ISCO-08 and NOL

#### Data files

[Download xlsx \[626.04 KB\]](#)

### Index of principal titles, alternative titles and specialisations

The list of occupation titles (principal titles, alternative titles, specialisations and titles of occupations included in nec categories) published in OSCA

#### Data files

[Download xlsx \[315.23 KB\]](#)

## Browse classification

### Major Group

## 1 Managers

Plan, organise, direct, control and coordinate operations of governments, enterprises and other organisations and organisational units within them. Managers have a high level of responsibility, accountability and knowledge within the organisational hierarchy and will typically have responsibility for and make decisions about the overall strategic and operational direction of the business, budgets, and selection, appointment and dismissal of staff.

Supervisors are excluded from this major group. Supervisory occupations are included in other major groups according to the skill level and skill specialisation applying to each occupation.

### OSCA skill level

The occupations in this major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience
- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

### Sub-major Group

## 11 Business Administration and Promotion, and ICT Managers

Plan, organise, direct, control and coordinate the business administration, promotion, communication, and information and communication technology (ICT) functions and activities within organisations.

Office Administration and Practice Managers are excluded from this sub-major group. Office Administration and Practice Managers are included in Minor Group 171 Office Administration and Practice Managers.

### OSCA skill level

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Minor Group

## 111 Business Administration Managers

Plan, organise, direct, control and coordinate the corporate, financial, human resource, policy, planning, research and development and workplace compliance activities within organisations.

### OSCA skill level

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Unit Group

## 1111 Corporate Services Managers

Plan, organise, direct, control and coordinate the overall administration of organisations.

### OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Occupation

## 111131 Corporate Services Manager

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

**Alternative title**

- Business Services Manager

**Skill level: 1****Main tasks**

- Provides high level administrative, strategic planning and operational support, research and advice to senior management on administrative matters such as staff management, financial planning, facility management and information services
- Develops the organisation's administrative, financial, physical and staff resources
- Implements administrative, financial and operational procedural statements and guidelines for use by staff in the organisation
- Analyses complex resource management issues and initiatives that affect the organisation, and prepares associated reports, correspondence and submissions
- Provides information and support for the preparation of financial reports and budgets
- Leads, manages and develops administrative staff to ensure smooth business operations and the provision of accurate and timely information
- Represents the organisation in negotiations and at conventions, seminars, public hearings and forums, and promotes existing and new programs and policies

**Unit Group**

## 1112 Finance Managers

Plan, organise, direct, control and coordinate the financial and accounting activities within organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 111231 Finance Manager

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

**Alternative titles**

- Chief Financial Officer
- Finance Director
- Financial Controller

**Specialisation**

- Financial Administrator

**Skill level: 1****Main tasks**

- Determines, implements, monitors, reviews and evaluates budgetary and accounting strategies, policies and plans in consultation with other managers
- Provides financial information and interprets the implications for business performance and funding needs
- Coordinates the development, implementation and monitoring of accounting systems
- Directs the preparation of financial reports that summarise and forecast an organisation's financial position, such as income statements and balance sheets, and analyses future earnings and income
- Advises on investment strategies, sources of funds, and the distribution of earnings
- Delivers long-range profit forecasts, budgeting and financial reports
- Ensures compliance with financial legislation and standards

**Unit Group**

## 1113 Human Resources Managers

Plan, organise, direct, control and coordinate the human resource and workplace relations activities within organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 111331 Human Resources Manager

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

**Alternative titles**

- HR Manager
- People and Culture Manager

**Specialisations**

- Employee Relations Manager
- Training and Development Manager

**Skill level: 1****Main tasks**

- Determines, implements, monitors, reviews and evaluates human resource management strategies, policies and plans
- Advises and assists other managers in applying sound recruitment and selection practices, and appropriate induction, training and development programs
- Develops and implements performance management systems to appraise and improve individual and team performance
- Represents the organisation in negotiations with unions and employees to determine remuneration and other conditions of employment
- Develops equal employment opportunity programs, and ensures compliance with related statutory requirements
- Oversees the application of redundancy and other employee retrenchment policies
- Monitors employment costs and productivity levels
- May train and advise other managers in personnel and workplace relations matters

**Unit Group**

## 1114 Policy and Planning Managers

Plan, organise, direct, control and coordinate policy advice and strategic planning within organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 111431 Policy and Planning Manager

Plans, organises, directs, controls and coordinates policy advice and strategic planning within an organisation.

**Alternative title**

- Public Policy Manager

**Specialisation**

- Strategic Planning Manager

**Skill level: 1****Main tasks**

- Develops, implements and monitors strategic and business planning activities, organisational programs, policies, processes, systems and procedures to achieve goals, objectives and work standards
- Develops, implements, administers and participates in policy research and analysis
- Coordinates the implementation of policies and practices
- Communicates organisational policies and procedures
- Establishes activity measures and measurements of accountability
- Oversees and participates in the development of policy documents and reports
- Consults with, and provides expert advice to, government officials and board members on policy, program and legislative issues
- Represents the organisation in negotiations and at conventions, seminars, public hearings and forums convened to discuss policy issues
- Undertakes short-term and long-term business planning as part of the managerial process
- Plans for uncertain future events

**Unit Group**

## 1115 Research and Development Managers

Plan, organise, direct, control and coordinate research and development activities within organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 111531 Research and Development Manager

Plans, organises, directs, controls and coordinates research and development activities within an organisation.

**Alternative title**

- R & D Manager

**Skill level: 1****Main tasks**

- Develops and implements research project strategies, priorities and targets to support commercial and policy developments
- Leads major research projects and coordinates activities of other research workers
- Assesses the benefits and monitors the costs and effectiveness of research and development activities
- Interprets results of research projects, and recommends associated product and service development innovations
- Provides advice on research and development options available to the organisation
- Monitors leading-edge developments in relevant disciplines and assesses implications for the organisation
- May publish results of significant research projects

**Unit Group**

## 1116 Workplace Compliance Managers

Plan, organise, direct, control, coordinate and promote adherence to regulatory frameworks and strategies, quality systems and certification processes, and work health and safety programs within organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 111631 Quality Assurance Manager

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

ICT quality managers are excluded from this occupation. ICT quality managers are included in Occupation 272231 ICT Quality Assurance Engineer.

**Skill level: 1****Main tasks**

- Liaises with technical, production and operational staff and management to ensure maximum quality outputs
- Updates and issues product specifications
- Oversees the activity of the quality assurance department and team in developing, implementing and maintaining processes and systems designed to ensure the quality and safety of the company's products
- Trains staff to uphold the highest quality standards
- Prepares for audits, reporting and quality improvement initiatives

**Occupation**

## 111632 Regulatory Affairs Manager

Plans, organises, directs, controls, coordinates and promotes adherence to regulatory frameworks and strategies within an organisation.

Monitors regulatory environment and enables compliance.

**Skill level:** 1

### Main tasks

- Develops and monitors regulatory policies, procedures and strategies
- Prepares, reviews and submits regulatory documents and applications to regulatory agencies
- Provides regulatory guidance, and coordinates with other departments within an organisation to ensure that products and services are compliant with relevant regulations
- Manages regulatory activities such as audits, regulatory agency inspections or product recalls
- Monitors changes in the regulatory environment to determine potential impacts on organisational processes

**Occupation**

## 111633 Work Health and Safety Manager

Leads the development and implementation of work health and safety programs, and ensures compliance with related statutory requirements.

**Alternative titles**

- Occupational Health and Safety Manager
- WHS Manager

**Skill level: 1****Main tasks**

- Manages the operations of the work health and safety business unit
- Manages work health and safety budgets
- Manages organisational response to any injury and compliance investigations
- Sets, monitors, reviews and evaluates work health and safety management strategies, policies and plans
- Oversees the organisation's work health and safety policies and practices to ensure compliance with legal requirements
- Advocates for work health and safety in organisational policy

**Minor Group**

## 112 Business Promotion and Communications Managers

Plan, organise, direct, control and coordinate the advertising, business development, sales, marketing and communications (public relations) activities within organisations.

Advertising Specialists and Marketing Professionals are excluded from this minor group. Advertising Specialists are included in Occupation 221131 Advertising Specialist. Marketing Professionals are included in Unit Group 2215 Marketing Professionals.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## 1121 Business Promotion Managers

Plan, organise, direct, control and coordinate the advertising, business development, and sales and marketing activities within organisations.

Advertising Specialists and Marketing Professionals are excluded from this unit group. Advertising Specialists are included in Occupation 221131 Advertising Specialist. Marketing Professionals are included in Unit Group 2215 Marketing Professionals.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 112131 Advertising Manager

Plans, organises, directs, controls and coordinates advertising activities within an organisation.

Advertising Specialists are excluded from this occupation. Advertising Specialists are included in Occupation 221131 Advertising Specialist.

**Skill level: 1****Main tasks**

- Leads a team of Advertising Specialists
- Determines the nature of advertising required and the style of presentation
- Selects and manages resources needed to complete advertising projects
- Allocates assignments and appraises work for publication
- Manages the ongoing review of advertising staff, resources and content
- May select and liaise with advertising agencies

**Occupation**

## 112132 Business Development Manager

Plans, organises, directs, controls and coordinates business development and strategic partnership activities within an organisation and externally. Identifies and generates new business opportunities to further improve market share and awareness by gaining an understanding of customers' needs, and promoting goods and services to these customers. May manage some key customer accounts. Advertising Specialists, ICT Business Development Managers and Marketing Professionals are excluded from this occupation. Advertising Specialists are included in Occupation 221131 Advertising Specialist. ICT Business Development Managers are included in Occupation 221431 ICT Business Development Manager. Marketing Professionals are included in Unit Group 2215 Marketing Professionals.

**Skill level: 1**

**Main tasks**

- Conceptualises business plans and sales strategies
- Implements market expansion and new market plans for business growth by identifying and mapping business strengths and customer needs
- Drives business growth by developing networks to attract new clients
- Researches new market opportunities, overseeing growth projects, making sales projections and forecasting revenue
- Manages and nurtures relationships with existing customers
- Researches prospects, cold calling potential customers and responding to incoming leads to increase client base
- Writes business proposals for potential customers
- Negotiates, drafts and reviews contracts

**Occupation**

## 112133 Sales and Marketing Manager

Plans, organises, directs, controls and coordinates sales and marketing activities within an organisation and externally.

**Skill level:** 1

### Main tasks

- Directs the development of sales strategies and setting of sales targets in order to maximise an organisation's sales and customer loyalty
- Directs and evaluates marketing strategies
- Establishes distribution networks for products and services, and initiates market research studies
- Establishes organisational policies and procedures in relation to sales and marketing
- Conducts regular data analysis and measures campaign performance against predefined metrics
- Leads sales teams in building relationships with clients and manages the negotiation of sales contracts
- Assesses the marketing potential of new and existing store locations
- Determines price schedules and discount rates

**Unit Group**

## 1122 Communications Managers (Public Relations)

Plan, organise, direct, control and coordinate the public relations activities within organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 112231 Communications Manager (Public Relations)

Plans, organises, directs, controls and coordinates public relations activities within an organisation.

**Alternative titles**

- Corporate Affairs Manager
- Public Affairs Manager
- Public Relations Manager

**Specialisations**

- Community Relations Manager
- External Relations Manager
- Government Relations Manager
- Media Relations Manager

**Skill level: 1****Main tasks**

- Plans, develops, directs and coordinates communication strategies to best represent the employer's interests
- Creates and manages publication production timelines
- Oversees reputation management through internal communications, government relations, media relations and social media management
- Stays informed of changes in media by assessing web, email and social media analytics to understand opportunities and barriers
- Liaises with, supports and manages public relations teams to create press releases, advertising and promotional materials
- Organises and manages events to promote key messages

**Minor Group**

## 113 Chief Information Officers and ICT Managers

Plan, organise, direct, control and coordinate ICT and cyber security strategies and operations, and ICT projects, service delivery, systems and functions within organisations.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

### 1131 Chief Information and Chief Information Security Officers

Plan, organise, direct, control and coordinate the ICT and cyber security strategies, plans and operations of an organisation to ensure the ICT and cyber security infrastructure supports the organisation's overall operations and priorities.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

#### 113131 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.

Chief Information Security Officers are excluded from this occupation. Chief Information Security Officers are included in Occupation

113132 Chief Information Security Officer.

**Alternative title**

- Chief Technology Officer

**Skill level: 1****Main tasks**

- Analyses information needs and specifies technology to meet those needs
- Formulates and directs ICT strategies, and aligns ICT strategies with business objectives
- Oversees ICT infrastructure, ensuring optimal performance and security
- Assesses suitability of current ICT and data systems and processes, and oversees upgrades and maintenance
- Evaluates and manages risks related to ICT infrastructure, data security and other related areas
- Establishes business continuity and disaster recovery plans to minimise the impact and duration of disruptions to operations and ICT resources

**Occupation**

## 113132 Chief Information Security Officer

Plans, organises, directs, controls and reviews the cyber security strategies, plans and operations in an organisation to ensure compliance with cyber security policy, standards, regulations and legislation.

**Skill level:** 1

**Main tasks**

- Formulates cyber security frameworks to secure an organisation's data and technology systems from threats
- Aligns cyber security initiatives with business objectives
- Reports on the cyber security risk profile, status of systems, security risks and security incidents
- Translates information security risks into operational risks
- Oversees an organisation's response to cyber security incidents, including crisis management
- Contributes to business continuity and disaster recovery plans related to cyber security

**Unit Group**

## 1132 ICT Managers

Plan, organise, direct, control and coordinate ICT projects, service delivery, systems and infrastructure within organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 113231 ICT Operations Manager

Oversees daily operations of ICT systems and infrastructure in an organisation. Ensures the availability and reliability of servers, networks, hardware and software systems, optimises performance, and coordinates ICT maintenance and upgrades.

**Alternative titles**

- Application Support Manager
- ICT Support Manager

**Skill level: 1****Main tasks**

- Oversees the design, implementation and maintenance of ICT infrastructure to ensure optimal performance and reliability
- Develops and enforces ICT policies, procedures and standards for efficient operations
- Monitors and analyses system performance, and recommends and implements enhancements as required
- Implements disaster recovery and business continuity plans to ensure that critical ICT systems can be quickly restored in case of a disaster or system failure

**Occupation**

## 113232 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 budgets.

**Alternative title**

- ICT Program Manager

**Specialisation**

- ICT Security Project Manager

**Skill level: 1****Main tasks**

- Manages the entire lifecycle of ICT projects, including initiation, planning, execution, monitoring and closure
- Manages the selection, implementation and integration of new technology solutions into ICT projects
- Creates detailed project plans to outline deliverables, timelines, resource allocation and budgeting specific to ICT projects
- Identifies, analyses and manages risks associated with ICT projects to ensure smooth execution and delivery
- Implements and maintains quality assurance processes to ensure that ICT projects meet specified standards and requirements
- Manages multidisciplinary teams of various ICT professionals to ensure efficient project execution

**Occupation**

## 113233 ICT Service Delivery Manager

Manages and coordinates the effective delivery of ICT services within an organisation in accordance with predefined service level agreements.

**Alternative titles**

- ICT Service Manager
- ICT Service Owner

**Specialisation**

- ICT Service Desk Manager

**Skill level: 1****Main tasks**

- Manages end-to-end ICT service delivery, ensuring adherence to agreed service levels and customer satisfaction
- Develops and oversees an effective communication infrastructure for incident management response and resolution
- Monitors service metrics to ensure performance and quality standards
- May manage relationships with external vendors, negotiate contracts and monitor services

**Occupation**

## 113299 ICT Managers nec

This occupation group covers ICT Managers not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Digital Product Owner
- ICT Architecture Manager
- ICT Business Intelligence Manager

**Sub-major Group**

## **12 Chief Executives, General Managers and Legislators**

Plan, organise, direct, control and review the overall operations and day-to-day functions of organisations and their major programs, and represent constituencies in parliaments and local government authorities.

Chief Information Officers and Chief Information Security Officers are excluded from this sub-major group. Chief Information Officers are included in Occupation 113131 Chief Information Officer. Chief Information Security Officers are included in Occupation 113132 Chief Information Security Officer.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

### **121 Chief Executives, General Managers and Legislators**

Plan, organise, direct, control and review the overall operations of organisations and their major programs, and represent constituencies in parliaments and local government authorities.

Chief Information Officers and Chief Information Security Officers are excluded from this minor group. Chief Information Officers are included in Occupation 113131 Chief Information Officer. Chief Information Security Officers are included in Occupation 113132 Chief Information Security Officer.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

#### **1211 Chief Executives and Managing Directors**

Determine, formulate and review the general policy program and the overall direction of organisations within the framework established by boards of directors and similar governing bodies.

Chief Information Officers and Chief Information Security Officers are excluded from this unit group. Chief Information Officers are included in Occupation 113131 Chief Information Officer. Chief Information Security Officers are included in Occupation 113132 Chief Information Security Officer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

##### **121131 Chief Executive or Managing Director**

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 similar governing body.

**Alternative title**

- Chief Executive Officer

**Specialisations**

- Director-General
- Executive Director
- Secretary (Government Department)

**Skill level: 1****Main tasks**

- Determines objectives, strategies, policies and programs for organisations
- Provides overall direction and management to organisations
- Authorises material, human and financial resources to implement organisational policies and programs
- Monitors and evaluates performance of the organisation against organisational objectives and strategies
- Consults with senior staff and reviews recommendations and reports
- Approves and presents reports, budgets and forecasts to major stakeholders, such as governing bodies and boards of directors
- Represents the organisation at official events, in negotiations, at conventions, seminars, public hearings and forums
- Selects or approves the selection of senior staff

**Unit Group**

## 1212 General Managers and Defence Force Senior Officers

Plan, organise, direct, control and review the strategic directions, day-to-day operations and major functions of commercial, industrial, government and defence organisations through departmental managers and subordinate executives and officers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 121231 Corporate General Manager

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

**Alternative title**

- Chief Operating Officer

**Specialisations**

- Assistant Commissioner (Police)
- Hospital Administrator
- Hotel General Manager
- Managing Editor
- Trade Union Secretary

**Skill level: 1****Main tasks**

- Plans policies and sets standards and objectives for organisations
- Provides day-to-day direction and management of organisations
- Directs and endorses policies to fulfil objectives, achieve specific goals, and maximise profit and/or efficiency
- Consults and liaises with departmental heads on matters such as finance, sales and human resources
- Implements and oversees organisational policies and programs
- Selects senior staff and manages their performance
- Ensures and encourages compliance with organisational policies and protocols, and relevant legislation
- Represents the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums
- May prepare or arrange for the preparation of reports, budgets and forecasts

**Occupation**

## 121232 Defence Force Senior Officer

Plans, organises, directs, controls and reviews the strategic direction, day-to-day operations, and major functions of organisational units of the Australian Defence Force through subordinate officers.

This occupation includes the following ranks:

- Navy: Admiral, Vice Admiral, Rear Admiral, Commodore, Captain
- Army: General, Lieutenant General, Major General, Brigadier, Colonel
- Air Force: Air Chief Marshal, Air Marshal, Air Vice-Marshal, Air Commodore, Group Captain.

### Skill level: 1

#### Main tasks

- Provides strategic direction and management, and develops operational plans for the Defence Force
- Consults with other senior officers and directs subordinate officers to organise and coordinate the deployment of personnel and resources for Defence Force operations
- Assesses situations, reviews recommendations and reports, and responds accordingly by issuing commands and directives to subordinate officers
- Reviews and evaluates the performance of subordinate officers and Defence Force units, and directs and oversees the training and development of personnel
- Decides or approves Defence Force appointments
- Represents the Defence Force at negotiations and official events or engagements, and liaises with external stakeholders

**Unit Group**

## 1213 Legislators

Represent the interests of people in constituencies as elected members of national, state and territory parliaments and local government authorities.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 121331 Local Government Legislator

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

**Alternative titles**

- Alderman
- Councillor

**Specialisation**

- Mayor

**Skill level: 1****Main tasks**

- Develops local government policy, and formulates, amends and repeals legislation and by-laws
- Represents the interests of constituents and advocates for their needs and concerns
- Introduces proposals for government action and represents public and electoral interests
- Issues policy directions to local government departments and exercises control over local government authorities
- Collaborates with officials to develop and implement policies and programs
- Attends community events and meetings to provide service to the community, gauge public opinion, and provide information on local government plans
- May present petitions on behalf of concerned groups

**Occupation**

## 121332 Member of Parliament

Represents the interests of people in a constituency as their elected member to national, state or territory parliament.

**Alternative title**

- Parliamentarian

**Specialisations**

- Chief Minister
- Government Minister
- Member of the Legislative Assembly
- Member of the Legislative Council
- Premier
- Prime Minister
- Senator

**Skill level: 1****Main tasks**

- Represents constituents in parliament
- Attends and participates in parliamentary sessions
- Votes on legislation and policies
- Researches and analyses issues
- Meets with constituents
- Advocates for constituents in committees
- Collaborates with other members on legislation
- Represents political party or coalition
- Engages in public communication
- Stays informed on current events

**Occupation****121399 Legislators nec**

This occupation group covers Legislators not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Aboriginal Community Council Member
- Councillor, Aboriginal Land Council

**Sub-major Group**

## **13 Construction, Production and Distribution Managers**

Plan, organise, direct, control and coordinate construction, engineering, production, and wholesaling and distribution activities within organisations.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

### **131 Construction and Engineering Managers**

Plan, organise, direct, control and coordinate building, construction, engineering and surveying activities within organisations.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

#### **1311 Construction Project Managers**

Plan, organise, direct, control and coordinate construction of engineering and building projects, and all resources involved in the construction process.

Project Builders are excluded from this unit group. Project Builders are included in Occupation 131331 Project Builder.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

##### **131131 Construction Project Manager**

Plans, organises, directs, controls and coordinates construction of engineering and building projects, and all resources involved in the construction process.

Registration or licensing may be required.

Project Builders are excluded from this occupation. Project Builders are included in Occupation 131331 Project Builder.

**Alternative title**

- Building and Construction Manager

**Specialisation**

- Shipbuilding Program Manager

**Skill level: 1****Main tasks**

- Plans, organises and manages large-scale commercial and civil construction project objectives, budgets and schedules
- Assesses and interprets architectural drawings and technical specifications, and determines appropriate construction methods to use
- Develops tenders and contract bids, and negotiates with stakeholders throughout the construction process and project lifecycle
- Leads the coordination and prioritisation of resources, including human resources, materials, plant and equipment, across large-scale commercial and civil construction projects

- Consults with clients, Architects, Civil Engineering Professionals, Contract Administrators, Quantity Surveyors, site managers and other personnel to plan and manage the construction process
- Manages and monitors adherence to legislation and standards of performance and safety
- Leads and manages human resources, including subcontractors, to progress and deliver construction projects
- Establishes and manages project plans to ensure alignment with strategic goals and project outcomes
- Manages change and implementation of construction projects

**Unit Group**

## 1312 Engineering Managers

Plan, organise, direct, control and coordinate the engineering and technical operations of organisations. Oversees teams of engineers, related professionals, and support personnel to deliver engineering projects in a range of industries and engineering disciplines.

Asset Managers (Property) and ICT engineering managers are excluded from this unit group. Asset Managers (Property) are included in Occupation 223531 Asset Manager (Property). ICT engineering managers are included in Unit Group 1132 ICT Managers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 131231 Engineering Manager

Plans, organises, directs, controls and coordinates the engineering and technical operations of an organisation. Oversees teams of engineers, related professionals and support personnel to deliver engineering projects in a range of industries and engineering disciplines. Registration or licensing may be required.

Asset Managers (Property) and ICT engineering managers are excluded from this occupation. Asset Managers (Property) are included in Occupation 223531 Asset Manager (Property). ICT engineering managers are included in Unit Group 1132 ICT Managers.

**Specialisation**

- Infrastructure Asset Manager

**Skill level: 1****Main tasks**

- Determines, implements and monitors engineering strategies, policies, plans and technical operations, while ensuring compliance with laws, regulations and safety standards
- Manages and assigns tasks to engineering teams and oversees their schedules, activities and budgets
- Monitors and evaluates the performance of engineering teams and individuals
- Provides guidance on all technical issues related to engineering projects and requests advice from specialist engineers when required
- Oversees, plans, controls and evaluates engineering projects, and instructs engineering teams throughout the project's operation
- Collaborates with other departments, represents the organisation in engineering related matters, and liaises with stakeholders to achieve organisational goals

**Unit Group**

## 1313 Project Builders

Plan, organise, direct, control and coordinate the construction, alteration and renovation of dwellings and other buildings, and the physical and human resources involved in the building process.

Construction Project Managers are excluded from this unit group. Construction Project Managers are included in Occupation 131131 Construction Project Manager.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 131331 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 the building process.

Registration or licensing is required.

Construction Project Managers are excluded from this occupation. Construction Project Managers are included in Occupation 131131 Construction Project Manager.

**Alternative title**

- Professional Builder

**Skill level: 1****Main tasks**

- Plans, organises and manages commercial and residential building, alteration or renovation project objectives, budgets and schedules
- Assesses and interprets architectural drawings, building plans and technical specifications, and determines appropriate construction methods to use
- Develops quotes and negotiates with clients throughout the construction process
- Manages the submission of building plans to local authorities and arranges building inspections
- Coordinates and prioritises resources, including subcontractors, materials and equipment, across commercial and residential building projects
- Consults with clients, Architects, Civil Engineering Professionals, Property Developers, Building Designers and construction trades workers to plan and manage the building, alteration or renovation process
- Schedules subcontractors, monitors the building, alteration or renovation process, and ensures work adheres to building standards and regulatory and client requirements
- Manages and monitors adherence to work health and safety requirements
- Identifies and resolves issues or delays in the building, alteration or renovation process

**Unit Group**

## 1314 Property Developers

Purchase dwellings and land and enhance them to increase their value for resale. Work with Professionals and Technicians and Trades Workers to design, obtain approvals for, build and sell properties for profit.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 131431 Property Developer

Purchases dwellings and land and enhances them to increase their value for resale. Works with Professionals and Technicians and Trades Workers to design, obtain approvals for, build and sell properties for profit.

Registration or licensing may be required.

**Alternative title**

- Property Development Manager

**Skill level: 1****Main tasks**

- Identifies and purchases profitable real estate opportunities
- Works with Architects, builders, and other Professionals to design and plan property developments
- Obtains necessary building approvals and permits from local councils and other regulatory bodies
- Monitors the progress of the renovation or development of dwellings and land, and manages related budgets and finances
- Monitors market trends and property values to determine optimal selling times, and markets and sells developed properties to potential buyers

**Unit Group**

## 1319 Other Construction and Engineering Managers

This unit group covers Construction and Engineering Managers not elsewhere classified. It includes Surveying Managers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 131931 Surveying Manager

Plans, manages and coordinates land, mine or engineering surveying operations to ensure accurate data collection for mapping, design and construction.

**Specialisation**

- Construction Surveying Manager

**Skill level: 1****Main tasks**

- Plans, develops and manages surveying operations, including determining project scope, scheduling, budget and resources
- Develops, improves and directs the preparation of surveying plans, reports, maps and data visualisations
- Directs and supervises the work of surveying teams, and provides surveying support and guidance
- Implements quality assurance processes to ensure surveying data collection is accurate and meets regulatory and client requirements
- Ensures surveying teams and other site personnel adhere to safety protocols and guidelines during fieldwork
- May collaborate with engineers, construction workers and other Professionals and technicians to integrate surveying data into the construction process

**Occupation**

## 131999 Construction and Engineering Managers nec

This occupation group covers Construction and Engineering Managers not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Town Planning Director

**Minor Group**

## 132 Manufacturers and Production Managers

Plan, organise, direct, control and coordinate the operations and production activities of manufacturing establishments, forestry and mining operations.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

### 1321 Manufacturers

Plan, organise, direct, control and coordinate the operations of manufacturing establishments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

#### 132131 Manufacturer

Plans, organises, directs, controls and coordinates the operations of a manufacturing establishment.

**Skill level: 1****Main tasks**

- Identifies business opportunities, devises new manufacturing processes, and determines products to be manufactured
- Develops business plans and implements operational, marketing and pricing decisions
- Manages and oversees the allocation of resources, including materials, equipment and personnel
- Directs the activities of production, warehousing, distribution and other operating units
- Researches and implements regulatory and statutory requirements
- Oversees quality control systems for manufacturing, waste disposal, delivery and other procedures
- Coordinates orders for raw materials, supplies and equipment, and arranges packaging, delivery and wholesaling of products
- Oversees the provision of quotes for the manufacture of goods and arranges contracts with customers
- May devise and oversee the implementation of production run schedules

**Unit Group**

## 1322 Production Managers

Plan, organise, direct, control and coordinate the production activities of forestry, manufacturing and mining operations including physical, technological and human resources.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 132231 Forest Manager

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

**Specialisations**

- Harvest Manager (Forestry)
- Operations Manager (Forestry)

**Skill level: 1****Main tasks**

- Plans and implements strategies for the production activities of a forestry operation, such as harvesting, reforestation, road building and maintenance, fire management, weed and pest control, and conservation and recreational activities
- Ensures forestry production processes comply with legislative and policy requirements, including safety and environmental regulations
- Monitors and evaluates the performance of forestry production activities, and develops and implements procedures and policies to improve forestry production processes
- Prepares or oversees reports and budgets related to forestry production activities
- Informs other forestry managers or stakeholders such as state departments and local authorities about forestry production matters
- Oversees the acquisition and installation of forestry equipment and machinery

**Occupation**

## 132232 Production Manager (Manufacturing)

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

**Specialisations**

- Clothing or Textile Production Manager
- Operations Manager (Production)
- Paper and Pulp Production Manager
- Plant Manager (Manufacturing)
- Timber Production Manager
- Works Manager (Manufacturing)

**Skill level: 1****Main tasks**

- Plans and develops manufacturing production or operational strategies, systems, processes, objectives and policies
- Directs and supervises manufacturing operations by monitoring and coordinating production schedules and resources
- Controls the operation of manufacturing plants or procedures through the planning of maintenance, designation of operating hours, and supply of parts and tools
- Analyses production data on logistics, cost, margins, production lead time and personnel
- Identifies areas for improvement and implements quality control procedures
- Liaises with internal and external stakeholders, and works alongside senior management to establish budgets and targets

**Occupation**

## 132233 Production Manager (Mining)

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

**Alternative titles**

- Mine Manager
- Mine Superintendent

**Specialisations**

- Offshore Installation Manager (Mining)
- Quarry Manager (Open Pit Mining)
- Underground Mining Manager

**Skill level: 1****Main tasks**

- Plans and develops strategies for the production activities of a mining operation, and organises and coordinates the allocation of physical and human resources
- Directs and controls the implementation of production plans and schedules
- Monitors and evaluates the performance of mining production activities
- Develops and implements quality control measures for mining production, and ensures compliance with safety and environmental regulations
- May oversee short-term mine design activities

**Minor Group**

## 133 Wholesaling, Distribution and Procurement Managers

Plan, organise, direct, control, and coordinate the operations of importing, exporting and wholesaling trading establishments, the procurement and purchasing of materials, products and services for organisations, and the supply, storage and distribution of goods produced by organisations.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

### 1331 Importers, Exporters and Wholesalers

Plan, organise, direct, control and coordinate the operations of importing, exporting and wholesaling trading establishments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

#### 133131 Importer or Exporter

Plans, organises, directs, controls and coordinates the operations of an importing or exporting establishment.

**Skill level: 1****Main tasks**

- Develops and implements strategies for importing or exporting operations
- Oversees the day-to-day operations of importing or exporting activities
- Establishes and maintains relationships with suppliers, customers and other stakeholders
- Negotiates contracts and agreements with suppliers and customers
- Manages the logistics and transportation of goods
- Ensures compliance with customs regulations and international trade laws, and reviews import and export documentation

**Occupation****133132 Wholesaler**

Plans, organises, directs, controls and coordinates the operations of a wholesale trading establishment.

**Skill level:** 1

**Main tasks**

- Develops and implements strategies to achieve sales targets and increase market share
- Monitors market trends and competitor activity to identify opportunities and threats
- Determines pricing and discount structures for products
- Oversees the selection and purchase of stock to ensure adequate inventory levels
- Maintains supplier relationships and negotiates contracts
- Develops and implements marketing and promotional activities to increase sales
- Manages the storage and distribution of goods to customers
- Prepares and presents reports on sales, financial performance and market trends to senior management

**Unit Group**

## 1332 Procurement Managers

Plan, organise, direct, control and coordinate the procurement and purchasing of materials, products and services for organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 133231 Procurement Manager

Plans, organises, directs, controls and coordinates the procurement and purchasing of materials, products and services for an organisation.

**Alternative title**

- Purchasing Manager

**Specialisation**

- Procurement Category Manager

**Skill level: 1****Main tasks**

- Prepares and implements plans to maintain required stock levels at minimum cost
- Negotiates prices and contracts with suppliers to meet quality, cost and delivery requirements
- Participates in the development of specifications for equipment, products or substitute materials
- Researches and identifies new products and suppliers
- Arranges quality checks of incoming goods and ensures suppliers deliver on time
- Directs staff activities and monitors their performance
- Provides products and services to meet customer or client requirements

**Unit Group**

## 1333 Supply and Distribution Managers

Plan, organise, direct, control and coordinate the supply, storage and distribution of goods produced by organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 133331 Supply and Distribution Manager

Plans, organises, directs, controls and coordinates the supply, storage and distribution of goods produced by an organisation.

**Specialisations**

- Agricultural Goods Logistics Manager
- Logistics Manager
- Logistics Officer (Air Force)
- Ordnance Corps Officer (Army)
- Supply Chain Manager
- Supply Officer (Navy)
- Transport Corps Officer (Army)

**Skill level: 1****Main tasks**

- Determines, implements and monitors strategies, policies and plans for purchasing, storing and distributing goods
- Monitors inventory systems to meet supply requirements and control stock levels
- Tracks movements of supplies and goods
- Liaises with other departments and customers regarding outward goods and transportation
- Oversees the recording of purchase, storage and distribution transactions

**Sub-major Group**

## **14 Education, Health, Welfare and Other Specialist Managers**

Plan, organise, direct, control and coordinate the provision of education, health, welfare, regulated children's education and care, arts and culture, sports, protective services and other specialist services, programs and operations.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

### **141 Education, Health and Welfare Service Managers**

Plan, organise, direct, control and coordinate the provision of education, health, welfare and regulated children's education and care services and programs.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

#### **1411 Assistant School Principals and School Principals**

Plan, organise, direct and support the educational and administrative aspects of schools, including physical and human resources.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

##### **141131 Assistant School Principal**

Plans, organises and supports the educational and administrative aspects of schools, including physical and human resources.

Registration or licensing is required.

School Principals are excluded from this occupation. School Principals are included in Occupation 141132 School Principal.

**Alternative title**

- Deputy School Principal

**Skill level: 1****Main tasks**

- Maintains a respectful, safe and productive learning environment for students and teachers
- Ensures appropriate allocation of staff to teaching programs, including the engagement of casual relief teachers
- Prepares and supervises class timetables
- Supervises and coordinates the work of senior curriculum or year level coordinators
- Mentors staff in the development, implementation and assessment of learning programs
- Manages the development, implementation and review of specific school policies, programs and operations
- Implements systems and procedures to monitor and report on a school's performance
- Provides support to School Principals when required
- May teach students

**Occupation**

## 141132 School Principal

Plans, organises, directs, controls and coordinates the educational and administrative aspects of schools, including physical and human resources.

Registration or licensing is required.

Assistant School Principals and deputy school principals are excluded from this occupation. Assistant School Principals and deputy school principals are included in Occupation 141131 Assistant School Principal.

**Skill level: 1**

**Main tasks**

- Establishes and maintains organisational structures that support the achievement of a school's vision and values
- Ensures the delivery of comprehensive education programs to all students
- Ensures a respectful, safe and productive learning environment for students and teachers
- Implements systems and procedures to monitor and report on a school's performance
- Develops and maintains positive relationships with all members of the school community
- Implements initiatives, practices and priorities of relevant education authorities
- Contributes to the development, implementation and review of school policies, programs and operations
- Manages the selection, professional development and assessment of staff members
- Ensures efficient and effective operations, including the management of finance, people, facilities, risk, compliance and major projects
- May teach students

**Unit Group**

## 1412 Children's Education and Care Service Directors

Plan, organise, direct, control and coordinate the activities of regulated children's education and care services including physical and human resources.

Family Day Care Coordinators are excluded from this unit group. Family Day Care Coordinators are included in Occupation 431231 Family Day Care Coordinator.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 141231 Children's Education and Care Service Director

Plans, organises, directs, controls and coordinates the activities of a regulated children's education and care service, including physical and human resources.

Family Day Care Coordinators are excluded from this occupation. Family Day Care Coordinators are included in Occupation 431231 Family Day Care Coordinator.

**Alternative title**

- Early Childhood Education and Care Service Manager

**Specialisations**

- Out of School Hours Care Coordinator
- Preschool Director

**Skill level: 1****Main tasks**

- Leads the design, planning, implementation and evaluation of educational programs and practices based on an approved learning framework
- Manages the recruitment of staff and coordinates professional development
- Liaises and works in partnership with families, community members and external agencies to promote the health, safety and wellbeing of children
- Manages the financial resources for the regulated children's education and care service
- Maintains service records and documentation
- Directs and supervises educators, staff and visitors
- Develops policies to ensure the service complies with national and/or state-based legislation and the approved learning frameworks
- Leads the day-to-day operational requirements of the service in accordance with national or state legislation and regulatory requirements

**Unit Group**

## 1413 Health and Welfare Service Managers

Plan, organise, direct, control and coordinate the professional and administrative aspects of health and welfare programs and services. Nursing and Midwifery Unit Managers are excluded from this unit group. Nursing and Midwifery Unit Managers are included in Occupation 265331 Nursing / Midwifery Unit Manager.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 141331 Aged Care Manager

Plans, organises, directs, controls and coordinates the day-to-day operations and clinical services in community and aged care homes. Registration or licensing may be required.

**Alternative titles**

- Aged Care Director
- Aged Care Operations Manager

**Skill level: 1****Main tasks**

- Manages and oversees the operational management of home care and aged care home services
- Controls administrative operations such as budget planning, report preparation and expenditure on supplies, equipment and services
- Develops and oversees care programs of community and aged care facilities
- Monitors adherence to policies, compliance, quality of care and clinical outcomes in aged care

**Occupation**

## 141332 Director of Nursing / Midwifery

Plans, organises, directs, controls and coordinates nursing/midwifery programs and clinical services in a hospital or other health service facility.

Registration or licensing is required.

### Specialisations

- Assistant Director of Nursing
- Deputy Director of Nursing

### Skill level: 1

#### Main tasks

- Provides overall direction and management of nursing/midwifery programs and clinical services in a hospital or other health care facility
- Develops, implements and monitors procedures, policies and standards of nursing/midwifery care, and contributes to health service planning, ensuring compliance with relevant regulations
- Provides leadership, mentorship, guidance, education and training to nursing and midwifery staff to ensure an appropriately skilled workforce
- Collaborates with other Health Professionals to ensure coordinated and integrated patient care
- Participates in research and quality improvement activities to improve patient outcomes
- Recruits and rosters nursing/midwifery staff to meet the needs of the facility or unit

**Occupation**

## 141333 Medical Administrator

Plans, organises, directs, controls and coordinates medical programs and clinical services in a hospital or other health service facility, maintains standards of medical care, provides leadership to ensure an appropriately skilled medical workforce, and contributes to health service planning.

**Alternative title**

- Medical Manager

**Specialisations**

- Director of Clinical Services
- Director of Medical Services

**Skill level: 1****Main tasks**

- Determines objectives, strategies and policies for medical programs and clinical services in a hospital or other health service facility
- Provides overall direction and management of medical programs and clinical services to ensure efficient health care delivery
- Authorises material, human and financial resources to implement medical policies and programs
- Monitors and evaluates performance of medical programs and clinical services against objectives and strategies
- Prepares and arranges reports, budgets and forecasts for medical programs and clinical services

**Occupation****141334 Paramedic Manager**

Plans, organises, directs, controls and coordinates the day-to-day operations and clinical response to medical emergencies in the out-of-hospital environment.

Registration or licensing is required.

**Skill level: 1**

**Main tasks**

- Manages and oversees the operational management of medical out-of-hospital emergencies
- Organises and coordinates the deployment of Paramedic teams to emergency situations
- Directs and supervises Paramedics in the provision of emergency medical care
- Provides guidance and support to Paramedics in complex or critical situations
- Controls administrative operations such as budget planning, report preparation and expenditure on supplies, equipment and services
- Monitors adherence to policies, compliance, quality of care and clinical outcomes
- Liaises with other emergency services and health care providers
- Controls selection, training and supervision of staff
- Participates in the development and implementation of emergency response protocols

**Occupation**

## 141335 Welfare Centre Manager

Plans, organises, directs, controls and coordinates a centre, program or project concerned with social welfare support.

**Skill level: 1**

### Main tasks

- Provides overall direction and management for a service, facility, organisation or centre
- Devises and establishes projects for services such as health care, housing, employment, education and training, and culture and recreation, based on clients' needs
- Monitors and evaluates resources devoted to health, welfare, recreation, housing, employment, training and other community facilities and centres
- Controls administrative operations such as budget planning, report preparation and expenditure on supplies, equipment and services for a welfare centre
- Liaises with community and Social Workers to determine what services are required by clients
- Coordinates programs, activities and welfare services to contribute to maintaining a positive and healthy community, and reflect the educational, recreational, sporting and leisure activity needs of individuals

**Occupation**

## 141399 Health and Welfare Service Managers nec

This occupation group covers Health and Welfare Service Managers not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Chief Radiographer
- Director of Pharmacy
- Director of Physiotherapy Services
- Director of Speech Pathology
- Disability Services Manager
- Manager of Allied Health Services
- Manager of Child Protection Services

**Unit Group**

## 1414 Other Education Managers

Plan, organise, direct, control and coordinate educational policy, and provide advice and educational and administrative support to staff and students in educational institutions.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 141431 Faculty Manager

Plans, organises, directs, controls and coordinates the educational and administrative aspects of a department, faculty or school within a university, other tertiary education institution or registered training organisation (RTO).

**Specialisations**

- Academic Manager (RTO)
- Dean (University)
- Head Teacher (TAFE)

**Skill level: 1****Main tasks**

- Coordinates the educational, administrative and financial affairs of an educational institution or department within the institution
- Researches, develops, implements, reviews and evaluates educational and administrative policy
- Liaises between educational institutions, stakeholders and the wider community
- Provides advice on policy and procedures to staff and students
- Consults with academic and administrative staff to coordinate educational programs
- Identifies and addresses present and future needs for student and staff development
- Researches educational systems, and monitors and evaluates new developments
- Researches and reports on student needs arising from curriculum implementation
- Develops and delivers training programs for teachers

**Occupation**

## 141432 Regional Education Manager

Plans, organises, directs, controls and coordinates educational approaches and policy, and curriculum resources and development for preschool, primary, secondary, Technical and Further Education (TAFE) or polytechnic teachers and administrators.

**Skill level: 1**

### Main tasks

- Provides educational leadership to teachers, principals and administrative staff of education institutions in the development and coordination of educational programs
- Researches, develops, implements, reviews and evaluates educational and administrative policy
- Applies for and manages funding for new educational programs
- Builds relationships with institutions and key agencies
- Advises on policy and procedures to staff and students
- Consults with academic and administrative staff to formulate educational programs
- Identifies and addresses present and future needs for student and staff development
- Organises and conducts training for teachers in new programs and methods
- Researches educational systems, and monitors and evaluates developments and trends

**Occupation**

## 141499 Education Managers nec

This occupation group covers Education Managers not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Director of Studies
- Head of Student Wellbeing
- Polytechnic Registrar
- Project Coordinator (Education)
- TAFE Registrar
- University Registrar

**Minor Group**

## 149 Miscellaneous Specialist Managers

This minor group covers Specialist Managers not elsewhere classified. It includes Arts, Culture and Sports Administrators, Commissioned Officers (Management), Scientific and Environmental Managers, and Senior Non-commissioned Defence Force Members.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

### 1491 Arts, Culture and Sports Administrators

Plan, organise, direct and control artistic, cultural, library, recreational and sporting programs and services.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

#### 149131 Arts Administrator or Manager

Plans, organises, directs, controls, coordinates and promotes artistic and cultural policies, programs, projects and services.

**Specialisations**

- Art Gallery Director
- Community Arts Centre Manager
- Cultural Centre Manager

**Skill level: 1****Main tasks**

- Plans and develops artistic and cultural policies and programs
- Organises artistic and cultural events and exhibitions
- Negotiates with artists and performers regarding contracts and agreements
- Collaborates with artists and cultural organisations
- Manages budgets, keeps financial records, and assists with taxation requirements
- Designs, writes and shares marketing materials such as newsletters, social media posts and advertisements

**Occupation**

## 149132 Library Services Manager

Plans, organises, directs, controls and evaluates the operations of a library or library system.

Registration or licensing may be required.

**Skill level: 1**

### Main tasks

- Ensures effective planning for the provision of high quality library services within identified priorities and community needs
- Leads, directs and coordinates staff and the allocation of resources
- Manages risk, budget, resources and facilities, and continuously improves the cost effective and efficient provision of library services
- Directs the investigation, evaluation and implementation of new and alternative methods of service delivery
- Manages, develops and evaluates print, audio visual and electronic collections to ensure that they meet community needs
- Oversees the selection, training and performance of staff
- Develops strategic plans and policies, and prepares budget submissions and briefings

**Occupation**

## 149133 Sports Administrator

Leads, manages, plans, organises, directs, controls and promotes a sporting organisation and associated sport and recreational activities.

**Skill level:** 1

**Main tasks**

- Leads, manages and oversees the operations of a sporting organisation
- Manages the organisation and coordination of sporting events, competitions and tournaments
- Oversees the development of policies related to sport and recreational activities
- Promotes and markets sport and recreational programs and events
- Manages budgets and controls financial resources for a sporting organisation and associated sport and recreational activities
- Recruits, trains and supervises staff and volunteers involved in sport and recreational activities

**Occupation**

## 149199 Arts, Culture and Sports Administrators nec

This occupation group covers Arts, Culture and Sports Administrators not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Bishop
- Museum Director
- Recording Studio Manager

**Unit Group**

## 1492 Commissioned Officers (Management)

Provide high level management to support the running of organisational, geographical and operational units and sections within the defence forces and fire and police services.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 149231 Commissioned Defence Force Officer

Provides high level management to support the running of an organisational unit within the Australian Defence Force.

This occupation includes the following ranks:

- Navy: Commander, Lieutenant Commander, Lieutenant, Sub Lieutenant, Acting Sub Lieutenant, Midshipman
- Army: Lieutenant Colonel, Major, Captain, Lieutenant, Second Lieutenant, Officer Cadet
- Air Force: Wing Commander, Squadron Leader, Flight Lieutenant, Flying Officer, Pilot Officer, Officer Cadet.

Commissioned Defence Force Officers performing duties for which there is a civilian equivalent are excluded from this occupation. These officers are included with the civilian occupation, for example, nursing officers are included in Occupation 265499 Registered Nurses nec.

**Specialisations**

- Artillery Officer (Army)
- General Service Officer (Army)
- Infantry Officer (Army)
- Military Police Officer

**Skill level: 1****Main tasks**

- Establishes administrative and operational procedures by considering the operating environment of the Defence Force
- Makes policy decisions and accepts responsibility for Defence operations, staff performance and achievement of targets, and adheres to budgets, standards and procedures
- Establishes lines of control and delegates responsibilities to subordinate Defence Force staff
- Coordinates and facilitates the development of strategic plans and objectives for organisational units within the Defence Force
- Liaises with other officers and external stakeholders to coordinate activities and achieve objectives
- Represents the Defence Force at unit meetings, briefings and other official engagements

**Occupation**

## 149232 Commissioned Fire Officer

Provides high level management to support the running of a geographical or operational section of a fire service.

**Alternative title**

- Superintendent (Fire Services)

**Specialisation**

- Inspector (Fire Services)

**Skill level: 1****Main tasks**

- Develops and implements strategic plans and policies for the geographical or operational section of a fire service
- Manages the allocation of resources, including personnel, equipment and vehicles, to ensure the effective response to fire incidents
- Provides leadership and guidance to personnel in emergency response operations
- Prepares reports and provides advice to senior management on the performance and activities of the geographical or operational section of a fire service

**Occupation**

## 149233 Commissioned Police Officer

Provides high level management to support the running of a geographical or operational section of a police service.

**Skill level: 1**

### Main tasks

- Develops and establishes administrative and operational procedures, taking into consideration the organisation's operational environment
- Makes policy decisions and accepts responsibility for operations, performance of staff, achievement of targets, and adherence to budgets, standards and procedures
- Investigates and resolves complex issues and complaints
- Establishes line of control, delegates responsibilities, and provides guidance and support to subordinate staff
- Develops and maintains relationships with key stakeholders, such as community groups and other law enforcement agencies
- Represents the police service in dealings with other organisations, stakeholders and the public
- Prepares budgets, reports and other management plans
- Implements changes based on law enforcement developments

**Unit Group**

## 1493 Scientific and Environmental Managers

Plan, organise, direct, control and coordinate scientific, geological, environmental management, laboratory and geological operations for organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 149331 Environmental Manager

Plans, organises, directs, controls and coordinates the development and implementation of an environmental management system within an organisation. Ensures corporate sustainable development or environmental sustainability by identifying, solving and alleviating environmental issues, such as invasive species, pollution and waste treatment, or ecosystem restoration, in compliance with environmental legislation.

**Specialisation**

- Environment and Sustainability Manager

**Skill level: 1****Main tasks**

- Implements environmental strategies, policies and practices within an organisation
- Ensures an organisation complies with relevant environmental legislation
- Assesses, evaluates and monitors the sustainability and environmental impact of an organisation
- Analyses environmental performance data and reports back to an organisation with recommendations on best environmental and sustainability practices
- Plans the budgets, timelines and resources required to improve the sustainability performance of an organisation
- Plans and implements programs or regulations for the management, protection, restoration or recovery of marine life, wildlife, vegetation and other natural resources

**Occupation**

## 149332 Exploration Manager

Plans, implements, leads and manages geological exploration programs for an organisation to identify, examine and evaluate economically viable resources.

Registration or licensing may be required.

**Skill level: 1**

**Main tasks**

- Develops, implements, executes and manages exploration programs, strategies and plans in alignment with organisational objectives
- Ensures exploration programs comply with safety, quality control and other industry best practices
- Assesses geological and technical data to evaluate exploration targets and prioritise exploration activities
- Assesses, evaluates and guides decision-making on the lease or acquisition of potential resource sites
- Provides leadership and manages exploration geology teams

**Occupation**

## 149333 Laboratory Manager

Plans, organises, directs, controls and coordinates the operations of a research, medical or production laboratory to ensure quality standards are met and health and safety standards comply with regulatory frameworks.

**Skill level:** 1

**Main tasks**

- Implements, manages and oversees protocols, and ensures health and safety standards in the laboratory comply with regulatory frameworks
- Maintains laboratory equipment and inventory levels
- Trains technicians on the proper use of equipment and safety procedures to follow in the laboratory
- Manages the daily operations of a laboratory, including the supervision of employees and schedule of activities
- Monitors and ensures all laboratory operations are performed according to specifications
- Reviews the studies, tests and analysis performed in the laboratory
- Plans, organises and coordinates the quality management processes within the laboratory

**Occupation**

## 149399 Scientific and Environmental Managers nec

This occupation group covers Scientific and Environmental Managers not elsewhere classified.

**Skill level: 1**

**Occupations in this group include:**

- Bushfire Recovery Case Manager
- Geological Superintendent
- Parks and Reserves Manager
- Water Resource Manager
- Zoo Manager

**Unit Group**

## 1494 Senior Non-commissioned Defence Force Members

Implement and enforce directives of commissioned officers of the Australian Defence Forces.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 149431 Senior Non-commissioned Defence Force Member

Implements and enforces directives of commissioned officers of the Australian Defence Force.

This occupation includes the following ranks:

- Navy: Warrant Officer of the Navy, Warrant Officer, Chief Petty Officer, Petty Officer
- Army: Regimental Sergeant Major of the Army, Warrant Officer Class 1, Warrant Officer Class 2, Sergeant
- Air Force: Warrant Officer of the Air Force, Warrant Officer, Flight Sergeant, Sergeant.

**Skill level: 1****Main tasks**

- Supervises a small group of subordinates
- Maintains discipline of subordinates
- Monitors the morale, welfare and behaviour of subordinates, and advises commanding officers accordingly
- Instructs subordinates in dress, deportment, demeanour, behaviour, drill and devotion to duty to maintain military standards
- Conducts military drills and inspections
- Teaches military traditions and customs

**Unit Group**

## 1499 Other Specialist Managers

This unit group covers Specialist Managers not elsewhere classified. It includes Airport Managers, Correctional Facility Managers and Emergency Management Officers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 149931 Airport Manager

Manages the daily operations of an airport and ensures its compliance with aviation policies, procedures and regulations.

**Alternative title**

- Aviation Manager

**Specialisation**

- Airport Terminal Manager

**Skill level: 1****Main tasks**

- Manages the daily operations of an airport and ensures compliance with aviation policies, procedures and regulations
- Plans, manages and monitors the maintenance and development of airport infrastructure
- Manages and improves airport operations and processes, and implements safety protocols to ensure the security and safety of the airport
- Manages emergency operations and addresses problems that arise at the airport or with aircraft
- Reviews aircraft accident reports

**Occupation**

## 149932 Correctional Facility Manager

Manages the daily operations of a correctional facility.

**Alternative title**

- Corrections Manager

**Skill level: 1****Main tasks**

- Manages the daily operations and finances of a correctional facility or a subsection of a correctional facility
- Monitors, leads and supports correctional facility staff, and ensures subordinates comply with policies and procedures
- Manages the implementation of initiatives aimed at preventing reoffending
- Ensures the admission and discharge of detainees are undertaken in accordance with relevant legislation, policies and procedures
- Ensures that correctional facility hygiene, safety and security complies with regulations and standards

**Occupation**

## 149933 Emergency Management Officer

Coordinates, plans and manages the development and implementation of strategies, policies and programs to respond to and recover from disasters or emergency situations, such as floods, cyclones and biosecurity incidents.

**Skill level:** 1

**Main tasks**

- Develops policies, strategic and operational plans and processes to respond to and recover from disasters or emergency situations
- Identifies and analyses key issues and their impact on disaster risk reduction, emergency management, policies and response capability
- Coordinates response activities to respond to and recover from disasters or emergency situations
- Establishes and manages networks to liaise on emergency preparedness, prevention and response and recovery operations from disasters or emergency situations
- Leads the development of recovery programs and activities to support the recovery of communities following a disaster or emergency situation

**Occupation**

## 149999 Specialist Managers nec

This occupation group covers Specialist Managers not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Area Manager (Retail)
- Bid Manager
- Diplomat
- Harbour Master
- Power Station Manager
- Water Treatment Facility Manager

**Sub-major Group**

## **15 Farmers and Farm Managers**

Plan, organise, control, coordinate and perform farming operations involving broadacre crops, horticultural crops, livestock and aquaculture.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

### **151 Broadacre, Horticultural and Mixed Production Farmers**

Plan, organise, control, coordinate and perform farming operations involving broadacre crops, horticultural crops, mixed production and aquaculture.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

#### **1511 Broadacre Crop Growers**

Plan, organise, control, coordinate and perform farming operations to grow broadacre crops such as cereals, oilseeds, pulses, sugar cane, rice, cotton and pasture crops.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

##### **151131 Cotton Grower**

Plans, organises, controls, coordinates and performs farming operations to grow cotton.

**Skill level: 1****Main tasks**

- Plans, organises and coordinates the production and marketing of cotton crops, taking into account environmental and market conditions
- Selects and purchases cotton seeds, fertilisers and other supplies required for cotton production
- Coordinates and develops strategies for cultivating, fertilising and irrigating cotton crops to maintain optimal production, crop health and growing conditions
- Monitors and maintains cotton crop health by managing biosecurity and other risks, and controlling pests, weeds and disease
- Directs and oversees the defoliation, harvesting, storing, grading and packaging of cotton
- Plans and coordinates the sale, purchase and dispatch of cotton
- Plans and oversees the provision and maintenance of cotton farming infrastructure and equipment, such as sheds, fences, machinery, and water supply and irrigation systems
- Maintains and evaluates records of cotton farming activities, monitors market activity, and plans production accordingly
- Manages cotton farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise cotton farm staff and contractors

**Occupation**

## 151132 Grain, Oilseed, Pulse or Pasture Grower

Plans, organises, controls, coordinates and performs farming operations to grow grain, including certified seed and specialty grains, fodder, legumes, lupins, oilseeds, pulse and pasture crops.

**Skill level:** 1

### Main tasks

- Plans, organises and coordinates the production and marketing of grain, fodder, legumes, lupins, oilseeds, pulse and pasture crops, taking into account environmental and market conditions
- Selects and purchases grain, fodder, legumes, lupins, oilseeds, pulse and pasture seeds, fertilisers and other supplies required for crop production
- Coordinates and develops strategies for cultivating, fertilising and irrigating grain, fodder, legumes, lupins, oilseeds, pulse and pasture crops to maintain optimal production, crop health and growing conditions
- Monitors and maintains crop health by managing biosecurity and other risks, and controlling pests, weeds and disease
- Directs and oversees the harvesting, storing, grading and packaging of grain, fodder, legumes, lupins, oilseeds and pulses
- Plans and coordinates the sale, purchase and dispatch of grain, fodder, legumes, lupins, oilseeds and pulses
- Plans and oversees the provision, maintenance and repairs of crop farming infrastructure and equipment, such as sheds, silos, fences and machinery
- Maintains and evaluates records of grain, fodder, legumes, lupins, oilseeds, pulse and pasture crop farming activities, monitors market activity, and plans production accordingly
- Manages grain, fodder, legume, lupin, oilseed, pulse and pasture crop farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise grain, fodder, legume, lupin, oilseed, pulse and pasture farm staff and contractors

**Occupation**

## 151133 Sugar Cane Grower

Plans, organises, controls, coordinates and performs farming operations to grow sugar cane.

**Alternative title**

- Sugar Cane Farm Manager

**Skill level: 1****Main tasks**

- Plans, organises and coordinates the production and marketing of sugar cane crops, taking into account environmental and market conditions
- Selects and purchases sugar cane setts, fertilisers and other supplies required for sugar cane production
- Coordinates and develops strategies for cultivating, fertilising and irrigating sugar cane crops to maintain optimal production, crop health and growing conditions
- Monitors and maintains sugar cane crop health by managing biosecurity and other risks, and controlling pests, weeds and disease
- Directs and oversees sugar cane crop defoliation, harvesting and transportation to sugar mills
- Plans and coordinates the sale, purchase and dispatch of sugar cane
- Plans and oversees the provision and maintenance of sugar cane farming infrastructure and equipment, such as sheds, fences, machinery, and water supply and irrigation systems
- Maintains and evaluates records of sugar cane farming activities, monitors market activity, and plans production accordingly
- Manages sugar cane farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise sugar cane farm staff and contractors

**Occupation****151199 Broadacre Crop Growers nec**

This occupation group covers Broadacre Crop Growers not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Cotton and Grain Grower
- Tree Farmer

**Unit Group**

## 1512 Horticultural Crop Growers

Plan, organise, control, coordinate and perform farming operations to grow horticultural crops such as flowers, fruit, grapes, nuts, turf and vegetables.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 151231 Flower Grower

Plans, organises, controls, coordinates and performs planting, cultivating and harvesting activities to grow flowering and foliage plants.

**Alternative title**

- Floriculturist

**Specialisation**

- Market Gardener (Flowers)

**Skill level: 1****Main tasks**

- Plans, organises and coordinates the production and marketing of flowering and foliage plants, taking into account environmental and market conditions
- Selects and purchases seeds, seedlings, bulbs and flower plant stock, fertilisers, and other supplies required for flower and foliage production
- Coordinates and develops strategies for cultivating, fertilising and irrigating flowering and foliage plants to maintain optimal production, plant health, and growing conditions
- Monitors and maintains flowering and foliage plant health by managing biosecurity and other risks, and controlling pests, weeds and diseases
- Directs and oversees the harvesting, packaging and transportation of flowers and foliage
- Plans and coordinates the sale, purchase and dispatch of flowers and foliage
- Plans and oversees the provision and maintenance of flower and foliage farming infrastructure, such as equipment, machinery, sheds, and water supply and irrigation systems
- Maintains and evaluates records of flower and foliage farming activities, monitors market activity, and plans production accordingly
- Manages flower farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise flower farm staff and contractors

**Occupation**

## 151232 Fruit Grower

Plans, organises, controls, coordinates and performs farming operations to grow fruit, including table grapes.

Wine Grape Growers are excluded from this occupation. Wine Grape Growers are included in Occupation 151237 Wine Grape Grower.

**Alternative title**

- Fruit Farm Manager

**Specialisations**

- Market Gardener (Fruit)
- Olive Grower
- Orchardist (Fruit)
- Table Grape Grower

**Skill level: 1****Main tasks**

- Plans and coordinates the production and marketing of fruit crops from seed selection and soil preparation to harvest, taking into account environmental and market factors
- Organises fruit farming operations and routines, such as collecting, storing, grading and packaging fruit
- Plans and coordinates the sale, purchase and dispatch of fruit
- Directs and oversees general farming activities to maintain fruit crop health by managing biosecurity and other risks, and controlling pests and weeds
- Plans and oversees the provision and maintenance of infrastructure for growing fruit, such as equipment, machinery, sheds, and water supply systems and irrigation systems
- Oversees data collection and analysis, and fruit farm technology systems
- Manages business capital, including budgeting, taxation, debt and loan management for a fruit farm
- May select and train fruit farm staff and contractors

**Occupation**

## 151233 Nut Grower

Plans, organises, controls, coordinates and performs farming operations to grow nuts, excluding those grown as broadacre crops (e.g. peanuts).

Peanut Growers are excluded from this occupation. Peanut Growers are included in Occupation 151132 Grain, Oilseed, Pulse or Pasture Grower.

**Alternative title**

- Nut Farm Manager

**Specialisation**

- Macadamia Grower

**Skill level: 1****Main tasks**

- Plans, organises and coordinates the production and marketing of nut crops from soil preparation to harvest, taking into account environmental and market factors
- Selects and purchases suitable nut varieties, fertilisers and other supplies required for nut production
- Coordinates and develops strategies for cultivating, pruning, fertilising and irrigating nut crops to maintain optimal production, crop health and growing conditions
- Monitors and maintains nut crop health by managing biosecurity and other risks, and controlling pests, weeds and disease
- Directs and oversees nut crop harvest, grading and packaging
- Plans and coordinates the sale, purchase and dispatch of nut crop produce
- Plans and oversees the provision of nut farming infrastructure and equipment, such as buildings, fences, machinery and irrigation systems
- Maintains and evaluates records of nut farming activities, monitors market activity, and plans production accordingly
- Manages nut farm business capital, including budgeting, taxation, debt and loan management
- May select and train nut farm staff and contractors

**Occupation**

## 151234 Production Nursery Grower

Plans, organises, controls and coordinates the propagation and growing of horticultural plant stock for wholesale. May also grow plants and seedlings for retail customers.

**Skill level:** 1

### Main tasks

- Plans and coordinates the production and marketing of horticultural plant stock for wholesale
- Selects seeds, seedlings, bulbs, plant stock, fertilisers and other supplies required for horticultural nursery production
- Coordinates and develops strategies for cultivating, fertilising and watering to maintain optimal production, plant health and growing conditions in nurseries
- Organises nursery operations and routines, such as propagating, replanting, pruning, staking, grading and packaging of horticultural plant stock
- Plans and coordinates the sale, purchase and dispatch of horticultural plant stock
- Directs and oversees general nursery activities to maintain plant health by managing biosecurity and other risks, and controlling pests and weeds
- Plans and oversees the provision and maintenance of nursery equipment and infrastructure
- Maintains and evaluates records of nursery activities, monitors market activity, and plans production accordingly
- Manages business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise production nursery staff and contractors

**Occupation**

## 151235 Turf Grower

Plans, organises, controls, coordinates and performs farming operations to grow turf.

**Alternative title**

- Turf Farmer

**Skill level: 1****Main tasks**

- Plans, organises and coordinates the production and marketing of turf, taking into account environmental and market factors
- Selects and purchases grass seeds, fertilisers and other supplies required for turf production
- Coordinates and develops strategies for cultivating, fertilising and irrigating turf to maintain optimal production, turf health and growing conditions
- Monitors and maintains turf health by managing biosecurity and other risks, and controlling pests, weeds and disease
- Directs and oversees the harvesting and packaging of turf
- Plans and coordinates the sale, purchase and dispatch of turf
- Plans and oversees the provision and maintenance of turf growing infrastructure and equipment, such as sheds, fences, machinery, and water supply and irrigation systems
- Maintains and evaluates records of turf growing activities, monitors market activity, and plans production accordingly
- Manages turf farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise turf farm staff and contractors

**Occupation**

## 151236 Vegetable Grower

Plans, organises, controls, coordinates and performs farming, greenhouse and market garden operations to grow vegetables.

**Alternative title**

- Vegetable Farm Manager

**Specialisations**

- Market Gardener (Vegetables)
- Protected Cropping Grower (Vegetables)

**Skill level: 1****Main tasks**

- Plans and coordinates the production and marketing of vegetable crops from seed selection and soil preparation to harvest, taking into account environmental and market factors
- Organises vegetable farming operations and routines, such as collecting, storing, grading and packaging vegetables
- Plans and coordinates the sale, purchase and dispatch of vegetables
- Directs and oversees general farming activities to maintain vegetable crop health by managing biosecurity and other risks, and controlling pests and weeds
- Plans and oversees the provisions and maintenance of vegetable farming infrastructure, such as equipment, machinery, sheds, and water supply systems and irrigation systems
- Oversees data collection and analysis, and vegetable farm technology systems
- Manages business capital, including budgeting, taxation, debt and loan management for a vegetable farm
- May select and train vegetable farm staff and contractors

**Occupation**

## 151237 Wine Grape Grower

Plans, organises, controls, coordinates and performs farming operations to grow wine grapes.

Table grape growers are excluded from this occupation. Table grape growers are included in Occupation 151232 Fruit Grower.

### Alternative titles

- Vigneron
- Vineyard Manager (Wine Grapes)
- Vineyard Operator (Wine Grapes)
- Viticulturist (Wine Grapes)

### Skill level: 1

### Main tasks

- Plans and coordinates the production and marketing of wine grapes from planting seedlings or grafting new varieties onto root stock to harvest, considering environmental and market factors
- Plans and oversees wine grape growing operations and routines, such as fertilising, cultivating, debudding and pruning vines
- Monitors and maintains wine grape crop health by managing biosecurity and other risks, and controlling pests, weeds and diseases
- Directs and oversees the harvesting, grading and packaging of wine grapes
- Plans and coordinates the sale, purchase and dispatch of wine grapes
- Plans and oversees the provision and maintenance of wine grape vineyard infrastructure and equipment, such as buildings, fences, trellises, machinery and water supply systems
- Maintains and evaluates the records of wine grape vineyard activities, monitors market activity, and plans production accordingly
- Manages wine grape vineyard business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise wine grape vineyard staff and contractors

**Occupation**

## 151299 Horticultural Crop Growers nec

This occupation group covers Horticultural Crop Growers not elsewhere classified.

Registration or licensing may be required.

**Skill level: 1**

**Occupations in this group include:**

- Coffee Grower
- Ginger Farmer
- Hop Farmer
- Medicinal Cannabis Cultivator
- Mushroom Grower
- Truffle Farmer

**Unit Group**

## 1513 Mixed Production and Aquaculture Farmers

Plan, organise, control, coordinate and perform aquaculture farming operations and farming operations spanning two or more of the four different primary production areas - broadacre crops, horticultural crops, livestock and aquaculture.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 151331 Aquaculture Farmer

Plans, organises, controls, coordinates and performs farming operations to breed and raise fish and other aquatic stock.

**Alternative title**

- Aquaculture Farm Manager

**Specialisations**

- Grow-out Manager (Aquaculture)
- Hatchery Manager (Aquaculture)
- Oyster Farmer

**Skill level: 1****Main tasks**

- Plans and coordinates the operations of hatcheries and grow-out operations to breed and produce aquatic stock such as fish, oysters, crayfish, marron or prawns
- Plans and coordinates the cultivation and production of seaweed for food, animal feed, biofuels and fertilisers
- Coordinates and oversees strategies to monitor the environment and maintain optimal growing conditions for aquatic stock and seaweed, minimise the impact of operations on the environment, and manage biosecurity and other risks
- Directs and oversees general aquaculture farming activities, including the provision and maintenance of farming infrastructure and equipment
- Directs and oversees the transportation of aquatic stock to new tanks, ponds, cages and floating net pens
- Coordinates and oversees harvesting, grading, processing and packaging operations for aquatic stock and seaweed
- Organises the sale, purchase and transportation of aquatic stock and seaweed
- Maintains and evaluates records of aquaculture farming activities, monitors market activity, and plans production accordingly
- Manages aquaculture farm business capital including budgeting, taxation, debt and loan management
- May select, train and supervise aquaculture farm staff and contractors

**Occupation**

## 151332 Broadacre Crop and Livestock Farmer

Plans, organises, controls, coordinates and performs farming and farm management activities involving the cultivation of broadacre crops and the breeding and raising of livestock.

**Alternative title**

- Farmer and Grazier

**Specialisations**

- Cattle and Wheat Farmer
- Sheep and Wheat Farmer

**Skill level: 1****Main tasks**

- Grows broadacre crops, and breeds and raises animals for the production of food, wool, skins, milk or eggs
- Monitors and maintains the health, welfare and condition of livestock, including by providing pastures, fodder and water
- Plans and maintains broadacre crop production by selecting seed and coordinating cultivation, fertilising, watering and crop health strategies
- Develops and oversees strategies to manage biosecurity and other risks
- Plans and oversees the provision and maintenance of broadacre crop and livestock farming infrastructure, such as equipment, machinery, sheds, and water supply and irrigation systems
- Organises the sale, purchase and transportation of livestock and produce
- Maintains and evaluates records of broadacre crop and livestock farming activities, monitors market activity, and plans production accordingly
- Manages broadacre crop and livestock farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise broadacre crop and livestock farm staff and contractors

**Occupation**

## 151399 Mixed Production and Aquaculture Farmers nec

This occupation group covers Mixed Production and Aquaculture Farmers not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Livestock and Fruit Farmer
- Livestock and Vegetable Farmer

**Minor Group**

## **152 Livestock Farmers**

Plan, organise, control, coordinate and perform farming operations to breed and raise livestock for the production of breeding stock, milk, eggs, meat, honey, wool and hair.

Farmers raising multiple types of livestock are included in this minor group.

Farmers raising livestock in combination with another commodity type, and Aquaculture Farmers, are excluded from this minor group.

Farmers raising livestock in combination with another commodity type, and Aquaculture Farmers, are included in Unit Group 1513 Mixed Production and Aquaculture Farmers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## **1521 Beef Cattle Farmers**

Plan, organise, control, coordinate and perform farming operations to breed and raise beef cattle for meat and breeding stock.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## **152131 Beef Cattle Farmer**

Plans, organises, controls, coordinates and performs farming operations to breed and raise beef cattle for meat and breeding stock.

**Alternative titles**

- Beef Cattle Farm Manager
- Beef Cattle Grazier
- Beef Cattle Station Manager

**Specialisation**

- Feedlot Manager (Beef Cattle)

**Skill level: 1****Main tasks**

- Plans, organises and coordinates the breeding and raising of beef cattle for meat and breeding stock
- Organises feeding, watering, herding, breeding, calving and administration of vaccinations and medications for beef cattle
- Directs and oversees general beef cattle farming infrastructure, including the provision and maintenance of fences, sheds, pens and water supply systems
- Manages pasture and grazing systems for optimal cattle nutrition and growth
- Monitors and maintains the health, welfare and condition of beef cattle, including managing biosecurity strategies and other risks
- Organises the purchase, sale and transportation of beef cattle for meat and breeding purposes
- Maintains and evaluates records of beef cattle farming activities, monitors market activity, and plans production
- Manages beef cattle farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise beef cattle farm workers and contractors
- May manage the operation of feedlots, including optimising feed efficiency and nutrition, waste management and sustainable land use

**Unit Group**

## 1522 Dairy Cattle Farmers

Plan, organise, control, coordinate and perform farming operations to breed and raise dairy cattle for milk, meat and breeding stock. Dairy herd managers are excluded from this unit group. Dairy herd managers are included in Occupation 343233 Senior Dairy Cattle Farm Worker.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 152231 Dairy Cattle Farmer

Plans, organises, controls, coordinates and performs farming operations to breed and raise dairy cattle for milk, meat and breeding stock. Dairy herd managers are excluded from this occupation. Dairy herd managers are included in Occupation 343233 Senior Dairy Cattle Farm Worker.

**Alternative title**

- Dairy Cattle Farm Manager

**Specialisation**

- Share Dairy Farmer

**Skill level: 1****Main tasks**

- Plans and coordinates the breeding and raising of dairy cattle for the production of milk, meat and breeding stock
- Organises dairy farming operations and routines, such as feeding and milking schedules, sterilisation of milking machines, nutrition programs, and administration of vaccinations and medications to dairy cattle
- Coordinates and schedules activities such as breeding, calving and weaning
- Monitors and maintains the health, welfare and condition of dairy cattle, including by developing and overseeing strategies to manage biosecurity and other risks
- Directs and oversees general dairy cattle farming activities, including the provision and maintenance of infrastructure such as pens, sheds and water supply systems, and the preparation of pasture and fodder
- Organises the sale, purchase and transportation of dairy cattle and milk
- Maintains and evaluates records of dairy farming activities, monitors market activity, and plans production accordingly
- Manages dairy cattle farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise dairy cattle farm staff and contractors

**Unit Group**

## 1523 Mixed Cattle and Sheep Farmers

Plan, organise, control, coordinate and perform farming operations to breed and raise cattle and sheep for meat, milk, wool and breeding stock.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 152331 Mixed Cattle and Sheep Farmer

Plans, organises, controls, coordinates and performs farming operations to breed and raise cattle and sheep for meat, milk, wool and breeding stock.

**Alternative title**

- Mixed Cattle and Sheep Farm Manager

**Skill level: 1****Main tasks**

- Plans and coordinates the breeding and raising of cattle and sheep for the production of meat, milk, wool and breeding stock
- Organises mixed cattle and sheep farming operations and routines, such as feeding, herding and drenching, and administration of vaccinations and medications
- Selects and purchases breeding stock, and manages cattle and sheep breeding programs
- Organises cattle and sheep farming operations and routines, such as mustering, shearing, milking and sterilising machines
- Monitors and maintains the health, welfare and condition of cattle and sheep, including developing and overseeing strategies to manage biosecurity risk and disease
- Directs and oversees general cattle and sheep farming activities, including the provision and maintenance of infrastructure such as pens, fences and sheds, and the preparation of pasture and fodder
- Organises the sale, purchase and transportation of cattle and sheep for meat and breeding purposes, and the sale of wool and milk
- Maintains and evaluates records of cattle and sheep farming activities, monitors market activity, and plans production accordingly
- Manages cattle and sheep farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise cattle and sheep farm workers

**Unit Group**

## 1524 Sheep Farmers

Plan, organise, control, coordinate and perform farming operations to breed and raise sheep for wool, meat and breeding stock.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 152431 Sheep Farmer

Plans, organises, controls, coordinates and performs farming operations to breed and raise sheep for wool, meat and breeding stock.

**Alternative title**

- Sheep Farm Manager

**Specialisation**

- Wool Grower

**Skill level: 1****Main tasks**

- Plans and coordinates the breeding and raising of sheep for the production of wool, meat, milk and breeding stock
- Organises sheep farming operations and routines, such as feeding, herding and drenching, and administration of nutrition programs, vaccinations and medications
- Selects and purchases breeding stock, and manages sheep breeding programs
- Organises sheep farming activities such as shearing, milking, and sterilising and maintaining shearing equipment
- Monitors and maintains the health, welfare and condition of sheep, including by developing and overseeing strategies to manage biosecurity and other risks
- Directs and oversees general sheep farming activities, including the provision and maintenance of infrastructure such as pens and sheds, and the preparation of pasture and fodder
- Organises the sale, purchase and transportation of sheep for meat and breeding purposes, and the sale of wool or other sheep products
- Maintains and evaluates records of sheep farming activities, monitors market activity, and plans production accordingly
- Manages sheep farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise sheep farm staff and contractors

**Unit Group**

## 1529 Other Livestock Farmers

This unit group covers Livestock Farmers not elsewhere classified. It includes Apiarists, Goat Farmers, Horse Breeders, Pig Farmers and Poultry Farmers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 152931 Apiarist

Plans, organises, controls, coordinates and operates apiaries to produce honey, queen bee pollen, beeswax and royal jelly, breed queen bees, and pollinate crops.

**Alternative title**

- Beekeeper

**Skill level: 1****Main tasks**

- Plans and coordinates the breeding and raising of bees for apiary operations, including the production of honey and other bee products, packaging of bee products and the provision of pollination services
- Harvests and processes honey and other bee products such as beeswax, propolis, royal jelly and bee pollen from hives
- Breeds queen bees and manages the process of queen bee rearing
- Inspects and monitors hives for signs of disease, pests and other issues
- Provides nutrition, medication and pest control to maintain the health of bee colonies and prevent the spread of pests and disease
- Directs and oversees general apiary activities, including the provision and maintenance of apiary infrastructure, such as hives and supporting apparatus
- Oversees the transportation of bee hives to provide pollination services for crops
- Maintains and evaluates records of apiary activities, including hive inspections, honey production and breeding records
- Manages apiary business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise staff or contractors in apiary operations

**Occupation**

## 152932 Goat Farmer

Plans, organises, controls, coordinates and performs farming operations to breed and raise goats for fibre, milk, meat and breeding stock.

**Skill level:** 1

### Main tasks

- Plans and coordinates the breeding and raising of goats for fibre, milk, meat and breeding stock
- Organises goat farming operations and routines, such as feeding, watering, herding, milking, shearing, and administration of vaccinations and medications
- Selects and purchases breeding stock and manages goat breeding programs
- Monitors and maintains the health, welfare and condition of goats, including by developing and overseeing strategies to manage biosecurity and other risks
- Directs and oversees general goat farming activities, including the provision and maintenance of infrastructure such as pens, fences, sheds and water supply systems
- Organises the sale, purchase and transportation of goats for meat and breeding purposes, and the sale of goat fibre or milk
- Maintains and evaluates records of goat farming activities, monitors market activity, and plans production accordingly
- Manages goat farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise goat farm staff and contractors

**Occupation**

## 152933 Horse Breeder

Plans, organises, controls, coordinates and performs farming operations to breed and raise horses for competition, dressage, eventing, showjumping, riding for pleasure and working.

**Alternative title**

- Horse Stud Manager

**Skill level: 1****Main tasks**

- Plans, organises, controls and coordinates the breeding and raising of horses
- Organises horse stud operations and routines, such as feeding, watering and exercising, and administration of nutrition programs, vaccinations and medications
- Maintains records of horse pedigrees, selects and purchases horses for breeding, and manages breeding programs
- Monitors and maintains the health, welfare and condition of breeding stock and young horses, including by developing strategies to manage biosecurity and other risks
- Directs and oversees general horse stud activities, including the provision and maintenance of infrastructure such as stables, fences, paddocks, sheds and water supply systems
- Organises the sale, purchase and transportation of horses
- Manages horse stud business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise horse stud staff and contractors

**Occupation**

## 152934 Pig Farmer

Plans, organises, controls, coordinates and performs farming operations to breed and raise pigs for meat and breeding stock.

**Alternative title**

- Pig Farm Manager

**Specialisation**

- Pig Breeder

**Skill level: 1****Main tasks**

- Plans and coordinates the breeding and raising of pigs for meat and breeding stock
- Organises pig farming operations and routines, such as feeding, watering, and administration of vaccines and medications
- Selects and purchases breeding stock, and manages pig breeding programs
- Monitors and maintains the health, welfare and condition of pigs, including by developing and overseeing strategies to manage biosecurity and other risks
- Directs and oversees general pig farming activities, including the provision and maintenance of infrastructure such as pens, sheds and water supply systems
- Organises the sale, purchase and transportation of pigs for meat and breeding purposes
- Maintains and evaluates records of pig farming activities, monitors market activity, and plans production accordingly
- Manages pig farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise pig farm staff and contractors

**Occupation**

## 152935 Poultry Farmer

Plans, organises, controls, coordinates and performs farming operations to breed and raise chickens, turkeys, ducks and other poultry for eggs, meat and breeding stock.

**Alternative title**

- Poultry Farm Manager

**Specialisations**

- Egg Producer
- Hatchery Manager (Poultry)

**Skill level: 1****Main tasks**

- Plans and coordinates the breeding and raising of poultry for eggs, meat and breeding stock
- Organises poultry farming operations and routines, such as feeding, collecting and storing eggs, and administration of vaccinations and medications
- Selects and purchases breeding stock, and manages poultry breeding programs
- Monitors and maintains the health, welfare and condition of poultry, including by developing and overseeing strategies to manage biosecurity and other risks
- Directs and oversees general poultry farming activities, including the provision and maintenance of infrastructure such as barns, sheds, cages and hatchery equipment
- Organises the sale, purchase and transportation of poultry and eggs
- Coordinates and schedules activities such as breeding, storage, disposal of waste products and poultry hatch schedules
- Maintains and evaluates records of poultry farming activities, monitors market activity, and plans production accordingly
- Manages poultry farm business capital, including budgeting, taxation, debt and loan management
- May select, train and supervise poultry farm staff and contractors

**Occupation**

## 152999 Livestock Farmers nec

This occupation group covers Livestock Farmers not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Alpaca Farmer
- Crocodile Farmer
- Deer Farmer
- Dog Breeder
- Worm Farmer

**Sub-major Group**

## **16 Hospitality and Retail Managers**

Organise and control the operations of establishments which provide accommodation, hospitality, entertainment, fitness, sports and retail services.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Minor Group**

### **161 Hospitality, Tourism and Venue Managers**

Organise and control the operations of establishments which provide accommodation, hospitality, entertainment, fitness and sports services.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Unit Group**

#### **1611 Accommodation Service Managers**

Manage and coordinate the activities of accommodation service workers.

Front Office Supervisors, Hosted Accommodation Operators and Housekeeping Supervisors are excluded from this unit group. Front Office Supervisors are included in Occupation 471533 Front Office Supervisor (Accommodation). Hosted Accommodation Operators are included in Occupation 161932 Hosted Accommodation Operator. Housekeeping Supervisors are included in Occupation 471535 Housekeeping Supervisor.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

##### **161131 Accommodation Service Manager**

Manages, coordinates, controls and oversees the activities of accommodation service workers.

Front Office Supervisors, Hosted Accommodation Operators and Housekeeping Supervisors are excluded from this occupation. Front Office Supervisors are included in Occupation 471533 Front Office Supervisor (Accommodation). Hosted Accommodation Operators are included in Occupation 161932 Hosted Accommodation Operator. Housekeeping Supervisors are included in Occupation 471535 Housekeeping Supervisor.

**Specialisations**

- Chief Concierge
- Executive Housekeeper
- Front Office Manager (Accommodation)
- Guest Services Manager
- Hotel Service Manager

**Skill level: 2****Main tasks**

- Plans, organises, coordinates and oversees the work schedules of accommodation service workers

- Ensures accommodation service workers adhere to established standards and procedures
- Coordinates with other departments to ensure smooth operation of accommodation services
- Manages the handling of customer complaints and resolves issues
- Oversees and maintains the inventory of supplies and equipment needed for accommodation services

**Unit Group**

## 1612 Cafe, Restaurant and Catering Managers

Organise and control the operations of cafes, restaurants, catering businesses and related establishments to provide dining, takeaway and catering services.

Licensed Club Managers are excluded from this unit group. Licensed Club Managers are included in Occupation 161531 Licensed Club Manager.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

## 161231 Cafe or Restaurant Manager

Organises and controls the operations of a cafe, restaurant or related establishment to provide dining or takeaway services.

**Alternative title**

- Food and Beverage Manager

**Specialisations**

- Bistro Manager
- Canteen Manager
- Fast Food Manager

**Skill level: 2****Main tasks**

- Plans and coordinates the daily operations of a cafe, restaurant or related establishment
- Manages and supervises staff, including hiring, training and performance evaluation
- Oversees the preparation and presentation of food and beverages to ensure quality and customer satisfaction
- Monitors inventory levels and orders supplies as needed
- Manages budgets and financial transactions, including cash handling and reporting
- Ensures compliance with health and safety regulations and food hygiene standards
- Collaborates with suppliers and vendors to negotiate contracts and ensure timely delivery of goods and services

**Occupation**

## 161232 Catering Manager

Organises and controls the operations of a catering business to provide catering services to clients, including for special events and functions.

**Specialisation**

- Banquet Manager

**Skill level: 2****Main tasks**

- Manages event schedules and food preparation timelines to ensure the smooth operation of a catering business
- Manages budgets and financial aspects of a catering business and promotes catering services to attract new clients
- Liaises with clients to determine specific food requirements and preferences
- Oversees the preparation of food and beverages, and purchases supplies for catering events according to dietary requirements
- Arranges for the timely delivery of catering services to a function or event, including setting up equipment to serve food and preserve its temperature
- Manages and supervises staff, including hiring, training and performance evaluation, and ensures compliance with food safety and hygiene regulations
- Maintains records of events, expenses and client information, and finalises transactions between customers and the business

**Unit Group**

## 1613 Entertainment, Fitness and Sports Venue Managers

Organise, control and promote the operations, activities and facilities of entertainment, fitness and sports venues.

Licensed Club Managers are excluded from this unit group. Licensed Club Managers are included in Occupation 161531 Licensed Club Manager.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 161331 Amusement Centre Manager

Organises, controls and promotes the activities, facilities and resources of an amusement centre, showground or theme park.

**Alternative title**

- Entertainment Centre Manager

**Specialisations**

- Bridge Club Manager
- Fairground Operator
- Video Arcade Manager

**Skill level: 2****Main tasks**

- Plans and coordinates the entertainment, attractions and amusement machines offered by the centre
- Improves customer attraction by incorporating digital arcade games and virtual reality experiences
- Manages scheduling games and competitions
- Develops and implements marketing strategies, including digital marketing such as social media advertising, email marketing and online publicity
- Oversees maintenance and repair of facilities and equipment, including monitoring the operation of rides and attractions to ensure safety
- Manages day-to-day operations of an amusement centre
- Ensures facilities are properly maintained and conform to safety standards
- Develops and manages budgets
- Recruits, trains and supervises staff

**Occupation**

## 161332 Betting Agency Manager

Organises and controls the operations of a branch of a betting agency.

Registration or licensing may be required.

**Skill level:** 2

### Main tasks

- Oversees the day-to-day operations of the betting agency branch
- Manages and supervises staff, including recruitment, training and performance evaluation
- Monitors and analyses betting trends and customer preferences
- Develops and implements strategies to attract and retain customers
- Monitors and intervenes to ensure gamblers are gambling responsibly
- Manages financial transactions

**Occupation**

## 16133 Cinema or Theatre Manager

Organises and controls the operations of a cinema or theatre.

Registration or licensing may be required.

**Skill level:** 2

### Main tasks

- Plans and coordinates film or performance scheduling
- Collaborates with distributors, producers and performers
- Uses digital tools such as event management software, event marketing software, digital ticketing and digital lighting, to streamline theatre operations
- Oversees staff hiring, training and supervision
- Manages budget and financial operations
- Develops and implements marketing strategies
- Ensures facility maintenance and upkeep

**Occupation**

## 161334 Fitness Centre Manager

Organises, controls and promotes the activities, facilities and resources of a fitness centre. May coach, instruct and train clients.

**Skill level:** 2

### Main tasks

- Develops and implements policies and procedures for the operation of a fitness centre
- Manages and coordinates the activities and resources of the fitness centre
- Promotes and markets the fitness centre to attract new clients and retain existing ones
- Provides coaching, instruction and training to clients as required
- Monitors and evaluates the performance of fitness centre staff
- Manages the financial aspects of the fitness centre, including budgeting and financial reporting

**Occupation**

## 161335 Sports Centre Manager

Organises, controls and promotes the activities, facilities and resources of a sports centre.

**Specialisations**

- Aquatic Centre Manager
- Golf Course Manager
- Indoor Sports Centre Manager
- Squash Centre Manager
- Stadium Manager
- Tennis Centre Manager
- Ten Pin Bowling Centre Manager

**Skill level: 2****Main tasks**

- Develops and implements policies and procedures for the operation of a sports centre
- Manages and coordinates the activities and programs offered at the sports centre
- Oversees the maintenance and upkeep of sports centre facilities and equipment
- Recruits, trains and supervises sports centre staff
- Develops and implements marketing strategies to promote the sports centre and attract new members
- Monitors and evaluates the financial performance of the sports centre, including budgeting and financial reporting
- Liaises with community groups, sporting associations and other stakeholders to foster partnerships and collaborations
- Plans and organises special events and tournaments at the sports centre

**Occupation**

## 161399 Entertainment, Fitness and Sports Venue Managers nec

This occupation group covers Entertainment, Fitness and Sports Venue Managers not elsewhere classified.

Registration or licensing may be required.

**Skill level:** 2

**Occupations in this group include:**

- Casino Shift Manager
- Dance Studio Manager

**Unit Group**

## 1614 Hotel and Motel Managers

Organise and control the operations of hotels and motels to provide guest accommodation, meals and other services.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 161431 Hotel or Motel Manager

Organises and controls the operations of a hotel or motel to provide guest accommodation, meals and other services.

Registration or licensing may be required.

**Alternative titles**

- Hotelier
- Publican

**Specialisations**

- Operations Manager (Hotel)
- Resort Manager

**Skill level: 2****Main tasks**

- Directs and oversees hotel or motel reservation, reception, room service and housekeeping activities
- Arranges and supervises hotel or motel security arrangements, and garden and property maintenance
- Manages and supervises hotel or motel staff, including hiring, training and performance evaluation
- Plans and oversees bar, restaurant, function and conference activities occurring in a hotel or motel establishment
- Ensures compliance with health and safety regulations, and liquor and gaming regulations
- Monitors and evaluates the quality of guest services and ensures customer satisfaction
- Manages budgets and financial resources of a hotel or motel, including monitoring expenses and revenue
- Maintains records and prepares reports on hotel or motel operations

**Unit Group**

## 1615 Licensed Club Managers

Organise and control the operations of licensed clubs to provide food, beverages, gaming, entertainment, sporting and other amenities for members.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 161531 Licensed Club Manager

Organises and controls the operations of a licensed club to provide food, beverages, gaming, entertainment, sporting and other amenities for members.

Registration or licensing is required.

**Specialisations**

- Gaming Manager
- Nightclub Manager

**Skill level: 2****Main tasks**

- Oversees day-to-day operations of a licensed club, including the provision of food and beverages, gaming, entertainment and events
- Manages staff, ensuring they are suitably trained
- Monitors and evaluates the financial performance of a licensed club, including budgeting, reporting, and implementing cost control measures
- Develops and implements policies and procedures to ensure compliance with relevant legislation and regulations
- Promotes a licensed club and its amenities to attract and retain members
- Collaborates with suppliers and contractors to ensure the provision of quality products and services
- Resolves customer complaints and concerns

**Unit Group**

## 1616 Senior Chefs

Manage and oversee the operation of kitchens in dining and other food service establishments.

Chefs are excluded from this unit group. Chefs are included in Occupation 321131 Chef.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

## 161631 Senior Chef

Manages and oversees the operation of kitchens in a dining or other food service establishment.

Chefs are excluded from this occupation. Chefs are included in Occupation 321131 Chef.

**Specialisations**

- Executive Chef
- Head Chef
- Sous Chef

**Skill level: 2****Main tasks**

- Develops and monitors kitchen budgets, considering labour, ingredient and equipment costs
- Designs and plans menus based on seasonal trends, customer preferences and costs
- Oversees the recruitment, development and training of Chefs and other kitchen staff
- Assigns tasks and responsibilities to Chefs and Cooks
- Oversees the preparation and presentation of dishes
- Uses and teaches advanced culinary skills and techniques required to prepare menu pieces
- Inspects ingredients and dishes to ensure quality standards are met
- Enforces strict adherence to health and safety regulations in the kitchen

**Unit Group**

## 1619 Other Hospitality, Tourism and Venue Managers

This unit group covers Hospitality, Tourism and Venue Managers not elsewhere classified. It includes Caravan Park and Camping Ground Managers, Hosted Accommodation Operators and Travel Agency Managers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 161931 Caravan Park and Camping Ground Manager

Organises and controls the operations of a caravan park and camping ground to provide accommodation and leisure services.

Registration or licensing may be required.

**Skill level: 2****Main tasks**

- Plans and coordinates the day-to-day operations of a caravan park and camping ground
- Ensures a park's facilities and grounds are well-maintained and clean
- Oversees the allocation of sites and facilities to guests
- Manages reservations and bookings, including check-in and check-out procedures
- Handles customer enquiries, complaints and requests
- Implements and enforces park rules and regulations
- Monitors and maintains financial records, including revenue and expenses
- Develops and implements marketing strategies to attract new guests
- Manages and supervises staff, including hiring, training and performance evaluation

**Occupation**

## 161932 Hosted Accommodation Operator

Organises and controls the operations of a private dwelling to provide highly personalised accommodation and leisure services for guests. Registration or licensing may be required.

**Alternative title**

- Bed and Breakfast Operator

**Skill level: 2****Main tasks**

- Manages and coordinates the daily operations of a hosted accommodation dwelling
- Receives and processes reservations and bookings from guests
- Ensures the accommodation is clean, well-maintained and properly stocked
- Provides information to guests on local attractions
- Handles guest enquiries and resolves issues in a timely and satisfactory manner
- Maintains financial records and manages budgets
- Promotes the hosted accommodation dwelling
- May greet and check-in guests

**Occupation**

## 161933 Travel Agency Manager

Organises and controls the operations of a travel agency.

Registration or licensing may be required.

**Skill level: 2**

### Main tasks

- Manages and oversees daily operations of a travel agency
- Manages financial aspects of a travel agency, including budgeting, invoicing and financial reporting
- Establishes and maintains relationships with suppliers such as airlines, hotels and tour operators
- Negotiates contracts and agreements with suppliers to ensure competitive pricing
- Provides travel advice and assistance to clients, including booking flights, accommodation and tours
- Implements marketing activities to attract customers to the business
- Resolves customer complaints and queries
- Monitors and evaluates the performance of staff, and provides feedback, training and guidance

**Occupation**

## 161999 Hospitality, Tourism and Venue Managers nec

This occupation group covers Hospitality, Tourism and Venue Managers not elsewhere classified.

Registration or licensing may be required.

**Skill level:** 2

**Occupations in this group include:**

- Backpackers Manager
- Cruise Director
- Hostel Manager
- Reception Centre Manager
- Ski Lodge Manager
- Tour Operator

**Minor Group**

## 162 Retail Managers

Organise and control the operations of establishments which provide retail services.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Unit Group**

## 1621 Retail Managers

Organise and control the operations of establishments which provide retail services.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

## 162131 Retail Manager (General)

Organises and controls the operations of a general retail trading establishment.

Community Pharmacists and fast food managers are excluded from this occupation. Community Pharmacists are included in Occupation 263431 Community Pharmacist. Fast food managers are included in the Occupation 161231 Cafe or Restaurant Manager.

**Alternative titles**

- Retail Store Manager
- Shop Manager

**Specialisations**

- Clothing Store Manager
- Hardware Store Manager
- Liquor Store Manager
- Newsagent
- Pharmacy Store Manager
- Retail Bakery Manager
- Service Station Manager
- Supermarket Manager

**Skill level: 2****Main tasks**

- Manages the daily operations of retail establishments
- Manages and supervises staff, including hiring, rostering, training and performance evaluation
- Develops and implements policies and procedures to ensure efficient and effective operations
- Monitors and analyses sales and financial data
- Manages retail establishment finances, including budgeting and financial reporting
- Develops and maintains relationships with suppliers, and negotiates contracts and pricing
- Implements marketing and promotional activities to attract and retain customers
- Resolves customer complaints and ensures high levels of customer satisfaction

**Occupation**

## 162132 Antique Dealer

Organises and controls the operations of an antiques business, including buying and selling antiques such as furniture, art, jewellery and china.

Registration or licensing may be required.

**Skill level:** 2

### Main tasks

- Manages the daily operations of an antiques business
- Sources and acquires antiques such as furniture, art, jewellery and china, for sale
- Inspects and evaluates the condition and authenticity of antiques
- Researches and appraises antiques to determine their market value
- Implements marketing and promotional activities to attract customers through various channels such as online platforms, auctions and fairs
- Provides expert advice and information to clients regarding the history, origin and value of antiques
- Negotiates and finalises the purchase and sale of antiques with clients
- Manages business finances, including budgeting and financial reporting
- May clean and restore antiques to enhance their appearance and value

**Occupation**

## 162133 Post Office Manager

Organises and controls the operations of a post office.

**Skill level:** 2

### Main tasks

- Manages the day-to-day operations of a post office
- Oversees mail and parcel delivery and collection
- Ensures compliance with postal and work health and safety regulations
- Manages staff in a post office
- Provides postal and retail services to customers
- Responds to customer enquiries and resolves issues
- Monitors postal supplies and equipment inventories
- Prepares financial reports and manages budgets

**Sub-major Group**

## **17 Office Administration and Service Managers**

Organise and control the functions and resources of offices, professional practices, and establishments that provide services.

Hospitality and Retail Managers are excluded from this sub-major group. Hospitality and Retail Managers are included in Sub-major Group 16 Hospitality and Retail Managers.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Minor Group**

### **171 Office Administration and Practice Managers**

Organise and control the functions and resources of offices, branches and professional practices including administrative systems, payroll and office personnel.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Unit Group**

#### **1711 Financial Institution Managers**

Organise and control the general operational activities of branches of banks, building societies, credit unions and similar financial institutions.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

##### **171131 Financial Institution Manager**

Organises and controls the general operational activities of a branch of a bank, building society, credit union or similar financial institution.

**Specialisations**

- Bank Manager
- Credit Union Manager

**Skill level: 2****Main tasks**

- Develops and implements business plans, budgets, policies and procedures
- Oversees operational functions and provides solutions to operational issues
- Implements displays, and promotes branch functions and business development
- Manages product offerings and client applications
- Deals with customer enquiries to provide quotes and advice, and handle complaints
- Ensures that funds balance at the close of business
- Oversees preparation of financial reporting and branch progress reports

**Unit Group**

## 1712 Office and Payroll Managers

Organise and control the functions and resources of offices and coordinate payroll personnel and systems to ensure accurate records of payments and benefits.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 171231 Office Manager

Organises and controls the functions and resources of an office, such as administrative systems and office personnel.

**Skill level: 2****Main tasks**

- Contributes to the planning and review of office services and standards
- Allocates human resources, space and equipment
- Assigns work and monitors work performance of staff
- Manages office records and accounts
- Ensures office equipment and supplies are maintained
- Ensures office compliance with work health and safety regulations
- Ensures work complies with relevant government legislation, policies and procedures
- Coordinates personnel activities such as hiring, promotions, performance management, payroll, training and supervision

**Occupation**

## 171232 Payroll Manager

Plans, organises, directs, controls and coordinates payroll personnel and process systems to ensure accurate records of payments and benefits.

**Alternative title**

- Payroll Administration Manager

**Skill level: 2****Main tasks**

- Develops systems to process payroll account transactions such as salaries, benefits, garnishments, deductions, taxes and third-party payments
- Oversees processing of payroll changes such as new hires, terminations, raises and system upgrades
- Coordinates timekeeping and payroll systems
- Ensures compliance with relevant laws and internal policies
- Supervises and coaches Payroll Officers and assistants

**Unit Group**

## 1713 Practice Managers

Organise and control the functions and resources of health, legal, veterinary and other practices, including administrative systems and practice personnel.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 171331 Health Practice Manager

Organises and controls the functions and resources of a health practice, such as administrative systems and practice personnel.

**Specialisations**

- Chiropractic Practice Manager
- Dental Practice Manager
- Medical Practice Manager
- Physiotherapy Practice Manager

**Skill level: 2****Main tasks**

- Manages and coordinates the rosters and activities of practice personnel to ensure the practice operates smoothly on a daily basis
- Manages national health scheme payments, claims, private billings, debt collection and banking
- Implements quality improvement initiatives to enhance the delivery of health care services
- Implements and manages administrative systems, technology infrastructure, policies and procedures for the health practice
- May develop and implement marketing strategies to promote the practice and attract new patients

**Occupation**

## 171332 Legal Practice Manager

Organises and controls the functions and resources of a legal practice, such as administrative systems and practice personnel.

Legal Secretaries are excluded from this occupation. Legal Secretaries are included in Occupation 521235 Legal Secretary.

**Skill level: 2**

### Main tasks

- Assigns tasks and responsibilities to legal support team members based on their skill and workload
- Monitors performance of legal practice staff and provides feedback and training
- Oversees the legal case loads and assignments of Legal Professionals, paralegals and administrative support staff, ensuring deadlines are met
- Develops and implements policies and procedures to ensure compliance with industry specific regulations and best practices
- Develops and maintains communication processes to ensure clients are provided updates on their relevant cases
- Maintains the confidentiality and data security standards for client information and sensitive legal documentation
- Reviews and maintains legal documentation

**Occupation**

## 171333 Veterinary Practice Manager

Organises and controls the functions and resources of a veterinary practice or hospital, such as administrative systems and practice personnel.

**Skill level:** 2

### Main tasks

- Oversees the tasks and responsibilities of the veterinary team, including Veterinarians, veterinary technicians and other support staff
- Monitors performance of veterinary practice staff and provides feedback and training
- Ensures medical staff, protocols and standards of care adhere to licensing and registration requirements
- Monitors and maintains the storage and inventory of medical supplies and medications in accordance with regulatory requirements
- Coordinates the maintenance and repairs of medical equipment to meet functionality and safety standards

**Occupation**

## 171399 Practice Managers nec

This occupation group covers Practice Managers not elsewhere classified.

**Skill level:** 2

**Occupations in this group include:**

- Accounting Practice Manager
- Advertising Agency Manager
- Architectural Practice Manager
- IT Practice Manager
- Studio Manager (Graphic Design or Photography)

**Unit Group**

## 1714 Real Estate Agency Principals

Manage the overall activities of real estate agencies.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 171431 Real Estate Agency Principal

Manages the overall activities of a real estate agency.

Registration or licensing is required.

**Alternative title**

- Real Estate Agency Licensee

**Skill level: 2****Main tasks**

- Develops and implements business strategies, budgets, policies and procedures for the agency
- Oversees day-to-day operations, including property sales, leasing and property management
- Manages and supervises Real Estate Agents and support staff
- Establishes and maintains client relationships, including property owners, buyers and tenants
- Sets sales targets and monitors performance
- Prepares and presents reports to stakeholders, including property owners and governing bodies
- Negotiates and finalises contracts and agreements with clients and other parties

**Minor Group**

## 172 Service Managers

Organise and control the operations of organisations and establishments providing services such as call centre and customer contact services, event and facilities management, hair and beauty services, and transport services.

Hospitality, Tourism and Venue Managers and Retail Managers are excluded from this minor group. Hospitality, Tourism and Venue Managers are included in Minor Group 161 Hospitality, Tourism and Venue Managers. Retail Managers are included in Minor Group 162 Retail Managers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Unit Group**

## 1721 Call Centre and Customer Service Managers

Organise and control the operations of call and contact centres, administer and review customer services, and maintain sound customer relations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

## 172131 Call or Contact Centre Manager

Organises and controls the operations of a call or contact centre.

**Skill level: 2****Main tasks**

- Manages teams of Call or Contact Centre Operators
- Oversees performance and development of call or contact centre team members
- Monitors and evaluates call or contact centre performance metrics, including sales rates, costs and customer service quality
- Implements improvements based on data analysis
- Reports on business activities, workforce planning and budgeting within the call or contact centre
- Liaises with sales, service and supplier agents, and maintains related databases
- Develops and reviews call or contact centre policies, programs and procedures

**Occupation**

## 172132 Customer Service Manager

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

**Alternative titles**

- Client Service Manager
- Service Manager

**Skill level: 2****Main tasks**

- Develops and reviews policies, programs and procedures concerning customer relations and goods and services provided
- Manages and trains staff providing customer services
- Plans and implements after-sales services to handle complaints, refund requests and other feedback
- Liaises with other organisational units, service agents and customers to identify and respond to customer expectations

**Unit Group**

## 1722 Event Managers

Develop, coordinate and organise services for events such as weddings, festivals, conventions, conferences, exhibitions, concerts and trade shows.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 172231 Event Manager

Develops, coordinates and organises services for events such as weddings, festivals, conventions, conferences, exhibitions, concerts and trade shows.

**Alternative title**

- Event Coordinator

**Specialisations**

- Conference Manager
- Event Planner
- Exhibition Organiser
- Production Manager (Corporate Hospitality)
- Wedding Coordinator

**Skill level: 2****Main tasks**

- Responds to enquiries concerning services provided and costs for room and equipment hire, catering and related services
- Meets with clients to discuss their needs and outlines package options to meet these needs
- Arranges and coordinates services such as conference facilities, catering, signage, displays, audio-visual equipment, accommodation, transport and social events, for participants
- Organises registration of participants, prepares programs and promotional material, and publicises events
- Negotiates the type and costs of services to be provided within budget
- Hires, trains and supervises support staff required for events
- Monitors events as they take place and resolves issues if they arise

**Unit Group**

## 1723 Facilities Managers

Organise, control and coordinate the strategic and operational management of buildings and facilities in public and private organisations to ensure the proper and efficient operation of all physical aspects of the facilities, to create and sustain safe and productive environments for occupants.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 172331 Facilities Manager

Organises, controls and coordinates the strategic and operational management of buildings and facilities in public and private organisations to ensure the proper and efficient operation of all physical aspects of a facility, to create and sustain safe and productive environments for occupants.

**Alternative title**

- Building Manager

**Specialisations**

- Hotel Maintenance Manager
- Shopping Centre Manager

**Skill level: 2****Main tasks**

- Plans, organises, coordinates and oversees the administrative, operational and strategic planning activities of a facility
- Coordinates the implementation of repairs, maintenance and renovations of a facility
- Manages facility budgets and financial resources, and reports on operating expenses and income
- Manages and oversees the hiring of support staff
- Manages contracts and service agreements with external vendors for facility maintenance and services
- Monitors and evaluates the performance of facility management programs and services
- Ensures compliance with health and safety regulations and standards
- Develops and implements emergency response plans and procedures

**Unit Group**

## 1724 Hair, Body and Beauty Service Managers

Organise and control the operations of establishments providing hair, body and beauty services.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 172431 Hair or Beauty Salon Manager

Organises and controls the operations of a hairdressing or beauty salon.

Registration or licensing may be required.

**Skill level: 2****Main tasks**

- Plans and coordinates the daily operations of a hair or beauty salon
- Manages salon budget, and develops and implements strategies to attract and retain clients
- Manages and supervises salon staff, including hiring, training and scheduling
- Oversees the provision of hair or beauty services to clients
- Monitors and maintains inventory of salon supplies and products
- Collaborates with suppliers and vendors to source salon products and equipment

**Occupation****172499 Hair, Body and Beauty Service Managers nec**

This occupation group covers Hair, Body and Beauty Service Managers not elsewhere classified.

Registration or licensing may be required.

**Skill level:** 2

**Occupations in this group include:**

- Day Spa Manager
- Tattoo Studio Manager

**Unit Group**

## 1725 Transport Service Managers

Organise and control the buying, selling and leasing of vehicles, the operations of railway stations, and the operations of enterprises that operate fleets of vehicles to transport goods and passengers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 172531 Fleet Manager

Organises and controls the buying, selling and leasing of vehicles for rental agencies, logistics and delivery companies, public transport providers, corporate fleets, construction companies and government agencies.

Registration or licensing may be required.

Transport Company Managers are excluded from this occupation. Transport Company Managers are included in Occupation 172533 Transport Company Manager.

**Skill level: 2****Main tasks**

- Determines vehicle requirements
- Sources and negotiates the purchase or lease of vehicles
- Coordinates the sale or disposal of vehicles
- Manages a fleet of vehicles, ensuring they are properly maintained and serviced
- Monitors and controls vehicle usage and costs
- Provides advice and guidance to rental agencies and leasing companies on vehicle selection and acquisition
- Manages and maintains records related to vehicle transactions
- Conducts market research to identify trends in the vehicle rental and leasing industry

**Occupation**

## 172532 Railway Station Manager

Organises and controls the operations of a railway station.

**Skill level:** 2

### Main tasks

- Ensures the safe and efficient daily operations of a railway station
- Reports failures and delays, and takes appropriate action to ensure customers have access to timely, concise and accurate information
- Coordinates and supervises railway station staff, including rostering and training
- Monitors and oversees the maintenance of railway station facilities including platforms, waiting areas and ticketing systems
- Conducts regular inspections of railway station facilities and equipment to identify maintenance needs, and organises repairs as required
- Handles customer enquiries, incidents, complaints and requests for assistance
- Prepares reports on railway station performance, including passenger numbers, revenue and service disruptions

**Occupation**

## 172533 Transport Company Manager

Organises and controls the operations of an enterprise that operates a fleet of vehicles to transport goods and passengers.

Registration or licensing may be required.

Fleet Managers are excluded from this occupation. Fleet Managers are included in Occupation 172531 Fleet Manager.

### Specialisations

- Bus Company Manager
- Car Rental Agency Manager

### Skill level: 2

#### Main tasks

- Plans and coordinates the transportation of goods and passengers
- Develops and implements operational policies and procedures for the transport company
- Negotiates contracts with clients and suppliers
- Manages the scheduling and allocation of vehicles and drivers
- Manages and supervises the activities of drivers and other staff, ensuring compliance with road safety regulations and legislation
- Oversees the maintenance and repair of vehicles in the fleet
- Monitors and analyses the financial performance of the transport company

**Unit Group**

## 1729 Other Service Managers

This unit group covers Service Managers not elsewhere classified. It includes Boarding Kennel and Cattery Operators, Equipment Hire Managers, Retirement Village Managers and Security Managers (non-ICT).

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 172931 Boarding Kennel or Cattery Operator

Organises and controls the operations of an establishment which offers temporary boarding for dogs and cats.

**Skill level: 2****Main tasks**

- Manages the day-to-day operations of a boarding kennel or cattery
- Ensures the facility is clean, safe and well-maintained
- Receives and checks-in animals, ensuring all necessary documentation is completed
- Provides food, water and exercise for animals according to their specific needs
- Administers medications and treatments as required
- Monitors the health and behaviour of animals and seeks veterinary care when necessary
- Provides care and attention to animals to ensure their wellbeing
- Maintains records of animals' stays, including feeding schedules, medications and special instructions
- Handles customer enquiries, bookings and payments
- Oversees the hiring, training and supervision of staff

**Occupation**

## 172932 Equipment Hire Manager

Organises and controls the operations of an establishment engaged in the hiring out of equipment to companies involved in areas such as building and engineering, construction, government, mining and resources, manufacturing, maintenance and special events, and to individuals for personal use.

**Skill level:** 2

### Main tasks

- Manages the stock, quality and maintenance of equipment for hire
- Ensures compliance with safety regulations and industry standards
- Negotiates equipment hire agreements with clients
- Sources equipment and parts from vendors
- Oversees the selection, training and performance of staff

**Occupation**

## 172933 Retirement Village Manager

Organises and controls the day-to-day operations of a retirement village to provide a range of accommodation, personal care services, and recreational and social activities for the use and enjoyment of residents.

**Skill level:** 2

### Main tasks

- Plans, directs and coordinates the organisation, its administration, and the operation of the establishment
- Manages tenancy agreements and notices in line with state regulations, and handles new resident induction
- Maintains standards according to hygiene, safety and other relevant regulations
- Engages and trains staff, and establishes and maintains standards of staff performance and services to residents
- Plans budgets and authorises expenditure
- Liaises with resident committees and manages resident enquiries
- May manage village transport, social clubs, restaurants, sports facilities and other recreational amenities

**Occupation**

## 172934 Security Manager (Non-ICT)

Manages the security functions of an organisation to ensure the safety and security of employees and facilities.

Registration or licensing may be required.

Chief Information Security Officers, Cyber Security Operations Coordinators and ICT security project managers are excluded from this occupation. Chief Information Security Officers are included in Occupation 113132 Chief Information Security Officer. Cyber Security Operations Coordinators are included in Occupation 271136 Cyber Security Operations Coordinator. ICT security project managers are included in Occupation 113232 ICT Project Manager.

**Skill level: 2****Main tasks**

- Develops and implements security policies, procedures and strategies for an organisation
- Plans, manages and coordinates security activities to safeguard employees and the assets and properties of an organisation
- Implements strategies to identify, investigate and resolve security breaches
- Analyses and evaluates security operations to identify risks and improve existing procedures
- Assesses security risks, such as bomb threats, unauthorised entry and fire, and plans incident responses to mitigate the potential consequences of those risks
- Communicates security status, updates and problems using established protocols

**Occupation**

## 172999 Service Managers nec

This occupation group covers Service Managers not elsewhere classified.

Registration or licensing may be required.

**Skill level: 2**

**Occupations in this group include:**

- Landscaping Services Manager
- Laundromat Operator
- Marina Manager
- Mining Camp Manager
- Plumbing Services Manager
- Recycling Centre Manager
- Self-Storage Manager
- Waste Depot Manager

**Major Group**

## 2 Professionals

Perform analytical, conceptual and creative tasks through the application of theoretical knowledge and experience in the fields of the arts, media, business, design, engineering, the physical, social and life sciences, transport, education, health, ICT and the law.

**OSCA skill level**

The occupations in this major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Sub-major Group**

## 21 Accounting and Finance Professionals

Perform analytical, conceptual and practical tasks to provide services in financial accounting, auditing and investment matters.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

## 211 Accountants and Auditors

Plan and provide accounting, financial auditing and treasury valuation services and systems to individuals and organisations.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## 2111 Accountants and Corporate Treasurers

Provide services relating to financial reporting, taxation, auditing, investigation, insolvency, accounting information systems, budgeting, cost management, planning and decision-making by organisations and individuals, provide advice on associated compliance and performance requirements to ensure statutory and strategic governance, and provide treasury valuation services and systems to individuals and organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 211131 Accountant (General)

Provides services relating to compliance-based financial, non-financial and sustainability-related reporting, auditing, insolvency and accounting information systems, and advises on association record-keeping requirements.

Registration or licensing may be required for certain services such as auditing.

**Specialisations**

- Financial Analyst
- Insolvency Accountant
- Production Accountant (Screen or Live Performance)

**Skill level: 1****Main tasks**

- Provides advice regarding business plans, structures and accounting systems
- Examines the income and expenditure of individuals and organisations
- Conducts financial investigations, prepares reports, and manages insolvency
- Assists in the formulation of budgetary and accounting policies

**Occupation**

## 211132 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.

Registration or licensing may be required.

**Alternative title**

- Financial Risk Manager

**Skill level: 1****Main tasks**

- Monitors and manages the organisation's cash flow and prepares forecasts and projections
- Supervises the organisation's share capital by preparing documents and share issues, and handling share transfers
- Collects, analyses and interprets information on the financial standing, cost structures and effectiveness of the organisation
- Devises, re-organises and establishes budgetary cost control and other accounting systems
- Develops and implements financial risk strategies and policies
- Conducts audits and investigations, and prepares financial statements and reports for management, shareholders, and governing and statutory bodies
- Establishes audit objectives, and designs and implements audit methodologies, processes and audit report criteria
- Executes and manages financial transactions, including cash management, funding and investments

**Occupation**

## 211133 Forensic Accountant

Analyses, investigates, corroborates and critiques records, statements and reports to develop accurate and reliable narratives of events, cases, disciplinary assessments and irregular occurrences.

Registration or licensing may be required for certain services such as auditing.

**Specialisation**

- Investigative Accountant

**Skill level: 1****Main tasks**

- Analyses financial and non-financial documents and data to actively trace and identify inaccuracies and fraud
- Investigates organisations and individuals for criminal financial activity
- Provides support and presents findings to be used as trial evidence in court cases
- Constructs valuations and economic loss models for organisations from a variety of data sources

**Occupation**

## 211134 Management Accountant

Provides services relating to performance-based financial reporting, asset valuation, budgetary systems, cost management, pricing, forecasting and the strategic governance of organisations. Provides advice on financial planning and risk management, and provides management with reports to assist in decision-making. Establishes continuous reporting and feedback mechanisms by using data source management, analysis and visualisation. May provide insight into cost performance and support the implementation of benchmarking and quality improvement initiatives.

Registration or licensing may be required.

**Alternative title**

- Cost Accountant

**Specialisations**

- Commercial Accountant
- Product Accountant

**Skill level: 1****Main tasks**

- Prepares financial statements and reports for presentation to boards of directors, governing and statutory bodies, management and shareholders
- Analyses financial and non-financial data to inform business strategies and monitor risk
- Provides assurance about the accuracy contained in financial reports and their compliance with statutory requirements

**Occupation**

## 211135 Taxation Accountant

Analyses, reports and provides advice on taxation issues to organisations or individuals, prepares taxation returns and reports, and handles disputes with taxation authorities.

Registration or licensing may be required.

### Alternative titles

- Taxation Agent
- Taxation Consultant

### Skill level: 1

### Main tasks

- Provides taxation advice on business structures, plans and operations
- Prepares taxation returns for individuals and organisations
- Represents clients in disputes with the taxation authorities
- Undertakes tax compliance reviews, assists clients with tax audits by regulators, and advises on tax implications on the purchase and sale of businesses, mergers and capital financing

**Unit Group**

## 2112 Auditors

Provide validation, verification and assurance of systems, processes, financial statements, reports and analytical evaluations. Undertake investigative work and provide advice to management on trends, risks and performance.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 211231 External Auditor

Designs and operates information and reporting systems, procedures and controls to meet external financial reporting requirements.

Registration or licensing may be required.

**Skill level: 1****Main tasks**

- Collects, analyses and interprets information on the financial standing, cost structures and trading effectiveness of organisations
- Verifies that an organisation's internal accounting procedures and financial operations run efficiently and meet legal requirements
- Conducts audits and investigations, and prepares financial statements and reports for management, shareholders and governing statutory bodies

**Occupation**

## 211232 Internal Auditor

Examines, verifies, evaluates and reports on financial, operational and managerial processes, systems and outcomes to ensure financial and operational integrity and compliance, and assists in business process reviews, risk assessments, developing deliverables, and reporting progress against outcomes.

Registration or licensing may be required.

**Alternative title**

- Audit Officer

**Skill level: 1****Main tasks**

- Evaluates cost effectiveness and risks of operational processes, policies and systems
- Devises, reorganises and establishes budgetary cost control systems
- Conducts audits and investigations, and prepares financial statements and reports for management, shareholders, and governing and statutory bodies
- Establishes audit objectives aligned to organisational goals
- Designs and implements audit methodologies, processes and audit criteria
- Monitors the effectiveness of internal audit controls and risk management systems
- Conducts risk assessments and business process reviews to mitigate risks

**Minor Group**

## 212 Financial Services and Investment Specialists

Advise on investment strategies, estate planning, wealth, cash and debt management, and conduct financial market transactions, identify investment opportunities, and manage investments.

Financial Services and Insurance Workers and Brokers are excluded from this minor group. Financial Services and Insurance Workers and Brokers are included in Minor Group 531 Financial Services and Insurance Workers and Brokers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## 2121 Financial Advisers

Develop, prepare and implement financial plans and investment strategies for individuals and organisations, and advise on investment strategies, cash management, insurance, retirement and estate planning, real estate and wealth management.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 212131 Financial Adviser

Develops, prepares and implements financial plans and investment strategies for individuals or organisations, and advises on investment strategies, cash management, insurance, retirement and estate planning, real estate and wealth management.

Registration or licensing is required.

**Alternative title**

- Financial Planner

**Skill level: 1****Main tasks**

- Interviews prospective clients to determine financial status and objectives, discuss financial options, and develop financial plans and investment strategies
- Sets financial objectives, and develops and implements strategies for achieving the financial objectives
- Monitors investment performance, and reviews and revises financial plans and investment strategies based on modified needs and changes in markets
- Arranges to buy and sell financial products for clients
- May refer clients to other organisations to obtain services outlined in financial plans, such as welfare entitlements, superannuation and aged care arrangements

**Unit Group**

## 2122 Financial Dealers

Conduct financial market transactions on behalf of clients.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 212231 Financial Market Dealer

Buys and sells financial instruments within financial markets, and trades and distributes financial instruments on behalf of financial institutions.

Registration or licensing is required.

**Specialisations**

- Derivatives Trader
- Foreign Exchange Dealer
- Futures Trader

**Skill level: 1****Main tasks**

- Obtains information on securities, bonds, derivatives, market conditions, government regulations, and financial circumstances of clients
- Interprets data from reports, financial periodicals and stock-quotation viewer screens
- Analyses financial markets and financial market products
- Executes investment orders by buying and selling securities, bonds, treasury bills and other financial instruments for investors, fund managers or financial institutions
- Monitors futures prices and market changes, and bids for commodity futures contracts

**Occupation**

## 212232 Stockbroker

Buys and sell stocks and bonds on behalf of clients.

Registration or licensing is required.

**Alternative title**

- Sharebroker

**Skill level: 1****Main tasks**

- Interprets data from securities reports, financial reports and stock-quotation viewer screens
- Monitors stock prices and market changes
- Provides information and trading advice to clients on equities and bonds
- Executes, records and transmits buy and sell orders on behalf of clients
- Relays trading information to clients, such as market conditions, bid and cost prices, and number of shares bought and sold

**Unit Group**

## 2123 Investment Specialists

Analyse companies and market conditions to identify investment opportunities, create and implement capital raising strategies, and manage investments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 212331 Capital Markets Specialist

Creates, reviews and implements strategies to raise capital for clients.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Provides strategic advice to companies to raise capital through capital market events and debt advisory transactions
- Analyses the value of companies, examines financial models, and reviews financial research
- Negotiates and structures deals for mergers and acquisitions
- Implements and executes strategies and guides clients through initial public offerings, divestments, issuing and selling of securities, and other events

**Occupation**

## 212332 Investment Analyst

Collects and analyses information, such as market trends, financial statements, economic factors and regulatory changes to identify investment opportunities for an organisation.

**Specialisation**

- Equity Analyst

**Skill level: 1****Main tasks**

- Collects and analyses financial data, market trends and earlier investment decisions of the organisation to identify new investment opportunities
- Completes investment analysis and research on companies, portfolios, equities, debt and managed funds
- Develops and maintains financial models to evaluate the feasibility and profitability of investment opportunities
- Monitors and evaluates market and investment performance, identifies areas for improvement, and proposes strategies to optimise returns
- Prepares investment reports and recommendations for senior management, advisers, brokers and investors

**Occupation**

## 212333 Investment Manager

Manages investment portfolios, funds and trusts on behalf of individuals, institutions or other entities, in order to generate returns, meet investment objectives and risk profiles over agreed periods of time.

Registration or licensing is required.

### Alternative titles

- Financial Asset Manager
- Fund Manager
- Portfolio Manager

### Specialisations

- Superannuation Funds Manager
- Unit Trust Manager

### Skill level: 1

### Main tasks

- Develops and executes investment plans to achieve investment goals
- Monitors investment performance and adjusts strategies based on modified needs and market conditions
- Conducts research and analysis to identify investment opportunities, make investment decisions and manage associated risks
- Manages funds raised from personal superannuation savings policies, unit trusts and other sources of funds
- Assists in meeting superannuation compliance requirements, relevant laws, regulations and fund policies
- Provides reporting on investment performance, and financial, accounting and budgeting information

**Unit Group**

## 2129 Other Financial Services and Investment Specialists

This unit group covers Financial Services and Investment Specialists not elsewhere classified. It includes Credit Risk Managers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 212931 Credit Risk Manager

Identifies, assesses and manages risk associated with the credit activities of an organisation to minimise potential losses.

Credit and Loans Officers are excluded from this occupation. Credit and Loans Officers are included in Occupation 531231 Credit or Loans Officer.

**Skill level: 1****Main tasks**

- Assesses credit risk within an organisation and makes recommendations on the management of identified risks
- Reviews and recommends updates to existing credit risk policies and procedures
- Monitors client portfolios to identify, avoid and manage changes that create risk, and ensures compliance with existing credit and risk policies
- Manages, tests and improves automated credit risk tools
- Analyses and provides feedback to credit risk analysis teams on their work on credit applications

**Occupation****212999 Financial Services and Investment Specialists nec**

This occupation group covers Financial Services and Investment Specialists not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Venture Capitalist

**Sub-major Group**

## 22 Business Professionals

Perform analytical, conceptual and practical tasks to provide services in human resource development, public relations and marketing, and conduct studies of organisational structures, methods and systems.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

## 221 Business Promotion and Communications Professionals

Create and manage advertising campaigns, communication strategies and policies, facilitate communication between politicians, constituents and various organisations, and sell industrial, medical and pharmaceutical goods.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## 2211 Advertising Specialists

Devise and coordinate advertising campaigns that encourage consumers to purchase particular goods and services.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 221131 Advertising Specialist

Devises and coordinates advertising campaigns that encourage consumers to purchase particular goods or services.

**Alternative titles**

- Advertising Account Executive
- Advertising Account Manager
- Creative Director (Advertising)

**Skill level: 1****Main tasks**

- Plans, develops and organises advertising policies and campaigns to support sales objectives
- Advises executives and clients on advertising strategies and campaigns to reach target markets, create consumer awareness, and effectively promote the attributes of goods and services
- Coordinates production of advertising campaigns involving artwork, copywriting, media scripting, television and film production, and media placement, within time and budget constraints

**Unit Group**

## 2212 Communications Officers (Public Relations)

Plan, develop, implement and evaluate information and communication strategies that create an understanding and a favourable view of organisations, their goods and services, and their role in the community.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 221231 Communications Officer (Public Relations)

Plans, develops, implements and evaluates information and communication strategies that create an understanding and a favourable view of an organisation, its goods and services, and its role in the community.

**Alternative title**

- Public Relations Professional

**Specialisations**

- Media Adviser
- Promotions Coordinator
- Public Affairs Officer
- Public Relations Consultant
- Public Relations Officer
- Social Media Specialist (Public Relations)

**Skill level: 1****Main tasks**

- Plans and organises publicity campaigns and communication strategies
- Advises executives on the public relations implications of their policies, programs and practices
- Prepares and controls the issue of news and press releases
- Undertakes and commissions public opinion research, analyses the findings, and plans public relations and promotional campaigns
- Organises special events, seminars, entertainment, competitions and social functions to promote goodwill and favourable publicity
- Represents organisations and arranges executive interviews with publicity media
- Attends business, social and other functions to promote the organisation
- Commissions and obtains photographs and other illustrative material
- Selects, appraises and revises material submitted by publicity writers, photographers, illustrators and others to create favourable publicity

**Unit Group**

## 2213 Electorate and Liaison Officers

Manage the electorate offices of politicians and establish and facilitate communication between individuals, community groups, organisations and governments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 221331 Electorate Officer

Manages the electorate office of a politician, and liaises with constituents and the media on their behalf.

**Skill level: 1****Main tasks**

- Manages day-to-day operations of a politician's divisional office within their electorate
- Liaises with constituents to address concerns
- Responds to enquiries and provides information
- Prepares correspondence and media materials
- Monitors media coverage and public opinion
- Organises meetings and events
- Maintains database of constituents and stakeholders
- Manages electorate activities during an election

**Occupation**

## 221332 Liaison Officer

Establishes and facilitates communication between individuals, community groups, organisations and governments.

### Specialisations

- Aboriginal and Torres Strait Islander Liaison Officer
- Business Liaison Officer
- Community Liaison Officer
- Disability Liaison Officer
- Police Liaison Officer

### Skill level: 1

#### Main tasks

- Represents individuals, community groups, organisations and governments at meetings, forums and events to promote dialogue and understanding
- Mediates and resolves conflicts and disputes between parties
- Conducts research and analysis to identify stakeholder needs and priorities
- Prepares reports, presentations and other communication materials, and develops and implements strategies to improve communication and cooperation
- Monitors and evaluates the effectiveness of communication and engagement activities

**Unit Group**

## 2214 ICT Business Development Managers

Identify and generate 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. May manage some key customer accounts.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 221431 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. May manage some key customer accounts.

**Skill level: 1****Main tasks**

- Develops and executes strategic business plans to promote existing and new ICT goods and services
- Conducts research to identify market trends, emerging technologies and ICT business opportunities
- Presents, promotes and sells ICT goods and services to existing and prospective client businesses in meetings through product demonstrations
- Provides ICT business recommendations to senior management and business leadership to the team
- Arranges delivery of ICT goods, installation of equipment and the provision of services

**Unit Group**

## 2215 Marketing Professionals

Analyse consumer behaviour and identify market opportunities to develop plans and policies to price and promote the goods and services provided by organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 221531 Content Creator (Marketing)

Creates and publishes text, photos and videos designed to promote businesses, products or services to social media and digital platforms, to grow an audience, build brand awareness and increase sales. Schedules the release of, and updates to, marketing content on these platforms.

Social media influencers are excluded from this occupation. Social media influencers are included in Occupation 231133 Content Creator (Social Media).

**Alternative titles**

- Digital Content Producer (Marketing)
- Digital Marketing Specialist
- Social Media Specialist (Marketing)

**Skill level: 1****Main tasks**

- Develops and implements digital marketing and social media strategies to increase brand awareness and searchability
- Creates engaging, relevant and timely digital marketing and social media content to market an organisation and its activities, and drive consumer engagement
- Monitors and analyses social media and website performance metrics to track engagement and target content
- Manages, schedules and monitors multiple social media accounts
- Maintains and enhances website content for external and internal audiences
- May collaborate with social media influencers to develop content and increase brand reach

**Occupation**

## 221532 Digital Marketing Analyst

Uses tools and techniques such as pay per click, search engine optimisation and tracking customer behaviour on websites to better understand online consumer behaviour, with the aim of improving digital marketing campaigns and ultimately increasing sales.

**Skill level:** 1

### Main tasks

- Discovers and disseminates customer insights, and guides strategic and tactical initiatives, customer identification, addressability and segmentation
- Applies statistical modelling methods to determine the potential impact of pricing strategies on profitability
- Monitors performance of initiatives, providing regular reporting and insights as required
- Analyses data from digital marketing campaigns and platforms
- Recommends updates to digital content to improve search engine metrics

**Occupation**

## 221533 Market Research Analyst

Assists organisations to understand current and predict future consumer behaviours through the collection and analysis of data. This data is likely to be obtained through consumer surveys and interviews conducted online or in-store.

**Skill level: 1**

### Main tasks

- Collects and analyses data regarding consumer patterns and preferences
- Interprets and predicts consumer trends
- Researches potential demand and market characteristics for new goods and services
- Contributes to the preparation and execution of marketing objectives, policies and programs
- Commissions and undertakes market research to identify market opportunities for new and existing goods and services
- Advises on all elements of marketing, such as product mix, pricing, promotion and distribution

**Occupation**

## 221534 Marketing Specialist

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**

- Marketing Consultant
- Marketing Coordinator
- Marketing Officer

**Specialisations**

- Brand Manager
- Category Manager
- Pricing Analyst
- Product Manager
- Sales Analyst

**Skill level: 1****Main tasks**

- Commissions and undertakes market research to identify market opportunities for new and existing goods and services
- Collects and analyses data to research potential demand and market characteristics for new goods and services
- Supports business growth and development through the preparation and execution of marketing objectives, policies and programs
- Advises on all elements of marketing, such as product mix, pricing, advertising and sales promotion, selling and distribution channels
- May develop strategies to ensure the visibility of a brand and maintain the brand's identity

**Unit Group**

## 2216 Technical Sales Representatives

Represent companies in selling a range of industrial, medical and pharmaceutical goods and services to industrial, business, professional and other establishments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 221631 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.

**Skill level: 1****Main tasks**

- Develops and manages lists of prospective clients to establish client relationships and sales opportunities
- Develops and maintains key accounts and portfolio plans
- Acquires and updates knowledge of ICT goods, services and market conditions to differentiate from competition and maximise business opportunities
- Engages with clients to understand their requirements and explain the ICT goods and services that meet their needs
- Engages with existing and prospective clients to promote relevant ICT goods and services
- Follows up with clients to ensure their satisfaction with provided ICT goods and services, and resolves problems that arise
- Coordinates the preparation and presentation of ICT sales reports, proposals and tenders

**Occupation**

## 221632 ICT Sales Representative

Develops and converts sales opportunities into sales of computer hardware, software and ICT services.

**Skill level: 1**

### Main tasks

- Quotes and negotiates prices and credit terms, and completes contracts and records orders
- Arranges delivery of goods, installation of equipment, and the provision of services
- Reports to sales management on sales made and the marketability of ICT goods and services
- Follows up with clients to ensure satisfaction with ICT goods and services purchased, arranges modifications, and resolves any problems that arise
- Prepares sales reports, and maintains and submits records of business expenses incurred

**Occupation**

## 221633 Sales Representative (Industrial Products)

Represents companies in selling a range of specialised chemicals, machines, manufacturing materials and other industrial supplies.

**Skill level:** 1

### Main tasks

- Identifies potential customers and generates leads for industrial products
- Demonstrates the operation of industrial products and equipment, and explains the benefits to customers
- Provides technical support and training to customers on the safe use of industrial products
- Quotes and negotiates prices and credit terms, and completes contracts and records orders
- Arranges delivery of goods and installation of industrial equipment
- Follows up with clients to ensure satisfaction with goods and services purchased, and resolves any problems that arise
- Supports, assists and sells to walk-in customers
- Monitors market trends and competitor activities to identify opportunities for business growth
- Attends trade shows, conferences and industry events to promote industrial products

**Occupation**

## 221634 Sales Representative (Medical and Pharmaceutical Products)

Represents companies in selling medical, dental and pharmaceutical products.

**Specialisation**

- Medical Representative

**Skill level: 1****Main tasks**

- Identifies potential customers and generates leads for medical and pharmaceutical products
- Contacts, visits and delivers presentations and demonstrations to Health Professionals such as doctors, Dentists and Pharmacists to promote and sell products
- Provides technical support and training to customers on the use of products
- Quotes and negotiates prices and credit terms, and completes contracts and records orders
- Arranges delivery of goods, installation of equipment, and the provision of services
- Follows up with clients to ensure satisfaction with goods and services purchased, and resolves any problems that arise
- Prepares sales reports and forecasts for management
- Monitors market trends and competitor activities to identify opportunities for business growth
- Maintains compliance with health and medical regulations
- Attends conferences, trade shows and industry events to network and promote products

**Occupation**

## 221699 Technical Sales Representatives nec

This occupation group covers Technical Sales Representatives not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Sales Representative (Educational Products and Services)

**Minor Group**

## 222 Human Resources, Work Health and Safety and Training Professionals

Plan, develop, implement and evaluate staff recruitment, retention, training, wellbeing and development programs, assist in resolving disputes by advising on workplace relations policies and problems, and contribute to the rehabilitation of people who have been injured or become ill due to their work.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

### 2221 Human Resources and Workplace Relations Advisers

Provide staffing and personnel administration services to support organisations' human resources policies and programs, assist in setting terms and conditions of employment, and resolve workplace disputes.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

#### 222131 Human Resources Adviser

Provides staffing and personnel administration services in support of an organisation's human resource policies and programs. Ensures an equitable work culture exists, focusing on inclusion of employees of diverse backgrounds.

**Alternative titles**

- HR Adviser
- Human Resources Consultant

**Specialisations**

- Diversity, Equity and Inclusion Specialist
- Personnel Officer
- Workforce Planning Analyst

**Skill level: 1****Main tasks**

- Arranges advertising of job vacancies, interviewing and testing of applicants, and selection of staff
- Maintains personnel records and associated human resources information systems
- Arranges the induction of staff, and provides information on conditions of service, salaries and promotional opportunities
- Develops, plans and formulates enterprise agreements or collective contracts such as productivity-based wage adjustment procedures, workplace relations policies and programs, and procedures for their implementation
- Manages diversity programs, projects, training and communication logistics

**Occupation**

## 222132 Workplace Relations Adviser

Assists employers in setting terms and conditions of employment. Resolves disputes by undertaking negotiations with staff on matters such as rates of pay and conditions of employment.

**Alternative titles**

- Employment Relations Adviser
- Industrial Relations Adviser

**Skill level: 1****Main tasks**

- Undertakes negotiations on terms and conditions of employment in the workplace
- Examines and resolves disputes and grievances on behalf of the employer
- Studies and interprets legislation, awards, collective agreements and employment contracts, wage payment systems, and dispute settlement procedures
- Provides industrial relations advice
- Manages employee relations
- Promotes a positive work environment
- Mitigates risks associated with industrial disputes
- Manages employment discipline and performance management processes

**Unit Group**

## 2222 Recruitment Consultants

Interview applicants to determine their job requirements and suitability for particular jobs, and assist employers to find suitable staff. Agents representing workers with specialised skills in the arts, entertainment or sports are included in this unit group.

Employment Consultants are excluded from this unit group. Employment Consultants are included in Occupation 411431 Employment Consultant.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 222231 Recruitment Consultant

Interviews applicants to determine their job requirements and suitability for particular jobs, and assists employers to find suitable staff. Agents representing workers with specialised skills in the arts, entertainment or sports are included in this occupation.

Employment Consultants are excluded from this occupation. Employment Consultants are included in Occupation 411431 Employment Consultant.

**Specialisations**

- Executive Search Specialist
- Talent Agent

**Skill level: 1****Main tasks**

- Receives and records job vacancy information from employers, such as details about job descriptions, wages and conditions of employment
- Writes and places advertisements for jobs
- Provides information on current job vacancies in the organisation to employers and job seekers
- Arranges interviews for job seekers
- Searches, vets and introduces highly qualified candidates to companies
- Seeks out candidates for senior, executive and other highly specialised positions
- May act as an agent for people seeking work in various fields, including photography, film, theatre, television, radio, literary, modelling and sports
- May represent talented individuals and individuals with specialised skills in negotiating contracts and finding employment

**Unit Group**

## 2223 Rehabilitation Consultants and Work Health and Safety Advisers

Support the rehabilitation of people who have been injured or become ill due to their work, manage the impact of injury and illness on businesses, and develop, implement and evaluate work health and safety procedures, policies and programs.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 222331 Rehabilitation Consultant

Works with employers, workers and other stakeholders to support the rehabilitation and return to work of people who have been injured or become ill as a result of their work. Assists employers to manage the impacts of worker injury or illness on their business.

**Alternative titles**

- Occupational Rehabilitation Consultant
- Vocational Rehabilitation Consultant
- Workplace Rehabilitation Consultant

**Skill level: 1****Main tasks**

- Conducts assessments of worksites, functional capacity, ergonomics, equipment and homes to evaluate their suitability for abilities and needs of clients
- Identifies return to work barriers, assists clients with returning to work, and provides support and guidance throughout the transition process
- Coordinates with clients, insurers, medical professionals and employers to reach outcomes that are suitable for everyone involved
- Addresses any special accommodation a client may require at their job, ensuring that the workplace is accessible and conducive to their physical and mental health
- Creates, executes and supervises initiatives that support injured employees reintegrating into the workforce

**Occupation**

## 222332 Work Health and Safety Adviser

Develops, implements and evaluates risk management policies and programs, trains employees in work health and safety procedures, monitors and audits the workplace, and records and investigates incidents to ensure safe and healthy working conditions.

Rehabilitation Consultants are excluded from this occupation. Rehabilitation Consultants are included in Occupation 222331 Rehabilitation Consultant.

**Alternative title**

- Work Health and Safety Officer

**Specialisation**

- Occupational Hygienist

**Skill level: 1****Main tasks**

- Trains employees and guides work health and safety procedures
- Records and investigates workplace incidents and accidents to identify causes and prevent future occurrences
- Conducts risk assessments to identify hazards and monitors workplace for safety compliance
- Reviews and updates health and safety policies, procedures and programs to ensure compliance with legislation and industry standards
- Provides advice on workplace health and safety issues
- May monitor equipment and measure levels of exposure to hazardous substances and other environmental factors to workers

**Unit Group**

## **2224 Training and 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 organisations to meet organisational objectives.

Adult Literacy / Numeracy Teachers, RTO teachers and trainers, TAFE lecturers and teachers, and vocational education and training (VET) trainers and assessors are excluded from this unit group. Adult Literacy / Numeracy Teachers are included in Occupation 259931 Adult Literacy / Numeracy Teacher. RTO teachers and trainers, TAFE lecturers and teachers, and VET trainers and assessors are included in Occupation 252231 Vocational Education Teacher.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## **222431 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.

Adult Literacy / Numeracy Teachers, RTO teachers and trainers, TAFE lecturers and teachers, and VET trainers and assessors are excluded from this occupation. Adult Literacy / Numeracy Teachers are included in Occupation 259931 Adult Literacy / Numeracy Teacher. RTO teachers and trainers, TAFE lecturers and teachers, and VET trainers and assessors are included in Occupation 252231 Vocational Education Teacher.

**Alternative titles**

- Learning and Development Consultant
- Training Coordinator
- Training Officer

**Specialisations**

- Education Officer (Air Force and Army)
- ICT Trainer
- Training Systems Officer (Navy)
- Workplace Trainer and Assessor

**Skill level: 1****Main tasks**

- Identifies training needs and requirements of individuals and organisations
- Sets human resource development objectives and evaluates learning outcomes
- Prepares and develops instructional training material and aids, such as handbooks, visual aids, online tutorials, demonstration models, and support training reference documentation
- Designs, coordinates, schedules and conducts training and development programs that can be delivered in the form of individual and group instruction, and facilitates workshops, meetings, demonstrations and conferences
- Liaises with external training providers to arrange delivery of specific training and development programs
- Monitors and performs ongoing evaluation and assessment of training quality and effectiveness, and reviews and modifies training objectives, methods and course deliverables
- Gathers, investigates and researches background materials to gain an understanding of various subject matters and systems
- Writes end user products and materials such as user training, tutorial and instruction manuals, online help, and operating and maintenance instructions

**Minor Group**

## 223 Information and Organisation Professionals

Support organisations, government, individuals and the community by designing and applying analytical models and principles to analyse, organise and manage information and data, provide advice on policy, business and organisational methods, and value property and other items.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## 2231 Actuaries, Mathematicians and Statisticians

Analyse, develop and apply actuarial, mathematical, statistical, financial and quantitative principles and techniques to solve problems and design experiments and surveys in a range of fields such as business and finance, health, engineering, government, scientific and social research, and technology.

Econometricians are excluded from this unit group. Econometricians are included in Occupation 232333 Economist.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 223131 Actuary

Analyses mathematical, statistical, demographic, financial or economic data to predict and assess long-term risks and potential impacts of future events.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Applies and examines complex models to forecast future events that may have financial, social or environmental impacts
- Analyses data to identify opportunities to improve outcomes for companies, government, society and other organisations
- Formulates and proposes strategies to mitigate risks and uncertainties
- Designs policies, assesses risk and analyses investments primarily in life insurance, superannuation, health insurance, friendly societies and financial markets
- Ensures compliance with applicable laws, regulations and an ethical code of conduct

**Occupation**

## 223132 Mathematician

Develops and applies mathematical principles and techniques to solve problems in all areas of the sciences, engineering, technology, social sciences, business, industry and commerce.

**Specialisation**

- Quantitative Analyst

**Skill level: 1****Main tasks**

- Conducts research to extend mathematical knowledge in areas such as algebra, geometry, probability and logic
- Applies mathematical theories and techniques to the solution of practical problems in business and management
- Develops mathematical or statistical models of trends to be used for analysis or for software simulation
- Performs computations and applies methods of numerical analysis to data
- Addresses the relationships of quantities, magnitudes and forms using numbers and symbols

**Occupation**

## 223133 Statistician

Applies statistical principles to design experiments, surveys and other quantitative studies. Uses statistical techniques to collect, organise, analyse and interpret data. Uses and develops statistical methods to solve problems in all areas of the sciences, engineering, health, technology, social sciences, business, government, industry and commerce.

### Specialisations

- Biostatistician
- Demographer
- Epidemiologist
- Statistical Analyst

### Skill level: 1

### Main tasks

- Evaluates, processes, analyses and interprets data
- Produces relevant statistics to describe and infer trends and patterns
- Applies models to experimental observations, and adjusts and recasts the models
- Evaluates and describes the reliability and utility of source information
- Liaises with management and clients to determine the area to be surveyed or examined
- Plans and organises surveys and other statistical collections, and designs questionnaires
- Reports significant differences in relationships among sources of data
- Uses numerical analysis methods to develop algorithms and perform computations

**Unit Group**

## 2232 Data Professionals

Design, build and deploy data models, analytic frameworks, data storage and transformation processes and systems, and apply analytical techniques and tools to gather, process, analyse, interpret and present data for strategic planning and decision-making.

Statisticians are excluded from this unit group. Statisticians are included in Occupation 223133 Statistician.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 223231 Data Analyst

Gathers, processes, analyses and interprets data using data analytical tools. Communicates findings through reports and data visualisations, such as charts and infographics.

**Skill level: 1**

**Main tasks**

- Sets up processes to securely collect, store, process and validate data
- Evaluates the accuracy and reliability of data
- Analyses and interprets data to produce relevant statistics to describe and infer trends and patterns, solve problems and answer data-related queries
- Applies data analytics and visualisation techniques to gain business insights
- Prepares presentations and/or writes reports to communicate findings and support strategic decision-making
- Implements and/or follows data management processes to ensure data is used ethically and in compliance with data governance standards and strategies
- May write custom scripts and code in programming language to conduct analytical tasks

**Occupation**

## 223232 Data Architect

Designs, develops and manages complex data models within an organisation.

**Skill level:** 1

### Main tasks

- Develops and maintains a data architecture strategy aligned with business objectives and data management principles
- Assesses appropriate technologies for data management, storage, analysis and disposal for the organisation
- Designs conceptual data models and implements metadata standards to provide a clear understanding of organisational data assets
- Defines data flow, data usage and data integration processes within an organisation
- Designs, develops and implements physical databases or data warehouses to support requirements for transactional data, business intelligence and data analytics
- Assesses proposed changes to object or data structures, and evaluates alternative options

**Occupation**

## 223233 Data Engineer

Designs, builds, operationalises and maintains the systems and processes for storing, transforming and analysing datasets.

**Skill level: 1**

### Main tasks

- Builds, tests and maintains data pipelines to support analytics and data processing systems
- Develops and optimises processes and tools for data extraction, transformation and loading
- Identifies, designs and implements process improvements, including automating manual processing, optimising data delivery, and redesigning infrastructure for optimum scalability
- Implements secure data handling and storage procedures, protects data privacy, and ensures compliance with regulations and best practices

**Occupation****223234 Data Scientist**

Applies analytical techniques and scientific procedures to datasets by creating algorithms and using statistical models. Builds and deploys analytics frameworks, such as machine learning, to obtain information for strategic planning and decision-making.

**Skill level:** 1

**Main tasks**

- Prepares data for analysis, cleans data, and recognises and overcomes data anomalies
- Applies analytics techniques that incorporate mathematical, statistical, programming and database skills
- Builds and deploys machine learning and artificial intelligence frameworks
- Applies models to data, and evaluates and adjusts models to discover trends and extract insights
- Presents data-driven findings and outcomes to key decision-makers and stakeholders
- Provides strategic input and innovation to organisational data science initiatives

**Unit Group**

## 2233 Intelligence and Policy Analysts

Collect and analyse information and data that supports planning and operations in organisations, and develop and analyse policies guiding the design, implementation and modification of government and commercial operations and programs.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 223331 Intelligence Analyst

Collects and analyses information and data to produce intelligence for an organisation to support planning, operations and human resource functions.

**Specialisations**

- Criminal Intelligence Analyst
- Intelligence Analyst (Defence)
- Intelligence Officer

**Skill level: 1****Main tasks**

- Collects, assesses and analyses data to develop intelligence information and assist in intelligence activities
- Determines organisational and client intelligence requirements
- Ascertains the accuracy of data collected and the reliability of sources
- Analyses intelligence data to identify patterns related to potential security threats or criminal activity
- Predicts future illegal activity based on the analysis of intelligence information

**Occupation**

## 223332 Policy Analyst

Develops and analyses policies guiding the design, implementation and modification of government or commercial operations and programs.

**Alternative title**

- Policy Adviser

**Specialisation**

- Foreign Policy Officer

**Skill level: 1****Main tasks**

- Liaises and consults with stakeholders to identify policy needs
- Reviews existing policies and legislation to identify anomalies and out-of-date provisions
- Researches social, economic and industrial trends, and client expectations of programs and services provided
- Formulates and analyses policy options, prepares briefing papers and recommendations for policy changes, and advises on preferred options
- Assesses impacts, financial implications, interactions with other programs, and both political and administrative feasibility of policies

**Unit Group**

## 2234 Management and Organisation Analysts

Assist organisations to improve outcomes and achieve greater efficiency by analysing, developing, maintaining and reviewing organisational architecture, processes, systems and resources.

ICT Business Analysts are excluded from this unit group. ICT Business Analysts are included in Occupation 273232 ICT Business Analyst.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 223431 Enterprise Architect

Develops, maintains and communicates the overarching enterprise architecture for an organisation, aligning processes, information and technology with business strategy. Ensures coherence and alignment across departments, and optimises systems and processes to achieve business goals.

**Skill level: 1****Main tasks**

- Creates and maintains the strategic enterprise architecture roadmap and frameworks in alignment with business objectives
- Describes the interrelationships between the organisation's business, data, applications and infrastructure
- Assesses existing functions and capabilities, and identifies gaps and vulnerabilities
- Develops strategies to improve and support enterprise efficiency and performance
- Evaluates new technologies for potential adoption to improve efficiency and achieve business requirements
- Ensures compliance between business strategies, enterprise transformation activities, technology directions, policies and practices
- Facilitates architectural changes in the organisation, helps mitigate the associated risks, and evaluates its effectiveness

**Occupation**

## 223432 Management Consultant

Assists organisations to achieve greater efficiency and solve organisational problems which exclude the deployment of quality systems and certification processes.

ICT Business Analysts are excluded from this occupation. ICT Business Analysts are included in Occupation 273232 ICT Business Analyst.

**Alternative title**

- Business Consultant

**Specialisations**

- Business Analyst (non-ICT)
- Business Improvement Manager

**Skill level: 1****Main tasks**

- Presents objective consultancy on management topics
- Researches and analyses clients' needs, identifies and assesses problems, and analyses specific areas of an organisation such as their current systems
- Assists and encourages the development of objectives, strategies and plans aimed at achieving optimal customer experiences and satisfaction, and the effective use of organisations' resources and capabilities
- Advises clients on recommendations based on analyses of current-state gaps to provide solutions to organisational problems
- Assists in implementing approved recommendations
- Provides coaching and mentoring to individuals and teams to build specific capabilities

**Occupation**

## 223433 Organisation and Methods Analyst

Studies organisational structures, methods, systems and procedures.

**Alternative title**

- Procedures Analyst

**Specialisations**

- Change Management Facilitator
- Delivery Coach
- Industry Analyst
- Quality Auditor

**Skill level: 1****Main tasks**

- Analyses and evaluates current systems, capabilities and structures within an organisation
- Assists and implements the development of objectives, strategies and plans to improve an organisation's processes and structures
- Identifies inefficiencies and areas for improvement, and develops solutions to address organisational problems
- Prepares and recommends proposals to revise methods and procedures, alters work flows, redefines job functions, and supports organisational innovations and improvements

**Occupation**

## 223434 Supply Chain Analyst

Analyses product delivery or supply chain processes to identify or recommend changes. May manage route activity, including invoicing, electronic bills and shipping tracing.

Logistics Officers are excluded from this occupation. Logistics Officers are included in Occupation 571131 Logistics Officer.

**Alternative title**

- Logistics Analyst

**Skill level: 1****Main tasks**

- Collects and analyses supply chain data to identify areas for improvement and optimise operational efficiencies
- Conducts inventory analysis, prepares comprehensive reports to monitor stock levels and identify discrepancies, and ensures optimal inventory management
- Prepares and recommends proposals to revise methods and procedures, alters work flows, redefines job functions, and supports organisational innovation and improvements
- Assesses supply chain risks by developing strategies and contingency plans to resolve challenges and minimise disruptions
- Assists in implementing approved recommendations to supply chain teams

**Unit Group**

## 2235 Property and Valuation Professionals

Assess the value of land, property and other items and act on behalf of third parties to manage real estate portfolios and increase their value.

Facilities Managers and Property Managers are excluded from this unit group. Facilities Managers are included in Occupation 172331 Facilities Manager. Property Managers are included in Occupation 622131 Property Manager.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 223531 Asset Manager (Property)

Manages a portfolio of real estate assets on behalf of a third party, such as an investor or business. Evaluates the performance of real estate assets and implements strategies to enhance their long-term viability and profitability.

Facilities Managers and Property Managers are excluded from this occupation. Facilities Managers are included in Occupation 172331 Facilities Manager. Property Managers are included in Occupation 622131 Property Manager.

**Skill level: 1****Main tasks**

- Coordinates with financial analysts and Accountants to monitor and evaluate the performance of real estate assets within a portfolio
- Conducts market research to identify opportunities for property portfolio growth and risk reduction
- Prepares and presents reports on property portfolio performance, operations and expenses to stakeholders
- Implements strategies to enhance the long-term viability and profitability of real estate assets
- Combines expertise in real estate and finance to oversee and optimise real estate investments for clients

**Occupation****223532 Valuer**

Assesses the value of land, property, commercial equipment, merchandise, personal effects, household goods and objects of art. Registration or licensing may be required.

**Specialisations**

- Plant and Machinery Valuer
- Property Valuer
- Real Estate Valuer

**Skill level: 1****Main tasks**

- Inspects and assesses the value of land, property, commercial equipment, merchandise, personal effects, household goods and art
- Researches and analyses market data, sales trends and property information using valuation methodologies to make accurate valuations
- Conducts site visits and inspections to gather relevant information for valuation purposes
- Gives evidence in legal proceedings, mediates on valuation matters, and provides rental determinations for arbitration purposes
- Prepares and maintains detailed reports and documentation on the assessed value of properties and assets and other valuation activities
- Monitors and assures the quality of valuations undertaken by contractors and third parties

**Unit Group**

## 2239 Other Information and Organisation Professionals

This unit group covers Information and Organisation Professionals not elsewhere classified. It includes Company Secretaries, Cost Controllers, Health Information Managers, Patents Examiners and Records and Information Managers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 223931 Company Secretary

Plans, administers and reviews corporate compliance activities and effective practices concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board.

**Skill level: 1****Main tasks**

- Coordinates board and committee meetings, including logistics, agenda preparation and distribution of meeting materials
- Develops and implements corporate governance policies and procedures
- Maintains accurate records of board and committee meetings, resolutions and actions
- Maintains accurate and up-to-date corporate records, including company registers, constitution and other legal documents
- Ensures compliance with all statutory and regulatory requirements
- Prepares and files required forms, reports and notifications with regulatory bodies
- Provides administrative and secretarial support to the company

**Occupation**

## 223932 Cost Controller

Measures, analyses and monitors the cost of projects throughout their lifecycle to ensure completion within allocated budgets, and recommends changes to reduce expenses.

**Alternative title**

- Project Cost Controller

**Skill level: 1****Main tasks**

- Analyses production and cost data to determine if projects will be completed within the allocated budget, and to forecast expenses and potential cost savings
- Analyses and maintains records of the variance between allocated budgets and actual project costs using cost control tools
- Oversees the distribution of budgeted funds throughout the lifecycle of projects to identify variances and provide recommendations to minimise cost overruns
- Develops and analyses cost reports, and communicates the results to the project team and Managers

**Occupation**

## 223933 Health Information Manager

Collects, classifies and manages health data to meet the medical, legal, ethical and administrative requirements of health care organisations.

**Alternative title**

- Clinical Data Manager

**Skill level: 1****Main tasks**

- Develops and implements health information management policies, procedures, technology and security initiatives, adhering to standards and governance requirements
- Manages patient information systems and ensures data integrity and security
- Oversees the collection, storage and retrieval of health information
- Collaborates with Health Professionals to develop and maintain standardised documentation practices
- Produces timely and accurate clinical coding, assigning diagnosis and procedure codes using health classification standards
- Analyses and interprets data for statistical and research purposes

**Occupation**

## 223934 Patents Examiner

Investigates and reports on patent applications to assess their compliance with the requirements of the Patents Act.

Registration or licensing may be required.

**Skill level: 1**

### Main tasks

- Examines patent applications to determine their compliance with the Patents Act
- Assesses whether patent applications provide an adequate technical description of the invention
- Assesses whether the patent rights sought are justified and match the invention's technical description in the patent application
- Reviews technical specifications, drawings and other supporting documents to ensure they meet the necessary standards
- Conducts searches of online databases to identify similar patents that are held in Australia and overseas
- Prepares reports and recommendations on patent applications to the patent applicant or the applicant's legal representative
- Collaborates with patent attorneys and inventors to clarify technical aspects of the invention, and address any queries or objections

**Occupation**

## 223935 Records or Information Manager

Designs, implements and administers information governance structures and systems, ensuring the creation, accessibility, location, storage, retention and disposal of authoritative information assets.

Database Administrators and Health Information Managers are excluded from this occupation. Database Administrators are included in Occupation 271231 Database Administrators. Health Information Managers are included in Occupation 223933 Health Information Manager.

**Alternative title**

- Information Management Officer

**Specialisations**

- Configuration Management Technician
- Freedom of Information Officer

**Skill level: 1****Main tasks**

- Controls access to confidential information, and recommends codes of practice and procedures for accessing records
- Manages organisations' central record and information management systems
- Analyses the recordkeeping needs of organisations and translates these needs into record management systems
- Maintains computerised and other record management systems, and advises on their usage
- Develops record cataloguing, coding and classification systems, and monitors their use
- Develops and implements information and records management policies and procedures

**Occupation**

## 223999 Information and Organisation Professionals nec

This occupation group covers Information and Organisation Professionals not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Campaigner
- Copyright Manager
- Electoral Officer
- Knowledge Manager
- Lobbyist
- Museum Registrar
- Privacy Officer

**Sub-major Group**

## **23 Cultural and Social Professionals**

Communicate ideas, information and impressions through media (print, electronic, visual and performance) and live performance productions, research human behaviour, culture, society and institutions from historical and current perspectives, lead religious activities, and manage collections in archives, libraries, museums and art galleries.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

## **231 Arts and Media Professionals**

Communicate ideas, impressions and factual information through visual and performance arts, direct and produce film, television, audio and live performance productions, present programs on radio and television, write and edit literary works, scripts, news reports and articles, and write, conduct and perform musical compositions.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## **2311 Actors, Dancers and Other Entertainers**

Entertain by portraying roles in productions, performing and composing dances, and performing a variety of other acts including via social media.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## **231131 Actor**

Entertains by portraying characters in film, television, video, live performance productions, audio media and digital games.

**Specialisation**

- Voice Actor

**Skill level: 1**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Reads scripts and undertakes research to gain understanding of parts, themes and characterisations
- Learns lines and cues, rehearses parts, and applies vocal and movement skills to the development of characterisation
- Prepares for performances through rehearsals under the instruction and guidance of the director
- Acts parts and portrays roles as developed in rehearsals
- May sing and dance, or play a musical instrument
- May undertake promotional work

**Occupation**

## 231132 Circus Performer or Trainer

Entertains by performing a variety of circus acts, or trains circus performers.

Animal Trainers and Zookeepers are excluded from this occupation. Animal Trainers and Zookeepers are included in Unit Group 3411 Animal Trainers and Zookeepers.

**Specialisation**

- Circus Coach

**Skill level: 1**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Creates and performs new circus routines
- Rehearses circus routines and refines skills in activities such as acrobatics, juggling, stilt walking and aerial work
- Follows safety guidelines to ensure that routines are conducted in a manner that minimises risk to performers

**Occupation**

## 231133 Content Creator (Social Media)

Entertains by streaming, uploading or posting social media content to websites or social media platforms.

Content Creators (Marketing) are excluded from this occupation. Content Creators (Marketing) are included in Occupation 221531 Content Creator (Marketing).

**Alternative title**

- Social Media Influencer

**Specialisation**

- Live Streamer

**Skill level: 1**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Creates and curates engaging content for social media platforms
- Develops and maintains a strong online presence and following
- Monitors and analyses social media metrics to track engagement and reach
- Interacts with followers and responds to comments and messages
- Stays up to date with current trends and developments in social media
- Collaborates with other influencers and content creators for cross-promotion
- May collaborate with brands and businesses to promote products and services
- May manage partnerships and sponsorships with brands and negotiates contracts

**Occupation**

## 231134 Dancer or Choreographer

Entertains by performing dances, or creates dance compositions.

**Specialisations**

- Ballet Dancer
- Contemporary or Modern Dancer
- Exotic Dancer

**Skill level: 1**

High levels of creative talent, cultural learning and/or knowledge, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Creates and performs dance routines for entertainment purposes
- Develops and rehearses dance movements and sequences
- Collaborates with other Dancers or Choreographers to create and refine dance compositions
- Interprets and expresses emotions, stories and concepts through dance
- Incorporates various dance styles and techniques into performances
- Attends auditions and participates in casting for dance productions
- Conducts dance classes and workshops to teach and train aspiring dancers
- Maintains physical fitness and stamina through regular practice and exercise
- Researches and stays updated on current trends and developments in dance
- Collaborates with costume designers, Lighting Technicians and other production staff to enhance dance performances

**Occupation**

## 231135 Entertainer or Variety Performer

Entertains by performing a variety of acts using a mix of acting, singing, dance and movement skills.

Circus Performers or Trainers are excluded from this occupation. Circus Performers or Trainers are included in Occupation 231132 Circus Performer or Trainer.

### Specialisations

- Comedian
- Magician/Illusionist

### Skill level: 1

High levels of creative talent, cultural learning and/or knowledge, interest and personal commitment may substitute for formal qualifications or years of experience.

### Main tasks

- Creates and performs individual performance routines that can include acting, singing, dancing and speaking
- Collaborates with other entertainers and artists to create joint performances
- Creates and maintains costumes, props and sets for performances
- Adapts performances to suit different venues and audiences
- Promotes performances through marketing and advertising efforts
- Attends auditions and casting calls to secure performance opportunities
- Manages and maintains personal brand and image

**Occupation**

## 231199 Actors, Dancers and Other Entertainers nec

This occupation group covers Actors, Dancers and Other Entertainers not elsewhere classified.

**Skill level:** 1

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Occupations in this group include:**

- Extra (Film or Television)
- Motivational Speaker
- Public Speaker
- Stunt Performer

**Unit Group**

## 2312 Authors, and Book and Script Editors

Write, edit and evaluate literary works for publication and scripts for film, television, audio and live performance productions.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 231231 Author

Produces literary or other written work for publication or performance.

**Specialisations**

- Novelist
- Playwright
- Poet
- Screenwriter
- Script Writer

**Skill level: 1**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Writes clear, engaging and concise content that communicates messages effectively
- Conducts research on the subject matter, including reading books, articles and other resources, conducting interviews, and gathering data
- Develops ideas and concepts for written work
- Writes for different formats including print, digital and multimedia
- Collaborates with other writers, editors, designers and publishers
- Promotes their work and finds new clients or readers using social media or by networking with other writers and industry professionals

**Occupation**

## 231232 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 film, television, audio or live performance productions.

**Specialisation**

- Script Coordinator

**Skill level: 1****Main tasks**

- Provides feedback and helps with the structure and organisation of a manuscript
- Proofreads manuscripts for clarity and coherence
- Evaluates manuscripts for publication or production suitability
- Provides feedback to Authors to improve drafts and produce a final version of the book
- Provides feedback to screenwriters to improve drafts and produce a final version of the screenplay or script
- Coordinates with designers and Illustrators to support production

**Unit Group**

## 2313 Journalists and Other Writers

Research and compile news stories, write and edit news reports, commentaries and feature stories for presentation in print and electronic media, and compose written material to advertise goods and services.

Authors, and Book and Script Editors are excluded from this unit group. Authors are included in Occupation 231231 Author. Book and Script Editors are included in Occupation 231232 Book or Script Editor.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 231331 Copywriter

Designs and composes written material to advertise products and services.

**Skill level: 1**

**Main tasks**

- Writes advertising or promotional copy for media such as press, radio, television, social media, billboards, catalogues or shop displays
- Conducts research on the product, service or topic at hand, as well as the target audience
- Presents and pitches copy ideas to clients
- Proofreads and edits copy for accuracy and brand guidelines
- Collaborates with team members to ensure the copy aligns with other elements of the campaign, such as visual or sound design

**Occupation**

## 231332 Journalist

Collects and analyses facts about newsworthy events through interviews, investigations and observations, and then writes stories for publication in news media on platforms such as newspapers, radio, television, online platforms or combinations of these platforms.

Photojournalists are excluded from this occupation. Photojournalists are included in Occupation 231399 Journalists and Other Writers nec.

**Alternative title**

- News Reporter

**Specialisations**

- Digital or Online Journalist
- Newspaper Journalist
- Radio Journalist
- Television Journalist

**Skill level: 1****Main tasks**

- Investigates and gathers information about current events through research and observation
- Analyses and verifies facts to ensure accuracy and credibility of news stories
- Writes news stories for publication or broadcast in a news medium
- Monitors news sources and stays updated on current events to identify potential news stories
- Develops ideas or material for stories, columns or commentaries by analysing and interpreting news, current issues or personal experiences
- Attends press conferences, events and other gatherings to gather information and conduct interviews

**Occupation**

## 231333 Print or Digital Content Editor

Plans and directs editing of content such as newspapers, magazines, journals, websites, blogs and social media, in accordance with editorial policies, guidelines and accepted rules of grammar, style and format prior to publishing.

Book and Script Editors are excluded from this occupation. Book and Script Editors are included in Occupation 231232 Book or Script Editor.

### Specialisations

- News Editor
- Subeditor

### Skill level: 1

#### Main tasks

- Proofreads and edits content for accuracy, clarity and style, including correcting grammatical errors, spelling mistakes and punctuation errors
- Identifies topics that are relevant to the publication's audience and assigns them to writers
- Verifies information with reliable sources to ensure all content is accurate and backed up by evidence
- Collaborates closely with writers to help them improve their writing skills and to provide feedback on their work
- Conducts regular digital content audits to identify areas for improvements and implement content updates accordingly
- Monitors and analyses performance metrics in digital content to gain insights into content effectiveness

**Occupation**

## 231334 Technical Writer

Researches and writes technical information-based material and documentation for articles, manuals, textbooks, handbooks or multimedia products, usually for education or corporate purposes.

**Skill level:** 1

### Main tasks

- Conducts research to acquire knowledge of the subject matter, technologies and processes to be documented
- Develops plans outlining the scope, objectives and timelines for creating or updating technical documentation
- Identifies the target audience and tailors documentation to their needs
- Collaborates with subject matter experts for accuracy
- Incorporates visual elements such as screenshots, diagrams and illustrations, to enhance the understanding of technical concepts
- Applies consistent formatting, style and branding
- Ensures that documentation complies with accessibility standards, industry standards and regulatory requirements
- Utilises various documentation tools and technologies, such as word processors and content management systems, to create, manage and publish documentation

**Occupation**

## 231399 Journalists and Other Writers nec

This occupation group covers Journalists and Other Writers not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Blogger
- Book Indexer
- Critic
- Digital Content Writer
- Editorial Assistant
- Photojournalist
- Speech Writer
- Television Researcher

**Unit Group**

## 2314 Media Directors and Designers

Direct the artistic, creative and technical aspects of film, television, audio and live performance productions.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 231431 Artistic Director

Determines and oversees implementation of artistic policies for a performing arts organisation such as a theatre company, dance company, music ensemble, festival or venue.

**Skill level: 1****Main tasks**

- Develops and implements artistic vision for performing arts organisations
- Selects and approves artistic programs and productions
- Collaborates with artists and designers on artistic concepts
- Oversees planning and scheduling of artistic events
- Manages artistic budgets and resources
- Evaluates artistic programs and performances
- Engages and negotiates with artists and performers
- Promotes artistic programs to attract audiences
- Ensures compliance with legal and regulatory requirements

**Occupation**

## 231432 Audio or Live Performance Director

Oversees and directs the creative aspects of audio or live performance productions including script selection, casting, rehearsals, and filming or recording.

**Specialisations**

- Theatre Director
- Radio Director

**Skill level: 1**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Ensures that the artistic and creative elements of audio or live performance productions are executed according to the vision and objectives
- Collaborates with writers and producers to select scripts and develop concepts for productions
- Directs Actors, musicians and technical crew by providing guidance and instruction during rehearsals and performances
- Reviews and approves the selection of costumes, sets, props and other visual elements
- Collaborates with Cinematographers, audio engineers and other technical staff to achieve desired visual and audio effects
- May oversee the editing and post-production process of audio production

**Occupation**

## 231433 Cinematographer

Plans, directs and coordinates lighting, camera angles, movement and composition for films and videos.

**Alternative title**

- Director of Photography

**Skill level: 1**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Plans and organises the visual aspects of film or video productions
- Determines the lighting, camera angles and composition for each scene
- Collaborates with the director and other members of the production team to achieve the desired visual style
- Selects and operates cameras, lenses, filters and other equipment to capture high-quality footage
- Supervises the work of camera operators and other members of the camera crew
- Reviews and approves the final footage, including colour grading, to ensure that it meets the artistic and technical requirements

**Occupation**

## 231434 Film and Video Editor

Makes and implements editorial decisions regarding mood, pace and climax of films, television programs, video productions or commercials.

**Specialisations**

- Animation Editor
- Visual Effects Editor

**Skill level: 1****Main tasks**

- Reviews and selects footage for editing based on the script or brief
- Assembles and edits footage to create a coherent and engaging story
- Collaborates with directors, producers and other team members to achieve the desired creative vision
- Adds visual effects, sound effects and music to enhance the overall production
- Adjusts and fine-tunes the timing, pacing and sequencing of scenes
- Maintains organised and accurate records of all edited materials

**Occupation**

## 231435 Production Manager (Screen or Live Performance)

Plans, organises, supervises and coordinates the day-to-day operations of screen or live performance productions, including managing the activities of crew, artists and technicians.

### Specialisations

- Location Manager
- Post-Production Supervisor
- Stage Manager

### Skill level: 1

### Main tasks

- Supervises the day-to-day operations of a film, television or live performance production
- Coordinates and manages rehearsal processes
- Liaises between performers, creative artists and the production team to support the director during rehearsals
- Coordinates bump-in and bump-out of costumes, sets, props and lighting
- Manages performers during the performance run
- Coordinates pre-show set up and manages the backstage, props and costumes
- Plans and schedules rehearsals and production activities and calls technical cues during a show
- Oversees and manages daily operations of the production team, staff and artists to ensure efficient flow of work through the facility
- Assists with setting up and maintaining the production and technical workflow processes internally and externally

**Occupation**

## 231436 Screen Director

Interprets, visualises and translates a screenplay or script by directing cast and crew to create a visual narrative in film, television, video or virtual production.

**Alternative titles**

- Film Director
- Filmmaker

**Specialisation**

- Television Director

**Skill level: 1**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Collaborates with writers and producers to select scripts and develop concepts for productions
- Leads film and television teams from pre-production to completion, guiding the creative vision
- Hires heads of departments on a production and selects cast and crew alongside the Casting Director
- Directs actors and scenes, including camera shots, audio and lighting, to translate the screenplay into a visual narrative on screen
- Oversees post-production activities such as editing, audio and colour grading

**Occupation**

## 231437 Screen or Live Performance Designer

Plans, organises and controls the artistic and visual design of film, television, video or live performance productions.

### Specialisations

- Art Director (Screen)
- Costume Designer
- Lighting Designer
- Production Designer (Screen)
- Set Designer

### Skill level: 1

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

### Main tasks

- Works closely with clients and creative teams to guide the visual direction of film, television, video or live performance productions
- Interprets scripts and creates visual guides to reflect character, setting, lighting and story
- Researches and gathers visual references including photographs, sketches and other visual materials to inform artistic direction
- Develops and presents artistic concepts and visual presentations
- Continually assesses the artistic progress of a project and provides direction as necessary
- Oversees the design and creation of sets, costumes, props, lighting, video and other visual elements
- May provide guidance and feedback to Actors and performers regarding their artistic interpretation and portrayal of characters

**Occupation**

## 231438 Technical Director

Controls the quality of pictures and sound for film, television, audio programs, live performances or digital content by directing technical teams, and planning and organising all technical facilities.

**Alternative title**

- Technical Producer

**Skill level: 1****Main tasks**

- Plans, coordinates and collaborates with producers and directors on all technical aspects of a television or audio program, live performance or digital content
- Supervises the installation and maintenance of technical equipment for television, audio, live performance or digital content
- Directs and monitors technical teams to ensure the quality of pictures and sound
- Monitors and adjusts technical equipment such as lighting, sound, rigging, animation or visual effects, to ensure optimal performance

**Occupation**

## 231499 Media Directors and Designers nec

This occupation group covers Media Directors and Designers not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Casting Director
- Lighting Director

**Unit Group**

## 2315 Media Producers

Plan, organise and review the production of audio content, theatre, live music and festivals and oversee the management of film and television productions.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 231531 Audio Producer

Plans and organises the creation and production of a diverse range of audio content, encompassing music recordings, radio broadcasts, audiobooks and podcast programs.

**Specialisations**

- Music Producer
- Radio Producer

**Skill level: 1****Main tasks**

- Plans, coordinates and oversees audio production projects
- Selects and arranges music, lyrics, sound effects and other audio elements
- Records, edits, mixes and masters audio content
- Collaborates with artists, musicians, writers and consults with other creative professionals
- Ensures quality and consistency of audio and recording output
- Troubleshoots technical issues during recording and editing process

**Occupation**

## 231532 Live Performance Producer

Plans, administers and reviews the production of theatre, live music and other live performance festivals.

**Specialisation**

- Theatre Producer

**Skill level: 1****Main tasks**

- Develops and pitches ideas for live performance productions
- Secures funding, resources and oversees budgeting of live performance productions
- Plans, organises and coordinates the production process from pre-production to presentation
- Negotiates commissions, presentations, co-productions and tours
- Hires and manages artists, performers, production staff and crew
- Ensures live performance productions are completed on time and within budget
- Coordinates marketing and promotion of live performance productions
- Consults with agents, technical staff, production personnel and venues to ensure smooth running of performances
- Reviews and evaluates performances to identify areas for improvement and strategies for future projects

**Occupation**

## 231533 Screen Producer

Oversees and manages all aspects of a film or television production.

Video game producers are excluded from this occupation. Video game producers are included in Occupation 273131 Digital Game Developer.

### Specialisations

- Executive Producer (Screen)
- Film Producer
- Line Producer
- Post Producer
- Television Producer

### Skill level: 1

#### Main tasks

- Discovers and develops underlying concepts or material and pitches ideas for screen productions
- Secures funding and resources for screen productions and oversees budgets and schedules
- Hires and manages artists, performers, production staff and crew
- Oversees the screen production process from development and pre-production through to distribution
- Consults with distributors, financiers, lawyers, broadcasters and other industry professionals
- Develops strategies for future projects and monitors industry trends
- May be responsible for overseeing various aspects of post-production

**Unit Group**

## 2316 Music Professionals

Write, arrange, orchestrate, conduct and perform musical compositions.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 231631 Composer

Writes new, and rearranges existing, musical compositions such as songs, operas, symphonies and other musical scores for use in live performance, commercials, film, television and digital games.

**Specialisations**

- Screen Composer
- Songwriter

**Skill level: 1**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Writes new musical compositions in various genres and styles for use in live performance, commercials, films, television and digital games
- Creates new versions of existing compositions by adding or removing musical elements such as instruments, melodies, harmonies or rhythms
- Conducts research and studies different musical styles and techniques
- Selects the appropriate equipment and works with audio engineers to ensure that compositions meet client requirements
- Collaborates with directors, producers, music supervisors, Audio Engineers and musicians to achieve desired musical effect
- May attend rehearsals and performances to provide guidance and make adjustments to compositions

**Occupation**

## 231632 Music Director

Conducts choirs, orchestras, bands, ensembles, opera companies and musical performances.

### Specialisations

- Band Leader
- Choral Director
- Orchestra Conductor

### Skill level: 1

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

### Main tasks

- Plans and organises musical performances, including selecting repertoire and arranging rehearsals
- Conducts choirs, orchestras, bands, ensembles and opera companies during performances
- Interprets musical scores and communicates artistic vision to performers
- Collaborates with Composers, arrangers and musicians to create new musical works
- Auditions and selects musicians for ensembles and orchestras
- Provides guidance and feedback to musicians to improve their performance
- Coordinates with venue staff and technical crew to ensure smooth execution of performances
- Promotes and markets musical performances to attract audiences
- Manages budgets and financial resources for musical productions

**Occupation**

## 231633 Musician (Instrumental)

Entertains by playing one or more musical instruments.

**Alternative title**

- Instrumentalist

**Specialisations**

- Drummer
- Guitarist
- Pianist
- Violinist

**Skill level: 1**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Practices and rehearses music to maintain and improve skills
- Performs live music for audiences in a variety of venues such as concert halls, clubs and festivals
- Selects and arranges music for performances
- Collaborates with other musicians, bands, orchestras or ensembles
- Creates music using electronic instruments, synthesisers, drum machines, and computer-based production techniques
- Records music for distribution and sale
- Contributes to the cultural landscape by expressing emotions, telling stories and communicating ideas through the universal language of music

**Occupation**

## 231634 Singer

Entertains by singing songs.

**Alternative title**

- Vocalist

**Specialisations**

- Band Singer
- Chorister
- Commercial Singer (Advertising)
- Jazz Singer
- Opera Singer
- Pop Singer
- Rock Singer

**Skill level: 1**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Performs songs in a variety of musical styles and genres
- Interprets and conveys the meaning and emotion of songs through vocal performance
- Practices and rehearses songs to ensure accuracy and quality of performance
- Collaborates with musicians and other performers to create cohesive and engaging performances
- Selects appropriate songs and repertoire for specific audiences and venues
- Adapts songs and arrangements to suit personal style and vocal range
- Maintains vocal health and stamina through proper technique and vocal exercises
- May use digital audio workstations that serve as a platform to link electronic instruments and microphones to computers, to record and process vocals
- May use social media platforms to connect with fans and potential collaborators

**Occupation**

## 231699 Music Professionals nec

This occupation group covers Music Professionals not elsewhere classified.

**Skill level:** 1

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Occupations in this group include:**

- Disc Jockey (Club)
- Music Researcher
- Repetiteur

**Unit Group**

## 2317 Visual Arts and Crafts Professionals

Create visual concepts and forms through painting, drawing, carving, sculpting, modelling, printmaking and other media to communicate concepts and ideas.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 231731 Painter (Visual Arts)

Conceives and creates visual art forms such as pictures, abstract designs and similar compositions, to communicate impressions and ideas.

Illustrators are excluded from this occupation. Illustrators are included in Occupation 242333 Illustrator.

**Skill level: 1**

High levels of creative talent, cultural learning and/or knowledge, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Generates ideas, develops concepts, and considers the desired composition, style and colour palette for their visual art forms
- Selects appropriate mediums, such as oil or acrylic paints, inks, pencils, charcoal, pastels or watercolours
- Prepares materials, such as choosing brushes, priming canvases, walls, wood or other surfaces, and sets up the workspace
- Applies selected mediums to canvas or other surfaces using different techniques and implements to achieve the desired visual expression
- Exhibits their visual artwork in art galleries, museums or other exhibition spaces
- Sells their visual art forms directly to collectors, art enthusiasts or through online platforms or art markets
- May use virtual canvases, paint brushes and palettes to create digital visual art forms

**Occupation**

## 231732 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.

**Alternative title**

- Ceramicist

**Skill level: 1**

High levels of creative talent, cultural learning and/or knowledge, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Designs and plans functional or artistic articles made from clay, glass or other fusible materials
- Prepares clay by kneading, wedging and conditioning to achieve the desired consistency
- Shapes and moulds the clay into different forms and designs using various techniques such as wheel throwing, hand-building and carving
- Applies glazes and other surface treatments to pottery or ceramics to enhance its appearance, and adds unique colours, textures and patterns using techniques like brushwork, dipping, spraying, or wax resist
- Loads pottery into kilns and oversees the firing process
- Inspects finished pottery and ceramics for any defects or flaws, such as cracks, glaze irregularities or structural weaknesses

**Occupation**

## 231733 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.

**Skill level: 1**

High levels of creative talent, cultural learning and/or knowledge, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Communicates impressions and ideas by carving or modelling materials, or assembling found and manufactured materials
- Develops artistic concepts or ideas by exploring themes, researching and sketching
- Chooses materials such as marble, bronze, clay, wood, stone, metal or a combination of different materials depending on the desired outcome
- Uses techniques such as modelling, moulding or casting, to build up layers or shapes
- Uses tools such as chisels, hammers, rasps, files and drills, for carving or cutting away material
- Refines the surfaces of the sculptures using sandpaper or polishing tools to achieve the desired smoothness or texture
- Creates large scale, site-specific artworks (installations) that transform spaces using diverse materials and elements, including sculpture, light, sound, video or found objects, to create immersive and interactive experiences for viewers
- Collaborates with Architects, engineers or installation specialists to ensure proper installation and structural integrity
- May consider placement and display of their artwork, with smaller sculptures on pedestals or plinths, and larger works requiring installation in public spaces, gardens or galleries

**Occupation**

## 231799 Visual Arts and Crafts Professionals nec

This occupation group covers Visual Arts and Crafts Professionals not elsewhere classified.

**Skill level:** 1

High levels of creative talent, cultural learning and/or knowledge, interest and personal commitment may substitute for formal qualifications or years of experience.

**Occupations in this group include:**

- Doll Artist
- Glass Artist
- Leadlighter
- Mosaic Artist
- Printmaker
- Quilter
- Scenic Artist
- Textile Artist

**Unit Group**

## 2319 Other Arts and Media Professionals

This unit group covers Arts and Media Professionals not elsewhere classified. It includes Community Arts Workers and Media Presenters.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 231931 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**

- Community Artist
- Community Arts Officer

**Specialisation**

- Community Cultural Development Officer

**Skill level: 1****Main tasks**

- Identifies local artistic issues, needs and problems through community consultation
- Plans, develops and implements arts and cultural development initiatives and programs in collaboration with diverse groups within the community
- Develops and maintains links and partnerships with community-based organisations and local artists
- Evaluates data and prepares and coordinates reports, such as submissions requesting funding for continuing programs and new projects
- Fosters an inclusive environment to assist artistic and cultural pursuits in the community to thrive

**Occupation**

## 231932 Media Presenter

Prepares and presents commentary on news, sports, entertainment or other information. Conducts interviews, introduces or hosts music, performances and special events on radio, online or television.

Content Creators (Social Media) are excluded from this occupation. Content Creators (Social Media) are included in Occupation 231133 Content Creator (Social Media).

### Specialisations

- Podcaster
- Radio Presenter
- Sports Commentator
- Television Presenter

### Skill level: 1

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

### Main tasks

- Presents news, current affairs, sports and weather, and provides commentary for sports and other events on radio, online or television
- Hosts shows or programs, interviews guests and engages with an audience through discussion and interactive segments
- Discusses and presents opinions on topics such as sports, politics, social and economic matters
- Introduces music, performances and special events, and conducts interviews with guests
- May create audio content in the form of episodes or series, covering either factual or fictional, narrative content
- May commentate sporting matches or events for the benefit of viewers
- May operate audio or radio equipment by managing play lists, advertisements and other content

**Minor Group**

## **232 Social Professionals**

Organise, manage and preserve resources in libraries, galleries and museums, lead religious activities, and study human behaviour, society, heritage and institutions.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## **2321 Librarians**

Deliver quality information services for the benefit of users by using unique technical skills to develop, acquire, organise and preserve information resources, and to research, design and deliver customised services in a networked environment.

Library Services Managers and Teacher Librarians are excluded from this unit group. Library Services Managers are included in Occupation 149132 Library Services Manager. Teacher Librarians are included in Occupation 251931 Teacher Librarian.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## **232131 Librarian**

Delivers quality information services for the benefit of users by using unique technical skills to develop, acquire, organise, manage and preserve information resources, and to research, design and deliver customised services in a networked environment.

Registration or licensing may be required.

Teacher Librarians are excluded from this occupation. Teacher Librarians are included in Occupation 251931 Teacher Librarian.

**Specialisations**

- Children's and Youth Services Librarian
- Health Librarian
- Legal Librarian
- Metadata Librarian
- Reference and Research Librarian
- Systems Librarian

**Skill level: 1****Main tasks**

- Examines publications and materials, interviews publishers' representatives, and consults with others to select library materials
- Provides assistance to clients in accessing library resources and undertakes information research activities on behalf of clients
- Manages library systems for recording and organising library holdings, acquisitions and purchases, and reader registrations and loan transactions
- Supervises indexing, filing and retrieval activities
- Manages interlibrary loan systems and information networks
- Selects, orders, classifies and catalogues library and information resources
- Monitors collection development and culling programs
- Sources, manages and preserves information resources and collections throughout their lifecycle, including digital preservation
- Designs, directs and delivers customised library services, programs and products that are responsive to community needs

- Develops and delivers information literacy education for users

**Unit Group**

## 2322 Religious Leaders

Perform spiritual functions associated with beliefs and practices of religious faiths, and provide motivation, guidance and training in religious life for the people of congregations and parishes, and the wider community.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 232231 Religious Leader

Performs spiritual functions associated with beliefs and practices of a religious faith, and provides motivation, guidance and training in religious life for the people of a congregation or parish, and the wider community.

Registration or licensing may be required.

**Alternative title**

- Minister of Religion

**Specialisations**

- Aboriginal and Torres Strait Islander Ceremonial Celebrant
- Chaplain
- Clergy
- Granthi
- Imam
- Monk
- Pastor
- Priest
- Rabbi
- Salvation Army Commissioned Officer

**Skill level: 1**

High levels of interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Nurtures people in their spiritual development and discipleship by providing spiritual and moral guidance
- Administers rites of faiths such as marriages, funerals and special memorial services according to tradition and ecclesiastical and civil law
- Performs administrative tasks for a religious community
- Prepares and delivers sermons and preachings to members of a religious faith
- Develops and imparts religious education programs
- Conducts and leads services and ceremonies for religious festivals and holy days

**Unit Group**

## 2323 Social Science and Related Professionals

Research and study human behaviour, society, heritage and institutions from current and historical perspectives, and plan and organise gallery and museum collections.

Psychologists are excluded from this unit group. Psychologists are included in Occupation 261231 Psychologist.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 232331 Archaeologist

Studies human activity in the past, primarily through the recovery and analysis of the material culture and environmental data left behind, which includes artefacts, architecture, biofacts and cultural landscapes (the archaeological record).

**Skill level: 1**

**Main tasks**

- Cleans, examines, records and preserves archaeological finds and sites
- Collects, analyses and interprets data from artefacts and archaeological sites
- Uses methods such as aerial photography and remote sensing techniques to locate archaeological sites
- Collects information and produces simulations to recreate the way a site or artefact would have looked in the past
- Assesses archaeological sites for resource management, development or conservation purposes
- Recommends methods for archaeological site protection

**Occupation**

## 232332 Archivist

Analyses and documents records, and plans and organises systems and procedures for the safekeeping of records and historically valuable documents.

### Specialisations

- Digital Archivist
- Media Archivist
- School Archivist

### Skill level: 1

#### Main tasks

- Evaluates and preserves documents for administrative, historical, technical change management, legal, evidential and other purposes
- Examines items and arranges examinations to determine condition and authenticity
- Develops archival systems, indexes, guides and procedures for archival research and for the retention and destruction of records
- Develops, maintains and implements archive policies and procedures
- Identifies, organises and prioritises the digitisation of documents

**Occupation**

## 232333 Economist

Researches and analyses the production and distribution of goods and services, and people's spending and financial behaviour. Uses this information to predict trends, develop theories, and provide advice to governments and organisations on economic policy matters.

**Alternative titles**

- Economic Analyst
- Economic Consultant

**Specialisations**

- Agricultural Economist
- Econometrician
- Economic Forecaster
- Health Economist
- Labour Market Economist
- Land Economist
- Taxation Economist

**Skill level: 1****Main tasks**

- Analyses relationships between economic variables, and studies the effects of government fiscal and monetary policies, expenditure, taxation and other budgetary policies on the economy and the community
- Researches, analyses and assesses the effects of labour market programs and industry policies and programs on economic growth, welfare, education and training
- Investigates international and national economies and markets, and particular features such as industries, regions and socioeconomic groups
- Studies workplace issues such as enterprise bargaining and wage fixation, and the effect of workplace policies on productivity and economic growth
- Analyses trends and advises on economic issues such as taxation levels, prices, employment and unemployment, imports and exports, and interest and exchange rates
- Forecasts change in the economic environment for short-term budgeting, long-term planning, and investment evaluation
- Formulates recommendations, policies and plans for the economy, corporate strategies and investment
- Monitors economic data to assess and advise on the effectiveness and suitability of monetary and fiscal policies

**Occupation**

## 232334 Gallery or Museum Curator

Plans and organises a gallery or museum collection by drafting collection policies and arranging acquisitions of pieces.

**Alternative title**

- Art Curator

**Skill level: 1****Main tasks**

- Plans and organises the acquisition of historical materials, objects, artworks, scientific materials and other forms of cultural materials, including Aboriginal and Torres Strait Islander materials
- Plans the presentation and installation of artworks, and arranges the layout and lighting of historical, scientific or art displays
- Maintains records and catalogues acquisitions
- Ensures the overall care and preservation of collections
- Researches, compiles and prepares written information about catalogues
- Plans, organises, interprets and presents exhibitions and lectures
- Collaborates with other institutions and negotiates the loan of items
- May write grant applications for funding

**Occupation**

## 232335 Heritage Consultant

Provides advice and guidance on the conservation and management of heritage sites such as historical buildings, landscapes and cultural sites. Heritage Consultants may require 'cultural authority'.

**Alternative titles**

- Cultural Heritage Officer
- Heritage Adviser

**Specialisation**

- Aboriginal and Torres Strait Islander Heritage Surveyor

**Skill level: 1****Main tasks**

- Researches and identifies heritage sites and buildings
- Plans, assesses and manages cultural agreements regarding heritage affairs
- Evaluates the potential impacts that proposed and planned developments may have on heritage locations and places of cultural significance, and provides recommendations for consideration
- Liaises with key stakeholders including clients, governments and Traditional Owners
- Formulates strategies to manage heritage aspects on construction or development sites
- Prepares and writes heritage impact statements

**Occupation**

## 232336 Historian

Researches, collects and analyses information about the history of human activity, events, cultures and eras, and prepares accounts of findings.

### Specialisations

- Academic Historian
- Professional Historian

### Skill level: 1

### Main tasks

- Assembles historical data by consulting sources of information such as historical indexes and catalogues, archives, court records, diaries, newspaper files and other materials
- Organises, authenticates, evaluates and interprets historical, political, sociological, anthropological and linguistic data
- Undertakes historical and cultural research into human activity, and prepares and presents research findings
- Writes articles to be published in academic publications such as journals
- Analyses and interprets historical information to determine its authenticity

**Occupation**

## 232399 Social Science and Related Professionals nec

This occupation group covers Social Science and Related Professionals not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Anthropologist
- Criminologist
- Geographer
- Linguist
- Parole Board Member
- Political Scientist
- Sociologist

**Sub-major Group**

## **24 Design, Engineering and Science Professionals**

Design buildings, landscapes and products for manufacture and visual communication, design, plan and organise the testing, construction and maintenance of structures, machines, production systems and plants, and perform analytical, conceptual and practical tasks in relation to the chemical and physical properties of the universe, living organisms and the environment.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

### **241 Architects, Planners and Surveyors**

Design buildings, urban areas and landscapes, conduct survey work to precisely position geographical features, prepare and revise maps, and develop and implement plans and policies for controlling the use of land.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

#### **2411 Architects, Landscape Architects and Urban Designers**

Design commercial, industrial, institutional, residential and recreational buildings, landscapes and urban areas.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

##### **241131 Architect**

Plans and designs residential and multi-residential, commercial and industrial buildings. Provides concepts, plans, specifications and detailed drawings. Negotiates with builders and consultants, and advises on the procurement of buildings.

Registration or licensing is required.

**Specialisations**

- Conservation or Heritage Architect
- Design Architect
- Project Architect

**Skill level: 1****Main tasks**

- Works with clients, engineers, consultants and other stakeholders to determine their requirements and objectives for architectural projects
- Develops detailed, innovative, sustainable and functional architectural designs, taking into consideration social, environmental and economic concerns
- Conducts site inspections to assess project feasibility and submit town planning designs for permits
- Addresses requests for information as part of contract administration from consultants, engineers and other stakeholders involved in the building construction process
- Evaluates and selects appropriate building materials, finishes and systems to achieve sustainability objectives
- Completes design tasks (3D modelling) in accordance with project and client design briefs

- Utilises building information modelling (BIM), and applies relevant building regulations and codes to manage the planning and design of building projects

**Occupation**

## 241132 Landscape Architect

Plans, designs and manages natural and built environments by applying aesthetic and scientific principles to address ecological sustainability, preserve cultural heritage, and enhance the quality and health of landscapes.

Landscape Designers are excluded from this occupation. Landscape Designers are included in Occupation 312134 Landscape Designer.

**Skill level: 1****Main tasks**

- Designs, plans, manages and maintains projects for new developments, heritage protection, preservation of natural and cultural landscapes, and the rehabilitation of degraded landscapes
- Prepares landscape documentation including drawings, specifications, schedules and contract documents, and calls for tenders on behalf of clients
- Conducts research and analysis to develop sustainable landscape designs, planning and management practices, methods and development strategies
- Conducts feasibility studies and impact assessments to assess the impact of development upon the ecology, environmental character, cultural values and community health and welfare of landscapes
- Collects and documents data through site analysis, considering indigenous practices, landform, soils, vegetation, hydrology, visual characteristics, and human-made and managed features
- May provide expert advice and advocacy on landscape matters in conflict resolution, judicial courts and commissions

**Occupation**

## 241133 Urban Designer

Designs and plans the spatial form and layout of cities, towns, suburbs and precincts, considering the relationship between urban systems and social, environmental and economic needs.

**Skill level:** 1

### Main tasks

- Designs and plans the division of land and layout of cities, towns and suburbs to integrate public spaces, infrastructure, buildings, streets and parks
- Performs site analysis using spatial data, and analyses the physical, cultural, social and environmental characteristics of sites to inform urban design projects
- Produces documents such as master plans, performs feasibility studies, and creates urban design guidelines
- Creates detailed drawings and plans utilising artistic and graphic skills to convert concepts into technical drawings using software, such as computer-aided design (CAD)
- Works with design and planning teams, and negotiates with stakeholders and consultants to shape urban places
- Creates or contributes to policy, standards and guidelines that affect the built environment
- Advises state and local governments about the potential impacts of development proposals on regions, cities or places

**Unit Group**

## 2412 Geospatial Information Professionals and Surveyors

Plan, direct and conduct survey work to determine and delineate boundaries and features of tracts of land, construction projects, marine floors and underground works, prepare and revise maps, charts and other geographic products, and analyse, present and maintain geographical information about locations in space and time.

Building Surveyors, Marine Surveyors and Quantity Surveyors are excluded from this unit group. Building Surveyors are included in Occupation 241931 Building Surveyor. Marine Surveyors are included in Occupation 313433 Marine Surveyor. Quantity Surveyors are included in Occupation 241932 Quantity Surveyor.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 241231 Cartographer

Applies scientific, mathematical and cartographic design principles to prepare and revise maps, charts and other forms of cartographic output.

**Skill level: 1****Main tasks**

- Collects, researches and analyses geographic data for map and chart creation
- Utilises geographic information systems (GIS) to organise and analyse spatial data
- Creates and updates digital maps and charts using computer software
- Prepares reports and presentations for cartographic communication

**Occupation**

## 241232 Engineering Surveyor

Inspects, evaluates, measures, sets-out and monitors infrastructure and construction works to ensure structures are built to plan.

Registration or licensing may be required.

**Specialisation**

- Construction Surveyor

**Skill level: 1****Main tasks**

- Measures, sets-out and monitors construction projects, including high rise buildings, roads, tunnels, airports and other forms of infrastructure, to ensure they are built in accordance with design specifications
- Performs surveys, fieldwork, calculations, data reduction and manipulation on construction sites using specialised software and technical equipment, such as theodolites, global positioning systems (GPS), lasers, and aerial and terrestrial scanners
- Completes as-constructed survey reports and plans to confirm a construction project conforms to the intended design and specifications
- Prepares data models for set-out and machine guidance to assist in planning, executing, monitoring and evaluating surveying work
- Works with construction professionals, Architects, property owners, and Civil Engineers to provide accurate survey information for project planning and design phases

**Occupation**

## 241233 Geospatial Specialist

Acquires, integrates, analyses, interprets, presents, manages and distributes information about locations in time and space, and develops related equipment, software and services.

### Specialisations

- Geospatial Analyst
- GIS Consultant
- GIS Manager

### Skill level: 1

#### Main tasks

- Gathers geospatial data through satellite imagery, aerial photography, GPS, surveys and other sources
- Cleans, organises and formats geospatial data for analysis
- Uses geospatial technology such as GIS to analyse spatial data to describe and infer trends and patterns, solve problems and answer spatial data-related queries
- Communicates findings and insights from geospatial data using reports, dashboards and interactive maps to technical and non-technical stakeholders
- Develops and maintains databases and information systems for geospatial data management

**Occupation**

## 241234 Land Surveyor

Locates and defines public and private land boundaries by using precise measuring equipment.

Registration or licensing may be required.

**Specialisation**

- Registered or Licensed Land Surveyor

**Skill level: 1****Main tasks**

- Uses specialised technical equipment, such as theodolites, GPS, lasers, and aerial and terrestrial scanners, to take, record and collate measurements and locations in relation to land boundaries
- Establishes site horizontal and vertical height data
- Determines the position of boundaries of public or private land, and prepares plans and associated documents
- Develops and establishes reference systems for geographic and land information
- Consults with other professionals such as Architects and engineers, to ensure land development projects are completed to plan
- Works with government officials and other stakeholders to ensure that land development projects are completed in compliance with regulations and local laws
- Sets-out land and building developments
- May map out positions of boundaries where land is subdivided, bought or sold, and plan and provide critical professional advice for project developments in land and buildings

**Occupation**

## 241235 Mine Surveyor

Designs and measures mines, tunnels and other underground works, maps out mineral deposits, and determines the commercial viability of open cut and underground mines.

Registration or licensing may be required.

**Skill level: 1**

### Main tasks

- Identifies limits for excavation purposes and marks drill patterns for blasting in open cut mines
- Determines, controls and maps the location and direction of tunnels in underground mines
- Establishes site horizontal and vertical height data
- Calculates the volume of materials moved or minerals mined
- Uses GIS to create site maps, including mine structures and deposit layers
- Identifies potential risks and environmental effects of mining activities

**Occupation**

## 241299 Geospatial Information Professionals and Surveyors nec

This occupation group covers Geospatial Information Professionals and Surveyors not elsewhere classified.

Registration or licensing may be required.

**Skill level: 1**

**Occupations in this group include:**

- Geodetic Surveyor
- Hydrographic Surveyor

**Unit Group**

## 2413 Urban and Regional Planners

Develop and implement plans and policies for the controlled use of urban and rural land, assess development and advise on economic, environmental and social factors affecting land use.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 241331 Urban and Regional Planner

Develops and implements plans and policies for the controlled use of urban and rural land, assesses development, and advises on economic, environmental and social factors affecting land use.

**Specialisations**

- Environmental Impact Assessment Planner
- Land Planner
- Statutory or Development Assessment Planner
- Strategic Planner (Urban and Regional)
- Town or Urban Planner
- Traffic and Transport Planner

**Skill level: 1****Main tasks**

- Conducts research and analysis to assess current land use patterns and trends
- Inspects sites to assess compliance with land use regulations and policies
- Consults with stakeholders such as government officials, community groups and developers, to gather input and feedback on land use plans
- Advises governments and organisations on urban and regional policy and resource planning
- Undertakes development assessments and prepares, reviews and evaluates environmental impact reports, incorporating digital spatial information to inform decision-making

**Unit Group**

## 2419 Other Architects, Planners and Surveyors

This unit group covers Architects, Planners and Surveyors not elsewhere classified. It includes Building Surveyors and Quantity Surveyors.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 241931 Building Surveyor

Reviews, analyses and assesses building plans for compliance to current building standards, and issues relevant legislative permits, certification and approvals.

Registration or licensing is required.

**Alternative title**

- Building Certifier

**Skill level: 1****Main tasks**

- Assesses and approves building permit applications to ensure compliance with building codes, local ordinances, zoning and contract specifications
- Undertakes, or directs Building Inspectors to undertake, critical stage inspections of buildings under construction to determine if the work complies with the development consent and legislative requirements
- Prepares a written record of building work inspected and documents details identifying non-compliant issues
- Enforces the requirements of building legislation by issuing written directions to fix non-compliant building work, providing building notices, and issuing or removing building orders
- Responds to enquiries or complaints from people affected by their decisions made when carrying out statutory functions
- Issues occupancy permits and certificates of final inspection upon the completion of building work if all requirements are met

**Occupation**

## 241932 Quantity Surveyor

Determines, analyses and manages the costs associated with construction projects, including the feasibility, design, construction and operation stages.

Registration or licensing may be required.

### Specialisations

- Cost Engineer
- Cost Manager
- Cost Planner
- Estimating Manager

### Skill level: 1

#### Main tasks

- Prepares cost estimates for construction projects based on varying levels of design
- Prepares detailed cost plans for budgetary control, including bills of quantities, and manages progress payments
- Monitors the project through the construction phases and adjusts cost based on variations
- Prepares tender documents and evaluates contractor bids
- Prepares tax depreciation reports
- Prepares replacement cost assessments for insurance purposes
- Engages with key stakeholders, including asset owners, financiers, Architects, builders, engineers and developers

**Minor Group**

## 242 Design Professionals

Design digital and graphic content for entertainment, information and visual communication, and design products and interior spaces for manufacture and construction.

Urban Designers are excluded from this minor group. Urban Designers are included in Occupation 241133 Urban Designer.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## 2421 Digital Designers

Plan, design and develop user interfaces and user experiences, websites and other digital content for a range of digital platforms.

Animators and Visual Effects Artists, Digital Game Developers, Graphic Designers and Illustrators are excluded from this unit group.

Animators and Visual Effects Artists, Graphic Designers and Illustrators are included in Unit Group 2423 Graphic and Visual Content Designers. Digital Game Developers are included in Occupation 273131 Digital Game Developer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 242131 Multimedia Designer

Plans, designs and produces digitally delivered information, promotional content, instructional material and entertainment through online and recorded digital media.

Animators, instructional designers (education) and Web Designers are excluded from this occupation. Animators are included in Occupation 242331 Animator or Visual Effects Artist. Instructional designers (education) are included in Occupation 259331 Education Adviser. Web Designers are included in Occupation 242133 Web Designer.

**Specialisation**

- Instructional Designer (Multimedia)

**Skill level: 1****Main tasks**

- Plans and designs the layout and structure of digital multimedia projects for use in various media contexts such as advertising campaigns, educational presentations and social media material
- Uses specialised software, static and animated information, text, pictures, video and sound to produce content for an intended audience and purpose
- Develops multimedia prototypes, mock-ups and storyboards that incorporate voice, images and text
- Researches and selects appropriate software, tools and technologies for multimedia production

**Occupation**

## 242132 UI / UX Designer

Designs, develops and optimises the user interface and user experience of apps, websites or products, using digital tools, user research and consultation, interactive and visual design, and usability function and testing.

### Alternative titles

- UI Designer
- User Experience Designer
- User Interface Designer
- UX Designer

### Skill level: 1

#### Main tasks

- Conducts user requirement analysis and creates user flows, journey maps, personas, scenarios and task analysis to inform design decisions
- Creates new designs, including wireframes, prototypes and visual designs, for app and web user interfaces
- Plans, estimates and executes discovery and design processes using customer-centred design principles and usability testing methods
- Tests and rapidly translates research findings into design solutions
- Conducts discovery activities and workshops to gain quantitative and qualitative insights to improve apps and websites
- Aligns business goals and customer needs into digital strategies and designs
- Ensures that designs adhere to relevant guidelines or standards for accessibility

**Occupation**

## 242133 Web Designer

Plans, designs, develops and prepares information for websites using text, pictures, colours, layout and data sources to deliver information tailored to an intended audience and purpose.

Multimedia Designers, user experience designers and user interface designers are excluded from this occupation. Multimedia Designers are included in Occupation 242131 Multimedia Designer. User experience designers and user interface designers are included in Occupation 242132 UI / UX Designer.

**Alternative title**

- Website Designer

**Skill level: 1****Main tasks**

- Researches client needs, target audience and current web design trends
- Creates sketches or digital mock-ups of the website's layout, navigation and content placement
- Creates, reviews or redesigns existing wireframes to plan out the structure and functionality of the site
- Ensures website accessibility for all users, considering diverse abilities and devices
- Works closely with Web Developers to ensure that the final website looks and functions as intended
- Establishes design guidelines based on standards and best practices
- May identify and secure domain names for the websites

**Unit Group**

## 2422 Fashion, Industrial, Jewellery and Textile Designers

Plan, design, develop and document products for manufacture and prepare designs and specifications of products for mass, batch and one-off production.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 242231 Fashion Designer

Plans, designs and develops clothing, accessories, footwear or other items of personal apparel, considering the form and construction of clothing, historical styles and contexts, contemporary and cultural trends, colour, fabric and decoration, and the techniques and processes available for manufacture.

**Skill level: 1****Main tasks**

- Liaises with clients to confirm design concepts and costs
- Prepares sketches, plans and samples of designs to present to clients
- Selects fabrics, colours and materials for designs
- Collaborates with patternmakers and sample makers
- Presents designs to clients, conducts fittings, and adjusts designs as necessary

**Occupation**

## 242232 Industrial Designer

Plans, designs, develops and documents industrial, commercial or consumer products for manufacture, and prepares designs and specifications of products for mass or batch production.

**Alternative title**

- Product Designer

**Specialisations**

- Furniture Designer
- Packaging Designer

**Skill level: 1****Main tasks**

- Undertakes product research and analyses functional, commercial, cultural and aesthetic requirements
- Generates ideas and concepts for new industrial products or product improvements
- Develops detailed design specifications and documentation for production of products such as toys, home appliances and furniture
- Creates design sketches, illustrations, models and samples for presentation to clients and manufacturers
- Selects, specifies and recommends functional and aesthetic materials, production methods and finishes for manufacture
- Prepares and commissions prototypes and samples
- Collaborates with engineers, manufacturers and product testers to ensure design feasibility and manufacturability

**Occupation**

## 242233 Jewellery Designer

Conceptualises and designs prototypes and details for the manufacture of jewellery and objects for personal adornment, such as pendants, rings, bracelets, necklaces, brooches, hair decorations and other decorative objects, using various precious and semi-precious metals, resins and gemstones.

Watch makers are excluded from this occupation. Watch makers are included in Occupation 332338 Watch and Clock Maker and Repairer.

**Skill level: 1****Main tasks**

- Designs and sketches jewellery and objects for personal adornment
- Develops detailed technical drawings and specifications for the manufacture of jewellery and decorative objects, including sculptures, lamp shades and vases
- Uses techniques such as repoussé, engraving, hand fabrication and casting, to model designs for mass or batch production, or one-off commissions
- Selects and sources materials such as metals, precious stones and plastics, for the production of jewellery pieces
- Collaborates with manufacturers and craftspeople to ensure the accurate production of designs
- Tests and evaluates the functionality and durability of each piece

**Occupation**

## 242234 Textile Designer

Creates and develops patterns, prints, textures and illustrations for the production of different kinds of cloth, material and fabric for garments and soft furnishings.

Fashion Designers are excluded from this occupation. Fashion Designers are included in Occupation 242231 Fashion Designer.

**Skill level: 1****Main tasks**

- Researches and prepares textile design concepts based on current trends, client needs and artistic insights
- Develops colour palettes that resonate with fabric design themes, and creates original patterns, prints, textures and illustrations for various types of cloth and fabric
- Chooses the appropriate fabric and yarn types based on specific designs
- Provides detailed specifications for production, such as yarn counts and weave structures, to ensure consistent output
- Creates prototype designs or samples using manual and digital techniques
- Tests and evaluates textile designs for quality, durability and functionality
- Collaborates with clients, design teams, manufacturers and suppliers to understand design requirements and specifications

**Unit Group**

## 2423 Graphic and Visual Content Designers

Plan, design and develop animation, pictures, diagrams, visual effects and other visual content for a variety of purposes.

Digital Game Developers, Multimedia Designers, UI / UX Designers and Web Designers are excluded from this unit group. Digital Game Developers are included in Occupation 273131 Digital Game Developer. Multimedia Designers, UI / UX Designers and Web Designers are included in Unit Group 2421 Digital Designers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 242331 Animator or Visual Effects Artist

Designs and creates visual effects or animated content to conceptualise or enhance characters, scenes, backgrounds and other elements for film, television video games or other media.

Digital Game Developers are excluded from this occupation. Digital Game Developers are included in Occupation 273131 Digital Game Developer.

**Specialisations**

- 2D Animator
- 3D Animator
- 3D Artist (Animation)
- Animation or Visual Effects Supervisor
- Motion Designer
- VFX Artist

**Skill level: 1****Main tasks**

- Collaborates with directors, producers or other team members to understand the visual effects or animation requirements for a production
- Designs and creates visual effects, 2D or 3D animated elements, storyboards, frames, sequences and environments using digital art software
- Integrates visual effects and animated sequences with live-action footage or digital environments
- Troubleshoots and problem solves technical or creative issues that arise during the process of creating or integrating visual effects or animation
- May develop a sequence of key frames and character movements, providing a comprehensive visual script

**Occupation**

## 242332 Graphic Designer

Plans, designs and prepares visual content for publication using text, symbols, pictures, colours and layout to achieve commercial and communication needs using traditional and digital tools, with particular emphasis on tailoring the message for the intended audience.

**Alternative title**

- Graphic Artist

**Specialisations**

- Creative Director (Graphic Design)
- Exhibition Designer

**Skill level: 1****Main tasks**

- Consults with clients to determine their graphic design requirements
- Develops and collaborates on design concepts, and presents them to clients for approval
- Selects appropriate colours, images and fonts to enhance the visual appeal of designs
- Creates and manipulates designs for visual elements, such as logos, illustrations and graphics, using traditional and digital tools
- Collaborates with other team members, such as Copywriters and Web Developers, to ensure cohesive design solutions
- Prepares final designs for print or digital publication, reproduction and release

**Occupation**

## 242333 Illustrator

Plans, designs and prepares pictures and diagrams to communicate messages, clarify meaning, assist in presentations and illustrate stories.

**Specialisation**

- Cartoonist

**Skill level: 1**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Creates visual concepts and develops illustrations for various purposes
- Collaborates with clients or art directors to determine the scope and requirements of illustration projects
- Researches and gathers reference materials to inform the design and development of illustrations
- Sketches preliminary ideas and concepts for illustrations
- Refines and finalises illustrations using traditional and digital media
- Uses drawing, painting, drafting, collage and other techniques to create illustrations
- Utilises image capture and manipulation software to enhance and modify illustrations
- Creates illustrations that effectively communicate messages and clarify meaning
- Adapts illustration styles and techniques to suit different projects and target audiences

**Unit Group**

## 2424 Interior Designers

Plan, design, detail and coordinate the construction of commercial, residential, institutional, recreational and temporary interior spaces to transform environments and improve their performance, experience, meaning or purpose.

Interior Decorators are excluded from this unit group. Interior Decorators are included in Occupation 391931 Interior Decorator.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 242431 Interior Designer

Plans, designs and coordinates the construction of commercial, residential, institutional, recreational and temporary interior spaces to transform an environment and improve its performance, experience, meaning or purpose.

Registration or licensing may be required.

Interior Decorators are excluded from this occupation. Interior Decorators are included in Occupation 391931 Interior Decorator.

**Specialisations**

- Commercial Interior Designer
- Residential Interior Designer
- Retail Interior Designer

**Skill level: 1****Main tasks**

- Consults and coordinates with clients, stakeholders, users and specialist consultants to determine objectives and constraints on interior design projects
- Researches and analyses spatial, functional, economic, ergonomic, comfort, safety, sustainability, inclusivity and aesthetic requirements of interior spaces
- Creates designs that encourage and facilitate optimal use of a space by inhabitants
- Generates presentations, renderings and 3D visualisations to illustrate interior design concepts
- Communicates ideas to clients, stakeholders and collaborators using CAD software and other visualisation tools to develop realistic representations of proposed interior designs
- Selects materials, finishes, furnishings and decorative elements to enhance the aesthetic appeal and functionality of the space
- Details and documents new interior building work for construction to comply with required building codes, standards and authorities
- Collaborates with Architects, contractors, vendors and suppliers to ensure that designs are executed according to specifications, budget and time constraints

**Minor Group**

## 243 Engineering Professionals

Design, plan and organise 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 efficiently and in a cost effective manner.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## 2431 Chemical and Materials Engineering Professionals

Design and prepare specifications for chemical process systems and the construction and operation of commercial-scale chemical plants, supervise industrial processing and fabrication of products undergoing physical and chemical change, develop and provide advice on processes used to extract metals from their ores, investigate the properties of metals, ceramics, polymers and other materials, and assess and develop their engineering and commercial applications.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 243131 Chemical Engineer

Designs and develops chemical process systems, equipment and specifications for the construction and operation of chemical plants and commercial-scale production, including transportation of chemicals, materials and energy. Supervises industrial processing and fabrication of products undergoing physical and chemical changes.

Registration or licensing may be required.

**Specialisations**

- Process Control Engineer
- Process Engineer (Chemical)

**Skill level: 1****Main tasks**

- Researches, designs, develops and improves chemical processes, process systems, reactions and materials
- Identifies ways to optimise performance of chemical equipment and processes while ensuring compliance with safety and environmental regulations
- Develops operating procedures, safety protocols and methods to deal with by-products and waste materials, and troubleshoots problems with chemical manufacturing processes
- Collaborates with plant designers to develop chemical plant specifications, equipment and control instruments for the production process
- Supervises the fabrication and installation of equipment and systems for chemical processes and transportation
- Monitors and analyses data from processes, and conducts research and experiments to develop new chemical processes and improve existing ones
- Provides technical support and guidance to staff involved in chemical processes and plant operations
- May use computer models to identify cost-effective production methods while minimising risks

**Occupation**

## 243132 Extractive Metallurgist

Researches, develops, tests, controls and provides advice on processes used in extracting metals from their ores, and processes used for casting, alloying or heat treating metals to produce commercial products or develop new alloys, techniques and processes.

Physical metallurgists and welding engineers are excluded from this occupation. Physical metallurgists and welding engineers are included in Occupation 243133 Materials Engineer.

**Skill level: 1****Main tasks**

- Applies physical and chemical methods to separate and concentrate valuable minerals and metals from ores
- Designs process flowsheets and metallurgical plant processes used to extract metals and minerals from ores
- Manages process, metallurgical, smelter and refinery plant operational performance
- Produces metal and mineral concentrates, and refined or alloyed metals for market
- Analyses, develops, produces and improves the quality and purity of metals and alloys
- Develops and improves control methods to store and treat waste material produced in extractive metallurgical processes

**Occupation**

## 243133 Materials Engineer

Investigates the properties of metals, ceramics, polymers and other materials to assess and develop their engineering and commercial applications, such as in the design of composite materials, corrosion resistance and protection, and welding and fabrication.

Registration or licensing may be required.

### Specialisations

- Corrosion Engineer
- Materials Welding Engineer
- Physical Metallurgist

### Skill level: 1

#### Main tasks

- Researches and analyses the properties of various materials to produce new composite materials
- Tests materials under different conditions to examine their properties and behaviour to determine their use in various applications or in the development of new technologies
- Analyses the results of laboratory testing on faulty materials to determine the causes of material defects and develop solutions
- Studies the performance of materials to evaluate their deterioration rate under different conditions and identify main factors contributing to degradation
- Produces cost estimates and analyses the feasibility of using different materials in engineering projects
- Conducts analysis on welds to identify welding issues, associated risks, and provide or develop solutions and appropriate mitigation methods

**Unit Group**

## 2432 Civil Engineering Professionals

Design, plan, organise and oversee the construction of civil engineering projects such as dams, bridges, pipelines, gas and water supply schemes, sewerage systems, roads, airports and other structures, analyse the likely behaviour of soil and rock when placed under pressure by proposed structures and design structural foundations, analyse the statical properties of all types of structures and test the behaviour and durability of materials used in their construction, and plan and develop transportation systems.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 243231 Civil Engineer

Plans, designs, organises and oversees the construction and operation of dams, bridges, pipelines, gas supply schemes, airports and other civil engineering projects.

Registration or licensing may be required.

Rail Engineers and Water Engineers are excluded from this occupation. Rail Engineers are included in Occupation 243233 Rail Engineer.

Water Engineers are included in Occupation 243236 Water Engineer.

**Specialisations**

- Airfield Engineer Officer (Air Force)
- Coastal Engineer
- Construction Engineer
- Road Engineer

**Skill level: 1****Main tasks**

- Analyses site locations and conducts surveys to determine the feasibility and requirements of civil engineering projects
- Undertakes calculations, designs and develops specifications for civil engineering projects, and provides solutions to design-related issues
- Studies, evaluates and reports on the environmental implications of civil engineering projects to ensure compliance with existing regulations
- Determines construction methods, materials and quality standards for civil engineering projects

**Occupation**

## 243232 Geotechnical Engineer

Plans, directs and conducts survey work to analyse the mechanics of soil and rock, and its applications to engineering problems to support the safe and efficient design and construction of infrastructure projects.

Registration or licensing may be required.

**Skill level: 1****Main tasks**

- Assesses construction plans to determine its feasibility based on the understanding of the construction site gathered from geological maps, aerial photographs, project data, collected historical information and other sources
- Collects and tests soil and rock samples to determine their properties and assist in the assessment of geotechnical parameters used in design
- Assesses the impact of soil and rock mechanical properties on the stability of existing structures
- Performs geotechnical calculations and modelling to evaluate the characteristics of the site under study, and use the results from their analysis to design foundations and other geotechnical structures
- Investigates, identifies and analyses geological risks and hazards related to the site, such as landslides, liquefaction or soil erosion
- Develops strategies to minimise risks and recommend appropriate safety measures, such as drainage systems, soil improvement techniques and slope stabilisation methods, to incorporate in the project design

**Occupation**

## 243233 Rail Engineer

Plans, designs and develops rail tracks and support structures for rail systems to enable safe and optimised operations.

Registration or licensing may be required.

Rail Signalling Engineers are excluded from this occupation. Rail Signalling Engineers are included in Occupation 243332 Rail Signalling Engineer.

### Specialisations

- Rail Track Engineer
- Rolling Stock Engineer

### Skill level: 1

#### Main tasks

- Designs, plans and develops rail tracks and rail system infrastructure, and forecasts the cost of rail projects
- Identifies suitable rail routes to develop effective and sustainable rail systems that meet the needs of clients and communities
- Analyses issues or faults in rail systems and provides advice on suitable engineering solutions
- Ensures building work on rail projects complies with existing safety standards and regulations

**Occupation**

## 243234 Structural Engineer

Analyses, calculates and predicts the stability, strength and rigidity of built structures, tests the behaviour and durability of materials used in their construction, and designs and supervises the construction of all types of structures.

Registration or licensing may be required.

### Alternative title

- Structural Design Engineer

### Specialisations

- Bridge Engineer
- Facade Engineer
- Tunnel Engineer

### Skill level: 1

#### Main tasks

- Calculates pressures, loads and stresses on structural foundations to ensure the safety of the construction
- Studies and analyses the strength of building materials to select and advise on the suitable ones for the construction
- Conducts structural inspections to evaluate the conditions and foundations, and assess the structural integrity
- Uses computer models to simulate and predict the structure's behaviour under varying conditions, such as high winds, flooding or earthquakes
- Researches and improves construction techniques and structural designs

**Occupation**

## 243235 Transport Engineer

Plans, designs and develops transport systems to optimise infrastructure efficiency, safety, and the cost effectiveness of moving people and freight.

Registration or licensing may be required.

Rail Engineers are excluded from this occupation. Rail Engineers are included in Occupation 243233 Rail Engineer.

**Specialisation**

- Traffic Engineer

**Skill level: 1****Main tasks**

- Designs, plans and evaluates transportation systems or parts of systems, such as highways, urban transit, ports, rail and airports
- Analyses traffic data to identify and predict future travel flow patterns, and conducts studies to determine the feasibility and costs of transportation projects
- Researches and analyses existing transport systems to identify needs and issues, and plans modifications to improve safety
- Uses computer models to simulate transport problems to identify suitable engineering solutions

**Occupation**

## 243236 Water Engineer

Plans, designs, researches, manages and oversees water-related engineering projects involving the supply of clean water, prevention of flood damage, and disposal of wastewater and sewage.

Registration or licensing may be required.

Coastal engineers and hydraulic engineers (mechanical) are excluded from this occupation. Coastal engineers are included in Occupation 243231 Civil Engineer. Hydraulic engineers (mechanical) are included in Occupation 243532 Mechanical Engineer.

### Specialisations

- Hydraulic Engineer (Civil)
- Water and Wastewater Engineer
- Water Resources Engineer

### Skill level: 1

#### Main tasks

- Plans, develops and improves water facilities and equipment, such as sewers, pipes and pumping stations
- Develops plans for controlling runoff and overland flow to minimise the risk of contamination of nearby bodies of water, such as rivers and lakes, by polluted water
- Studies water quality to identify and characterise sources of water pollution
- Uses computer models to simulate risks of flooding and propose engineering solutions
- Evaluates the operation and maintenance of water or wastewater systems to identify ways to improve their efficiency in a sustainable way
- Designs building features to ensure the supply or removal of fluids in a safe and efficient way
- Designs water or wastewater treatment plants, sewage systems, stormwater capture and treated water reuse schemes

**Unit Group**

## 2433 Electrical Engineering Professionals

Design, develop, implement and supervise the manufacture, installation, operation and maintenance of equipment, machines and systems used for the generation, distribution, utilisation and control of electric power, and develop systems used to signal and control trains.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 243331 Electrical Engineer

Designs, develops, implements and supervises the manufacture, installation, operation and maintenance of equipment, machines and systems used for the generation, distribution, utilisation and control of electric power from renewable and non-renewable sources.

Registration or licensing may be required.

**Specialisations**

- Electrical Design Engineer
- Grid Connection Engineer
- Power System Engineer
- Renewable Energy Engineer

**Skill level: 1****Main tasks**

- Plans, designs and tests power stations and equipment used for the generation, distribution, transmission and utilisation of electric power
- Develops new ways to store power generated by renewable and sustainable energy sources, such as solar, wind and sea
- Determines the type and arrangement of circuits, networks, transformers, circuit-breakers, transmission lines and other equipment
- Installs and tests electrical systems and processes
- Uses software and performs detailed calculations to plan, design and develop manufacturing, construction and installation standards and specifications to improve electrical systems
- Leads and coordinates electrical infrastructure projects in industries such as transportation, construction and manufacturing
- Provides technical expertise in electrical service design, ensuring compliance with industry standards and regulations
- May specialise in research in areas such as power generation and transmission systems, transformers, switchgear and electric motors, telemetry, and control systems
- May manage and integrate renewable energy sources, including battery storage, into the electricity grid

**Occupation**

## 243332 Rail Signalling Engineer

Develops systems used to signal and control trains, including equipment on tracks, computer networks and fail-safes. Controls railroad traffic by coordinating between systems and rail companies to keep trains operating safely and smoothly.

Registration or licensing may be required.

Rail Engineers are excluded from this occupation. Rail Engineers are included in Occupation 243233 Rail Engineer.

**Alternative title**

- Signalling Engineer

**Skill level: 1****Main tasks**

- Designs, implements and solves technical problems with rail signalling systems
- Provides technical advice and retrofits existing signalling systems to update them, either in response to regulations or to improve efficiency and performance
- Ensures that the rail signalling design conforms to all safety, environmental, construction, commissioning and operational requirements
- Prepares and reviews the signalling design with appropriate solutions to satisfy customer specifications, such as signalling arrangement plans, power calculations, headway signalling spacing calculations, and circuit designs
- Engages with stakeholders to discuss rail signal plans and prepares case studies to understand specifics of signalling installation
- Oversees the maintenance and operations of rail signalling equipment, and investigates equipment faults
- Assists the construction team with on-site signalling equipment installation, testing or commissioning
- Researches, develops and optimises electrical, control and signalling systems
- May oversee tender preparation, including ensuring all technical elements of the tender are coordinated between design, testing, commissioning and construction team members

**Unit Group**

## 2434 Electronics Engineers

Design, develop, adapt, install, test and maintain electronic components, circuits and systems used for computer, communication, command and warfare systems, entertainment, transport and other industrial applications.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 243431 Electronics Engineer

Designs, develops, adapts, installs, tests and maintains electronic components, circuits and systems used for computer, communication, command and warfare systems, entertainment, transport and other industrial applications.

Registration or licensing may be required.

**Specialisations**

- Combat System Engineer
- Control and Instrumental Engineer
- Hardware Engineer

**Skill level: 1****Main tasks**

- Analyses and prepares material costs, time estimates and design specifications for electronic systems and equipment, and ensures compliance with relevant regulations and standards in electronic engineering
- Develops operating standards for electronic systems and equipment
- Models and simulates processes for the development of new electronic devices
- Designs and integrates electronic circuits, components, systems and equipment for various applications
- Adapts and modifies existing electronic components and systems to meet specific requirements
- Installs, tests and maintains electronic components and systems to ensure proper functioning and optimal performance

**Unit Group**

## 2435 Industrial, Mechanical and Production Engineers

Design, organise and oversee the construction, operation, logistics and maintenance of mechanical and process plant and installations, establish programs for the coordination of manufacturing activities, and ensure usage of resources is cost effective.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 243531 Industrial Engineer

Plans, investigates and reviews the logistics and utilisation of personnel, facilities, equipment and materials, operational processes and practices to improve the quality, safety and efficiency of operations in commercial, industrial and production environments.

Registration or licensing may be required.

**Specialisations**

- Integrated Logistics Support Engineer
- Manufacturing Engineer
- Process Engineer (Industrial)
- Quality Assurance Engineer (Industrial)
- Systems Engineer (Industrial)

**Skill level: 1****Main tasks**

- Plans, implements and coordinates the sequence of operations in an industrial facility to maximise efficiency of time and resources
- Estimates production costs and risks associated with product design, process changes and fabrication
- Analyses data and product specifications to determine the quality of finished products, identify quality issues, and implement strategies for improving products and processes
- Designs systems and processes to minimise production issues and optimise resource use
- Develops and implements quality control procedures to ensure product and process consistency
- Identifies and analyses potential hazards in industrial facilities, and develops and implements safety policies and strategies to mitigate them

**Occupation**

## 243532 Mechanical Engineer

Plans, designs, develops, tests and oversees the manufacturing, operation, maintenance and installation of mechanical systems.

Registration or licensing may be required.

Hydraulic engineers (civil) are excluded from this occupation. Hydraulic engineers (civil) are included in Occupation 243236 Water Engineer.

### Specialisations

- Building Services Engineer
- Heating, Ventilation and Air Conditioning Engineer
- Hydraulic Engineer (Mechanical)

### Skill level: 1

#### Main tasks

- Designs mechanical equipment, machines, tools and components for agricultural, mining, construction, manufacturing and other industrial purposes
- Plans and designs the layout, flow and processes of mechanical and process plants
- Oversees the assembly, erection and commissioning of mechanical and process plant and installations
- Studies and analyses mechanical systems and components to evaluate their performance
- Inspects, maintains and tests mechanical equipment, and investigates mechanical failures or unexpected maintenance issues

**Occupation**

## 243533 Production or Plant Engineer

Plans, directs and coordinates the design, construction, modification, continued performance and maintenance of equipment and machines in industrial plants, and the management and planning of production and plant activities.

Registration or licensing may be required.

### Specialisations

- Automation and Control Engineer (Production or Plant)
- Automation Engineer (Production or Plant)
- Control Systems Engineer (Production or Plant)
- Maintenance Engineer (Shipbuilding)

### Skill level: 1

#### Main tasks

- Determines and plans the layout of equipment and machines in industrial plants
- Develops and implements strategies to improve the performance and efficiency of production and plant activities
- Coordinates the construction, modification and maintenance of equipment and machines in industrial plants
- Identifies and resolves technical issues and problems in industrial plants
- May use established systems to recognise and control at-risk behaviours and situations, and support the interaction of personnel and equipment in production activities
- May manage autonomous fleets of vehicles, and identify and implement operational improvements for autonomous fleet management systems to improve efficiency, productivity and overall operations in production activities

**Unit Group**

## 2436 Mining Engineers

Plan and direct the engineering aspects of locating and extracting minerals, petroleum and natural gas from the earth.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 243631 Mining Engineer (excluding Petroleum)

Plans and directs the engineering aspects of locating and extracting minerals from the earth.

Registration or licensing may be required.

Drilling engineers (petroleum) are excluded from this occupation. Drilling engineers (petroleum) are included in Occupation 243632 Petroleum Engineer.

**Specialisations**

- Drill and Blast Engineer (Mining)
- Process Engineer (Mining)

**Skill level: 1****Main tasks**

- Plans and designs mining operations, including the location and layout of the mine development
- Researches and improves the efficiency and safety of mining methods and equipment
- Monitors and evaluates mining operations to ensure compliance with safety and environmental regulations
- Assesses mineral reserves and analyses production costs to determine the viability of mining projects
- Conducts geological surveys and analyses data to identify mineral deposits
- Optimises procedures to extract raw materials from the ground using blasting, drilling and other excavation methods

**Occupation**

## 243632 Petroleum Engineer

Plans, develops and directs the engineering work in drilling, production and formation evaluation to achieve optimal exploration, development and extraction of oil and gas resources.

Registration or licensing may be required.

Drill and blast engineers (mining) are excluded from this occupation. Drill and blast engineers (mining) are included in Occupation 243631 Mining Engineer (excluding Petroleum).

### Specialisations

- Drilling Engineer (Petroleum)
- Reservoir Engineer
- Subsea Engineer (Oil and Gas)

### Skill level: 1

#### Main tasks

- Plans, researches, designs and provides advice on engineering operations for the exploration, location and extraction of oil and gas
- Conducts studies to determine potential locations for drillings
- Uses computer models to determine ideal recovery processes, and simulate and predict reserve performance
- Analyses reservoir rock and fluid data to design optimum methods of controlling the flow of oil or gas from wells
- Monitors the evaluation of wells, well testing and well surveys

**Unit Group**

## 2439 Other Engineering Professionals

This unit group covers Engineering Professionals not elsewhere classified. It includes Acoustic Engineers, Aerospace Engineers, Biomedical Engineers, Engineering Technologists, Environmental Engineers, Fire Safety Engineers, Mechatronics Engineers and Naval Architects.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 243931 Acoustic Engineer

Studies and applies the science of sound and vibration in the design and development of technologies to solve acoustic related problems, such as sound quality, transmission of sound, noise control or environmental noise pollution.

Registration or licensing may be required.

**Skill level: 1****Main tasks**

- Measures sound levels, reverberation and vibration within buildings and outdoor environments
- Analyses and performs tests on acoustic designs to enhance or control sound and vibration
- Models, predicts, measures and assesses the impact of noise on the environment and noise sensitive receptors, including wildlife
- Advises on materials and structures that can be used to minimise noise levels that could disrupt the local environment, and ensures those levels comply with local laws
- Designs noise and vibration attenuation solutions for environmental noise, building engineering services systems in buildings, transport infrastructure and industry

**Occupation**

## 243932 Aerospace Engineer

Performs and supervises engineering work concerned with the design, development, manufacture, maintenance and modification of aircraft, launch vehicles and spacecraft for flight.

Registration or licensing may be required.

### Specialisations

- Aeronautical Engineer
- Aerospace Engineer Officer - Aeronautical (Navy, Air Force)
- Aerospace Engineer Officer - Armament (Air Force)
- Aerospace Engineer Officer - Electronics (Air Force)
- Propulsion Engineer

### Skill level: 1

### Main tasks

- Designs and develops aircraft, launch vehicles and spacecraft, components and systems
- Studies and analyses aerospace products to improve their efficiency, performance and safety
- Researches and identifies new technologies, materials and methodologies that can help to improve aerospace products and systems
- Tests, evaluates and assesses aircraft or spacecraft systems, prototypes and equipment to ensure compliance with regulations and standards
- Analyses data to solve technical issues identified in aircraft or aerospace vehicles and their systems
- Inspects damaged aircraft or spacecraft products to identify source of problems and provide possible solutions

**Occupation**

## 243933 Biomedical Engineer

Combines engineering principles with science, computing and medicine to develop and maintain medical systems, devices and equipment for health care purposes.

Registration or licensing may be required.

### Specialisations

- Bioengineer
- Clinical Engineer
- Medical Engineer
- Medical Equipment or Device Engineer

### Skill level: 1

#### Main tasks

- Designs and develops biomedical systems and devices, including artificial or bionic organs and parts, prosthetics, diagnostic machines and health monitoring devices
- Maintains medical equipment and devices, and performs safety checks to ensure compliance with regulatory standards
- Oversees the implementation of medical devices and systems in health care settings
- Provides support and training to Health Professionals to effectively use medical devices
- May work in clinical settings to diagnose and resolve problems, including analysing data from medical imaging technology
- May design software to run medical equipment or computer simulations to test new drug therapies and delivery systems
- May work with scientists in nanotechnology to design new materials to create medical products

**Occupation**

## 243934 Engineering Technologist

Analyses and modifies new and existing engineering technologies, and applies them in the testing and implementation of engineering projects.

Registration or licensing may be required.

### Specialisations

- Biomedical Engineering Technologist
- Industrial Engineering Technologist
- Mining Engineering Technologist
- Safety Engineering Technologist
- Structural Engineering Technologist

### Skill level: 1

### Main tasks

- Researches, identifies and recommends new engineering technologies to support engineering activities
- Modifies existing engineering technologies to improve their efficiency and effectiveness
- Collaborates with engineers and other Professionals to develop and implement engineering solutions
- Applies engineering technologies in the testing and implementation of engineering projects
- Conducts experiments and tests to evaluate the performance of engineering technologies
- Conducts inspections to ensure engineering technologies are applied in compliance with relevant regulations and standards

**Occupation**

## 243935 Environmental Engineer

Assesses environmental impacts for engineering projects while working with other Professionals to develop solutions for long-term environmental sustainability. Plans and designs equipment and processes for the treatment and safe disposal of waste materials. Registration or licensing may be required.

Acoustic Engineers and Environmental Consultants are excluded from this occupation. Acoustic Engineers are included in Occupation 243931 Acoustic Engineer. Environmental Consultants are included in Occupation 244431 Environmental Consultant.

**Skill level: 1****Main tasks**

- Assesses and identifies the potential environmental impacts of air, water, soil and noise levels of engineering projects
- Develops and designs equipment and sustainable processes to prevent, control or remediate environmental impacts
- Oversees and coordinates environmental management plans for engineering projects, such as hazardous waste treatment facilities and air pollution control systems, to protect the environment
- Works with Environmental Research Scientists, Urban and Regional Planners, and other Professionals to assess causes of long-term environmental problems, and to develop solutions
- Liaises with regulators, contractors and other internal and external stakeholders to ensure engineering projects meet environmental requirements and objectives
- May develop uses for renewable energy and contribute to sustainable energy planning and design
- May be involved in the development and planning of sustainable infrastructure, and implementation of environmental rating tools

**Occupation**

## 243936 Fire Safety Engineer

Studies, designs and develops fire protection strategies to analyse, prevent and mitigate fire risk in various structures and environments. Registration or licensing may be required.

**Specialisation**

- Fire Protection Engineer

**Skill level: 1****Main tasks**

- Designs fire detection, fire suppression and fire control systems and equipment
- Assesses and rates fire risks to ensure buildings comply with existing fire safety legislation and regulations
- Analyses building designs to develop fire strategies, including fire escape routes, safety systems and facilities for fire services
- Studies causes of fires and provides solutions to prevent them
- Uses computer modelling to simulate and understand fire, test safety levels and validate fire prevention systems
- Designs strategies to protect people and their environment from fire

**Occupation**

## 243937 Mechatronics Engineer

Researches, designs and develops intelligent systems that process information and make decisions by combining mechanical, electrical, electronic and software engineering principles.

Registration or licensing may be required.

### Specialisation

- Robotics Engineer

### Skill level: 1

### Main tasks

- Researches, designs and develops intelligent systems, machinery and mechatronic components and equipment
- Designs prototypes for intelligent systems and mechatronic products
- Conducts computer modelling and simulations to assess mechatronic products performance
- Analyses mechatronics prototype test results and provides solutions on how to improve performance
- Designs, builds and implements mechatronic product modifications to improve safety, functionality and reliability

**Occupation****243938 Naval Architect**

Designs and oversees the construction and repair of marine craft and floating structures.

Registration or licensing may be required.

**Skill level: 1**

**Main tasks**

- Oversees the design, construction, repair, conversion or decommissioning of marine craft and floating structures
- Uses specialist CAD software to design marine craft and floating structures, taking into account factors such as stability, strength and performance
- Designs and coordinates the build of offshore floating structures such as offshore drilling platforms, floating units and subsea infrastructure installations
- Prepares detailed plans, specifications and cost estimates to establish basic characteristics of marine craft, such as size, weight and speed
- Ensures marine craft and floating structures comply with design specifications and safety and regulatory standards
- Collaborates with engineers and other Professionals to coordinate the design and layout of marine craft and floating structure systems, equipment, and machinery

**Occupation**

## 243999 Engineering Professionals nec

This occupation group covers Engineering Professionals not elsewhere classified.

Registration or licensing may be required.

**Skill level: 1**

**Occupations in this group include:**

- Agricultural Engineer
- Calibration Engineer
- Product Design Engineer
- Safety Engineer
- Test and Activation Engineer (Naval Shipbuilding)

**Minor Group**

## **244 Natural and Physical Science Professionals**

Perform analytical, conceptual and practical tasks in relation to environmental factors and agricultural production, the chemical and physical properties of the universe, the extraction and processing of mineral ores, life forms including the physiology and biochemistry of humans, plants and animals, and disease prevention.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

### **2441 Agricultural, Fisheries and Forestry Scientists**

Advise farmers, primary industries and government on aspects of farming, fisheries, aquaculture and forestry, develop techniques for increasing productivity, and study and develop plans and policies for the management of land, fisheries and forest areas.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

#### **244131 Agricultural Consultant**

Advises farmers, agricultural businesses, rural industries and government on the production, processing and distribution of farm products.

**Alternative title**

- Agricultural Adviser

**Specialisations**

- Agricultural Extension Officer
- Landcare Officer

**Skill level: 1****Main tasks**

- Provides advice and guidance to farmers and agricultural businesses on best practices for production, processing and distribution of farm products
- Conducts research and analysis on agricultural trends and market conditions
- Evaluates farming operations for efficiency
- Develops and implements strategies to improve productivity and profitability
- Provides recommendations on land use, crop selection and livestock management
- Assists in the development and implementation of sustainable farming practices
- Advises farmers on issues such as livestock and crop disease, control of pests and weeds, soil improvement, animal husbandry and feeding programs
- Collaborates with government agencies and industry organisations to develop and implement agricultural policies and programs
- Conducts training and workshops for farmers and agricultural workers

**Occupation**

## 244132 Agricultural Research Scientist

Researches and studies commercial plants, animals and cultivation techniques to enhance the productivity of farms and agricultural industries.

Aquaculture and Fisheries Scientists are excluded from this occupation. Aquaculture and Fisheries Scientists are included in Occupation 244134 Aquaculture or Fisheries Scientist.

**Alternative title**

- Agricultural Scientist

**Specialisation**

- Research Agronomist

**Skill level: 1****Main tasks**

- Researches and studies the environmental factors affecting commercial crop production, pasture growth and animal breeding
- Researches and studies the effects of cultivation techniques, soils, insects and plant diseases on animal and crop production
- Develops procedures and techniques for solving agricultural or horticultural problems, and improving the efficiency of production
- Designs and conducts experiments to test new farming methods and technologies
- Collaborates with farmers and industry stakeholders to prioritise research needs
- Writes research proposals and secures funding for agricultural research projects, and presents findings at conferences and publishes them in scientific journals
- Provides technical advice and support to farmers on best practices for crop cultivation and animal husbandry
- Develops and implements strategies for sustainable agriculture and resource management

**Occupation**

## 244133 Agronomist

Provides advice on quality, production and management of crops and livestock by assessing growing conditions and environmental factors, and examining crops and livestock.

Research agronomists are excluded from this occupation. Research agronomists are included in Occupation 244132 Agricultural Research Scientist.

### Specialisations

- Animal Nutritionist
- Sales Agronomist

### Skill level: 1

#### Main tasks

- Collects and analyses data, and conducts research on factors affecting crop and livestock production
- Advises Farmers and Farm Managers about techniques for improving the production of crops and livestock
- Advises farmers on issues such as livestock and crop disease, weed, pest and disease control, soil improvement, and animal husbandry and feeding programs
- Studies environmental factors affecting commercial crop production, pasture growth and animal breeding
- Studies the effects of cultivation techniques, soils, insects and plant diseases on animal and crop production
- Develops procedures and techniques for solving agricultural problems and improving the efficiency of production

**Occupation**

## 244134 Aquaculture or Fisheries Scientist

Studies commercial marine and aquatic plants, animals, ecosystems and aquaculture techniques to assess stock and enhance the productivity of aquatic wild harvest and aquaculture, and develop better ways of harvesting fish and plants.

Marine Biologists are excluded from this occupation. Marine Biologists are included in Occupation 244634 Marine Biologist.

**Alternative title**

- Aquaculture or Fisheries Research Scientist

**Skill level: 1****Main tasks**

- Conducts research on marine and aquatic plants, animals, ecosystems and aquaculture techniques, and publishes findings in scientific journals and presents them at conferences and seminars
- Studies environmental and other factors affecting commercial aquaculture or fisheries
- Manages aquatic resources to maximise their long-term commercial, recreational and environmental benefits for the community
- Assesses the stock of aquatic wild harvest and aquaculture to determine productivity levels
- Develops and implements strategies to enhance wild harvest and aquaculture productivity
- Investigates and develops new methods and technologies for harvesting fish and plants
- Monitors and evaluates the environmental impact of fishing and aquaculture activities
- Collects and analyses data on fish populations and water quality
- Provides advice and recommendations to government agencies and industry stakeholders

**Occupation****244135 Forester**

Studies, develops and manages forest areas to maintain commercial and recreational uses, conserve flora and fauna, and protect against fire, pests and diseases.

**Specialisations**

- Forestry Consultant
- Research Forester

**Skill level: 1****Main tasks**

- Contributes to plans for forest management and operations, which may include silviculture, pest and disease management, forest production, harvesting, haulage, road construction, reforestation and/or regeneration activities
- Collects, reviews and uses data such as forest area, species, volumes of timber and growth rates, for forest management purposes
- Manages the use and sale of forest products such as timber
- Investigates, plans and implements management procedures to mitigate the impacts of natural disasters, pests and diseases on forests, including planning and managing fire prevention, and detection and suppression activities such as prescribed burning
- Develops and maintains relationships with stakeholders such as recreational forest users and Aboriginal and Torres Strait Islander communities, and advises governments and clients on forest management strategies
- Maintains organisational policies and processes to comply with environmental, safety and quality standards and regulations, including forest certification
- May study the propagation and culture of forest trees, methods for improving the growth of stock, and the effects of thinning on forest yields

**Unit Group**

## 2442 Chemists, and Food and Wine Scientists

Study the chemical and physical properties of substances, develop and monitor chemical processes and production, develop new and improve existing food products, and plan and coordinate the production of wine and spirits.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 244231 Chemist

Studies the chemical and physical properties of substances and identifies their practical uses. Develops and monitors chemical processes to create or improve products in pharmaceutical, manufacturing, agriculture and other industries.

**Specialisations**

- Analytical Chemist
- Industrial Chemist
- Quality Control Chemist

**Skill level: 1****Main tasks**

- Designs and conducts experiments to identify chemical composition, energy and chemical changes in natural substances and processed materials
- Researches and analyses the chemical composition, properties and structure of matter to develop or improve existing theories, methods and processes
- Ensures laboratory experiments in chemistry follow protocols and regulations, and meet quality control standards
- Studies, analyses and tests chemistry research processes for application in product improvement or development
- May develop and improve products, chemical formulas, methods and processes for use at an industrial scale
- May study, analyse and model the operations of a chemical plant

**Occupation**

## 244232 Food Technologist

Analyses, develops and improves methods for the production, processing and preservation of existing and new food products, and sets standards for producing, packaging and marketing food.

**Specialisation**

- Food Scientist

**Skill level: 1****Main tasks**

- Studies the properties of food to support the development of new products or to improve existing food products
- Develops, manages and maintains quality systems for food processing
- Designs and improves food processing and packaging methods to increase efficiency and reduce costs
- Ensures food safety and quality by testing and analysing samples of raw materials, ingredients and finished products
- Tests food products to ensure compliance with health regulatory frameworks and quality standards
- Develops new methods for food preservation, such as freezing, canning and drying
- Conducts research to create new food products and improve the quality, safety and nutritional value of food

**Occupation**

## 244233 Winemaker

Plans, supervises and coordinates the production of wine or spirits from selected varieties of grapes.

**Alternative title**

- Oenologist

**Skill level: 1****Main tasks**

- Studies, develops and improves models used in the processing and blending of wine to improve or create new products
- Tests and monitors the quality of grapes at different stages of production to assess ripeness, sugar and acid content to identify the ideal time for harvesting
- Liaises with vineyard personnel or contract growers to provide grapes, and advises on how to maintain their integrity for processing
- Conducts laboratory and taste tests on wine samples to study and improve wine quality
- Plans and oversees the wine bottling process to ensure safety and quality standards are met

**Unit Group**

## 2443 Environmental Conservation Professionals

Protect, manage and restore ecosystems and landscapes, and enhance them via appropriate management and conservation, promote public understanding and awareness of the natural environment and help to develop and implement appropriate policies to achieve these objectives.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 244331 Aboriginal and Torres Strait Islander Land and Sea Ranger

Combines traditional ecological knowledge with conservation training and western science to protect and manage land, sea and culture on the lands and waters on which they are culturally authorised to operate.

**Skill level: 1****Main tasks**

- Undertakes biodiversity monitoring and threatened species management programs using scientific techniques coupled with traditional ecological and cultural knowledge
- Conducts cultural burning and wildfire suppression
- Shares traditional skills and knowledge in partnership with research, education, philanthropic and commercial organisations to contribute to environmental research and activities
- Engages with visitors and community groups to facilitate traditional knowledge transfer and increase cultural awareness
- Provides cultural and heritage site management
- Undertakes weed and feral animal control and environmental regeneration activities
- Monitors waters and controls marine debris such as ghost nets
- May participate in biosecurity and fisheries compliance activities

**Occupation**

## 244332 Conservation Officer

Develops and implements programs and regulations for the protection, restoration and recovery of aquatic life, vegetation, wildlife and other natural assets.

**Alternative title**

- Environmental Officer

**Specialisation**

- Landcare Facilitator

**Skill level: 1****Main tasks**

- Evaluates habitat, wildlife and fisheries needs, and formulates short-term and long-term management goals and objectives
- Ensures compliance with laws and regulations to conserve aquatic life, vegetation, wildlife and other natural assets
- Develops, reviews and manages policies, procedures and programs to achieve conservation and protection of natural assets
- Coordinates and manages conservation and rehabilitation projects
- Liaises with relevant rights holders and stakeholders in the development and implementation of conservation activities

**Occupation**

## 24433 Ecologist

Studies the relationships between living organisms and the environment around them, and develops plans for the restoration, preservation and enhancement of biodiversity.

**Skill level:** 1

### Main tasks

- Studies interactions such as competition, cooperation and predation between species
- Investigates local and global ecosystems, including how species respond to environmental challenges and climate change
- Develops, plans and conducts field research and ecological monitoring surveys
- Utilises remote sensing and modelling to track ecosystems and predict the impact of biodiversity shifts in natural systems
- Researches how changes in habitat connectivity and patterns of natural and human disturbance impact species and biodiversity over time
- Provides advice on ecological restoration practices to repair ecosystems that have been degraded or damaged through natural processes or activities such as agriculture, construction, forestry and mining
- Plans, conducts and monitors reintroductions of locally extinct species

**Occupation**

## 244334 Park Ranger

Assists in managing a state or national park, recreation area, public or private conservation reserve, marine park, scenic area, historic site, nature reserve or protected area in accordance with authorised policies and priorities.

Aboriginal and Torres Strait Islander Land and Sea Rangers and Council Rangers are excluded from this occupation. Aboriginal and Torres Strait Islander Land and Sea Rangers are included in Occupation 244331 Aboriginal and Torres Strait Islander Land and Sea Ranger. Council Rangers are included in Occupation 591132 Council Ranger.

**Skill level: 1****Main tasks**

- Implements policies and organises activities in designated parks and other areas to conserve and protect natural and cultural heritage
- Participates in management planning by providing environmental information and making inventories of plants, animals and items of cultural and heritage significance
- Constructs, installs and maintains park assets such as management trails, signage, walking tracks and visitor facilities
- Undertakes pest and weed, marine debris, and fire management programs, and may participate in wildfire responses
- Conducts rehabilitation, restoration and threatened species management programs to conserve and maintain park values and assets
- Provides visitor services and education about the park environment
- Monitors for, and reports on, illegal activities such as illegal fishing or timber gathering
- May undertake compliance and enforcement activities

**Unit Group**

## 2444 Environmental Consultants and Scientists

Analyse and advise on policies and practices guiding the design, implementation and modification of environmental operations and programs, and study and develop policies and plans for controlling adverse environmental factors and the protection, effective management, restoration and recovery of the environment.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 244431 Environmental Consultant

Analyses and advises on policies and practices guiding the design, implementation and modification of government or non-government environmental operations and programs.

Environmental officers are excluded from this occupation. Environmental officers are included in Occupation 244332 Conservation Officer.

**Alternative title**

- Environmental Adviser

**Specialisation**

- Closure Planner

**Skill level: 1****Main tasks**

- Prepares environmental impact assessments for a wide range of development projects
- Proposes solutions to mitigate the environmental impact of development projects
- Reviews, develops, improves and implements environmental management strategies
- Provides advice to improve the sustainability performance of organisations
- Advises government and non-government organisations on environmental best practice

**Occupation**

## 244432 Environmental Research Scientist

Researches environmental phenomena, and studies and develops policies and plans for the control of adverse environmental factors, and the protection, effective management, restoration and recovery of the environment.

Ecologists are excluded from this occupation. Ecologists are included in Occupation 244333 Ecologist.

**Alternative title**

- Environmental Scientist

**Specialisation**

- Water Quality Analyst

**Skill level: 1****Main tasks**

- Studies, records and analyses atmospheric conditions, demographic characteristics, and air, mineral, soil and water samples
- Examines the impact of human activity on the environment and creates plans to reduce these impacts
- Investigates the source of adverse environmental factors such as air and water pollution, and land degradation
- Develops conservation and environmental rehabilitation plans to prevent, reduce or remediate the impacts of activities such as agriculture, construction, forestry and mining
- Develops and leads environmental sustainability projects
- Plans, conducts and manages environmental research and monitoring projects

**Occupation****244499 Environmental Consultants and Scientists nec**

This occupation group covers Environmental Consultants and Scientists not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Environmental Educator
- Soil Scientist

**Unit Group**

## 2445 Geoscientists and Hydrologists

Study the composition, structure and other physical attributes of the Earth and other planetary bodies to increase scientific knowledge and to locate, model and advise on planetary processes and the extraction of minerals, petroleum and ground and surface water.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 244531 Geologist

Studies the composition, structure and other physical attributes of the Earth or other planetary bodies to increase scientific knowledge and to develop practical applications in fields such as mineral exploitation, civil engineering, space exploration, environmental protection, and rehabilitation of land after mining.

**Specialisations**

- Engineering Geologist
- Exploration Geologist
- Geochemist
- Mine Geologist
- Petrophysicist
- Project Geologist
- Research Geologist

**Skill level: 1****Main tasks**

- Studies physical attributes of the surface and subsurface of the Earth or other planetary bodies
- Studies the different chemical and physical processes involved in the evolution of the Earth or other planetary bodies
- Collects Earth or planetary materials, and analyses their composition, structure and other physical properties
- Studies and analyses the properties of reservoirs and deposits of resources such as oil, gas or minerals, to estimate their volumes and potential for extraction
- Estimates how rocks, fossils and other geological materials formed, and infers their age and the conditions in which they formed
- Builds an understanding of the evolution of the Earth or other planetary bodies and how it may impact upon people
- Studies and monitors the effects of anthropogenic processes such as resource extraction on Earth or other planetary bodies

**Occupation****244532 Geophysicist**

Studies the composition, structure and other physical attributes of the Earth or other planetary bodies, locates materials such as minerals, petroleum and ground water, and detects, monitors and forecasts seismic, magnetic, electrical, geothermal and oceanographic activity.

**Specialisation**

- Oceanographer

**Skill level: 1****Main tasks**

- Studies, measures and analyses seismic, gravitational, electrical, thermal and magnetic forces, and other physical attributes of the Earth or other planetary bodies
- Designs and improves methods and procedures for geophysical measurement, data collection and data processing
- Plans, analyses and assesses geophysical surveys to assist in locating and understanding water, petroleum and other mineral-bearing sources
- Studies the internal structure of the Earth or other planetary bodies to understand their composition, and predict volcanic and tectonic activity and their associated risks
- Studies the physical conditions and processes of oceans, such as density, temperature, water currents, and the interactions of the atmosphere and the ocean

**Occupation**

## 244533 Hydrologist

Monitors, measures, analyses, models, describes and quantifies the Earth's underground and surface water systems, and their interactions with the water cycle, including human use and management of water resources.

### Specialisations

- Hydrogeologist
- Groundwater Modeller

### Skill level: 1

### Main tasks

- Collects, analyses and interprets groundwater or surface water data
- Studies the distribution, and physical and chemical properties of surface water and groundwater
- Identifies the location of groundwater reservoirs and other water bodies, and assists in their exploration
- Studies the quality of water, and develops methods to ensure water is safe for human consumption or other applications
- Assists in the planning and development of water supply to urban areas
- Uses models to predict the impact of human activities such as mining and construction on groundwater and surface water, and advises on the avoidance or mitigation of those impacts

**Unit Group**

## 2446 Life Scientists

Study the anatomy, physiology, characteristics and behaviour of animals, plants, insects and other living organisms to better understand how living organisms function and interact with each other and the environment in which they live, and to develop and improve biotechnological products and processes.

Ecologists are excluded from this unit group. Ecologists are included in Occupation 244333 Ecologist.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 244631 Biotechnologist

Studies the anatomy, physiology, genetics and characteristics of living organisms and isolated biological molecules to improve or develop new products and processes in a wide range of industries, including agriculture, food production and medicine.

**Specialisations**

- Bioinformatician
- Molecular Biologist

**Skill level: 1****Main tasks**

- Studies, analyses and manipulates genes to develop new drugs
- Analyses and models large datasets of molecular and genomic sequences to identify patterns
- Researches, develops and creates new products in biotechnology
- Identifies and improves industrial use of genetic attributes of cells and organisms
- Uses computational methods to develop new, or improve existing, software tools and algorithms used in the analysis of large datasets of biological data
- Researches, develops and improves biodegradable materials
- Genetically modifies crops to improve pest resistance and increase productivity

**Occupation****244632 Botanist**

Studies the anatomy, physiology, biochemistry and ecology of plants.

**Specialisation**

- Plant Pathologist

**Skill level: 1****Main tasks**

- Studies and researches the life cycle of plants
- Identifies, classifies and records plant species
- Identifies and studies diseases and disorders of plants
- Studies, researches and assesses the effect of environmental factors on plant growth and distribution
- Manages botanical collections
- Monitors plant populations and their distribution

**Occupation**

## 244633 Entomologist

Studies the anatomy, physiology, characteristics, ecology, behaviour, environments and impact of insects.

### Specialisations

- Entomologist (Biosecurity)
- Medical Entomologist

### Skill level: 1

#### Main tasks

- Collects, analyses and classifies insect specimens
- Develops and conducts experimental studies with insects
- Studies the characteristics of insects and their interactions with other animals and their environment
- Estimates, monitors and manages insect populations
- Investigates and assesses risks posed by insects
- Plans insect control programs, and creates risk mitigation strategies to protect the environment and human health

**Occupation**

## 244634 Marine Biologist

Studies the anatomy, physiology, functions, characteristics, behaviour and environments of all forms of life living in the sea and connected water bodies.

Aquaculture or Fisheries Scientists are excluded from this occupation. Aquaculture or Fisheries Scientists are included in Occupation 244134 Aquaculture or Fisheries Scientist.

**Skill level: 1****Main tasks**

- Collects and analyses samples to assess environmental effects on marine life
- Studies breeding patterns, physiological processes, behaviour and other characteristics of marine organisms
- Estimates, monitors and manages populations of marine life
- Assesses the impact of human activities on marine life
- Develops, conducts and improves breeding programs to support endangered species of marine life

**Occupation****244635 Microbiologist**

Studies the growth and characteristics of microorganisms, such as bacteria, viruses, algae, fungi and protozoa, and the effect they might have on plants, animals and the environment.

Medical microbiologists are excluded from this occupation. Medical microbiologists are included in Occupation 244731 Medical Laboratory Scientist.

**Skill level: 1****Main tasks**

- Studies microorganisms in a range of environments to learn about their behaviour
- Studies, identifies and monitors physiological and morphological characteristics of microorganisms
- Develops and improves methods to prevent the spread of disease
- Studies, analyses and grows microbe cultures for use in the food and drink or agriculture industries
- Tests and analyses food, drink and related manufacturing processes to identify contamination
- Establishes process and safety standards for the processing of food to prevent spoilage and illness

**Occupation****244636 Zoologist**

Studies the anatomy, physiology, characteristics, ecology, behaviour and environments of animals.

Entomologists are excluded from this occupation. Entomologists are included in Occupation 244633 Entomologist.

**Skill level: 1****Main tasks**

- Studies animal characteristics, development, physiology, behaviour and movement patterns in controlled and/or natural habitats
- Studies the impact of human activity on animal life
- Collects, analyses and records animal specimens
- Assesses and manages wildlife populations and their habitat
- Studies living and extinct animals in order to understand their evolution and behaviour
- Researches any possible threats from disease and pollution in the animal life and their habitat

**Occupation****244699 Life Scientists nec**

This occupation group covers Life Scientists not elsewhere classified.

**Skill level: 1**

**Occupations in this group include:**

- Anatomist
- Animal Behaviourist
- Biochemist
- Biologist
- Neuroscientist
- Parasitologist
- Pharmacologist (Non-clinical)
- Physiologist
- Protein Chemist
- Toxicologist

**Unit Group**

## 2447 Medical Science Professionals

Research and advise on the safe and effective delivery of radiation as prescribed in patient care, and perform, validate and interpret the results of medical laboratory tests used in the diagnosis, treatment and prevention of human diseases.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 244731 Medical Laboratory Scientist

Performs, validates and interprets the results of medical laboratory tests designed to assist in the diagnosis, treatment and prevention of human disease.

Registration or licensing may be required.

Haematologists are excluded from this occupation. Haematologists are included in Occupation 264336 Haematologist.

**Alternative titles**

- Hospital Scientist
- Medical Scientific Officer
- Medical Scientist

**Specialisations**

- Cytologist
- IVF Embryologist

**Skill level: 1****Main tasks**

- Prepares blood, fluid and tissue samples for microscopic examination
- Performs a wide range of laboratory tests on patient samples, including blood, urine and tissue samples
- Analyses samples to study, diagnose and treat diseases
- Evaluates test results and communicates these to Medical Practitioners
- Establishes the steps and rules of laboratory medical testing
- Operates and maintains laboratory equipment
- Ensures laboratory quality assurance and safety standards are met
- Prepares scientific papers and reports
- Supervises and teaches other staff such as Medical Laboratory Technicians
- Develops new methods and applies the latest improvements in technology for laboratory testing

**Occupation****244732 Medical Physicist**

Undertakes research and provides advice on the safe and effective delivery of radiation as prescribed in patient care for radiation oncology, medical imaging and image-guided medical procedures.

Registration or licensing may be required.

**Skill level: 1****Main tasks**

- Conducts research and development in radiation oncology, medical imaging, image-guided medical procedures, or medical radiation safety
- Designs and performs ongoing quality assurance testing and evaluation for radiation oncology and diagnostic imaging equipment and systems
- Consults with medical professionals on individual patients' radiation treatment using external radiation beams, internally placed radioactive sources, and radioactive substances
- Provides advice on balancing image quality, personnel and patient radiation dose, and associated risks in radiology and nuclear medicine imaging
- Applies knowledge of physics to the development and use of medical radiation treatments, devices and technologies that may be used for diagnosis and treatment of human diseases
- Provides scientific and technical advice on the design of radiation facilities and the safe handling, storage and disposal of radioactive materials

**Unit Group**

## 2449 Other Natural and Physical Science Professionals

This unit group covers Natural and Physical Science Professionals not elsewhere classified. It includes Conservators, Meteorologists and Physicists.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 244931 Conservator

Investigates, documents, treats and prevents damage to material culture to facilitate access for people to whom they hold significance.

**Specialisation**

- Art Conservator

**Skill level: 1****Main tasks**

- Examines and documents objects, including condition surveys and reports
- Recommends appropriate materials and environments for storage, display and other contexts
- Researches, tests and applies treatments to stabilise, clean, repair, restore or activate objects
- Assesses and manages physical risks to cultural heritage objects and collections
- Analyses, monitors and manages storage, display and transport of material culture

**Occupation****244932 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.

**Specialisation**

- Climatologist

**Skill level: 1****Main tasks**

- Analyses and interprets weather data gathered from different sources such as meteorological stations, radars and satellite imagery
- Studies and analyses historical weather patterns to understand long-term trends and predict future climate scenarios
- Provides short to medium-term weather forecasts to the general public
- Studies the impact of weather on the environment and effects of human activity on the climate
- Develops, tests and improves mathematical and computer models of the weather and climate
- Prepares and issues warnings for atmospheric phenomena such as cyclones, storms, floods or other hazards to life and property

**Occupation**

## 244933 Physicist

Studies matter, space, time, energy, forces and fields, and the interrelationship between these physical phenomena to further understand 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, the universe and space weather.

Medical Physicists are excluded from this occupation. Medical Physicists are included in Occupation 244732 Medical Physicist.

**Specialisation**

- Astronomer

**Skill level: 1****Main tasks**

- Conducts research to develop and improve theories and laws related to physics
- Develops methods and procedures to study, identify or characterise physical phenomena
- Studies the relationship between place and time related to celestial bodies
- Applies physics theories and techniques in the development and improvement of scientific, industrial and military applications
- Calculates, models and analyses physical and astronomical data
- Develops scientific models or theories to explain properties exhibited by the natural world
- Predicts and monitors solar flares, solar wind conditions, ionospheric irregularities, or geomagnetic and ionospheric storms

**Occupation**

## 244999 Natural and Physical Science Professionals nec

This occupation group covers Natural and Physical Science Professionals not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Materials Scientist
- Metrologist

**Sub-major Group**

## **25 Education Professionals**

Teach in educational institutions or through private tuition, conduct educational research, develop course curricula and associated teaching materials, and review and examine the work of teachers.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

## **251 Early Childhood, School and Specialist Education Teachers**

Teach students in early childhood (pre-primary), primary and secondary institutions by teaching a range of subjects within a prescribed curriculum, and promote students' social, emotional, intellectual and physical development.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## **2511 Early Childhood (Pre-primary School) Teachers**

Design, plan, teach and evaluate educational programs and practices for young children, including following and implementing an approved learning framework in an early childhood setting.

Early Childhood Educators and Room Leaders, preschool directors and Special Education Teachers are excluded from this unit group. Early Childhood Educators and Room Leaders are included in Unit Group 4311 Early Childhood Educators and Room Leaders. Preschool directors are included in Occupation 141231 Children's Education and Care Service Director. Special Education Teachers are included in Occupation 251431 Special Education Teachers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## **251131 Early Childhood (Pre-primary School) Teacher**

Designs, plans, teaches and evaluates educational programs and practices for young children, including following and implementing an approved learning framework in an early childhood setting.

Registration or licensing is required.

Early Childhood Educators and Room Leaders, preschool directors and Special Education Teachers are excluded from this occupation. Early Childhood Educators and Room Leaders are included in Unit Group 4311 Early Childhood Educators and Room Leaders. Preschool directors are included in Occupation 141231 Children's Education and Care Service Director. Special Education Teachers are included in Occupation 251431 Special Education Teacher.

**Alternative titles**

- Kindergarten (Pre-primary School) Teacher
- Preschool Teacher

**Skill level: 1****Main tasks**

- Develops and delivers educational programs based on an approved learning framework

- Promotes the safety, health, wellbeing, learning and development of young children
- Provides pedagogical leadership
- Coaches, mentors and supervises staff
- Builds and maintains strong reciprocal relationships with young children and their families
- Complies with service policies and national and/or state-based education legislation
- Works in partnership with families, community members and external agencies to promote the education, care and wellbeing of children
- Maintains records of each child's learning, wellbeing, development, participation and progress, and communicates this with families

**Unit Group**

## 2512 Primary School Teachers

Teach a range of subjects within a prescribed curriculum to primary school students and promote students' social, emotional, intellectual and physical development.

Special Education Teachers are excluded from this unit group. Special Education Teachers are included in Occupation 251431 Special Education Teacher.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 251231 Primary School Teacher

Teaches a range of subjects within a prescribed curriculum to primary school students, and promotes students' social, emotional, intellectual and physical development.

Registration or licensing is required.

Special Education Teachers are excluded from this occupation. Special Education Teachers are included in Occupation 251431 Special Education Teacher.

**Skill level: 1****Main tasks**

- Delivers differentiated learning programs in literacy, numeracy, the humanities, arts, science, technology and physical education to primary school students
- Guides discussions and supervises students' work in class
- Employs effective classroom management skills to maintain a safe, supportive and positive learning environment
- Prepares, administers and reviews assessment tasks to evaluate students' progress
- Maintains records of students' progress
- Discusses students' progress with parents and students, and prepares written reports on a regular basis
- Participates in staff meetings, educational conferences and workshops
- Contributes to the development of curriculum programs and resources
- Performs extra-curricular tasks, such as assisting with sport, concerts, excursions and special interest programs

**Unit Group**

## 2513 Secondary School Teachers

Teach one or more subjects within a prescribed curriculum to secondary school students and promote students' social, emotional, intellectual and physical development.

Special Education Teachers are excluded from this unit group. Special Education Teachers are included in Occupation 251431 Special Education Teacher.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 251331 Secondary School Teacher

Teaches one or more subjects within a prescribed curriculum to secondary school students, and promotes students' social, emotional, intellectual and physical development.

Registration or licensing is required.

Special Education Teachers are excluded from this occupation. Special Education Teachers are included in Occupation 251431 Special Education Teacher.

**Skill level: 1****Main tasks**

- Delivers differentiated learning programs in one or more subjects to secondary school students
- Employs effective classroom management skills to maintain a safe, supportive and positive learning environment
- Develops students' interests, abilities and coordination by way of creative activities
- Guides discussions and supervises work in class
- Prepares, administers and marks tests, projects and assignments to evaluate students' progress, and records the results
- Discusses individuals' progress with students and parents, and prepares written reports on a regular basis
- Seeks advice from School Counsellors and senior teachers
- Participates in staff meetings, educational conferences and workshops
- Liaises with parents, the community and business groups
- Participates in extra-curricular activities such as sport, school concerts, excursions and special interest programs

**Unit Group**

## 2514 Specialist Education Teachers

Teach academic and living skills to children and adults with learning difficulties, who are blind or have low vision, or are deaf or hard of hearing, and promote students' social, emotional, intellectual and physical development.

Social educators are excluded from this unit group. Social educators are included in Occupation 422231 Disability Support Worker.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 251431 Special Education Teacher

Teaches academic and living skills to early childhood, primary and secondary school students with particular learning difficulties using various techniques, and promotes students' social, emotional, intellectual and physical development.

Registration or licensing is required.

Specialist Teachers (Vision Impairment) and Teachers of the Deaf are excluded from this occupation. Specialist Teachers (Vision Impairment) are included in Occupation 251432 Specialist Teacher (Vision Impairment). Teachers of the Deaf are included in Occupation 251433 Teacher of the Deaf.

**Skill level: 1****Main tasks**

- Assesses students' abilities and limitations with regard to intellectual, sensory, physical, social and emotional disabilities, or specific problems of language and culture
- Develops and implements individualised learning, behaviour and wellbeing plans to maximise students' growth
- Teaches students with physical, social, intellectual, emotional and linguistic needs
- Enhances student engagement through enriched differentiated and individualised learning programs
- Administers various forms of assessment and interprets the results
- Prepares and maintains students' data, and records and submits reports as required
- Advises, instructs and counsels parents and teachers on the availability and use of special techniques and therapies that benefit students' growth

**Occupation**

## 251432 Specialist Teacher (Vision Impairment)

Promotes and supports equity, inclusion, learning and wellbeing of students who are blind or have low vision, deaf-blindness or multiple disability, by building teacher capacity and student strengths, and by promoting evidence-based practices across all aspects of the curriculum and learning environment.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Supports and promotes inclusion and equitable access, participation and engagement of vision impaired students in education and learning
- Works in a multidisciplinary team with students, parents and carers, teachers, school learning and support staff, eye health and allied health professionals, and other stakeholders
- Supports teachers to develop learning plans, and provides reasonable adjustments to the curriculum, teaching and learning strategies, assessment, educational materials and the learning environment for vision impaired students
- Supports student acquisition of vision-specific skills, including skills in compensatory access to information, communication and literacy, sensory efficiency, technology, orientation and mobility, independent living, social interaction, recreation and leisure, career education and self-determination
- Provides information and professional learning for school staff on evidence-based best practices in education for students with blindness and low vision
- Supports school staff in interpreting assessments and recommendations for clinical and functional eye health, literacy and learning media, and optical and assistive technology for learning
- Facilitates the timely provision of textbooks and instructional materials in alternative formats, including braille, large print and digital/audio
- Contributes to school documentation of vision impaired student information

**Occupation**

## 251433 Teacher of the Deaf

Teaches academic and living skills to deaf and hard of hearing students, and promotes students' social, emotional, intellectual and physical development. Supports students with equitable access to communication, learning and socialisation opportunities in a range of educational settings.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Uses teaching strategies based on knowledge of the implications of hearing loss on students' physical, social, emotional and cognitive development to improve student learning
- Develops teaching activities that incorporate reasonable adjustments based on individual language levels, spoken and signed language modes, communication systems, and multimedia technology such as captions
- Develops modifications to the curriculum and assessment needs to support the full participation of students who are deaf or hard of hearing, and those with additional disability
- Applies knowledge and understanding of the expanded core curriculum for students who are deaf or hard of hearing, which may include managing personal audiological devices, and working with educational Interpreters and note takers

**Unit Group**

## 2519 Other Early Childhood, School and Specialist Education Teachers

This unit group covers Early Childhood, School and Specialist Education Teachers not elsewhere classified. It includes Teacher Librarians.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 251931 Teacher Librarian

Builds and delivers library and information management services in schools, works collaboratively with teachers to select appropriate resources that support the curriculum, and teaches students to access and use quality information and recreational reading material. Registration or licensing is required.

**Skill level: 1****Main tasks**

- Provides activities that focus on literature, the promotion of reading and literacy development to meet the interests and needs of school students
- Delivers programs on digital and information literacy that support curriculum knowledge, understanding and skills
- Provides activities that promote enquiry-based learning, critical and creative thinking, digital literacy and ethical understanding in curriculum areas
- Provides physical and intellectual access to information and ideas, including library facilities, material resources and pedagogical programs and services (physical and digital), for school teachers and students
- Manages schools' physical and digital learning spaces where reading, enquiry, research, critical thinking, imagination and creativity are central to learning and teaching
- Resources the curriculum and leads services and programs that are developed collaboratively with school staff
- Undertakes programming, collection development and outreach to support students across a full range of abilities, and welcomes diverse cultural, linguistic, religious and other unique groups into the school libraries
- Liaises with other library groups in the broader community

**Minor Group**

## 252 Tertiary Educators

Educate tertiary students in one or more subjects within a prescribed course of study at universities, TAFE institutes, RTOs and other vocational training institutes, and teach adult and community education courses.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## 2521 University Lecturers and Tutors

Prepare and deliver lectures and conduct tutorials in one or more subjects within a prescribed course of study at a university and conduct research in a particular field of knowledge.

Private Tutors are excluded from this unit group. Private Tutors are included in Minor Group 259 Miscellaneous Education Professionals.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 252131 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 title**

- Senior Lecturer

**Specialisations**

- Associate Professor
- Professor

**Skill level: 1****Main tasks**

- Prepares and delivers lectures
- Prepares and marks essays, assignments and examinations
- Advises students on academic and related matters
- Attends departmental and faculty meetings, conferences and seminars
- Supervises work programs of postgraduate and honours students and tutorial staff
- Participates in setting course and degree requirements, curriculum revision and academic planning
- Serves on council, senate, faculty and other committees and professional boards
- Conducts research and undertakes consultancies in a particular field of knowledge
- Compiles bibliographies of specialised materials for reading assignments
- May conduct tutorials, seminars and laboratory sessions

**Occupation**

## 252132 University Tutor

Conducts tutorials in one or more subjects within a prescribed course of study at a university.

**Alternative title**

- Teaching Associate

**Specialisations**

- Laboratory Demonstrator
- University Demonstrator

**Skill level: 1****Main tasks**

- Prepares and conducts tutorials, seminars and laboratory sessions
- Marks essays, assignments and examinations
- Advises students on academic and related matters
- Attends departmental and faculty meetings, conferences and seminars
- Serves on committees and professional boards
- Conducts research in a particular field of knowledge
- Stimulates and guides class discussions
- Compiles bibliographies of specialised materials for reading assignments

**Unit Group**

## 2522 Vocational Education Teachers

Teach one or more vocational subjects within a prescribed course of study to students at TAFE institutes, RTOs or other training institutes for vocational education and training purposes.

Adult Literacy / Numeracy Teachers and Workplace Trainers and Assessors are excluded from this occupation. Adult Literacy / Numeracy Teachers are included in Occupation 259931 Adult Literacy / Numeracy Teacher. Workplace Trainers and Assessors are included in Occupation 222431 Training and Development Professional

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 252231 Vocational Education Teacher

Teaches one or more vocational subjects within a prescribed course of study at a TAFE institute, RTO or other training institute to students for vocational education and training purposes.

Registration or licensing may be required.

Adult Literacy / Numeracy Teachers and workplace trainers and assessors are excluded from this occupation. Adult Literacy / Numeracy Teachers are included in Occupation 259931 Adult Literacy / Numeracy Teacher. Workplace trainers and assessors are included in Occupation 222431 Training and Development Professional.

**Alternative titles**

- TAFE Lecturer
- TAFE Teacher
- VET Trainer and Assessor

**Skill level: 1****Main tasks**

- Identifies the various requirements of students and creates effective learning options to meet these needs
- Liaises with individuals, industry and education sectors to ensure the provision of relevant programs and services
- Plans, designs and develops course curriculum and method of instruction
- Advises students on courses and related matters
- Teaches students using teaching aids, including presentation of lesson materials, discussions, workshops, laboratory sessions, multimedia aids and computer tutorials
- Marks and grades students' assessment tasks, and provides feedback to students about their progress
- Maintains records of students' progress, attendance and training activities
- Consults with education managers, Librarians, School Counsellors and other support staff

**Minor Group**

## 259 Miscellaneous Education Professionals

This minor group covers Education Professionals not elsewhere classified. It includes Academic Tutors (Private Tuition), Arts and Personal Enrichment Teachers (Private Tuition), Education Advisers and Reviewers, Music Teachers (Private Tuition) and Teachers of English to Speakers of Other Languages.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

### 2591 Academic Tutors (Private Tuition)

Provide tuition to students in academic subjects and prepare students for formal assessment tasks.

University Tutors are excluded from this unit group. University Tutors are included in Occupation 252132 University Tutor.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

#### 259131 Academic Tutor (Private Tuition)

Provides tuition to students in academic subjects and prepares students for formal assessment tasks.

University Tutors are excluded from this occupation. University Tutors are included in Occupation 252132 University Tutor.

**Skill level: 1****Main tasks**

- Assists students with homework, projects, exam preparation, research and other academic tasks
- Revises various curricula of one or more subject areas, and plans programs of study for individual students and groups
- Prepares and presents learning material that explains the principles, conventions and theories of one or more subject areas
- Instructs and demonstrates practical aspects of one or more subject areas
- Prepares students for examinations and other formal assessments
- Customises learning to students' needs and strengths
- Assesses students and offers advice, criticism and encouragement
- Revises course content, materials and methods of instruction
- Undertakes regular professional learning in effective teaching of one or more subject areas

**Unit Group**

## 2592 Arts and Personal Enrichment Teachers (Private Tuition)

Teach students in the practice, theory and performance of art, dance, speech and drama in private training establishments.

Music Tutors are excluded from this unit group. Music Tutors are included in Occupation 259431 Music Teacher (Private Tuition).

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 259231 Art Teacher (Private Tuition)

Teaches students in the practice and theory of art in private training establishments.

**Alternative title**

- Art Tutor (Private Tuition)

**Skill level: 1****Main tasks**

- Plans, prepares and delivers effective learning programs in art theory and practice
- Assesses students' learning, maintains students' records and reports on students' performance to students, parents and other stakeholders
- Undertakes regular professional learning in effective art teaching
- Prepares students for exhibitions and assessments
- Arranges visits and tours to professional exhibitions and performances
- Organises exhibitions or performances of students' work

**Occupation**

## 259232 Dance Teacher (Private Tuition)

Teaches students in the practice, theory and performance of dance in private training establishments.

**Alternative title**

- Dance Instructor (Private Tuition)

**Skill level: 1****Main tasks**

- Plans programs of study in dance theory and practice for individual students and groups
- Prepares and presents material on the theory of dance
- Instructs fundamental dance techniques and choreography to students in group or individual settings, and selects music for dance recitals or concerts
- Assigns exercises relative to students' training needs and talents
- Assesses students and offers advice, criticism and encouragement
- Revises curricula, course content, course materials and methods of instruction
- Prepares students for examinations, performances and assessments

**Occupation**

## 259233 Speech and Drama Teacher (Private Tuition)

Teaches students in the practice, theory and performance of speech and drama in private training establishments.

**Skill level:** 1

### Main tasks

- Plans programs of study in the theory and practice of speech and drama for individual students and groups
- Prepares and presents material within the area of voice and communication, drama, public speaking and presentation techniques
- Instructs and demonstrates practical aspects of speech and drama
- Assists students to improve listening and communication skills associated with public speaking through speech and drama
- Assigns exercises relative to students' training needs and talents
- Assesses students and offers advice, criticism and encouragement
- Revises curricula, course content, course materials and methods of instruction
- Prepares students for examinations, performances and assessments

**Occupation****259299 Arts and Personal Enrichment Teachers (Private Tuition) nec**

This occupation group covers Arts and Personal Enrichment Teachers (Private Tuition) not elsewhere classified.

Academic Tutors (Private Tuition) and Fitness Instructors are excluded from this occupation. Academic Tutors (Private Tuition) are included in Occupation 259131 Academic Tutor (Private Tuition). Fitness Instructors are included in Occupation 462131 Fitness Instructor (General).

**Skill level: 1**

**Occupations in this group include:**

- Bridge Teacher
- Craft Teacher (Private Tuition)
- Dressmaking Teacher (Private Tuition)

**Unit Group**

## 2593 Education Advisers and Reviewers

Enhance quality of education by providing support and guidance to educational institutes, teachers and students, and review and examine the work of teachers and the results from curriculum programs in school settings.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 259331 Education Adviser

Conducts educational research and develops course curricula and associated teaching materials for use by educational institutions.

**Alternative title**

- Education Consultant (Curriculum)

**Specialisations**

- Curriculum Advisory Teacher
- Education Officer
- Home-School Liaison Officer
- Instructional Designer (Education)
- Learning Designer
- Learning Technologist
- Preschool Field Officer

**Skill level: 1****Main tasks**

- Identifies and evaluates developments in education by conducting research into educational systems
- Prepares and delivers specialist learning materials, training programs and workshops that aim to address and resolve immediate educational concerns
- Works with teachers and educational administrators to determine areas of research focus
- Documents subjects and courses developed, evaluates new courses, and reports on the effectiveness of current academic systems
- Devises strategies to improve educational quality and help implement new policies
- Serves as an adviser for teachers, parents, school administrators, and other Education Professionals
- May assist with training on the use of education programs, tools and technologies

**Occupation**

## 259332 Education Reviewer

Reviews and examines the work of teachers in classrooms and schools, and observes the results of the application of curriculum programs in primary or secondary educational institutions.

**Skill level:** 1

### Main tasks

- Visits schools and observes teachers in the classroom, noting pupil response, motivation and teaching techniques
- Discusses programs, records and teachers with School Principals to record academic performance of schools, welfare of pupils and performance of individual teachers
- Makes suggestions to officials about improvements to educational facilities, equipment, buildings, and staff to ensure continued standards of education

**Unit Group**

## 2594 Music Teachers (Private Tuition)

Teach students in the practice, theory and performance of music in private training establishments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 259431 Music Teacher (Private Tuition)

Teaches students in the practice, theory and performance of music in private training establishments.

**Skill level: 1****Main tasks**

- Plans, prepares and delivers effective learning programs in singing, instrumental performance and music theory
- Assesses students' learning, maintains students' records and reports on students' performance to students, parents and other stakeholders
- Undertakes regular professional learning in effective music teaching
- Prepares students for musical performances, competitions and examinations

**Unit Group**

## 2595 Teachers of English to Speakers of Other Languages

Teach English to students whose first language is a language other than English.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 259531 Teacher of English to Speakers of Other Languages

Teaches English to students whose first language is a language other than English.

**Alternative title**

- English as a Second Language Teacher

**Skill level: 1****Main tasks**

- Assesses the needs of individual students in the context of English language acquisition
- Teaches students in a range of settings, either individually or in groups
- Teaches students English language skills using a variety of methods, including lecture and visual demonstration
- Provides assistance and advice to other teachers of students for whom English is an additional language
- Designs and produces teaching materials, and adapts existing materials
- Prepares course outlines and goals
- Assigns lessons, corrects homework, and prepares and grades exams
- Analyses, provides feedback and reports on student outcomes

**Unit Group**

## 2599 Other Education Professionals

This unit group covers Education Professionals not elsewhere classified. It includes Adult Literacy / Numeracy Teachers, Careers Advisers and Student Services Advisers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 259931 Adult Literacy / Numeracy Teacher

Teaches literacy, numeracy and digital literacy to adults in a range of settings, including adult education facilities, workplaces, libraries, community organisations, correctional facilities and homes.

**Skill level: 1****Main tasks**

- Assesses learners' needs, develops personalised learning plans and goals, and identifies barriers to learning
- Identifies core literacy, numeracy and digital skills that underpin vocational courses and workplace tasks
- Customises teaching methodologies to suit different types of learners and correspond to their learning goals
- Delivers contextualised teaching and learning programs and resources
- Conducts classes, tutorials, presentations and practical activities to teach literacy, numeracy and digital skills to individuals and small groups
- Ensures interactions with learners and the learning programs being delivered are respectful, culturally appropriate and trauma informed
- Assesses learners' progress and adapts programs and resources to improve outcomes
- Informs learners of their progress, and prepares reports for Managers and leaders of organisations, institutions and communities
- Provides advice to other parts of learners' networks such as vocational teachers, work supervisors and/or case managers as required
- Conducts audits of literacy, numeracy and digital skills within organisations, institutions and communities

**Occupation**

## 259932 Careers Adviser

Assists individuals and groups in managing their careers, making occupational and educational decisions, and skill development. Student Services Advisers are excluded from this occupation. Student Services Advisers are included in Occupation 259933 Student Services Adviser.

### Alternative titles

- Career Coach
- Career Development Practitioner
- Career Practitioner
- Careers Consultant
- Careers Counsellor

### Skill level: 1

### Main tasks

- Advises individuals with educational, occupational, employment and career options
- Assists individuals in developing job-seeking strategies, resumes, applications, interviewing skills and career portfolios
- Utilises career assessment instruments where appropriate to assist individuals in identifying their interests, skills, values, aptitudes and abilities
- Advises students with career planning and assists them to make informed decisions for pathways following school completion
- Facilitates and delivers workshops and programs to a diverse range of individuals and groups
- Develops and facilitates programs for career education and occupational training
- Consults with educators, training providers, community organisations, government agencies, businesses and employers
- Assists individuals in navigating career transitions and locating industry immersion placements
- Liaises with employers to identify job opportunities and help jobseekers to connect with potential employers
- Prepares reports and maintains client records

**Occupation**

## 259933 Student Services Adviser

Assists post-secondary education students to achieve their academic and personal goals by providing a wide range of services and support. Careers Advisers and School Counsellors are excluded from this occupation. Careers Advisers are included in Occupation 259932 Careers Adviser. School Counsellors are included in Occupation 261136 School Counsellor.

### Alternative titles

- Student Adviser
- Student Services Officer

### Skill level: 1

### Main tasks

- Provides guidance and support to post-secondary education students on a range of issues, including academic and personal issues
- Provides information and guidance on financial aid and scholarship opportunities
- Assists students with administrative procedures such as registration, enrolment, withdrawal and academic appeals
- Coordinates student accommodation services and student support programs, such as peer mentoring
- Organises and facilitates orientation programs to help new students become acclimated to campus life
- May support international students with visa requirements, cultural adjustments and academic advising

**Occupation**

## 259999 Education Professionals nec

This occupation group covers Education Professionals not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Aboriginal and Torres Strait Islander Education Teacher
- Distance Education Teacher
- Literacy Intervention Coordinator
- Teacher of Gifted Students

**Sub-major Group**

## **26 Health Professionals**

Assess, diagnose and treat physical, physiological and psychological disorders, and provide nursing care and counselling services to maintain, promote and restore emotional, social and mental health and wellbeing.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

## **261 Allied Health Counselling, Psychology, Social Work and Creative Therapy Professionals**

Provide assessment, counselling, biopsychosocial interventions, support and other services as authorised in their scope of practice, to promote optimal personal, social, vocational and educational health and wellbeing, and undertake research and advocacy roles.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## **2611 Counsellors and Psychotherapists**

Provide counselling services to assist individuals to identify, define and overcome their relationship, addiction, mental health, social and health issues through a range of therapeutic interventions.

Psychologists are excluded from this unit group. Psychologists are included in Occupation 261231 Psychologist.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## **261131 Counsellor (General)**

Provides counselling services to individuals, families and groups to assist in overcoming difficulties and improving overall quality of life through a range of therapeutic interventions.

Family and Relationship Counsellors are excluded from this occupation. Family and Relationship Counsellors are included in Occupation 261133 Family and Relationship Counsellor.

**Specialisations**

- Bereavement or Grief Counsellor
- Child or Youth Counsellor
- Gambling Counsellor
- Sexual Assault Counsellor
- Trauma or Crisis Counsellor

**Skill level: 1****Main tasks**

- Provides individual and group counselling sessions to clients to address emotional and psychological challenges
- Assesses clients' counselling needs and requirements including conducting risk assessments and screening

- Assists with the understanding and adjustment of attitudes, expectations and behaviours
- Facilitates referrals to Health Professionals or community resources

**Occupation**

## 261132 Alcohol and Other Drugs Counsellor

Provides support and treatment for people struggling with substance abuse and addiction, identifies underlying causes of addiction, develops coping strategies to manage change, and provides community education.

**Alternative titles**

- Alcohol and Other Drugs Clinician
- Drug and Alcohol Counsellor

**Skill level: 1****Main tasks**

- Assesses substance abuse and alcohol consumption history
- Provides individual and group counselling sessions to help the individual understand the underlying causes of addiction and overcome the addiction
- Provides education and resources to individuals about the risks and consequences of substance abuse
- Facilitates referrals to Health Professionals or community resources, such as detoxification programs and support groups
- Monitors progress and supports individuals to stay on track with their treatment plans

**Occupation**

## 261133 Family and Relationship Counsellor

Assists individuals, couples and families with overcoming difficulties in personal relationships and improving their overall quality of life.

**Skill level: 1**

### Main tasks

- Conducts counselling interviews with individuals, couples and family groups
- Undertakes intakes and assessments, including risk assessments and screening
- Assists with the understanding and adjustment of attitudes, expectations and behaviour to develop more effective interpersonal and marital relationships
- Provides a range of interventions to families post-separation who are experiencing various levels of conflict and are unable to reach agreements regarding parenting arrangements for their children and the distribution of property
- Supports the referral process while engaging with community agencies and service providers
- Facilitates relationship education courses

**Occupation**

## 261134 Psychotherapist

Provides diagnosis and treatment of mental and emotional disorders using psychotherapeutic methods, such as behavioural therapy, biofeedback, relaxation therapy and other techniques.

Arts Therapists are excluded from this occupation. Arts Therapists are included in Occupation 261931 Arts Therapist.

**Skill level: 1****Main tasks**

- Conducts assessments and diagnoses mental and emotional disorders
- Works with clients to explore and understand conscious and unconscious aspects of their lived experience
- Develops and implements individualised treatment plans for clients
- Delivers psychotherapy sessions to clients using various therapeutic techniques to help change thinking patterns and improve coping skills
- Provides support and guidance to clients in managing their mental and emotional wellbeing
- Provides education and resources to clients and their families on mental health issues

**Occupation**

## 261135 Rehabilitation Counsellor

Assists people experiencing injuries, disabilities, health conditions and social disadvantage to achieve their personal, educational and vocational goals. Provides specialist counselling, rehabilitation and resource coordination services to maximise people's independence and inclusion in employment and other community settings.

**Skill level: 1**

**Main tasks**

- Conducts assessments and evaluations to determine clients' psychosocial and cognitive ability, vocational interests and psychological wellbeing
- Ascertains clients' functional capacity to develop appropriate rehabilitation plans
- Works with clients in relation to their career, study or employment options by providing information and resources in these areas
- Provides individual counselling to clients to address emotional and psychological challenges related to their injuries, disabilities, health conditions or social disadvantage
- Assists clients, their family members, and other Professionals to develop rehabilitation plans
- Assists people with disability and neurodivergent individuals to find suitable employment by collaborating with employers and clients to ensure reasonable adjustments and provision of ongoing support

**Occupation**

## 261136 School 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.

Student Services Advisers are excluded from this occupation. Student Services Advisers are included in Occupation 259933 Student Services Adviser.

**Alternative title**

- Student Wellbeing Officer

**Skill level: 1****Main tasks**

- Conducts individual and group counselling sessions with students to address academic, emotional and social concerns to enhance student wellbeing, and create a supportive and nurturing learning environment
- Develops and implements counselling and educational programs to promote students' mental health, resilience and wellbeing
- Collaborates with teachers and parents to identify and address issues that may impact students' wellbeing
- Analyses student behaviour, especially those with learning difficulties, and assists parents and teachers in managing their needs

**Unit Group**

## 2612 Psychologists

Provide individuals and groups with evidence-based assessment, prevention, intervention and treatment to foster personal, social, educational and occupational wellbeing and development.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 261231 Psychologist

Provides individuals and groups with evidence-based assessment, prevention, intervention and treatment to foster personal, social, educational and occupational wellbeing and development.

Registration or licensing is required.

**Specialisations**

- Clinical Neuropsychologist
- Clinical Psychologist
- Counselling Psychologist
- Educational and Developmental Psychologist
- Forensic Psychologist
- Health Psychologist
- Organisational Psychologist

**Skill level: 1****Main tasks**

- Conducts psychological assessments to inform diagnosis, treatment, intervention, report writing or research, and to address clients' mental health and wellbeing needs
- Develops and implements prevention, intervention and treatment strategies to address psychological, social, emotional, health, educational, developmental and behavioural issues and disorders
- Develops and implements assessments, interventions and recommendations for organisations and decision-makers to address psychological, social, cultural, occupational and forensic needs
- Provides crisis intervention and support to individuals and communities in distress
- Monitors and evaluates the progress of clients, groups, communities and programs during prevention, intervention and treatment
- Maintains accurate and confidential client records, and provides reports for third parties when required
- Collaborates with other Professionals to deliver multidisciplinary assessment, intervention, and treatment
- Provides supervision for psychology students, peers and other Professionals
- May conduct research and collect data to contribute to the evidence base and the field of psychology

**Unit Group**

## 2613 Social Workers

Assess the biopsychosocial needs of individuals, families and groups, assist and empower people to develop and use skills and resources needed to resolve social and other problems, and further human wellbeing and human rights, social justice and social development.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 261331 Social Worker

Assesses the biopsychosocial needs of individuals, families and groups, assists and empowers people to develop and use skills and resources needed to resolve social and other problems, and furthers human wellbeing and human rights, social justice and social development.

Registration or licensing may be required.

**Specialisations**

- Aged Care Social Worker
- Child Protection Social Worker
- Clinical Social Worker
- Disability Social Worker
- Family Violence Social Worker
- Mental Health Social Worker
- School Social Worker
- Social Work Supervisor

**Skill level: 1****Main tasks**

- Conducts biopsychosocial and risk assessments to assist individuals and families to resolve their presented problems
- Provides case management services, and negotiates and mediates strategies related to clients' needs
- Works with clients to develop and deliver individualised casework practice, group counselling and support plans
- Promotes clients' agency and rights to access resources and community services
- Supports clients in legal and administrative proceedings, including assessment reports and providing information or evidence in court
- Provides supervision and peer support to other Social Workers to address ethical dilemmas, gaps in practice and areas of avoidance
- Analyses, develops, promotes and implements social policies to respond to social needs
- Collaborates with government, community organisations, social agencies, volunteer groups and other stakeholders to improve and develop services, and address structural inequalities

**Unit Group**

## 2619 Other Allied Health Counselling, Psychology, Social Work and Creative Therapy Professionals

This unit group covers Allied Health Counselling, Psychology, Social Work and Creative Therapy Professionals not elsewhere classified. It includes Arts Therapists, Behaviour Support Practitioners and Music Therapists.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 261931 Arts Therapist

Uses the creative process to facilitate the exploration of feelings, improve self-awareness and self-expression, and reduce anxiety for clients.

Registration or licensing may be required.

Music Therapists are excluded from this occupation. Music Therapists are included in Occupation 261933 Music Therapist.

**Skill level: 1****Main tasks**

- Works with clients to identify problems or conditions they wish to overcome, and uses the creative process to help clients explore their feelings
- Assists clients to resolve conflicts, develop interpersonal skills, manage behaviour, reduce stress, increase self-esteem and achieve insight
- Develops arts therapy programs based on clients' emotional, cognitive, physical and spiritual wellbeing needs, objectives and preferred forms of artistic expression
- Conducts arts therapy sessions with individuals or groups using a range of creative modalities, such as visual art, drama, dance and movement

**Occupation**

## 261932 Behaviour Support Practitioner

Works with carers and support workers to assess the need for, and develop, comprehensive behaviour support plans for people with behaviours of concern.

Registration or licensing may be required.

### Alternative titles

- Behaviour Analyst
- Positive Behaviour Support Practitioner

### Skill level: 1

#### Main tasks

- Undertakes functional behavioural assessments to identify contributing factors and consequences of challenging behaviours
- Engages clients, their families, support teams and other allied health professionals to develop behaviour support plans
- Recommends strategies or areas for skills development to provide opportunities for participation and inclusion
- Develops behaviour support plans that contain preventative approaches, strategies for promoting success and methods for intervening
- Provides guidance, training and coaching to clients' families and other members of the clients' support teams to implement behaviour support strategies
- Monitors the implementation of behaviour support plans, and gathers data to review and reassess plans for clients or their support teams
- Participates in peer support and clinical supervision activities with other practitioners to address challenges

**Occupation**

## 261933 Music Therapist

Plans and delivers music therapy interventions to improve physical, psychological, cognitive or behavioural skills and function.

Registration or licensing may be required.

**Skill level: 1**

### Main tasks

- Conducts assessments to determine health and wellbeing goals and therapeutic needs
- Creates individualised treatment plans that incorporate music therapy interventions to address clients' specific needs and goals
- Collaborates with clients, their families, significant others and other stakeholders to establish a client-focused treatment plan
- Selects and adapts music, musical instruments and equipment for use in treatment
- Creates and plays musical instruments, compositions, arrangements or scores for therapeutic purposes
- Documents evaluations, treatment plans, case summaries and progress reports
- Collaborates with other Health Professionals in multidisciplinary teams to provide comprehensive assessment, intervention and treatment

**Occupation**

## 261999 Allied Health Counselling, Psychology, Social Work and Creative Therapy Professionals nec

This occupation group covers Allied Health Counselling, Psychology, Social Work and Creative Therapy Professionals not elsewhere classified.

**Skill level: 1**

**Occupations in this group include:**

- Genetic Counsellor
- Hypnotherapist
- Life Coach
- Play Therapist

**Minor Group**

## 262 Allied Health Physical and Sensory Therapy Professionals

Assess, diagnose (as authorised in their scopes of practice) and treat illnesses and disabilities, and provide evidence-based therapeutic services such as chiropractic, exercise physiology, occupational therapy, osteopathy, physiotherapy, podiatry and speech pathology.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

### 2621 Chiropractors

Diagnose, manage and prevent mechanical disorders of the neuromusculoskeletal system, and the effects these disorders have on the function of the nervous system and general health.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

#### 262131 Chiropractor

Diagnoses, manages and prevents mechanical disorders of the neuromusculoskeletal system, and the effects these disorders have on the function of the nervous system and general health.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Diagnoses neuromusculoskeletal disorders
- Assesses patients' medical histories, symptoms and physical condition
- Orders and interprets diagnostic tests to support chiropractic care
- Designs, implements, monitors and assesses treatment plans, including manual adjustments, manipulations and other therapeutic techniques
- Maintains accurate and up-to-date patient records
- Educates patients and their caregivers in therapeutic procedures such as home exercises and lifestyle changes, to enhance patients' health and wellbeing
- Collaborates with other Health Professionals to provide comprehensive care

**Unit Group**

## 2622 Exercise Physiologists and Scientists

Assess, plan, implement and design exercise-based interventions to improve health, fitness and wellbeing and to prevent, treat and manage disease and injury and restore optimal physical function and wellness.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 262231 Exercise Physiologist

Assesses, plans and implements exercise-based health interventions for the prevention, treatment and management of diseases and injuries such as cardiovascular disease, diabetes, cancer, osteoporosis, arthritis, depression and autism, and assists in restoring optimal physical function, health and wellness.

**Skill level: 1****Main tasks**

- Assists and improves clients' musculoskeletal function through physical activity and exercise programs
- Administers a variety of tests to identify and assess physical problems and ailments of clients
- Records detailed client medical histories, exercise undertaken and clients' responses and progress under exercise programs
- Prevents, treats and manages health conditions, including complex chronic conditions
- Prescribes, implements and evaluates safe and effective movement, physical activity, and exercise-based interventions to facilitate recovery and maximise independence and participation in activities at home, school, work and in the community
- Provides education and advice on health and wellbeing, and how physical activity and exercise can improve health outcomes
- Screens and assesses for factors that may impact client needs, preferences, barriers and facilitators to inform recommendations and interventions
- Uses active therapy techniques to assess and prescribe a targeted clinical exercise and education program that builds the clients' capacity for the long term

**Occupation**

## 262232 Exercise and Sports Scientist

Researches and applies the science of exercise to design and deliver physical activity and exercise-based interventions to improve health, fitness, wellbeing and performance, and assist in the prevention of injury and chronic conditions. Provides expert advice and support to coaches, athletes and teams to help them understand and enhance sports performance.

**Skill level: 1**

### Main tasks

- Screens and assesses health, movement, exercise and performance capacity of clients and athletes
- Researches, designs, modifies and applies assessment protocols and methods to analyse the demands of the sport and the capabilities of the athlete
- Records detailed client medical histories, exercise undertaken, and clients' responses and progress
- Researches, designs and delivers physical activity and exercise-based interventions to prevent injury, facilitate return to activity, manage risk factors for chronic conditions, and optimise sports performance
- Supports goal setting and sustainable behaviour change to help individuals achieve health, wellbeing, fitness and performance goals
- Provides health, physical activity and exercise education, advice and support in the context of sports performance
- Delivers exercise-based interventions prescribed by a qualified Health Professional for people with medical conditions, injuries or disabilities
- Develops and implements screening and preventative health promotion programs
- Provides general nutritional advice to enhance exercise performance, recovery and body composition
- Promotes and coordinates policies and programs to increase physical activity, maintain function and decrease sedentary behaviour

**Unit Group**

## 2623 Occupational Therapists

Assess functional limitations of people resulting from injuries, illnesses and disabilities and provide therapy to enable people to perform their daily activities and occupations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 262331 Occupational Therapist

Assesses functional limitations of people resulting from injuries, illnesses and disability, and provides therapy to enable people to perform their daily activities and occupations.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Assesses clients' emotional, psychological, developmental and physical capabilities using clinical observations and standardised tests
- Assesses clients' functional potential in their home, leisure, work and school environments, and recommends environmental adaptations
- Plans and directs programs using vocational, recreational, remedial, social and educational activities for individuals and groups
- Provides education to family members, carers, employers and teachers about adapting clients' home, leisure, work and school environments
- Provides recommendations for assistive technologies that allow clients to increase their independence and perform daily activities
- Provides education regarding restorative or compensatory strategies
- Collaborates with other Health Professionals in overall case management of clients
- Collaborates with other Professionals to provide specialist advice to client groups such as those requiring driver rehabilitation, third-party compensation and medico-legal representation
- Monitors and records clients' progress and maintains professional relationships in accordance with relevant legislative requirements and ethical guidelines

**Unit Group**

## 2624 Physiotherapists

Assess, diagnose, treat and prevent disorders in human movement caused by injury or disease.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 262431 Physiotherapist

Assesses, diagnoses, treats and prevents disorders in human movement caused by injury or disease.

Registration or licensing is required.

**Alternative title**

- Physical Therapist

**Specialisations**

- Musculoskeletal Physiotherapist
- Neurological Physiotherapist
- Paediatric Physiotherapist
- Sports and Exercise Physiotherapist

**Skill level: 1****Main tasks**

- Administers muscle, nerve, joint and functional ability tests to identify and assess patients' afflictions
- Treats patients to reduce pain, improve circulation, strengthen muscles, improve cardiothoracic, cardiovascular and respiratory functions, restore joint mobility, and improve balance and coordination
- Treats patients using the therapeutic properties of exercise, heat, cold, massage, manipulation, hydrotherapy, electrotherapy, ultraviolet and infra-red light, and ultrasound
- Reviews, monitors, assesses and evaluates programs and treatments
- Consults with other Health Professionals about patients' conditions, needs and progress
- Educates patients on their physical health conditions, and provides them with structured management plans
- Advises patients, families and guardians about procedures to be practised at home
- Maintains records of patients' treatments, responses and progress
- Develops and implements screening and preventative health promotion programs

**Unit Group**

## 2625 Podiatrists

Prevent, diagnose and treat disorders that affect feet, ankles and lower limbs.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 262531 Podiatrist

Prevents, diagnoses and treats disorders that affect feet, ankles and lower limbs.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Conducts podiatric assessments, including neurovascular assessments, gait analyses and biomechanical assessments, to diagnose foot and lower limb conditions
- Develops treatment plans and provides interventions for foot and lower limb disorders
- Prescribes and fits orthotic devices to correct foot and lower limb abnormalities
- Provides advice and education to patients on foot care and prevention of foot problems
- Performs surgical procedures on the foot and lower limb
- Prescribes and administers medications and local anaesthetics as required
- Refers patients for diagnostic imaging and pathology investigations
- Collaborates with other Health Professionals to provide comprehensive care to patients
- Documents treatment plans, including patients' responses to treatment and modifications to treatment

**Unit Group**

## 2626 Speech Pathologists

Provides diagnostic assessment and management of disorders of communication and swallowing through direct intervention, education, consultancy, advocacy, or a combination of these approaches across the lifespan.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 262631 Speech Pathologist

Provides diagnostic assessment and management of disorders of communication and swallowing through direct intervention, education, consultancy, advocacy, or a combination of these approaches across the lifespan.

**Alternative title**

- Speech Therapist

**Skill level: 1****Main tasks**

- Assesses and administers standardised and informal tests and observes the person to determine the nature and extent of communication disorders or swallowing difficulties
- Provides services for the treatment and management of communication difficulties including speaking, listening, understanding language, reading, writing, social skills, stuttering and using voice across the lifespan
- Provides services for the treatment and management of swallowing difficulties to assist with oral eating and drinking, sucking, saliva control, mealtime participation and protecting lungs from food, drink and saliva
- Provides information to other Health Professionals, Early Childhood Educators and teachers
- Provides support and counselling to individuals affected by communication and swallowing difficulties, and to their families and carers
- Reports results of assessments and tests in writing, and makes referrals to Medical Practitioners and other services as required

**Unit Group**

## 2629 Other Allied Health Physical and Sensory Therapy Professionals

This unit group covers Allied Health Physical and Sensory Therapy Professionals not elsewhere classified. It includes Orthotists / Prosthetists, and Osteopaths.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 262931 Orthotist / Prosthetist

Prescribes, designs and fits orthoses and prostheses to improve function impacted by illness, disability or amputation.

Registration or licensing may be required.

**Skill level: 1****Main tasks**

- Assesses clients' emotional, psychological, developmental and physical capabilities using clinical observations and standardised tests
- Administers muscle, nerve, joint and functional ability tests
- Assesses clients' functional potential in their home, leisure, work and school environments, and recommends appropriate assistive technologies to maximise their performance
- Develops individual orthotic/prosthetic service plans, considering relevant material science, biomechanics and anatomical factors
- Prescribes, designs and fits orthoses and prostheses to meet clients' needs, including their functional, emotional, psychological and developmental goals
- Provides gait training, education and continual monitoring, assessment and evaluation of orthoses and prostheses and treatments
- Collaborates with other Health Professionals in overall case management, including team consultation as required, about clients' challenges, needs and progress
- Adjusts and modifies orthoses and prostheses to accommodate minor changes to clients' neuromuscular and skeletal systems
- Maintains accurate records of client assessments, device specifications and adjustments

**Occupation****262932 Osteopath**

Prevents, diagnoses and treats tissue strains, stresses and dysfunctions of the neuromusculoskeletal system, and provides advice on preventing these disorders.

Registration or licensing is required.

**Skill level: 1**

**Main tasks**

- Diagnoses, manages and treats neuromusculoskeletal disorders through a biopsychosocial approach
- Employs a variety of medical testing procedures, including neuromusculoskeletal, functional and mobility tests, to identify and assess physical problems
- Designs, reviews, monitors, assesses and evaluates treatment plans and programs
- Records patients' medical histories, treatments and management plans, and creates progress reports
- Communicates and liaises with other Health Professionals in relation to patients' management and progress
- Provides advice and instructions to patients, families and carers in a range of therapeutic management techniques

**Occupation****262999 Allied Health Physical and Sensory Therapy Professionals nec**

This occupation group covers Allied Health Physical and Sensory Therapy Professionals not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Pedorthist

**Minor Group**

## **263 Allied Health Science Professionals**

Conduct and utilise diagnostic tests and operate equipment to assess and treat illnesses and disabilities, provide health and nutritional therapy and advice, dispense and administer pharmaceuticals, and detect, manage and treat hearing and vision problems and diseases.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## **2631 Medical Radiation Practitioners**

Operate X-ray and other radiation producing and imaging equipment for diagnostic, monitoring and treatment purposes under the direction of Radiologists and other Medical Practitioners.

Sonographers are excluded from this unit group. Sonographers are included in Occupation 263531 Sonographer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## **263131 Nuclear Medicine Technologist**

Prepares and administers radionuclides or radiopharmaceuticals to detect, diagnose or treat diseases, using specialised imaging equipment.

Registration or licensing is required.

**Alternative title**

- Nuclear Medicine Scientist

**Skill level: 1****Main tasks**

- Prepares and administers radiopharmaceuticals or radionuclides to patients for diagnostic and therapeutic purposes
- Operates and performs quality control on imaging equipment, including positron emission tomography/computed tomography (PET/CT), PET/magnetic resonance imaging (PET/MRI), Gamma Cameras, single-photon emission computed tomography/CT (SPECT/CT) cameras and bone density scanners
- Produces and analyses diagnostic images to identify abnormalities or diseases
- Maintains detailed records of patients' procedures
- Adheres to safety standards for the appropriate use, storage and disposal of radioactive materials
- Provides patient education and instructions regarding imaging procedures and preparations, and provides patients with assistance during procedures

**Occupation****263132 Radiation Therapist**

Operates high energy X-ray and other radiation and electron generating and monitoring equipment to administer radiation treatment for medical purposes.

Registration or licensing is required.

**Skill level: 1**

**Main tasks**

- Administers radiation therapy to patients using complex equipment, according to prescribed treatment plans
- Collaborates with Medical Oncologists and other Health Professionals to develop individual treatment plans that provide the greatest effect on disease, with minimal effect to healthy tissue
- Monitors patients closely throughout treatment to ensure comfort and addresses concerns
- Explains procedures to patients and families about radiation therapy procedures and potential side effects
- Ensures radiation therapy equipment is properly maintained and calibrated
- Keeps up to date with advancements in radiation therapy technology and techniques

**Occupation**

## 263133 Radiographer

Operates X-ray and other medical imaging equipment to produce images for medical diagnostic purposes.

Registration or licensing is required.

### Alternative titles

- Diagnostic Radiographer
- Medical Imaging Technologist

### Specialisations

- Mammographer
- Medical Radiation Scientist

### Skill level: 1

### Main tasks

- Operates a variety of imaging equipment such as X-rays, computed tomography (CT) scans, magnetic resonance imaging (MRI) scans, nuclear scans and ultrasound, to produce diagnostic images
- Ensures patient safety and comfort during imaging procedures
- Positions and adjusts patients and selects appropriate image techniques and settings to achieve optimal image quality
- Evaluates images for technical quality and accuracy
- Collaborates with Radiologists and other Medical Practitioners to interpret and analyse imaging results
- Prepares findings for Medical Practitioners to interpret for medical diagnostic purposes

**Unit Group**

## 2632 Nutrition Professionals

Apply the science of food and human nutrition to enhance the health and wellbeing of individuals and human populations, and to help prevent and treat various illnesses and diseases.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 263231 Dietitian

Applies the science of food and human nutrition to promote health, prevent and treat illness and disease, and to optimise the health of individuals, groups, communities and populations.

Registration or licensing may be required.

Nutritionists are excluded from this occupation. Nutritionists are included in Occupation 263232 Nutritionist.

**Skill level: 1****Main tasks**

- Assesses the dietary needs of individuals and groups, and develops customised dietary plans
- Provides individualised nutrition advice to people with a range of health conditions
- Explains the relationship between food and health to attain and maintain people's health
- Plans menu options and manages the preparation of special meals or diets
- Provides guidance on food selection and preparation to individuals and groups
- Monitors and evaluates the progress of individuals on dietary plans
- Maintains accurate and confidential records of people's health when following dietary plans
- Provides primary, secondary and tertiary health care in settings that include hospitals and palliative care facilities

**Occupation****263232 Nutritionist**

Integrates, disseminates and applies knowledge drawn from the relevant sciences to enhance positive effects of food on the health and wellbeing of human populations.

Registration or licensing may be required.

Dietitians are excluded from this occupation. Dietitians are included in Occupation 263231 Dietitian.

**Specialisation**

- Clinical Nutritionist

**Skill level: 1****Main tasks**

- Plans, implements and evaluates public health nutrition policies, programs and initiatives
- Assesses the nutritional needs of individuals and groups, and develops customised nutrition plans such as dietary modification and supplementation, to promote health and prevent, or support the remediation of, illness or disease
- Explains the relationship between nutrition and health to attain and maintain people's health
- Conducts research on the relationship between nutrition and health
- Monitors and evaluates the effectiveness of nutrition plans
- Provides guidance on food selection and preparation to individuals and groups
- Develops and delivers nutrition education materials and presentations
- Provides primary and secondary health care in settings that include community health centres and specialised clinics

**Unit Group**

## 2633 Optometrists

Perform eye examinations and vision tests to determine the presence of visual, ocular and other abnormalities, ocular diseases and systemic diseases with ocular manifestations, and prescribe lenses, other optical aids, therapy and medication to correct and manage vision problems and eye diseases.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 263331 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.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Performs eye examinations and vision tests to assess visual acuity, detect abnormalities and diagnose refractive errors
- Evaluates and manages ocular diseases and conditions, such as glaucoma, cataracts and macular degeneration
- Prescribes and fits contact lenses and other optical aids to improve vision
- Provides education to patients on eye health and proper eye care
- Collaborates with other health care professionals to manage systemic diseases with ocular manifestations
- Administers and prescribes therapeutic treatments and medications to treat eye diseases, superficial injuries and conditions
- Performs minor surgical procedures such as removing foreign bodies from the eye

**Unit Group**

## 2634 Pharmacists

Apply in-depth knowledge of medicines and medication management to ensure the safe use of medicines, and optimise health outcomes by contributing to prescribing, dispensing, administering, monitoring and evaluating medicine therapy.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 263431 Community 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.

Registration or licensing is required.

**Alternative title**

- Retail Pharmacist

**Specialisation**

- Compounding Pharmacist

**Skill level: 1****Main tasks**

- Reviews prescriptions and patients' medicine histories to ensure optimal dosage, methods of administration and drug compatibility before dispensing
- Prepares or supervises the preparation and labelling of liquid medicines, topical medicines and other medications to fill prescriptions
- Provides guidance to patients on medications, drug incompatibility, contraindications and lifestyle measures to prevent and assist with management of medication and medical conditions
- Supplies non-prescription medicines, and diagnostic and therapeutic aids
- Maintains records of the supply of prescription medicines, controlled drugs and other restricted substances
- Advises prescribers on therapeutic suitability, drug incompatibility and contraindications of medicines
- Stores and preserves vaccines, serums and other drugs subject to deterioration
- Prescribes and administers medications and treatments within the scope of pharmacy practice compounds, and manufactures medicines when preparations are not available
- Supervises and coordinates the work of pharmacy technicians, pharmacy interns and pharmacy sales assistants

**Occupation**

## 263432 Hospital Pharmacist

Prepares, dispenses, reviews and monitors medication of individual patients, and provides medication-related advice to patients in a multidisciplinary team of Health Professionals to deliver safe, patient-centred care in a hospital or clinical setting.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Obtains medication histories, reviews inpatient charts and medication action plans, and administers and prescribes medications to ensure quality use of medicines
- Provides medication information to doctors, nurses, allied health professionals, patients and carers
- Facilitates the safe continuity of medication management and counselling to patients and carers on discharge from hospital
- Performs medication monitoring and adverse drug reaction management
- Collaborates with Health Professionals to develop medication management plans, including partnered pharmacist medication charting
- Maintains records of the supply of prescription medicines, controlled drugs and other restricted substances
- Supervises and coordinates the work of pharmacy technicians and pharmacy interns
- Stores and preserves vaccines, serums and other drugs subject to deterioration
- Participates in research, education, quality improvement activities, peer review and interdisciplinary ward rounds and meetings
- May compound and manufacture medicines when preparations are not available

**Unit Group**

## 2635 Sonographers

Examine patients and operate ultrasound equipment to acquire, interpret and selectively record anatomical images, physical data and real-time physiological information.

Cardiac technicians are excluded from this unit group. Cardiac technicians are included in Occupation 263932 Cardiac Physiologist.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 263531 Sonographer

Examines patients and operates ultrasound equipment to acquire, interpret and selectively record anatomical images, physical data and real-time physiological information.

Registration or licensing may be required.

Cardiac technicians are excluded from this occupation. Cardiac technicians are included in Occupation 263932 Cardiac Physiologist.

**Specialisations**

- Cardiac Sonographer
- Vascular Sonographer

**Skill level: 1****Main tasks**

- Makes adjustments to patient position, and operates and adjusts ultrasound equipment using appropriate settings to obtain optimal diagnostic images
- Analyses images and reports on findings for Medical Practitioners to interpret and provide diagnosis
- Explains procedures to patients, answers questions, and ensures safety and comfort throughout the examination
- Maintains and calibrates ultrasound equipment to ensure accuracy and quality of images
- Adheres to safety protocols and infection control measures during ultrasound procedures

**Unit Group**

## 2639 Other Allied Health Science Professionals

This unit group covers Allied Health Science Professionals not elsewhere classified. It includes Audiologists, Cardiac Physiologists, Diabetes Educators, Neurophysiology Scientists, Orthoptists and Respiratory and Sleep Scientists.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 263931 Audiologist

Provides diagnostic assessment and rehabilitative services for the non-medical management of hearing loss and balance function disorders.

**Skill level: 1****Main tasks**

- Performs a range of assessments to measure hearing, auditory, balance and neural function, and tinnitus
- Interprets test results and provides recommendations for treatment and rehabilitation
- Prescribes and fits devices and aids such as hearing aids and other hearing assistive devices
- Provides support and guidance to individuals affected by communication difficulties in relation to ear and hearing health
- Collaborates with other hearing and Health Professionals in the application of implantable devices

**Occupation**

## 263932 Cardiac Physiologist

Provides a range of clinical, technical and scientific services to aid in the diagnosis and treatment of heart disease.

Registration or licensing may be required.

Cardiac sonographers are excluded from this occupation. Cardiac sonographers are included in Occupation 263531 Sonographer.

### Alternative titles

- Cardiac Scientist
- Cardiac Technician
- Cardiac Technologist

### Skill level: 1

#### Main tasks

- Prepares patients and performs non-invasive cardiac tests and procedures
- Monitors and records cardiac output and blood flow during cardiac catheterisation procedures
- Assists with cardiac procedures such as balloon pump insertion and structural heart procedures
- Conducts comprehensive ultrasound examinations of the heart to assess overall anatomy and function of cardiac chambers, valves and large vessels
- Assists doctors during surgery by programming and testing pacemakers, defibrillators and heart rhythm monitors
- Offers technical support, advice, and recommendations to Health Professionals involved in managing cardiac device patients
- Works with doctors during electrophysiology studies to set up the diagnostic and interventional equipment
- Measures various heart signals, performs diagnostic protocols and creates maps of the heart to identify arrhythmia
- Operates equipment required for cryo and radio-frequency ablation
- Provides long-term follow up to ensure optimal performance of cardiac devices

**Occupation****263933 Diabetes Educator**

Provides advice and delivers clinical diabetes education to people living with or at risk of developing diabetes.

Registration or licensing is required.

**Skill level: 1**

**Main tasks**

- Provides advice and education on the management of diabetes and diabetes-related complications
- Advises patients on proper use, safety and side effects of diabetes medication
- Educates patients on blood glucose monitoring
- Provides lifestyle and dietary modification advice to help support diabetes management
- Works collaboratively with other Health Professionals to implement strategies to prevent negative outcomes from diabetes

**Occupation****263934 Neurophysiology Scientist**

Conducts routine and advanced neurophysiological investigations to assist in the diagnosis and treatment of neurological disorders. Registration or licensing may be required.

**Skill level: 1**

**Main tasks**

- Undertakes neurophysiological tests for the diagnosis and treatment of neurological disorders
- Interprets neurological referrals and tailors the procedure accordingly
- Collaborates with other medical and Health Professionals in the provision of neurological diagnostic services
- Maintains accurate and detailed records of procedures and test results for neurological patients

**Occupation**

## 263935 Orthoptist

Diagnoses and manages eye movement, binocular vision disorders and ocular diseases, through orthoptic therapy and other non-surgical management for ocular conditions.

Registration or licensing may be required.

**Skill level: 1**

### Main tasks

- Assesses visual function, binocular vision and eye alignment
- Interprets diagnostic testing of visual function and detects eye disease
- Diagnoses eye movement and binocular vision disorders related to childhood strabismus or acquired through stroke, traumatic brain injury or other causes
- Prescribes and provides orthoptic therapy and other non-surgical management for those with eye movement disorders
- Prescribes glasses and low vision aids
- Provides visual rehabilitation for patients with low vision, including education and support with orthoptic and ophthalmic conditions
- Provides pre-, peri- and post-operative care for ophthalmic patients, including assisting in ophthalmic surgery and minor procedures
- Works collaboratively with Ophthalmologists to manage eye disease
- Coordinates and implements vision screening programs

**Occupation**

## 263936 Respiratory or Sleep Scientist

Conducts lung function tests and sleep studies to support the diagnosis and treatment of respiratory and sleep disorders, in consultation with other medical professionals.

Registration or licensing may be required.

**Skill level: 1****Main tasks**

- Performs routine and complex lung function tests, and overnight sleep studies and daytime tests to assess respiratory or sleep disorders
- Interprets and analyses respiratory function and sleep test data to provide accurate and timely reports
- Collaborates with other medical professionals to develop treatment plans based on test results
- Measures and evaluates the effectiveness of therapeutic interventions
- Calibrates and prepares equipment used in the performance of respiratory function and sleep tests, and maintains equipment to optimum hygiene standards
- May assist in the development and implementation of respiratory and sleep research projects

**Occupation****263999 Allied Health Science Professionals nec**

This occupation group covers Allied Health Science Professionals not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Melanographer

**Minor Group**

## 264 Medical Practitioners

Diagnose physical and mental illnesses, disorders and injuries, provide medical care to patients, and prescribe and perform medical and surgical treatments to promote and restore good health.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## 2641 Anaesthetists

Provide direct medical care to patients requiring general, regional or local anaesthesia for surgical, diagnostic and other procedures such as prevention of pain and maintenance of body function.

Anaesthetic registrars training as Anaesthetists are included in this unit group.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 264131 Anaesthetist

Provides direct medical care to patients requiring general, regional or local anaesthesia for surgical, diagnostic and other procedures, such as prevention of pain and maintenance of body function.

Registration or licensing is required.

Anaesthetic registrars training as Anaesthetists are included in this occupation.

**Specialisation**

- Specialist Pain Medicine Physician

**Skill level: 1****Main tasks**

- Performs pre-operative examinations of patients to determine appropriate anaesthetic and sedation in concurrence with Physicians and Surgeons
- Discusses the anaesthetic process and risks with patients, and obtains their informed consent prior to surgery
- Administers local, regional and general anaesthetics using a variety of methods such as inhalational and intravenous administration, and utilises diverse airway management techniques
- Monitors patients throughout surgical procedures and in immediate post-operative procedures
- Records details of anaesthetic and sedation administered, and the condition of patients before, during and after anaesthesia
- Assists in acute pain management of patients
- Liaises with other Health Professionals to provide diagnosis and treatment for patients with chronic pain
- Examines and treats patients requiring intensive care or resuscitation
- Consults with other Health Professionals to optimise patient care and safety
- May instruct medical, nursing, student and multidisciplinary staff on the signs, symptoms and diagnosis of allergic and anaphylactic reactions to anaesthetic agents, and supervision and treatment of life threatening emergencies

**Unit Group**

## 2642 General Practitioners

Diagnose, treat and prevent human physical and mental disorders and injuries.

Resident Medical Officers are excluded from this unit group. Resident Medical Officers are included in Occupation 264531 Resident Medical Officer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 264231 General Practitioner

Diagnoses, treats and prevents human physical and mental disorders and injuries.

Registration or licensing is required.

Resident Medical Officers are excluded from this occupation. Resident Medical Officers are included in Occupation 264531 Resident Medical Officer.

**Alternative title**

- General Medical Practitioner

**Specialisation**

- Skin Cancer General Practitioner

**Skill level: 1****Main tasks**

- Consults with, and conducts examinations on, patients to determine the nature of disorders and illnesses, and maintains patient records
- Creates patient-centric care plans as part of a treatment team, and refers patients to and exchanges medical information with, other Health Professionals
- Requests laboratory tests, X-rays and other diagnostic procedures, and interprets findings to assist diagnosis
- Provides overall care for patients, and prescribes and administers treatments, medications and other remedial measures
- Monitors patient progress and response to treatment
- Performs medical and minor surgical procedures

**Unit Group**

## 2643 Physicians

Investigate, diagnose and treat complex medical conditions chiefly concerning internal human disorders and diseases using specialist testing, diagnostic and medical techniques, and provide medical input into managing public health issues and infectious disease outbreaks and control measures.

Medical registrars training as Physicians are included in this unit group.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 264331 General Medicine Physician

Investigates and diagnoses internal human disorders and diseases, and administers treatment for adults.

Registration or licensing is required.

Paediatricians are excluded from this occupation. General paediatricians are included in Occupation 264343 Paediatrician. Physicians with a specialist paediatric role are included in the specialist physician occupation within Unit Group 2643 Physicians.

**Skill level: 1****Main tasks**

- Undertakes comprehensive systematic assessment of patients' problems and needs, both biomedical and psychosocial
- Requests laboratory tests, imaging and other diagnostic procedures, and interprets findings to assist diagnosis
- Assesses functional, psychological and comorbidity factors to make informed diagnoses
- Creates management plans that recognise treatment interactions with multisystem diseases and comorbidities
- Prescribes medication and treatment for adult patients
- Manages complex, chronic and multisystem disorders in adult patients
- Undertakes expert diagnostics to assess and diagnose clinical problems in their entirety
- Provides and coordinates integrated patient care with the assistance of multidisciplinary teams to optimise health outcomes

**Occupation**

## 264332 Cardiologist

Investigates, diagnoses and treats conditions of the human heart.

Registration or licensing is required.

**Specialisation**

- Paediatric Cardiologist

**Skill level: 1****Main tasks**

- Consults and conducts assessments of patients to inform the management of both acute and chronic cardiovascular disease
- Requests laboratory tests, electrocardiograms, imaging, cardiac biopsies and other diagnostic procedures, and interprets findings to assist diagnosis
- Performs diagnostic and therapeutic procedures, such as cardiac stress tests, cardiovascular surgery, angioplasty, heart catheterisations and inserting pacemakers
- Prescribes medication and administers treatment as primary and secondary prevention strategies in cardiovascular disease
- Liaises and consults with a multidisciplinary team for optimised treatment of heart conditions

**Occupation****264333 Endocrinologist**

Investigates, diagnoses and treats disorders of the human glandular and hormonal systems.

Registration or licensing is required.

**Specialisation**

- Paediatric Endocrinologist

**Skill level: 1****Main tasks**

- Consults and conducts assessments on patients' endocrine health
- Requests laboratory tests, imaging and other diagnostic procedures, and interprets findings to assist diagnosis of glandular and hormonal conditions
- Advises on nutrition, exercise and other lifestyle habits that promote and improve good health, with the aim to prevent and treat diseases and conditions
- Tests for and manages endocrine emergencies
- Assesses, diagnoses and manages hormonal and glandular complications caused by chronic and acute conditions
- Prescribes medication and treatments for glandular and hormonal conditions
- Liaises and consults with a multidisciplinary team for optimised treatment

**Occupation****264334 Gastroenterologist**

Investigates, diagnoses and treats diseases and disorders of the human liver, biliary system, pancreas, oesophagus, stomach and bowel. Registration or licensing is required.

Paediatric gastroenterologists are included in this occupation.

**Skill level: 1****Main tasks**

- Conducts gastrointestinal health assessments on patients
- Requests laboratory tests, imaging, biopsies and other diagnostic procedures, and interprets findings to assist diagnosis of digestive disorders
- Prescribes medication and administers treatment for patients with gastrointestinal issues
- Liaises and consults with a multidisciplinary team for optimised patient care
- Manages and monitors gastroenterology and hepatology complications in critically ill and perioperative patients
- Provides diagnostic and therapeutic gastrointestinal endoscopy services

**Occupation****264335 Geriatrician**

Investigates, diagnoses and treats aged-related medical disorders impacting on the cognition and functional status of older people.  
Registration or licensing is required.

**Skill level: 1**

**Main tasks**

- Conducts and performs thorough assessments of older patients in partnership with their support workers and relatives
- Requests laboratory tests, imaging and other diagnostic procedures, and interprets findings to assist diagnosis
- Manages and monitors older patients' ongoing chronic conditions to ensure quality of life
- Provides acute medical care to older patients
- Works to reduce the incidence of post-acute syndrome and functional decline associated with hospitalisation
- Manages geriatric syndromes and disorders characterised by the combination of age-related changes
- Manages acute and long-term neurodegenerative disorders and stroke
- Coordinates and manages the rehabilitation of older people who have suffered a functional decline
- Provides specialist care to older people with complex or multifactorial problems in community settings

**Occupation**

## 264336 Haematologist

Investigates, diagnoses, treats, manages and integrates clinical and laboratory aspects of haematological disorders by studying cellular composition of blood and blood-forming organs.

Registration or licensing is required.

Paediatric haematologists are included in this occupation.

**Alternative title**

- Clinical Haematologist

**Specialisation**

- Laboratory Haematologist

**Skill level: 1****Main tasks**

- Consults with patients to determine the nature of haematological disorders and illnesses
- Requests laboratory tests and other diagnostic procedures, and interprets findings to assist in the diagnosis of haematological disorders
- Prescribes and administers medication to treat haematological disorders
- Obtains and tests samples such as bone marrow and stem cells for diagnostic and treatment purposes
- Coordinates the care of patients with haematological disorders, including multidisciplinary coordination and consultation with other specialities

**Occupation**

## 264337 Intensive Care Specialist

Investigates, diagnoses and treats patients in need of intensive and critical care.

Registration or licensing is required.

### Alternative titles

- Intensive Care Medicine Specialist
- Intensivist

### Skill level: 1

### Main tasks

- Examines and manages critically ill patients with life-threatening organ system failure, those at risk of clinical deterioration, as well as those requiring resuscitation
- Manages patients in an intensive care or high dependency unit, and maintains precise patient records
- Monitors and adjusts ventilation settings for patients on life support, and prescribes and administers medications and treatments
- Requests laboratory tests and diagnostic procedures, and analyses results with other medical information to make diagnoses
- Oversees end-of-life care and the diagnosis of brain death

**Occupation**

## 264338 Medical Oncologist

Investigates, diagnoses and treats patients with cancer using chemotherapy and biological therapy.

Registration or licensing is required.

Gynaecological oncologists and Radiation Oncologists are excluded from this occupation. Gynaecological oncologists are included in Occupation 264933 Obstetrician and Gynaecologist. Radiation Oncologists are included in Occupation 264936 Radiation Oncologist.

**Alternative title**

- Medical Oncology Physician

**Specialisation**

- Paediatric Medical Oncologist

**Skill level: 1****Main tasks**

- Assesses patients to determine the possible presence, nature and extent of cancer
- Analyses test results and other medical information to make cancer diagnoses
- Prescribes, administers and understands the pharmacology of antineoplastic drugs, including cytotoxic drugs, hormonal therapies, molecular targeted agents and biological agents
- Prevents and treats complications caused by cancer and its treatment
- Provides supportive management of cancer patients, including symptom palliation and rehabilitation, with particular emphasis on psychological and social support
- Consults with a multidisciplinary team to manage and treat cancer
- Assesses primary, secondary and tertiary preventive measures to prevent cancer development
- Discusses treatment options and prognoses and formulates treatment management plans with patients regarding the role of radiation therapy and chemotherapy in the management of cancer
- Implements palliative and end-of-life care

**Occupation****264341 Nephrologist**

Investigates, diagnoses and treats disorders of the human kidney and urinary tract.

Registration or licensing is required.

Paediatric nephrologists are included in this occupation.

**Skill level: 1****Main tasks**

- Assesses, diagnoses and manages patients presenting with suspected disorders of the kidney and urinary tract
- Requests and interprets laboratory tests, imaging, kidney function tests and other diagnostic procedures
- Prescribes medication and administers treatment based on kidney function
- Liaises and consults with a multidisciplinary team for optimised renal treatment
- Organises dialysis and monitors patients' conditions by assessing water weight and filtration rate
- Provides ongoing support in treating acute and chronic renal diseases
- Performs procedures associated with the diagnosis and treatment of kidney disease, including renal biopsy and those associated with achieving or maintaining access for renal dialysis
- Oversees the administration of renal replacement therapies, which include both haemodialysis and peritoneal dialysis treatments for kidney health, as well as the coordination of kidney transplants

**Occupation****264342 Neurologist**

Investigates, diagnoses and treats diseases and injuries of the human brain, spinal cord, nerves and muscles.

Registration or licensing is required.

Paediatric neurologists are included in this occupation.

**Skill level: 1****Main tasks**

- Assesses, diagnoses and manages patients presenting with neurological issues
- Performs various examination techniques to assess patients presenting with neurological issues
- Requests appropriate laboratory tests, neuroimaging techniques and other diagnostic procedures, and interprets results of tests
- Interprets the results of neuropathology investigations
- Selects and prescribes appropriate medications in the management of neurological diseases
- Liaises and consults with a multidisciplinary team for optimised neurological treatment
- Provides prognoses in untreatable neurological conditions, and provides support to family and patients to manage end-of-life care

**Occupation****264343 Paediatrician**

Investigates, diagnoses and treats internal diseases and disorders in children from birth, up to and including adolescence.

Registration or licensing is required.

Physicians with a specialist paediatric role are excluded from this occupation. Paediatric cardiologists are included in Occupation 264332 Cardiologist. Paediatric endocrinologists are included in Occupation 264333 Endocrinologist. Paediatric gastroenterologists are included in Occupation 264334 Gastroenterologist. Paediatric haematologists are included in Occupation 264336 Haematologist. Paediatric intensive care specialists are included in Occupation 264337 Intensive Care Specialist. Paediatric medical oncologists are included in Occupation 264338 Medical Oncologist. Paediatric nephrologists are included in Occupation 264341 Nephrologist. Paediatric neurologists are included in Occupation 264342 Neurologist. Paediatric respiratory and sleep physicians are included in Occupation 264345 Respiratory Physician. Paediatric rheumatologists are included in Occupation 264346 Rheumatologist.

**Specialisations**

- Neonatologist
- Paediatric Emergency Physician

**Skill level: 1****Main tasks**

- Assesses, diagnoses and treats neonates, infants, children and adolescents
- Requests laboratory tests, imaging and other diagnostic procedures, and interprets findings to assist diagnosis
- Prescribes medications and administers treatment based on age, weight and pharmacokinetics of the patient
- Liaises and consults with a multidisciplinary team for optimised treatment
- Provides guidance and education to children and their families regarding medical procedures, conditions and treatment options
- Assesses, investigates and manages paediatric care in neonatal and perinatal settings
- Performs procedures in advanced paediatric life support

**Occupation**

## 264344 Public Health Physician

Provides the medical input into population-level planning for the prevention of health conditions, threats and disasters to maximise health across and within populations.

Registration or licensing is required.

**Skill level: 1**

### Main tasks

- Assesses and responds rapidly to urgent and evolving public health issues
- Leads teams, public health responses, programs, projects and organisations designed to address health inequity and population health outcomes
- Collects, analyses and applies data related to public health issues, and researches possible causes and links to other health determinants operating at the community level
- Develops strategies to assist the implementation of programs that will prevent disease or promote health in the community
- Advises senior public health officials about legislation and other strategies to improve the health and wellbeing of communities
- Designs and evaluates disease screening programs and disease and hazard surveillance systems
- Evaluates health services and public health programs, health technologies and interventions
- Advises and manages the public health management of environmental health risks
- Informs the management of public health emergencies and infectious disease outbreaks and control measures
- May advise and work in partnership on the public health issues affecting Aboriginal and Torres Strait Islander peoples

**Occupation**

## 264345 Respiratory Physician

Investigates, diagnoses and treats diseases and disorders of the human respiratory system.

Registration or licensing is required.

Paediatric respiratory and sleep physicians are included in this occupation.

### Specialisation

- Respiratory and Sleep Physician

### Skill level: 1

#### Main tasks

- Consults and conducts respiratory examinations on patients to form a comprehensive medical assessment
- Requests laboratory tests, imaging, respiratory function tests and other diagnostic procedures
- Diagnoses patients by analysing test results and evaluating other health information related to respiratory conditions
- Performs or supervises pleural procedures and bronchoscopy
- Prescribes and manages medications and non-pharmacological treatments, including oxygen therapy and non-invasive ventilation
- Liaises and consults with a multidisciplinary team for optimised treatment of respiratory conditions
- Provides ongoing support in treating acute and chronic respiratory conditions
- Develops management plans for the prevention and treatment of both acute and long-term respiratory conditions
- May oversee respiratory function and sleep scientists and laboratories, and interpret results of respiratory function and sleep tests

**Occupation**

## 264346 Rheumatologist

Investigates, diagnoses and treats diseases, dysfunction and autoimmune conditions affecting human joints, muscles, soft tissue and other organs.

Registration or licensing is required.

Paediatric rheumatologists are included in this occupation.

### Skill level: 1

#### Main tasks

- Obtains a medical history to diagnose and manage patients with suspected or established rheumatic disorders
- Examines the musculoskeletal and other systems to diagnose and manage patients with suspected or established rheumatic disorders
- Orders and interprets investigations to diagnose and manage patients with suspected or established rheumatic disorders
- Prescribes and monitors pharmacological therapeutics in patients with rheumatic disorders
- Uses core rheumatologic procedures, such as joint aspiration and injection, and synovial biopsy, in the management of patients with rheumatic disorders
- Uses and monitors non-pharmacological and non-surgical interventions in patients with rheumatic disorders
- Collaborates with multidisciplinary team members and other medical services to manage patients with rheumatic disorders
- Conducts research to enhance the discovery and implementation of optimal treatments for rheumatic disorders

**Occupation****264399 Physicians nec**

This occupation group covers Physicians not elsewhere classified.

Registration or licensing is required.

**Skill level: 1**

**Occupations in this group include:**

- Clinical Allergist
- Clinical Geneticist
- Clinical Immunologist
- Clinical Pharmacologist
- Infectious Diseases Physician
- Occupational Medicine Physician
- Palliative Medicine Physician
- Rehabilitation Medicine Physician
- Sexual Health Physician

**Unit Group**

## 2644 Psychiatrists

Diagnose, assess, treat and prevent mental, emotional and behavioural conditions.

Psychiatric registrars training as Psychiatrists are included in this unit group.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 264431 Psychiatrist

Diagnoses, assesses, treats and prevents mental, emotional and behavioural conditions.

Registration or licensing is required.

Psychiatric registrars training as Psychiatrists are included in this occupation.

**Alternative title**

- Consultant Psychiatrist

**Specialisation**

- Child and Adolescent Psychiatrist

**Skill level: 1****Main tasks**

- Conducts psychiatric assessments and diagnoses mental, emotional and behavioural conditions
- Prescribes and monitors medication, and develops treatment plans for patients, including therapies and rehabilitation programs
- Collaborates with other Health Professionals to provide comprehensive patient care
- Determines the need for involuntary treatment, and handles emergency crisis intervention and hospital admissions
- Assists in managing patients in legal and forensic settings by providing expert opinion to the community, government and courts
- May provide psychotherapy and counselling to individuals or in group sessions

**Unit Group**

## 2645 Resident Medical Officers

Diagnose, treat and prevent human physical and mental disorders and injuries under the supervision of senior Medical Practitioners.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 264531 Resident Medical Officer

Diagnoses, treats and prevents human physical and mental disorders and injuries under the supervision of senior Medical Practitioners.

Registration or licensing is required.

**Specialisation**

- Medical Intern

**Skill level: 1****Main tasks**

- Assists in the diagnosis and treatment of human physical and mental disorders and injuries
- Obtains patients' medical histories, and conducts physical examinations and medical assessments of patients
- Orders and interprets diagnostic tests and investigations for disorders and injuries
- Monitors patients' progress and response to treatment, documents patient records, and coordinates hospital admissions and discharge planning

**Unit Group**

## 2646 Surgeons

Perform surgery to treat and prevent diseases and illnesses, correct deformities, repair injuries, and improve human functioning and appearance.

Medical registrars training as Surgeons are included in this unit group.

Oral and maxillofacial surgeons and podiatric surgeons are excluded from this unit group. Oral and maxillofacial surgeons are included in Occupation 269231 Dental Specialist. Podiatric surgeons are included in Occupation 262531 Podiatrist.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 264631 General Surgeon

Performs surgery to treat diseases and illnesses covering a broad range of medical conditions.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Consults with patients to obtain comprehensive medical histories
- Examines and evaluates patients to determine if surgical treatment of illnesses, conditions and injuries are required, and explains risks to patients
- Requests laboratory tests, X-rays and other diagnostic procedures, and interprets findings
- Performs surgery and procedures in operating theatres and treatment rooms
- Prescribes post-operative care and observes patient progress
- Provides specialist advice to generalist Medical Practitioners or other specialists
- Prescribes medication and recommends preventative action to treat illness or injuries
- Maintains patient records

**Occupation****264632 Cardiothoracic Surgeon**

Performs heart and lung surgery.

Registration or licensing is required.

**Skill level: 1**

**Main tasks**

- Assesses patients' medical conditions and determines the need for cardiothoracic surgery
- Utilises diagnostic tools such as imaging tests, electrocardiograms and blood tests to assess patients' conditions and determine appropriate treatment plans
- Performs surgical procedures on the heart and lungs, including bypass surgery, valve repair or replacement, and oesophagus, trachea and lung transplantation
- Advises and counsels patients and families about patients' conditions, treatment options and recovery

**Occupation**

## 264633 Neurosurgeon

Performs surgery to correct disorders of the brain, spine and nervous system.

Registration or licensing is required.

**Skill level: 1**

### Main tasks

- Assesses patients' medical history and performs physical examinations to diagnose neurological disorders
- Performs surgical procedures such as brain surgery and spinal surgery to correct neurological disorders
- Prescribes treatments and medications following diagnosis of neurological diseases, illness or injuries
- Collaborates with other medical professionals such as Neurologists, therapists and rehabilitation experts

**Occupation****264634 Orthopaedic Surgeon**

Performs surgery to treat muscular and skeletal diseases and injuries.

Registration or licensing is required.

**Skill level: 1**

**Main tasks**

- Consults with patients to diagnose orthopaedic conditions and determines the need for surgical intervention
- Performs surgical procedures to treat musculoskeletal diseases and injuries
- Orders and interprets diagnostic tests, such as X-rays and magnetic resonance imaging (MRI) scans, to aid in diagnosis and treatment planning for muscular and skeletal diseases
- Prescribes treatments and medications following diagnosis of orthopaedic diseases or injuries

**Occupation****264635 Otolaryngologist**

Performs surgery to correct diseases and disorders of the ear, nose and throat.

Registration or licensing is required.

**Alternative titles**

- Ear, Nose and Throat Specialist
- Ear, Nose and Throat Surgeon
- Head and Neck Surgeon
- Otorhinolaryngologist

**Skill level: 1****Main tasks**

- Examines patients and interprets diagnostic test and medical histories to determine the best surgical treatment
- Diagnoses and treats diseases and disorders of the ear, nose and throat
- Performs surgical procedures to correct ear, nose and throat conditions
- Prescribes non-surgical treatments, medications and preventative advice for ear, nose and throat conditions

**Occupation****264636 Paediatric Surgeon**

Provides surgical care and treatment to children from birth, up to and including adolescence.

Registration or licensing is required.

**Skill level: 1**

**Main tasks**

- Examines babies, children and adolescents to determine medical conditions, reviews referrals, and reports on patients' physical conditions and medical histories
- Determines the need for operations, explaining risks to families, and selecting the best operational procedures
- Requests and interprets diagnostic tests, and prescribes treatments and medications
- Performs surgical operations, procedures and transplants, prescribes post-operative care, and observes patients' progress
- Instructs other medical, nursing and associated staff regarding the preparation of patients, and instrument and equipment requirements

**Occupation****264637 Plastic and Reconstructive Surgeon**

Performs surgery to repair and reconstruct muscle and tissue injuries and congenital deformities.

Registration or licensing is required.

**Skill level: 1**

**Main tasks**

- Examines patients' conditions and determines surgical needs
- Performs reconstructive surgery for congenital deformities, and muscle and tissue injuries
- Performs cosmetic surgery and procedures for aesthetic enhancement
- May perform gender affirming surgery

**Occupation****264638 Urologist**

Provides medical and surgical treatment to patients with disorders of the kidney, urinary tract, bladder, urethra and male reproductive system.

Registration or licensing is required.

**Alternative title**

- Urological Surgeon

**Skill level: 1****Main tasks**

- Diagnoses patients with kidney, urinary tract, bladder, urethra and male reproductive system disorders
- Performs surgical procedures and non-surgical treatments for urological conditions
- Conducts physical examinations and diagnostic tests to assess patients' urological health
- Provides guidance, support and education to patients regarding urological conditions and treatment options
- Provides post-operative care, and monitors and evaluates the progress of patients undergoing urological treatment
- Collaborates with other Health Professionals to develop comprehensive treatment plans for patients

**Occupation****264641 Vascular Surgeon**

Performs surgery to treat patients with conditions affecting their arteries and veins.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Assesses patients to determine the nature of diseases and problems within the vascular system, and diagnose vascular conditions
- Requests laboratory and diagnostic tests to diagnose the extent of the vascular disease
- Performs surgical procedures to repair or remove blockages in arteries and veins, such as angioplasty, bypass surgery and endarterectomy
- Performs non-invasive procedures such as cosmetic treatment of veins

**Unit Group**

## 2649 Other Medical Practitioners

This unit group covers Medical Practitioners not elsewhere classified. It includes Dermatologists, Emergency Medicine Specialists, Obstetricians and Gynaecologists, Ophthalmologists, Pathologists, Radiation Oncologists and Radiologists.

Medical registrars training in these specialties are included in this unit group.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 264931 Dermatologist

Provides diagnostic, treatment and preventative medical services related to disorders of the human skin.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Examines patients to diagnose and treat skin disorders
- Prescribes and administers medications to treat and prevent skin conditions
- Reviews referrals and reports on patients' general physical condition, reactions to medications, and medical histories
- Performs surgical procedures such as biopsies, removal of lesions, and laser or light therapy
- Provides advice and education to patients regarding skin care and managing conditions
- Provides specialist advice to other Medical Practitioners or specialists, and refers patients where necessary

**Occupation**

## 264932 Emergency Medicine Specialist

Provides diagnostic medical services and manages patients with acute and urgent illness and injury.

Registration or licensing is required.

**Alternative title**

- Emergency Physician

**Skill level: 1****Main tasks**

- Examines and assesses patients with acute and urgent illness or injury
- Requests laboratory tests, X-rays and other diagnostic procedures, and interprets the results
- Provides safe and immediate care to resuscitate and stabilise patients, and manage their conditions
- Performs various life-saving procedures in operating and procedure rooms
- Refers patients to, and exchanges medical information with, relevant Medical Practitioners
- Monitors patients' progress and response to treatment, and documents patient records
- May participate in emergency responses and disaster management activities

**Occupation****264933 Obstetrician and Gynaecologist**

Provides diagnostic, treatment and preventative medical and surgical services related to the care of women and their babies during pregnancy and childbirth, and to disorders of the female genital, urinary, rectal and reproductive organs.

Registration or licensing is required.

**Skill level: 1**

**Main tasks**

- Provides prenatal care and monitors the health of pregnant women and their babies throughout pregnancy, labour and delivery
- Diagnoses and treats medical conditions and disorders related to pregnancy, childbirth and the female reproductive system
- Performs surgical procedures related to the female reproductive system and provides post-operative care
- Performs diagnostic tests and conducts periodic examinations to detect and prevent gynaecological disorders
- Interprets medical imaging results of female pelvic organs, and of pregnant women and their babies
- Provides guidance to patients on family planning and reproductive issues

**Occupation**

## 264934 Ophthalmologist

Provides diagnostic, treatment and preventative medical and surgical services related to diseases, injuries and deficiencies of the human eye and associated structures.

Registration or licensing is required.

### Alternative titles

- Eye Specialist
- Eye Surgeon

### Skill level: 1

### Main tasks

- Conducts comprehensive eye examinations to assess eye health, and diagnose and treat eye conditions
- Prescribes and administers medications and treatment for eye diseases and injuries
- Performs surgical procedures on the eye such as cataract removal or laser eye surgery
- Orders and interprets diagnostic tests and collaborates with other Health Professionals to manage patients' overall health
- Prescribes and fits corrective lenses such as glasses or contact lenses

**Occupation**

## 264935 Pathologist

Identifies the cause and processes of disease and illness by examining changes in body tissue and in blood and other body fluids, and conducts tests on samples of tissues, blood and body secretions.

Registration or licensing is required.

### Specialisations

- Anatomical Pathologist
- Forensic Pathologist
- Immunologist

### Skill level: 1

#### Main tasks

- Analyses specimens of tissues, blood and other body fluids to diagnose diseases and conditions, and advises on treatment options
- Collaborates with other Health Professionals to interpret test results and develop treatment plans, and monitors patient progress
- Performs autopsies to determine the cause of death and provide information for legal and medical purposes
- Advises clinicians on appropriate tests for the investigation of clinical problems, and provides clinical guidance to other Health Professionals

**Occupation**

## 264936 Radiation Oncologist

Investigates, diagnoses and treats patients with cancer using radiation therapy for both curative and palliative purposes.

Registration or licensing is required.

Gynaecological oncologists, Medical Oncologists and surgical oncologists are excluded from this occupation. Gynaecological oncologists are included in Occupation 264933 Obstetrician and Gynaecologist. Medical Oncologists are included in Occupation 264338 Medical Oncologist. Surgical oncologists are included in Occupation 264631 General Surgeon.

**Skill level: 1**

**Main tasks**

- Examines patients to determine the nature and extent of disease after referral from general medical practitioners and other medical specialists
- Provides patient-centred plans and prescribes radiation to treat cancer
- Oversees radiation treatment and assesses treatment progress
- Manages side effects and symptoms of radiation
- Participates in multidisciplinary team meetings to develop treatment plans for complex cases

**Occupation****264937 Radiologist**

Diagnoses, monitors and treats injuries and illnesses using various medical imaging techniques, such as X-ray, angiography, fluoroscopy, mammography, ultrasound, computed tomography (CT), magnetic resonance imaging (MRI), nuclear medicine and bone densitometry. Registration or licensing is required.

**Specialisations**

- Diagnostic Radiologist
- Interventional Radiologist
- Nuclear Medicine Physician

**Skill level: 1****Main tasks**

- Performs and interprets diagnostic imaging to identify, monitor and treat diseases, illnesses, injuries and disorders
- Prepares comprehensive reports, documenting medical image analyses and diagnoses
- Consults with referring physicians and other health practitioners to discuss patient diagnoses and treatment plans
- Monitors patients during and after medical imaging procedures to ensure their safety and comfort
- Supervises and directs medical imaging and radiology technologists to ensure medical imaging is performed correctly and safely
- Performs minimally invasive procedures such as biopsies and stent placements

**Occupation****264999 Medical Practitioners nec**

This occupation group covers Medical Practitioners not elsewhere classified.

Registration or licensing is required.

**Skill level: 1**

**Occupations in this group include:**

- Sports Physician

**Minor Group**

## 265 Midwifery and Nursing Professionals

Provide care to mothers and their babies, people in aged care, community, welfare, hospitals, and other health care settings, provide clinical education to midwives and nurses, conduct research into clinical nursing practice, and manage health service units and sub-units that provide nursing and midwifery care.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

### 2651 Midwives

Provide 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.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

#### 265131 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.

Registration or licensing is required.

**Alternative title**

- Registered Midwife

**Specialisations**

- Clinical Midwife
- Clinical Midwife Consultant
- Endorsed Midwife
- Midwife Specialist

**Skill level: 1****Main tasks**

- Provides antenatal care to pregnant women, including physical examinations, monitoring of foetal development, and providing advice on nutrition and exercise
- Assists women during labour and childbirth, monitoring the progress of labour, and providing pain relief measures and medical interventions
- Provides postnatal care to women and newborns, including monitoring their health, providing lactation support and assisting with newborn care
- Educates and advises women and their families on pregnancy, childbirth and newborn care, promoting informed decision-making
- Identifies complications, and refers and collaborates with other Health Professionals to ensure comprehensive care for women and babies

**Unit Group**

## 2652 Nurse Educators and Researchers

Provide clinical and theoretical education to nurses and Midwives, promote professional development, and conduct research into nursing practices.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 265231 Nurse Educator

Designs, plans, implements and evaluates the delivery of nursing education and staff development programs, and manages educational resources.

Registration or licensing is required.

**Alternative titles**

- Clinical Nurse Educator
- Clinical Nurse Facilitator
- Staff Development Nurse

**Skill level: 1****Main tasks**

- Plans and organises the delivery of nursing education programs for nursing students
- Implements nursing education programs, including developing curriculum, teaching materials and assessment tools
- Designs nursing education programs based on the needs of the target audience
- Evaluates the effectiveness of nursing education programs and makes improvements as required
- Manages educational resources, including budgeting, procurement and maintenance of equipment and materials
- May focus on general nursing topics or specialise in a particular area of nursing

**Occupation****265232 Nurse Researcher**

Designs, conducts and evaluates nursing and interdisciplinary research projects, and promotes the implementation of research findings into clinical nursing practice.

Registration or licensing is required.

**Skill level: 1**

**Main tasks**

- Designs and conducts research projects in nursing and related disciplines
- Evaluates the effectiveness and impact of nursing research projects
- Develops research protocols and methodologies for nursing research studies
- Collects and analyses data from research studies
- Disseminates nursing research findings through publications and presentations
- Promotes the integration of research findings into clinical nursing practice
- Provides guidance and support to nurses in implementing evidence-based practice

**Unit Group**

## 2653 Nursing and Midwifery Unit Managers

Manage health service units and sub-units of hospitals and community health care facilities to enable the provision of safe, cost-effective nursing and midwifery care.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 265331 Nursing / Midwifery Unit Manager

Manages a health service unit or sub-unit of a hospital or community health care facility to enable the provision of safe, cost-effective nursing or midwifery care.

Registration or licensing is required.

**Alternative title**

- Associate Nurse Manager

**Skill level: 1****Main tasks**

- Determines objectives, strategies, policies and programs for the unit or health care facility, ensuring compliance with relevant regulations
- Provides management, education and training to staff, implementing advancements in nursing/midwifery practices
- Manages financial resources for the unit or facility and the provision of cost-effective nursing/midwifery care
- Monitors and evaluates the quality and clinical standards of nursing/midwifery care
- Collaborates with other Health Professionals to ensure coordinated patient care
- Recruits and rosters staff to meet the needs of the unit or health care facility

**Unit Group**

## 2654 Registered Nurses

Provide nursing care to people in aged care, community, welfare, hospital and other health care settings.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 265431 Nurse Practitioner

Provides advanced and extended nursing care to people as authorised in relevant nursing legislation, in a range of health, welfare and community settings.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Assesses and diagnoses people's health conditions and needs
- Orders and interprets diagnostic tests and investigations
- Prescribes and administers medications and treatments independently, within the scope of nursing practice
- Develops and implements patient care plans and management strategies
- Provides education and guidance to people and their families on health promotion, disease prevention and self-care
- Refers patients to specialist Medical Practitioners and other Health Professionals for further assessment and treatment
- Evaluates and monitors peoples' responses to treatments and interventions
- Maintains accurate and up-to-date patient records and documentation

**Occupation**

## 265432 Registered Nurse (Acute Care)

Plans, coordinates and provides nursing care and services to people in a hospital setting or as part of a retrieval service.

Registration or licensing is required.

### Specialisations

- Registered Nurse (Critical Care)
- Registered Nurse (Emergency)
- Registered Nurse (Intensive Care)
- Registered Nurse (Medical/Surgical)
- Registered Nurse (Paediatrics)
- Registered Nurse (Perioperative)
- Registered Nurse (Rehabilitation)

### Skill level: 1

### Main tasks

- Develops and implements nursing care plans to provide direct clinical care in a hospital setting
- Assesses and monitors the condition of people, and prepares people for surgery or treatment
- Administers and monitors medication and fluids
- Assists with diagnostic tests and procedures, as well as interpreting test results and reports
- Provides emotional support and comfort to people and their families
- Educates people and their families about health conditions and treatment options
- Maintains accurate and up-to-date records of patient information, including vital signs, medications and treatments
- Responds to emergency situations, and provides immediate care and interventions
- May operate and monitor specialised medical equipment such as ventilators and cardiac monitors

**Occupation**

## 265433 Registered Nurse (Aged Care)

Provides nursing care to the elderly in community settings, aged care homes, retirement villages and health care facilities.

Registration or licensing is required.

### Specialisation

- Registered Nurse (In-home Aged Care)

### Skill level: 1

#### Main tasks

- Assesses the health needs of elderly patients and develops individualised care plans
- Administers medications and treatments as prescribed by health care professionals
- Monitors and records vital signs such as blood pressure and heart rate
- Assists elderly patients with activities of daily living, such as bathing, dressing and eating
- Provides emotional support and companionship to elderly patients
- Collaborates with other Health Professionals to coordinate and manage patient care
- Educates elderly patients and their families on health promotion and disease prevention
- Performs wound care and dressing changes
- Assists in the management of chronic conditions such as diabetes and hypertension
- Responds to emergencies and provides immediate medical assistance when necessary

**Occupation**

## 265434 Registered Nurse (Mental Health)

Provides nursing care and services to people with mental health illness, disorder and dysfunction, and those experiencing emotional difficulties, distress and crisis in health, welfare and aged care facilities, correctional services and the community.

Registration or licensing is required.

### Specialisations

- Registered Nurse (Child and Adolescence Mental Health)
- Registered Nurse (Drug and Alcohol)
- Registered Nurse (Psychiatric Rehabilitation)
- Registered Nurse (Psychogeriatric Care)

### Skill level: 1

#### Main tasks

- Assesses and monitors the mental health status of people
- Develops and implements individualised care plans for people with mental health issues
- Administers medications and treatments as prescribed by health care professionals
- Provides emotional support to people and their families
- Assists people in developing coping skills and managing their mental health conditions
- Educates people and their families about mental health conditions and treatment options
- Evaluates the effectiveness of interventions and adjusts care plans accordingly
- Documents patient information and maintains accurate medical records

**Occupation**

## 265435 Registered Nurse (Primary Health Care)

Provides nursing care and services to people in community settings (outside of a hospital), including primary care practices and general practice.

Registration or licensing is required.

Aged care registered nurses and mental health registered nurses are excluded from this occupation. Aged care registered nurses are included in Occupation 265433 Registered Nurse (Aged Care). Mental health registered nurses are included in Occupation 265434 Registered Nurse (Mental Health).

### Specialisations

- Registered Nurse (Child and Family Health)
- Registered Nurse (Community Health)
- Registered Nurse (Disability)
- Registered Nurse (Health Education and Promotion)
- Registered Nurse (Practice Nurse)
- Registered Nurse (Public Health)
- Registered Nurse (School Nurse)

### Skill level: 1

#### Main tasks

- Assesses the health needs of individuals, families and groups in the wider community
- Develops and implements nursing care plans based on individual needs and health goals
- Provides health guidance and education to individuals, families and groups
- Conducts health screenings and assessments to identify potential health issues
- Administers medications and treatments as prescribed
- Monitors and evaluates patient progress, and adjusts care plans as needed
- Maintains accurate and up-to-date patient records and documentation
- May provide acute care outside of a hospital setting

**Occupation**

## 265499 Registered Nurses nec

This occupation group covers Registered Nurses not elsewhere classified.

Registration or licensing is required.

**Skill level:** 1

**Occupations in this group include:**

- Breast Care Nurse
- Cosmetic Nurse
- Fertility/IVF Nurse
- Nursing Officer (Defence Forces)
- Occupational Health Nurse
- Remote Area Nurse

**Minor Group**

## 269 Miscellaneous Health Professionals

This minor group covers Health Professionals not elsewhere classified. It includes Dental Hygienists, Prosthetists and Therapists, Dentists and Dental Specialists, Environmental Health and Health Promotion Officers, Paramedic Professionals, and Veterinarians and Veterinary Technologists.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## 2691 Dental Hygienists, Prosthetists and Therapists

Assess, diagnose, treat and manage patients with oral health disease and removable dental prostheses, prevent oral disease and promote healthy oral behaviours.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 269131 Dental Hygienist

Assesses, diagnoses, treats, manages and educates to prevent oral disease, and promotes healthy oral behaviours. This may include non-surgical periodontal or gum treatment, preventative services and other oral care.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Assesses, diagnoses, treats, manages and records patients' oral health status
- Performs dental cleaning to remove plaque and calculus from teeth
- Applies fluoride treatments and dental sealants
- Takes dental radiographs (X-rays) to assist in diagnosis
- Provides oral hygiene instructions and education to patients
- Performs non-surgical periodontal therapy (scaling and root planing) to treat gum disease
- Collaborates with other dental practitioners to ensure optimal patient care

**Occupation**

## 269132 Dental Prosthetist

Assesses, treats and manages patients for patient-removable prostheses, including implant-retained overdentures and flexible mouthguards for sport.

Registration or licensing is required.

**Alternative title**

- Clinical Dental Technician

**Skill level: 1****Main tasks**

- Assesses, treats and provides removable dentures and dental appliances to patients
- Consults with patients to determine their dental prosthetic needs
- Designs, constructs, fits, adjusts and repairs dentures and mouthguards according to patient specifications
- Takes impressions and records of mouths for the manufacture of splints, stents, sleep apnoea or anti-snoring devices, and immediate dentures
- Provides advice and education on proper care and maintenance of dentures and mouthguards
- Collaborates with other dental practitioners to ensure optimal patient care

**Occupation**

## 269133 Oral Health Therapist or Dental Therapist

Assesses, diagnoses, treats, manages and prevents oral health disease, and promotes positive oral health among individuals and the community.

Registration or licensing is required.

**Skill level: 1**

### Main tasks

- Assesses, diagnoses, treats, manages and prevents oral health disease for patients of all ages
- Provides preventive dental care including oral hygiene instruction, fluoride treatments and sealant application
- Performs non-surgical treatment of gum diseases
- Supports orthodontic procedures
- Performs routine dental procedures such as cleaning and polishing teeth
- Provides education and information to promote positive oral health
- Takes dental radiographs (X-rays) and interprets the results
- Provides restorative dental care including fillings and children's crowns
- Collaborates with other dental practitioners to ensure optimal patient care

**Unit Group**

## 2692 Dentists and Dental Specialists

Diagnose and treat dental disease, restore normal oral function using a broad range of treatments such as surgery and other specialist techniques, and advise on oral health.

Oral and maxillofacial surgeons are included in this unit group.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 269231 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.

Registration or licensing is required.

**Specialisations**

- Endodontist
- Oral and Maxillofacial Surgeon
- Oral Pathologist
- Orthodontist
- Paedodontist
- Periodontist
- Prosthodontist

**Skill level: 1****Main tasks**

- Examines patients' teeth, gums and related facial structures to diagnose and treat complex dental conditions caused by injuries, decay or malformations of the teeth and mouth
- Performs and interprets dental radiographs (X-rays) and other diagnostic tests
- Prescribes medications and administers anaesthesia to patients as necessary
- Collaborates with other dental professionals to develop treatment plans, explain them to patients, and monitor progress
- May surgically remove teeth or tumours, and perform restorative and cosmetic oral and maxillofacial surgery on patients
- May use specialised techniques to make dental prostheses and orthodontic devices for aesthetic and functional correction

**Occupation****269232 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 dentofacial structures using surgery and other techniques.

Registration or licensing is required.

**Alternative title**

- Dental Surgeon

**Skill level: 1****Main tasks**

- Examines patients' teeth and mouths to diagnose and treat dental diseases, injuries or decay
- Performs routine dental surgeries and other procedures, such as fillings and crowns, to treat dental conditions
- Restores and replaces missing or damaged teeth
- Performs cosmetic dental procedures to improve the appearance of patients' teeth
- Prescribes medications and administers local anaesthesia to patients as necessary
- Educates patients on proper oral hygiene and preventive dental care
- Refers patients with complex issues to Dental Specialists for specialised treatment
- May conduct surgical procedures such as tooth extractions or root canals

**Unit Group**

## 2693 Environmental Health and Health Promotion Officers

Develop, enforce and evaluate environmental health policies, programs and strategies, and assist health and community groups to improve the health of individuals and the community.

Policy Analysts are excluded from this unit group. Policy Analysts are included in Occupation 223332 Policy Analyst.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 269331 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.

Registration or licensing may be required.

**Specialisations**

- Food Safety Auditor
- Food Safety Officer

**Skill level: 1****Main tasks**

- Develops, implements and reviews environmental health management plans
- Prepares and implements plans and strategies for the safe, economic and suitable disposal of commercial, industrial, medical and household wastes
- Advises on and enforces environmental health legislation
- Implements prevention programs and strategies for communicable diseases, food safety, wastewater treatment and disposal systems, recreation and domestic water quality, and any contaminated or hazardous substances
- Conducts inspections and investigations for legislative compliance with environmental health standards
- Provides advice on environmental health issues

**Occupation**

## 269332 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.

Registration or licensing may be required.

Diabetes Educators are excluded from this occupation. Diabetes Educators are included in Occupation 263933 Diabetes Educator.

### Alternative titles

- Community Health Worker
- Health Educator

### Skill level: 1

#### Main tasks

- Develops communication objectives in relation to health issues
- Identifies the audience most at need or at risk and establishes the most appropriate method to reach that audience
- Undertakes research to make sure that data is correct and current
- Writes material and sets up displays to assist in the promotion of health issues
- Gives presentations to community groups on health issues to increase public awareness
- May work in conjunction with other organisations or government departments

**Unit Group**

## 2694 Paramedic Professionals

Assess, diagnose, treat and provide specialised health care and life support treatments for patients in a range of settings, including medical emergencies and situations requiring critical care and extended care in an out-of-hospital environment.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 269431 Critical Care Paramedic

Provides specialised health care to critically ill or critically injured persons in an out-of-hospital environment.

Registration or licensing is required.

**Alternative title**

- Intensive Care Paramedic

**Specialisation**

- Flight/Rescue Paramedic

**Skill level: 1****Main tasks**

- Attends accidents, emergencies and requests for medical assistance when there is an immediate risk to life
- Assesses health of critically ill patients, need for assistance, specialised needs, and factors affecting patients' conditions
- Conducts diagnostic tests and interprets results to aid in patient assessment
- Administers emergency medical treatment and life support interventions to stabilise patients
- Monitors and manages critically ill patients' vital signs and responses to treatment
- Resuscitates and defibrillates patients and operates life-support equipment
- Prepares written reports on the state of critically ill patients' injuries and treatment

**Occupation****269432 Paramedic**

Assesses, diagnoses, treats and provides specialised health care and life support treatment for patients in a range of settings, including medical emergencies, in an out-of-hospital environment.

Registration or licensing is required.

Critical Care Paramedics are excluded from this occupation. Critical Care Paramedics are included in Occupation 269431 Critical Care Paramedic.

**Skill level: 1**

**Main tasks**

- Attends accidents and medical emergencies
- Assesses, manages, diagnoses and treats patients with life-threatening and non-life-threatening injuries and conditions, on site and on the way to the hospital
- Documents and provides medication to assist in treating patient symptoms
- Prepares reports on the state of patients' injuries and treatment provided
- Briefs other medical staff on patients' conditions and vitals
- Performs resuscitation and uses life support equipment such as a defibrillator, to revive and stabilise patients
- May transport sick and injured patients to health care facilities
- May attend public gatherings where medical help may be needed, such as sporting or community events

**Unit Group**

## 2695 Veterinarians and Veterinary Technologists

Carry out diagnostic procedures used in the medical care of animals, and diagnose, treat and prevent animal diseases, ailments and injuries.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 269531 Veterinarian

Diagnoses, treats and prevents animal diseases, ailments and injuries.

Registration or licensing is required.

**Alternative title**

- Veterinary Surgeon

**Specialisation**

- Veterinary Pathologist

**Skill level: 1****Main tasks**

- Examines animals to diagnose diseases, ailments and injuries
- Prescribes and administers medications and treatments to animals
- Performs surgeries and other medical procedures on animals
- Provides preventive care such as vaccinations and parasite control
- Advises animal owners on proper care and nutrition for their pets
- Conducts laboratory tests and interprets the results
- Euthanises animals when necessary and supports grieving owners
- Maintains accurate and up-to-date medical records for animals

**Occupation**

## 269532 Veterinary Technologist

Performs diagnostic procedures used in the medical care of animals, and monitors their health and wellbeing to support the work of veterinary, medical and other scientists.

Registration or licensing may be required.

Life Science Technicians are excluded from this occupation. Life Science Technicians are included in Occupation 311535 Life Science Technician.

### Alternative titles

- Animal Technician
- Veterinary Technician

### Skill level: 1

### Main tasks

- Triage sick or injured animals in a variety of environments such as veterinary clinics, farms or zoos
- Administers anaesthesia to animals in preparation for surgery, and monitors them throughout the procedure
- Obtains and tests animal blood, urine and faecal samples
- Performs animal tests including X-rays, laparoscopes, endoscopes, CT scans and dental procedures
- Provides post-operative care instructions to animal carers
- Monitors animals and records their behaviour and vital signs to ensure complete records of their care

**Unit Group**

## 2699 Other Health Professionals

This unit group covers Health Professionals not elsewhere classified. It includes Acupuncturists, Chinese Medicine Practitioners and Naturopaths.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 269931 Acupuncturist

Treats disorders and illnesses by stimulating the body's defence mechanisms through inserting fine needles into the skin.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Assesses clients' health conditions and determines appropriate acupuncture treatments
- Consults with clients to gather information about their medical history and symptoms
- Inserts fine needles into specific points on the body to stimulate the body's natural healing processes
- Monitors clients' progress and adjusts treatment plans as necessary, and educates clients on the benefits and potential risks of acupuncture treatments
- Provides advice and guidance to clients on lifestyle changes and self-care techniques
- Collaborates with other health care professionals to provide holistic care to clients

**Occupation**

## 269932 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.

Registration or licensing is required.

**Alternative title**

- Traditional Chinese Medicine Practitioner

**Specialisation**

- Chinese Herbalist

**Skill level: 1****Main tasks**

- Assesses patients' health conditions and imbalances of energy flows through the body
- Develops treatment plans based on the assessment of the whole person
- Administers acupuncture to stimulate specific points on the body
- Prescribes and prepares Chinese herbal medicine for patients
- Performs massage techniques to promote relaxation and improve energy flow
- Provides dietary advice and recommends specific foods to support healing
- Guides patients in exercise and breathing therapy to enhance overall wellbeing

**Occupation**

## 269933 Naturopath

Treats clients using a system based on traditional naturopathic philosophies and principles through employing various tools and techniques, such as diet and lifestyle education, nutrition, herbal medicine and other practices.

**Skill level:** 1

### Main tasks

- Completes detailed assessments to determine factors contributing to clients' states of health, including obtaining case histories, physical examinations, laboratory testing, and tongue and pulse diagnoses
- Categorises and determines the underlying causes of clients' symptoms, along with clients' capacity for improved health
- Employs a range of therapies and practices, including nutritional advice, herbal medicines, lifestyle counselling, hydrotherapy and naturopathic physical medicine, to meet individual treatment goals
- Prioritises non-invasive or non-pharmacological interventions and preventive care
- Monitors clients' progress and adjusts treatment plans as necessary

**Occupation****269999 Health Professionals nec**

This occupation group covers Health Professionals not elsewhere classified.

**Skill level:** 1

**Occupations in this group include:**

- Dermal Clinician
- Herbalist (Western)
- Homeopath

**Sub-major Group**

## 27 ICT Professionals

Perform analytical, conceptual and practical tasks that support the efficient and secure provision of ICT services to government, commercial and industrial organisations, and individuals.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

## 271 Cyber Security Professionals and Database and Systems Administrators

Design, develop, install, test and maintain cyber security and database standards, guidelines, software and systems.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## 2711 Cyber Security Professionals

Develop and implement cyber security standards and guidelines, develop and install cyber security software and systems, conduct risk and security control assessments, analyse and address vulnerabilities in digital infrastructure, and respond to cyber security incidents.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 271131 Cyber Governance Risk and Compliance Specialist

Leads the governance, risk and compliance for cyber security.

**Skill level: 1****Main tasks**

- Develops, implements and measures cyber security policies, procedures and guidelines to comply with regulatory requirements and industry best practices
- Manages a risk management program, including risk assessments, risk mitigation plans and risk reporting
- Conducts regular security audits to identify potential security gaps and areas for improvement
- Provides guidance and training to employees on cyber security awareness, best practices and incident response procedures
- Develops and defines system classification requirements to ensure implementation of security controls and risk mitigation efforts are prioritised
- Conducts compliance assessments to ensure that regulatory and legal requirements related to cyber security are being met

**Occupation**

## 271132 Cyber Security Advice and Assessment Specialist

Conducts risk and security control assessments, interprets security policies, contributes to the development of standards and guidelines, reviews information system designs, provides guidance on security strategies to manage identified risks, provides specialist advice and explains systems security, strengths and weaknesses.

**Alternative titles**

- Cyber Security Adviser
- Cyber Security Consultant
- ICT Security Adviser
- ICT Security Consultant

**Skill level: 1****Main tasks**

- Conducts risk and security control assessments and vulnerability testing to identify potential security risks and weaknesses in an organisation's cyber security policies
- Provides specialist advice and guidance on security strategies to manage identified risks and vulnerabilities
- Develops and implements security policies, procedures, and standards and guidelines to help organisations maintain a strong security position
- Undertakes investigations and reports on security incidents, and guides the refinement of practices and processes that increase the detection of security related incidents
- Assists in root cause analysis of security incidents and breaches to determine the extent of the damage, and recommend remedial actions
- Develops metrics to highlight the impact of cyber security risks on business processes and information assets
- Aligns and coordinates internal and external audit activities and security assessment engagements

**Occupation**

## 271133 Cyber Security Analyst

Analyses and assesses vulnerability in infrastructure (software, hardware and networks), investigates available tools and countermeasures to remedy detected vulnerabilities, and recommends solutions and best practices. Analyses and assesses damage to data/infrastructure as a result of security incidents, examines available recovery tools and processes, and recommends solutions.

**Alternative titles**

- ICT Security Analyst
- Information Security Analyst

**Specialisations**

- Cyber Security Researcher or Vulnerability Researcher
- Cyber Security Vulnerability Assessor
- Cyber Threat Analyst
- Malware Analyst

**Skill level: 1****Main tasks**

- Performs assessments on systems, networks and applications to identify and prioritise potential security risks
- Coordinates, analyses and investigates security risk incidents and breaches to determine the root cause, and develops mitigation controls and strategies
- Conducts research on cyber threats and weaknesses to develop and maintain knowledge of the cyber threat landscape
- Develops and executes threat intelligence strategies for future threats and protects against potential attacks
- Conducts risk assessments to identify security loopholes and weaknesses in IT systems
- Conducts malware analysis to identify and mitigate potential threats to systems and networks
- Analyses alerts and data from security products, web proxies, network security devices, and vulnerable scan and management systems

**Occupation**

## 271134 Cyber Security Architect

Designs a security system or major components of a security system, and may head a security design team building a new security system.

**Alternative titles**

- Enterprise Security Architect
- ICT Security Architect

**Skill level: 1****Main tasks**

- Develops and implements cyber security strategy and architecture
- Designs and maintains security controls and processes to protect systems, networks and data
- Reviews system security measures, and recommends and implements enhancements
- Collaborates with other ICT and business departments to align security measures with security standards, policies and regulations
- Stays updated on cyber security threats, and recommends new security technology and strategy improvements
- Implements new cyber security solutions and technologies
- Provides guidance to ICT staff on security best practices
- Develops and maintains cyber security reference architecture for consistent security controls
- Implements incident response and disaster recovery plans

**Occupation**

## 271135 Cyber Security Engineer

Designs, develops, modifies, documents, tests, implements, installs and supports cyber security software applications and systems to ensure they are fully integrated.

**Alternative titles**

- ICT Security Engineer
- Information Security Engineer

**Skill level: 1****Main tasks**

- Develops, implements and integrates secure coding practices, and conducts security testing and vulnerability assessments for software and systems
- Collaborates with developers to identify and remediate security issues
- Develops and implements secure software development lifecycle processes and methodologies
- Integrates security controls into development processes
- Participates in code reviews and provides security guidance
- Assesses security of third-party software components and libraries used in software and applications
- Develops and implements secure application programming interfaces and libraries for use in software and applications
- Performs code analysis scan on software binaries

**Occupation**

## 271136 Cyber Security Operations Coordinator

Leads the coordination and response to complex cyber security incidents and hunt investigations, manages tasks across various teams for incident response and hunt operations, advises leadership on current operational collaborations, contributes toward strategic planning, facilitates incident response engagements, and assesses technical information to develop key messaging.

**Alternative titles**

- Cyber Security Operations Manager
- ICT Security Administrator

**Specialisation**

- Cyber Security Incident Responder

**Skill level: 1****Main tasks**

- Leads the investigation and response to cyber security incidents and hunts, including containment, mitigation and recovery activities
- Analyses security risks and vulnerabilities, and implements security plans
- Performs threat management and modelling to identify threat vectors and develop cases for security modelling
- Coordinates with other teams to maintain the security of systems and information
- Assists in security awareness training for staff
- Manages the collection, preservation and analysis of forensic evidence
- Implements technical controls that align with security strategies and security architecture

**Occupation**

## 271137 Penetration Tester

Creates test cases using in-depth technical analysis of risks and typical vulnerabilities, and produces test scripts, materials and packs to test new and existing software or services. Plans, coordinates and conducts cyber threat emulation activities in support of certification, accreditation and operational priorities to verify deficiencies in technical security controls.

**Alternative title**

- Ethical Hacker

**Skill level: 1****Main tasks**

- Develops and executes penetration testing methodologies and strategies to identify weaknesses in security controls
- Creates test cases using in-depth technical analysis of risks and typical vulnerabilities
- Produces test scripts, materials and packs to test new and existing software or services for vulnerabilities
- Plans, coordinates and conducts cyber threat emulation activities to verify deficiencies in technical security controls, and provides recommendations for remediation
- Identifies vulnerability exploitations and potential attack vectors into a system, and analyses vulnerability scan results to assess security loopholes and threats
- May conduct phishing attacks or other tests to evaluate the effectiveness of security awareness training

**Unit Group**

## 2712 Database and Systems Administrators

Design, develop, install and maintain operating systems, software and server hardware to support secure and reliable database management systems.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 271231 Database Administrator

Plans, designs, configures, maintains and supports an organisation's database management system in accordance with user requirements, ensuring optimal database integrity, security, backup, reliability and performance.

Database developers are excluded from this occupation. Database developers are included in Occupation 273333 Software Engineer.

**Alternative titles**

- DBA
- ICT Database Manager

**Specialisation**

- ICT Database Analyst

**Skill level: 1****Main tasks**

- Designs and implements database structures to optimise system performance and data storage efficiency
- Monitors and optimises database performance using various techniques such as indexing and fine-tuning queries
- Implements and maintains security protocols to protect databases from unauthorised access or breaches
- Performs regular data backups and recovery tasks to ensure data integrity and availability
- Coordinates database updates and migrations, including database software installation, configuration and patch management
- Develops disaster recovery plans to protect data from any potential loss or corruption

**Occupation**

## 271232 Systems Administrator

Plans, develops, installs, troubleshoots, maintains and supports an operating system and associated server hardware, software and databases, ensuring optimum system integrity, security, backup and performance.

**Alternative title**

- ICT Systems Manager

**Skill level: 1****Main tasks**

- Installs, configures and maintains server hardware, software, operating systems and databases infrastructure
- Diagnoses and resolves hardware, software and network connectivity issues to ensure uninterrupted system operation
- Conducts regular system backups and recovery procedures, ensuring data safety and integrity
- Facilitates IT infrastructure changes through change management processes, in accordance with organisational protocols
- Provides system related technical support and guidance to end users
- Manages user accounts, permissions and security policies to ensure data security and compliance with regulations

**Minor Group**

## **272 ICT Network and Testing Professionals**

Research, analyse, plan, design, install, monitor, test and maintain ICT and telecommunications systems and networks to support the needs of organisations and individuals.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

### **2721 ICT Network Professionals**

Analyse and recommend strategies for network architecture and development, implement, manage, maintain and configure network hardware and software, monitor and optimise network performance, and troubleshoot and provide user support.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

#### **272131 ICT Network and Systems Engineer**

Designs, implements, monitors and maintains computer networks, systems and infrastructure, and takes responsibility for configuration, installation and maintenance of computer hardware and software. Develops, documents and implements project plans and procedures, including for network security. Develops testing procedures, performs audits on computer hardware, software, networks, systems and infrastructure, and provides technical support where required.

Cloud Engineers and Network Architects are excluded from this occupation. Cloud Engineers are included in Occupation 273331 Cloud Engineer. Network Architects are included in Occupation 272133 Network Architect.

**Specialisations**

- ICT Infrastructure Engineer
- ICT Network Engineer
- ICT Systems Integrator
- Network Analyst

**Skill level: 1****Main tasks**

- Builds, implements, monitors and maintains computer networks and systems
- Researches, analyses, manages and monitors network infrastructure
- Ensures the ongoing performance of networks and systems
- Develops and modifies software and network programs through use of programming code
- Configures, installs and maintains computer hardware and software
- Develops and documents project plans and procedures regarding system configuration, incident resolutions, and system and network maintenance
- Plans, develops and implements network security measures, policies and procedures
- Develops testing procedures and audits computer hardware, software, networks and systems
- Provides technical support to resolve computer network and system issues

**Occupation**

## 272132 Network Administrator

Installs and maintains hardware and software, implements, monitors and optimises network environments and infrastructure, documents diagnosis and resolution of network-related incidents, manages network security, and attends to other operational tasks. May also perform tasks such as help desk technical support and user training.

**Alternative titles**

- Network Specialist
- Network Support

**Skill level: 1****Main tasks**

- Monitors, maintains and optimises network environments and infrastructure
- Coordinates, installs and maintains computer software and hardware
- Implements, maintains, improves and audits security measures to ensure network security
- Troubleshoots and provides technical support for network-related incidents
- Reviews and updates policies, procedures and documentation relating to network design, infrastructure and security
- Coordinates backup management of all local resources to prevent loss of information

**Occupation**

## 272133 Network Architect

Designs, plans, implements and optimises network infrastructure. Develops and maintains network-related documentation, collaborates with clients to create network designs, evaluates network hardware and software for selection, and drives automation of network processes. May also engage in resolution of critical network incidents.

Network Analysts are excluded from this occupation. Network Analysts are included in Occupation 272131 ICT Network and Systems Engineer.

**Alternative title**

- Network Designer

**Skill level: 1****Main tasks**

- Designs, plans, implements and optimises network architecture and infrastructure to align with business requirements and to meet specified operational parameters for capacity and performance
- Designs, reviews and implements network access and security technologies
- Considers network-related risks and specifies recovery routines and contingency procedures
- Develops and maintains network documentation, including network diagrams and capabilities
- Collaborates with clients to create network designs and test plans
- Evaluates and selects network hardware and software
- Drives automation of network-related processes
- May resolve critical network incidents

**Unit Group**

## 2722 ICT Quality Engineers and Test Analysts

Develop procedures and strategies to support, create, maintain and manage technical quality assurance processes, guidelines and systems infrastructure, investigate, analyse and resolve system problems and performance issues, and test the behaviour, functionality and integrity of systems.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 272231 ICT Quality Assurance Engineer

Creates, maintains and manages technical quality assurance processes and procedures to assess efficiency, validity, value and functional performance of computer systems and environments. Audits systems to ensure compliance with accredited internal and external industry quality standards and regulations.

**Alternative titles**

- Quality Analyst (ICT)
- Quality Manager (ICT)
- Quality Specialist (ICT)

**Specialisations**

- IT Auditor
- Management Systems Auditor (ICT)
- Systems Auditor (ICT)

**Skill level: 1****Main tasks**

- Develops and implements quality assurance plans, policies, standards and procedures for ICT systems, software and environments
- Conducts ICT system audits and assessments to identify non-compliance with quality assurance standards, regulatory requirements and accreditation standards
- Creates and oversees manual and automated tests of software and systems
- Develops corrective actions and improvement plans to address quality issues or non-compliance
- Coordinates and collaborates with cross-functional teams to ensure consistent application of quality assurance processes and procedures
- May supervise the work of ICT quality assurance teams

**Occupation**

## 272232 ICT Support Engineer

Develops support procedures and strategies for systems, networks, operating systems and applications development. Solves problems and provides technical expertise and direction in support of system infrastructure and process improvements, and diagnoses and resolves complex system problems.

**Alternative title**

- Support Analyst

**Skill level: 1****Main tasks**

- Diagnoses and resolves technical problems related to hardware, software, networks and systems
- Prioritises and triages incoming incidents and service requests to ensure timely response and escalation
- Diagnoses functionality errors and faults in systems and programming code to ensure systems perform to specification
- Develops, conducts and provides technical guidance and training in application software and operational procedures
- Performs system reviews and assessments, and recommends hardware and software strategies and directions

**Occupation**

## 272233 ICT Test Analyst

Specifies, develops and executes test plans and test scripts, produces test cases, carries out testing using various techniques, and documents the results of tests in defect reports and related documentation. Uses automated test software applications to test the behaviour, functionality and integrity of ICT software and systems.

Analysts testing technical security controls are excluded from this occupation. Analysts testing technical security controls are included in Occupation 271137 Penetration Tester.

### Specialisations

- Automation Test Engineer
- Software Tester
- Systems Test Engineer (ICT)

### Skill level: 1

#### Main tasks

- Tests, identifies and diagnoses functionality errors and faults in software and/or systems
- Defines user acceptance scenarios based on business requirements
- Develops test plans outlining strategy, scope, resources and timelines for testing software and/or systems
- Develops test cases describing the input, execution conditions and expected output of systems to examine functionality
- Creates and maintains test documentation such as procedural and operational manuals, as well as test cases and test reports
- Conducts unit, integration and functional testing to ensure software meets requirements
- Tests software across different platforms, browsers, operating systems and devices
- Provides feedback and recommendations based on analysis of test results, and ensures it aligns with business requirements and specifications
- May automate software and/or system test cases using testing tools and frameworks
- May undertake system performance, load and stress testing

**Unit Group**

## 2723 Telecommunications Engineers

Plan, design, develop and monitor telecommunication systems, networks, devices and broadcasting equipment.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 272331 Telecommunications Engineer

Plans, designs, develops and monitors telecommunication systems, networks, devices and broadcasting equipment.

**Alternative title**

- Telecommunications Network Engineer

**Skill level: 1****Main tasks**

- Designs and develops telecommunications products, systems and networks
- Monitors and maintains the performance of complex telecommunication products, networks and systems
- Tests and evaluates telecommunications products, systems and networks to ensure functionality, performance and emergency contingency planning
- Provides technical support and troubleshooting for telecommunication products, systems and networks
- Develops and implements system and network security measures, and ensures compliance with regulations and legislation

**Minor Group**

## 273 ICT Programmers, Analysts, Architects and Engineers

Design, develop and maintain digital games, websites, ICT systems, cloud infrastructure and software applications, review and modify processes and methods, and communicate with users to ensure their needs are met.

Cyber Security Architects, Cyber Security Engineers, Data Architects and Data Engineers are excluded from this minor group. Cyber Security Architects and Cyber Security Engineers are included in Unit Group 2711 Cyber Security Professionals. Data Architects and Data Engineers are included in Unit Group 2232 Data Professionals.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

### 2731 Digital Game and Web Developers

Plan, develop, transform and maintain digital games and websites.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

#### 273131 Digital Game Developer

Develops and transforms digital games from a concept to an interactive product using coding, software programming, sound effects, rendering and testing.

**Alternative title**

- Video Game Developer

**Specialisation**

- Digital Game Designer

**Skill level: 1****Main tasks**

- Develops and creates game ideas and translates creative concepts into functional digital game prototypes
- Writes code using programming languages to implement game mechanics, user interfaces and interactive elements
- Creates menus, buttons and interactive elements that enhance player navigation and engagement
- Ensures that the games are compatible with various operating systems, platforms and devices, including desktops, laptops, consoles, interactive headsets, tablets and smartphones
- Optimises games for performance, addressing issues, such as loading times, frame rates and memory usage
- Conducts testing to identify and fix bugs, glitches and gameplay issues
- May design and oversee the implementation of game systems, mechanics and features

**Occupation**

## 273132 Web Developer

Plans, produces and maintains websites using web programming languages, software applications, technologies and databases together with specifications of user needs, often in conjunction with other ICT Professionals such as ICT Business Analysts, Web Designers and network and usability specialists.

Full stack developers are excluded from this occupation. Full stack developers are included in Occupation 273333 Software Engineer.

**Alternative title**

- Web Programmer

**Skill level: 1****Main tasks**

- Designs, develops and maintains websites using various programming languages
- Collaborates with other ICT Professionals to plan and produce websites that meet user needs and requirements
- Builds responsive and accessible websites that comply with web accessibility guidelines
- Uses content management systems to manage website content and data
- Ensures websites are optimised for performance, security and compatibility with different devices and browsers
- Develops and tests code to ensure that it meets industry standards, is properly structured, and is compatible with different platforms and operating systems
- Creates and manages databases to support the functionality of web applications and websites
- Designs and develops web applications such as online forms and e-commerce platforms, that provide value to users
- Creates and updates website content such as text, images and multimedia

**Unit Group**

## 2732 ICT Business and Systems Analysts and Architects

Design, develop, manage and evaluate ICT systems and software solutions, processes, methods and cloud infrastructure, and communicate with users to ensure outcomes meet their needs.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 273231 Cloud Architect

Designs, develops and manages scalable, reliable and secure cloud infrastructure for an organisation.

**Alternative titles**

- Cloud Infrastructure Architect
- Cloud Solution Architect

**Skill level: 1****Main tasks**

- Defines the cloud architecture blueprints to meet business objectives
- Considers security implications and incorporates security best practice into cloud infrastructure
- Assesses and recommends cloud platforms and technologies
- Conducts capacity planning and resource allocation for cloud infrastructure
- Manages cloud infrastructure migration projects
- Implements and manages cloud-based disaster recovery and business continuity plans

**Occupation****273232 ICT Business Analyst**

Identifies and communicates with users to formulate and produce a requirements specification to create system and software solutions.

Business analysts (non-ICT) are excluded from this occupation. Business analysts (non- ICT) are included in Occupation 223432

Management Consultant.

**Alternative titles**

- ICT BA
- ICT Business Consultant

**Specialisation**

- ICT Business Systems Analyst

**Skill level: 1****Main tasks**

- Gathers requirements from stakeholders to define business, technical and functional needs and specifications of a project
- Analyses and interprets data to understand trends to inform ICT systems decisions
- Maps business processes and systems using techniques such as business process modelling
- Evaluates risks associated with ICT initiatives and recommends mitigations
- Creates functional and technical specifications, use cases and workflow diagrams to communicate requirements
- Develops and implements training programs for users, and provides support to ensure effective use of ICT systems

**Occupation**

## 273233 Solution Architect

Designs and coordinates the implementation of end-to-end technology solutions to meet business outcomes. Ensures the solution has technological compatibility, efficiency and scalability.

Cloud solution architects are excluded from this occupation. Cloud solution architects are included in Occupation 273231 Cloud Architect.

**Alternative title**

- Technical Architect

**Skill level: 1****Main tasks**

- Designs and develops scalable, efficient, secure and cost-effective technical solutions to meet business infrastructure or functional needs
- Researches and selects appropriate technologies, platforms and tools that best meet the project's requirements
- Defines the interfaces and data flows between different systems and third-party services so that each component works together
- Creates technical documentation, architectural diagrams and specifications to guide development teams and communicate the solution architecture
- Coordinates teams during the implementation of the chosen solution, addresses technical challenges, and oversees that the designs are effectively realised

**Occupation**

## 273234 Systems Analyst

Evaluates processes and methods used in existing ICT systems and proposes modifications, additional system components or new systems to meet user needs as expressed in specifications and other documentation.

**Skill level:** 1

### Main tasks

- Analyses existing business processes and systems to identify issues, errors and areas for improvement
- Collaborates with stakeholders to determine system requirements
- Creates functional solutions and system test plans to meet quality expectations
- Develops functional specifications for use by system developers
- Tests and troubleshoots system changes

**Unit Group**

## 2733 Software and Applications Engineers

Design, build and maintain software applications and cloud-based services, and facilitate collaboration and integration across different specialist ICT teams.

Cyber Security Engineers and Digital Game Developers are excluded from this unit group. Cyber Security Engineers are included in Occupation 271135 Cyber Security Engineer. Digital Game Developers are included in Occupation 273131 Digital Game Developer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 273331 Cloud Engineer

Builds, supports, manages and maintains cloud-based solutions and services, including cloud-based processes, applications, storage and computer networks.

**Skill level: 1****Main tasks**

- Deploys, configures and automates cloud services
- Creates, tests and implements cloud-based functions and applications
- Monitors and manages cloud resources and performance to ensure they are meeting production goals
- Troubleshoots issues with cloud-based solutions and services, and implements enhancements and fixes when necessary
- Ensures that cloud infrastructure and services meet security and compliance requirements by implementing security controls, managing access and authentication, and monitoring for security threats
- May plan and implement the migration of data and other information to the cloud

**Occupation**

## 273332 DevOps Engineer

Facilitates and undertakes communication, collaboration, integration and automation to improve efficiency and workflow across different specialist IT teams.

Cloud Engineers are excluded from this occupation. Cloud Engineers are included in Occupation 273331 Cloud Engineer.

**Skill level: 1****Main tasks**

- Leads and coordinates software development and operations, including continuous integration, continuous delivery, code deployment and system automation
- Promotes collaboration between development teams and operations teams
- Deploys applications or updates systems to ensure uniformity between networks, servers and automation elements within a given environment
- Automates software and infrastructure deployment using automation tools to improve the software development life cycle
- Implements and manages containerisation technologies
- Conducts performance testing and tuning to optimise the performance and stability of operational infrastructure
- Automates security testing and vulnerability scanning across the entire software development lifecycle

**Occupation**

## 27333 Software Engineer

Designs, develops, modifies, documents, tests and maintains software applications and systems using programming languages and development tools.

Cyber Security Engineers and Digital Game Developers are excluded from this occupation. Cyber Security Engineers are included in Occupation 271135 Cyber Security Engineer. Digital Game Developers are included in Occupation 273131 Digital Game Developer.

### Alternative titles

- Analyst Programmer
- Developer Programmer
- Software Developer

### Specialisations

- Application Developer
- Application Engineer
- Artificial Intelligence Engineer
- Blockchain Developer
- Cloud Developer
- Computer Programmer
- Database Developer
- Full Stack Developer
- IT Security Developer
- Machine Learning Engineer
- Software Architect

### Skill level: 1

### Main tasks

- Designs and implements software architectures to solve complex technical issues in alignment with specified requirements
- Writes, tests and debugs code to ensure functionality, efficiency and adherence to quality accredited standards
- Performs code reviews and optimises algorithms to ensure software quality, maintainability and adherence to best practices
- Implements and manages software development processes and tools
- Identifies, assesses and mitigates potential risks throughout software development
- Collaborates with cross-functional teams to integrate software solutions within broader system infrastructures
- Documents software designs, workflows and user manuals to guide stakeholders and end-users

**Sub-major Group**

## **28 Legal Professionals**

Provide legal advice, prepare and draft legal documents, conduct negotiations on behalf of clients, plead cases in courts and tribunals, hear legal and other matters in courts and tribunals, and interpret, analyse, administer and review the law.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

## **281 Legal Professionals**

Provide legal advice, prepare and draft legal documents, conduct negotiations on behalf of clients, plead cases in courts and tribunals, hear legal and other matters in courts and tribunals, and interpret, analyse, administer and review the law.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

## **2811 Barristers**

Plead cases before civil, criminal and industrial courts and other tribunals.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## **281131 Barrister**

Pleads cases before civil, criminal and industrial courts and other tribunals.

Registration or licensing is required.

**Specialisations**

- King's Counsel
- Senior Counsel

**Skill level: 1****Main tasks**

- Receives briefs and verbal instructions concerning cases from Solicitors, other specialist legal professionals, and clients
- Provides advice and written opinions on points of law
- Confers with clients and witnesses in preparation for court proceedings
- Draws up pleadings, affidavits and other court documents
- Researches statutes and previous court decisions relevant to cases
- Outlines the facts to the court, calls and questions witnesses, and makes addresses to the court to argue a client's case
- May draw up or settle documents

**Unit Group**

## 2812 Judicial and Other Legal Professionals

Hear legal and other matters in courts and tribunals, interpret, analyse, administer and provide advice on family, intellectual property and migration law, and represent the state in the lower courts.

Solicitors are excluded from this unit group. Solicitors are included in Occupation 281331 Solicitor.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 281231 Family Dispute Resolution Practitioner

Assists people to resolve disputes over care of children, property and financial arrangements that arise from family separation or divorce.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Conducts intake interviews with clients to gather information about their dispute
- Assesses the suitability of clients for family dispute resolution
- Facilitates communication and negotiation between parties to help them reach agreements
- Provides information and education to clients about their rights and responsibilities
- Refers clients to other support services as needed, such as counselling or legal advice
- Maintains accurate and confidential records of client interactions and agreements reached

**Occupation**

## 281232 Intellectual Property Lawyer

Provides legal advice, prepares and drafts legal documents, and conducts negotiations on behalf of clients on matters associated with protecting intellectual capital, utilising patent law, copyright law and licensing.

Registration or licensing is required.

### Specialisations

- Patent Attorney
- Trade Mark Attorney

### Skill level: 1

### Main tasks

- Provides legal advice to clients on matters related to intellectual property
- Prepares and drafts legal documents such as patent applications, copyright registrations and licensing agreements
- Conducts negotiations on behalf of clients to protect their intellectual property
- Advises clients on the enforcement of their intellectual property rights
- Assists clients in resolving intellectual property disputes through mediation, arbitration or litigation
- Provides guidance to clients on the commercialisation and monetisation of their intellectual property
- Researches and analyses intellectual property laws and regulations

**Occupation**

## 281233 Judge

Presides over civil and criminal proceedings in a court of law.

**Specialisations**

- District Court Judge
- Supreme Court Judge

**Skill level: 1****Main tasks**

- Reviews legal documents and evidence presented in court
- Listens to arguments from both prosecution and defence
- Interprets and applies laws and regulations to make decisions
- Presides over criminal cases in which the guilt of defendants is determined, and delivers judgments and opinions
- Resolves disputes and issues rulings in civil cases
- Sentences convicted individuals and decides appropriate penalties
- Provides guidance to juries and instructs them on legal matters
- Ensures that court proceedings are conducted in a fair and impartial manner
- Maintains order and decorum in the courtroom

**Occupation****281234 Judge's Associate**

Supports a Judge by undertaking research and administrative tasks, maintaining records of proceedings in court, and liaising with legal parties and the public.

**Skill level:** 1

**Main tasks**

- Undertakes administrative tasks on behalf of a Judge
- Conducts research and prepares briefs for a Judge
- Drafts court orders, judgments and other legal documents under a Judge's direction
- Maintains records of court proceedings and case files
- Assists in the preparation of legal arguments and opinions
- Liaises with legal practitioners, members of the media, and parties involved in court cases

**Occupation**

## 281235 Magistrate

Hears criminal matters to determine whether defendants will be committed for trial, and adjudicates minor criminal offences and civil matters without a jury.

**Skill level:** 1

### Main tasks

- Conducts hearings to determine whether defendants should be committed for trial
- Presides over minor civil and criminal proceedings without a jury
- Reviews evidence presented by prosecution and defence
- Examines witnesses and defendants
- Makes decisions on guilt based on evidence and legal principles
- Sentences defendants convicted of minor criminal offences
- Awards damages in civil matters
- Ensures that defendants' rights are protected during the legal process
- Maintains order and decorum in the courtroom
- Prepares written judgments and decisions

**Occupation**

## 281236 Migration Agent

Provides information and advice to potential migrants, prepares and lodges visa applications, and acts as an intermediary to legally represent clients during visa processing and before review bodies. Liaises with Legal Professionals in relation to judicial review matters. Registration or licensing is required.

### Alternative titles

- Immigration Consultant
- Migration Consultant

### Skill level: 1

### Main tasks

- Conducts research and provides immigration advice and assistance to clients
- Prepares and lodges immigration, citizenship and visa applications
- May represent clients at tribunals and before administrative bodies
- Liaises with Legal Professionals in relation to judicial matters

**Occupation****281237 Police Prosecutor**

Pleads cases on behalf of the prosecution in lower courts.

**Skill level: 1**

**Main tasks**

- Prepares and presents cases on behalf of the prosecution in lower courts, such as local and magistrates courts
- Prepares legal documents such as briefs of evidence, statements and subpoenas
- Examines and cross-examines witnesses in court
- Presents arguments and evidence to the court
- Advises police officers on legal matters and provides guidance on the preparation of cases

**Occupation**

## 281238 Tribunal Member

Hears industrial, administrative or other disputes to assist in resolving differences and to arbitrate on issues.

**Skill level:** 1

### Main tasks

- Conducts hearings and listens to arguments and evidence presented by parties involved in disputes
- Interprets and applies relevant laws, regulations and policies to make decisions on disputes
- Reviews and analyses evidence and legal arguments to determine the merits of each case
- Conducts research and gathers information to support decision-making
- Facilitates and mediates negotiations between parties to encourage settlement
- Writes and delivers decisions and rulings on disputes
- Exercises arbitral powers if resolution is not achieved or seems improbable through conciliation

**Occupation**

## 281299 Judicial and Other Legal Professionals nec

This occupation group covers Judicial and Other Legal Professionals not elsewhere classified.

Registration or licensing may be required.

**Skill level: 1**

**Occupations in this group include:**

- Conciliator
- Judicial Registrar
- Law Interpretation Officer
- Legal Officer
- Legal Researcher
- Mediator
- Parliamentary Counsel
- Tribunal Officer
- Youth Justice Convenor

**Unit Group**

## 2813 Solicitors

Provide legal advice, prepare legal documents, conduct negotiations on behalf of clients on matters associated with the law, and plead cases before civil, criminal and industrial courts and tribunals.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 281331 Solicitor

Provides legal advice, prepares legal documents, conducts negotiations on behalf of clients on matters associated with the law, and pleads cases before civil, criminal and industrial courts and tribunals.

Registration or licensing is required.

**Specialisation**

- In-house Solicitor

**Skill level: 1****Main tasks**

- Interviews clients to determine the nature of cases and recommends appropriate legal action
- Prepares cases by conducting investigations, undertaking research, arranging witness preparation and attendance, and giving notice of court actions
- Represents clients in civil, criminal and industrial courts and tribunals
- Prepares and critically reviews legal documents between parties
- Prepares wills
- Provides advice on family, company, commercial and property law, as well as partnerships and trusts
- May act as trustee or guardian
- May act as executor of clients' wills

**Sub-major Group**

## 29 Other Professionals

This sub-major group covers Professionals not elsewhere classified.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Minor Group**

### 299 Miscellaneous Professionals

This minor group covers Professionals not elsewhere classified. It includes Air Transport Professionals and Specialist Police Officers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Unit Group**

#### 2991 Air Transport Professionals

Fly and navigate aircraft, control air traffic to ensure the safe and efficient operation of aircraft in flight and on the ground, and instruct students in flying aircraft.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

##### 299131 Aeroplane Pilot

Flies aeroplanes to transport passengers, mail and freight, or provide agricultural, aerial surveillance or other aviation services.

Registration or licensing is required.

**Skill level: 1****Main tasks**

- Controls the positions of ailerons and elevators, and the thrust of engines, to determine the elevation, speed and direction of aeroplanes
- Operates controls and navigational instruments to fly the aeroplane safely and efficiently with the use of autopilot
- Takes off and lands aeroplanes on fixed runways
- Plans and records aeroplane flight operations, and completes flight documentation
- Performs pre-flight inspections of the aeroplane to ensure it complies with specifications
- Communicates with air traffic control, ground crew and other pilots to ensure safe and coordinated flight operations
- Performs emergency procedures and manoeuvres in response to in-flight emergencies or equipment malfunctions of the aeroplane
- May make announcements during the flight, and inform passengers about safety procedures and protocols

**Occupation**

## 299132 Air Traffic Controller

Ensures the safe and efficient movement of aircraft in controlled airspace and aerodromes by directing aircraft movements.

Registration or licensing is required.

**Skill level: 1**

### Main tasks

- Monitors and controls the movement of aircraft in controlled airspace and aerodromes
- Provides clear and concise instructions to pilots regarding their flight paths and altitudes
- Communicates with other air traffic control centres, pilots and airport staff members to ensure safety, relay estimated arrival times, and prevent or respond to emergency situations
- Monitors radar displays and other equipment to track the position and movement of aircraft
- Keeps accurate records of all aircraft movements and communications

**Occupation**

## 299133 Flight Instructor

Educes and trains students in flight procedures, navigation and aircraft operations, and supervises their flight practice, ensuring safety and compliance with aviation regulations.

Registration or licensing is required.

**Alternative title**

- Flying Instructor

**Specialisation**

- Helicopter Pilot Instructor

**Skill level: 1****Main tasks**

- Develops detailed and structured lesson plans encompassing theoretical knowledge and practical skills
- Instructs students in the theory and principles of flying aircraft
- Conducts pre-flight and post-flight inspections of aircraft to ensure safety and airworthiness
- Demonstrates and explains the operation of aircraft controls and equipment
- Provides practical flight training to students, including take off, landing and manoeuvring
- Monitors and evaluates students' progress, and provides feedback on their performance
- Maintains logs of student performance and their flying hours
- Prepares students for flight certification exams

**Occupation**

## 299134 Helicopter Pilot

Flies helicopters to transport passengers, mail or freight, or provide agricultural, aviation, emergency medical or aerial surveillance services. Registration or licensing is required.

**Skill level: 1**

### Main tasks

- Controls the speed and angle of rotor blades to determine the elevation, velocity and direction of helicopters
- Takes off and lands helicopters on clear, level surfaces, including helipads and platforms
- Performs precise manoeuvres such as spot landings and low-level flights, in various weather conditions
- Communicates with air traffic control, ground crew and other pilots to ensure safe and coordinated flight operations
- Performs pre-flight inspections, and records and adjusts flight plans as necessary to ensure passenger and crew safety
- Performs emergency procedures and manoeuvres in response to in-flight emergencies or equipment malfunctions of the helicopter
- May perform search and rescue missions, aerial photography, or transport critically ill or injured patients to hospital
- May inform passengers of safety procedures, assist passengers to board and disembark the helicopter, and load belongings or freight on and off helicopters

**Occupation**

## 299199 Air Transport Professionals nec

This occupation group covers Air Transport Professionals not elsewhere classified.

Registration or licensing is required.

**Skill level: 1**

**Occupations in this group include:**

- Aircraft Navigator
- Airworthiness Inspector
- Hot Air Balloon Pilot

**Unit Group**

## 2992 Specialist Police Officers

Use specialised operational tactics and technology to undertake serious crimes investigations, analyse evidence, resolve high-risk situations and run specialist police operations.

Police Prosecutors are excluded from this unit group. Police Prosecutors are included in Occupation 281237 Police Prosecutor.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

### 299231 Specialist Police Officer

Uses specialised operational tactics and technology to undertake serious crimes investigations, analyse evidence, resolve high-risk situations and run specialist police operations.

Police Prosecutors are excluded from this occupation. Police Prosecutors are included in Occupation 281237 Police Prosecutor.

**Specialisations**

- Bomb Squad Officer
- Close Personal Protection Police Officer
- Investigator (Police)
- Plain Clothes Police Officer
- Police Dog Handler
- Police Forensic Officer
- Search and Rescue Officer
- Tactical Flight Officer
- Tactical Response Group Officer
- Water Police Officer

**Skill level: 1****Main tasks**

- Plans and undertakes police investigations into offences committed in areas such as organised, corporate and cybercrime, homicide, drug trafficking, money laundering and terrorism
- Recruits and manages informants within criminal investigations
- Assesses, controls and examines incident and crime scenes, and coordinates resources to collect and preserve evidence for analysis
- Uses surveillance techniques to monitor, track and locate suspects, and conducts raids and arrests on premises
- Provides intelligence support to police responses
- Uses specialist equipment and tactics in the containment and resolution of high-risk situations such as hostage situations, terrorist incidents, and chemical, biological or radiation incidents
- Undertakes vehicle crash investigation and analysis, including by applying specialist techniques to analyse complex crashes
- Prepares and undertakes land or marine search and rescue responses, including assessing terrain or marine conditions, coordinating resources and determining a safe route to the target
- Develops and presents the findings of police analysis and investigations in court

**Major Group**

## 3 Technicians and Trades Workers

Perform a variety of skilled tasks, applying broad or in-depth technical, trade or industry specific knowledge, often in support of scientific, engineering, building and manufacturing activities.

**OSCA skill level**

The occupations in this major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Sub-major Group**

### 31 Building, Engineering, ICT and Scientific Technicians

Perform tests and experiments, and provide technical support to Managers and Professionals engaged in research, design and development in the areas of agriculture, medicine, science, building, engineering, ICT and telecommunications.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Minor Group**

### 311 Agricultural, Health and Science Technicians

Perform tests and experiments including inspecting animals, plants and agricultural produce, and provide support to Managers and Professionals engaged in agriculture, health and science.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

### 3111 Agricultural Technicians and Inspection Officers

Provide technical support to Managers and Professionals engaged in agriculture, and perform tests and experiments including inspecting animals, plants and agricultural produce and facilities, to ensure compliance with government and industry standards.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 311131 Agricultural and Agritech Technician

Performs tests and experiments, and provides technical support to assist Agricultural Research Scientists, Agronomists, and Aquaculture or Fisheries Scientists in areas such as research, production, servicing and marketing, and advises on, installs and services advanced agriculture technology and equipment, such as precision agricultural solutions, virtual fencing and automatic milking machines.

## Specialisations

- Agriculture Laboratory Technician
- Precision Agricultural Technician

## Skill level: 2

### Main tasks

- Examines topographical, physical and soil characteristics of farmland to determine its most effective use and identify nutrient deficiencies
- Assists Agricultural Research Scientists in developing new methods of planting, fertilising, harvesting and processing crops to achieve optimum land usage
- Identifies pathogenic microorganisms and insects, parasites, fungi and weeds harmful to crops and livestock, and assists in devising methods of control
- Provides advice, training and technical support and services on technology solutions such as sensors, farm management software, data and robotics
- Installs, programs, tests, repairs and maintains advanced agriculture technology and equipment
- Develops, operates and maintains complex technological systems and equipment in farm production, including analysing data and preparing reports
- Applies geospatial and other technology systems to support primary production, such as automatic tractor guidance systems, variable rate chemical input applications, and survey equipment

**Occupation**

## 311132 Animal Husbandry Technician

Undertakes technical animal husbandry tasks such as pregnancy testing, artificial insemination, lactation management, and providing nutrition assessment and advice to assist in the breeding, raising and managing of livestock.

Registration or licensing may be required.

**Specialisation**

- Artificial Insemination Technician

**Skill level: 2****Main tasks**

- Assists with breeding and raising livestock
- Monitors livestock to evaluate the effectiveness of feed formulae, and assists with the management of livestock nutrition and feeding programs
- Assists in controlled breeding experiments to develop improved livestock strains
- Artificially inseminates livestock for breeding purposes, conducts pregnancy tests, manages lactation, and cares for young animals
- Provides advice on breeding selection and techniques
- Monitors and maintains the health and welfare of livestock
- Collects and collates data for research and animal husbandry purposes

**Occupation**

## 311133 Aquaculture or Fisheries Technician

Assists Aquaculture Farmers and Fisheries Scientists in raising and managing aquatic stock by undertaking onshore and offshore technical fish husbandry tasks, sampling water, analysing data from ponds, pens and tanks, and identifying common diseases and pests. Performs tests and experiments, and provides technical support in areas such as research, production, servicing and marketing.

### Specialisations

- Fisheries Technical Officer
- Hatchery Technician (Aquaculture)

### Skill level: 2

#### Main tasks

- Monitors and maintains water quality in aquaculture facilities, including the collection and analysis of water samples
- Identifies pathogenic microorganisms, fungi and other pests harmful to aquatic stock, and assists in devising methods of control
- Examines environmental and other factors that influence the growth, health and production of aquatic stock
- Monitors aquatic stock to gauge the effectiveness of feed formulae
- Assists in controlled breeding experiments to develop improved aquatic stock strains
- Conducts experiments and tests to improve aquaculture practices
- Provides technical support to Aquaculture Farmers and Fisheries Scientists
- Maintains and repairs equipment and infrastructure in aquaculture facilities

**Occupation**

## 311134 Biosecurity Officer

Inspects and assesses goods, conveyances, plants, animals and the environment for biosecurity risk to ensure compliance with laws and regulations, and to prevent the incursion and spread of exotic pests and diseases.

Biosecurity officers (weeds and pests) are excluded from this occupation. Biosecurity officers (weeds and pests) are included in Occupation 591134 Invasive Pest, Weed and Disease Inspector.

**Skill level: 2****Main tasks**

- Inspects goods, ships, aircraft, passengers, plants and animals, and assesses documentation to confirm compliance with biosecurity requirements
- Issues legal directions to control identified biosecurity risks
- Provides advice about biosecurity matters to customers, clients, staff and managers
- Identifies trends in biosecurity risks, and reports to superiors to assist in targeting intelligence and risk-based activities
- Participates in biosecurity response activities to control and manage biosecurity incidents
- Maintains records of biosecurity inspections, assessments and enforcement actions

**Occupation**

## 311135 Fisheries Officer

Inspects fishing vessels, gear, licences and catches to ensure that fisheries laws and regulations are obeyed.

**Alternative title**

- Fisheries Inspector

**Skill level: 2****Main tasks**

- Patrols and investigates waterways for unlawful fishing activities and the removal of protected marine life
- Conducts inspections of fishing vessels, gear and equipment to ensure compliance with laws and regulations
- Checks fishing licences and permits to ensure validity
- Monitors and records fishing catches to ensure compliance with catch limits and quotas
- Investigates and responds to reports of illegal fishing activities
- Provides advice and guidance to fishers on sustainable fishing practices
- Educates, advises and provides information on a wide range of topics relating to fish and their protection
- May initiate or assist in legal action to enforce regulations

**Occupation**

## 311136 Irrigation Designer

Designs and plans irrigation systems according to licensing, climatic and environmental considerations, water source availability, crop type and soil characteristics.

**Alternative title**

- Irrigation Planner

**Skill level: 2****Main tasks**

- Conducts site assessments to identify suitable irrigation systems
- Advises on most effective irrigation methods and equipment for efficient water use that meet the needs of the client and comply with regulations and standards
- Designs efficient and cost-effective irrigation systems based on factors such as water availability, crop type and soil characteristics
- Calculates water requirements and develops irrigation schedules
- Prepares detailed irrigation plans and specifications, including layout, equipment and materials
- Collaborates with engineers and other professionals to ensure compliance of irrigation systems with regulations and standards
- Provides technical support and guidance to clients on the use, scheduling and maintenance of irrigation systems
- Inspects, audits and evaluates irrigation systems to identify and address any issues or inefficiencies

**Occupation**

## 311137 Meat Inspector

Inspects animal carcases, internal organs and meat processing facilities for disease, to ensure compliance with government and industry standards with respect to quality and health.

Registration or licensing may be required.

**Skill level: 3**

### Main tasks

- Inspects animals prior to slaughter, animal carcases and meat products to identify product quality issues
- Collects pathological and residue samples to assist with identifying disease, parasites, chemical residues and contamination in meat processing facilities and products
- Audits and monitors quality procedures at meat processing facilities to ensure compliance with required quality and health standards
- Provides advice and guidance to meat processing facility staff on best practices for disease prevention

**Occupation**

## 311138 Primary Products Quality Assurance Officer

Develops, implements and oversees monitoring, testing and application of quality assurance programs within a primary production or processing enterprise. May monitor production requirements as they relate to food safety, biosecurity or quality assurance.

### Specialisations

- Dairy Quality Assurance Officer
- Meat Quality Assurance Officer

### Skill level: 2

### Main tasks

- Develops, implements, audits and monitors quality assurance procedures at farms and primary product processing facilities to ensure compliance with standards
- Advises producers and processors on regulations related to grading, packing, processing and loading of products
- Ensures that hygiene standards are observed in storage, processing and packing facilities, and transport vehicles
- Informs producers and the general public of the health implications of diseases and impurities impacting primary products
- May monitor production requirements as they relate to food safety, biosecurity or quality assurance

**Occupation**

## 311199 Agricultural Technicians and Inspection Officers nec

This occupation group covers Agricultural Technicians and Inspection Officers not elsewhere classified.

**Skill level:** 2

**Occupations in this group include:**

- Animal Health Officer
- Food Standards Officer
- Fruit Fly Inspector
- Grain Inspector

**Unit Group**

## 3112 Medical and Dental Technicians

Operate anaesthetic, operating theatre and medical testing equipment, construct and repair dentures and other dental appliances, and perform and assist with laboratory tests in support of Health Professionals.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 311231 Anaesthetic Technician

Prepares and maintains anaesthetic equipment for operating theatres or clinics, and assists Anaesthetists during anaesthetic procedures.

**Skill level: 2****Main tasks**

- Prepares and sets up anaesthetic equipment and supplies for surgical procedures
- Checks and tests anaesthetic equipment to ensure proper functioning, and assists with the insertion of invasive monitoring devices
- Assists with the positioning and preparation of patients for surgery
- Assists Anaesthetists in administering anaesthesia to patients, and monitors vital signs during procedures
- Cleans and sterilises anaesthetic equipment after use, and participates in the maintenance and inventory of anaesthetic supplies and medications

**Occupation**

## 311232 Dental Technician

Constructs and repairs dentures and other dental appliances.

Registration or licensing may be required.

**Specialisation**

- Dental Laboratory Assistant

**Skill level: 2****Main tasks**

- Creates models of the mouth and teeth from impressions taken by a dental practitioner
- Makes replacement braces, retainers or dentures for patients using plastic, metal or ceramic materials
- Crafts braces, mouthguards and plates for correcting irregular or damaged teeth
- Designs, constructs and repairs ceramic restorations such as crowns, bridges or dentures
- Polishes and finishes braces or retainers before they are placed in a patient's mouth

**Occupation**

## 311233 Medical Laboratory Technician

Performs routine medical laboratory tests, and operates diagnostic laboratory equipment under the supervision of Medical Laboratory Scientists and Pathologists.

Registration or licensing may be required.

**Alternative titles**

- Medical Laboratory Assistant
- Medical Laboratory Technical Officer

**Specialisation**

- Pathology Technician

**Skill level: 2****Main tasks**

- Prepares and stains slides and tissue sections to study the cells of blood for histological examination
- Performs diagnostic tests on tissues and fluids, and analyses the chemical constituents of blood, urine, faeces and tissues
- Tests for diseases by looking for the presence of antibodies and the products of immune response in samples
- Operates and maintains laboratory equipment, ensuring accuracy and reliability of test results
- Records and analyses test results, and reports findings to medical professionals
- Assists in the diagnosis and treatment of diseases by providing accurate and timely laboratory test results

**Occupation**

## 311234 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.

**Skill level:** 3

### Main tasks

- Prepares operating theatre for surgical procedures, and cleans and sterilises operating theatre equipment and instruments
- Assists surgical team during operations by passing instruments and supplies
- Monitors and maintains sterile field during surgical procedures
- Handles specimens and prepares them for laboratory analysis
- Assists with positioning and transferring patients before and after surgery
- Provides support to patients in the recovery room, monitoring vital signs and assisting with post-operative care

**Occupation**

## 311235 Respiratory Technician

Performs routine lung function tests, and uses and maintains diagnostic equipment under the supervision of Respiratory and Sleep Scientists. Monitors patients on ventilation or those undergoing sleep studies.

**Alternative title**

- Sleep Technician

**Specialisation**

- Neurophysiological Technician

**Skill level: 2****Main tasks**

- Performs routine lung function tests and assists with conducting sleep studies on patients
- Uses and maintains diagnostic equipment for respiratory tests
- Monitors patients on ventilation to ensure proper functioning
- Assists Respiratory and Sleep Scientists in analysing test results and making recommendations

**Occupation**

## 311299 Medical and Dental Technicians nec

This occupation group covers Medical and Dental Technicians not elsewhere classified.

**Skill level:** 2

**Occupations in this group include:**

- Dialysis Technician
- Electroencephalographic Technician
- Hyperbaric Technician
- Mortuary Technician (Forensic)
- Ophthalmic Technician
- Orthotic and Prosthetic Technician
- Perfusionist
- Renal Technician

**Unit Group**

## 3113 Pharmacy Technicians

Dispense and label patients' prescriptions, manage scheduled medicines, and provide clinical assistance under the supervision of Community and Hospital Pharmacists.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 311331 Community Pharmacy Technician

Dispenses and labels patients' prescriptions and scheduled medicines under the supervision of a Community Pharmacist.

**Alternative titles**

- Dispensary Assistant
- Dispensary Technician

**Skill level: 3****Main tasks**

- Assists Community Pharmacists in dispensing and labelling prescription medication for patients
- Assists Community Pharmacists in conducting medical history for all patients taking scheduled medications
- Assists with labelling Pharmacist Only Medicines under the direction and supervision of a Community Pharmacist
- Provides advice on appropriate health information, medication and other conditions to patients
- Maintains stock of non-prescription and prescription medication
- Prepares medication in dosage administration aids

**Occupation**

## 311332 Hospital Pharmacy Technician

Facilitates the provision of hospital pharmacy services through clinical assistance on wards and outpatient clinics, inventory control, and dispensing medications under the supervision of a Hospital Pharmacist.

**Skill level:** 3

### Main tasks

- Conducts medication history and reviews with patients, carers or community health professionals for Hospital Pharmacists
- Prepares a current medicines list for patients
- Refers prescriptions to Pharmacists and assists with preparing medications
- Documents and refers patients with medicine allergies and adverse drug reactions to Hospital Pharmacists
- Assists Hospital Pharmacists with clinical prioritisation by identifying patients at high risk of medicine-related problems
- Records patients' laboratory data for pharmacist review
- Fills and labels patients' prescriptions under the supervision of a pharmacist
- Provides advice on appropriate health information, medication and other conditions to patients

**Unit Group**

## 3114 Phlebotomists

Extract, collect, label and preserve blood and other specimens from patients for laboratory analysis.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 311431 Phlebotomist

Extracts, collects, labels and preserves blood and other specimens from patients for laboratory analysis.

**Alternative titles**

- Pathology Collector
- Specimen Collector

**Specialisation**

- Blood Collector

**Skill level: 3****Main tasks**

- Gathers necessary equipment and supplies for specimen collection
- Explains the procedure to patients and addresses any concerns or questions
- Prepares the collection site and cleans the area with antiseptic
- Selects the appropriate collection method and collects blood or other specimens from patients
- Labels and properly documents collected specimens for accurate identification and tracking
- Ensures proper handling and storage of collected specimens to maintain integrity and prevent contamination
- Adheres to infection control and safety protocols during specimen collection
- Maintains accurate records of collected specimens and related information
- Collaborates with laboratory staff to ensure timely and accurate processing of specimens

**Unit Group**

## 3115 Science Technicians

Perform tests and experiments, and provide technical support functions to assist with research, design, production and teaching in the natural sciences.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 311531 Chemical Technician

Performs laboratory tests on organic and inorganic chemicals, analyses test data, and carries out technical functions in support of Chemists or Chemical Engineers in a wide variety of areas, such as fuels, agricultural products, food, pharmaceuticals, paints, metals, plastics, textiles, detergents, paper, fertilisers and cosmetics.

Fire assayers are excluded from this occupation. Fire assayers are included in Occupation 313935 Metallurgical or Materials Technician.

**Specialisations**

- Chemistry Laboratory Technician
- Dairy Laboratory Technician

**Skill level: 2****Main tasks**

- Assists in setting up and conducting chemical experiments, tests and analysis on organic and inorganic chemicals according to existing procedures
- Assists in the fabrication, installation and modification of chemistry equipment to ensure it meets standards
- Collects samples from production batches, and tests them for impurities and defects
- Sets up and maintains chemistry laboratory equipment, instruments and inventory
- Assists in monitoring the quality of products and processes at chemical manufacturing facilities to ensure they meet standards and specifications
- Undertakes a limited range of technical activities to support chemical research

**Occupation**

## 311532 Earth Science Technician

Collects and tests earth and water samples, records observations, and analyses data in support of Geologists, Geophysicists and other earth scientists.

### Specialisations

- Earth Science Laboratory Technician
- Geology Technician
- Geoscience Laboratory Technician
- Geotechnician
- Meteorological Observer

### Skill level: 2

### Main tasks

- Assists in the collection, preparation, testing and analysis of rock, soil and water samples
- Calibrates and maintains testing equipment used by earth scientists
- Assists Geologists, Geophysicists and other earth scientists in the analysis of data
- Supports earth scientists in practical field operations by planning field work, arranging access to sites, and ensuring supplies and equipment are available for field surveys
- Conducts surveys on field sites and other areas of interest
- Collects, records and analyses weather conditions information

**Occupation**

## 311533 Geospatial Technician

Analyses and manipulates geospatial data from multiple technologies, formats and projects to form integrated datasets.

**Alternative title**

- Geographical Information Systems (GIS) Officer

**Skill level: 2****Main tasks**

- Assists with the development and maintenance of geographical information systems (GIS)
- Creates, maintains, displays and updates GIS databases
- Works with geospatial technology to assist with data gathering, compilation, mapping and data analysis
- Produces accurate maps and other representations of data for use in activities such as fieldwork
- Conducts fieldwork to resolve conflicting information and ensure the accuracy of data
- Records and documents details of map updates, additions and/or deletions

**Occupation**

## 311534 Hydrographer

Measures, analyses and maintains the flow and quality of water in rivers, lakes, stormwater and sewage, and assists with surveying and mapping oceans, seas and rivers.

Hydrographic surveyors are excluded from this occupation. Hydrographic surveyors are included in Occupation 241299 Geospatial Information Professionals and Surveyors nec.

**Alternative titles**

- Hydrographic Technician
- Water Monitoring Officer

**Skill level: 2****Main tasks**

- Performs routine mathematical calculations and assists in undertaking measurements for surveying and charting bodies of water
- Installs, calibrates and maintains hydrography equipment to monitor water levels and flow, meteorology, sediments and water quality
- Assists in the collection of water surveying data such as coastline identification, bed relief or depth, and heights of water in oceans, rivers or lakes, using navigation systems
- Measures the depth of water bodies, and monitors turbidity and the accumulation of silt
- Uses underwater acoustic equipment to establish and monitor tidal data and outline coastlines

**Occupation**

## 311535 Life Science Technician

Identifies, collects and tests living organisms, and conducts field and laboratory studies in support of Life Scientists, Medical Scientists or Environmental Scientists.

Animal technicians and fisheries technical officers are excluded from this occupation. Animal technicians are included in Occupation 269532 Veterinary Technologist. Fisheries technical officers are included in Occupation 311133 Aquaculture or Fisheries Technician.

### Specialisation

- Microbiology Analyst

### Skill level: 2

#### Main tasks

- Assists in the collection and identification of living organisms
- Assists in maintaining records of collected specimens
- Assists with experiments conducted on living organisms and analysis of data collected about them
- Provides technical services and support for scientists in several fields, including biology, agriculture and environmental science

**Occupation**

## 311536 School Laboratory Technician

Provides the knowledge, skills and support necessary for practical science activities to be run in schools, and ensures the safety of staff and students in science laboratories, with a focus on chemical and laboratory management.

Registration or licensing is required.

**Alternative title**

- School Laboratory Manager

**Skill level: 2****Main tasks**

- Prepares, distributes and sets up samples and/or demonstrations, equipment and associated scientific materials for practical teaching laboratory use
- Assists science teaching staff with demonstrations, instruction of students on the use of equipment during science experiments, and the application of safety measures
- Maintains scientific teaching resources, classrooms, storerooms, preparation rooms and laboratories in a clean, safe, orderly and secure manner
- Operates laboratory equipment and performs routine operator maintenance and instrument calibrations as required, in compliance with manufacturer specifications
- Maintains a safe laboratory waste storage and disposal system in accordance with departmental guidelines
- Works within a budget to ensure that laboratories have the correct equipment to carry out practicals
- Performs record keeping and stocktaking of equipment and materials within the science department
- Ensures personal protective equipment is in working order, communicates safety concerns to teachers, and writes standard operating procedures for equipment and processes to ensure student and staff safety

**Occupation**

## 311599 Science Technicians nec

This occupation group covers Science Technicians not elsewhere classified.

**Skill level:** 2

**Occupations in this group include:**

- Calibration Technician
- Drug and Alcohol Tester
- Environmental Field Technician
- Fibre Technologist
- Fingerprint Expert
- Textile Technical Officer

**Minor Group**

## 312 Building and Construction Technicians

Provide technical support to construction managers, Architects and building professionals by coordinating building designs, inspecting buildings and equipment, estimating construction costs and supervising construction sites.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

## 3121 Building and Landscape Designers and Technicians

Create and coordinate building and landscape designs, produce detailed plans based off architectural drawings, monitor the technical progress of architectural projects, and collect and analyse survey data, in consultation with Architects, Planners and Surveyors, and builders.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 312131 Architectural Technician

Coordinates technical and design information, and monitors the technical progress of architectural projects. Assists with preparing building designs, regulatory applications and construction specifications.

**Skill level: 2****Main tasks**

- Collates and organises technical building information, interprets designs, and uses models to display architectural plans and specifications using CAD software and drawings
- Assists Architects and building designers by converting designs into blueprints and models
- Interprets designs for Construction Managers, and assists in resolving design construction issues by modifying blueprints and relaying any changes under the instruction of Architects and building designers
- Monitors the technical progress of projects to ensure compliance with design specifications, building codes, and health and safety standards
- May coordinate and manage BIM architecture software, or develop and implement BIM standards for workplaces

**Occupation**

## 312132 Building Designer

Creates concepts, designs and detailed documentation for buildings, renovations and extensions in consultation with builders, clients and consultants.

Registration or licensing may be required.

### Alternative titles

- Architectural Associate
- Architectural Draftsperson

### Skill level: 2

### Main tasks

- Consults with builders, clients and consultants to understand design requirements and gather feedback on building designs
- Prepares initial design models for engineering and estimation purposes using BIM
- Takes measurements and dimensions, and performs other routine calculations for building or renovation design layouts
- Provides design recommendations to clients based on factors such as budget, building site constraints, and overall feasibility
- Produces architectural documentation for sketch design and to support applications to councils
- Prepares building designs, models, concepts and estimations using CAD, 3D modelling and BIM software
- Ensures building, renovation and extension designs comply with regulations and standards, and client, certifier and consultant requirements

**Occupation**

## 312133 Detailer Drafter

Produces detailed plans, drawings and other documents based on architectural and engineering drawings using BIM for fabricators to manufacture and erect frames, columns, beams, braces and trusses used in residential, commercial and industrial buildings and infrastructure.

### Specialisations

- Steel Detailer
- Structural Steel Detailer
- Truss Detailer

### Skill level: 2

#### Main tasks

- Uses BIM technology to prepare plans, drawings and other documents, including specifications for materials required, detailed measurements and installation instructions for building contractors
- Determines the appropriate material for each task based on design plans, and ensures that all designs meet relevant standards and regulations
- Performs calculations to estimate the quantity of materials required to complete a project
- Develops detailed 3D models to detect model clashes to mitigate construction delays and site rectification costs
- Collaborates with Architects, engineers and project managers to ensure the accurate translation of designs into construction plans

**Occupation**

## 312134 Landscape Designer

Designs and creates detailed plans and drawings for residential landscapes and small public or commercial landscape projects, with an emphasis on specialty horticulture and the integration of hard landscape elements to improve the aesthetic and functionality of outdoor spaces.

**Skill level:** 2

### Main tasks

- Consults with clients to prepare outdoor design briefs suitable for the site and the client's lifestyle, budget and preferred aesthetic
- Assesses local site conditions to determine factors that may impact landscape designs
- Explores applications of materials, techniques and trends in landscape design
- Prepares design concepts and drawings for residential gardens including all elements of the hard landscaping design, lighting, soils, drainage and irrigation
- Specifies materials and products used in the construction of landscapes to achieve the desired result for clients
- Collaborates with other professionals, builders and associated trades to prepare landscape construction cost estimates for clients
- Provides advice on ornamental and amenity horticulture, soil improvement, and functional outdoor design in keeping with the surrounding architecture
- Provides recommendations for the ongoing maintenance of newly constructed landscapes or gardens

**Occupation**

## 312135 Surveying Technician

Collects and records survey data using surveying instruments such as total stations, GPS equipment, levels and laser scanners. Analyses survey data to develop plans and reports in support of Surveyors.

**Specialisation**

- Survey Draftsperson

**Skill level: 2****Main tasks**

- Prepares sketches used to place physical markers on land to define the accurate position of features such as existing property boundaries, proposed building layouts, utilities and road margins on building, construction and mine sites
- Processes data and makes calculations recorded from fieldwork and surveys to prepare detail and feature plans, maps and technical reports
- Maintains and calibrates surveying equipment to ensure accuracy
- Analyses, interprets and manipulates survey data to create 2D and 3D models using CAD and BIM to support Architects and Civil Engineering Professionals

**Occupation**

## 312199 Building and Landscape Designers and Technicians nec

This occupation group covers Building and Landscape Designers and Technicians not elsewhere classified.

**Skill level:** 2

**Occupations in this group include:**

- Landscaping Draftsperson
- Town Planning Assistant

**Unit Group**

## 3122 Construction and Safety Inspectors

Inspect and report on the quality and safety of buildings, plumbing work, machines, equipment, working conditions and public places to ensure compliance with relevant industry standards and regulations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 312231 Building Inspector

Inspects and reports on the structural quality and safety of buildings. May perform tasks related to regulatory building inspection and reporting in support of Building Surveyors.

Registration or licensing may be required.

**Specialisations**

- Electrical Installation Inspector
- Swimming Pool Inspector

**Skill level: 2****Main tasks**

- Undertakes pre-purchase building inspections on behalf of clients and prepares pre-purchase reports
- Identifies non-structural defects, structural issues, and conditions that may contribute to structural issues in buildings, and provides reports on their severity along with recommendations for a course of action to be undertaken within a suggested timeframe
- Advises builders, contractors and property owners on building regulations and requirements
- May carry out inspection of buildings to verify if building work complies with approved permits and legislative and building regulations, and produces reports on their non-compliance at the request of a Building Surveyor

**Occupation**

## 312232 Energy Assessor

Assesses the energy efficiency of buildings by using computer modelling tools to predict the heating and cooling requirements of buildings based on the design, materials and construction.

**Alternative titles**

- Energy Efficiency Assessor
- Thermal Performance Assessor

**Skill level: 3****Main tasks**

- Uses approved software and information from building plans to model potential consumption of energy for heating and cooling purposes to verify compliance with national building codes
- Assesses and certifies the thermal performance of buildings
- Advises on building orientation, materials and construction to improve thermal performance
- Measures and prepares reports on the energy use of buildings, including appliances, heating and cooling, and solar batteries
- Collaborates with Architects, building designers, building surveyors, and energy and sustainability engineers to optimise the thermal performance of buildings

**Occupation**

## 312233 Plumbing Inspector

Inspects plumbing work to ensure compliance with relevant standards and regulations.

Registration or licensing is required.

**Skill level:** 2

### Main tasks

- Conducts site inspections of plumbing installations to ensure compliance with relevant standards and regulations
- Reviews plans and specifications for plumbing installations to ensure compliance with building codes and regulations
- Issues permits and certificates of compliance for plumbing installations
- Investigates complaints and reports of non-compliance with plumbing regulations
- Provides advice and guidance to Plumbers and property owners on compliance requirements
- Prepares reports and documentation detailing findings and recommendations for corrective action
- Collaborates with other regulatory agencies and stakeholders to ensure consistent enforcement of plumbing regulations

**Occupation**

## 312234 Safety Inspector

Inspects machines, equipment, working conditions and public places to ensure compliance with government and industry standards and regulations in relation to work health and safety.

Registration or licensing may be required.

### Specialisations

- Boilers and Pressure Vessels Inspector
- Gas Inspector
- Lifts and Cranes Inspector
- Mines Inspector
- Work Health and Safety Inspector

### Skill level: 2

### Main tasks

- Examines equipment specifications, and inspects and tests machines, equipment and clothing to monitor and enforce compliance with safety standards and serviceability
- Inspects factories and other work sites to ensure compliance with government and industry standards and regulations
- Investigates workplace accidents, incidents and complaints related to workplace health and safety
- Assists in conducting safety meetings and campaigns, and organising training in general safety principles, in keeping with regulations
- Advises organisations on ways to comply with work health and safety legislative and regulatory requirements
- May issue notices to enforce immediate compliance under work health and safety legislation and if necessary, impose penalties or recommend prosecutions for breaches

**Unit Group**

## 3123 Construction Estimators

Prepare and deliver estimates and cost plans for construction projects up to tender settlement stage.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 312331 Construction Estimator

Prepares and delivers estimates and cost plans for construction projects up to tender settlement stage.

**Alternative title**

- Building Estimator

**Skill level: 2****Main tasks**

- Reviews project plans and specifications to understand project requirements, then projects the overall costs of materials, labour and planning of construction
- Conducts site visits to gather information and assess project conditions
- Researches and obtains quotes, then negotiates deals with suppliers and subcontractors
- Collaborates with architects, engineers, quantity surveyors and contractors to clarify project details
- Prepares and presents cost plans to clients and stakeholders, and recommends ways to reduce costs
- Assists in the negotiation and settlement of project tenders

**Unit Group**

## 3124 Construction Supervisors

Organise the daily operations of construction sites and supervise and perform specialist roles in small civil work teams.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 312431 Civil Construction Leading Hand

Supervises and performs specialist roles in a small civil work team, including monitoring work programs, ensuring safety and organising plant, labour and material resources on civil construction sites.

Registration or licensing may be required.

**Specialisations**

- Asphalt Supervisor
- Earthmoving Supervisor

**Skill level: 3****Main tasks**

- Supervises, coordinates and participates in civil construction work
- Assists Construction Site Supervisors to monitor construction programs, organise resources and resolve issues
- Directs and monitors subcontractors, suppliers and plant hirers, and conducts briefings with work crews to deliver project information and assign tasks
- Provides technical support to work teams on issues such as plant or machine operation, and ensures plant and machinery is maintained and operated in accordance with safety standards
- Maintains a daily record of site activities for reporting to Construction Site Supervisors

**Occupation**

## 312432 Construction Site Supervisor

Supervises and organises the daily operations of construction sites, and coordinates the material and human resources required. Registration or licensing may be required.

**Alternative titles**

- Building Site Manager
- Building Site Supervisor
- Construction Foreperson

**Specialisation**

- Demolition Supervisor

**Skill level: 2****Main tasks**

- Coordinates and schedules construction activities, including the delivery of materials and equipment to site
- Oversees and directs construction workers and subcontractors
- Implements and enforces safety protocols and procedures on construction sites
- Reviews and interprets construction plans and specifications, and inspects construction sites to ensure compliance with building codes and regulations
- Collaborates with Architects, engineers and other professionals involved in the construction process
- Conducts regular site meetings to communicate project progress and address any concerns, and resolves any issues or conflicts that arise

**Minor Group**

## 313 Engineering Technicians

Provide technical support to Engineering Professionals in the design, operation, installation and maintenance of engineering equipment and systems.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Unit Group**

## 3131 Civil Engineering Draftspersons and Technicians

Assist in civil engineering research, design, construction, operations and maintenance.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

## 313131 Civil Engineering Draftsperson

Prepares detailed drawings and plans for civil engineering work in support of Civil Engineering Professionals and Engineering Technologists.

Registration or licensing may be required.

**Alternative title**

- Civil Designer

**Specialisations**

- Hydraulic Designer (Civil)
- Road Designer
- Structural Draftsperson
- Transport Designer

**Skill level: 2****Main tasks**

- Prepares detailed drawings and plans for civil engineering projects
- Uses computer design software to convert civil engineering sketches into digital documents
- Creates topographical and relief maps of locations hosting new civil development projects
- Incorporates design changes and updates into existing drawings and plans based on feedback from engineers and architects

**Occupation**

## 313132 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.

Registration or licensing may be required.

### Specialisations

- Civil Laboratory Technician
- Hydraulic Engineering Technician (Civil)

### Skill level: 2

### Main tasks

- Prepares sketches, drawings and tabulations to assist in the design and planning of civil engineering projects
- Performs laboratory testing and analyses data from construction sites to support Civil Engineering Professionals
- Assists with the inspection, organisation and supervision of civil engineering works to ensure adherence to project timelines and compliance with engineering specifications and safety standards
- Assists with estimating quantities and costs of materials and labour required for civil engineering projects

**Unit Group**

## 3132 Electrical Engineering Draftspersons and Technicians

Support and assist Engineering Professionals in the design, testing, analysis and assembly of electrical systems.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 313231 Electrical Engineering Draftsperson

Prepares detailed drawings and plans of electrical installations and circuitry in support of Electrical Engineering Professionals and Engineering Technologists.

Registration or licensing may be required.

**Specialisations**

- Electrical Engineering Design Draftsperson
- Electrical Engineering Detail Draftsperson
- Electrical Engineering Drafting Officer
- Relays Draftsperson
- Substation Design Draftsperson

**Skill level: 2****Main tasks**

- Prepares detailed drawings, plans and diagrams of electrical installations and circuitry
- Collaborates with Electrical Engineers and Engineering Technologists to ensure the accuracy of electrical drawings and plans
- Uses CAD software to create and modify electrical drawings and plans
- Conducts site visits to gather information and measurements for electrical installations
- Calculates and determines dimensions, materials and specifications for electrical installations and circuitry
- Inspects electrical designs for compliance with design specifications and government regulations

**Occupation**

## 313232 Electrical Engineering Technician

Supports and assists Electrical Engineering Professionals and Engineering Technologists in the design, testing, maintenance and modification of electrical systems, prepares charts and tabulations, and assists in cost estimation.

Registration or licensing may be required.

**Alternative title**

- Electrical Engineering Technical Officer

**Specialisations**

- Electrical Estimator
- Electrical Instrument Technician

**Skill level: 2****Main tasks**

- Supports and assists Electrical Engineers and Engineering Technologists in designing and developing electrical systems
- Installs, commissions, tests, monitors, repairs and maintains electrical systems, ensuring systems are in line with relevant safety regulations
- Assists in estimating material costs and quantities for electrical work in industrial or commercial sectors to support engineering teams
- Ensures relevant documentation is up to date, including the writing of service reports for electrical systems
- Collects data, conducts tests and reports on test results utilising various formats, including the use of CAD, graphs, charts, tabulations and calculations for clarity

**Unit Group**

## 3133 Maintenance Planners

Develop maintenance planning strategies for, and schedule, coordinate and monitor the maintenance of, plant equipment, infrastructure and machinery.

Facilities Managers are excluded from this unit group. Facilities Managers are included in Occupation 172331 Facilities Manager.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 313331 Maintenance Planner

Develops maintenance planning strategies for, and schedules, coordinates and monitors the maintenance of, plant equipment, infrastructure and machinery.

Facilities Managers are excluded from this occupation. Facilities Managers are included in Occupation 172331 Facilities Manager.

**Alternative titles**

- Maintenance Scheduler
- Maintenance Superintendent
- Shutdown Coordinator
- Shutdown Planner

**Specialisations**

- Aircraft Maintenance Planner
- Electrical Maintenance Planner
- Mechanical Maintenance Planner
- Rail Maintenance Planner

**Skill level: 2****Main tasks**

- Prepares preventative maintenance plans and schedules, following the organisation's maintenance goals
- Coordinates planned downtimes to minimise interference with production or service schedules
- Adjusts schedules to include emergency work
- Collaborates with procurement staff to ensure availability of necessary maintenance materials and supplies
- Ensures compliance with existing maintenance procedures and regulations

**Unit Group**

## 3134 Marine Transport Masters, Officers and Technicians

Control and manage the operation and maintenance of marine vessels and equipment.

Marine Technicians who repair and maintain inboard and outboard marine motors are excluded from this unit group. Marine Technicians are included in Occupation 351435 Marine Technician.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 313431 Marine Engineer

Controls and manages the operation, maintenance and repair of a ship's machinery and equipment.

Registration or licensing is required.

**Skill level: 2****Main tasks**

- Manages the operation and maintenance of a ship's mechanical, electrical, hydraulic, pneumatic, steam-generating and fire control systems
- Conducts regular inspections of machinery and equipment, and diagnoses issues on board the ship
- Plans, coordinates, supervises and carries out repair and maintenance activities
- Ensures compliance with safety and environmental regulations and procedures in the operation of equipment
- Keeps records of equipment performance, fuel consumption and maintenance activities
- Orders and maintains inventory of spare parts and supplies for the ship's machinery

**Occupation**

## 313432 Marine Pilot

Oversees the navigation of vessels through water channels and ports.

Registration or licensing is required.

**Skill level: 2**

### Main tasks

- Navigates vessels through harbours, sounds, straits, bays, rivers, lakes or ports
- Advises the best route for safe passage of a vessel
- Provides expert knowledge of a port or waterway, including tides, water depths, local winds, currents and marine traffic
- Communicates with other vessels to prevent collision or advise of adverse conditions
- Monitors weather conditions and water currents using various instruments, such as anemometers, barometers and thermometers
- Ensures compliance with maritime laws, regulations and safety procedures

**Occupation**

## 313433 Marine Surveyor

Surveys the machinery, equipment and hulls of vessels to ensure they are constructed, equipped and maintained according to safety standards, rules and regulations laid down by marine authorities.

Registration or licensing is required.

**Skill level: 2****Main tasks**

- Inspects and examines vessels and equipment to ensure compliance with international and national regulations, and identifies any damage or defects
- Reviews and interprets technical drawings, plans and specifications related to ship construction
- Conducts surveys and inspections during construction, repair or maintenance
- Assesses damage to vessels on behalf of insurance companies for insurance claims
- Tests and evaluates ship systems such as navigation and communication
- Documents survey findings and recommendations, evaluating the vessel's overall condition
- Advises ship owners, operators and builders on compliance issues

**Occupation**

## 313434 Master Fisher

Controls a fishing vessel and fishing operations to catch and preserve fish, crustacea and molluscs.

Registration or licensing is required.

**Skill level: 2**

### Main tasks

- Plans and coordinates fishing operations, including determining fishing locations and methods
- Operates fishing equipment and machinery
- Directs and supervises crew members in fishing activities
- Monitors weather conditions and adjusts fishing operations accordingly
- Inspects and maintains fishing gear and equipment
- Ensures compliance with fishing regulations and quota
- Records and reports catch data, including species, quantity and location
- Processes and preserves catch, including cleaning, gutting and freezing
- Manages and maintains the safety and security of a fishing vessel
- Communicates with other fishing vessels and authorities for safety and assistance

**Occupation**

## 313435 Ship's Master

Controls and manages the operations of a ship or boat.

Registration or licensing is required.

Marine Pilots are excluded from this occupation. Marine Pilots are included in Occupation 313432 Marine Pilot.

**Alternative title**

- Ship's Captain

**Specialisation**

- Tug Master

**Skill level: 2****Main tasks**

- Manages and controls the movement of a vessel
- Oversees the interpretation of navigational instruments to ensure a vessel's course is maintained
- Adjusts a vessel's course according to weather conditions
- Communicates with port authorities
- Plans and schedules a vessel's route, considering factors such as weather, tides and cargo requirements
- Oversees the loading and unloading of cargo and/or passengers
- Implements emergency procedures in case of accidents, storms or unforeseen events
- Ensures compliance with maritime laws, regulations and safety procedures

**Occupation**

## 313436 Ship's Officer

Navigates and controls the safe operation of a ship, and supervises and coordinates the activities of deck crew.

Registration or licensing is required.

**Alternative title**

- Deck Officer

**Specialisations**

- Navigating Officer (Ship's)
- Seaman Officer (Navy)

**Skill level: 2****Main tasks**

- Navigates and controls the safe operation of a ship
- Supervises and coordinates the activities of deck crew
- Assists in the planning of a ship's course and monitors its progress
- Ensures compliance with maritime regulations and safety procedures
- Manages cargo operations and equipment inspections
- Maintains accurate records of a ship's activities, including logbooks and reports
- Communicates with other ships, ports and authorities

**Occupation**

## 313499 Marine Transport Masters, Officers and Technicians nec

This occupation group covers Marine Transport Masters, Officers and Technicians not elsewhere classified.

Registration or licensing is required.

**Skill level:** 2

**Occupations in this group include:**

- Boating Safety Officer
- Marine Safety Officer
- Vessel Traffic Officer

**Unit Group**

## 3135 Mining Supervisors

Oversee the safety of mining operations and supervise Miners.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 313531 Mining Supervisor

Oversees the safety of mining operations and supervises Miners.

Registration or licensing is required.

**Alternative titles**

- Mine Deputy
- Mining Leading Hand

**Specialisations**

- Explosive Risk Zone Controller
- Mining Production Supervisor
- Open Cut Examiner
- Quarry Supervisor (Open Pit Mining)
- Underground Mining Supervisor

**Skill level: 2****Main tasks**

- Supervises and coordinates the work of Miners
- Ensures compliance with safety regulations and procedures in mining operations
- Inspects mining areas to identify potential hazards and risks
- Trains and educates miners on safety protocols and procedures
- Monitors and evaluates the performance of Miners in relation to safety practices

**Unit Group**

## 3139 Other Engineering Technicians

This unit group covers Engineering Technicians not elsewhere classified. It includes Biomedical Technicians, Electronic Engineering Technicians, Mechanical Engineering Draftspersons, Mechanical Engineering Technicians, Metallurgical and Materials Technicians, Non-destructive Testing Technicians and Other Draftspersons.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 313931 Biomedical Technician

Tests, calibrates, repairs, services and maintains biomedical equipment using a variety of tools and computer applications to keep biomedical machinery operating in optimal conditions.

Registration or licensing may be required.

**Skill level: 2****Main tasks**

- Conducts scheduled maintenance, quality control checks and electrical safety inspections of biomedical equipment to ensure safe and effective operation
- Installs and calibrates biomedical equipment or components
- Demonstrates and assists with the operation of specialised biomedical equipment
- Cleans, repairs and replaces biomedical equipment when necessary

**Occupation**

## 313932 Electronic Engineering Technician

Supports and assists Electronics Engineers and Engineering Technologists in circuitry design, testing, data collection and analysis, and assembles circuitry of electronic systems.

Registration or licensing may be required.

### Specialisations

- Broadcast Engineer
- Hearing Aid Technician
- Simulator Technician

### Skill level: 2

#### Main tasks

- Collects data, performs analysis, and maintains and repairs electronic systems
- Conducts tests on components and equipment to ensure functionality and performance in line with industry standards
- Assembles circuitry and electronic components according to engineering specifications
- Assists Electronics Engineers and Engineering Technologists in designing and developing electronic systems
- Installs, configures, calibrates and adjusts electronic instruments and equipment
- Documents test results, data analysis and circuitry assembly procedures

**Occupation**

# 313933 Mechanical Engineering Draftsperson

Prepares detailed drawings and plans of mechanical engineering work in support of Mechanical Engineers and Engineering Technologists.

**Alternative title**

- Mechanical Designer

**Specialisations**

- Hydraulic Designer (Mechanical)
- Piping Designer
- Tool Designer

**Skill level: 2****Main tasks**

- Prepares detailed drawings and plans of mechanical engineering work
- Ensures plans and drawings of mechanical engineering work comply with industry standards and regulations
- Creates detailed blueprints that manufacturers can use for mass production of mechanical parts
- Uses CAD software and 3D printing to create models of mechanical parts, and specify product dimensions and quantity of materials needed

**Occupation**

## 313934 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.

**Specialisation**

- Hydraulic Technician (Mechanical)

**Skill level: 2****Main tasks**

- Conducts tests of mechanical systems, machines or parts to evaluate performance and identify issues
- Assists Mechanical Engineers and Engineering Technologists in the design and development of mechanical systems
- Collects and analyses data from tests and experiments of machines, components and materials
- Assists in quality control checks and inspections of mechanical installations, components and systems
- Installs parts or machinery to ensure they meet performance targets and work as intended

**Occupation**

## 313935 Metallurgical or Materials Technician

Tests techniques, procedures and applications of equipment and materials as part of processing and refining, and/or research into metals, ceramics, polymers and other materials.

Non-destructive Testing (NDT) Technicians are excluded from this occupation. Non-destructive Testing Technicians are included in Occupation 313936 Non-destructive Testing Technician.

### Specialisations

- Fire Assayer
- Welding Engineering Technician
- Welding Inspector (Non-NDT)

### Skill level: 2

#### Main tasks

- Obtains, measures and prepares ore samples for testing
- Reviews and approves welding procedures
- Conducts metallurgical laboratory test work to troubleshoot performance and advise on how to improve manufacturing techniques
- Inspects, measures and assesses the quality and strength of welds to ensure they comply with standards and specifications
- Assists metallurgists and other professionals in the use of complex equipment for metal production

**Occupation**

## 313936 Non-destructive Testing Technician

Uses non-destructive testing (NDT) techniques to examine and test the functionality and performance of objects, structures or materials without damaging or affecting their functionality.

Registration or licensing may be required.

**Alternative title**

- NDT Technician

**Skill level: 2****Main tasks**

- Uses NDT techniques to study the properties of materials and structures
- Uses NDT techniques to test materials at all stages of a manufacturing or construction process
- Tests and identifies product flaws and structural weaknesses using NDT techniques
- Conducts NDT to determine where corrosion may occur and how it will spread
- Calibrates and maintains NDT equipment

**Occupation**

## 313937 Other Draftsperson

Prepares detailed drawings, technical plans and illustrations to precise specifications for electronic engineering, mining and shipbuilding projects.

Registration or licensing may be required.

### Specialisations

- Electronic Engineering Draftsperson
- Mining Detail Draftsperson
- Shipbuilding Draftsperson

### Skill level: 2

#### Main tasks

- Prepares detailed drawings, plans and illustrations according to client specifications, and industry standards and regulations
- Uses CAD software and other drafting tools to create accurate and precise technical drawings and plans
- Consults with clients and collaborates with engineers and other professionals to ensure that drawings and plans meet project requirements

**Occupation**

## 313999 Engineering Technicians nec

This occupation group covers Engineering Technicians not elsewhere classified.

Registration or licensing may be required.

**Skill level:** 2

**Occupations in this group include:**

- Automation Technician
- Condition Monitoring Technician
- Hotel Engineer

**Minor Group**

## 314 ICT and Telecommunications Technicians and Support Officers

Provide support for the development and maintenance of computer infrastructure, software and telecommunications networks, including the diagnosis and resolution of technical problems.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Unit Group**

### 3141 ICT and Telecommunications Technicians

Monitor and provide technical support functions for ICT and telecommunications networks and infrastructure, including the diagnosis and resolution of technical problems.

ICT Customer Support Officers are excluded from this unit group. ICT Customer Support Officers are included in Occupation 314231 ICT Customer Support Officer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

#### 314131 ICT Hardware Technician

Supports and maintains ICT systems and peripherals by installing, configuring, testing, troubleshooting and repairing hardware.

**Skill level: 2****Main tasks**

- Installs and configures ICT hardware, including desktop, laptop and smart devices
- Tests, troubleshoots and repairs desktop, laptop and smart devices
- Diagnoses, troubleshoots and repairs peripheral ICT equipment such as terminals, printers and network hardware
- Installs and maintains networks, servers and network equipment

**Occupation**

## 314132 Radiocommunications Technician

Installs, maintains, repairs and diagnoses malfunctions of microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communication systems.

**Skill level:** 2

### Main tasks

- Installs and configures radio and communication systems
- Operates, upgrades and maintains radio communications technical instruments, infrastructure, devices, network systems and field equipment
- Diagnoses and troubleshoots malfunctions in radio and communication systems
- Repairs or replaces faulty components in radio and communication systems
- Tests, analyses performance data, validates and calibrates radio and communication equipment to ensure proper functioning
- Monitors and analyses radio frequency signals to identify and resolve interference issues

**Occupation**

## 314133 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 them.

**Skill level:** 2

### Main tasks

- Plans and designs telecommunications networks and associated equipment
- Commissions and monitors the installation of telecommunications networks and equipment
- Provides technical advice and information to clients and colleagues
- Identifies complex problems in telecommunications networks and equipment
- Initiates action to resolve complex problems in telecommunications networks and equipment
- Tests and evaluates the performance of telecommunications networks and equipment

**Occupation**

## 314134 Telecommunications Network Designer

Plans and designs customer access telecommunications networks, and configures enhancements and expansions.

**Alternative title**

- Telecommunications Network Planner

**Skill level: 2****Main tasks**

- Conducts surveys and studies to assess the current state of the telecommunications network infrastructure
- Monitors the overall reliability, capacity and performance of the network
- Analyses data and identifies areas for improvement and expansion in the network
- Formulates strategies and plans for the enhancement of customer access telecommunications network infrastructure
- Creates detailed plans, cost estimates and budget proposals for network infrastructure projects
- Collaborates with engineers and technicians to plan, design and implement network infrastructure projects
- Coordinates with local authorities and utility companies to obtain necessary permits and approvals
- Monitors the progress of network infrastructure projects against the specified time and budget
- May troubleshoot equipment or systems issues as appropriate

**Occupation**

## 314135 Telecommunications Technical Officer or Technologist

Carries out specialised design and support functions in telecommunications engineering, including optimisation and performance monitoring of telecommunications networks, diagnosis and repair of faults, and the selection and installation of equipment.

**Skill level:** 2

### Main tasks

- Monitors and optimises the performance of telecommunications networks
- Diagnoses and repairs faults in telecommunications networks
- Selects and installs telecommunications equipment
- Conducts tests and measurements on telecommunications equipment and networks

**Occupation**

## 314136 Web Administrator

Maintains and improves websites, and provides web technology solutions and services.

**Alternative title**

- Webmaster

**Skill level: 2****Main tasks**

- Installs, configures and maintains web servers and related software
- Implements website security measures such as firewalls, antivirus software and secure sockets layer certificates
- Monitors website traffic and performance, and identifies and troubleshoots issues that affect performance
- Ensures backup and disaster recovery plans are in place to protect websites and web applications from data loss and downtime
- Installs and configures website software, such as content management systems and web analytics tools

**Occupation**

## 314199 ICT and Telecommunications Technicians nec

This occupation group covers ICT and Telecommunications Technicians not elsewhere classified.

**Skill level:** 2

**Occupations in this group include:**

- Applications Packager
- Data Centre Technician
- Information Systems Technician (Defence)
- Provisioning Officer

**Unit Group**

## 3142 ICT Customer Support Officers

Provide support, education and guidance in the deployment and maintenance of computer infrastructure and software, and the diagnosis and resolution of technical problems and issues.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 314231 ICT Customer Support Officer

Provides support, education and guidance in the deployment and maintenance of computer infrastructure and software, and the diagnosis and resolution of technical problems and issues.

**Alternative titles**

- ICT Help Desk Officer
- ICT Service Desk Analyst

**Specialisation**

- Network Support Technician

**Skill level: 2****Main tasks**

- Supports customers in resolving technical incidents with computer hardware and software
- Installs and deploys software to meet customer needs
- Diagnoses, troubleshoots and resolves connectivity issues
- Provides basic user training on computer hardware and software

**Sub-major Group**

## **32 Chefs and Food Trades Workers**

Plan, organise, prepare and cook food for dining and catering establishments, bake bread and pastry goods, and prepare meat for sale. Senior Chefs are excluded from this sub-major group. Senior Chefs are included in Occupation 161631 Senior Chef.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Minor Group**

### **321 Chefs**

Plan and organise the preparation and cooking of food in dining and catering establishments.

Senior Chefs are excluded from this minor group. Senior Chefs are included in Occupation 161631 Senior Chef.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Unit Group**

#### **3211 Chefs**

Plan and organise the preparation and cooking of food in dining and catering establishments.

Senior Chefs are excluded from this unit group. Senior Chefs are included in Occupation 161631 Senior Chef.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

#### **321131 Chef**

Plans and organises the preparation and cooking of food in a dining or catering establishment.

Senior Chefs are excluded from this occupation. Senior Chefs are included in Occupation 161631 Senior Chef.

**Specialisations**

- Aged Care Chef
- Chef de Partie
- Commis Chef
- Demi Chef
- Hospital Chef

**Skill level: 2****Main tasks**

- Assists in the planning of menus and determining food quantities and costs
- Prepares and cooks food according to recipes or personal judgment and experience
- Monitors food quality and presentation
- Manages and trains Cooks and Kitchenhands in food preparation, cooking techniques and food safety

- Orders and maintains inventory of food and kitchen supplies, ensuring it meets daily production needs
- Collaborates with management to develop new dishes and improve existing recipes
- Coordinates with front-of-house staff to ensure efficient food service
- Ensures compliance with health and safety regulations in the kitchen

**Minor Group**

## 322 Food Trades Workers

Bake bread and pastry goods, prepare meat for sale, and prepare and cook food for dining and catering establishments.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

### 3221 Bakers

Prepare and bake bread loaves, rolls, biscuits and other baked goods.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### 322131 Baker

Prepares and bakes bread loaves, rolls, biscuits and other baked goods.

**Specialisations**

- Biscuit Maker
- Dough Maker

**Skill level: 3****Main tasks**

- Weighs and measures ingredients according to recipes
- Mixes ingredients to form dough or batter using electric mixers or by hand
- Operates machines which roll, knead, shape and mould dough, slice bread and cut biscuits
- Coordinates the forming, loading, baking, unloading, depanning and cooling of batches of bread, rolls and other products
- Decorates and garnishes baked goods as required
- Orders and maintains inventory of baking supplies and ingredients
- Maintains the cleanliness of equipment and operation of a bakery before production runs to ensure compliance with work health and safety regulations
- May take orders from customers and handle payments

**Unit Group**

## 3222 Butchers and Smallgoods Makers

Select, cut, trim, prepare and arrange meat for sale and supply, operate meat and smallgoods processing machines, and manage the processes in the production of smallgoods.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 322231 Butcher or Smallgoods Maker

Selects, cuts, trims, prepares and arranges meat for sale or supply, operates meat or smallgoods processing machines, or manages the processes in the production of smallgoods.

**Skill level: 3****Main tasks**

- Selects and inspects meat to ensure quality and freshness
- Cuts, trims and prepares meat according to customer requirements
- Operates meat processing machines such as slicers, grinders and tenderisers
- Weighs, labels and packages meat products for sale or supply
- Maintains cleanliness and hygiene standards in meat preparation and display areas
- Manages inventory and orders meat supplies as needed
- Creates and maintains attractive displays of meat products
- Assists customers to select and purchase meat products
- Prepares and produces smallgoods such as sausages, bacon and ham
- Monitors the smallgoods production process to ensure quality, hygiene and efficiency

**Unit Group**

## 3223 Cooks

Prepare, season and cook food in dining and catering establishments.

Chefs, Fast Food Cooks and Kitchenhands are excluded from this unit group. Chefs are included in Occupation 321131 Chef. Fast Food Cooks are included in Occupation 851131 Fast Food Cook. Kitchenhands are included in Occupation 851231 Kitchenhand (General).

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 322331 Cook

Prepares, seasons and cooks food in a dining or catering establishment.

Chefs, Fast Food Cooks and Kitchenhands are excluded from this occupation. Chefs are included in Occupation 321131 Chef. Fast Food Cooks are included in Occupation 851131 Fast Food Cook. Kitchenhands are included in Occupation 851231 Kitchenhand (General).

**Skill level: 3****Main tasks**

- Inspects and selects ingredients for cooking
- Measures, cleans, chops, blends, seasons, heats and cools food
- Monitors food cooking processes to ensure proper cooking and presentation
- Coordinates, supervises and collaborates with kitchen staff in food preparation and cooking
- Cleans and maintains kitchen equipment and utensils
- Monitors and maintains inventory of food supplies and equipment
- Assists in the development of new recipes and menu items

**Unit Group**

## 3224 Pastrycooks

Prepare and bake buns, cakes, pastries and desserts in kitchens.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 322431 Pastrycook

Prepares and bakes buns, cakes, pastries and desserts in a kitchen.

**Specialisation**

- Cake Decorator

**Skill level: 3****Main tasks**

- Weighs and measures ingredients according to recipes
- Makes, mixes, kneads, shapes and moulds dough for various pastries and desserts
- Prepares pastry fillings
- Bakes buns, cakes, pastries and desserts, monitoring oven temperatures and product appearance
- Decorates and finishes pastries, cakes and desserts with icing, glaze or other toppings
- Orders and maintains inventory of pastry supplies and ingredients
- Maintains the cleanliness of equipment and operation of a kitchen to ensure compliance with work health and safety regulations
- Collaborates with other kitchen staff to coordinate pastry production
- May package finished pastries for sale

**Sub-major Group**

## 33 Engineering Trades Workers

Cut, shape, cast, join and finish metal, metal parts, subassemblies and precision instruments, and maintain aircraft structures.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Minor Group**

### 331 Fabrication Engineering Trades Workers

Cut, shape, cast, join and finish metal.

Panelbeaters and Vehicle Body Builders are excluded from this minor group. Panelbeaters are included in Occupation 351331 Panelbeater.

Vehicle Body Builders are included in Occupation 351531 Vehicle Body Builder.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

#### 3311 Structural Steel and Welding Trades Workers

Cut, shape, join and repair components of iron, steel and other metal structures, boilers, pressure vessels and pipes, ships and other vessels.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### 331131 Metal Fabricator

Marks off and fabricates structural steel and other metal stock to make, assemble or repair metal products, pipes and structures, such as boilers and pressure vessels.

Sheetmetal Fabricators are excluded from this occupation. Sheetmetal Fabricators are included in Occupation 331936 Sheetmetal Worker.

**Alternative title**

- Boilermaker

**Skill level: 3****Main tasks**

- Studies blueprints, drawings and specifications to determine fabrication job requirements
- Measures and marks out the size, shape and location of cutouts and joints on metal stock
- Uses specialised tools to cut, bend or shape metal into the desired structure or product
- Joins metal sections together by welding, bolting and riveting
- Examines welds for width of bead, penetration and precision, and performs necessary repairs or reworks
- Cleans and smooths welds by filing, chiselling and grinding

- May program machinery or computer-aided fabrication tools to optimise the metal fabrication process

**Occupation**

## 331132 Pressure Welder

Assembles, welds and repairs pressure vessels and pipes to relevant standards.

**Skill level:** 3

### Main tasks

- Reads and interprets blueprints and technical specifications to determine appropriate welding techniques for pressurised systems
- Examines welds for width of bead, penetration and precision, and performs necessary repairs or reworks
- Shapes, bends, cleans and smooths metal sections and pipes using hand and machine tools, and by heating, hammering, filing and chiselling
- Welds pressurised pipelines used for transporting oil, gas and other high-pressure substances
- Conducts tests on welds to ensure there are no leaks in the pressurised systems
- Applies post-weld treatments to relieve stress and enhance the strength of the welded joints on pressure-containing equipment

**Occupation**

## 331133 Welder (First Class)

Fabricates and repairs metal products using various welding techniques.

**Specialisation**

- Special Class Welder

**Skill level:** 3

**Main tasks**

- Interprets engineering drawings and specifications to determine welding requirements
- Applies appropriate welding techniques to join metal sections
- Monitors and adjusts welding parameters to ensure quality and integrity of welds
- Cleans welds by filing, chiselling and grinding
- Inspects and tests welded joints for defects and compliance with specifications

**Unit Group**

## 3319 Other Fabrication Engineering Trades Workers

This unit group covers Fabrication Engineering Trades Workers not elsewhere classified. It includes Blacksmiths, Electroplaters, Farriers, Metal Casting Trades Workers, Metal Polishers and Sheetmetal Workers.

Second class sheetmetal workers are excluded from this unit group. Second class sheetmetal workers are included in Occupation 732231 Engineering Production Worker.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 331931 Blacksmith

Shapes bars, rods and blocks of metal by heating and hammering to produce or repair metal articles.

**Skill level: 3**

**Main tasks**

- Collaborates with clients to understand their specific metalworking needs
- Heats metal blocks, bars and rods in a forge, then shapes the metal using hammers, anvils and other tools
- Welds or joins metal pieces together
- Trims, cuts and files metal to remove excess material
- Repairs damaged metal articles by heating and reshaping them
- Inspects finished products for quality and accuracy

**Occupation**

## 331932 Electroplater

Controls plating processes and maintains solutions used to coat metal articles and other parts with non-ferrous metals.

**Specialisation**

- Galvaniser

**Skill level: 3****Main tasks**

- Sets up and operates electroplating equipment
- Prepares electrolytic and silver solutions for electroforming, and applies solution to the objects to be coated
- Cleans, prepares, descales and removes all oxides from the surface of metal materials with cleaning solutions such as acids, alkalis and preflux solutions
- Masks areas not to be electroplated with silicon or oil-based paints
- Places articles in zinc solution for surface coating to reach government or manufacturing specifications
- Tests and adjusts plating solutions to maintain desired specifications
- Inspects plated articles and parts for defects and quality

**Occupation**

## 331933 Farrier

Inspects, trims and shapes horses' hooves, and forms, fits and nails horseshoes.

**Skill level:** 3

### Main tasks

- Inspects horses' hooves and assesses their condition
- Trims and shapes horses' hooves
- Measures horses' hooves for appropriate shoe size
- Fits and nails horseshoes securely onto hooves
- Provides advice to horse owners on hoof care and shoeing
- Prevents disease and cultivates overall hoof health

**Occupation**

## 331934 Metal Casting Trades Worker

Forms sand moulds and cores for the production of metal castings.

**Specialisation**

- Moulder

**Skill level:** 3

**Main tasks**

- Sets up and operates equipment and machinery for sand moulding and core making
- Produces and prepares moulds and cores using boxed and boxless moulding
- Packs and compacts sand to ensure proper mould formation
- Pours molten metal into prepared casts to create metal castings
- Inspects moulds and cores for defects and repairs, or replaces as necessary
- May setup, use and program robotic machinery with appropriate metal working tools to finish metal products

**Occupation**

## 331935 Metal Polisher

Polishes metal to impart smooth, reflective and other finishes.

**Skill level:** 3

### Main tasks

- Selects appropriate polishing materials and equipment
- Applies polishing compounds or abrasive materials to metal surfaces
- Uses hand tools or power tools to polish metal surfaces
- Removes scratches, blemishes or other marks from metal surfaces
- Grinds and smooths welded seams and joints
- Inspects polished surfaces for defects or imperfections
- Applies protective coatings or finishes to polished metal surfaces

**Occupation**

## 331936 Sheetmetal Worker

Marks out, shapes, forms and joins sheetmetal and other materials to make products and components.

Sheetmetal workers (second class) are excluded from this occupation. Sheetmetal workers (second class) are included in Occupation 732231 Engineering Production Worker.

**Alternative title**

- Sheetmetal Fabricator

**Skill level: 3****Main tasks**

- Studies blueprints, drawings and specifications to determine job, material and equipment requirements
- Selects metal stock such as stainless steel, galvanised iron, mild steel, aluminium and copper, and checks sizes, gauges and other dimensions of metal stock against specifications
- Marks out metal stock with reference points and lines, using templates, gauges and other measuring instruments
- Cuts metal stock along guidelines using hand and power shears, computerised laser and plasma cutters, guillotines and drills
- Shapes and forms cut metal stock into products using folding and bending machines, rollers, presses and hammers
- Fits and assembles components into final products by welding, riveting, soldering, brazing and otherwise joining
- Finishes products by polishing, filing, sanding and cleaning assembled products
- May specialise in fabrication, or on-site assembly and installation of sheetmetal products
- May produce aircraft sheetmetal components

**Minor Group**

## 332 Mechanical Engineering Trades Workers

Machine and prepare aircraft systems, metal parts, subassemblies and precision instruments.

Automotive Technicians and Trades Workers are excluded from this minor group. Automotive Technicians and Trades Workers are included in Minor Group 351 Automotive Technicians and Trades Workers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

## 3321 Aircraft Maintenance Technicians

Maintain and repair aircraft structures, and avionic and mechanical systems.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 332131 Aircraft Maintenance Technician (Avionics)

Inspects, tests, aligns, repairs and installs electrical and avionic system components in aircraft, including space vehicles.

**Alternative title**

- Aircraft Maintenance Engineer (Avionics)

**Specialisations**

- Aircraft Maintenance Technician (Electrical)
- Armament Technician (Defence)
- Avionics Technician (Defence)

**Skill level: 3****Main tasks**

- Inspects and tests aircraft electrical and avionic systems to identify any faults or damage, and ensure aircraft are functioning within safety regulations and standards
- Repairs or replaces faulty or damaged aircraft electrical and avionic systems
- Installs new aircraft electrical and avionic system components, including instruments, radio and communication equipment, and navigation systems
- Performs and documents regular maintenance and servicing of aircraft electrical and avionic systems
- May manufacture aircraft electrical and avionic hardware components

**Occupation**

## 332132 Aircraft Maintenance Technician (Mechanical)

Inspects, tests, repairs and installs hydromechanical and flight system components and engines, subassemblies, and components in aircraft, including space vehicles.

**Alternative title**

- Aircraft Maintenance Engineer (Mechanical)

**Specialisations**

- Aircraft Maintenance Technician (Engines)
- Aircraft Mechanic
- Aircraft Technician (Army, Air Force)
- Aviation Technician Aircraft (Navy)

**Skill level: 3****Main tasks**

- Inspects and tests aircraft hydromechanical and flight systems and components to identify any faults, wear, defects or damage, and ensures aircraft are functioning within safety regulations and standards
- Repairs or replaces faulty or damaged aircraft hydromechanical and flight systems or components
- Installs new aircraft hydromechanical and flight systems, including engines, ancillary motors, brakes, hydraulic and pneumatic systems, airframes and subassemblies
- Performs and documents regular maintenance and servicing of aircraft hydromechanical and flight systems
- May manufacture aircraft hydromechanical, flight system and subassembly components

**Occupation**

## 332133 Aircraft Maintenance Technician (Structures)

Inspects, dismantles and reassembles aircraft, including space vehicle structures, and repairs and replaces components of aircraft and/or space vehicle frames. Works with both metal and carbon fibre composite materials.

**Alternative title**

- Aircraft Maintenance Engineer (Structures)

**Specialisation**

- Aircraft Structural Technician

**Skill level: 3****Main tasks**

- Inspects, dismantles, modifies and reassembles aircraft and/or space vehicle structures to identify damage, defects or wear, and ensures structures are functioning within safety regulations and standards
- Repairs or replaces damaged or worn components of aircraft and/or space vehicle structures
- Works with both metal and carbon fibre composite materials to repair or replace aircraft and/or space vehicle structures
- Performs and documents regular maintenance and servicing of aircraft and/or space vehicle structures
- May manufacture aircraft and/or space vehicle structural components

**Occupation**

## 332134 Licensed Aircraft Maintenance Engineer

Supervises, coordinates, inspects and confirms completion of aircraft and/or space vehicle maintenance, and certifies aircraft or aircraft parts as airworthy.

Registration or licensing is required.

**Skill level:** 2

**Main tasks**

- Supervises and coordinates aircraft and/or space vehicle maintenance activities and personnel
- Inspects and tests aircraft and/or space vehicle maintenance is compliant with regulatory standards
- Assesses, determines the cause of, and rectifies aircraft and/or space vehicle defects, and provides technical guidance and support to maintenance staff
- Confirms aircraft and/or space vehicle maintenance has been completed and documented, and certifies aircraft and/or space vehicle parts as airworthy
- May assist with aircraft defect analysis and investigations

**Unit Group**

## 3322 Metal Fitters and Machinists

Fit and assemble fabricated metal parts into products, set up machining tools and production machines, and operate machining tools and machines to shape metal stock and castings.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 332231 Fitter (General)

Fits and assembles metal parts and subassemblies to fabricate production machines and other equipment.

Car, bus, truck and other vehicle diesel engine mechanics are excluded from this occupation. Car, bus, truck and other vehicle diesel engine mechanics are included in Occupation 351433 Diesel Technician.

**Specialisations**

- Diesel Fitter-Mechanic
- Drill Fitter
- Fitter-Machinist
- Fitter-Mechanic
- Locomotive Maintainer
- Maintenance Fitter
- Mechanic (Diesel and Heavy Earthmoving Equipment)
- Stationary Plant Mechanic

**Skill level: 3****Main tasks**

- Reads and interprets engineering drawings and specifications
- Measures and fits metal components using hand tools, power tools and machines
- Prepares and configures machine tools for specific jobs, and ensures correct fixtures, settings and tools are applied
- Assembles metal parts and subassemblies according to engineering specifications
- Fits fabricated metal parts into products and assembles metal parts and subassemblies to produce machines and equipment
- Repairs and maintains machines and equipment by replacing or repairing faulty parts
- Operates machines and equipment to fabricate metal components
- Tests and adjusts machines and equipment to ensure proper functioning

**Occupation**

## 332232 Fitter and Turner

Fits, assembles, grinds and shapes metal parts and subassemblies to fabricate production machines and other equipment.

**Specialisation**

- Fitter Armament (Army)

**Skill level:** 3

**Main tasks**

- Reads blueprints and technical specifications to understand the requirements for the metal component to be machined
- Prepares and configures machine tools for specific jobs, and ensures correct fixtures, settings and tools are applied
- Operates lathes to create cylindrical parts
- Fits and assembles metal parts and subassemblies according to engineering specifications
- Uses hand tools and power tools to grind, file and polish metal parts
- Tests and adjusts completed machines and equipment to ensure proper functioning
- Inspects finished products for quality and accuracy
- Performs operational maintenance of machinery

**Occupation**

## 332233 Fitter-Welder

Fits, assembles and welds metal parts and subassemblies to fabricate production machines and other equipment.

**Skill level:** 3

### Main tasks

- Interprets engineering drawings and specifications
- Measures metal components for cutting, shaping and welding
- Fits and assembles metal parts according to engineering specifications
- Cuts and shapes metal components using hand and power tools
- Welds metal components using various welding techniques
- Cleans welds by filing, chiselling and grinding
- Inspects and tests welded components for quality and compliance with specifications

**Occupation**

## 332234 Metal Machinist (First Class)

Sets up and operates machine tools to shape and form metal stock and castings to fine tolerances, using drawings and specifications.

### Specialisations

- Automotive Machinist
- Computer Numerical Control Machinist (Metal)
- Engine Reconditioner

**Skill level:** 3

### Main tasks

- Reads blueprints and technical specifications to understand the requirements for the metal component to be machined
- Prepares and configures machine tools for specific jobs and ensures correct fixtures, settings and tools are applied
- Forms metal stock and castings to fine tolerances using machining tools to press, cut, grind, plane, bore and drill metal
- Checks fabricated and assembled metal parts for accuracy, clearance and fit using precision measuring instruments
- Polishes, deburs and finishes the machined parts to ensure they meet the specified finish quality
- May program and operate computer numerical control machines to guide machine tools in producing parts

**Occupation**

## 332299 Metal Fitters and Machinists nec

This occupation group covers Metal Fitters and Machinists not elsewhere classified.

**Skill level:** 3

**Occupations in this group include:**

- Printing Engineer
- Sewing Machine Technician
- Textile Mechanic
- Valve Technician

**Unit Group**

## 3323 Precision Engineering Trades Workers

Fabricate, assemble, maintain and repair metal precision instruments, and make and repair tools, dies, jigs, fixtures and other precision parts and equipment.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 332331 Engineering 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 automotive, aircraft or fibreglass industries.

**Skill level: 3****Main tasks**

- Interprets engineering drawings to determine pattern requirements
- Prepares materials for pattern construction
- Tests and modifies patterns for desired results
- Creates moulds and core boxes for casting processes
- Constructs engineering models using woodworking tools
- Maintains and repairs patterns

**Occupation**

## 332332 Engraver

Inscribes letters, figures and designs on metal, glass, wood, rubber, plastic and other surfaces.

**Skill level:** 3

### Main tasks

- Prepares engraving equipment and materials
- Selects tools and techniques for engraving on various surfaces
- Inscribes letters, figures and designs on different materials
- Ensures accuracy and precision in engraving
- Inspects engraved surfaces for quality and adherence to specifications
- Collaborates with clients or designers on engraving requirements

**Occupation**

## 332333 Gunsmith

Modifies, services and repairs rifles, revolvers, other firearms, ammunition and protective gear, and conducts preventive maintenance of weapons used by defence, law enforcement and other organisations.

Registration or licensing is required.

### Specialisation

- Armourer

### Skill level: 3

### Main tasks

- Inspects, tests, maintains and repairs firearms, ammunition and protective gear to ensure proper functioning and compliance with licensing and safety regulations
- Modifies, alters and calibrates rifles, revolvers and other firearms for optimisation
- Performs preventive maintenance tasks including cleaning and lubricating weapons to ensure proper functioning of weapons and armour
- Carries out destruction of obsolete firearms and other controlled items
- Maintains detailed records of equipment maintenance, repairs and inspections
- May oversee the storage, distribution and inventory of ammunition

**Occupation**

## 332334 Locksmith

Installs and maintains locks and related security devices and systems.

Registration or licensing is required.

**Skill level:** 3

### Main tasks

- Inspects and assesses security requirements of premises
- Installs locks, deadbolts and other security devices on doors, windows and other entry points
- Repairs and maintains locks and security systems
- Cuts and duplicates keys
- Changes lock combinations and codes
- Installs and maintains electronic security systems, such as alarms and access control systems
- Provides advice and recommendations to clients on security measures
- Responds to emergency lockouts and provides lockout services

**Occupation**

## 332335 Precision Instrument Maker and Repairer

Assembles, calibrates, installs and overhauls mechanical precision instruments and equipment.

### Specialisations

- Camera Repairer
- Scalemaker
- Scientific Instrument Maker and Repairer

**Skill level:** 3

### Main tasks

- Assembles mechanical precision instruments and equipment according to specifications
- Installs precision instruments and equipment in designated locations
- Tests, calibrates and adjusts the performance of precision instruments for accuracy
- Diagnoses and repairs faults in precision instruments
- Cleans and maintains precision instruments and equipment
- Interprets technical drawings, diagrams and manuals for precision instruments and equipment

**Occupation**

## 332336 Saw Technician

Services, repairs, maintains and aligns saw blades, knives and guides for circular, band and other saws, and components of sawing machines.

**Alternative title**

- Saw Doctor

**Specialisation**

- Saw Sharpener

**Skill level:** 3**Main tasks**

- Inspects saw blades to identify any damage or wear
- Dismantles and reassembles precision sawing instruments using hand and power tools, or specially designed machines
- Repairs and replaces defective parts by replacing or adjusting teeth on saw blades, welding or brazing
- Sharpens saw blades using grinding or filing techniques
- Tests the sharpness and performance of saw blades
- Cleans and maintains saw maintenance equipment

**Occupation**

## 332337 Toolmaker

Makes and repairs tools, dies, jigs, fixtures and other precision parts and equipment to fine tolerances for machine tools and other production machinery.

### Specialisations

- Die Caster
- Die Cutter
- Jigmaker (Metal)
- Plastic Mould Maker
- Press-tool Maker

**Skill level:** 3

### Main tasks

- Interprets engineering drawings and specifications to determine tool requirements
- Sets up and operates machine tools such as lathes, milling machines and grinders to fabricate intricate tooling components
- Measures and marks out metal or plastic stock and castings using precision measuring instruments
- Fits and assembles parts to make machine tools and maintain industrial machines
- Inspects and maintains dies and moulds to ensure they meet quality standards
- Troubleshoots and maintains damaged or malfunctioning tooling equipment
- Collaborates with engineers and other professionals to develop new tool designs and improve existing tools

**Occupation**

## 332338 Watch and Clock Maker and Repairer

Makes, repairs, cleans and adjusts watches and clocks.

**Skill level:** 3

### Main tasks

- Diagnoses and repairs watch and clock malfunctions
- Adjusts timing mechanisms and calibrates timepieces
- Cleans, lubricates and assembles watch and clock components
- Repairs or replaces watch and clock parts
- Inspects and tests completed timepieces for accuracy
- Provides repair estimates and advice to customers

**Sub-major Group**

## **34 Skilled Animal, Agricultural and Horticultural Workers**

Train, care for and shear animals, manage and supervise the farming and harvesting of livestock, aquatic stock, crops and forests, establish and maintain gardens, parks and surfaces used for sport, and prepare and sell floral arrangements and flowers.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Minor Group**

### **341 Animal Trainers and Zookeepers, and Veterinary Nurses**

Train, educate and handle animals, and assist Veterinarians.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

#### **3411 Animal Trainers and Zookeepers**

Train, educate and handle animals.

Domestic Animal Care Workers are excluded from this occupation unit group. Domestic Animal Care Workers are included in Unit Group 4614 Domestic Animal Care Workers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

##### **341131 Dog Handler or Trainer**

Teaches dogs to obey commands and undertake specific tasks.

**Skill level: 3**

**Main tasks**

- Evaluates dogs to assess temperament and suitability for training
- Designs and implements training programs to teach dogs basic obedience commands
- Trains dogs to perform specific tasks such as search and rescue, detection or assistance work
- Uses positive reinforcement techniques to reward desired behaviours and discourage unwanted behaviours
- Conducts training sessions with individual dogs or groups of dogs
- Monitors and evaluates the progress of dogs during training, and adjusts training methods as required
- Provides guidance and support to dog owners on how to continue training at home
- Assists in the selection and placement of trained dogs with appropriate handlers or owners
- Keeps up to date with advancements in dog training techniques and professional development opportunities

**Occupation**

## 341132 Horse Trainer

Educes and prepares horses for riding, breeding, racing, work, show, competitions, or other horse sports and activities. Registration or licensing may be required.

Track Riders are excluded from this occupation. Track Riders are included in Occupation 341133 Track Rider.

### Specialisations

- Horse Educator
- Racehorse Trainer
- Thoroughbred Horse Trainer

### Skill level: 3

#### Main tasks

- Evaluates horses' physical condition and temperament to determine training needs
- Develops and implements training programs to improve horses' performance and behaviour, and reports on horses' progress
- Educes horses to obey verbal and non-verbal commands
- Trains horses to accept riders and pull vehicles
- Trains and conditions horses to perform in competitions, races and other horse-related activities
- Provides care and maintenance for horses, including feeding, grooming and medical attention
- May evaluate and select horses for purchase or sale based on their potential and suitability
- May assist with breeding and foaling processes, including selecting suitable mates and overseeing mating procedures

**Occupation**

## 341133 Track Rider

Exercises thoroughbreds to condition them for racing by riding the horse at varying speeds.

Registration or licensing may be required.

Horse Trainers are excluded from this occupation. Horse Trainers are included in Occupation 341132 Horse Trainer.

### Alternative titles

- Exercise Rider
- Trackwork Rider

### Skill level: 3

#### Main tasks

- Rides thoroughbred horses at varying speeds to condition them for racing
- Exercises horses according to the instructions of a horse trainer
- Observes and assesses the horse's performance and behaviour during exercise, and reports on progress to the horse's trainers and owners
- Monitors the horse's physical condition and reports any signs of injury or illness
- Assists with the grooming and care of the horse, including feeding and stable maintenance

**Occupation**

## 341134 Zookeeper

Feeds, provides water for, and monitors the health of animals in zoos, aquaria and wildlife parks. Cleans, fixes and maintains animal enclosures, and informs visitors about animals.

**Specialisation**

- Aquarist

**Skill level: 3****Main tasks**

- Feeds and waters animals according to schedules and dietary requirements
- Monitors animal health and behaviour, reporting concerns
- Cleans and maintains animal enclosures
- Assists with the capture, restraint and transportation of animals
- Administers medications and treatments to animals under veterinary direction
- Conducts inspections of animal enclosures to identify and address safety hazards and maintenance issues
- Interacts with visitors and participates in education programs, providing information about animals and conservation efforts

**Occupation**

## 341199 Animal Trainers and Zookeepers nec

This occupation group covers Animal Trainers and Zookeepers not elsewhere classified.

**Skill level:** 3

**Occupations in this group include:**

- Cameleer
- Marine Mammal Trainer
- Snake Catcher

**Unit Group**

## 3412 Veterinary Nurses

Care for animals under treatment and in temporary residence at veterinary facilities and assist Veterinarians to perform procedures and operations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 341231 Veterinary Nurse

Cares for animals under treatment or in temporary residence at veterinary facilities, and assists Veterinarians to perform procedures and operations.

**Specialisations**

- Critical Care and Emergency Veterinary Nurse
- Equine Veterinary Nurse

**Skill level: 3****Main tasks**

- Provides care and support to animals under treatment or in temporary residence at veterinary facilities
- Assists Veterinarians in performing procedures and operations on animals
- Prepares animals for surgery, including administering anaesthesia and monitoring vital signs
- Administers medications and treatments to animals as directed by Veterinarians
- Assists with diagnostic procedures such as taking X-rays or collecting samples for laboratory testing
- Provides post-operative care to animals, including monitoring their recovery and administering medications
- Ensures hygiene processes are maintained, including cleaning and sterilising equipment and facilities
- Provides basic grooming and hygiene care to animals, such as bathing and grooming
- Educates pet owners on proper animal care, and provides advice on nutrition, exercise and preventive health care
- Assists with euthanasia procedures and provides emotional support to pet owners

**Minor Group**

## 342 Horticultural Trades Workers

Plant, cultivate and maintain trees, plants, turf and gardens, prepare and sell floral arrangements, and install garden landscapes and irrigation systems.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

### 3421 Gardeners (General)

Plant, cultivate and maintain parks and gardens.

Garden Labourers are excluded from this unit group. Garden Labourers are included in Occupation 842131 Garden Labourer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### 342131 Gardener (General)

Plants, cultivates and maintains parks and gardens.

Garden Labourers are excluded from this occupation. Garden Labourers are included in Occupation 842131 Garden Labourer.

**Skill level: 3****Main tasks**

- Prepares and maintains seedbeds and growing sites
- Plants and transplants flowers, shrubs, hedges, trees and other plants
- Maintains planted and grassed areas by weeding, trimming, fertilising, watering, mowing and removing trash, fallen branches and leaves
- Prunes and trims trees, shrubs and hedges to maintain their shape and improve plant health
- Installs plant support and protection devices
- Applies pesticides and herbicides to control pests and weeds

**Unit Group**

## 3422 Arboriculture Workers

Maintain and care for individual trees and shrubs and provide specialist assessment and advice on trees and tree management in urban environments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 342231 Arborist

Provides specialist assessment and advice on individual trees and tree management in urban environments, including risk assessment, species selection and site planning. Works with Professionals such as Urban and Regional Planners, Landscape Architects and Environmental Consultants to provide strategic planning for urban forest preservation, protection and management.

**Alternative titles**

- Arboriculturist
- Urban Forester

**Specialisation**

- Arboricultural Consultant

**Skill level: 2****Main tasks**

- Assesses and documents tree health and risk in urban areas
- Advises on tree species selection for urban environments
- Develops, implements and monitors tree management plans
- Collaborates with planners and architects on tree integration in urban design
- Ensures tree management aligns with environmental regulations
- Conducts tree surveys and inventories
- Makes recommendations for tree planting, pruning and removal

**Occupation**

## 342232 Tree Worker

Maintains and cares for individual trees and shrubs in urban environments by pruning and shaping branches, treating for pests and disease, removing dead or decaying trees, and advising on general tree care. Often employs specialist skills, including aerial access of the tree using rope access or elevated work platforms.

**Alternative title**

- Tree Surgeon

**Specialisation**

- Utility Tree Worker

**Skill level: 3****Main tasks**

- Prunes and shapes branches of trees and shrubs to maintain their health and appearance
- Treats trees and shrubs for pests and diseases
- Removes dead or decaying trees to ensure safety and prevent potential hazards
- Provides advice on general tree care to clients
- Utilises skills such as aerial access using ropes or elevated work platforms, to prune, shape or remove trees
- Performs tree risk assessments
- Maintains and operates equipment and tools used in tree care, such as chainsaws and pruning shears

**Unit Group**

## 3423 Florists

Prepare and sell floral arrangements.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 342331 Florist

Prepares and sells floral arrangements.

**Skill level: 3****Main tasks**

- Receives and prepares orders for floral arrangements according to customer preferences, seasonal demands and design principles
- Selects and purchases flowers and other materials needed for arrangements
- Provides advice and recommendations to customers on suitable floral arrangements for different occasions and seasons
- Trims, treats and stores flowers to ensure freshness and quality
- Creates and maintains displays of floral arrangements
- Keeps up to date with seasonal demands, current trends and techniques in floral design

**Unit Group**

## 3424 Irrigation Technicians and Landscape Gardeners

Interpret plans and drawings to construct garden landscapes, hardscape structures and garden beds, and install irrigation systems.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 342431 Irrigation Technician

Installs, maintains and services irrigation systems for agriculture, sports turf and horticulture.

**Skill level: 3****Main tasks**

- Installs and sets up irrigation systems according to design specifications
- Maintains, services and repairs irrigation systems by cleaning, flushing, troubleshooting and replacing faulty components to ensure proper functioning
- Monitors and adjusts irrigation schedules based on site conditions to maximise efficiency and water conservation
- Provides advice and guidance to clients on use and maintenance of the irrigation systems

**Occupation**

## 342432 Landscape Gardener

Interprets plans and drawings to construct garden landscapes, hardscape structures and garden beds.

Registration or licensing may be required.

**Alternative title**

- Landscape Construction Worker

**Specialisation**

- Structural Landscaper

**Skill level: 3****Main tasks**

- Interprets plans and drawings to construct garden landscapes
- Constructs hardscape structures such as gravel and paved walking areas, walls, fences, pergolas, ponds, barbecues and garden furniture
- Prepares seedbeds and growing sites for planting of softscapes such as tree plants, bushes, hedges, flowers and bulbs
- Plants trees, bushes, hedges, flowers and bulbs
- Prepares lawn areas by spreading topsoil and planting grass or by laying instant turf

**Unit Group**

## 3425 Sports Turf Managers and Trades Workers

Establish and maintain fine turf, grassed areas and synthetic surfaces used for sporting events.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 342531 Sports Turf Manager

Manages fine turf sporting facilities, and supervises and coordinates the activities of Sports Turf Trades Workers and maintenance staff. Registration or licensing may be required.

**Alternative title**

- Sportsground Manager

**Specialisations**

- Golf Course Superintendent
- Head Curator (Sportsground)

**Skill level: 2****Main tasks**

- Plans and schedules the maintenance and upkeep of fine turf sporting facilities
- Supervises and coordinates the activities of Sports Turf Trades Workers and maintenance staff
- Develops and implements turf management programs to maintain and improve the condition of sporting facilities
- Manages sports facility irrigation systems and ensures proper watering
- Manages the treatment and prevention of pests and disease to enhance the presentation and playability of sport and recreation facilities
- Maintains records and prepares reports on the condition and maintenance of sports turf facilities
- Coordinates with other departments or organisations for the use of sporting facilities

**Occupation**

## 342532 Sports Turf Trades Worker

Maintains fine turf sporting facilities and related irrigation systems, and diagnoses, treats and prevents turf pests and diseases to enhance the presentation and playability of sport and recreation facilities.

Registration or licensing may be required.

### Alternative titles

- Greenkeeper
- Groundsperson (Sportsground)
- Turf Tradesperson

### Specialisations

- Grounds Curator
- Sportsground Foreperson

### Skill level: 3

### Main tasks

- Maintains turf surfaces to ensure they are in optimal condition
- Operates and maintains irrigation systems to ensure proper watering of turf surfaces
- Applies treatments to maintain the health and appearance of turf surfaces
- Repairs and renovates turf surfaces as needed, including reseeding and sodding
- Monitors and controls pests and diseases affecting turf surfaces, and implements appropriate treatment measures
- Inspects turf surfaces to identify and address any issues or hazards
- Keeps records of maintenance activities, including fertilisation, pest control and irrigation schedules
- Provides maintenance advice to management

**Unit Group**

## 3429 Other Horticultural Trades Workers

This unit group covers Horticultural Trades Workers not elsewhere classified. It includes Nurserypersons.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 342931 Nurseryperson

Propagates and cultivates trees, shrubs and ornamental and flowering plants in a plant or forestry nursery.

**Specialisations**

- Forest Nursery Production Operator
- Plant Propagator

**Skill level: 3****Main tasks**

- Prepares soil, fertiliser mixes and containers for planting
- Selects and plants seeds, bulbs and cuttings in beds, containers or trays
- Buds and grafts vegetative material onto rootstock
- Monitors, waters and fertilises plants to ensure their water and nutritional requirements are met
- Applies pesticides and appropriate treatments to control pests, diseases, weeds, and nutritional and environmental plant disorders
- Keeps records of soil mixtures, plantings, treatments, losses and yields
- Advises customers on plant selection and care

**Minor Group**

## 343 Primary Production Supervisors and Specialists

Apply in-depth industry specific knowledge to undertake, manage and supervise aspects of breeding, feeding and raising livestock and aquatic stock, catching fish, cultivating and harvesting broadacre and horticultural crops, managing forests, and shearing or classing wool and hair from animals.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

## 3431 Senior Aquaculture, Crop and Forestry Workers

Apply in-depth industry specific knowledge to manage and supervise aspects of aquaculture, broadacre, horticultural crop, fisheries, forestry and vineyard production.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 343131 Aquaculture Supervisor

Supervises and performs specialist roles in aquacultural farming operations, including in hatcheries, grow-out operations, and initial processing and packing of harvested product.

**Specialisation**

- Processing Supervisor (Aquaculture)

**Skill level: 3****Main tasks**

- Supervises the breeding, raising and harvesting of fish, prawns, oysters and other aquatic stock
- Supervises the inspection, operation and maintenance of specialised aquaculture equipment and machinery, including ponds, cages, recirculating aquaculture systems, longlines and flow-through systems
- Oversees the harvesting, sorting, grading and packing of aquatic stock
- Trains Aquaculture Workers, and supervises aquaculture farm work routines and day-to-day aquacultural production operations

**Occupation**

## 343132 Fishing Leading Hand

Supervises Fishing Hands to ensure safe, efficient and effective fishing operations, preservation of quality catch, and cleanliness and maintenance of workplace.

**Skill level:** 3

### Main tasks

- Ensures fishing gear is rigged to correct specifications, including legislated requirements
- Supervises the operation, cleaning and maintenance of vessel deck machinery and lifting appliances
- Oversees offboarding of catches
- Conducts fishing operations-specific safety drills
- Organises and trains Fishing Hands, and supervises fishing work routines and day-to-day fishing operations

**Occupation**

## 343133 Forestry Operations Supervisor

Supervises Forestry and Logging Workers to ensure safe, efficient and effective cultivation, maintenance and harvesting of natural and plantation forests.

**Specialisation**

- Timber Harvest Crew Leader

**Skill level: 3****Main tasks**

- Supervises the cultivation and maintenance of natural and plantation forests
- Supervises the operation and maintenance of specialised equipment and machinery used in forestry settings
- Oversees logging and haulage crews, and directs activities for harvesting and reafforestation
- Provides training and guidance to forestry and logging workers on correct techniques and procedures, and conducts forestry-specific safety drills

**Occupation**

## 343134 Horticultural Supervisor or Specialist

Supervises or performs specialist roles in horticultural farming operations, including the planting, cultivation, harvest and packing of horticultural crops.

**Specialisations**

- Horticultural Chemical Spray Operator
- Horticultural Fertigation Manager
- Horticultural Harvest Supervisor
- Horticultural Irrigation Manager
- Horticultural Machine Supervisor
- Horticultural Packing Facility Supervisor
- Horticultural Production Supervisor
- Horticulture Section Manager

**Skill level: 3****Main tasks**

- Oversees the planting, cultivation and harvest of horticultural crops, and the packing and storage of horticultural produce
- Supervises horticultural farming routines such pruning, trimming, picking and tree training
- Oversees and undertakes the maintenance, repair and operation of horticultural farming machinery
- Monitors horticultural crops for signs of pests or disease, and to identify watering or nutrition problems
- Prepares and applies chemicals to control pests, weeds and diseases
- Oversees the maintenance and use of horticultural farm equipment and infrastructure, including irrigation and fertigation systems
- Organises and trains horticultural farm workers, and supervises work routines and day-to-day horticultural production activities

**Occupation**

## 343135 Senior Broadacre Crop and Livestock Farm Worker

Performs skilled tasks to supervise the cultivation of broadacre crops and the breeding and raising of livestock.

**Skill level:** 3

### Main tasks

- Oversees the planting, cultivation and harvesting of broadacre crops, as well as livestock breeding programs and the rearing of young livestock
- Identifies health and nutrition problems in livestock, and manages and supervises stock feeding and watering programs
- Supervises and undertakes the operation and maintenance of broadacre crop and livestock farming equipment and machinery
- Implements biosecurity measures
- Oversees the inspection and maintenance of broadacre crop and livestock farm infrastructure, including fencing, and water supply and irrigation systems
- Supervises, maintains and operates data collection and analysis and production technology systems, such as GPS, GIS, variable-rate technology, soil sensors and yield monitors
- Supervises work routines and trains Broadacre Crop and Livestock Farm Workers

**Occupation**

## 343136 Senior Broadacre Crop Farm Worker

Performs skilled tasks on a broadacre crop farm in supervising the planting, cultivation and harvest of broadacre crops.

**Specialisation**

- Broadacre Crop Chemical Spray Operator

**Skill level: 3****Main tasks**

- Oversees the planting, cultivation and harvesting of broadacre crops
- Supervises and undertakes the operation and maintenance of broadacre crop farming equipment and machinery
- Oversees the inspection and maintenance of broadacre crop farm infrastructure, including fencing and water supply systems
- Organises and trains broadacre crop farm workers, and supervises work routines and day-to-day broadacre farm production operations
- Supervises, maintains and operates data collection and analysis and production technology systems such as GPS, GIS, variable-rate technology, soil sensors and yield monitors
- May undertake or supervise the application of pesticides and other chemicals to broadacre crops

**Occupation**

## 343137 Vineyard Supervisor

Supervises aspects of vineyard operations, including maintenance, pruning, harvest operations, and disease and pest monitoring.

**Alternative title**

- Leading Hand (Vineyard)

**Skill level: 3****Main tasks**

- Oversees the planting, cultivation and harvesting of wine grapes
- Supervises and undertakes the operation and maintenance of specialised vineyard equipment and machinery
- Oversees the inspection and maintenance of vineyard infrastructure, including fencing, trellising and water supply systems
- Organises and trains vineyard workers, and supervises work routines and day-to-day vineyard production operations

**Occupation****343199 Senior Aquaculture, Crop and Forestry Workers nec**

This occupation group covers Senior Aquaculture, Crop and Forestry Workers not elsewhere classified. This includes farm supervisors or specialists working on farms that involve two or more different commodity types not elsewhere classified.

**Skill level:** 3

**Occupations in this group include:**

- Mushroom Farm Supervisor

**Unit Group**

## 3432 Senior Livestock Farm Workers

Perform a variety of skilled tasks in managing and supervising the breeding, feeding, raising and milking of livestock for the production of breeding stock, milk, eggs, meat, wool and hair.

Senior Broadacre Crop and Livestock Farm Workers are excluded from this unit group. Senior Broadacre Crop and Livestock Farm Workers are included in Occupation 343135 Senior Broadacre Crop and Livestock Farm Worker.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 343231 Senior Beef Cattle Station Worker

Performs skilled tasks on a beef cattle farm or station in supervising the breeding, raising, feeding, treatment and welfare of cattle.

**Alternative titles**

- Leading Hand (Beef Cattle)
- Overseer (Beef Cattle)

**Skill level: 3****Main tasks**

- Oversees beef cattle breeding programs and the rearing of calves
- Develops and implements beef cattle feeding plans, and identifies beef cattle health and nutrition problems
- Establishes and maintains pastures and fodder crops for beef cattle production, and identifies plant health and nutrition problems
- Supervises beef cattle health and welfare programs
- Implements biosecurity management measures
- Supervises farming operations such as herding, catching and drenching beef cattle
- Supervises general farming activities such as maintenance and cleaning of beef cattle housing, water supply and irrigation systems, and other farm infrastructure
- Supervises work routines and trains Beef Cattle Farm Workers

**Occupation**

## 343232 Senior Cattle and Sheep Farm Worker

Performs skilled tasks on a cattle and sheep farm in supervising the breeding, raising, feeding, treatment and welfare of cattle and sheep.

**Skill level:** 3

### Main tasks

- Oversees cattle and sheep breeding programs and the rearing of calves and lambs
- Develops and implements cattle and sheep feeding plans, and identifies health and nutrition problems in cattle and sheep
- Establishes and maintains pastures and fodder crops for cattle and sheep production, and identifies plant health and nutrition problems
- Supervises health and welfare programs for cattle and sheep
- Implements biosecurity management measures
- Supervises farming operations such as herding, catching, drenching and milking cattle and sheep
- Supervises general farming activities such as maintenance and cleaning of cattle and sheep housing, water supply and irrigation systems, and other farm infrastructure
- Supervises work routines and trains Cattle and Sheep Farm Workers

**Occupation**

## 343233 Senior Dairy Cattle Farm Worker

Performs skilled tasks on a dairy farm in supervising the breeding, raising, droving, feeding and milking of dairy cattle.

**Alternative title**

- Dairy Herd Manager

**Specialisation**

- Production Manager (Dairy Cattle) (Skill Level 2)

**Skill level: 3****Main tasks**

- Oversees dairy cattle breeding programs and the rearing of calves
- Develops and implements dairy cattle feeding plans, and identifies health and nutrition programs in dairy cattle
- Establishes and maintains pastures and fodder crops for dairy cattle production, and identifies plant health and nutrition problems
- Supervises health and welfare programs for dairy cattle
- Implements biosecurity management measures
- Supervises dairy cattle farming operations such as herding, droving, drenching and milking
- Supervises general farming activities such as the maintenance and cleaning of dairy cattle housing, milking systems, water supply and irrigation systems, and other dairy cattle farm infrastructure
- Supervises work routines and trains Dairy Cattle Farm Workers

**Occupation****343234 Senior Horse Stable or Stud Worker**

Oversees the raising, feeding, exercise, treatment and welfare of horses on a horse farm or stable. Prepares horses for work, sport and recreation.

Registration or licensing may be required.

**Specialisation**

- Stable Foreperson

**Skill level: 3****Main tasks**

- Supervises horse farm or stable activities, including feeding, exercising, grooming and readying of horses for work, sport or recreational activities
- Oversees the rearing of young horses, including the wellbeing of broodmares, foals, weanlings and yearlings
- Supervises Stablehands, overseeing the cleaning and maintenance of stables and horse equipment
- Supervises the assembly, preparation and storing of feed, bedding and horse equipment
- Prepares and attends to horses for transportation to race days and other sports and recreational activities
- May train new Stablehands

**Occupation**

## 343235 Senior Piggery Stockperson

Performs skilled tasks in a piggery in supervising the breeding, farrowing, raising, feeding, treatment and welfare of pigs.

**Alternative title**

- Senior Piggery Attendant

**Skill level: 3****Main tasks**

- Oversees pig breeding programs, including caring for farrowing sows and rearing piglets
- Develops and implements pig feeding programs, and identifies health and nutrition problems in pigs
- Supervises health and welfare programs for pigs
- Implements biosecurity management measures
- Manages water supply and irrigation systems
- Supervises general farming activities such as the movement of pigs, and maintenance and cleaning of pens and stalls, water supply systems, and other piggery infrastructure
- Supervises work routines and trains Piggery Farm Workers

**Occupation**

## 343236 Senior Sheep Farm Worker

Performs skilled tasks on a sheep farm or station in supervising the breeding, raising, feeding, treatment and welfare of sheep.

**Skill level:** 3

### Main tasks

- Oversees sheep breeding programs and the rearing of lambs
- Develops and implements sheep feeding plans, and identifies health and nutrition programs in sheep
- Establishes and maintains pastures and fodder crops for sheep production, and identifies plant health and nutrition problems
- Supervises health and welfare programs for sheep
- Implements biosecurity management measures
- Supervises sheep farming operations such as herding, catching and drenching sheep
- Supervises general farming activities such as the maintenance and cleaning of sheep housing, water supply and irrigation systems, and other farm infrastructure
- Supervises work routines and trains Sheep Farm Workers

**Occupation****343299 Senior Livestock Farm Workers nec**

This occupation group covers Senior Livestock Farm Workers not elsewhere classified.

**Skill level:** 3

**Occupations in this group include:**

- Senior Poultry Farm Worker

**Unit Group**

## 3433 Shearers and Wool Classers

Remove and classify wool and hair from sheep, goats, alpacas and other animals.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 343331 Shearer

Removes wool and hair from sheep, goats, alpacas and other animals.

**Skill level: 3****Main tasks**

- Selects and prepares shearing equipment
- Catches and positions animals for shearing
- Shears and removes wool and hair from animals
- Identifies contaminated fibre and injured, infected and diseased animals
- Treats skin cuts on shorn animals
- Returns shorn animals to let-out pens for counting and checking
- May service, maintain and repair shearing equipment
- May shear stud animals with hand shears or special combs

**Occupation**

## 343332 Wool Classer

Classifies wool to industry standards or market requirements.

**Skill level:** 3

### Main tasks

- Inspects fleece to determine its type according to physical characteristics such as staple length and strength, fibre diameter and colour
- Classes wool into lines to meet processors' requirements and to optimise growers' returns
- Manages wool handling teams
- Instructs Wool Handlers and supervises the picking up, skirting, rolling and pressing of fleeces
- Records wool characteristics and the details of pressed wool bales, and prepares wool clip documentation

**Sub-major Group**

## **35 Automotive Technicians and Trades Workers**

Repair and maintain mechanical, electrical and electronic systems, internal combustion engines, and interiors and exteriors of motor vehicles and other similarly powered equipment.

Mechanical Engineering Trades Workers are excluded from this sub-major group. Mechanical Engineering Trades Workers are included in Minor Group 332 Mechanical Engineering Trades Workers.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Minor Group**

### **351 Automotive Technicians and Trades Workers**

Repair and maintain mechanical, electrical and electronic systems, internal combustion engines, and interiors and exteriors of motor vehicles and other similarly powered equipment.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

#### **3511 Automotive Technicians (General)**

Maintain, test and repair petrol engines and the mechanical parts of lightweight motor vehicles such as transmissions, suspension, steering and brakes.

Electric Vehicle Technicians and Motor Vehicle Parts and Accessories Fitters are excluded from this unit group. Electric Vehicle Technicians are included in Occupation 351434 Electric Vehicle Technician. Motor Vehicle Parts and Accessories Fitters are included in Unit Group 8994 Motor Vehicle Parts and Accessories Fitters.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### **351131 Automotive Technician (General)**

Maintains, tests and repairs petrol engines and the mechanical parts of lightweight motor vehicles, such as transmissions, suspension, steering and brakes.

Electric Vehicle Technicians and Motor Vehicle Parts and Accessories Fitters are excluded from this occupation. Electric Vehicle Technicians are included in Occupation 351434 Electric Vehicle Technician. Motor Vehicle Parts and Accessories Fitters are included in Unit Group 8994 Motor Vehicle Parts and Accessories Fitters.

**Alternative titles**

- Light Vehicle Mechanic
- Motor Mechanic (General)

**Specialisations**

- Automatic Transmission Mechanic

- Forklift Technician
- Roadside Mechanic
- Vehicle Mechanic (Army)

**Skill level: 3**

#### Main tasks

- Inspects lightweight vehicles to identify mechanical issues and determine the necessary repairs
- Uses computerised diagnostic tools to identify problems with petrol engines and mechanical parts of motor vehicles
- Repairs or replaces faulty parts and components of motor vehicles
- Performs routine maintenance tasks on motor vehicles, such as oil changes and filter replacements
- Inspects and road tests motor vehicles to ensure they are roadworthy

**Unit Group**

## 3512 Automotive Electricians

Install, maintain and repair electrical wiring and electronic components in motor vehicles.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 351231 Automotive Electrician

Installs, maintains and repairs electrical wiring and electronic components in motor vehicles.

Registration or licensing may be required.

**Skill level: 3****Main tasks**

- Inspects vehicles to identify electrical and electronic faults
- Tests electrical systems and components to determine the cause of malfunctions in vehicles
- Maintains, repairs or replaces faulty wiring, switches and other electrical components in vehicles to ensure optimal performance
- Installs new electrical systems and components in vehicles
- Uses diagnostic equipment to troubleshoot complex electrical issues with vehicles
- Reads and interprets electrical diagrams and technical manuals relating to vehicles

**Unit Group**

## 3513 Panelbeaters

Repair damage to metal, fibreglass and plastic body work on vehicles, and form replacement vehicle panels.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 351331 Panelbeater

Repairs damage to metal, fibreglass and plastic body work on vehicles, and forms replacement vehicle panels.

Registration or licensing may be required.

**Alternative title**

- Collision Repairer

**Skill level: 3****Main tasks**

- Assesses vehicle damage and determines the best method of repair
- Removes damaged panels and parts, and straightens bent frames and panels using hydraulic jacks and pulling devices
- Fills depressions with body filler, smooths surfaces using sandpaper, and fits and welds replacement panels into place
- Repaints repaired surfaces using spray guns and other painting equipment
- Reassembles vehicle parts and checks for proper alignment and functioning
- Tests repaired vehicles to ensure safety and quality standards are met

**Unit Group**

## 3514 Specialist Automotive Technicians

Repair and maintain specialised electrical and internal combustion engines, and mechanical parts such as transmissions, suspension, steering and brakes.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 351431 Agricultural Mechanic

Diagnoses, repairs and maintains agricultural machinery and equipment such as tractors, harvesters, irrigation systems and seeding equipment.

**Skill level: 3****Main tasks**

- Diagnoses, repairs and maintains agricultural machinery and equipment such as tractors, harvesters, irrigation systems and seeding equipment
- Repairs and services engines, transmissions, electrical, hydraulic, air conditioning and other systems
- Calibrates precision agricultural system and machinery settings for specialised agricultural practices
- Tests and adjusts vehicle and machinery systems to ensure proper functioning by using diagnostic and digital equipment to identify and troubleshoot issues
- Provides advice and guidance to farmers and agricultural workers on equipment maintenance and operation

**Occupation**

## 351432 Bicycle Technician

Performs diagnostics, repairs, assembly and servicing of electric and regular bicycles and scooters.

**Alternative titles**

- Bicycle Mechanic
- Bicycle Repairer

**Specialisation**

- Electric Bike (e-bike) Technician

**Skill level: 3****Main tasks**

- Performs advanced diagnostics by identifying and troubleshooting mechanical and electronic issues in bicycles using specialised equipment
- Assembles bicycles from parts or kits, and modifies bicycles according to customer specifications, including fitting specialised parts
- Builds bicycle wheels, and fits and maintains tyres
- Repairs and overhauls bicycle hydraulic braking and drivetrain systems
- Services and tunes electronic gear shifting systems for high-end bicycles
- Maintains and repairs electric bicycle and scooter components such as motors, batteries, controllers and wiring

**Occupation**

## 351433 Diesel Technician

Maintains, tests and repairs diesel motors, and the mechanical parts of trucks, buses and heavy and lightweight vehicles with diesel engines. These mechanical parts include transmissions, suspension, steering and brakes.

Registration or licensing may be required.

Small diesel marine motor technicians are excluded from this occupation. Small diesel marine motor technicians are included in Occupation 351435 Marine Technician.

**Alternative title**

- Diesel Motor Mechanic

**Specialisation**

- Automotive Heavy Mechanic

**Skill level: 3****Main tasks**

- Inspects diesel motors in heavy and lightweight vehicles, and mechanical parts to identify faults and determine repair requirements
- Tests and diagnoses faults in diesel motors and mechanical systems using electronic diagnostic equipment, and interprets findings
- Dismantles and removes engine assemblies, transmissions, steering mechanisms and other components, and checks parts
- Repairs or replaces worn and faulty parts by welding, bolting, riveting or soldering
- Reassembles engine components and installs repaired engines in vehicles
- Adjusts and repairs electrical and mechanical systems such as ignition, fuel injection, and cooling and lubrication systems
- Tests and adjusts mechanical systems after repairs and servicing
- Performs routine maintenance such as changing oil, checking batteries, and lubricating equipment and machinery

**Occupation**

## 351434 Electric Vehicle Technician

Maintains, tests and repairs electric and hybrid vehicles systems and components, including energy storage systems, traction motors and safety interlocks.

Registration or licensing may be required.

Automotive Electricians are excluded from this occupation. Automotive Electricians are included in Occupation 351231 Automotive Electrician.

### Alternative title

- EV Technician

### Skill level: 3

### Main tasks

- Diagnoses and repairs faults in electric vehicle energy storage units and their electronic battery management systems
- Performs service and maintenance of traction motors
- Tests and replaces speed control systems
- Calibrates auxiliary motors and their associated components
- Inspects and repairs system instrumentation and safety interlocks
- Maintains, tests and repairs heating and cooling systems for energy storage units
- Maintains, tests and repairs mechanical systems of electric and hybrid vehicles

**Occupation**

## 351435 Marine Technician

Maintains, tests and repairs inboard, outboard and small diesel marine motors, and the mechanical components of vessels, such as jet propulsion systems, fuel systems and electric motors starting and charging systems.

Registration or licensing may be required.

**Alternative title**

- Marine Mechanic

**Skill level: 3****Main tasks**

- Conducts diagnostic assessments on marine engines and equipment to identify issues and determine the necessary repairs
- Carries out repair, replacement and maintenance on small marine engines, outboard motors, propulsion systems and other related equipment
- Installs and configures marine electronics, navigation systems and related equipment, ensuring proper integration
- Conducts performance tests on marine systems and components to ensure compliance with maritime standards and regulations

**Occupation**

## 351436 Motorcycle Technician

Maintains, tests and repairs the mechanical parts of motorcycles.

Registration or licensing may be required.

**Alternative title**

- Motorcycle Mechanic

**Skill level: 3****Main tasks**

- Inspects motorcycles to identify mechanical issues
- Tests motorcycles to diagnose problems and determine necessary repairs
- Uses specialised diagnostic equipment to troubleshoot complex issues with engines, transmissions and electrical components
- Repairs or replaces faulty and worn-out mechanical parts of motorcycles
- Adjusts and tunes engines, brakes and other mechanical systems
- Performs routine maintenance tasks such as oil changes, battery checks and fitting tyres
- Conducts tests post service or repair to assess motorcycle safety and roadworthiness

**Occupation**

## 351437 Small Engine Technician

Maintains, tests and repairs engines of chainsaws, lawnmowers, garden tractors and other equipment with small engines.

Registration or licensing may be required.

Outboard motor mechanics are excluded from this occupation. Outboard motor mechanics are included in Occupation 351435 Marine Technician.

**Alternative title**

- Small Engine Mechanic

**Specialisation**

- Lawnmower Mechanic

**Skill level: 3****Main tasks**

- Inspects small engines to identify faults and determine necessary repairs
- Performs routine maintenance tasks such as oil changes and filter replacements, and cleans and lubricates engine parts
- Repairs or replaces defective mechanical parts such as pistons, rings, bearings, valves and carburettors
- Uses diagnostic equipment to troubleshoot small engine problems
- Adjusts engine components such as ignition timing and fuel mixture
- Disassembles small engines and examines parts for defects and wear
- Reassembles small engines and tests them to ensure proper functioning

**Unit Group**

## 3515 Vehicle Body Builders and Trimmers

Manufacture and repair prototype production units and purpose-built vehicle bodies, and install, repair and replace the interior trim of vehicles.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 351531 Vehicle Body Builder

Manufactures and repairs prototype production units and purpose-built vehicle bodies, such as buses, trucks, fire engines and caravans. Registration or licensing may be required.

**Alternative title**

- Vehicle Body Maker

**Specialisation**

- Coach Builder

**Skill level: 3****Main tasks**

- Reads and interprets engineering drawings and specifications
- Fabricates and welds metal components to build vehicle bodies
- Constructs, assembles and installs vehicle body components such as doors, windows and panels
- Operates machinery and equipment such as cutting and bending machines
- Repairs and replaces damaged vehicle body parts
- Conducts quality checks and inspections on finished vehicle bodies

**Occupation**

## 351532 Vehicle Trimmer

Installs, repairs and replaces the interior trim of vehicles, such as seats, linings, floor coverings and door trims.

Registration or licensing may be required.

**Specialisation**

- Vehicle Upholsterer

**Skill level: 3****Main tasks**

- Inspects vehicles for interior trim repairs or replacements needed
- Repairs or replaces damaged or worn interior trim components
- Installs new interior trim components such as seats, linings, floor coverings and door trims
- Cuts and sews fabric or upholstery materials, and applies adhesives or fasteners to fit and secure interior trim components
- Tests installed interior trim components for proper functionality and appearance
- Collaborates with other automotive professionals to ensure proper coordination of interior trim installations

**Unit Group**

## 3516 Vehicle Painters

Prepare surfaces of vehicles, match and mix colours and apply paint.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 351631 Vehicle Painter

Prepares surfaces of vehicles, matches and mixes colours, and applies paint.

Registration or licensing may be required.

**Alternative title**

- Vehicle Refinisher

**Skill level: 3****Main tasks**

- Prepares surfaces of vehicles for painting by cleaning, sanding and masking
- Matches and mixes paint colours to vehicle specifications
- Applies paint to vehicles using spray guns, brushes or rollers, ensuring paint coverage is even and smooth
- Applies clear coat and other protective finishes to vehicles
- Inspects painted vehicles for quality and makes any necessary touch-ups or repairs

**Sub-major Group**

## **36 Building Completion and Related Trades Workers**

Apply final finishes to buildings and structures such as plaster, paint and flooring, make and install glass products, and provide plumbing and drainage services.

Home Improvement and Insulation Installers are excluded from this sub-major group. Home Improvement and Insulation Installers are included in Unit Group 8214 Home Improvement and Insulation Installers.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Minor Group**

### **361 Floor Finishers and Painters**

Install and repair soft and resilient floor coverings, and apply paint, varnish, wallpaper and other finishes to the surfaces of buildings and structures.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

#### **3611 Floor Finishers**

Measure, cut, install and repair carpet, timber, vinyl and resin floor coverings, and polish concrete floors.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

##### **361131 Floor Finisher**

Measures, cuts, installs and repairs carpet, timber, vinyl or resin floor coverings, or polishes concrete floors.

Registration or licensing may be required.

**Specialisations**

- Carpet Layer
- Concrete Polisher
- Floor Sander
- Timber Floor Installer
- Vinyl Layer

**Skill level: 3****Main tasks**

- Measures, cuts and trims flooring materials to fit the dimensions of the area to be covered
- Prepares the subfloor by cleaning, leveling and repairing any imperfections
- Uses appropriate tools and equipment to lay carpet, timber or vinyl flooring, spread resin or polish concrete flooring

- Applies adhesives, nails or other fasteners to ensure secure flooring installation
- Repairs or replaces damaged or worn flooring materials

**Unit Group**

## 3612 Painters

Apply paint, varnish, wallpaper and other finishes to protect, maintain and decorate surfaces of buildings and structures.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 361231 Painter

Applies paint, varnish, wallpaper and other finishes to protect, maintain and decorate surfaces of buildings and structures.

Registration or licensing may be required.

**Alternative title**

- Painter and Decorator

**Specialisations**

- House Painter
- Spray Painter (Non-industrial)

**Skill level: 3****Main tasks**

- Prepares surfaces by removing old paint and filling holes and cracks, and covers surfaces with drop cloths or masking tape to protect surrounding areas
- Selects and mixes paints and stains to achieve desired colour and texture
- Applies paint, varnish, wallpaper and other finishes using brushes, rollers, sprayers or other tools
- Smooths and sands surfaces between coats of paint or varnish, and inspects finished work to ensure quality and adherence to client specifications
- Collaborates with clients to determine colour schemes and finishes, and estimates materials and labour costs for painting projects

**Minor Group**

## 362 Glaziers, Plasterers and Tilers

Cut and install flat glass, apply plaster and secure plasterboard and suspended ceilings, and lay tiles on roofs, walls and floors.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

### 3621 Glaziers

Measure, cut, finish, fit and install flat glass and mirrors.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### 362131 Glazier

Measures, cuts, finishes, fits and installs flat glass and mirrors.

**Specialisation**

- Window Installer

**Skill level: 3****Main tasks**

- Measures and assesses the type and dimensions of glass and mirrors required in the installation of windows, skylights, display cases, interior walls and ceilings
- Removes and replaces damaged or broken glass and mirrors
- Cuts and shapes glass and mirrors to specified dimensions, smooths rough edges, applies decorative finishes, and marks any defective areas in the final product
- Prepares surfaces for glass and mirror installation, including cleaning and applying adhesives
- Ensures proper alignment and positioning of glass and mirrors before installation
- Fits glass and mirrors into frames, windows, skylights, doors and other structures

**Unit Group**

## 3622 Plasterers and Renderers

Apply and fix plasterboard partitions, suspended ceilings, fire rating systems, acoustic ceiling panels and composite wall linings to buildings, and apply decorative and protective coverings of plaster, cement and similar materials to the interiors and exteriors of structures.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 362231 Plasterer (Wall and Ceiling)

Applies and fixes plasterboard partitions, suspended ceilings, fire rating systems, acoustic ceiling panels and composite wall linings to buildings.

Registration or licensing may be required.

**Alternative titles**

- Drywall Plasterer
- Wall and Ceiling Fixer

**Specialisation**

- Ceiling Fixer

**Skill level: 3****Main tasks**

- Determines plasterboard layout, and installs insulation and vapour barriers
- Measures, marks and cuts plasterboard, lifts and positions panels, and secures them to walls, ceilings and battens
- Prepares corner beads and secures them into position
- Covers joins and nail holes with wet plaster, joint tape and sealing compound, then smooths them using wet brush and sandpaper
- Plumbs and straightens corners, angles and wall ceiling surfaces
- Applies and finishes acoustic, insulating and fireproofing materials bonded with plaster, plastic cement and similar materials

**Occupation**

## 362232 Renderer (Solid Plaster)

Applies decorative and protective coverings of plaster, cement and similar materials to the interiors and exteriors of structures.  
Registration or licensing may be required.

**Alternative title**

- Solid Plasterer

**Skill level: 3****Main tasks**

- Fixes pre-cast cornices, panel mouldings, ceiling centres and other plaster fittings
- Mixes and applies coats of plaster, cement and render to structures using trowels and levels, and smooths coats to uniform thickness
- Prepares surfaces for rendering by cleaning, removing old plaster and applying bonding agents
- Plumbs and straightens corners, angles, and wall and ceiling surfaces
- Creates decorative textures in finishing coats
- Repairs and patches damaged or deteriorated plaster and cement surfaces

**Unit Group**

## 3623 Roof Tilers

Cover roofs with tiles, sheets and shingles to form waterproof surfaces.

Roof Plumbers (installers of sheetmetal roofing and guttering) are excluded from this unit group. Roof Plumbers are included in Occupation 363331 Roof Plumber.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 362331 Roof Tiler

Covers roofs with tiles, sheets and shingles to form a waterproof surface.

Registration or licensing may be required.

**Skill level: 3****Main tasks**

- Studies drawings, specifications and work sites to determine roofing materials required
- Prepares the roof face by setting out the roof surface and applying sarking
- Measures, cuts and fixes battens using fasteners
- Cuts and shapes roofing materials to fit around vents, chimney edges, corners and ridges
- Installs and secures roof tiles, sheets or shingles, including fixing edge and ridge tiles in cement mortar
- Checks existing roof coverings, battens, sarking, boarding and flashing installations for damage, and repairs or replaces them as required

**Unit Group**

## 3624 Wall and Floor Tilers

Lay ceramic, clay, slate, marble and glass tiles on external and internal walls and floors to provide protective and decorative finishes.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 362431 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.

Registration or licensing may be required.

**Specialisations**

- Ceramic Tiler
- Pool Tiler

**Skill level: 3****Main tasks**

- Examines plans to identify project requirements, measures and marks surfaces, and lays out work
- Prepares wall and floor surfaces by removing old tiles, grout and adhesive, filling holes and cracks, and cleaning surfaces
- Applies waterproofing systems
- Uses tile-cutting tools to cut and shape tiles to fit around edges, corners, fittings and pipes
- Spreads adhesive onto prepared surfaces and tiles, sets tiles into position, and ensures they are correctly aligned and spaced
- Installs and secures tiles, and applies grout and polish to tiled surfaces
- Checks existing tiles for damage, and repairs or replaces them as required
- May lay floors of granolithic, terrazzo, cement or similar composition
- May lay coloured tiles in patterns to create mosaics

**Minor Group**

## 363 Plumbers

Install, maintain and repair pipes, drains, guttering and metal roofing, mechanical services and related equipment for water supply, gas, drainage, sewerage, heating, cooling and ventilation systems.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

### 3631 Plumbers (General)

Install and repair water, drainage, gas and sewerage pipes and systems.

Fire Protection Plumbers are excluded from this unit group. Fire Protection Plumbers are included in Occupation 363932 Fire Protection Plumber.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### 363131 Plumber (General)

Installs and repairs water, drainage, gas and sewerage pipes and systems.

Registration or licensing is required.

Fire Protection Plumbers are excluded from this occupation. Fire Protection Plumbers are included in Occupation 363932 Fire Protection Plumber.

**Skill level: 3****Main tasks**

- Interprets blueprints to plan plumbing system layout
- Joins pipes and fittings using various techniques
- Installs and repairs water supply, drainage systems and fixtures
- Installs and repairs solar hot water and heat pump systems
- Installs and repairs gas lines and appliances in compliance with safety regulations
- Installs and maintains fire hydrants and hose reels
- Tests plumbing systems for leaks and issues
- Clears blockages in pipes and drains
- Maintains and repairs plumbing systems in various types of buildings

**Unit Group**

## 3632 Gasfitters

Install, maintain and repair gas mains, piping systems downstream of the billing meter, and appliances and ancillary equipment associated with the use of fuel gases, including liquefied petroleum gas, hydrogen and biogas systems.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 363231 Gasfitter

Installs, maintains and repairs gas mains, piping systems downstream of the billing meter, and appliances and ancillary equipment associated with the use of fuel gases, including liquefied petroleum gas, hydrogen and biogas systems.

Registration or licensing is required.

**Alternative title**

- Plumber and Gasfitter

**Skill level: 3****Main tasks**

- Installs and tests liquefied petroleum gas, hydrogen, biogas and other natural gasfitting lines
- Installs and commissions gas appliances, such as hot water services, space heaters, ducted heating units, gas stoves and cooktops
- Installs flues through ceilings and roofs with appropriate clearances and flue termination
- Identifies and repairs gas leaks in piping systems and appliances
- Performs routine maintenance on gas appliances to ensure their proper functioning

**Unit Group**

## 3633 Roof Plumbers

Install, maintain and repair flashings, metallic roof and wall claddings and rainwater products such as gutters and downpipes.

Roof Tilers are excluded from this unit group. Roof Tilers are included in Occupation 362331 Roof Tiler.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 363331 Roof Plumber

Installs, maintains and repairs flashings, metallic roof and wall claddings, and rainwater products such as gutters and downpipes.

Registration or licensing is required.

**Specialisation**

- Fascia and Guttering Installer

**Skill level: 3****Main tasks**

- Inspects roofs for damage and performs necessary repairs
- Removes damaged or old roofing materials and disposes of them properly
- Measures, cuts and installs roofing materials such as metal sheets, tiles or shingles
- Applies waterproofing materials to roofs and walls
- Installs and repairs flashings to prevent water leakage
- Fabricates and installs gutters and downpipes

**Unit Group**

## 3639 Other Plumbers

This unit group covers Plumbers not elsewhere classified. It includes Drainers, Fire Protection Plumbers and Mechanical Services Plumbers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 363931 Drainer

Installs, maintains and designs below-ground drainage systems and associated sewerage or effluent disposal systems.

Registration or licensing is required.

**Alternative title**

- Plumber and Drainer

**Skill level: 3****Main tasks**

- Studies drawings and specifications to determine layout of plumbing systems and materials required
- Installs sewerage and effluent pumping equipment and disposal systems
- Installs below-ground drainage systems, including pipes, fittings and fixtures
- Tests, maintains and repairs drainage systems to ensure proper functioning, and clears blockages if required
- Conducts inspections and maintenance of sewerage or effluent disposal systems

**Occupation**

## 363932 Fire Protection Plumber

Installs, tests, services and repairs water-based fire protection systems, including fire hydrants, hose reels and sprinkler systems. Registration or licensing is required.

Fire alarm technicians and Fire Protection Equipment Technicians are excluded from this occupation. Fire alarm technicians are included in Occupation 382232 Electronic Equipment Trades Worker. Fire Protection Equipment Technicians are included in Occupation 399933 Fire Protection Equipment Technician.

**Specialisation**

- Sprinkler Fitter

**Skill level: 3****Main tasks**

- Installs, tests and maintains safety sprinkler systems
- Installs control valve assemblies, special hazard systems, fixed fire pump sets and portable fire equipment in accordance with Australian standards
- Connects static storage tanks for fixed fire protection systems
- Tests and maintains fire hydrant and hose reel installations
- Tests the integrity and function of water-based fire-suppression systems
- Inspects, tests and maintains gaseous fire-suppression systems

**Occupation**

## 363933 Mechanical Services Plumber

Installs, maintains and repairs piping (excluding drinking water and refrigerant pipework, flow controls and components), ducting and equipment for heating, cooling and ventilation of buildings or vessels.

Registration or licensing is required.

Air Conditioning and Refrigeration Technicians are excluded from this occupation. Air Conditioning and Refrigeration Technicians are included in Occupation 382131 Air Conditioning and Refrigeration Technician.

**Skill level: 3**

### Main tasks

- Assembles and installs mechanical services plant, air handling and conditioning equipment, and small-bore heating systems
- Maintains and repairs piping (excluding drinking water and refrigerant pipework, flow controls and components), ducting, and equipment for heating, cooling and ventilation systems
- Installs, maintains and tests medical gas systems
- Fabricates and installs sheet metal ductwork around installed systems
- Insulates piping used for hot water or steam pipes

**Minor Group**

## 369 Miscellaneous Building Completion and Related Trades Workers

This minor group covers Building Completion and Related Trades Workers not elsewhere classified. It includes Cabinet Makers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

### 3691 Cabinet Makers

Fabricate, assemble and install kitchen and bathroom cabinetry, wardrobes, counters and other fittings from wood and laminates.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### 369131 Cabinet Maker

Fabricates, assembles and installs kitchen and bathroom cabinetry, wardrobes, counters and other fittings from wood and laminates.

**Specialisations**

- Cabinet Installer
- Kitchen Installer
- Wardrobe Installer

**Skill level: 3****Main tasks**

- Interprets drawings and specifications to create cabinets
- Selects and works with various materials for construction
- Cuts, shapes and assembles materials to build cabinetry and fittings
- Utilises CAD and numerical control machines for precision
- Applies finishes to cabinetry and fittings for aesthetics
- Collaborates with clients and tradespeople for accurate installation
- Installs cabinetry and fittings in various areas
- Repairs or replaces damaged cabinetry and fittings

**Unit Group**

## 3699 Other Building Completion and Related Trades Workers

This unit group covers Building Completion and Related Trades Workers not elsewhere classified. It includes Shopfitters, Swimming Pool and Spa Builders, and Waterproofers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 369931 Shopfitter

Fits out shops and other commercial premises by fabricating, assembling and installing shopfronts, cabinets, showcases, counters and workstations using substances such as plastic, glass, metal, wood and composite materials.

Registration or licensing may be required.

**Skill level: 3****Main tasks**

- Specifies, orders and prepares materials for fitouts, including business-specific equipment, fixtures and fittings
- Prepares detailed, accurate design plans for fitouts using drawings, sketches or computer software
- Sets out, fabricates and assembles shopfronts, commercial entries, bulkheads, component fittings, cabinets, showcases, wall units and workstations
- Constructs and erects wall and ceiling framing, including installing internal linings, assembling partition frames and installing curtain walling
- Schedules and coordinates other tradespeople such as Electricians, Plumbers and Painters required to complete the fitout

**Occupation**

## 369932 Swimming Pool and Spa Builder

Constructs pools and spas, and installs pool plumbing and electrical systems. May also construct surrounding hardscape areas and decorative pool elements.

Registration or licensing may be required.

Pool tilers are excluded from this occupation. Pool tilers are included in Occupation 362431 Wall and Floor Tiler.

**Skill level: 3****Main tasks**

- Excavates soil and debris to prepare the site for pool and spa construction
- Constructs pool and spa shells using materials such as concrete, fibreglass or vinyl
- Installs plumbing systems for pool and spa circulation and filtration, and electrical systems for pool lighting and equipment
- May undertake the installation of pool hardscape areas such as decking or paving, and incorporate water features and other decorative elements into pool design

**Occupation**

## 369933 Waterproofer

Applies membranes, caulking, sealants, coatings and other protective materials to floors, walls, roofing and structural joints to prevent penetration of moisture.

Registration or licensing may be required.

**Specialisation**

- Caulker

**Skill level: 3****Main tasks**

- Applies caulking and sealants to joints and gaps in structures using specialised equipment
- Lays membranes and sprays or brushes on protective coatings to surfaces to prevent penetration of moisture
- Inspects and repairs existing waterproofing systems
- Measures and cuts waterproofing materials to fit specific areas

**Sub-major Group**

## **37 Building Structural Trades Workers**

Construct, repair and erect buildings and other structures of brick, stone, concrete and timber.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Minor Group**

### **371 Bricklayers, Stonemasons and Concreters**

Lay, cut and shape building blocks and masonry slabs to construct and repair structures, and pour, spread, smooth, finish and reinforce concrete.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

#### **3711 Bricklayers and Stonemasons**

Lay, cut and shape bricks and other blocks and masonry slabs to construct and repair walls and other structures.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

##### **371131 Bricklayer**

Lays bricks, pre-cut stone and other types of building blocks in mortar to construct and repair walls, partitions, arches, segmental paving and other structures.

Registration or licensing may be required.

**Alternative title**

- Blocklayer

**Specialisations**

- Brick Paver
- Refractory Bricklayer

**Skill level: 3****Main tasks**

- Studies plans and specifications to determine materials required, dimensions and installation procedures
- Erects and dismantles restricted height scaffolding
- Seals foundations with damp-resistant materials and spreads layers of mortar to serve as base and binder for building blocks
- Cuts building blocks using machines and hand tools, and shapes blocks to fit irregular spaces
- Sets out blockwork and lays building blocks in rows, designs and shapes
- Embeds building blocks in mortar ensuring construction is level, plumb and aligned, and removes excess mortar

- Installs lintels and flashings to openings
- Repairs and maintains bricks, cement blocks and related structures
- May prepare base and bedding courses, and lay segmental paving

**Occupation**

## 371132 Stonemason

Cuts and shapes hard and soft stone blocks and masonry slabs to construct and renovate stone structures, kitchen benchtops and monumental masonry.

Registration or licensing may be required.

### Specialisation

- Monumental Stonemason

### Skill level: 3

### Main tasks

- Studies plans and specifications to determine materials required, dimensions and installation procedures
- Measures, marks dimensions, outlines, splits, cuts, shapes and finishes stone blocks and masonry slabs using hand tools and machinery
- Sets out and cuts letters and designs into stone
- Lays stone blocks and large masonry slabs to construct structures such as walls, arches and pillars, ensuring they are level and plumb
- Constructs and installs stone construction elements such as benchtops and splashbacks
- Assesses damage to and repairs stonework, including on old or heritage buildings and monuments
- May design, cut and install monumental masonry

**Unit Group**

## 3712 Concreters

Pour, spread, smooth and finish concrete and install reinforcements to strengthen concrete for structures such as floors, stairs, ramps, footpaths and bridges. Read and interpret construction plans, and supervise Concreter's Labourers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 371231 Concreter

Pours, spreads, smooths and finishes concrete and installs reinforcements to strengthen concrete for structures such as floors, stairs, ramps, footpaths and bridges. Reads and interprets construction plans, and supervises Concreter's Labourers.

Registration or licensing may be required.

**Alternative title**

- Concrete Worker

**Specialisations**

- Concrete Cutter
- Concrete Finisher
- Concrete Patcher

**Skill level: 3****Main tasks**

- Reads and interprets construction plans and specifications
- Determines the quantity and type of concrete required for a project
- Supervises and directs the work of Concreter's Labourers
- Prepares the site for concrete pouring, including clearing and leveling the area
- Installs reinforcement materials such as rebar, to strengthen concrete
- Mixes and pours concrete into the designated areas
- Spreads and levels concrete using tools such as screeds and trowels
- Finishes concrete surfaces to achieve the desired texture and appearance
- Cures and protects concrete to ensure proper hardening and durability
- May construct formwork to hold wet concrete in place

**Minor Group**

## 372 Carpenters and Joiners

Construct, erect, install, renovate and repair structures and fixtures made of wood, plywood, lightweight steel, wallboard and other materials, and cut, shape and fit timber parts to form structures and fittings.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

## 3721 Carpenters and Joiners

Construct, erect, install, renovate and repair structures and fixtures made of wood, plywood, lightweight steel, wallboard and other materials, and cut, shape and fit timber parts to form structures and fittings.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 372131 Carpenter and Joiner

Cuts, shapes, fits and installs structures and fixtures of wood, plywood and wallboard, and cuts, shapes and fits timber parts to form structures and fittings.

Registration or licensing may be required.

Shopfitters are excluded from this occupation. Shopfitters are included in Occupation 369931 Shopfitter.

**Skill level: 3****Main tasks**

- Studies blueprints, drawings and specifications to determine materials required and dimensions of structures or fixtures
- Operates woodworking machines to cut, shape and fit timber parts to form structures and fixtures such as cabinets, doors and window frames, and installs them using hand and power tools
- Constructs and installs stairs, handrails and balustrades
- Applies finishes such as paint, stain or varnish, and installs hardware such as hinges, locks and handles, on structures and fixtures
- Erects frameworks for structures such as walls, floors and roofs, using scaffolding and ladders

**Occupation**

## 372132 Carpenter

Constructs, erects, installs, renovates and repairs structures and fixtures of wood, plywood, lightweight steel, wallboard and other materials.

Registration or licensing may be required.

### Specialisations

- Fixing Carpenter
- Formwork Carpenter
- Prop and Scenery Maker
- Roof Carpenter

### Skill level: 3

### Main tasks

- Interprets plans, specifications and drawings to determine carpentry materials required, dimensions and installation procedures
- Sets out, constructs and erects wall and ceiling frames, constructs eaves, and erects roof trusses
- Constructs and installs structures such as walls, flooring systems, external stairs, panelling and partitions using mechanical fasteners such as nails, screws and brackets
- Fits and installs windows and doors into wall frames, and installs associated furnishings such as hinges, handles and locks
- Repairs and renovates wooden structures, including by removing and replacing damaged or deteriorated timber
- May construct and install formwork for concrete structures

**Occupation****372133 Joiner**

Cuts, shapes and fits timber parts in workshops to form structures and fittings, ready for installation.

Registration or licensing may be required.

**Specialisation**

- Stair Builder

**Skill level: 3****Main tasks**

- Interprets plans, specifications and drawings to determine joinery materials and methods required to meet project specifications
- Uses hand or power tools and static machines, and programs and operates computer-controlled machinery to produce joinery components
- Manufactures and assembles joinery components such as multi panelled doors, window sashes and cabinet carcasses
- Designs, manufactures and finishes wooden stairs, including stair posts, handrails and balustrades
- Assembles components using joinery methods such as clamps, cramps, pressers, packers and wedges
- Disassembles joinery components and packages them for transport

**Sub-major Group**

## **38 Electrotechnology and Telecommunications Trades Workers**

Assemble, install, test and repair electrical appliances, networks and circuits, electronic systems and equipment, lifts, refrigeration and air conditioning equipment, electrical distribution networks, and telecommunications equipment.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Minor Group**

### **381 Electrical Trades Workers**

Assemble, install, test, commission, maintain and repair electrical systems, circuits, equipment, components and facilities, and install, join, maintain and repair electrical cables, and transmission and distribution systems.

Automotive Electricians are excluded from this minor group. Automotive Electricians are included in Occupation 351231 Automotive Electrician.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

#### **3811 Electrical Distribution Trades Workers**

Install, join, maintain and repair electrical cables, transmission and distribution systems for both overhead and underground lines.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### **381131 Electrical Distribution Trades Worker**

Installs, joins, maintains and repairs electrical cables, transmission and distribution systems for both overhead and underground lines.

Registration or licensing may be required.

**Specialisations**

- Electrical Linesworker (Distribution)
- Electrical Linesworker (Transmission)
- Railway Traction Line Worker
- Technical Cable Jointer

**Skill level: 3****Main tasks**

- Installs and maintains distribution overhead and underground conductors and cables, low voltage overhead services, poles, structures and hardware
- Installs cable joints in underground conduits and trenches
- Performs routine maintenance of overhead and underground power lines, cables and auxiliary equipment

- Identifies and diagnoses faults and solves problems in the distribution and underground networks
- Inspects and tests cables and cable joints to identify faults and determine repair or replacement needs
- Selects and prepares cables, connectors and other material for cable jointing
- Terminates cables by connecting them to electrical equipment and overhead lines
- May operate heavy plant equipment such as elevated work platforms and portable equipment such as hydraulic drills
- May undertake substation installation and maintenance, and specialised testing and revenue meter installation

**Unit Group**

## 3812 Electricians

Design, assemble, install, test, commission, diagnose, maintain and repair electrical networks, systems, circuits, equipment, components, appliances and facilities for industrial, commercial and domestic purposes, and service and repair lifts, escalators and related equipment. Automotive Electricians are excluded from this unit group. Automotive Electricians are included in Occupation 351231 Automotive Electrician.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 381231 Electrician (General)

Selects, installs, tests, connects, commissions, repairs, maintains, modifies and diagnoses faults with electrical equipment, wiring and control systems in non-industrial settings.

Registration or licensing is required.

Electrical Fitters, Industrial Electricians, hot water solar system installers and electrical trades assistants are excluded from this occupation. Electrical Fitters are included in Occupation 381232 Electrical Fitter. Industrial Electricians are included in Occupation 381233 Industrial Electrician. Hot water solar system installers are included in Occupation 363131 Plumber (General). Electrical trades assistants are included in Occupation 899933 Electrical or Telecommunications Trades Assistant.

**Alternative titles**

- Electrical Contractor
- Electrical Mechanic

**Specialisations**

- Commercial Electrician
- Construction Electrician
- Fire Protection Electrician
- Renewable Energy Systems Installer (Solar Installer)

**Skill level: 3****Main tasks**

- Interprets and uses technical drawings, circuit wiring and mechanical diagrams, equipment and cable/connection schedules and manuals to undertake electrical wiring work
- Installs, repairs, maintains and tests electrical and electrotechnology systems and equipment, including wiring, switches, outlets, circuit breakers, transformers and lighting fixtures
- Measures and lays out electrical installation sequences
- Selects, cuts and connects wire and cables to circuit breakers, transformers or other electrical components in residential and commercial settings
- Connects electrical systems to power supply
- Tests continuity, resistance and compliance to standards of electrical circuits

**Occupation**

## 381232 Electrical Fitter

Fabricates, services and repairs electrical equipment, such as motors, transformers and switchboards. May work on rail signalling infrastructure.

Registration or licensing may be required.

### Specialisations

- Armature Winder
- Marine Electrician
- Railway Signal Electrician
- Switchboard Builder

### Skill level: 3

#### Main tasks

- Carries out electrical fitting and assembling works, including placing, aligning and adjusting for heavy current equipment and machines, or fabricates parts for such equipment
- Installs, modifies or repairs electrical machines and equipment, such as motor starters, motors, controllers, switchgear, switchboards, busbars, transformers, control panels and defence systems
- Interprets and uses electrical specifications, wiring and circuit diagrams, plant schematics, schedules and specifications to undertake electrical wiring work associated with assembling, maintaining, terminating or altering the wiring between electrical components within plant or machinery
- Inspects, tests, commissions, maintains and services electrical systems, machines, equipment and components
- Installs and maintains meters, instruments, relays and protection equipment
- Performs isolations - energy lock out/tag out procedures

**Occupation**

## 381233 Industrial Electrician

Installs, services, maintains and repairs intricate and complex electrical and electronic circuitry in industrial settings, including oil or gas installations, mine sites and processing plants.

Registration or licensing is required.

### Specialisations

- Industrial Maintenance Electrician
- Mining Electrician

### Skill level: 3

### Main tasks

- Installs, connects and maintains electrical control systems in industrial facilities
- Diagnoses, fault finds and repairs industrial electrical systems
- Performs service and maintenance on electrical systems and equipment in industrial facilities for compliance with safety standards and regulations
- Interprets and uses technical drawings, circuit wiring and mechanical diagrams, equipment and cable/connection schedules and manuals to undertake electrical wiring work in industrial settings
- Collaborates with engineers and other professionals to plan and execute industrial electrical projects

**Occupation**

## 381234 Lift Mechanic

Designs, installs, maintains, services and repairs electric and hydraulic passenger and freight lifts, escalators, moving walkways, and other lift equipment.

Registration or licensing is required.

### Alternative titles

- Lift Electrician
- Lift Technician

### Skill level: 3

### Main tasks

- Installs and commissions new lift equipment, including cables, counterweights, pumps, motor foundations, and safety and control devices
- Tests and adjusts assemblies, including cables, wiring and electric controls, and adjusts safety devices such as brakes and speed governors
- Diagnoses and repairs faults in lift motors, brakes, switches and electrical and electronic control systems
- Performs routine maintenance and servicing of lifts and escalators
- Replaces worn or faulty parts in lift equipment
- Responds to emergency call-outs to repair lift equipment

**Minor Group**

## 382 Electronics and Telecommunications Trades Workers

Assemble, install, test and repair electronic systems and equipment, telecommunications networks, air conditioning, refrigeration, office and telecommunications equipment, and transmit and receive radio messages.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

## 3821 Air Conditioning and Refrigeration Technicians

Assemble, install, maintain and repair industrial, commercial and domestic air conditioning and refrigeration systems and equipment that can contain refrigerant gases and liquids.

Mechanical Services Plumbers are excluded from this unit group. Mechanical Services Plumbers are included in Occupation 363933 Mechanical Services Plumber.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 382131 Air Conditioning and Refrigeration Technician

Assembles, installs, maintains and repairs industrial, commercial and domestic air conditioning and refrigeration systems and equipment that can contain refrigerant gases and liquids.

Registration or licensing is required.

Mechanical Services Plumbers are excluded from this occupation. Mechanical Services Plumbers are included in Occupation 363933 Mechanical Services Plumber.

**Alternative title**

- Air Conditioning and Refrigeration Mechanic

**Skill level: 3****Main tasks**

- Installs air conditioning and refrigeration systems and equipment in industrial, commercial and domestic settings
- Assembles components and parts to construct air conditioning and refrigeration systems
- Repairs and maintains air conditioning and refrigeration components such as compressors, motors, condensers, evaporators and pumps
- Repairs and maintains air conditioning and refrigeration lines used for refrigerant, liquids and gases in the air conditioning, heating or cooling process
- Tests operational air conditioning and refrigeration systems to prevent breakdowns and ensure optimal performance
- Fills systems with gas or fluid to check for leaks, and removes gas and fluids with vacuum pumps
- Recovers and fills refrigerant in air conditioning and refrigeration systems

**Unit Group**

## 3822 Electronics Trades Workers

Maintain, adjust and repair electronic equipment such as office equipment, video and audio equipment, and electronic instruments and control systems, and transmit and receive radio messages.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 382231 Communications Operator

Transmits and receives radio messages by use of morse code, voice and radio teletype.

**Specialisations**

- Communication Information Systems Sailor (Navy)
- Operator Specialist Communications (Army)
- Communications and Information Systems Controller (Air Force)

**Skill level: 3****Main tasks**

- Receives and transmits radio messages using morse code, voice and radio teletype
- Monitors and maintains radio equipment
- Follows established procedures and protocols for radio communication
- Maintains communication with other operators, and provides information and assistance to personnel to relay messages accurately and efficiently
- Maintains confidentiality and security of sensitive information transmitted over the radio, and keeps accurate records of all radio communications

**Occupation**

## 382232 Electronic Equipment Trades Worker

Installs, maintains and repairs electronic equipment and systems, such as audio and visual reproduction equipment, home entertainment systems, computers and electronic security systems.

### Specialisations

- Audiovisual Technician
- Fire Alarm Technician
- Home Theatre Technician
- Security Technician
- Video Technician

### Skill level: 3

### Main tasks

- Installs, calibrates and adjusts electronic equipment and systems to meet required standards
- Tests and troubleshoots electronic equipment and systems to identify and resolve faults
- Repairs and replaces faulty components and parts in electronic equipment and systems
- Maintains and services electronic equipment and systems to ensure optimal performance

**Occupation**

## 382233 Electronic Instrument Technician

Installs, modifies, maintains, calibrates, adjusts and repairs electronic instruments and control systems, including those which use a combination of electrical, electronic, mechanical, hydraulic and pneumatic principles.

Registration or licensing may be required.

### Specialisations

- Electronic Technician (Navy)
- Communications Electronic Technician (Air Force)

### Skill level: 3

### Main tasks

- Installs and commissions complex electronic instruments and control systems for monitoring, controlling and automating processes
- Modifies and upgrades existing electronic instruments and control systems
- Performs routine maintenance and inspections, including diagnosing, troubleshooting faults, calibrating and testing
- Repairs and replaces faulty components in electronic instruments and control systems

**Occupation**

## 382234 Office Equipment Technician

Installs, maintains and repairs electronic office or business equipment, such as multifunction devices, printers and photocopiers.

### Specialisations

- Photocopier Technician
- Printer Technician

### Skill level: 3

#### Main tasks

- Examines and tests electronic office equipment such as multifunction devices, printers and photocopiers, to diagnose and troubleshoot issues
- Installs new equipment and performs routine maintenance to ensure optimal performance
- Repairs electronic office equipment by replacing faulty, worn or defective components and wiring
- Provides technical support, training and assistance to users of electronic office equipment
- Keeps records of maintenance and repair activities for electronic office equipment
- Orders and maintains inventory of spare parts and supplies for electronic office equipment

**Unit Group**

## 3823 Telecommunications Trades Workers

Install, maintain and repair data transmission equipment, aerial lines, conduits, cables, radio antennae and telecommunications equipment and appliances.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 382331 Cabler (Data and Telecommunications)

Installs internal telecommunications and data cabling, equipment and peripherals for computer networks, telephony, cable television and monitored security and fire alarms.

Registration or licensing is required.

**Skill level: 3****Main tasks**

- Installs and connects cables to distribution frames, cabinets and other telecommunications equipment
- Identifies, locates and rectifies faults in data and telecommunications cable installations
- Sets up and configures data communication systems, local area networks and wireless communication networks

**Occupation**

## 382332 Telecommunications Cable Technician

Joins, terminates and repairs copper and fibre optic telecommunications cables installed in underground pipes, trenches and overhead systems.

### Specialisations

- Fibre Optic Cable Hauler
- Fibre Optic Cable Splicer
- Fibre Optics Technician

### Skill level: 3

#### Main tasks

- Inspects and tests telecommunications cables to identify faults and determine repair requirements
- Locates and excavates cable faults using appropriate tools and equipment
- Joins and terminates copper and fibre optic cables using appropriate connectors and splicing techniques
- Installs and repairs underground pipes and trenches to accommodate telecommunications cables
- Installs and repairs overhead systems for telecommunications cables
- Tests and measures cable performance using specialised equipment

**Occupation**

## 382333 Telecommunications Linesworker

Installs, maintains and repairs external telecommunication equipment such as aerial lines, conduits and underground cables, radio and mobile phone antennae, and limited items of terminal equipment.

**Specialisation**

- Operator Bearer Systems (Army)

**Skill level: 3****Main tasks**

- Installs and maintains external telecommunication equipment such as aerial lines, conduits and underground cables
- Repairs and replaces damaged or faulty telecommunication equipment
- Installs and maintains radio and mobile phone antennae
- Tests and troubleshoots telecommunication equipment to identify and resolve issues
- Performs routine maintenance on telecommunication equipment
- Works at heights on a range of telecommunications structures, such as poles, towers and masts

**Occupation**

## 382334 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 title**

- Communications Technician

**Specialisation**

- Technician Telecommunication Systems (Army)

**Skill level: 3****Main tasks**

- Installs telecommunications equipment and appliances in homes, businesses, telephone exchanges and other network sites
- Diagnoses and locates equipment faults, and adjusts, replaces or repairs telecommunications equipment
- Performs routine inspections and preventative maintenance on telecommunications equipment and appliances
- Configures and programs telecommunications equipment and appliances according to specifications
- Provides technical support and assistance to customers and end-users of telecommunications equipment and appliances

**Sub-major Group**

## **39 Other Technicians and Trades Workers**

This sub-major group covers Technicians and Trades Workers not elsewhere classified. It includes Artistic and Cultural Technicians and Hairdressers.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Minor Group**

### **391 Artistic and Cultural Technicians and Trades Workers**

Provide technical assistance and operate equipment to support galleries, museums and libraries, screen and live performance productions and the performing arts, and to produce photographs, printed materials and signs.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

#### **3911 Gallery, Library and Museum Technicians**

Prepare artworks, specimens and artefacts for collections, arrange and construct gallery exhibits, and assist Librarians and other information managers in operational and technical aspects of library work.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

##### **391131 Gallery or Museum Technician**

Prepares artworks, specimens and artefacts for collections, and arranges and constructs gallery or museum exhibits.

**Specialisation**

- Taxidermist

**Skill level: 2****Main tasks**

- Mounts and prepares objects for display
- Designs and arranges exhibit furnishings, display cases and display areas
- Assists in setting up lighting, sound systems, audio visual presentations and display equipment
- Receives, ships, packs and unpacks exhibits
- May undertake fabrication and painting for exhibitions and collection needs

**Occupation**

## 391132 Library Technician

Assists Librarians and other information managers in operational and technical aspects of library work. Provides access to information resources, delivers information and research services, maintains library resources and systems, and delivers customised services to users.

**Skill level:** 2

### Main tasks

- Provides access to library resources, records and systems through data management, cataloguing and classification
- Maintains library and information sources throughout their lifecycle
- Searches library and information databases to assist customers with reference and research enquiries in the physical and virtual environment
- Operates library digital technologies and platforms
- Arranges interlibrary loans
- Develops, promotes and presents programs, including displays and library tours

**Unit Group**

## 3912 Performing Arts Technicians

Provide technical and other assistance for the production, recording and broadcasting of artistic performances.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 391231 Audio Engineer

Operates audio equipment to record, enhance, mix and amplify sound in support of music, live performance, television, radio, film or video productions.

Acoustic Engineers are excluded from this occupation. Acoustic Engineers are included in Occupation 243931 Acoustic Engineer.

**Alternative titles**

- Sound Engineer
- Sound Technician

**Specialisations**

- Sound Editor
- Sound Recordist

**Skill level: 3****Main tasks**

- Sets up, tests and operates audio equipment for recordings or live productions
- Adjusts audio levels and quality to ensure optimal sound
- Mixes and balances audio tracks to create desired effects
- Edits and enhances audio recordings using software and equipment
- Maintains, repairs and troubleshoots audio equipment to ensure proper functioning
- Collaborates with directors, producers and performers to achieve desired sound outcomes

**Occupation**

## 391232 Broadcast Technician

Installs, tests, operates and repairs electronic equipment used to record and transmit live and taped programs for broadcast.

Telecommunications Technicians are excluded from this occupation. Telecommunications Technicians are included in Occupation 382334 Telecommunications Technician.

**Skill level: 3**

### Main tasks

- Monitors, logs and adjusts broadcast transmitters to ensure signal quality and transmission accuracy
- Operates, installs and tests consoles and equipment to control the broadcast transmission process
- Receives and follows instructions from broadcast directors or producers regarding transmission schedules and content
- Troubleshoots and resolves technical problems with broadcast transmitters, such as signal interference or equipment malfunctions
- Collaborates with other broadcast staff to coordinate and synchronise transmission activities
- Maintains and updates records of transmission schedules, equipment maintenance, and any changes to transmission procedures

**Occupation**

## 391233 Camera Operator (Film, Television or Video)

Manages, sets up, tests and operates cameras to capture footage for film, television, live performance or video productions.

**Alternative title**

- Videographer

**Skill level: 3****Main tasks**

- Sets up cameras and related equipment for film, television, live performances or video productions
- Operates cameras to capture scenes according to the director's instructions
- Adjusts camera settings such as focus, exposure and lighting to achieve desired visual effects
- Collaborates with directors, Cinematographers, Lighting Technicians and other crew members to determine camera angles, movements, lighting and shots
- Monitors camera feeds and makes necessary adjustments during filming
- Maintains and troubleshoots camera equipment to ensure optimal performance
- Assists with the planning and execution of camera movements and shots
- May operate specialised camera equipment such as cranes, dollies, drones and Steadicams

**Occupation**

## 391234 Lighting Technician

Positions and controls lighting equipment for film, television, live performance or video productions.

**Specialisation**

- Gaffer

**Skill level:** 3

**Main tasks**

- Sets up and positions lighting equipment for film, television, live performance or video productions
- Operates lighting consoles and controls lighting effects during productions
- Adjusts lighting levels and angles to achieve desired visual effects
- Collaborates with directors, producers and other crew members to determine lighting requirements
- Installs, maintains and troubleshoots lighting fixtures and equipment
- Creates lighting plots and designs for productions
- Coordinates with other technicians to ensure smooth operation of lighting equipment

**Occupation**

## 391299 Performing Arts Technicians nec

This occupation group covers Performing Arts Technicians not elsewhere classified.

**Skill level:** 3

**Occupations in this group include:**

- Camera Assistant (Screen)
- Microphone Boom Operator
- Performing Arts Road Manager
- Script Supervisor
- Special Effects Technician
- Television Equipment Operator
- Theatrical Dresser

**Unit Group**

## 3913 Photographers

Operate still cameras to take photographs.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 391331 Photographer

Operates a still camera to take photographs.

**Specialisations**

- Fashion Photographer
- Landscape Photographer
- News Photographer
- Photographic Artist
- Portrait Photographer
- Sports Photographer
- Technical Photographer

**Skill level: 2**

High levels of creative talent, interest and personal commitment may substitute for formal qualifications or years of experience.

**Main tasks**

- Plans and prepares for photography sessions
- Organises, sets up and adjusts camera equipment, lighting and props
- Directs and guides individuals or groups for desired poses
- Composes and frames shots to capture subjects and emotions
- Edits and enhances photographs using software
- Maintains and organises photography equipment and studio
- May print, mount and present photographs in various formats

**Unit Group**

## 3914 Printing Trades Workers

Design, bind, finish and produce printed materials.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 391431 Graphic Pre-press Operator

Prepares design files for printing, ensuring appropriate colours, graphics, layouts and technical specifications for printing and other visual media.

**Specialisations**

- Desktop Publishing Operator
- Finished Artist

**Skill level: 3****Main tasks**

- Operates graphic cameras and digital tools to produce high resolution, print-ready files
- Uses computer applications to generate images, text, layouts and impositions for print and other visual media displays
- Operates plate making equipment to reproduce images from film to printing plates, digital output devices, and presses
- Uses digital design platforms for scanning, colour management, combining, layering and preparing visuals for print
- Carries out digital proofing processes to ensure clarity and accuracy in printed proofs, and corrects them for quality
- Analyses and refines printed samples to obtain required quality and consistency

**Occupation**

## 391432 Print Finisher

Binds books and other publications, and finishes printed products.

**Alternative title**

- Bookbinder

**Specialisation**

- Paper Guillotine Operator (Bookbinding)

**Skill level:** 3

**Main tasks**

- Sets up and supervises the operation of automatic binding and finishing equipment
- Binds full, half and limp-bound books, and repairs bindings
- Folds printed sheets to prepare booklets, brochures and other printed items, and embellishes printed products
- Operates paper guillotines for pre-press and post-press paper cutting and trimming, and programs electronically operated units
- Operates systems to insert printed material into newspapers, magazines and envelopes

**Occupation**

## 391433 Printing Machinist

Produces books, magazines, newspapers, brochures, posters, leaflets, packaging materials and stationery using printing presses.

### Specialisations

- Digital Printer
- Flexographic Printing Machinist
- Label Printing Machinist
- Lithographic Printing Machinist
- Small Offset Printer

### Skill level: 3

#### Main tasks

- Sets, adjusts and monitors substrate-feed mechanisms, delivery mechanisms, inking systems and other printing machine functions
- Loads and unloads materials into printing machines, and monitors inventory of printing supplies and materials
- Mixes ink and solvents to standard, and regulates paper and ink supply during print runs
- Monitors, evaluates and determines press operations manually and by computer to check print quality standards against proofs and detect malfunctions
- Undertakes maintenance, adjustment, repair and cleaning of machines

**Occupation**

## 391434 Screen Printer

Prepares stencils, and sets up and operates power-driven or hand-operated screen print equipment.

### Specialisations

- Screen Printing Stencil Preparer
- Textiles Printer

### Skill level: 3

#### Main tasks

- Prepares stencils using digital and hand cut methods
- Mixes and prepares inks for printing
- Uses printers, screens, presses and squeegees to create screen prints
- Dries printed items using drying machines and drying racks
- Inspects printed products for quality

**Unit Group**

## 3915 Signwriters

Design, fabricate, paint and wrap signs for displays, buildings, hoardings, boats and structures.

Sign Installers are excluded from this occupation. Sign Installers are included in Occupation 899936 Sign Installer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 391531 Signwriter

Designs, fabricates, paints and wraps signs for displays, buildings, hoardings, boats and structures.

Registration or licensing may be required.

Sign Installers are excluded from this occupation. Sign Installers are included in Occupation 899936 Sign Installer.

**Specialisations**

- Electronic Illumination Signwriter
- Sign Maker/Manufacturer
- Vinyl Signwriter and Applicator

**Skill level: 3****Main tasks**

- Consults with clients and responds to proposals, sketches and written instructions to determine composition of signs
- Designs and creates signs and illustrations using computer software and signmaking machines
- Designs and creates murals, screen prints, gold leaf work and vinyl sign writing
- Applies vinyl wrapping to a variety of media
- Prints and plots on laminate and other paper types
- Measures and calculates letter size, prepares the surface, and applies background paint using brushes, sprays and rollers
- Paints signs and letters using lacquers, varnishes, paints and other materials on brick, metal, timber, glass, plastic and other surfaces
- May make three-dimensional signs

**Unit Group**

## 3919 Other Artistic and Cultural Technicians and Trades Workers

This unit group covers Artistic and Cultural Technicians and Trades Workers not elsewhere classified. It includes Interior Decorators, Jewellers, and Musical Instrument Makers and Repairers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 391931 Interior Decorator

Plans the interior styling of commercial or residential premises and arranges for decorating work to be done.

**Skill level: 2****Main tasks**

- Consults with clients to determine styling preferences and requirements
- Develops decorating concepts and plans, and presents them to clients for approval
- Selects and sources materials, furnishings and accessories
- Collaborates with Architects, contractors and clients to implement the interior styling plan
- Installs and arranges decorations

**Occupation**

## 391932 Jeweller

Makes and repairs jewellery such as rings, brooches, chains and bracelets, crafts objects out of precious metals, or cuts, shapes and polishes rough gemstones to produce fashion or industrial jewels.

### Specialisations

- Diamond Cutter
- Gem Setter
- Goldsmith
- Silversmith

### Skill level: 3

#### Main tasks

- Creates jewellery pieces using various materials, tools and techniques
- Repairs damaged jewellery by soldering, polishing and replacing missing parts
- Shapes and polishes rough gemstones to enhance their appearance
- Inspects and evaluates gemstones and precious metal for quality and authenticity
- May appraise the quality and value of jewellery items

**Occupation**

## 391933 Musical Instrument Maker or Repairer

Builds, repairs and restores musical instruments, and modifies and tunes them to owners' specifications.

**Specialisation**

- Piano Tuner

**Skill level:** 3

**Main tasks**

- Constructs musical instruments according to specifications and designs
- Repairs damaged or broken musical instruments
- Modifies musical instruments to meet musicians' specific requirements
- Tunes musical instruments for correct pitch and sound
- Inspects and tests musical instruments for quality
- Uses tools to shape, cut and assemble instrument parts
- Applies finishes and varnishes to instruments
- May use 3D printing to recreate missing parts of instruments or manufacture instruments with specific characteristics that are not possible to create using conventional production techniques

**Minor Group**

## 392 Barbers and Hairdressers

Cut, style, taper, colour, straighten and permanently wave hair.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

### 3921 Barbers and Hairdressers

Cut, style, taper, colour, straighten and permanently wave hair.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### 392131 Barber

Cuts, trims, tapers, colours and shapes hair and facial hair styles, using clippers, razors, scissors and trimmers.

**Skill level: 3****Main tasks**

- Consults with clients about their desired hair and facial hair styles
- Analyses clients' hair and features to design and recommend styles
- Trims, cuts and styles hair using clippers and scissors
- Shaves and styles facial hair using razors and trimmers
- Demonstrates and sells products for hair and facial hair

**Occupation**

## 392132 Hairdresser

Cuts, styles, colours, straightens and permanently waves hair, and treats hair and scalp conditions.

**Skill level:** 3

### Main tasks

- Consults with clients to determine their desired hair style, and hair and scalp conditions
- Analyses clients' hair and features to design and recommend styles
- Cuts hair using scissors, clippers, razors and other hair cutting tools
- Styles, straightens and permanently waves hair using brushes, combs, straightening irons and other styling tools
- Applies hair colour, highlights and lowlights using various techniques
- Performs hair treatments such as deep conditioning, moisturising and scalp massages

**Minor Group**

## 399 Miscellaneous Technicians and Trades Workers

This minor group covers Technicians and Trades Workers not elsewhere classified. It includes Chemical, Gas, Petroleum and Power Generation Plant Technicians, Drillers, Pest Control Technicians, Textile, Clothing and Footwear Trades Workers and Wood Machinists and Other Wood Trades Workers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

## 3991 Chemical, Gas, Petroleum and Power Generation Plant Technicians

Control the operation of chemical production equipment, pump gas and oil from wellheads, refine and process petroleum products, and operate machines and associated plant to generate electrical power.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 399131 Chemical Plant Operator

Controls the operation of chemical production plant.

**Alternative titles**

- Chemical Plant Technician
- Process Operator (Chemical)
- Process Technician (Chemical)

**Specialisation**

- Paint Maker

**Skill level: 3****Main tasks**

- Monitors and controls the operation of chemical production plant
- Adjusts equipment and controls to maintain specified operating conditions and product quality within chemical processing plants
- Inspects and tests samples of raw materials and finished products to ensure compliance with quality standards
- Performs routine maintenance and troubleshooting of equipment and machinery
- Records and maintains production data and reports any deviations or issues

**Occupation**

## 399132 Gas or Petroleum Production Technician

Monitors and controls equipment to pump oil and gas from wellheads, and refine and process petroleum products.

**Alternative titles**

- Gas or Petroleum Plant Operator
- Process Operator (Gas or Petroleum)
- Process Technician (Gas or Petroleum)

**Specialisations**

- Gas Compressor Turbine Operator
- Petroleum Blending Plant Operator
- Petroleum Terminal Plant Operator
- Refinery Pipeline Operator

**Skill level: 3****Main tasks**

- Monitors and controls equipment to pump oil and gas from wellheads
- Operates refining and processing equipment to produce petroleum products
- Monitors and adjusts process variables such as temperature, pressure and flow rates
- Collects and analyses samples of oil and gas for testing
- Monitors and controls the quality of petroleum products
- Inspects and conducts routine maintenance on equipment to ensure proper functioning
- Records and maintains production and equipment data
- Responds to alarms and emergencies, taking appropriate action

**Occupation**

## 399133 Power Generation Plant Operator

Operates, controls, maintains and monitors machines and associated plant equipment used to generate electrical power, including power generated from renewable energy such as solar, wind power and hydropower.

Registration or licensing is required.

### Alternative titles

- Power Plant Operator
- Power Station Operator

### Specialisation

- Wind Turbine Technician

### Skill level: 3

### Main tasks

- Operates, controls and monitors machines and plant equipment used to generate electrical power, including power generated from renewable energy
- Adjusts controls to regulate the flow of fuel, air and water to maintain specified temperature, pressure and water levels
- Starts and stops generators, turbines and auxiliary equipment
- Monitors and records readings from meters, gauges and instruments
- Inspects and maintains equipment, and identifies and reports any faults or malfunctions
- Responds to alarms and emergencies, taking appropriate action to ensure the safe and efficient operation of the plant
- Monitors and controls the quality of power generated, ensuring it meets specified standards
- Coordinates activities and resolves issues in collaboration with other plant operators and maintenance staff
- Keeps records of plant operations, including production levels, maintenance activities and equipment performance

**Unit Group**

## 3992 Drillers

Assemble, position and operate drilling rigs and related equipment for exploration or to extract ore, liquids or gases from the earth.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 399231 Driller

Assembles, positions and operates drilling rigs and related equipment for exploration or to extract ore, liquids or gases from the earth.

Registration or licensing may be required.

**Specialisations**

- Blast Hole Driller
- Diamond Driller
- Directional Driller
- Exploration Driller
- Jumbo Operator
- Rig Manager

**Skill level: 3****Main tasks**

- Operates drill rigs and related equipment to facilitate subsurface exploration and extraction of ore, liquids or gases
- Monitors drilling operations and adjusts equipment as necessary
- Inspects and maintains drilling equipment and tools
- Records drilling data and maintains accurate records
- Tests and evaluates drill samples to determine the composition of extracted material
- May supervise and direct the work of Driller's Offsiders

**Unit Group**

## 3993 Pest Control Technicians

Implement and apply pest management techniques to manage and control animal and invertebrate pests inside and outside domestic, commercial and industrial premises.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 399331 Pest Control Technician

Implements and applies pest management techniques to manage and control animal and invertebrate pests inside and outside domestic, commercial and industrial premises.

Registration or licensing may be required.

**Alternative titles**

- Pest Controller
- Pest Management Technician

**Specialisation**

- Fumigator

**Skill level: 3****Main tasks**

- Inspects commercial, industrial and residential premises and surrounds to assess pest activity, identify the pests and the extent of any infestation and damage
- Develops pest management plans considering pests' biology and behavior, as well as the potential impact on health, safety and infrastructure
- Evaluates the need for pest management, and implements suitable treatment plans and methods
- Works with clients to provide recommendations for building maintenance and hygiene activities to prevent pests
- Applies non-chemical solutions and pesticides to manage and minimise the risk of pest infestations, health risks and diseases
- Operates and maintains electric, pneumatic and mechanical equipment such as cameras, drones and other technology to monitor and report on pest infestations
- Uses traps, baits and other pest control devices to capture and remove pests
- Monitors and evaluates the effectiveness of pest management activities
- May read, interpret and prepare plans, and select materials to devise and install pest management systems
- May conduct timber pest inspections and advise on and manage appropriate treatment

**Unit Group**

## 3994 Textile, Clothing and Footwear Trades Workers

Prepare patterns and materials to fabricate and repair garments, shoes, furniture coverings and other fabric, leather and canvas goods.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 399431 Apparel Cutter

Lays out, marks and cuts fabric to form parts of garments.

**Skill level: 3****Main tasks**

- Consults customers to determine fabrics, styles and designs of garments
- Examines patterns and fabrics to determine appropriate cutting methods
- Measures, marks and secures fabric for cutting
- Uses cutting tools to cut fabric
- Inspects cut fabric pieces for accuracy and quality
- Organises cut fabric pieces for assembly

**Occupation**

## 399432 Canvas Goods Fabricator

Fabricates and repairs canvas and related products such as awnings, tents, tarpaulins, horse rugs and caravan annexes.

**Alternative title**

- Canvas Goods Maker

**Skill level:** 3

**Main tasks**

- Consults clients to determine specifications for products
- Measures and cuts canvas to required dimensions
- Sews or welds canvas using machinery and hand tools
- Repairs and waterproofs canvas products
- Attaches fittings to canvas products
- Inspects finished products for quality and adherence to specifications
- Provides advice regarding care and maintenance of canvas products
- Orders and maintains inventories of materials

**Occupation**

## 399433 Dressmaker or Tailor

Makes, alters and repairs tailored garments, formal wear, couturier clothing and special occasion wear such as suits, dresses, coats, head wear, evening wear and bridal wear.

### Specialisations

- Costume Maker
- Milliner

**Skill level:** 3

### Main tasks

- Consults with clients to determine design preferences and fabric choices for customised garments
- Measures clients to determine their body measurements
- Sews garments together using sewing machines, sergers and hand stitching techniques
- Fits garments on clients and makes necessary alterations for an accurate fit
- Adds finishing touches to garments such as buttons, zippers and decorative elements
- Repairs or performs alterations on existing garments, such as resizing, replacing buttons, mending tears and fixing seams to meet client needs

**Occupation**

## 399434 Garment Technician

Collaborates with design teams through all aspects of technical product development, from design to manufacturing, to ensure accuracy of product measurement, quality construction, and fit of garments.

**Specialisation**

- Clothing Patternmaker

**Skill level: 3****Main tasks**

- Interprets design sketches, sample articles and design specifications to create master patterns
- Uses digital technology to create, modify and maintain patterns and pattern libraries
- Collaborates with design team to develop technical specifications for the construction of garments
- Conducts fittings and makes necessary design adjustments to ensure proper fit and comfort of garments
- Oversees the production process to ensure that garments are made according to specifications
- Adjusts pattern sizes to create a full-size range for production and ensures that proportions are maintained across all sizes
- Tests and evaluates samples and production pieces for construction integrity, sizing consistency and adherence to design specifications

**Occupation**

## 399435 Leather Goods Maker

Fabricates and repairs leather articles, such as wallets, cases, harnesses and saddlery.

**Specialisation**

- Saddler

**Skill level:** 3

**Main tasks**

- Selects and prepares leather materials for fabrication and repair
- Cuts, shapes and moulds leather articles according to patterns
- Assembles leather pieces using stitching, gluing and other techniques
- Adds decorative elements to leather articles, such as embossing or engraving
- Repairs damaged leather articles, and applies finishes and polishes
- Inspects finished leather articles for quality
- Maintains and cleans leatherworking tools and equipment

**Occupation**

## 399436 Sail Maker

Fabricates and repairs sails and other articles from sailcloth.

**Skill level:** 3

### Main tasks

- Consults clients to determine sail specifications
- Measures and cuts sailcloth to required dimensions
- Fabricates or repairs sails using machines and hand tools
- Reinforces sail edges and corners with additional layers of sailcloth or stitching
- Inspects sails to ensure quality and adherence to specifications
- Provides advice regarding care and maintenance of sails

**Occupation**

## 399437 Shoemaker

Makes and repairs boots or shoes.

**Specialisations**

- Medical Grade Shoemaker
- Shoe Repairer

**Skill level: 3****Main tasks**

- Measures customers' feet for shoe size
- Designs patterns and prototypes of shoes
- Cuts and shapes shoe components to desired specifications
- Assembles shoes using adhesives, rivets or stitching
- Repairs shoes by replacing components
- Provides shoe care advice to customers

**Occupation**

## 399438 Upholsterer

Makes, rebuilds and repairs upholstered articles such as chairs, sofas, beds and mattresses.

### Specialisations

- Furniture Upholsterer
- Mattress Maker

### Skill level: 3

#### Main tasks

- Assesses items to determine the nature of upholstery required
- Consults clients regarding upholstery preferences and provides estimates of costs
- Repairs or replaces damaged upholstery
- Fits upholstery to new items of furniture
- Operates tools and equipment for upholstery work

**Unit Group**

## 3995 Wood Machinists and Other Wood Trades Workers

Set up and operate woodworking machines and wood turning lathes to shape wood stock, make, finish and polish furniture, and make picture frames and frame artworks.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 399531 Furniture Finisher

Applies finishes such as stain, lacquer, paint, oil and varnish to furniture, and polishes and waxes finished furniture surfaces.

**Specialisation**

- French Polisher

**Skill level: 3****Main tasks**

- Prepares furniture surfaces for finishing by sanding, scraping or stripping old finishes
- Mixes and applies stains, lacquers, paints, oils or varnishes to furniture surfaces
- Uses brushes, spray guns or other tools to apply finishes evenly and smoothly
- Inspects finished furniture surfaces for quality and makes any necessary touch-ups or repairs
- Polishes and waxes finished furniture surfaces to enhance shine and protect the finish

**Occupation**

## 399532 Furniture Maker

Fabricates and repairs freestanding furniture from timber, veneers, laminates and cane.

Furniture Finishers are excluded from this occupation. Furniture Finishers are included in Occupation 399531 Furniture Finisher.

**Skill level: 3**

### Main tasks

- Examines drawings, work orders and sample parts to determine specifications
- Selects and works with materials such as timber, veneers, particle board, synthetic wood and other engineered wood products
- Assembles parts to form sections of cabinets and furniture and completed articles
- Fits hinges, locks, catches, drawers, shelves and other associated hardware
- Makes frames for chairs and couches
- Applies protective coatings to cabinets and furniture
- May repair and refurbish furniture, including antiques
- May make reproduction furniture

**Occupation**

## 399533 Picture Framer

Cuts out and assembles mouldings to make picture frames, and frames paintings, photographs, needlework and other artwork.

**Skill level:** 3

### Main tasks

- Measures and cuts mouldings to required lengths
- Assembles mouldings using various fastening methods
- Cuts and fits glass, matting and backing materials
- Mounts artwork onto backing materials with appropriate techniques
- Inspects finished frames for quality
- Adds decorative elements to enhance frame appearance
- Assists customers in selecting frames and matting

**Occupation**

## 399534 Wood Machinist

Cuts, planes, turns, shapes, lathes and sands wood stock to specifications.

### Specialisations

- Automatic Profile Sander Operator
- Copy Lathe Operator
- Edge Bander Operator
- Jigmaker (Wood)
- Panel Saw Operator
- Sawmill Moulder Operator
- Wood Turner
- Woodworking Machine Setter

### Skill level: 3

### Main tasks

- Sets up and operates woodworking machines and tools to produce wooden products
- Selects and measures wood stock to be cut, planed, turned, shaped, lathe or sanded
- Adjusts and calibrates woodworking machine settings to ensure accurate and precise cuts and shaping
- Monitors woodworking machine operation, and adjusts settings as necessary to maintain quality and efficiency
- Uses hand tools and power tools to shape and finish wood products
- Inspects finished wood products for defects and ensures they meet specifications

**Occupation****399599 Wood Machinists and Other Wood Trades Workers nec**

This occupation group covers Wood Machinists and Other Wood Trades Workers not elsewhere classified.

**Skill level:** 3

**Occupations in this group include:**

- Cooper
- Wooden Toy Maker

**Unit Group**

## 3999 Other Miscellaneous Technicians and Trades Workers

This unit group covers Technicians and Trades Workers not elsewhere classified. It includes Boat Builders and Repairers, Divers, Fire Protection Equipment Technicians, Gas Network Technicians, Optical Mechanics, Plastics Technicians, Railway Network Controllers and Shipwrights.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 399931 Boat Builder and Repairer

Builds, repairs and modifies boats.

Registration or licensing may be required.

**Specialisations**

- Rigger (Boat)
- Yacht Builder

**Skill level: 3****Main tasks**

- Reads, analyses and interprets technical drawings and plans for boat construction
- Builds and repairs boats using various materials such as wood, fibreglass, carbon fibre, metal, glass, reinforced plastic and Kevlar
- Modifies boat designs and structures to meet customer requirements
- Installs and fits out boat interiors including cabinetry, fixtures and fittings
- Completes rigging fit out of new boat builds
- Repairs and replaces damaged or worn-out boat parts and components to ensure the boat is seaworthy

**Occupation**

## 399932 Diver

Swims underwater to undertake tasks such as seafood gathering, research, salvage and construction.

Registration or licensing may be required.

### Specialisations

- Abalone Diver
- Clearance Diver (Navy)
- Fisheries Diver
- Hyperbaric Welder Diver
- Offshore Diver
- Onshore Diver
- Pearl Diver
- Saturation Diver
- Scientific Diver

### Skill level: 3

#### Main tasks

- Plans and prepares for diving operations, including assessing risks and determining appropriate equipment and techniques
- Inspects and maintains diving equipment
- Enters water and swims underwater to perform tasks such as seafood gathering, research, salvage and construction
- Uses tools and equipment underwater to complete tasks
- Monitors and records data and observations during underwater tasks
- Follows safety procedures and protocols to ensure personal safety and the safety of others

**Occupation**

## 399933 Fire Protection Equipment Technician

Installs, tests and maintains fire protection equipment and systems such as extinguishers, hoses, reels, hydrants, fire blankets, exit lighting, fire and smoke doors, gaseous fire suppression systems, passive fire and smoke containment systems, and foam generating equipment. Registration or licensing may be required.

Fire Alarm Technicians and Sprinkler fitters are excluded from this occupation. Fire Alarm Technicians are included in Occupation 382232 Electronic Equipment Trades Worker. Sprinkler fitters are included in Occupation 363932 Fire Protection Plumber.

**Alternative title**

- Fire Service Technician

**Specialisation**

- Fire Extinguisher Technician

**Skill level: 3****Main tasks**

- Installs fire protection equipment and systems in accordance with industry standards
- Inspects and tests fire protection equipment and systems to ensure they are working properly
- Maintains and services fire protection equipment and systems to ensure they comply with regulations and meet performance standards
- Identifies, reports and repairs any faults or issues with fire protection equipment and systems
- Advises building owners about new fire protection equipment and systems

**Occupation**

## 399934 Gas Network Technician

Installs, inspects, maintains and responds to incidents involving gas transmission pipelines, gas distribution networks, gas storage vessels, and associated facilities and equipment.

**Specialisation**

- Gas Distribution Technician

**Skill level: 3****Main tasks**

- Installs, inspects, modifies and maintains gas storage vessels, transmission pipelines or distribution gas networks and associated equipment
- Responds to alarms, equipment malfunctions and emergency incidents in gas distribution networks
- Conducts and assists with risk assessment in gas distribution networks, and permit issuance and compliance
- Complies with organisational safety policies and procedures involving gas distribution network infrastructure and equipment, and records relevant information

**Occupation**

## 399935 Optical Mechanic

Operates machines to grind, polish and surface optical lenses to meet prescription requirements, and fits lenses to spectacle frames.

**Skill level:** 3

### Main tasks

- Operates machines to shape and smooth optical lenses
- Inspects lenses to ensure they meet prescription requirements
- Selects and assembles optical elements for instruments or spectacles, and fits them into position
- Scrapes, files and laps mounts of instrument to align optical elements
- Centres, focuses, adjusts and calibrates instrument on standard targets
- Anchors lenses and other optical elements with adhesives or retaining rings

**Occupation**

## 399936 Plastics Technician

Programs, adjusts, repairs, maintains and troubleshoots machines which manufacture plastic products.

**Skill level:** 3

### Main tasks

- Programs production machinery, using knowledge of polymers, additives and other materials
- Inspects, calibrates and regulates machines, and conducts ongoing basic quality control tests
- Troubleshoots, repairs and adjusts machines which manufacture plastic products
- Prepares production and maintenance schedules to minimise downtime and maximise productivity
- Recommends technical design or process changes to improve efficiency, quality or performance
- Completes routine quality checks on the product, such as dimensional checks, hardness, clarity of colour and appearances
- Coordinates production and workflow processes, and keeps records of operational or production data

**Occupation**

## 399937 Railway Network Controller

Oversees the safe operation of a railway network using a computerised train control signalling system.

Railway Signal Operators are excluded from this occupation. Railway Signal Operators are included in Occupation 732935 Railway Signal Operator.

**Skill level: 3**

### Main tasks

- Assesses and approves the movement of trains to ensure the safe operation of a rail network, based on the status of railway signals
- Authorises and controls any activity taking place on railway tracks, including maintenance work
- Communicates with Railway Signal Operators to carry out alterations to signals as required
- Records movements of trains
- Minimises delays caused by rail network disruptions
- Recommends suitable alternative services during disruptions
- Liaises with emergency services in response to accidents or disruptions

**Occupation**

## 399938 Shipwright

Constructs, fits out and repairs ships.

Registration or licensing is required.

**Skill level: 3**

### Main tasks

- Studies and understands detailed design drawings and specifications for ships
- Chooses appropriate materials for constructing various parts of ships considering strength, durability and weight
- Constructs ship frameworks, hulls and decks using hand and power tools and advanced machinery, ensuring accurate alignment and fitting
- Fits and installs parts of ships such as engines, propellers and navigation equipment in compliance with design specifications
- Repairs and maintains ships to ensure they are seaworthy
- Inspects and tests ships structures and systems for quality and functionality

**Occupation**

## 399999 Technicians and Trades Workers nec

This occupation group covers Technicians and Trades Workers not elsewhere classified.

**Skill level:** 3

**Occupations in this group include:**

- Coffee Machine Technician
- Electrical Network Controller
- Fibre Composite Technician
- Glass Blower
- Hide and Skin Classer
- Parachute Rigger
- Pyrotechnician
- Range Operator (Defence)
- Ski Technician
- Surfboard Maker

**Major Group**

## 4 Community and Personal Service Workers

Provide services and support directly to the community in areas of aged care, disability support, social welfare, community development, education assistance, early childhood education and care, health assistance, defence, policing and emergency services, security, hospitality, travel and tourism, fitness, sport and personal services.

**OSCA skill level**

The occupations in this major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Sub-major Group**

### 41 Community and Welfare Support Workers

Provide community and welfare support, information and services to improve the financial, recreational, child and family safety, housing, employment and social outcomes for individuals and the community.

Social Workers are excluded from this sub-major group. Social Workers are included in Occupation 261331 Social Worker.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Minor Group**

#### 411 Community and Welfare Support Workers

Provide community and welfare support, information and services to improve the financial, recreational, child and family safety, housing, employment and social outcomes for individuals and the community.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

##### 4111 Child Protection and Family Violence Practitioners

Support and assist children, young people and families to be safe by delivering child and family protection services, conducting child safety and family violence assessments, and establishing and implementing safety and intervention plans.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

###### 411131 Child Protection Practitioner

Supports children, young people and families by delivering statutory child protection services, including assessment, intervention, casework and case management, in accordance with legislation and practice guidelines.

#### **Alternative titles**

- Child Protection Case Worker
- Child Protection Officer
- Child Protection Worker
- Child Safety Officer

#### **Skill level: 2**

#### **Main tasks**

- Conducts child safety assessments and develops, implements, monitors and reviews safety plans for individuals or families
- Delivers relevant interventions to ensure child safety in accordance with legislation and practice guidelines
- Reviews and maintains case work for individuals and families to ensure continued protection
- Participates in individual and group supervision sessions
- Liaises with community groups, and refers individuals to child safety education programs and other related services
- May attend court proceedings for relevant cases

**Occupation**

## 411132 Family Violence Practitioner

Assists individuals and families experiencing violence to be safe by assessing home life, establishing and implementing safety and intervention plans, and providing ongoing support.

**Alternative titles**

- Family and Domestic Violence Support Worker
- Family Violence Case Manager
- Family Violence Worker

**Skill level: 2****Main tasks**

- Conducts family violence risk assessments, and establishes, implements, monitors and reviews case plan objectives and goals
- Delivers relevant interventions aimed at increasing safety and wellbeing of the family members of victim survivors
- Provides support to vulnerable and complex families who are experiencing high-risk family violence
- Facilitates referrals to relevant agencies

**Unit Group**

## 4112 Community Development and Support Workers

Assess the social and wellbeing needs of individuals and the community, and facilitate and assist with the delivery of community development and education programs.

Welfare Support Workers are excluded from this unit group. Welfare Support Workers are included in Unit Group 4116 Welfare Support Workers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 411231 Community Development Officer

Assesses the social and wellbeing needs of individuals and families to develop programs, organisations and services to meet the needs of the community.

**Alternative titles**

- Community Development Coordinator
- Community Development Worker

**Specialisation**

- Multicultural Community Development Worker

**Skill level: 2****Main tasks**

- Identifies, develops and coordinates support programs, projects or services to address the needs of the community
- Establishes and administers neighbourhood houses, community groups, programs and other services to members of the community
- Establishes activity programs to assist community connectivity and encourage community participation
- Develops stakeholder partnerships to enhance community engagement and participation for all individuals
- Implements and promotes policies and strategies to ensure access to recreation and development programs, and inclusion for all members of the community

**Occupation**

## 411232 Community Support Worker

Facilitates and assists with the delivery of community development and education programs within a community to address issues, needs and problems associated with recreational, health, employment and other welfare matters.

**Alternative titles**

- Community Service Coordinator
- Community Services Worker
- Community Worker

**Skill level: 2****Main tasks**

- Provides practical and emotional support to individuals and families, and referrals to available resources and emergency supplies, such as food vouchers
- Assesses individuals' and families' needs by planning, implementing and accessing relevant educational, training and support programs
- Assesses community needs and resources for health, welfare, housing, employment, training and other facilities and services
- Raises awareness in the community and advocates for groups of people that require additional assistance to establish community connectivity
- Educates individuals to gain life skills to enable independent living and informs them of available support resources
- Identifies and provides resolutions to immediate issues such as lack of housing, mental health crises and other health emergencies
- Assists individuals and families to be actively involved in their local community and engage in meaningful opportunities to promote healthy active living
- Coordinates mobile voluntary services such as emergency food response or delivery of food for community programs
- Provides individuals with transport to appointments, programs or recreational activities
- Supports individuals and families with recovery planning, goal setting and access to mental health services

**Unit Group**

## 4113 Diversional Therapists, and Lifestyle Coordinators and Officers

Develop, coordinate and deliver individualised and group based recreational, lifestyle and leisure-based activities to support, challenge and enhance the psychological, spiritual, social, emotional and physical wellbeing of individuals and groups primarily in health care and aged care homes.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 411331 Diversional Therapist

Plans, designs and coordinates individualised recreational, lifestyle and leisure-based activities to support, challenge and enhance the psychological, spiritual, social, emotional and physical wellbeing of individuals primarily in health care or aged care homes.

Lifestyle Coordinators are excluded from this occupation. Lifestyle Coordinators are included in Occupation 411332 Lifestyle Coordinator.

**Alternative title**

- Recreational Therapist

**Skill level: 2****Main tasks**

- Identifies individual needs, interests, skills, autonomy and abilities through task analysis, and encourages participation and independence in suitable leisure and recreational events
- Evaluates and assesses clients' levels of abilities, interests, needs, strengths, weaknesses, and their ability to carry out a range of tasks and interact with others
- Adapts programs to suit individual needs, interests, skills and abilities
- Plans, implements and coordinates leisure-based activity programs for groups and individuals to assist with their social development and promote their sense of wellbeing
- Maintains a knowledge of resources available within a facility and the community
- Assists with training and supervising volunteers and staff

**Occupation**

## 411332 Lifestyle Coordinator

Develops and coordinates recreation, lifestyle and leisure-based activity group programs to support, challenge and enhance the psychological, spiritual, social, emotional and physical wellbeing of individuals primarily in health care or aged care homes.

Diversional Therapists are excluded from this occupation. Diversional Therapists are included in Occupation 411331 Diversional Therapist.

### Alternative titles

- Activities Coordinator
- Leisure and Lifestyle Coordinator

### Skill level: 3

### Main tasks

- Develops and coordinates leisure-based activity group programs to assist with social development and promote a sense of wellbeing
- Evaluates and reviews programs, seeks feedback on activities, and makes adjustments to programs if required
- Maintains a knowledge of resources available within a facility and the community
- Engages with community groups to build a network of support and provides information on available support resources within the local community
- Assists with training and supervises volunteers and staff
- May coordinate and promote cultural and religious celebrations and activities within a facility

**Occupation**

## 41133 Lifestyle Officer

Delivers recreation, lifestyle and leisure-based activity group programs to support, challenge and enhance the psychological, spiritual, social, emotional and physical wellbeing of individuals primarily in health care or aged care homes, and encourages program participation.

**Alternative titles**

- Activities Officer
- Recreational Activities Officer

**Skill level: 3****Main tasks**

- Assists the Lifestyle Coordinator to deliver leisure-based activity group programs to assist with social development, promote a sense of wellbeing, and enable interaction with others
- Encourages participation and independence in suitable leisure and recreational events based on interest, abilities, skills and autonomy
- Monitors individuals' conditions during program participation and reports any issues to care staff
- Documents and records individuals' behaviours, ensures their needs are being met, and advises the Lifestyle Coordinator when anomalies are detected
- Maintains a knowledge of resources available within a facility and the community
- Engages with community groups to build a network of support and provides information on available support resources within the local community

**Unit Group**

## 4114 Employment Consultants

Assist unemployed persons to find suitable employment through collaboration with employers and clients and provision of ongoing support.

Talent Agents are excluded from this unit group. Talent Agents are included in Occupation 222231 Recruitment Consultant.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 411431 Employment Consultant

Assists people to find suitable employment through collaboration with employers and clients, and provision of ongoing support.

Talent Agents are excluded from this occupation. Talent Agents are included in Occupation 222231 Recruitment Consultant.

**Alternative title**

- Job Coach

**Specialisation**

- Disability Employment Consultant

**Skill level: 3****Main tasks**

- Recognises, supports and evaluates individuals' needs, interests, skills and past job experience
- Plans, develops and implements capability building for individuals through training and support services
- Creates and implements individualised plans with clients to support a clear pathway to employment
- Coordinates with employers to find suitable employment for individuals
- Builds and maintains relationships with employers and community organisations in order to obtain ongoing employment opportunities for clients
- Assists individuals with job applications and requirements
- Fosters long-term relationships with clients and provides ongoing support
- May assist people with disability and neurodivergent individuals to find suitable employment by collaborating with employers and clients to ensure reasonable adjustments

**Unit Group**

## 4115 Interpreters and Translators

Transfer spoken and signed language and source text into another language.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 411531 Interpreter

Transfers a spoken or signed language into another spoken or signed language, usually within a limited time frame, in the physical, visual or aural presence of the participants requiring the transfer.

Translators are excluded from this occupation. Translators are included in Occupation 411532 Translator.

**Specialisation**

- Auslan Interpreter

**Skill level: 2****Main tasks**

- Prepares for assignments by confirming terminology and undertaking domain specific research to comprehend the subject matter
- Provides simultaneous and consecutive verbal or signed renditions of speeches into another language
- Renders the meaning and feeling of what is spoken or signed into another language in the appropriate register and style
- Transfers a written message and its intent from one language into a spoken or signed message in another language

**Occupation**

## 411532 Translator

Transfers a source text from one language into another, usually within an extended time frame to allow for corrections and modifications, without the presence of the participants requiring the transfer.

Interpreters are excluded from this occupation. Interpreters are included in Occupation 411531 Interpreter.

**Skill level: 2**

**Main tasks**

- Studies original texts and transcripts of recorded spoken material to comprehend the subject matter
- Accurately renders the meaning and feeling of written material from one language into another using the appropriate register and style
- Edits computer-translated text and uses online translation and computer-assisted translation tools
- Creates translation memories for use in computer-assisted translation tools
- Edits, proofreads and localises texts with a multilingual perspective

**Unit Group**

## 4116 Welfare Support Workers

Assist individuals, families and groups by providing support, information and advice on family, housing, rehabilitation, financial and other social welfare matters.

Community Support Workers and Youth Support Workers are excluded from this unit group. Community Support Workers are included in Occupation 411232 Community Support Worker. Youth Support Workers are included in Unit Group 4117 Youth Support Workers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 411631 Community Corrections Officer

Supervises offenders who have been placed on probation by court order or released conditionally from corrective service institutions.

**Alternative title**

- Parole or Probation Officer

**Skill level: 2****Main tasks**

- Provides written and verbal recommendations to courts and state parole authorities about offenders
- Develops and implements individualised case plans for offenders to assist them with their rehabilitation and reintegration into the community
- Monitors, supervises and visits offenders at their home and workplace to ensure compliance with the requirements of their court order or conditional release
- Conducts regular meetings with offenders to discuss their progress and address any issues or concerns
- Coordinates with law enforcement when offenders violate the terms of a court order or conditional release

**Occupation**

## 411632 Family Support Worker

Provides advice and support to children, young people and families with diverse needs, within the home environment and community, in a culturally safe manner.

Social Workers and Welfare Workers are excluded from this occupation. Social Workers are included in Occupation 261331 Social Worker. Welfare Workers are included in Occupation 411636 Welfare Worker.

### Alternative titles

- Family Case Worker
- Family Services Worker
- Family Support Officer

### Skill level: 2

#### Main tasks

- Identifies families who require additional support and provides internal/external referrals
- Ensures families can access appropriate services, and encourages families and individuals with particular needs to participate in informal discussion, counselling or support groups
- Assists and collaborates with Social and Welfare Workers to develop holistic plans by establishing family assessments, safety plans, goals and interventions to ensure safety and wellbeing, and empower families towards positive change
- Liaises and collaborates with case workers and case work managers to ensure high quality service delivery, and provides updates regarding any issues and problem solves with them
- Assists with transporting clients to services and appointments
- Encourages parents to join community groups and playgroups
- Supports and advocates for the appropriate clinical care of mothers, babies and the wider family group
- Supports children being cared for by foster carers

**Occupation**

## 411633 Financial Counsellor (Community)

Assists individuals, families and groups by assessing financial situations, and supports them by creating plans with a focus on resolving financial difficulties and improving their skills to develop financial stability.

**Specialisation**

- Rural Financial Counsellor

**Skill level: 2****Main tasks**

- Supports individuals in the community to resolve or alleviate financial stress
- Creates assessments of financial situations and assists with resolutions if necessary
- Provides information and options to address financial problems, and advocates and negotiates with creditors where required
- Improves financial capabilities and resilience by fostering improved use and management of money, including pathways to safe and affordable credit
- Facilitates referrals to other useful services in the community and provides information about government assistance
- Relays relevant information about consumer credit and bankruptcy
- Provides community training sessions on financial literacy and wellbeing

**Occupation**

## 411634 Housing Officer

Assists individuals and families experiencing housing difficulties to find suitable solutions. Provides support, information and advice on entitlements, and coordinates with other agencies to improve quality of life.

**Alternative title**

- Housing Services Officer

**Skill level: 2****Main tasks**

- Provides individually tailored and person-centred support to deliver safe, secure, suitable and affordable housing to improve individuals' and families' wellbeing
- Advises on rights and entitlements to ensure requirements for providing accommodation and housing standards are met
- Refers clients to appropriate sources of accommodation and income support
- Ensures that accommodation is suited to the needs of particular groups, such as older people and persons with additional requirements
- Develops, implements and delivers housing programs for at-risk and low-income individuals and families
- Organises emergency accommodation
- Prepares reports and maintains client records

**Occupation**

## 411635 Refuge Worker

Provides services and support to people seeking assistance in a refuge.

**Alternative title**

- Support Worker (Refuge House)

**Skill level: 3****Main tasks**

- Assists individuals, families, refugees and asylum seekers with provision of crisis/refuge accommodation, and provides support to access relevant resources
- Ensures security of refuge
- Admits into refuge individuals and families who are homeless as a result of family and domestic violence, and/or crisis in emergency situations
- Provides emotional support to residents of the refuge
- Advises individuals and families about health and welfare resources and assistance, and refers them to relevant Professionals
- Provides assistance to access and transition to appropriate accommodation options, such as youth housing, family reconciliation, private rental and public housing
- Advocates for, and supports, individuals and families

**Occupation**

## 411636 Welfare Worker

Assists individuals, families and groups with difficulties by providing support, information and advice on social welfare matters, and evaluates and coordinates the services of welfare and community service agencies.

**Alternative title**

- Welfare Officer

**Skill level: 2****Main tasks**

- Assists and supports individuals and families experiencing difficulties to access resources available to them
- Advises individuals on rights and entitlements to social security payments and services
- Assesses at-risk individuals and families, and provides intensive short-term crisis counselling for victims
- Assists to establish relationships with neighbourhood houses, community groups, employment training programs and other services to members of the community
- Refers clients to welfare support services
- Prepares reports and maintains client records

**Unit Group**

## 4117 Youth Support Workers

Provide support and assistance to young people in the community, residential facilities and correctional settings.

Boarding Supervisors are excluded from this unit group. Boarding Supervisors are included in Occupation 432932 Boarding Supervisor.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 411731 Residential Youth Worker

Provides care and supervision for children and young people living in residential facilities, such as group homes.

Residential Care Officers are excluded from this occupation. Residential Care Officers are included in Occupation 422132 Residential Care Officer.

**Skill level: 2****Main tasks**

- Plans and implements programs of supervision and support for children in residential care
- Supervises and arranges activities to enhance the physical, social, emotional and intellectual development of children in residential care
- Wakes children and ensures they are washed, dressed, fed and ready for educational and recreational activities
- Supervises children during domestic activities
- Assesses individual needs, and plans and develops support programs
- Prepares reports and maintains client records
- Interviews individuals and assesses the nature and extent of abilities
- Maintains discipline and reinforces appropriate behaviour standards
- Monitors and reports on the progress of individuals

**Occupation**

## 411732 Youth Justice Worker

Supports young people in a correctional setting to improve their education and work skills, maintain family links, and assist them with integration into the community.

Prison officers and Residential Youth Workers are excluded from this occupation. Prison officers are included in Occupation 452131 Correctional Officer. Residential Youth Workers are included in Occupation 411731 Residential Youth Worker.

**Alternative titles**

- Youth Correctional Officer
- Youth Custodial Officer
- Youth Justice Officer

**Specialisation**

- Youth Detention Worker

**Skill level: 2****Main tasks**

- Assists with the implementation of education, rehabilitation and other programs to enable reintegration into the community
- Engages individuals in education and recreational activities through active participation, encouragement and mentoring
- Develops age-appropriate living and domestic skills, and helps establish healthy personal hygiene routines
- Engages with young people, conducts risk assessments, undertakes searches and monitors behaviours
- Helps develop positive family relationships, supports young people to be involved in their communities, and engages with employment services
- Understands the youth justice system, relevant legislation, processes and procedures, and establishes and maintains positive and productive working arrangements with a range of stakeholders
- Supervises detainees in transit between courts, prisons and other facilities

**Occupation**

## 411733 Youth Worker

Assists young people as individuals or groups to solve social, emotional and financial problems in an agency framework.

Residential Youth Workers and Youth Justice Workers are excluded from this occupation. Residential Youth Workers are included in Occupation 411731 Residential Youth Worker. Youth Justice Workers are included in Occupation 411732 Youth Justice Worker.

### Alternative titles

- Youth Case Worker
- Youth Development Officer
- Youth Officer
- Youth Support Worker

### Skill level: 2

### Main tasks

- Interviews and assesses individuals' needs, advises on entitlements and rights, and refers them to agencies and programs that can provide additional assistance
- Provides support, and responds to young people experiencing immediate issues, stress or crisis, such as lack of housing, mental health crises, and other health emergencies
- Empowers young people to achieve goals and steer their life in a positive direction, and engage in meaningful opportunities to enable independent living
- Assists with youth access education programs and training to increase employability
- Organises and supervises social, recreational and educational activities in local youth groups to assist young people to fulfil their potential as individuals, and be actively involved in their local community
- May monitor and report on the progress of individuals

**Unit Group**

## 4119 Other Community and Welfare Support Workers

This unit group covers Community and Welfare Support Workers not elsewhere classified. It includes Recreation Officers, Sports Development Officers and Volunteer Coordinators.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 411931 Recreation Officer

Plans, organises and coordinates recreation facilities and programs through various organisations, such as local governments, schools, religious bodies and youth organisations, to promote physical, social and emotional wellbeing within communities.

**Alternative titles**

- Recreation Activities Officer (Recreation)
- Sport and Recreation Officer

**Skill level: 3****Main tasks**

- Assists to establish and administer neighbourhood houses, community groups, employment training programs and other services
- Organises and promotes local sporting, social, recreational, cultural and educational activities and programs in local community groups
- Assists and supports individuals to participate in community activities
- Researches and identifies issues of local need, concerns and aspirations through community consultation
- Delivers integrated projects, plans and policies that guide the management and use of open spaces, sportsgrounds and recreational facilities
- Organises point of sale and hire agreements, and provides information to staff, sporting teams, and community and corporate groups on matters relating to community sport, grounds and reserves
- Provides training and support to staff including voluntary workers running groups in halls, schools and places of worship
- May evaluate the effectiveness of programs and activities, and use this information to provide feedback for the improvement and development of programs

**Occupation**

## 411932 Sports Development Officer

Develops, promotes, delivers and manages a range of community sport and recreation activities and programs.

Registration or licensing may be required.

**Skill level: 2**

### Main tasks

- Develops and implements sports development programs and initiatives
- Promotes and markets sports and activities to the community
- Provides guidance and support to individuals and groups in developing their sports skills
- Organises and coordinates sports events, competitions and training sessions
- Collaborates with schools, community organisations and sporting clubs to increase sports participation
- Evaluates the effectiveness of sports development programs

**Occupation**

## 411933 Volunteer Coordinator

Plans, organises and coordinates volunteer programs in volunteer involving organisations.

**Alternative title**

- Volunteer Manager

**Skill level:** 3

**Main tasks**

- Leads or assists to establish and administer community groups, volunteer training programs and other services
- Develops strategies for recruitment, training, management and retention of volunteers and matches them with appropriate positions in the organisation
- Organises the orientation, training and induction of volunteers
- Ensures compliance with relevant legislative and regulatory requirements
- Oversees and directs volunteers' activities
- Collects and evaluates data and reports to stakeholders on the success of volunteer programs
- Promotes, raises awareness and educates stakeholders on all aspects of volunteer programs

**Sub-major Group**

## **42 Aged Care and Disability Services and Support Workers**

Organise and provide care, support and services to assist older people and people with disability in various settings.

Diversional Therapists, Lifestyle Coordinators, Lifestyle Officers, Enrolled Nurses, Patient Care and Patient Services Assistants and Registered Nurses are excluded from this sub-major group. Diversional Therapists, Lifestyle Coordinators and Lifestyle Officers are included in Unit Group 4113 Diversional Therapists, and Lifestyle Coordinators and Officers. Enrolled Nurses are included in Occupation 441131 Enrolled Nurse. Patient Care and Patient Services Assistants are included in Unit Group 4425 Patient Care and Patient Services Assistants. Registered Nurses are included in Unit Group 2654 Registered Nurses.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

### **421 Aged Care Workers**

Organise and provide care, support and services to assist older people in various aged care settings and in their homes.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

### **4211 Aged Care Coordinators and Team Leaders**

Plan and coordinate care and support services to assist older people in various aged care settings.

Disability Team Leaders are excluded from this unit group. Disability Team Leaders are included in Occupation 422232 Disability Team Leader.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### **421131 Aged Care Coordinator**

Plans and organises person-centric services for older people in an aged care home or person's own home to improve quality of life.

**Alternative title**

- Home Care Coordinator

**Skill level: 3****Main tasks**

- Supports families, and provides education and care for persons in their home or aged care homes
- Monitors and reports on the progress of clients and patient care plans

- Evaluates clients' needs and plans, and develops and implements educational, training and support programs
- Facilitates access to clinical services and health practitioners
- Interviews clients and assesses the nature and extent of their abilities
- Provides practical and emotional support to individuals
- Complies with relevant policies to optimise safety and wellbeing of clients

**Occupation**

## 421132 Aged Care Team Leader

Oversees the day-to-day operations of a team of aged care workers, and ensures the delivery of high quality care and support to older people in various aged care settings.

Disability Team Leaders are excluded from this occupation. Disability Team Leaders are included in Occupation 422232 Disability Team Leader.

**Alternative title**

- Aged Care Supervisor

**Skill level: 3****Main tasks**

- Manages a team of aged care support workers and ensures efficient running of day-to-day operations
- Maintains attendance records and rosters
- Manages, anticipates and responds to unpredictable emerging situations
- Onboards and responds to queries and feedback from clients and their families
- Oversees team training, education and professional development programs
- Complies with relevant policies to optimise the safety and wellbeing of clients
- May support older people with daily activities

**Unit Group**

## 4212 Community Aged Care Support Workers

Provide general household assistance, emotional support, and direct person-centred care for older people residing in their own homes.

Residential Aged Care Workers are excluded from this unit group. Residential Aged Care Workers are included in Occupation 421331

Residential Aged Care Worker.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 421231 Community Aged Care Support Worker

Provides general household assistance, emotional support and direct person-centred care for older people in their own homes.

Residential Aged Care Workers are excluded from this occupation. Residential Aged Care Workers are included in Occupation 421331

Residential Aged Care Worker.

**Alternative titles**

- Community Aged Care Worker
- Community Care Worker (Aged Care)
- Home Care Worker (Aged Care)

**Skill level: 4****Main tasks**

- Supports older people with daily activities such as mobility, housekeeping tasks, personal care and meal preparation
- Negotiates with individuals and families regarding the acceptance of care provided
- Oversees medication usage and monitors health care plans as directed by health care professionals
- Provides emotional support and assists older people in managing depression, confusion and grief
- Identifies and facilitates community-based social activities for older people
- Manages risks and emergencies in a home care setting

**Unit Group**

## 4213 Residential Aged Care Workers

Provide general assistance, emotional support, and direct person-centred care for older people residing in aged care homes.

Community Aged Care Support Workers are excluded from this unit group. Community Aged Care Support Workers are included in Occupation 421231 Community Aged Care Support Worker.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 421331 Residential Aged Care Worker

Provides general assistance, emotional support and direct person-centred care for older people residing in an aged care home.

Community Aged Care Support Workers are excluded from this occupation. Community Aged Care Support Workers are included in Occupation 421231 Community Aged Care Support Worker.

**Alternative titles**

- Aged Care Support Worker
- Care Service Employee (Aged Care)
- Personal Care Assistant (Aged Care)
- Personal Care Worker (Aged Care)

**Specialisation**

- Specialised Dementia Worker

**Skill level: 4****Main tasks**

- Supports residents with daily activities, such as mobility and personal care
- Monitors medication administration to ensure it is used correctly and effectively
- Negotiates with individuals and families regarding the acceptance of care provided
- Provides community engagement and social support to residents
- Supports a multidisciplinary team to adhere to health plans as directed by health care professionals
- Provides emotional support and assists residents in managing depression, confusion and grief
- Complies with standards within an aged care facility
- May perform specialised personal care, such as palliative care and dementia support
- May facilitate basic medical procedures, such as catheterisation and peg feeding

**Minor Group**

## 422 Disability Services and Support Workers

Organise and provide care, support and services to people with disability in various settings.

Disability Employment Consultants are excluded from this minor group. Disability Employment Consultants are included in Occupation 411431 Employment Consultant.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

### 4221 Disability Services and Residential Care Officers

Provide care and support services to people with disability and assist them to access and engage with a variety of social, education, training and social welfare services.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

#### 422131 Disability Services Officer

Works in a range of service units to provide care to people with disability and support access to a variety of education, training and welfare services.

**Alternative title**

- Disability Care Coordinator

**Specialisations**

- Disability Local Area Coordinator
- Disability Support Coordinator

**Skill level: 2****Main tasks**

- Assesses clients' needs and assists them in planning, implementing and accessing education, training, employment and additional health or welfare programs
- Assists and supports people with disability in all aspects of daily living, including community inclusion, personal care, and building and maintaining independence and interpersonal relationships
- Supports clients to create and work towards their goals, build capacity to make their own decisions and choices, and access services
- Builds relationships in local communities to help promote inclusion and improve the accessibility of services and facilities
- Monitors and reports on the progress of clients

**Occupation**

## 422132 Residential Care Officer

Provides care and supervision for people with disability in group housing care.

Residential Youth Workers are excluded from this occupation. Residential Youth Workers are included in Occupation 411731 Residential Youth Worker.

### Specialisations

- House Manager (Disability)
- House Supervisor (Disability)

### Skill level: 2

#### Main tasks

- Supports families and provides education and care for people with disability in adult service units and group housing
- Assesses clients' needs, and plans, develops and implements educational, training and support programs
- Interviews clients and assesses the nature and extent of abilities
- Monitors and reports on the progress of individuals

**Unit Group**

## 4222 Disability Support Workers and Team Leaders

Provide and oversee the delivery of disability support and services that help develop individual living skills and enhance community access and social inclusion for people with disability in their own homes.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 422231 Disability Support Worker

Provides general household assistance, emotional support and person-centred care to develop individual living skills and enhance community access and social inclusion for people with disability in their own homes.

Community Aged Care Support Workers and Residential Aged Care Workers are excluded from this occupation. Community Aged Care Support Workers are included in Occupation 421231 Community Aged Care Support Worker. Residential Aged Care Workers are included in Occupation 421331 Residential Aged Care Worker.

**Alternative titles**

- Community Support Worker (Disability)
- Disability Care Worker
- Disability Support
- Disability Worker

**Skill level: 4****Main tasks**

- Supports people with disability with daily activities such as mobility, housekeeping tasks, personal care, medication and meal preparation
- Negotiates with individuals and families regarding the acceptance of care provided
- Provides emotional support, and assists in managing depression, confusion and grief
- Identifies and facilitates community-based social activities for people with disability
- Assists people with disability to access disability support services
- Supports people with disability with training and employment
- Manages risks and emergencies in a home care setting

**Occupation**

## 422232 Disability Team Leader

Oversees disability support and services to deliver person-centric services that help develop individual living skills, and enhance community access and social inclusion, for people with disability in their own homes.

Aged Care Team Leaders are excluded from this occupation. Aged Care Team Leaders are included in Occupation 421132 Aged Care Team Leader.

**Alternative title**

- Disability Support Team Leader

**Skill level: 3****Main tasks**

- Manages a team of disability support workers and ensures efficient running of day-to-day operations
- Maintains attendance records and rosters for disability support workers
- Works with government and non-government entities to provide services to clients and organise relevant funding
- Oversees team training, education and professional development programs
- Works with Disability Employment Consultants to integrate clients into the workforce
- Works within relevant guidelines and adheres to codes of conduct to maintain a high standard of care
- May oversee the provision of home care services for clients

**Sub-major Group**

## **43 Early Childhood Educators, Child Carers and Education Assistants**

Support children's learning, development and wellbeing and provide care and supervision to children in a range of settings.

Early Childhood (Pre-primary School) Teachers are excluded from this sub-major group. Early Childhood (Pre-primary School) Teachers are included in Occupation 251131 Early Childhood (Pre-primary School) Teacher.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

### **431 Early Childhood Educators and Child Carers**

Support children's learning, development and wellbeing, and provide care and supervision in a range of early childhood settings, out of school hours care services and in the child's home.

Early Childhood (Pre-primary School) Teachers are excluded from this minor group. Early Childhood (Pre-primary School) Teachers are included in Occupation 251131 Early Childhood (Pre-primary School) Teacher.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

#### **4311 Early Childhood Educators and Room Leaders**

Support and lead the learning and development of young children in regulated centre-based services, and contribute to the implementation and evaluation of the educational program and practice using an approved learning framework.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

##### **431131 Early Childhood Education Room Leader**

Provides leadership to Early Childhood Educators and contributes to the development, implementation and evaluation of the educational program and practice using an approved learning framework.

**Alternative title**

- Early Childhood Education Group Leader

**Skill level: 2****Main tasks**

- Leads a team of educators working with a group of children
- Works in partnership with families, staff, community members and external agencies to promote the development, education, care and wellbeing of children
- Promotes the safety and wellbeing of children
- Supports educators providing education, care and supervision for babies, toddlers and young children
- Complies with, and supports other educators to comply with, service policies and national and/or state-based legislation
- Supports the day-to-day operation of the service
- Maintains records of each child's learning, wellbeing, development, participation and progress, and communicates this with families

**Occupation**

## 431132 Early Childhood Educator

Supports learning and development for young children in regulated centre-based services, including contributing to the educational program and practice using an approved learning framework.

Family Day Care Educators and Outside of School Hours Care Educators are excluded from this occupation. Family Day Care Educators are included in Occupation 431232 Family Day Care Educator. Outside of School Hours Care Educators are included in Occupation 431431 Out of School Hours Care Educator.

**Skill level: 3****Main tasks**

- Contributes to the design, planning, implementation, documentation and evaluation of children's educational programs based on an approved learning framework
- Develops and maintains positive relationships with staff, children and families
- Supports the daily routines, transitions and programs of babies, toddlers and/or young children
- Complies with service policies and national and/or state-based legislation
- Promotes the safety, health and wellbeing of staff, children and visitors
- Supports children's learning, development and wellbeing

**Unit Group**

## 4312 Family Day Care Educators and Coordinators

Support and coordinate children's learning, development and wellbeing in family day care services, including following an approved learning framework.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 431231 Family Day Care Coordinator

Leads and manages a team of Family Day Care Educators in regulated home-based education and care services.

**Alternative title**

- Family Day Care Manager

**Skill level: 2****Main tasks**

- Monitors, supports and supervises Family Day Care Educators
- Leads the development and implementation of educational programs that are based on an approved learning framework
- Works in partnership with families, community members and external agencies to promote the safety, health and wellbeing of children
- Maintains records and documentation of the family day care service
- Coordinates the recruitment of service staff and their professional development
- Ensures compliance with service policies and national and/or state-based legislation
- Leads the day-to-day operational requirements of the service

**Occupation**

## 431232 Family Day Care Educator

Provides support for children's learning, development and wellbeing in a family day care service, including following an approved learning framework.

**Skill level:** 3

### Main tasks

- Designs, plans, implements and evaluates an educational program based on an approved learning framework
- Documents children's progress, learning, wellbeing and development
- Develops and maintains positive relationships with children and families
- Supports the daily routines, transitions and programs of children
- Complies with family day care service policies and national and/or state-based legislation
- Manages financial resources for the family day care service
- May transport children to and from the family day care service

**Unit Group**

## 4313 Nannies

Assist parents in the provision of ongoing care and supervision for babies and children, usually in the child's home.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 431331 Nanny

Assists parents in the provision of ongoing care and supervision for babies and children, usually in the child's home.

**Skill level: 4****Main tasks**

- Provides care and supervision for children in their home
- Assists with daily routines and activities
- Engages children in age-appropriate activities and play
- Monitors children's safety and wellbeing
- Administers medication and follows any specific health care instructions
- Prepares and serves meals and snacks
- Assists with educational activities
- Organises outings and recreational activities
- Communicates regularly with parents to provide updates

**Unit Group**

## 4314 Out of School Hours Care Educators

Provide education and care for school age children before/after school and during school holidays.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 431431 Out of School Hours Care Educator

Provides education and care for school age children before/after school and during school holidays.

**Skill level: 3****Main tasks**

- Contributes to the design, planning, implementation and documentation of school age children's educational leisure programs based on an approved learning framework
- Supports the daily routines, transitions and programs of school age children
- Promotes the safety, health and wellbeing of staff, children and visitors
- Develops positive relationships with other educators, school staff, school age children and families
- Complies with out of school hours care service policies and national and/or state-based legislation

**Minor Group**

## 432 Education Assistants

Support and enhance the learning, development and wellbeing outcomes of students under the guidance of teachers and other education professionals.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

## 4321 Inclusion Support Assistants

Assist and support children with specific developmental needs, under the direction of teaching staff, to integrate with the class and develop their social, emotional, physical and cognitive skills.

Teaching Assistants are excluded from this unit group. Teaching Assistants are included in Occupation 432231 Teaching Assistant.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 432131 Inclusion Support Assistant

Assists and supports children with specific developmental needs, under the direction of teaching staff, to integrate with the class and develop their social, emotional, physical and cognitive skills.

Registration or licensing is required.

Teaching Assistants are excluded from this occupation. Teaching Assistants are included in Occupation 432231 Teaching Assistant.

**Alternative title**

- Integration Aide

**Skill level: 3****Main tasks**

- Supports the inclusion of students with developmental needs into the class framework
- Supports teachers in the delivery of educational programs to students with developmental needs by adapting activities to meet their needs
- Supports teachers in the development of individualised or personalised plans that address specific learning and support needs of the student
- Monitors, records and evaluates students' learning and experience in class activities
- Provides feedback about students' difficulties and progress to the class teacher, and prepares progress reports as requested
- Builds and maintains relationships with students, parents and teaching staff
- Undertakes relevant administrative duties assigned by the class teacher to ensure a cohesive flow of information

**Unit Group**

## 4322 Teaching Assistants

Work under the guidance of teachers and other education professionals to improve learning and wellbeing outcomes for students. Employed in primary and secondary schools, as well as in schools for specific purposes and other education settings, to facilitate student learning and engagement.

Inclusion Support Assistants are excluded from this unit group. Inclusion Support Assistants are included in Occupation 432131 Inclusion Support Assistant.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 432231 Teaching Assistant

Works under the guidance of teachers and other education professionals to improve learning and wellbeing outcomes for students. Employed in primary and secondary schools, as well as in schools for specific purposes and other education settings, to facilitate student learning and engagement.

Registration or licensing is required.

Inclusion Support Assistants are excluded from this occupation. Inclusion Support Assistants are included in Occupation 432131 Inclusion Support Assistant.

**Alternative titles**

- Education Assistant
- Education Support Officer
- Learning Support Officer
- Student Support Officer
- Teacher Aide

**Specialisations**

- School Services Officer
- Student Liaison Officer

**Skill level: 3****Main tasks**

- Facilitates student learning in the classroom under the direction of a teacher
- Provides targeted support to individuals and groups of students
- Cares for students' social, emotional and physical needs
- Promotes positive behaviour and wellbeing
- Assists students to access the curriculum and participate fully in learning
- Assists teachers and students with sporting activities and school excursions
- Supports students in participating in extra-curricular activities

**Unit Group**

## 4329 Other Education Assistants

This unit group covers Education Assistants not elsewhere classified. It includes Aboriginal and Torres Strait Islander Education Officers and Boarding Supervisors.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 432931 Aboriginal and Torres Strait Islander Education Officer

Assists Aboriginal and Torres Strait Islander students in their education, and supports cultural awareness and community engagement. Provides feedback to parents or guardians and teachers about students' progress, and liaises with educational bodies, government agencies and committees.

**Alternative titles**

- Aboriginal and Torres Strait Islander Community Education Counsellor
- Aboriginal and Torres Strait Islander Community Education Officer

**Specialisation**

- Aboriginal and Torres Strait Islander Education Officer Coordinator

**Skill level: 3****Main tasks**

- Advises on cultural protocols on observing the cultural diversity of Aboriginal and Torres Strait Islander students
- Assists Aboriginal and Torres Strait Islander students in all school activities, including excursions
- Identifies and develops resources to support the learning outcomes of Aboriginal and Torres Strait Islander students
- Coordinates the delivery of Aboriginal and Torres Strait Islander languages and cultures lessons
- Acts as a liaison between the community and the school to develop education programs that are relevant to both educational and cultural needs
- Assists in the development and implementation of personalised learning plans for Aboriginal and Torres Strait Islander students
- Promotes Aboriginal and Torres Strait Islander celebrations within schools
- Leads cultural group experiences with students

**Occupation**

## 432932 Boarding Supervisor

Provides care and supervision for children and young people living in boarding schools and residential colleges.

Residential Youth Workers are excluded from this occupation. Residential Youth Workers are included in Occupation 411731 Residential Youth Worker.

### Alternative titles

- Boarding House Parent
- Boarding House Supervisor
- Boarding School Supervisor
- House Parent

### Skill level: 4

### Main tasks

- Plans and supervises activities to enhance the physical, social, emotional and intellectual development of children and young people in boarding schools and residential colleges
- Contributes to the provision of quality welfare and education services to children and young people in boarding schools and residential colleges
- Develops and coordinates recreational, social and educational programs for residents
- Provides pastoral care, and liaises with parents of residents about the progress of their child
- Ensures residents adhere to set guidelines for daily schedules, school attendance, meals and other domestic activities
- Maintains discipline and reinforces appropriate behaviour standards
- Manages boarding processes, policies and procedures, in line with the residential facility's guidelines
- Ensures a safe and secure environment that creates a friendly atmosphere by promoting trust and confidence in residents

**Sub-major Group**

## **44 Health Support Workers and Assistants**

Provide health support and patient and health care assistance services in hospitals, health care facilities and within the community.

Health Professionals are excluded from this sub-major group. Health Professionals are included in Sub-major Group 26 Health Professionals.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

### **441 Health Support Workers**

Provide nursing and mental health support, massage, myotherapy and other health support services.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

#### **4411 Enrolled Nurses**

Provide nursing care to patients in a variety of health, aged care, mental health, welfare and community settings under the supervision of Registered Nurses.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

##### **441131 Enrolled Nurse**

Provides nursing care to patients in a variety of health, aged care, mental health, welfare and community settings under the supervision of Registered Nurses.

Registration or licensing is required.

**Specialisations**

- Enrolled Nurse (Acute Care)
- Enrolled Nurse (Aged Care)
- Enrolled Nurse (Mental Health)
- Enrolled Nurse (Primary Health Care)

**Skill level: 2****Main tasks**

- Performs physical exams, including checking patients' pulse, temperature, and blood pressure

- Records and interprets clinical observations, including temperature, pulse and blood pressure, urine tests, blood glucose and other tests used in specific areas of practice
- Provides basic wound care in line with an agreed patient care plan
- Assists with the administration of medications under the supervision of a Registered Nurse
- Provides patients with personal care activities such as bathing, dressing, grooming and eating
- Provides first aid in medical emergencies
- Works with Registered Nurses, doctors and other Health Professionals to create patient care plans
- Participates in health promotion activities and community education

**Unit Group**

## 4412 Massage Therapists and Myotherapists

Perform therapeutic massage, myotherapy and remedial massage for relaxation, health, fitness and remedial purposes and to alleviate the symptoms of pain associated with musculoskeletal injury.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 441231 Massage Therapist

Performs therapeutic massage and administers body treatments for relaxation, health and general wellbeing.

Myotherapists and Remedial Massage Therapists are excluded from this occupation. Myotherapists are included in Occupation 441232 Myotherapist. Remedial Massage Therapists are included in Occupation 441233 Remedial Massage Therapist.

**Specialisations**

- Shiatsu Therapist
- Thai Massage Therapist

**Skill level: 3****Main tasks**

- Assesses clients' needs and preferences for massage therapy
- Consults with clients to determine the most appropriate massage therapies
- Massages the soft tissues of the body such as muscles, tendons and ligaments, to assist healing
- Applies therapeutic massages to the soft tissues of the body to promote relaxation, relieve muscle tension and improve circulation
- Provides advice to clients on relaxation techniques and stretching exercises
- May perform other techniques to augment therapies, such as acupressure, infrared therapy, wet and heat compresses, essential oils, and herbal and mineral therapies
- May administer body treatments such as exfoliation, wraps and hydrotherapy

**Occupation**

## 441232 Myotherapist

Performs myotherapy treatment to alleviate the symptoms of pain associated with injury to the musculoskeletal and nervous systems, and to improve neurological and musculoskeletal function and functional capacity.

Massage Therapists and Remedial Massage Therapists are excluded from this occupation. Massage Therapists are included in Occupation 441231 Massage Therapist. Remedial Massage Therapists are included in Occupation 441233 Remedial Massage Therapist.

**Skill level: 2****Main tasks**

- Administers neurological, musculoskeletal, orthopaedic and functional tests to identify and assess functional capacity, range of motion, limitations, injuries and ailments of patients
- Formulates specific treatment plans, rehabilitation plans and homecare advice to address the specific needs of patients based on their assessment, presentation and needs
- Administers treatments to reduce pain, improve physical and nervous system function and lymphatic flow, and support injury recovery and general health and wellbeing
- Performs a broad range of techniques to identify underlying causes of musculoskeletal injuries, such as neural mobilisations, joint mobilisation, myofascial techniques, trigger point therapy, stretching therapy, dry needling, myofascial cupping, taping, heat therapy, ice therapy and electrotherapy
- Performs manual therapy techniques on the soft tissues of the body, such as muscles, tendons, fascia, ligaments and nervous tissues
- Recommends corrective exercise and exercise prescription for rehabilitation regarding biomechanical limitations
- Provides advice and assistance in the application of therapeutic aids such as braces, supports and self-care devices
- Designs, reviews, monitors and evaluates treatment programs and treatment plans
- Records detailed patient medical histories, treatments delivered, and the patients' progress and responses to myotherapy treatments

**Occupation**

## 441233 Remedial Massage Therapist

Performs remedial massage therapy to relieve pain and stress, and improve musculoskeletal function, circulation and movement.

Massage Therapists and Myotherapists are excluded from this occupation. Massage Therapists are included in Occupation 441231 Massage Therapist. Myotherapists are included in the Occupation 441232 Myotherapist.

### Specialisations

- Chinese Massage Therapist (Tui Na)
- Sports Massage Therapist

### Skill level: 2

#### Main tasks

- Conducts physical assessment of clients' musculoskeletal and orthopaedic conditions to identify functional capacity, pain and associated stress
- Consults with clients concerning remedial massage treatments and techniques
- Administers remedial manual manipulation therapies involving the deep or shallow soft tissues of the body including muscles, tendons, fascia and ligaments
- Administers treatments to remediate muscle tension and pain, improve circulation, reduce early onset muscle soreness, and facilitate movement and rehabilitation
- Performs joint mobilisation, myofascial release techniques, trigger point therapy, stretching therapy, taping, heat therapy and ice therapy
- Maintains detailed patient records, involving treatments, responses and progress, and provides client records for referrals to Health Practitioners
- May use cupping, acupressure and essential oils when treating patients
- May perform other techniques to assist recovery, such as transcutaneous electrical nerve stimulation, dry needling and movement-based therapies

**Unit Group**

## 4413 Mental Health Workers

Assist individuals, families and groups with a range of mental health conditions and those experiencing emotional difficulties, distress and crisis. Support and empower clients to improve their quality of life.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 441331 Mental Health Worker

Assists individuals, families and groups with a range of mental health conditions, and those experiencing emotional difficulties, distress and crisis. Supports and empowers clients to improve their quality of life.

**Alternative title**

- Mental Health Recovery Worker

**Specialisations**

- Mental Health Recovery Peer Support Worker
- Psychosocial Support Worker

**Skill level: 2****Main tasks**

- Assesses needs of individuals, families and groups, and supports them with recovery planning by helping them manage and adapt to the complex challenges of mental health
- Provides coaching to increase recovery skills and personal capacity, including motivation, strengths, resilience and decision-making
- Provides counselling to individuals or groups, and advocates for access to necessary services and resources
- Develops and facilitates referrals to other useful services in the community
- Prepares reports and maintains client records
- Develops new services and mental health community programs, and educates families and community groups about mental health issues
- Connects individuals to relevant services and activities in the community
- May assist with making appointments and accompanying individuals to appointments or therapy sessions

**Unit Group**

## 4419 Other Health Support Workers

This unit group covers Health Support Workers not elsewhere classified. It includes Aboriginal and Torres Strait Islander Health Practitioners, Aboriginal and Torres Strait Islander Health Workers and Audiometrists.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 441931 Aboriginal and Torres Strait Islander Health Practitioner

Provides culturally safe health care and clinical services to Aboriginal and Torres Strait Islander peoples, and advises members of health care teams on the cultural needs of clients.

Registration or licensing is required.

Aboriginal and Torres Strait Islander Health Workers are excluded from this occupation. Aboriginal and Torres Strait Islander Health Workers are included in Occupation 441932 Aboriginal and Torres Strait Islander Health Worker.

**Skill level: 3****Main tasks**

- Ensures members of health care teams are aware of clients' cultural needs when discussing treatment options, including relaying the importance of clients' connections to community and country
- Provides operational leadership to Aboriginal and Torres Strait Islander Health Workers
- Facilitates and participates in outreach health services
- Completes comprehensive health assessments, including assessments for people presenting with chronic or communicable disease and acute conditions
- Undertakes screening and triage activities
- Develops, implements and supports self-management health programs
- Provides primary health care to clients
- Explains the purpose, benefits and risks of treatments to clients and their families in a culturally safe way
- Prepares medications, collects blood samples, and administers diagnostic tests, vaccinations and first aid

**Occupation**

## 441932 Aboriginal and Torres Strait Islander Health Worker

Promotes community health through implementing culturally safe educational programs and assisting outreach health services for Aboriginal and Torres Strait Islander peoples.

Aboriginal and Torres Strait Islander Health Practitioners are excluded from this occupation. Aboriginal and Torres Strait Islander Health Practitioners are included in Occupation 441931 Aboriginal and Torres Strait Islander Health Practitioner.

**Skill level: 4****Main tasks**

- Supports or undertakes health assessments
- Implements community health education initiatives
- Develops and evaluates primary health care programs for clients
- Maintains clients' health records
- Supports clients' awareness of, and participation in, necessary health care
- Participates in outreach health services
- Provides cultural education to Health Professionals who are not of Aboriginal or Torres Strait Islander background

**Occupation****441933 Audiometrist**

Assesses hearing and auditory function, and provides rehabilitation for children and adults in a variety of health care settings.

**Skill level: 2**

**Main tasks**

- Assesses and diagnoses client hearing loss using a wide range of techniques, including audiometric tests
- Reports results of assessments and tests in writing, and makes referrals to other Medical Practitioners
- Recommends options to those with hearing impairment, including tinnitus, fits non-implantable devices, hearing aids and other remote sensing systems, and provides aural rehabilitation programs
- Provides information and advice to clients and their families about hearing loss management and rehabilitation

**Minor Group**

## 442 Patient and Health Care Assistants

Prepare patients for examinations and treatments, and provide general personal care and patient assistance services often under the supervision of Health Professionals.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

## 4421 Allied Health Assistants

Work under the delegation and supervision of allied health professionals to provide therapy and support to individuals and groups, to protect, restore and maintain optimal function, and promote independence and wellbeing in various health, welfare and community settings.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 442131 Allied Health Assistant

Works under the delegation and supervision of an allied health professional to provide therapy and support to individuals and groups to protect, restore and maintain optimal function, and promote independence and wellbeing in various health, welfare and community settings.

**Alternative titles**

- Allied Health/Therapy Aide
- Allied Health/Therapy Assistant

**Skill level: 3****Main tasks**

- Creates resources to enhance therapy programs and undertakes research as delegated by the allied health professional
- Assists allied health professionals with therapy equipment and implementing programs
- Completes delegated therapy interventions under the direct or indirect supervision of an allied health professional or in multidisciplinary teams
- Observes patients' responses to therapy and reports any changes or concerns to therapists
- Completes administrative tasks to support the allied health professional, including documenting therapy progress and maintaining documents as required

**Unit Group**

## 4422 Assistants in Nursing

Provide limited patient care under the direction of nursing staff in hospitals and aged care facilities.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 442231 Assistant in Nursing

Provides limited patient care under the direction of nursing staff in a hospital or aged care facility.

**Alternative titles**

- Assistant Nurse
- Nursing Assistant

**Skill level: 4****Main tasks**

- Supports patients with daily activities such as mobility and personal care
- Follows therapy plans such as interventions, to assist patients
- Observes and reports changes in patients' conditions, and reports complaints about care provided
- Provides basic treatment and delivery of medications under the direction of nursing staff, including vaccinations
- Participates in planning the care of patients and residents
- Assists with rehabilitation exercises
- Assists in workplace health and safety

**Unit Group**

## 4423 Dental Assistants

Prepare patients for dental examinations, and assist dental practitioners, Hygienists and Therapists in providing care and treatment.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 442331 Dental Assistant

Prepares patients for dental examination, and assists dental practitioners, Hygienists and Therapists in providing care and treatment.

**Alternative title**

- Dental Nurse

**Skill level: 4****Main tasks**

- Assists dental practitioners during dental procedures
- Sterilises and prepares dental instruments and equipment
- Takes and develops dental radiographs (X-rays)
- Prepares dental materials such as cements, impression materials and restorative materials
- Provides fluoride therapy by applying remineralising solutions and desensitising agents
- Educates patients about maintaining good oral health, along with oral health care procedures
- Maintains and updates patient records and treatment plans
- Applies infection control procedures in the dental practice
- Orders and maintains dental supplies and equipment

**Unit Group**

## 4424 Optical Dispensers

Interpret optical prescriptions, and fit and service optical appliances such as spectacle frames and lenses.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 442431 Optical Dispenser

Interprets optical prescriptions, and fits and services optical appliances such as spectacle frames and lenses.

Registration or licensing may be required.

**Skill level: 3****Main tasks**

- Interprets optical prescriptions and advises on eyewear selection
- Takes measurements for proper fit of eyewear
- Fits frames to ensure comfort and alignment
- Dispenses and fits contact lenses, providing instructions on insertion, removal and care
- Educates on eyewear maintenance, repairs eyewear and sells a range of optical goods

**Unit Group**

## 4425 Patient Care and Patient Services Assistants

Provide general assistance and personal care services to patients in hospitals and health care facilities.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 442531 Patient Care Assistant

Provides general assistance, emotional support and personal care services to patients in a health care facility.

Patient Services Assistants and Residential Aged Care Workers are excluded from this occupation. Patient Services Assistants are included in Occupation 442532 Patient Services Assistant. Residential Aged Care Workers are included in Occupation 421331 Residential Aged Care Worker.

**Alternative titles**

- Health Care Assistant
- Health Care Worker
- Personal Care Assistant (Health)

**Skill level: 4****Main tasks**

- Assists with personal care needs such as showering, dressing, eating, mobility and communication
- Negotiates with individuals and families regarding the acceptance of care provided
- Participates in care planning
- Supports a multidisciplinary team to adhere to health plans as directed by health care professionals
- Observes and reports changes in patients' conditions
- Reports complaints about care
- Assists with rehabilitation exercises, basic treatment and delivery of medications

**Occupation**

## 442532 Patient Services Assistant

Assists with the provision of care to patients in a hospital by ensuring wards are neat and tidy, lifting and turning patients, transporting them in wheelchairs or on movable beds, and providing direct care and support.

Personal Care Assistants are excluded from this occupation. Personal Care Assistants are included in Occupation 442531 Patient Care Assistant.

### Alternative titles

- Hospital Orderly
- Orderly
- Patient Support Assistant
- Theatre Orderly
- Wardsperson

### Skill level: 4

### Main tasks

- Transports patients in wheelchairs or mobile beds
- Provides safe patient handling and positioning in beds and transfers to and from beds
- Undertakes general duties, ensuring hospital wards are clean, orderly and sanitised, maintaining infection control protocols
- Provides direct care and support to patients, assisting with their personal needs such as showering and dressing
- Stocks and replenishes supplies of medical equipment, and transfers items between departments or wards
- Assists with the preparation and serving of patients' meals and beverages

**Unit Group**

## 4429 Other Patient and Health Care Assistants

This unit group covers Patient and Health Care Assistants not elsewhere classified. It includes Patient Transport Officers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 442931 Patient Transport Officer

Provides transport services to and from health care facilities for non-emergency patients.

Registration or licensing is required.

**Skill level: 4****Main tasks**

- Provides routine and non-emergency transportation of patients to and from health care facilities
- Transports essential equipment and materials, including wheelchairs and stretchers
- Provides and administers basic care to non-emergency patients
- Maintains comprehensive and accurate patient transport records
- Works with patients, relatives, Health Professionals and other emergency service providers to ensure optimal patient care

**Occupation**

## 442999 Patient and Health Care Assistants nec

This occupation group covers Patient and Health Care Assistants not elsewhere classified.

**Skill level:** 4

**Occupations in this group include:**

- Ambulance Community Officer
- First Aid Officer

**Sub-major Group**

## **45 Protective Service and Security Workers**

Protect and preserve property, public order and safety through the provision of defence, firefighting, police, custodial and security services.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

### **451 Protective Service Workers**

Protect and preserve property, public order and safety through the provision of specialised military services to the defence forces, the enforcement of laws, attendance at emergencies, and control and extinguishment of fires.

Specialist Police Officers are excluded from this minor group. Specialist Police Officers are included in Occupation 299231 Specialist Police Officer.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

#### **4511 Defence Force Members - Other Ranks**

Provide specialised military services to the Australian Defence Forces.

This unit group includes the following ranks:

- Navy: Leading Seaman, Able Seaman, Seaman
- Army: Corporal, Lance Corporal, Private
- Air Force: Corporal, Leading Aircraftman/Aircraftwoman, Aircraftman/Aircraftwoman.

Defence Force Members - Other Ranks performing duties for which there is a civilian equivalent are excluded from this unit group. These members are included with the civilian occupation, for example, mechanic recovery is included in Occupation 713132 Tow Truck Driver.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### **451131 Defence Force Member - Other Ranks**

Provides specialised military services to the Australian Defence Force.

This occupation includes the following ranks:

- Navy: Leading Seaman, Able Seaman, Seaman
- Army: Corporal, Lance Corporal, Private
- Air Force: Corporal, Leading Aircraftman/Aircraftwoman, Aircraftman/Aircraftwoman.

Defence Force Members - Other Ranks performing duties for which there is a civilian equivalent are excluded from this occupation. These members are included with the civilian occupation, for example, mechanic recovery is included in Occupation 713132 Tow Truck Driver.

### **Specialisations**

- Acoustic Warfare Analyst (Navy)
- Aircrewman (Navy)
- Boatswains Mate (Navy)
- Combat Systems Operator (Navy)
- Naval Police Coxswain (Navy)
- Air Dispatcher (Army)
- Combat Engineer (Army)
- Commando (Army)
- Marine Specialist (Army)
- Operator Electronic Warfare (Army)
- Rifleman (Army)
- Aircraft Life Support Fitter (Air Force)
- Airfield Defence Guard (Air Force)
- Air Surveillance Operator (Air Force)

**Skill level: 3**

### **Main tasks**

- Guards airfields and other Defence Force bases as directed by superiors
- Serves as an infantry soldier
- Erects bridges, builds field defences, constructs temporary roads, clears minefields, repairs airfields, and demolishes targets using explosives
- Crews armoured fighting vehicles
- Operates artillery, ground and surface-based defence systems, shipboard weapons, and other advanced specialist military weapons and equipment
- Provides firepower and ground-based air defence
- Establishes and maintains command, control and communications equipment and facilities
- Conducts surveillance, reconnaissance and boarding operations
- Maintains personal arms and ammunition
- Provides support in combat and non-combat operations such as peacekeeping and disaster recovery

**Unit Group**

## 4512 Emergency Services Officers and Firefighters

Respond to fire alarms and emergency calls, control and extinguish fires and attend the scene of emergencies in order to minimise risk to community safety and security.

Paramedics and police officers are excluded from this unit group. Paramedics are included in Unit Group 2694 Paramedic Professionals. General Duties Police Officers are included in Occupation 451331 General Duties Police Officer. Specialist Police Officers are included in Occupation 299231 Specialist Police Officer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 451231 Emergency Services Officer

Attends the scene of emergencies to minimise risk to community safety and security.

**Alternative titles**

- Emergency Response Officer
- Emergency Service Worker

**Specialisation**

- Medical Emergency Services Officer

**Skill level: 3****Main tasks**

- Responds in a timely and effective manner to emergency calls, and assesses the situation to ensure the safety of the community
- Evacuates individuals from dangerous situations and provides support
- Provides information and updates during emergencies to the community and stakeholders
- Contributes to the development and implementation of emergency response plans
- Inspects and maintains on-site emergency response equipment
- May provide first aid to injured individuals

**Occupation**

## 451232 Firefighter

Responds to fire alarms and emergency calls, controls and extinguishes fires, and protects life and property.

Registration or licensing may be required.

### Specialisations

- Aviation Firefighter
- Hazardous Materials Firefighter
- Leading Firefighter

### Skill level: 3

### Main tasks

- Responds to fire alarms and emergency calls
- Operates pumps, sprays water, foam and chemicals from hoses, portable extinguishers and other appliances to extinguish fires and to disperse or neutralise dangerous substances
- Locates, rescues and evacuates people trapped in dangerous situations, and provides first aid and medical assistance to injured individuals
- Visits buildings and potential fire hazards to study access points and locations of hydrants
- Conducts fire prevention and safety education programs for the public
- Maintains firefighting equipment and vehicles
- Participates in firefighting training exercises, drills and demonstrations

**Unit Group**

## 4513 General Duties Police Officers

Maintain public order, protect life and property, prevent anti-social behaviour and enforce laws by patrolling public areas, responding to reports of offences and arresting suspected offenders.

Specialist Police Officers are excluded from this unit group. Specialist Police Officers are included in Occupation 299231 Specialist Police Officer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

## 451331 General Duties Police Officer

Maintains public order, protects life and property, prevents anti-social behaviour, and enforces laws by patrolling public areas, responding to reports of offences, and arresting suspected offenders.

**Skill level: 2****Main tasks**

- Patrols public areas to engage with the community and gather information to prevent crime and improve public safety in accordance with legislation
- Attends emergency calls, accidents and incidents, and manages the scene to preserve evidence
- Identifies unsafe driver behaviour, records vehicle speeds, conducts vehicle stops and pullovers, and tests drivers suspected of drug and alcohol use
- Assesses situations to determine if an offence has been committed and arrests suspected offenders
- Conducts initial investigations, including gathering evidence, conducting interviews and undertaking searches
- Manages people in police care or custody
- Engages with individuals and the community to identify police services options to support their needs

**Unit Group**

## 4519 Other Protective Service Workers

This unit group covers Protective Service Workers not elsewhere classified. It includes Border Enforcement Operations Officers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 451931 Border Enforcement Operations Officer

Applies customs and border protection controls such as inspecting goods for prohibited items or removing unlawful non-citizens, at air and sea terminals, wharves, depots, warehouses, specialised examination facilities, storage and disposal locations, immigration detention facilities, and in the maritime domain.

**Specialisation**

- Marine Tactical Officer

**Skill level: 2****Main tasks**

- Inspects and searches vehicles, vessels and aircraft for prohibited items
- Conducts interviews and gathers information from individuals to assess their immigration status, and identifies and removes unlawful non-citizens from the country
- Applies customs and border protection controls in accordance with relevant legislation and policies to support the legal movement of passengers and cargo
- Processes and records information related to customs and border protection activities
- May monitor and patrol the maritime domain to detect and prevent illegal activities

**Minor Group**

## 452 Security Workers

Supervise and control the activities of inmates in correctional institutions, and provide security and investigative services to organisations and individuals.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

## 4521 Correctional Officers

Supervise and control the activities of inmates in prisons and other correctional institutions.

Community Corrections Officers are excluded from this unit group. Community Corrections Officers are included in Occupation 411631 Community Corrections Officer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 452131 Correctional Officer

Supervises and controls the activities of inmates in a prison or other correctional institution.

Community Corrections Officers are excluded from this occupation. Community Corrections Officers are included in Occupation 411631 Community Corrections Officer.

**Alternative titles**

- Corrections Officer
- Prison Officer

**Specialisation**

- Custodial Officer

**Skill level: 4****Main tasks**

- Maintains security and order within a prison or other correctional institution
- Inspects cells, common areas and facilities for weapons, drugs and other contraband items, and ensures compliance with institutional rules and regulations
- Monitors inmate activities and behaviour, intervenes in situations that may pose a risk to safety or security, and prevents disturbances and escapes
- Escorts inmates to and from various locations, such as medical facilities in the community, and the correctional institution
- Provides support and guidance to inmates, including conflict resolution

**Unit Group**

## 4522 Security Officers and Guards

Provide security and investigative services to organisations and individuals.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 452231 Alarm, Security or Surveillance Monitor

Monitors security alarms, closed-circuit television (CCTV) systems and other surveillance equipment, and contacts supervisors, police or fire brigades if security is breached or fire is detected.

Registration or licensing is required.

**Skill level: 4****Main tasks**

- Monitors security alarms, CCTV and other surveillance equipment
- Contacts supervisors, police and fire brigades by radio or phone if security is breached or fire is detected
- Observes and reports any suspicious activities or incidents
- Maintains accurate records of security breaches and incidents
- Operates and maintains security equipment and systems

**Occupation**

## 452232 Cash In Transit Officer

Provides escort for transportation and delivery of cash and other valuables.

Registration or licensing is required.

**Specialisation**

- Armoured Car Escort

**Skill level: 4****Main tasks**

- Collects and ensures the safe transportation and delivery of cash, payrolls and valuables
- Follows established procedures and protocols for the handling and transportation of cash and valuables
- Monitors and maintains communication with control centre or base during transportation
- Conducts regular inspections of vehicles and equipment to ensure they are in proper working order
- Responds to emergency situations and takes appropriate action to protect cash and valuables
- Maintains accurate records of all transactions and incidents during transportation
- May transport cash and valuables in armoured vehicles or carry firearms

**Occupation****452233 Crowd Controller**

Carries out crowd control duties at entertainment, sporting or recreational venues.

Registration or licensing is required.

**Skill level: 4**

**Main tasks**

- Monitors and controls the movement and behaviour of crowds at entertainment, sporting or recreational venues
- Checks entrants, issues security passes and provides assistance and guidance to individuals requiring directions or information
- Monitors and operates crowd control equipment, such as barriers and gates
- Ensures compliance with venue rules and regulations
- Identifies and resolves potential conflicts or disturbances within the crowd, including by removing people from the premises
- Responds to and manages emergency situations, including evacuations and first aid
- Maintains accurate records and reports of incidents and activities, which may include keeping count of people entering and exiting the venue

**Occupation**

## 452234 Private Investigator

Conducts investigations for clients regarding legal, financial and personal matters, and prepares evidence for court proceedings. Registration or licensing is required.

Insurance Investigators are excluded from this occupation. Insurance Investigators are included in Occupation 531531 Insurance Investigator.

**Skill level: 4****Main tasks**

- Conducts interviews and gathers information from various sources, including public records and databases, to investigate cases regarding legal, financial and personal matters
- Conducts surveillance and observes individuals to gather evidence
- Makes enquiries concerning property and investigates insurance claims
- Seeks, obtains and supplies information pertaining to the personal character, financial position, occupation or whereabouts of any person
- Collects and analyses data and evidence, and prepares detailed reports and documentation of findings
- Collaborates with law enforcement agencies and Legal Professionals
- Testifies in court and presents evidence during legal proceedings
- Maintains client confidentiality and ensures the security of sensitive information
- Uses specialised equipment and technology, such as binoculars, microphones and video or audio recording devices to obtain evidence for investigations

**Occupation**

## 452235 Protective Services Officer

Maintains public order and enforces laws within designated locations, such as public transport infrastructure, government buildings, police stations, and large public venues and events.

**Skill level:** 4

### Main tasks

- Undertakes high visibility uniformed patrolling and guarding within designated locations
- Watches for antisocial behaviour, property damage, threats to public safety, and alcohol and transport-related offences within designated locations
- Conducts searches on people and vehicles, issues warnings and fines, and places people under arrest for suspected involvement in criminal activity within designated locations
- Maintains order at large public events and venues, such as sporting events or concerts, by enforcing laws and event rules and regulations, resolving minor conflicts, and preventing or dispersing antisocial behaviour
- Responds to and reports on incidents occurring within designated locations in accordance with police regulations and protocols, which may include the use of force, speaking with witnesses, and collecting data for evidence

**Occupation**

## 452236 Retail Loss Prevention Officer

Detects and investigates shoplifting, fraud and other unlawful acts of employees or customers of a retail establishment.

Registration or licensing is required.

**Skill level: 4**

### Main tasks

- Monitors and patrols retail premises to detect and prevent theft and other unlawful activities
- Observes and identifies suspicious behaviour or activities of employees or customers, and detains individuals suspected of theft or other unlawful acts
- Conducts investigations into incidents of theft, fraud or other unlawful activities, and collects and preserves evidence, including interviewing witnesses
- Collaborates with law enforcement agencies to report and provide evidence of criminal activities
- Implements security measures, such as CCTV surveillance and alarm systems
- May conduct audits and inspections to identify vulnerabilities, and recommend security improvements
- May provide training and education to retail staff on loss prevention strategies and procedures

**Occupation**

## 452237 Security Consultant

Advises clients on security requirements, and recommends and designs security specifications.

Registration or licensing may be required.

Cyber security consultants are excluded from this occupation. Cyber security consultants are included in Occupation 271132 Cyber Security Advice and Assessment Specialist.

**Alternative title**

- Security Adviser

**Skill level: 3****Main tasks**

- Conducts security assessments to identify potential risks and vulnerabilities
- Develops security strategies and plans based on client needs and requirements
- Recommends and designs security systems, including access control, surveillance and alarm systems
- Provides advice and guidance to clients on security best practices
- Assists in the implementation and testing of security measures
- Conducts security audits and reviews to ensure compliance with regulations and standards
- Provides training and education to clients on security awareness and procedures

**Occupation**

## 452238 Security Officer

Patrols and guards industrial and commercial property and other facilities.

Registration or licensing is required.

**Alternative title**

- Security Guard

**Specialisations**

- Detention Security Officer
- Hospital Security Officer
- Mobile Patrol Officer

**Skill level: 4****Main tasks**

- Undertakes patrols to ensure the security and safety of property and personnel, including checking doors, windows and gates for unauthorised entry, and watching for irregularities such as fire hazards, malfunctioning equipment and property damage
- Operates security equipment, such as CCTV cameras and alarm systems
- Responds to alarms, investigates and records disturbances, and reports any suspicious activities or incidents to appropriate authorities
- Enforces security policies and procedures to maintain a secure environment, and conducts regular inspections of premises to identify and address security risks
- Monitors and controls access and exit of persons and vehicles from premises, and monitors individuals and crowds for suspicious or disruptive behaviour
- Provides assistance and support to staff and visitors during emergencies or security incidents
- May use alarm, restraint and duress systems to manage, control and prevent aggressive and violent incidents, and ensure the safety of patients, staff and visitors in health service settings

**Occupation**

## 452241 Security Screening Officer

Conducts screening of persons, items and cargo entering high security facilities to identify and remove dangerous or prohibited items, and ensure the security of the premises.

Registration or licensing is required.

### Specialisations

- Aviation Protection Officer
- Court Security Officer

### Skill level: 4

#### Main tasks

- Controls access to, and conducts screening at, security checkpoints within high security facilities such as airports, ports and law courts
- Uses X-ray equipment, body scanners, metal detectors, explosive trace detectors, and frisk or physical searches to screen visitors, parcels, staff, passengers, hand luggage and checked baggage for weapons, explosives and suspicious or prohibited items
- Maintains security and order within and around high security zones and facilities, including by watching for irregularities, inspecting vehicles and responding to disturbances
- Responds to security incidents, maintains detailed records and reports incidents to appropriate authorities
- Complies with security and safety procedures and regulatory requirements
- May monitor and maintain security within court rooms, and escort high risk persons within secure areas

**Sub-major Group**

## **46 Personal Service, Sports and Fitness Workers**

Provide travel, tourism and other personal services to individuals, and coach and instruct people in sports and fitness.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

### **461 Personal Service and Travel Workers**

Provide beauty and personal care services, travel and tourism services, domestic animal care, driving instruction, funereal and other personal services to clients.

Hairdressers are excluded from this minor group. Hairdressers are included in Occupation 392132 Hairdresser.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

#### **4611 Beauty and Dermal Therapists**

Perform skin care, body and beauty treatments to maintain and enhance overall skin appearance.

Make-up Artists are excluded from this unit group. Make-up Artists are included in Occupation 461232 Make-up Artist.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### **461131 Beauty Therapist**

Provides skin care, beauty and body treatments to clients.

Body Artists and Make-up Artists are excluded from this occupation. Body Artists are included in Occupation 461231 Body Artist. Make-up Artists are included in Occupation 461232 Make-up Artist.

**Alternative title**

- Beautician

**Specialisations**

- Cosmetic Tattooist

- Eyelash Technician
- Manicurist
- Nail Technician

**Skill level: 3**

#### Main tasks

- Performs a range of beauty treatments such as facials, spray tanning, eyebrow shaping and waxing
- Administers body treatments such as massages, body wraps and scrubs
- Conducts skin analyses to determine clients' skin type and condition, and uses superficial beauty devices to treat clients' skin
- Advises on skincare routines and sells beauty products to clients
- Maintains a clean and hygienic work area, and sterilises equipment in adherence to health regulations
- May apply artificial beauty products such as nails or eyelashes
- May perform cosmetic tattooing on clients

**Occupation**

## 461132 Dermal Therapist

Performs treatments to maintain and enhance overall skin appearance.

**Skill level:** 2

### Main tasks

- Completes skin analysis and assessment to determine appropriate treatments for clients
- Applies various dermal therapy treatments for skin rejuvenation, age management and acne treatments, such as microdermabrasion and cosmetic grade peels
- Uses laser and intense pulsed light devices for hair reduction treatment
- Provides non-invasive, superficial treatment of pigment and superficial vessels (telangiectasias)
- Performs a variety of non-surgical procedures within their scope to enhance skin appearance
- Provides advice to clients on skincare and maintenance, including product recommendation

**Unit Group**

## 4612 Body and Make-up Artists

Design and apply make-up, and decorate, adorn and modify the human body using a range of techniques such as tattooing, piercing and skin modification.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 461231 Body Artist

Decorates, adorns or modifies the human body permanently or temporarily using a range of techniques such as tattooing, piercing and skin modification.

Registration or licensing may be required.

Cosmetic Tattooists are excluded from this occupation. Cosmetic Tattooists are included in Occupation 461131 Beauty Therapist.

**Specialisations**

- Body Piercer
- Tattooist

**Skill level: 4****Main tasks**

- Consults with clients to determine their desired body art design
- Prepares clients' skin for the chosen body art technique
- Applies permanent tattoos by inserting ink under layers of skin
- Paints or dyes skin to create temporary body art designs
- Pierces skin to implant jewellery and other biocompatible materials
- Modifies the shape of the skin through cutting, branding, manipulating, stretching and scarring techniques
- Uses scalpel, heat and restraining techniques to create patterns in the skin

**Occupation**

## 461232 Make-up Artist

Designs and applies make-up products and techniques to transform or enhance the features of individuals.

Beauty Therapists and Hairdressers are excluded from this occupation. Beauty Therapists are included in Occupation 461131 Beauty Therapist. Hairdressers are included in Occupation 392132 Hairdresser.

**Specialisation**

- Make-up Artist (Performing Arts)

**Skill level: 3****Main tasks**

- Designs make-up looks that align with clients' requests, events or themes
- Prepares clients' skin by cleansing, moisturising and using appropriate primers
- Chooses make-up shades that complement clients' skin tone, eye colour and outfits
- Applies make-up products such as foundation, concealer, eyeshadow, eyeliner, mascara and lipstick
- May create special effects or creative designs using prosthetics, scars and other effects to transform an actor into a character
- May perform basic hairstyling, such as arranging hair for a specific look, or building, styling and fitting wigs

**Unit Group**

## 4613 Civil Celebrants and Funeral Workers

Conduct civil marriage ceremonies, commitment ceremonies and funerals, and perform specialist funereal services.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 461331 Civil Celebrant

Conducts civil marriage ceremonies, funerals, commitment ceremonies, namings and other ceremonies, and maintains appropriate records.

Registration or licensing is required.

**Skill level: 3****Main tasks**

- Meets with clients to discuss ceremony requirements and preferences
- Assists clients in planning and designing personalised ceremonies
- Conducts civil marriage ceremonies, ensuring all legal requirements are met
- Conducts funeral ceremonies and provides comfort to grieving families
- Conducts commitment ceremonies and other significant life event ceremonies
- Maintains accurate records of all ceremonies performed
- Stays updated on laws and regulations related to civil ceremonies

**Occupation**

## 461332 Funeral Director

Plans and coordinates arrangements for funerals according to the wishes of the deceased or their relatives.

Registration or licensing may be required.

### Alternative titles

- Mortician
- Undertaker

### Skill level: 2

### Main tasks

- Consults with family or friends of the deceased to determine their wishes for the funeral
- Provides guidance and support in making funeral arrangements
- Coordinates with relevant parties, such as cemeteries, crematoriums and clergy, to arrange burial or cremation
- Schedules funeral services and speakers
- Arranges for the purchase of caskets, urns and other funeral merchandise
- Organises transportation of the deceased's body to the funeral location
- Oversees the setup and decoration of the funeral venue
- Provides support and comfort to grieving family members and friends
- May prepare the deceased for viewing or burial

**Occupation**

## 46133 Funeral Worker

Assists in the preparation of funerals and maintenance of funeral venues.

Registration or licensing may be required.

Mortuary Technicians (Forensic) are excluded from this occupation. Mortuary Technicians (Forensic) are included in Occupation 311299 Medical and Dental Technicians nec.

### Specialisations

- Embalmer
- Funeral Director's Assistant

### Skill level: 4

#### Main tasks

- Assists Funeral Directors to plan, coordinate and run funeral services
- Sets up and decorates the funeral venue
- Transports the deceased to and from funeral homes, hospitals and other locations
- Cleans and maintains funeral homes and equipment
- May assist in preparing the deceased for viewing, burial or cremation

**Unit Group**

## 4614 Domestic Animal Care Workers

Provide routine care, exercise and grooming services for domestic animals.

Animal Trainers are excluded from this unit group. Animal Trainers are included in Unit Group 3411 Animal Trainers and Zookeepers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 461431 Dog Walker

Walks dogs for exercise on behalf of owners.

**Skill level: 5**

**Main tasks**

- Walks dogs for exercise
- Transports dogs safely and securely between homes and exercise locations
- Ensures health and safety of dogs under their care
- Encourages good behaviour and applies positive reward methods to dogs in public settings
- Cleans up waste and follows council guidelines
- Evaluates situations to ensure own personal safety

**Occupation**

## 461432 Domestic Animal Attendant

Provides routine care for domestic animals, including feeding, exercising, monitoring their health and cleaning the shelter areas.

Dog Walkers are excluded from this occupation. Dog Walkers are included in Occupation 461431 Dog Walker.

**Alternative title**

- Kennel Hand

**Skill level: 4****Main tasks**

- Feeds and waters animals according to their individual dietary requirements
- Exercises animals regularly to ensure their physical and mental well being
- Transfers animals between enclosures by leading or carrying them
- Cleans and maintains kennels, cages and enclosures to ensure a safe environment for animals
- Provides basic grooming for animals, such as brushing and bathing
- Monitors the health of animals, treats minor injuries, and reports any health concerns
- Administers medications or treatments to animals as directed by a Veterinarian
- Ensures adherence to infection control procedures

**Occupation**

## 461433 Pet Groomer

Washes, dries, brushes, combs, cuts and styles pets' coats, clips their nails and cleans their ears.

**Skill level:** 4

### Main tasks

- Washes, shampoos and dries pets' coats
- Brushes and combs pets' coats to remove tangles and mats
- Trims and cuts pets' coats to desired length and style
- Clips pets' nails to ensure they are an appropriate length
- Cleans pets' ears to remove dirt and debris
- Identifies health issues in pets, such as ear infections, skin conditions or tooth decay, and informs pet owners
- Provides services such as teeth brushing and anal gland expression
- Maintains cleanliness and hygiene of grooming tools and equipment
- Provides advice and recommendations to pet owners regarding grooming techniques and products

**Occupation****461499 Domestic Animal Care Workers nec**

This occupation group covers Domestic Animal Care Workers not elsewhere classified.

**Skill level:** 4

**Occupations in this group include:**

- Pet Sitter

**Unit Group**

## 4615 Driving Instructors

Instruct individuals and groups in the theory and application of driving motor vehicles.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 461531 Driving Instructor

Instructs individuals and groups in the theory and application of driving motor vehicles.

Registration or licensing is required.

**Specialisation**

- Motorcycle Riding Instructor

**Skill level: 3****Main tasks**

- Provides instruction to individuals on the theory and practical application of driving motor vehicles
- Demonstrates the correct techniques for operating motor vehicles
- Assesses the driving skills and knowledge of learner drivers to determine their readiness for licensing
- Conducts driving lessons in a safe environment
- Provides feedback and guidance to improve driving skills
- Keeps accurate records of learner progress
- Stays updated on road rules and driving regulations

**Unit Group**

## 4616 Tourist Guides and Information Officers

Provide information to tourists and direct and guide visitors in galleries and museums, and on sightseeing, educational and other tours and experiences.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 461631 Gallery or Museum Guide

Answers enquiries and directs and guides visitors in a gallery or museum.

**Alternative titles**

- Gallery or Museum Assistant
- Gallery or Museum Attendant
- Visitor Services Officer (Gallery or Museum)

**Skill level: 4****Main tasks**

- Meets and greets visitors, and provides general information about gallery or museum policies and programs
- Controls visitors' access to exhibits and monitors entrances, exits, stairwells and other public areas
- Ensures safety of collections
- Maintains records of attendance, memberships, donations and other statistics as needed
- Conducts detailed tours of exhibits for visitors, providing context and background information to enhance their understanding of the material on display
- May assist with installing and dismantling exhibits

**Occupation**

## 461632 Tour Guide

Accompanies and guides visitors on sightseeing, educational and other tours and experiences, and describes and explains points of interest and cultural or historical significance. May deliver information in languages other than English.

**Alternative title**

- Tour Leader

**Specialisations**

- Aboriginal and Torres Strait Islander Tour Guide
- Marine Tour Guide

**Skill level: 3****Main tasks**

- Accompanies and guides visitors on tours, providing information and explanations about points of interest, and cultural, ecological or historical significance
- Transports visitors to and from their accommodation and points of interest
- Prepares and delivers informative and engaging commentary during tours
- Ensures the safety and wellbeing of tour participants throughout the tour
- Assists with the coordination and logistics of transportation, accommodation and meals for tour groups
- Provides recommendations and suggestions to visitors regarding local attractions, activities and services
- Answers questions and provides assistance to visitors, addressing any concerns or issues that may arise during the tour
- Conducts research to stay updated on local history, culture, ecology and attractions to enhance tour commentary
- Collaborates with other tour guides and tourism professionals to develop tour itineraries and experiences
- Maintains accurate records of tour schedules, participant numbers, and any incidents or feedback received

**Occupation**

## 461633 Tourist Information Officer

Provides local and regional travel and accommodation information to tourists.

**Alternative titles**

- Visitor Information Officer
- Visitor Services Officer (Tourism)

**Skill level: 4****Main tasks**

- Responds to enquiries from tourists regarding travel and accommodation options
- Provides information about tourist attractions, events and activities
- Assists tourists in planning itineraries and making reservations
- Maintains databases of tourist information
- Receives complaints and resolves issues raised by tourists
- Assists in the development of promotional materials and campaigns

**Unit Group**

## 4617 Travel Attendants

Provide services for the safety and comfort of passengers in aircraft, ships and railway sleeping cars.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 461731 Flight Attendant

Provides services for the safety and comfort of aircraft passengers.

**Alternative title**

- Cabin Crew

**Specialisations**

- Cabin Supervisor (Aircraft)
- Crew Attendant (Air Force)

**Skill level: 3****Main tasks**

- Assists passengers with boarding and disembarking the aircraft, and provides assistance and support to passengers with specific needs or medical conditions
- Conducts pre-flight safety briefings and demonstrates the use of safety equipment while ensuring passengers comply with safety regulations and procedures during the flight
- Serves meals, beverages and snacks to passengers during the flight
- Performs emergency procedures in response to in-flight emergencies or equipment malfunctions of the aeroplane
- Makes announcements during the flight and informs passengers about safety procedures and protocols
- Performs safety checks and maintains cleanliness of the aircraft cabin
- Responds to passenger enquiries and resolves any issues or complaints

**Occupation****461799 Travel Attendants nec**

This occupation group covers Travel Attendants not elsewhere classified.

**Skill level:** 4

**Occupations in this group include:**

- Cruise Attendant
- Marine Steward
- Purser

**Unit Group**

## 4618 Travel Consultants

Plan and book domestic and international travel, accommodation and associated arrangements for clients.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 461831 Travel Consultant

Plans and books domestic and international travel, accommodation and associated arrangements for clients.

**Alternative titles**

- Travel Adviser
- Travel Agent

**Specialisations**

- Corporate Travel Consultant
- Cruise Travel Consultant
- Group Travel Consultant
- Inbound Tour Consultant
- International Travel Consultant

**Skill level: 3****Main tasks**

- Consults with clients to determine their travel needs and preferences
- Provides information and advice on travel destinations, accommodation options, transportation, medical requirements and baggage limits
- Makes and confirms travel bookings, including transportation, accommodation, vehicle hire and tours
- Prepares travel itineraries and provides clients with necessary travel documents
- Assists clients with visa applications, government regulations and travel insurance
- Resolves any issues or problems that may arise during travel, such as flight delays or cancellations
- Promotes and sells travel packages and special offers to clients
- Maintains accurate records of client bookings and payments

**Unit Group**

## 4619 Other Personal Service and Travel Workers

This unit group covers Personal Service Workers not elsewhere classified. It includes Airline Customer Service Workers, Fashion Stylists, First Aid Trainers, Hair and Beauty Salon Assistants, Natural Remedy Consultants, Photographer's Assistants, Religious Assistants, Sex Workers and Escorts, and Weight Loss Consultants.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 461931 Airline Customer Support Worker

Assists customers at an airport with check in, flight delays and general queries.

Flight Attendants are excluded from this occupation. Flight Attendants are included in Occupation 461731 Flight Attendant.

**Alternative title**

- Passenger Services Agent

**Specialisation**

- Check-in Agent

**Skill level: 5****Main tasks**

- Assists passengers with ticketing, check-in and directions
- Rebooks flights for customers that are unexpectedly cancelled or delayed
- Assists unaccompanied minors and guests with special requirements to traverse the airport
- Ensures the maintenance of public areas and the safety of customers by reporting incidents
- Reports unattended luggage or suspicious persons
- Responds to passenger enquiries and resolves complaints

**Occupation**

## 461932 Fashion Stylist

Assembles outfits for individuals or brands according to business needs or personal tastes.

Fashion Designers are excluded from this occupation. Fashion Designers are included in Occupation 242231 Fashion Designer.

**Skill level: 4**

### Main tasks

- Assembles outfits with different garments and accessories according to specifications and personal aesthetics for clients or models
- Consults with clients and designers to develop concept boards and style portfolios
- Researches fabrics, clothing construction and fashion accessories to ensure assembled outfits are suitable for client or brand ideals
- Sources garments and accessories from designers or retailers
- Coordinates and styles outfits for fashion shoots, events or personal appearances
- Collaborates with Photographers, Make-up Artists and hairstylists to create cohesive looks
- Maintains understanding of current and developing fashion trends, and applies trends to styling

**Occupation****461933 First Aid Trainer**

Conducts first aid training courses in a variety of settings to a range of clients, including corporate clients, school students, community groups and other members of the public.

**Alternative title**

- First Aid Instructor

**Skill level: 3****Main tasks**

- Plans, prepares and delivers first aid training courses
- Demonstrates and explains first aid techniques and procedures
- Assesses clients' understanding and competency in first aid
- Evaluates the effectiveness of training courses and makes improvements as necessary
- Maintains up-to-date knowledge of first aid practices and guidelines
- Keeps accurate records of training courses and client attendance
- Promotes first aid training services to potential clients

**Occupation**

## 461934 Hair or Beauty Salon Assistant

Assists Hairdressers or Beauty Therapists by performing routine tasks in a hairdressing or beauty salon.

**Skill level:** 5

### Main tasks

- Prepares clients for beauty and hair appointments
- Assists during beauty treatments such as facials and manicures, or hair cutting, styling and colouring
- Cleans and maintains salon equipment and tools
- Assists with reception duties such as answering phone calls and scheduling appointments
- Stocks and organises salon products and supplies

**Occupation**

## 461935 Natural Remedy Consultant

Uses natural techniques and diagnostic methods for treatment, relaxation and health purposes.

**Specialisations**

- Aromatherapist
- Kinesiologist
- Reflexologist
- Reiki Therapist

**Skill level: 4****Main tasks**

- Consults with clients to assess health concerns and goals
- Conducts diagnostic assessments for health issues
- Recommends and administers natural remedies and therapies, and develops personalised treatment plans based on client needs
- Monitors client progress and adjusts treatment plans
- Offers lifestyle and dietary recommendations for health support

**Occupation**

## 461936 Photographer's Assistant

Assists Photographers in taking and developing photographs.

**Skill level:** 4

### Main tasks

- Schedules and coordinates photo shoots
- Prepares and positions props and backgrounds for photographs
- Provides general assistance and support to the photographer during photo shoots, such as assisting with photographic equipment and lighting
- Operates cameras and other photographic equipment under the direction of the photographer
- Assists in retouching and editing photographs using software
- Maintains and organises photographic equipment and supplies

**Occupation**

## 461937 Religious Assistant

Supports Religious Leaders or a religious community in performing a variety of religious functions associated with religious practice, including worship, spiritual guidance, pastoral care and teaching.

**Specialisation**

- Pastoral Worker

**Skill level: 4****Main tasks**

- Assists Religious Leaders in conducting religious ceremonies and rituals
- Prepares and delivers religious teachings and sermons
- Provides pastoral care, spiritual guidance and support to community members
- Organises religious events and activities
- Participates in community outreach programs
- Assists with day-to-day running and oversees facilities, including places of worship and other related spaces

**Occupation****461938 Sex Worker or Escort**

Provides clients with sexual services or social companionship.

**Skill level:** 5

**Main tasks**

- Meets with clients to discuss their desires and preferences
- Negotiates and agrees upon sexual services and fees with clients
- Provides sexual services to clients in a safe and consensual manner, in person
- Takes necessary precautions to protect personal health and safety
- Keeps accurate records of client interactions and transactions
- May provide emotional support and companionship to clients

**Occupation**

## 461941 Weight Loss Consultant

Assists clients with advice and practical solutions for losing weight or body fat.

**Skill level:** 4

### Main tasks

- Conducts initial consultations with clients to assess their weight loss goals and needs
- Provides personalised advice and guidance on nutrition, exercise and lifestyle changes to support weight loss
- Develops customised weight loss plans for clients based on individual circumstances
- Monitors client progress and adjusts plans as necessary
- Educates clients on healthy eating habits and portion control
- Offers support and motivation to clients throughout their weight loss journey
- Provides information on weight loss supplements and products
- Conducts group sessions or workshops on weight loss strategies
- Collaborates with health care professionals, such as Dietitians and fitness trainers, to provide comprehensive weight loss support

**Occupation**

## 461999 Personal Service and Travel Workers nec

This occupation group covers Personal Service and Travel Workers not elsewhere classified.

**Skill level: 4**

**Occupations in this group include:**

- Assisted Travel Support Worker
- Astrologer
- Doula
- Horse Racing Analyst
- Professional Organiser
- Psychic Medium
- Relay Officer
- Residential Adviser

**Minor Group**

## 462 Sports and Fitness Workers

Direct, instruct and guide individuals and groups in physical fitness and outdoor adventure activities, coach, train and instruct sporting competitors, and participate in and officiate at sporting events.

Sports Development Officers are excluded from this minor group. Sports Development Officers are included in Occupation 411932 Sports Development Officer.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

### 4621 Fitness Instructors (General)

Direct, instruct and guide individuals and groups in the pursuit of physical fitness and wellbeing.

Pilates Instructors and Yoga Teachers are excluded from this unit group. Pilates Instructors are included in Occupation 462231 Pilates Instructor. Yoga Teachers are included in Occupation 462232 Yoga Teacher.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

#### 462131 Fitness Instructor (General)

Directs, instructs and guides individuals or groups in the pursuit of physical fitness and wellbeing.

**Specialisations**

- Gym Instructor
- Personal Trainer

**Skill level: 4****Main tasks**

- Designs individual fitness programs based on assessment of the client's age, level of fitness, goals and abilities
- Delivers group exercise classes and personal tuition in a variety of fitness activities in a safe manner
- Demonstrates and teaches body movements and skills used in fitness routines
- Sets up and monitors fitness equipment and ensures that equipment is safe, clean and in working condition
- Teaches and advises on the use of fitness equipment to ensure clients are aware of and adhere to safety and injury prevention procedures
- May consult with Health Professionals to develop and design fitness programs for clients

**Unit Group**

## 4622 Pilates and Yoga Instructors

Instruct Pilates and yoga classes to enhance physical fitness and wellbeing.

Gym Pilates instructors are excluded from this unit group. Gym Pilates instructors are included in Occupation 462131 Fitness Instructor (General).

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 462231 Pilates Instructor

Instructs Pilates classes with a focus on core strength and stability in the pursuit of physical fitness and wellbeing.

Gym Pilates instructors are excluded from this occupation. Gym Pilates instructors are included in Occupation 462131 Fitness Instructor (General).

**Alternative title**

- Pilates Teacher

**Specialisations**

- Group Pilates Instructor
- Studio Pilates Instructor

**Skill level: 3****Main tasks**

- Plans, teaches and delivers Pilates exercises and techniques to individuals and groups
- Guides participants on how to use various Pilates apparatus such as mats, reformers and trapeze tables
- Inspires and trains people to improve their strength and flexibility through the Pilates method
- Educates clients to ensure correct execution of Pilates exercises

**Occupation**

## 462232 Yoga Teacher

Teaches and demonstrates various yoga practices to individuals or groups to enhance their physical fitness and wellbeing.

**Alternative title**

- Yoga Instructor

**Skill level: 4****Main tasks**

- Plans and delivers group or individual yoga sessions, ensuring a safe and supportive environment for students
- Demonstrates different yoga practices and techniques to help students understand and perform them effectively
- Assists students in achieving correct alignment during yoga poses
- Visually assesses students to evaluate and determine their skill level, and adapts teaching accordingly
- Evaluates students with restricted movement, and modifies and guides poses to ensure safe practice
- Applies knowledge of biomechanics and movement patterns to ensure safe yoga practice for students

**Unit Group**

## 4623 Sport and Recreation Safety Patrollers

Look after the safety of people in recreational and sporting places such as beaches, swimming pools and ski slopes through accident prevention and rescue.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 462331 Lifeguard

Looks after the safety of people at beaches, inland water environments, swimming pools and aquatic facilities through supervision, accident prevention and rescue, and educating the public on water safety.

Registration or licensing is required.

**Specialisations**

- Beach Lifeguard
- Pool Lifeguard

**Skill level: 3**

High levels of personal commitment, physical fitness and sporting ability may substitute for formal qualifications or years of experience.

**Main tasks**

- Supervises, scans and patrols designated areas to ensure the safety of swimmers and beachgoers
- Identifies and assesses potential risks and hazards in the water and in immediately surrounding areas
- Educates the public on water safety practices and provides advice on swimming conditions
- Rescues individuals in distress and administers first aid and CPR as necessary
- Maintains and operates rescue equipment and ensures it is in good working order
- Enforces rules and regulations at beach, pool or other swimming locations to prevent accidents and maintain order
- Assists in the coordination or emergency response efforts with other Lifeguards and emergency services
- Conducts regular inspections of swimming areas and facilities to ensure compliance with safety standards

**Occupation**

## 462399 Sport and Recreation Safety Patrollers nec

This occupation group covers Sport and Recreation Safety Patrollers not elsewhere classified.

Registration or licensing may be required.

**Skill level: 3**

High levels of personal commitment, physical fitness and sporting ability may substitute for formal qualifications or years of experience.

**Occupations in this group include:**

- Ski Patroller

**Unit Group**

## 4624 Sports Coaches and Outdoor Adventure Guides

Coach, instruct and guide participants in a range of sports and outdoor adventure activities.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 462431 Basketball Coach

Coaches, trains and instructs participants in basketball by analysing their performances and developing their abilities.

Registration or licensing may be required.

**Skill level: 4****Main tasks**

- Plans and organises basketball training sessions
- Plans and directs basketball strategies, develops play patterns, analyses game progress, calls time-outs, and motivates and instructs players
- Manages player rotations to ensure optimal performance and rest periods
- Conducts post-game analysis of play, evaluates performances and makes changes in strategy

**Occupation**

## 462432 Diving Instructor (Open Water)

Trains and instructs recreational or commercial open water divers in diving techniques, safety and the correct use of diving equipment. Registration or licensing is required.

### Specialisations

- Dive Master
- Scuba Instructor
- Snorkelling Instructor
- Surface Supply Breathing Apparatus Instructor

### Skill level: 3

### Main tasks

- Trains and instructs open water diving students on diving techniques, safety procedures and the proper use of diving equipment
- Demonstrates and explains diving skills and techniques to students
- Provides guidance and supervision to students during open water dives
- Assesses, evaluates and provides feedback on students' diving skills
- Conducts briefings and debriefings with students before and after dives
- Ensures compliance with safety standards and regulations during diving activities
- Maintains and inspects diving equipment to ensure its proper functioning and safety

**Occupation**

## 462433 Football Coach

Coaches, trains and instructs participants in football by analysing their performances and developing their abilities.

Registration or licensing may be required.

### Specialisations

- Australian Rules Football Coach
- Rugby League Coach
- Soccer Coach

### Skill level: 4

### Main tasks

- Plans and organises football training sessions
- Develops training programs to improve football skills, monitors progress and makes adjustments as required
- Demonstrates football skills such as kicking, passing, shooting and tackling, and corrects form
- Plans and directs football strategies, develops play patterns, analyses game progress and motivates and instructs players
- Conducts post-game analysis of play, evaluates performances and makes changes in strategy

**Occupation**

## 462434 Gymnastics Coach or Instructor

Coaches, trains and instructs participants in gymnastics by analysing their performances and developing their abilities.

Registration or licensing is required.

### Specialisations

- Callisthenics Instructor
- Rhythmic Gymnastics Coach

### Skill level: 4

#### Main tasks

- Plans and organises gymnastics training sessions
- Demonstrates and explains gymnastics techniques to participants
- Assesses performances and develops individualised training programs
- Provides feedback and guidance to improve skills
- Ensures participant safety during training
- Assists in competition preparation
- Coordinates group training activities
- Tracks participant progress and achievements

**Occupation**

## 462435 Horse Riding Coach or Instructor

Coaches, trains and instructs participants in horse riding by analysing their performances and developing their abilities.

**Skill level:** 3

### Main tasks

- Assesses participants' riding abilities and develops individualised training programs
- Selects and prepares suitable horses based on competencies of participants
- Teaches participants proper riding techniques through demonstration and explanation of horse riding skills
- Monitors participants' progress and provides feedback and guidance for improvement, keeping a record of participants' progress
- Ensures safety of participants during horse riding activities
- Assists participants in grooming, saddling and caring for horses
- Organises and supervises horse riding competitions and events

**Occupation**

## 462436 Martial Arts Instructor

Coaches, trains and instructs participants in martial arts by analysing their performances and developing their abilities.

Registration or licensing may be required.

### Specialisations

- Jiu Jitsu Instructor
- Karate Instructor
- Taekwondo Instructor

**Skill level: 4**

### Main tasks

- Demonstrates and explains martial arts techniques to participants
- Plans and organises lesson activities in groups or individually for safe learning, monitors progress and adjusts instruction
- Leads events such as gradings, workshops and tournaments

**Occupation**

## 462437 Netball Coach

Coaches, trains and instructs participants in netball by analysing their performances and developing their abilities.

Registration or licensing may be required.

**Skill level: 4**

### Main tasks

- Plans and organises netball training sessions
- Develops training programs to improve netball skills, monitors progress and makes adjustments as required
- Demonstrates netball skills such as passing, catching, shooting accuracy, marking and interceptions, positioning and footwork, and corrects form
- Plans and directs netball strategies, develops play patterns, analyses game progress, and motivates and instructs players
- Conducts post-game analysis of play, evaluates performances and makes changes in strategy

**Occupation**

## 462438 Outdoor Adventure Leader or Guide

Provides guided and adventure-based experiential education in outdoor adventure activities.

### Specialisations

- Bushwalking or Trekking Guide
- Fishing Guide
- Outdoor Leader
- Outdoor Recreation Instructor
- Rock Climbing Instructor

### Skill level: 3

#### Main tasks

- Leads and supervises participants involved in a range of outdoor adventure activities
- Instructs and motivates participants and manages group participation and cohesion
- Sets up and maintains equipment, and ensures that outdoor adventure equipment is safe and in working condition
- Demonstrates and provides instruction in the use of outdoor adventure equipment and techniques required for participation
- Provides advice on safety measures, and ensures that activities are conducted in a manner to minimise risk to participants
- Provides first aid and emergency response in outdoor settings

**Occupation**

## 462441 Snowsport Instructor

Coaches, trains and instructs participants in snow skiing, snowboarding or other snowsports by analysing their performances and developing their abilities.

Registration or licensing is required.

### Specialisations

- Skiing Instructor
- Snowboarding Instructor

### Skill level: 3

### Main tasks

- Demonstrates and explains snowsports techniques to participants
- Assesses and tailors instruction to participants' skill levels
- Plans and organises lesson activities in groups or individually for safe learning, monitors progress, and adjusts instruction
- Promotes safe practices on the slopes and provides information on snow conditions
- Assists participants in selecting equipment

**Occupation**

## 462442 Swimming Instructor or Coach

Instructs, coaches and trains participants in swimming by planning and conducting lessons on swimming skills, water safety and survival techniques, analysing performance, identifying areas for improvement and developing their abilities.

Registration or licensing is required.

**Alternative title**

- Swimming Teacher

**Specialisations**

- Learn to Swim Instructor
- Swimming and Water Safety Teacher

**Skill level: 4****Main tasks**

- Plans and organises swimming lessons and training sessions
- Provides instruction on swimming techniques and skills, monitors progress, and adjusts training programs to improve performance
- Develops individualised programs based on skill levels and goals
- Demonstrates techniques and corrects form
- Ensures participant safety during sessions
- May coordinate and supervise swimming competitions
- May keep records of progress and achievements

**Occupation****462443 Tennis Coach**

Coaches, trains and instructs participants in tennis by analysing their performances and developing their abilities.

Registration or licensing is required.

**Skill level: 4**

**Main tasks**

- Plans and organises group or individual tennis coaching and training sessions
- Assesses participants' skills and abilities
- Develops training programs to improve tennis skills, monitors progress, and makes adjustments as required
- Demonstrates tennis techniques and tactics
- Provides feedback and guidance to improve performance
- Ensures safety compliance during training sessions

**Occupation**

## 462499 Sports Coaches and Outdoor Adventure Guides nec

This occupation group covers Sports Coaches and Outdoor Adventure Guides not elsewhere classified.

Registration or licensing may be required.

**Skill level: 4**

**Occupations in this group include:**

- Chess Coach
- Cricket Coach
- Rowing Coach
- Sailing Instructor
- Sports Trainer
- Surf Coach or Instructor

**Unit Group**

## 4625 Sports Officials and Umpires

Coordinate, direct and officiate at sporting activities, and liaise with other officials to interpret and enforce sporting rules and regulations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 462531 Dog and Horse Racing Official

Coordinates and directs horse or dog racing activities, and liaises with other officials to interpret and enforce racing rules and regulations.

Registration or licensing is required.

**Alternative title**

- Race Steward

**Specialisation**

- Handicapper (Racing)

**Skill level: 3****Main tasks**

- Coordinates and directs horse or dog racing events
- Enforces racing rules and regulations
- Interprets racing rules and regulations for participants and spectators
- Monitors race conditions and makes decisions regarding race cancellations or delays
- Inspects racing facilities to ensure safety and compliance with regulations
- Coordinates with veterinary staff to ensure the health and welfare of racing animals
- Reviews race results and resolves any disputes or issues

**Occupation**

## 462532 Sports Umpire

Officiates at sporting events such as netball, hockey, football, basketball, cricket, boxing and wrestling matches, by interpreting and enforcing match rules.

Registration or licensing is required.

**Alternative title**

- Referee

**Specialisation**

- Linesperson (Sport)

**Skill level: 3****Main tasks**

- Interprets and enforces match rules at sporting events
- Observes and assesses player actions to determine rule violations
- Makes decisions on penalties, fouls and other infractions during matches
- Communicates with players, coaches and officials to clarify rules and resolve disputes
- Signals and announces decisions and penalties to players and spectators
- Monitors the safety and fair play of the game, intervening when necessary
- Keeps accurate records of match events, including scores, penalties and player actions
- Attends training sessions and meetings to stay updated on rule changes and officiating techniques
- Assists in the training and development of other sports officials

**Occupation**

## 462599 Sports Officials and Umpires nec

This occupation group covers Sports Officials and Umpires not elsewhere classified.

Registration or licensing may be required.

**Skill level:** 3

**Occupations in this group include:**

- Golf Marshall
- Scorekeeper (Sports)
- Timekeeper (Sports)

**Unit Group**

## 4626 Sportspersons

Play sport professionally in competitions and participate in sporting events for monetary gain.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 462631 Footballer

Plays football professionally in competitions.

Registration or licensing is required.

**Specialisations**

- Australian Rules Footballer
- Rugby League Footballer
- Rugby Union Footballer
- Soccer Player

**Skill level: 3**

High levels of personal commitment, physical fitness and sporting ability may substitute for formal qualifications or years of experience.

**Main tasks**

- Plays football matches in competitions
- Participates in team training sessions and follows the coach's instructions
- Represents the team and sponsors at promotional events and public appearances

**Occupation****462632 Golfer**

Plays golf professionally in tournaments or as a resident professional, and organises golf-related activities.

Registration or licensing is required.

**Skill level: 3**

High levels of personal commitment, physical fitness and sporting ability may substitute for formal qualifications or years of experience.

**Main tasks**

- Plays in professional golf tournaments
- Practices and trains regularly to maintain and improve golf skills
- Analyses and evaluates golf courses to develop strategies and game plans
- Performs golf-related activities such as coaching, teaching and giving demonstrations
- Represents sponsors and promotes their products or services

**Occupation****462633 Jockey**

Rides horses in competitive races, race trials and in exercise.

Registration or licensing is required.

**Skill level: 3**

High levels of personal commitment, physical fitness and sporting ability may substitute for formal qualifications or years of experience.

**Main tasks**

- Rides horses in competitive races, race trials and in exercise
- Maintains a high level of physical fitness through regular exercise and training
- Monitors the health and condition of horses and reports any concerns to trainers
- Attends race meetings and participates in pre-race briefings
- Weighs in and out before and after races to ensure compliance with weight requirements

**Occupation**

## 462699 Sportspersons nec

This occupation group covers Sportspersons not elsewhere classified.

Registration or licensing may be required.

**Skill level: 3**

High levels of personal commitment, physical fitness and sporting ability may substitute for formal qualifications or years of experience.

**Occupations in this group include:**

- Athlete (Track and Field)
- Basketballer
- Cricketer
- Cyclist
- Gamer
- Harness Racing Driver
- Netballer
- Racing Driver
- Surfer
- Tennis Player

**Sub-major Group**

## **47 Hospitality Workers**

Provide hospitality services to patrons of hotels, bars, cafes, restaurants, casinos and similar establishments.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

## **471 Hospitality Workers**

Provide hospitality services to patrons of hotels, bars, cafes, restaurants, casinos and similar establishments.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

## **4711 Bar Attendants**

Prepare, mix and serve alcoholic and non-alcoholic drinks to patrons in bars in licensed establishments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## **471131 Bar Attendant**

Prepares, mixes and serves alcoholic and non-alcoholic drinks to patrons in a bar in a licensed establishment.

**Alternative titles**

- Bar Steward
- Bartender

**Specialisation**

- Mixologist

**Skill level: 4****Main tasks**

- Takes orders from patrons for drinks
- Prepares and serves alcoholic and non-alcoholic drinks to patrons
- Creates and follows cocktail recipes using garnishes and other specialised ingredients
- Checks identification to verify legal drinking age
- Cleans and maintains bar area, including equipment and utensils
- Stocks and replenishes bar inventory and supplies

- Monitors patrons for signs of intoxication and refuses service as necessary
- Assists with bar opening and closing procedures

**Unit Group****4712 Baristas**

Prepare and serve espresso coffee and other hot beverages to patrons in cafes, coffee shops, restaurants and dining establishments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation****471231 Barista**

Prepares and serves espresso coffee and other hot beverages to patrons in a cafe, coffee shop, restaurant or dining establishment.

**Skill level: 4****Main tasks**

- Operates coffee machines and other equipment to brew and prepare beverages
- Grinds coffee beans and measures out appropriate amounts for each order
- Froths milk and adds it to coffee to create specialty drinks
- Cleans and maintains coffee machines, equipment and work areas
- Stocks and replenishes coffee beans, milk options and other supplies, such as flavoured syrups, drinking chocolate or chai powder
- Provides information and recommendations to customers on coffee and beverage options

**Unit Group**

## 4713 Cafe Workers

Sell and serve food and beverages for consumption on premises in cafes and similar establishments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 471331 Cafe Worker

Sells and serves food and beverages for consumption on premises in a cafe or similar establishment.

**Alternative titles**

- Cafe Assistant
- Cafe Attendant

**Specialisation**

- Canteen Attendant

**Skill level: 5****Main tasks**

- Takes customer orders for food and beverages
- Handles seating arrangements for customers and sets aside tables for reservations
- Performs routine cleaning procedures such as clearing and wiping down tables, chairs and counters, and cleaning dishes
- Stocks and replenishes food and beverage supplies, such as refilling drink fridges or food displays
- Handles customer payments

**Unit Group**

## 4714 Gaming Attendants, Dealers and Croupiers

Provide gaming services, assist patrons within casinos and other gambling establishments, and maintain electronic gaming machines and areas.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 471431 Gaming Attendant

Assists patrons in a gaming venue, and maintains electronic gaming machines and areas.

Gaming Dealers and Croupiers are excluded from this occupation. Gaming Dealers and Croupiers are included in Occupation 471432 Gaming Dealer or Croupier.

**Specialisations**

- Cage Cashier
- Poker Machine Attendant

**Skill level: 4****Main tasks**

- Maintains electronic gaming machines and online systems in a gaming venue
- Assists patrons with using gaming machines and online systems
- Operates and reconciles EFTPOS and point of sale terminals, including systems to return patron winnings by exchanging chips and tokens
- Monitors guest behaviour and spending, and follows venue procedures to maintain responsible gaming practices
- Assists with food and beverage services and cleaning services

**Occupation**

## 471432 Gaming Dealer or Croupier

Provides gaming services within a casino or other gambling establishment.

Gaming Attendants are excluded from this occupation. Gaming Attendants are included in Occupation 471431 Gaming Attendant.

**Skill level: 4**

### Main tasks

- Operates gaming tables and equipment according to established rules and procedures
- Deals cards, spins roulette wheels and operates other gaming equipment
- Collects bets, pays out winnings and resolves disputes or discrepancies
- Monitors players to ensure compliance with gaming rules and regulations
- Provides information and assistance to players regarding game rules and procedures
- Handles cash and chips accurately and securely
- Monitors and reports suspicious or illegal activities to the Gaming Supervisor
- Assists in the setup and dismantling of gaming tables equipment

**Unit Group**

## 4715 Hospitality Supervisors

Supervise the operations of establishments which provide hospitality services.

Accommodation Service Managers, Cafe or Restaurant Managers and Licensed Club Managers are excluded from this unit group.

Accommodation Service Managers are included in Occupation 161131 Accommodation Service Manager. Cafe or Restaurant Managers are included in Occupation 161231 Cafe or Restaurant Manager. Licensed Club Managers are included in Occupation 161531 Licensed Club Manager.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 471531 Bar Supervisor

Supervises the operation of a bar in a licensed establishment.

**Skill level: 3**

**Main tasks**

- Supervises the daily operation of the bar and bar staff
- Controls the scheduling and rostering of staff
- Maintains quality standards for the service of alcoholic and non-alcoholic beverages
- Trains and develops Bar Attendants and other bar staff
- Ensures bar staff comply with all licensing and registration requirements
- Conducts venue opening and closing procedures, including the handling of cash
- Oversees the stocktake and inventory control of the venue
- May prepare and serve alcoholic and non-alcoholic drinks to patrons

**Occupation**

## 471532 Cafe or Restaurant Supervisor

Supervises the operation of a cafe, restaurant or related establishment to provide dining or takeaway services.

Bar Supervisors are excluded from this occupation. Bar Supervisors are included in Occupation 471531 Bar Supervisor.

**Alternative title**

- Food and Beverage Supervisor

**Skill level: 3****Main tasks**

- Supervises the daily operation of a cafe or restaurant
- Supervises and supports the scheduling and rostering of staff
- Maintains quality standards for the service of food and alcoholic and non-alcoholic beverages
- Assists with training and developing Cafe Workers, Waiters and other staff
- Ensures staff comply with all licensing and registration requirements
- Conducts venue opening and closing procedures, including the handling of cash
- May prepare and serve food and alcoholic and non-alcoholic beverages to patrons

**Occupation**

## 471533 Front Office Supervisor (Accommodation)

Supervises and supports the daily operations of the front desk at an accommodation establishment.

Front office managers (Hotel) are excluded from this occupation. Front office managers (Hotel) are included in Occupation 161131 Accommodation Service Manager.

**Alternative title**

- Guest Services Supervisor

**Skill level: 3****Main tasks**

- Ensures that the front office team is well-prepared, adequately staffed and meets service standards
- Assigns tasks and responsibilities to accommodation service workers and maintains attendance records and rosters
- Assists in managing guest check-ins, check-outs and enquiries
- Assists with resolving any guest issues or special requests
- Collaborates with the front office manager to optimise room occupancy and assign rooms based on preferences and availability
- Trains and mentors front desk staff with ongoing coaching and feedback, to improve their skills and knowledge
- May perform front office and accommodation reception duties

**Occupation**

## 471534 Gaming Supervisor

Supervises the daily operations of gaming activities at a casino, hotel or club.

Gaming managers are excluded from this occupation. Gaming managers are included in Occupation 161531 Licensed Club Manager.

**Specialisation**

- Casino Gaming Inspector

**Skill level: 3****Main tasks**

- Supervises the gaming activities of an establishment and ensures rules and regulations are adhered to
- Supervises and supports the scheduling and rostering of staff
- Ensures that gaming activities run smoothly
- Monitors and reports suspicious or illegal activities to the appropriate authorities
- Monitors cash drops to cashiers
- Verifies cash and colour chip change involving larger amounts to ensure correctness
- Observes and responds to incidents and settles disputes
- Trains and mentors Gaming Attendants, Dealers and Croupiers to improve their skills and knowledge
- May check playing cards, roulette wheels and dice to confirm validity

**Occupation**

## 471535 Housekeeping Supervisor

Supervises the daily operations of a team of Commercial Housekeepers.

Executive housekeepers are excluded from this occupation. Executive housekeepers are included in Occupation 161131 Accommodation Service Manager.

**Skill level: 3**

### Main tasks

- Allocates rooms and duties to an accommodation housekeeping team
- Coordinates the housekeeping workforce to meet daily deadlines
- Ensures suites are turned around as quickly and efficiently as possible
- Upholds accommodation's cleanliness standards, and conducts daily inspections for assigned rooms
- Trains and mentors the housekeeping team
- Works with the executive housekeeper to maintain a high standard of appearance of suites, public areas and back of house

**Unit Group**

## 4716 Sommeliers and Waiters

Serve food and beverages in hotels, restaurants, clubs or dining establishments, and provide advice on the matching of wine and other alcoholic beverages with food menu items.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 471631 Sommelier

Advises customers and businesses on the matching of wine and other alcoholic beverages with food menu items.

**Skill level: 3****Main tasks**

- Curates and updates the wine list for the establishment
- Provides guidance to Chefs and kitchen staff on pairing wines and other alcoholic beverages with menu items
- Decants, presents and pours wines for customers
- Collaborates with vendors and suppliers on the procurement of specific beverages
- Keeps up to date on wines and other beverage releases and seasonal trends
- Tastes and evaluates new wines ensuring they meet the appropriate standards
- Trains front of house staff to ensure customers are recommended wines and other alcoholic beverages that match with food menu items

**Occupation****471632 Waiter**

Serves food and beverages in a hotel, restaurant, club or dining establishment.

**Alternative title**

- Food and Beverage Attendant

**Specialisation**

- Fine Dining Waiter

**Skill level: 4****Main tasks**

- Sets up tables and arranges seating for customers
- Takes orders from customers for food and beverages
- Provides recommendations and suggestions to customers regarding menu items
- Clears tables and ensures the dining area is clean and presentable
- Handles customer enquiries and resolves issues or complaints
- Takes payment from customers
- Stocks and replenishes supplies and inventory as needed
- Follows health and safety regulations and maintains a clean and hygienic work environment

**Unit Group**

## 4719 Other Hospitality Workers

This unit group covers Hospitality Workers not elsewhere classified. It includes Bar Usefuls, Doormen and Porters.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 471931 Bar Useful

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, bars and spillages, and emptying bins and ashtrays.

**Alternative titles**

- Bar Back
- Glassie

**Skill level: 5****Main tasks**

- Collects used dishes, cutlery and glasses, and returns them to the kitchen or bar
- Clears bottles, wipes tables, bars and spillages, and empties bins and ashtrays to maintain a clean environment
- Assists in setting up tables for customers
- Restocks supplies such as napkins, straws and condiments
- May assist in maintaining cleanliness of restrooms and other public areas

**Occupation**

## 471932 Doorperson or 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.

**Specialisation**

- Bell Attendant

**Skill level: 5****Main tasks**

- Welcomes guests or passengers and provides assistance with their luggage
- Escorts guests or passengers to their rooms or designated areas
- Provides information and assistance to guests or passengers regarding the accommodation establishment or transport terminal
- Assists guests or passengers with check-in and check-out procedures
- Handles and stores luggage in a secure and organised manner
- Responds to guest or passenger enquiries and resolves any issues or complaints

**Occupation**

## 471999 Hospitality Workers nec

This occupation group covers Hospitality Workers not elsewhere classified.

**Skill level:** 5

**Occupations in this group include:**

- Cellar Hand (Hotel)
- Concierge (Hospitality)
- Hospitality All Rounder
- Wardrobe Attendant

**Major Group**

## 5 Clerical and Administrative Workers

Provide support to Managers, Professionals and organisations by organising, storing, manipulating and retrieving information.

**OSCA skill level**

The occupations in this major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Sub-major Group**

### 51 Contract, Program and Project Administrators

Plan and undertake administration of contracts, organisational programs and special projects.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Minor Group**

#### 511 Contract, Program and Project Administrators

Plan and undertake administration of contracts, organisational programs and special projects.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Unit Group**

##### 5111 Contract Administrators

Prepare, interpret, maintain, review and negotiate contracts and contract variations on behalf of organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

###### 511131 Contract Administrator

Prepares, interprets, maintains, reviews and negotiates contracts and contract variations on behalf of an organisation.

**Alternative title**

- Contract Officer

**Skill level: 2****Main tasks**

- Develops, reviews and negotiates contracts and contract variations, ensuring compliance with company policies, and laws and regulations
- Reviews insurance requirements

- Resolves contract-related enquiries and issues
- Manages and maintains paperwork associated with contracts
- Oversees work by contractors and reports on variations to work orders
- Manages contract renewals, extensions and terminations
- Prepares and reviews organisational activity submissions and reports

**Unit Group**

## 5112 Program and Project Administrators

Plan and undertake administration of organisational programs, special projects and support services.

Project Coordinators (Education) are excluded from this unit group. Project Coordinators (Education) are included in Occupation 141499 Education Managers nec.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 511231 Program or Project Administrator

Plans and undertakes administration of organisational programs, special projects and support services.

Project Coordinators (Education) are excluded from this occupation. Project Coordinators (Education) are included in Occupation 141499 Education Managers nec.

**Alternative title**

- Project Coordinator

**Skill level: 2****Main tasks**

- Coordinates all resources, meetings, records of payments, key milestones, communications and documentation involved in a program or project
- Develops plans and frameworks to organise and delegate tasks within a program or project
- Works with Professionals, owners and senior management to ensure that deadlines and compliance requirements are met
- Advises senior management on matters requiring attention and implements decisions
- Oversees work by contractors and reports on work order variations
- Prepares and reviews submissions and reports concerning organisational activities
- Collects and analyses data associated with projects undertaken, and reports on project outcomes to internal and external stakeholders

**Sub-major Group**

## 52 Executive and Legal Assistants and Secretaries

Perform organisational, clerical, secretarial and other administrative tasks in support of clients, Managers, Professionals and courts.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Minor Group**

### 521 Conveyancers and Court and Legal Assistants

Provide administrative support, review legal documents and assist clients, the courts and Legal Professionals in areas such as property transfer or the functions of courts.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

#### 5211 Conveyancers

Act for and on behalf of clients in the area of property and business transfers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

##### 521131 Conveyancer

Acts for and on behalf of clients in the area of property and business transfers.

Registration or licensing is required.

**Alternative title**

- Settlement Agent

**Skill level: 2****Main tasks**

- Prepares and reviews legal documents for property and business transfers
- Conducts searches and investigations to ensure the validity of property titles and business transactions
- Provides advice and guidance to clients on property and business transfers
- Negotiates and finalises contracts and agreements on behalf of clients
- Liaises with other parties involved in property and business transfers
- Handles the financial aspects of property and business transfers, including the collection and distribution of funds
- Ensures compliance with laws and regulations in transfers, and maintains accurate records of transactions
- May represent clients in legal proceedings if required

**Unit Group**

## 5212 Court and Legal Assistants

Provide administrative and operational support to Legal Professionals by performing clerical work associated with the functions of courts, legal practices and the administration of trusts and estates.

Court Reporters are excluded from this unit group. Court Reporters are included in Occupation 561232 Machine Shorthand Reporter.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 521231 Clerk of Court

Administers court registry services and performs administrative functions in support of Judges and Magistrates.

Court registry officers are excluded from this occupation. Court registry officers are included in Occupation 521233 Court Orderly.

**Specialisation**

- Court Registrar

**Skill level: 3****Main tasks**

- Administers court registry services and ensures efficient operation
- Provides administrative support to Judges and Magistrates
- Maintains court records and files, ensuring accuracy and confidentiality
- Prepares court documents, including summonses, subpoenas and warrants
- Assists in managing court calendars and scheduling court hearings
- Receives and processes court fees, fines and other payments
- Assists in the preparation of court orders and judgments
- Responds to enquiries from the public, Legal Professionals and other stakeholders
- Coordinates with other court staff and external agencies to facilitate court proceedings

**Occupation**

## 521232 Court Bailiff or Sheriff

Implements court orders and serves legal orders and summonses as an officer of the court.

**Specialisation**

- Sheriff's Officer

**Skill level:** 3

**Main tasks**

- Conducts investigations to locate individuals involved in court cases, and serves them with legal documents such as summonses and subpoenas
- Prepares and maintains accurate records of served documents and executed court orders
- Collaborates with law enforcement for safe execution of court orders
- Conducts property seizures and evictions as directed by court orders
- Escorts prisoners to and from courtrooms and detention facilities
- Maintains order and security in courtrooms
- Provides testimony in court regarding the execution of court orders and served documents

**Occupation**

## 521233 Court Orderly

Provides operational support to a court or registry.

**Alternative titles**

- Court Attendant
- Court Officer

**Specialisation**

- Court Usher

**Skill level: 3****Main tasks**

- Assists with the preparation of courtrooms for hearings and trials
- Escorts and supervises defendants, witnesses and jurors within the court premises
- Assists with the administration of oaths and affirmations to witnesses
- Receives, records and files court documents and exhibits
- Operates audiovisual equipment during court proceedings
- Performs general administrative tasks such as data entry, filing and photocopying

**Occupation**

## 521234 Law Clerk

Performs specialised clerical work associated with legal practice and law courts.

**Alternative titles**

- Legal Assistant
- Paralegal

**Skill level: 3****Main tasks**

- Assists lawyers to prepare legal documents and correspondence
- Conducts legal research and gathers relevant information for cases
- Organises and maintains legal files and documents
- Drafts and proofreads legal documents such as contracts and agreements
- Assists in the preparation of court documents, filings, trial materials and exhibits
- Communicates with clients, witnesses and other parties involved in legal matters

**Occupation**

## 521235 Legal Secretary

Performs secretarial, clerical and other administrative tasks in support of Legal Professionals by applying knowledge of legal terminology, procedures and documents.

**Skill level:** 3

### Main tasks

- Prepares legal documents such as contracts, briefs and court forms
- Organises and maintains legal files and documents
- Conducts legal research and gathers relevant information
- Schedules appointments, meetings and court hearings for Legal Professionals
- Drafts correspondence and emails on behalf of Legal Professionals
- Assists in the preparation of legal bills and invoices

**Occupation**

## 521236 Trust Officer

Administers trusts, estates and settlements on behalf of beneficiaries.

**Alternative title**

- Trust Clerk

**Skill level:** 3

**Main tasks**

- Receives and reviews legal documents related to trusts, estates and settlements
- Identifies and verifies beneficiaries and their entitlements
- Communicates with beneficiaries to provide information and answer queries
- Manages and maintains trust accounts, including processing payments and distributions
- Prepares and files legal documents, such as trust agreements and estate inventories
- Conducts research and analysis to support decision-making related to trust administration
- Prepares financial reports and statements for beneficiaries and regulatory authorities
- Ensures compliance with legal and regulatory requirements
- Collaborates with legal and financial professionals
- Resolves disputes among beneficiaries or involved parties

**Minor Group**

## 522 Executive Assistants and Secretaries

Perform organisational, clerical, secretarial and other administrative tasks in support of Managers and Professionals.

Company Secretaries and Legal Secretaries are excluded from this minor group. Company Secretaries are included in Occupation 223931 Company Secretary. Legal Secretaries are included in Occupation 521235 Legal Secretary.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

### 5221 Secretaries (General)

Perform secretarial, clerical, organisational and administrative tasks in support of daily office operations.

Company Secretaries, Executive Assistants and Legal Secretaries are excluded from this unit group. Company Secretaries are included in Occupation 223931 Company Secretary. Executive Assistants are included in Occupation 522231 Executive Assistant. Legal Secretaries are included in Occupation 521235 Legal Secretary.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### 522131 Secretary (General)

Performs secretarial, clerical, organisational and administrative tasks in support of daily office operations.

Company Secretaries, Executive Assistants and Legal Secretaries are excluded from this occupation. Company Secretaries are included in Occupation 223931 Company Secretary. Executive Assistants are included in Occupation 522231 Executive Assistant. Legal Secretaries are included in Occupation 521235 Legal Secretary.

**Skill level: 3****Main tasks**

- Assists with document management, archiving and file maintenance
- Organises and manages appointments and schedules
- Manages enquiries, calls, messages and document preparation
- Welcomes and directs visitors and clients
- Assists with copying, scanning, emailing, notetaking and booking travel
- Performs other general clerical duties as requested
- May manage petty cash, maintain office supplies and coordinate equipment maintenance

**Unit Group**

## 5222 Executive Assistants

Provide high level support to individual executives, teams of executives, Managers and Professionals in organisations.

Company Secretaries, Legal Secretaries and Secretaries (General) are excluded from this unit group. Company Secretaries are included in Occupation 223931 Company Secretary. Legal Secretaries are included in Occupation 521235 Legal Secretary. Secretaries (General) are included in Occupation 522131 Secretary (General).

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

## 522231 Executive Assistant

Provides high level support to individual executives, a team of executives, Managers and/or Professionals in an organisation.

Company Secretaries, Legal Secretaries and Secretaries (General) are excluded from this occupation. Company Secretaries are included in Occupation 223931 Company Secretary. Legal Secretaries are included in Occupation 521235 Legal Secretary. Secretaries (General) are included in Occupation 522131 Secretary (General).

**Alternative title**

- Personal Assistant

**Skill level: 2****Main tasks**

- Acts as a proxy for the individual executives they support
- Organises and prepares for meetings, including gathering documents and attending to meeting logistics
- Drafts, reviews and sends communications on behalf of executives
- Coordinates travel arrangements
- Sets daily schedules for executives
- Prioritises and responds to emails
- Answers and returns phone calls
- May assist with personal tasks such as making doctor's appointments or handling family-related matters

**Sub-major Group**

## **53 Financial Services and Insurance Workers and Brokers**

Provide a wide range of financial services including providing advice and preparing insurance, loans, investments, cash reconciliation and financial paraplanning, conducting insurance investigations and assessments, and brokering financial sales and purchases.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

### **531 Financial Services and Insurance Workers and Brokers**

Provide a wide range of financial services including providing advice and preparing insurance, loans, investments, cash reconciliation and financial paraplanning, conducting insurance investigations and assessments, and brokering financial sales and purchases.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

#### **5311 Bank Officers**

Perform a range of duties for banks, building societies, credit unions and other financial institutions in person, over the phone and online, including customer service, cash reconciliations, loans and other services.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

##### **531131 Bank Officer**

Performs a range of duties for a bank, building society, credit union or other financial institution in person, over the phone or online, including customer service, cash reconciliations, loans and other services.

**Specialisations**

- Bank Teller
- Personal Banker

**Skill level: 3****Main tasks**

- Identifies customer needs and responds to customer enquiries on banking products, policies and services
- Assists customers with opening and closing accounts, updating account information, preparing documentation and online banking
- Ensures customers' forms are filled in correctly and checks customer identification documents
- Verifies records and receipts, reconciles cash balances, and identifies unusual transactions and behaviour

- Processes applications and payments of loans and mortgages, credit cards, term deposits, saving accounts and international money transfers
- Explains and promotes bank services and products to customers and refers them to appropriate financial services

**Unit Group**

## 5312 Credit and Loans Officers

Analyse, evaluate and process credit and loan applications.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 531231 Credit or Loans Officer

Analyses, evaluates and processes credit and loan applications.

**Alternative titles**

- Credit Analyst
- Lending Consultant
- Loans Consultant
- Loans Officer

**Skill level: 3****Main tasks**

- Analyses information about customers, and examines references, credit ratings, investment risks, pay slips and other information against predetermined policy standards
- Contacts financial and credit institutions to obtain information about customers
- Prepares papers setting out conditions of credit and loans, rates of repayments and loan periods, and provides information about customers' standing to financial and credit institutions
- Authorises the approval of credit and loan applications, and recommends credit and loan conditions and limits
- Keeps records of payments, and prepares routine letters requesting payment for overdue accounts and forwards these for legal action
- Answers enquiries concerning credit standing of customers, loan balances and penalties
- May recommend, approve and arrange mortgages

**Unit Group**

## 5313 Financial and Insurance Brokers

Operate as intermediaries to facilitate the sale and purchase of commodities and businesses, and arrange insurance and loans of money on behalf of clients.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 531331 Business Broker

Operates as an independent agent in the buying and selling of businesses.

Registration or licensing may be required.

**Skill level: 3****Main tasks**

- Identifies potential buyers and sellers of businesses, and evaluates businesses to determine their value and marketability
- Prepares marketing materials and listings, and manages administrative tasks related to the buying and selling of businesses
- Assists in the due diligence process for the sale of businesses
- Provides advice and guidance to clients on the buying and selling process, and facilitates negotiations between buyers and sellers

**Occupation**

## 531332 Commodities Trader

Operates as an independent agent to bring together buyers and sellers of commodities, negotiates private sales, and arranges sales through established marketplaces.

**Alternative title**

- Commodities Broker

**Specialisations**

- Energy Trader
- Grain Buyer
- Livestock Trader
- Media Buyer
- Water Broker/Trader
- Wool Broker

**Skill level: 2****Main tasks**

- Monitors commodity prices, trends and other factors affecting the supply and demand of commodities
- Negotiates the purchase and sale of commodities such as grain, wool, minerals and metals
- Initiates, negotiates and agrees on terms of commodity purchases and sales contracts
- Determines supply and demand, surveys market conditions, and analyses other economic forces in order to establish a market position

**Occupation**

## 531333 Finance Broker

Operates as an intermediary to perform finance negotiations, and arranges loans of money on behalf of clients.

Registration or licensing is required.

### Specialisations

- Asset Finance Broker
- Commercial Finance Broker
- Mortgage Broker

### Skill level: 2

### Main tasks

- Brokers complex and commercial leases, equipment finance, commercial finance, project finance and finance for property developers
- Arranges home loan mortgages, car and personal loans, debtor finance, refinancing and other types of finance for clients through banks, lenders, financiers and insurance companies
- Assists with the application process and negotiates with lenders on behalf of clients
- Determines the specific financial requirements of clients, and researches and reviews available finance products for suitability to meet clients' requirements
- Analyses clients' financial status, discusses financial options and develops financial strategies
- Prepares documents that set out the conditions of finance, repayments and loan periods

**Occupation****531334 Insurance Broker**

Provides advice on policies for life, fire, accident, health, industrial or other forms of insurance for a range of insurance companies. Registration or licensing is required.

**Skill level:** 2

**Main tasks**

- Interviews prospective clients to explain insurance policy conditions, risks covered, premium rates and benefits, and makes recommendations on the amount and type of cover
- Determines the specific insurance requirements of clients, and researches and reviews available insurance products for suitability to meet clients' requirements
- Arranges insurance for clients through insurance companies
- Identifies and advises on significant risk changes to clients' insurance

**Occupation**

## 531399 Financial and Insurance Brokers nec

This occupation group covers Financial and Insurance Brokers not elsewhere classified.

Registration or licensing may be required.

**Skill level:** 2

**Occupations in this group include:**

- Car Broker
- Investment Broker
- Shipbroker

**Unit Group**

## 5314 Insurance Consultants

Prepare and check documentation associated with a variety of insurance products.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 531431 Insurance Consultant

Prepares and checks documentation associated with a variety of insurance products.

**Alternative titles**

- Claims Consultant
- Insurance Clerk

**Skill level: 4****Main tasks**

- Assists customers to make informed decisions by explaining the features and benefits of various insurance products
- Processes insurance applications, adjustments to insurance cover, standard endorsements and insurance claims
- Liaises with key internal and external stakeholders in obtaining necessary information relating to insurance variations

**Unit Group**

## 5315 Insurance Investigators, Loss Adjusters and Risk Surveyors

Conduct investigations into insurance claims, assess damage and loss to insured property and businesses, estimate insurance costs, and inspect insured items and properties to evaluate conditions affecting underwriting standards.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 531531 Insurance Investigator

Conducts investigations into insurance claims to ensure their validity.

Registration or licensing is required.

**Skill level: 3****Main tasks**

- Examines scenes of incidents resulting in insurance claims to determine causes and effects
- Conducts interviews to assess the validity of claims and identify the parties responsible for accidents, damage and loss, and prepares statements and reports
- Inspects damaged buildings, equipment and motor vehicles
- Interprets policy coverage and determines if coverage applies to claims submitted
- Analyses data and information to identify patterns of fraudulent activity
- Collaborates with law enforcement agencies and other professionals to gather information and evidence
- Conducts surveillance and gathers evidence to support investigations

**Occupation**

## 531532 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**

- Insurance Assessor
- Insurance Loss Assessor

**Skill level:** 3

**Main tasks**

- Examines scenes of accidents resulting in insurance claims to determine the extent of loss and damage
- Interviews witnesses and claimants to obtain details required to assess the validity of claims and identify the parties responsible for accidents, damage and loss, and prepares statements and reports
- Estimates business losses resulting from fire, theft and other business disruptions
- Estimates the cost of repairs or replacement of damaged property
- Reports the extent of damage and estimated costs to the insurance company
- Provides advice on how to minimise the cost of claims

**Occupation**

## 531533 Insurance Risk Surveyor

Inspects items and properties to evaluate conditions affecting underwriting standards, and develops and promotes safety programs.

**Skill level:** 2

### Main tasks

- Inspects property, buildings and operations of commercial and industrial establishments to assess physical conditions and work practices
- Evaluates the adequacy of security, fire and related systems
- Prepares reports and recommends actions to reduce risks
- Compiles data that influences the determination of premium rates

**Unit Group**

## 5319 Other Financial Services and Insurance Workers and Brokers

This unit group covers Financial Services and Insurance Workers and Brokers not elsewhere classified. It includes Investment Administrators and Paraplanners.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience

**Occupation**

### 531931 Investment Administrator

Processes and analyses documentation, and maintains records of client accounts, investments, securities, transactions and registrations.

**Alternative titles**

- Investment Operations Analyst
- Investment Portfolio Administrator

**Specialisations**

- Fund Administrator
- Settlements Officer (Financial)

**Skill level: 2****Main tasks**

- Reviews, checks, verifies and issues documentation relating to onboarding clients, client information, transactions and client instructions
- Uses various operating and database systems to input, assess, reconcile, manipulate and output information
- Processes, calculates and allocates commissions, distributions, dividends, rebates and other financial transactions
- Investigates and responds to client and adviser queries
- May complete asset transfers, bookings, corporate actions, portfolio reconciliations, client reporting and settlements

**Occupation**

## 531932 Paraplanner

Provides administrative and client services assistance, and performs financial planning and analysis for Financial Advisers and planners.

**Alternative titles**

- Financial Adviser Assistant
- Financial Planning Assistant

**Skill level: 2****Main tasks**

- Assists with financial advice strategy development and the preparation of legally compliant advice documents
- Uses financial planning software programs and maintains client records
- Researches, compares, sources quotes and selects appropriate financial products
- May develop financial projections and modelling of client circumstances
- May coordinate and take notes in client meetings, and respond to client queries

**Sub-major Group**

## 54 Accounting and Related Clerks

Compile, record and process documents relating to financial transactions, creditors and debtors, operating costs and payrolls.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

### 541 Accounts Clerks, Estimators and Payroll Officers

Monitor creditor and debtor accounts, calculate and investigate the cost of wages, materials, overheads and other operating costs, and collect, organise and enter information into payroll systems to calculate pay and deductions of employees.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

#### 5411 Accounts Clerks

Monitor creditor and debtor accounts and undertake related routine documentation.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

##### 541131 Accounts Clerk

Monitors creditor and debtor accounts, and undertakes related routine documentation.

**Alternative title**

- Accounts Payable or Receivable Clerk

**Specialisations**

- Audit Clerk
- Investment Accounting Clerk

**Skill level: 4****Main tasks**

- Prepares and maintains accounting documents and records
- Prepares bank deposits and statements, and posts entries to general ledgers
- Reconciles accounts
- Summarises financial transactions, including expenditure and receipts
- Investigates and resolves invoice discrepancies
- Responds to internal and external account queries

**Unit Group**

## 5412 Estimators

Calculate and investigate the cost of wages, materials, overheads and other operating expenses.

Construction Estimators are excluded from this unit group. Construction Estimators are included in Occupation 312331 Construction Estimator.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 541231 Estimator

Calculates and investigates the cost of wages, materials, overheads and other operating expenses.

Construction Estimators are excluded from this occupation. Construction Estimators are included in Occupation 312331 Construction Estimator.

**Alternative title**

- Costing Officer

**Skill level: 4****Main tasks**

- Calculates, analyses and investigates the costs of proposed expenditure, wages and standard costs
- Prepares records of standard costs and values for items such as raw materials and packaging supplies
- Prepares quotes and contracts on jobs, materials and services
- Records cost variations and contract price movements

**Unit Group**

## 5413 Payroll Officers

Collect, organise and enter information into payroll systems to calculate pay and deductions of employees.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 541331 Payroll Officer

Collects, organises and enters information into payroll systems to calculate pay and deductions of employees.

**Alternative title**

- Payroll Clerk

**Skill level: 4****Main tasks**

- Creates and maintains employee records
- Processes payments to employees, including pay adjustments
- Prepares separation certificates or transfers
- Interprets and applies legislation, awards and enterprise agreements
- Maintains records relating to leave taken, overtime, promotions, transfers and other variations to wages or salaries and employment arrangements

**Minor Group**

## 542 Bookkeepers

Maintain and evaluate records of financial transactions in account books and computerised accounting systems. Ensure financial records comply with regulatory and legislative requirements. May prepare and lodge business activity statements on behalf of organisations.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

## 5421 Bookkeepers

Maintain and evaluate records of financial transactions in account books and computerised accounting systems. Ensure financial records comply with regulatory and legislative requirements. May prepare and lodge business activity statements on behalf of organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 542131 Bookkeeper

Maintains and evaluates records of financial transactions in account books and computerised accounting systems. Ensures financial records comply with regulatory and legislative requirements. May prepare and lodge business activity statements on behalf of organisations.

Registration or licensing may be required.

**Specialisations**

- Business Activity Statement (BAS) Agent
- Financial Administration Officer

**Skill level: 3****Main tasks**

- Keeps financial records, including invoices, and maintains and balances accounts
- Verifies recorded transactions, and reports on irregularities and business tax entitlements
- Prepares and produces financial statements and budget and expenditure reports, and analyses ledgers and accounting software packages using account books
- Provides government authorities with tax file numbers, superannuation payments and business activity statements

**Minor Group**

## 549 Miscellaneous Accounting and Related Clerks

This minor group covers Accounting and Related Clerks not elsewhere classified.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

### 5491 Other Accounting and Related Clerks

This unit group covers Accounting and Related Clerks not elsewhere classified. It includes Betting Clerks, Bookmakers and Debt Collectors.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

#### 549131 Betting Clerk

Records and processes customer bets, payments and payouts for horse and dog racing, and other sports and events.

Registration or licensing may be required.

**Specialisations**

- Betting Agency Counter Clerk
- Bookmaker's Clerk
- Telephone Betting Clerk

**Skill level: 5****Main tasks**

- Takes bets, receives payments and pays out on winnings
- Records and enters bets electronically and in transaction ledgers
- Issues tickets and prepares summaries of transactions
- Monitors amounts of money placed on race entrants
- Verifies the identity and account balances of betting agency customers
- Answers betting enquiries
- Monitors and intervenes to ensure gamblers are gambling responsibly
- May assist Bookmakers to provide oncourse betting services at race meetings

**Occupation**

## 549132 Bookmaker

Determines risk, offers odds, and accepts bets on the outcome of racing and other events.

Registration or licensing is required.

**Skill level: 4**

### Main tasks

- Determines risk and sets odds for various racing and other events
- Accepts bets from customers and records details of each transaction
- Calculates and pays out winnings to customers
- Monitors and manages betting activity to ensure compliance with regulations and policies
- Provides information and advice to customers regarding betting options and strategies
- Maintains accurate records of bets, payments and financial transactions

**Occupation**

## 549133 Debt Collector

Collects consumer, commercial, insurance and other forms of debt for clients, makes arrangements to settle overdue accounts, formalises payment arrangements, and follows up until accounts are fully paid.

Registration or licensing may be required.

**Alternative title**

- Debt Recovery Officer

**Specialisation**

- Collections Officer

**Skill level: 4****Main tasks**

- Liaises with clients, credit staff, accounts receivable departments, process servers, Private Investigators, Barristers, Solicitors, trustees, liquidators and other insolvency professionals to find solutions to payment problems
- Identifies, locates and notifies debtors of overdue accounts in writing, by telephone and in person, and arranges for payments to be made
- Traces addresses of debtors who have moved
- Arranges new repayment plans for debtors having difficulties making existing repayments, including identifying and assisting customers experiencing financial hardship
- Refers debtors' disputes to creditors
- Issues instructions for the commencement of legal action and enforcement to recover money
- Arranges for money and goods collected to be transferred to creditors, and prepares statements of account for creditors
- Records amounts collected and notes any further action required, including identifying and reporting suspicious matters under legislation
- Maintains accurate and compliant records for overdue accounts under collection, ensuring all relevant debtor information is obtained, verified and updated

**Sub-major Group**

## 55 Enquiry and Information Officers and Receptionists

Respond to requests for information, handle complaints and receive and greet people.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

### 551 Call Centre and Information Officers

Respond to telephone, internet and email enquiries and complaints, and promote the goods and services provided by organisations.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

#### 5511 Call and Contact Centre Workers

Answer customer telephone, internet and email enquiries about goods and services, promote the goods and services, and oversee teams of Call or Contact Centre Operators.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

##### 551131 Call or Contact Centre Operator

Answers customer telephone, internet and email enquiries about goods and services, and promotes the goods and services.

**Skill level: 4**

**Main tasks**

- Answers incoming calls, emails and messages, and assists customers with their specific enquiries
- Provides step-by-step guidance or instructions using established manuals and guides to help customers navigate through issues
- Identifies and escalates complex or unresolved issues to appropriate departments or supervisors
- Records and updates customer information, enquiries and interactions in the company's database
- Provides additional information about the goods and services on offer to create further interest
- Arranges the dispatch of goods, information kits and brochures to customers and interested parties

**Occupation**

## 551132 Call or Contact Centre Team Leader

Oversees and determines work requirements, monitors telephone calls, and coaches and allocates duties to Call or Contact Centre Operators.

**Alternative titles**

- Call Centre Supervisor
- Contact Centre Supervisor

**Specialisations**

- Call or Contact Centre Coach
- Call or Contact Centre Workforce Planner

**Skill level: 3****Main tasks**

- Guides and assists Call or Contact Centre Operators in resolving problems and addressing customer enquiries
- Provides hands-on coaching to enhance team performance
- Creates and manages staff rosters to meet performance targets
- Oversees team members to ensure efficient operations
- Listens to and evaluate calls conducted by centre operators and offers constructive feedback to improve performance

**Unit Group**

## 5512 Information Officers and Switchboard Operators

Respond to personal, written and telephone enquiries and complaints about an organisation's goods and services, provide information, establish telephone connections and redirect people to other sources.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 551231 Information Officer

Responds to personal, written and telephone enquiries and complaints about the organisation's goods and services, provides information, and refers people to other sources.

**Skill level: 4****Main tasks**

- Answers enquiries about goods and services, and provides information about their availability, location, price and related issues
- Responds to enquiries about problems and provides advice
- Records information about enquiries and complaints
- Refers complex enquiries to other sources

**Occupation**

## 551232 Switchboard Operator

Operates telecommunication switchboards and consoles to assist callers to establish telephone connections and receive caller enquiries and fault reports.

**Alternative title**

- Telephone Operator

**Skill level: 5****Main tasks**

- Operates switchboards and consoles to connect, hold, transfer and disconnect telephone calls
- Responds to caller enquiries by providing information such as telephone numbers, dialling codes, call costs, time delays and service difficulties
- Investigates operating system problems and informs maintenance services
- Alerts emergency services when required
- Records details and determines charges for designated types of calls
- May monitor the efficiency of systems and maintain service sampling records

**Minor Group**

## 552 Medical Receptionists and Ward Clerks

Greet patients and other clients in health facilities, respond to personal, telephone and written enquiries and requests, and record and process information required for admitting and discharging hospital patients.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

### 5521 Medical Receptionists

Greet patients and other clients in health facilities such as clinics, practices, centres and surgeries, and respond to personal, telephone and written enquiries and requests.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

#### 552131 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 enquiries and requests.

**Skill level: 4****Main tasks**

- Greets and welcomes patients and clients
- Schedules appointments for patients and manages the appointment calendar
- Assists with billing and payment processes
- Responds to enquiries and requests from patients and clients in person, over the phone and through written communication
- Registers patients by collecting and verifying personal and insurance information
- Coordinates with health care providers to ensure smooth patient flow
- Maintains patient records and ensures confidentiality of patient information
- Provides information to patients regarding clinic policies, procedures and services
- Handles and resolves patient complaints and concerns

**Unit Group**

## 5522 Ward Clerks

Record and process information required for admitting and discharging hospital patients, and respond to telephone enquiries.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 552231 Ward Clerk

Records and processes information required for admitting and discharging hospital patients, and responds to telephone enquiries.

**Alternative titles**

- Admissions Clerk
- Hospital Ward Clerk
- Patient Liaison Officer

**Skill level: 4****Main tasks**

- Welcomes patients and visitors, and directs them to the appropriate person or area
- Prepares and updates patients' medical records and charts prior to admission
- Manages patient administrative information, including payments and insurance details
- Records patient movements, transfers and discharges, liaising with other hospital departments and patient transport services
- Schedules tests or procedures for patients and arranges follow up appointments
- Responds to telephone enquiries and complaints
- Collates all relevant administrative and patient documentation on the ward
- May perform other clerical tasks such as data entry, filing and word processing

**Minor Group**

## 553 Receptionists

Receive and welcome visitors, guests and clients, and respond to enquiries and requests.

Medical Receptionists are excluded from this minor group. Medical Receptionists are included in Occupation 552131 Medical Receptionist.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

## 5531 Receptionists (General)

Greet clients and visitors, and respond to personal, telephone, email and written enquiries and requests.

Hotel and Motel Receptionists and Medical Receptionists are excluded from this unit group. Hotel and Motel Receptionists are included in Occupation 553231 Hotel or Motel Receptionist. Medical Receptionists are included in Occupation 552131 Medical Receptionist.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 553131 Receptionist (General)

Greets clients and visitors, and responds to personal, telephone, email and written enquiries and requests.

**Skill level: 4**

**Main tasks**

- Greets and welcomes visitors, customers or clients, and directs them to the appropriate person or department
- Arranges and records details of appointments, including the management of changes, cancellations and rescheduling where necessary
- Receives, sorts and distributes incoming mail and packages
- Maintains and organises the reception desk and waiting areas
- Answers enquires and provides information on the goods, services and activities of the organisation
- Relays messages or information between staff and departments

**Unit Group**

## 5532 Hotel and Motel Receptionists

Greet and check in guests, and look after their needs on arrival and during their stay in hotels and motels.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 553231 Hotel or Motel Receptionist

Greets and checks in guests, and looks after their needs on arrival and during their stay in a hotel or motel.

**Specialisation**

- Hotel Night Auditor

**Skill level: 4****Main tasks**

- Welcomes guests and checks them in upon arrival
- Provides information to guests about hotel facilities, services and local attractions
- Handles guest enquiries and resolves any issues or complaints
- Takes and processes guest reservations and cancellations
- Handles cash and credit card transactions for guest payments
- Coordinates with housekeeping and maintenance staff to ensure guest rooms are clean and in good condition
- Maintains guest records and updates information in the establishment's booking system

**Sub-major Group**

## 56 General Clerical Workers

Perform general administrative, data entry and transcription tasks.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

## 561 General Clerical Workers

Perform general administrative, data entry and transcription tasks.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

## 5611 General Clerks

Perform a range of clerical and administrative tasks.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 561131 General Clerk

Performs a range of clerical and administrative tasks.

**Skill level: 4****Main tasks**

- Records, prepares, classifies and files information
- Sorts, opens and sends mail
- Copies, sends and files documents
- Prepares routine correspondence and reports
- Maintains office supplies and equipment
- Answers and transfers telephone calls, or takes messages
- Schedules appointments
- Provides information to customers about services

**Unit Group**

## 5612 Data Entry Operators and Transcriptionists

Record, reproduce, input and transcribe text, data and the spoken word to generate documents for storage, processing, publication and transmission.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 561231 Data Entry Operator

Operates a keyboard to input and transfer data into a computer for storage, processing and transmission.

**Alternative title**

- Data Processing Operator

**Skill level: 4****Main tasks**

- Enters and codes data to process and store information
- Retrieves and updates data using digital software
- Monitors and maintains databases for accuracy
- Prepares reports and material for publication

**Occupation**

## 561232 Machine Shorthand Reporter

Records and reproduces the spoken word in court and parliamentary proceedings, television programming and for the deaf and hard of hearing using handwritten shorthand, stenotype shorthand machines, computer-assisted transcription software, and sound recording equipment.

### Specialisations

- Braille Transcriber
- Court Reporter
- Hansard Reporter
- Realtime Reporter
- Stenocaptioner

### Skill level: 4

### Main tasks

- Records proceedings in shorthand using computerised equipment and shorthand writing machines
- Transcribes recorded information
- Proofreads and corrects transcripts
- Reproduces the spoken word, environmental sounds and song lyrics as captions in audiovisual productions
- May read portions of transcripts during proceedings

**Occupation**

## 561233 Word Processing Operator

Operates a computer to type, edit and generate a variety of documents and reports.

**Alternative title**

- Typist

**Skill level: 4****Main tasks**

- Prepares documents and reports using word processing software
- Transcribes information recorded in shorthand or on audio equipment
- Ensures accuracy in typing, spelling, grammar and formatting
- Proofreads and edits documents for accuracy and clarity

**Sub-major Group**

## 57 Supply Chain Support Workers

Coordinate the purchasing, receipt, recording, monitoring, storage and distribution of goods, and the clearance and collection of imported cargo and shipment of cargo for export.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

### 571 Supply Chain Support Workers

Coordinate the purchasing, receipt, recording, monitoring, storage and distribution of goods, and the clearance and collection of imported cargo and shipment of cargo for export.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

#### 5711 Logistics Officers

Verify and maintain records of incoming and outgoing goods in warehouses and distribution centres, and prepare goods for dispatch.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

##### 571131 Logistics Officer

Verifies and maintains records of incoming and outgoing goods in a warehouse or distribution centre, and prepares goods for dispatch.

**Alternative titles**

- Dispatch Officer
- Logistics Coordinator

**Skill level: 4****Main tasks**

- Identifies items and containers of incoming and outgoing shipments, and verifies them against consignment records
- Ensures outgoing shipments are in good condition and meet specifications
- Arranges internal distribution of goods received
- Organises the dispatch of goods with completed documentation
- Maintains prescribed records of goods received and dispatched

**Unit Group**

## 5712 Order Clerks

Receive and process incoming orders for goods and services from inside or outside organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 571231 Order Clerk

Receives and processes incoming orders for goods and services from inside or outside an organisation.

**Alternative titles**

- Customer Orders Clerk
- Sales Order Clerk

**Specialisations**

- Internal Salesperson
- Mail Order Clerk

**Skill level: 4****Main tasks**

- Receives, checks and records sales orders
- Checks sales orders against inventory records and stock on hand, and prepares invoices
- Provides price and product information to customers
- Complies with operational procedures for receiving, handling, storing and shipping goods

**Unit Group**

## 5713 Procurement and Purchasing Officers

Prepare orders and coordinate the procurement of materials, products and services.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 571331 Procurement Officer

Organises and coordinates the procurement of materials, products and services for an organisation.

**Skill level: 4****Main tasks**

- Plans for the purchase of equipment, services and supplies
- Reviews, compares, evaluates and approves products and services
- Maintains inventories, accurate records and supplier information
- Prepares budgets, cost analyses and reports
- Monitors the organisation's procurement policies and procedures

**Occupation**

## 571332 Purchasing Officer

Prepares purchase orders, monitors supply sources, and assists in maintaining relationships with suppliers.

Procurement Officers are excluded from this occupation. Procurement Officers are included in Occupation 571331 Procurement Officer.

**Skill level: 4**

### Main tasks

- Investigates and identifies supply sources, and prepares and processes purchase orders
- Consults with suppliers, invites tenders and reviews quotations
- Maintains inventories, accurate records and supplier information
- Purchases equipment and materials, business services, and land or access rights
- Receives and checks purchase requests against inventory records and stock on hand

**Unit Group**

## 5714 Stock Clerks

Monitor stock levels and maintain stock, order and inventory records.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 571431 Stock Clerk

Monitors stock levels and maintains stock, order and inventory records.

**Alternative titles**

- Stock Control Clerk
- Stores Clerk

**Specialisations**

- Inventory Clerk
- Supply Clerk

**Skill level: 4****Main tasks**

- Confirms completion of orders and compliance with specified details, and signs tally sheets and attaches to checked items
- Checks inventory records and stock on hand against purchase and sales orders
- Counts incoming stock and reconciles it with purchase orders
- Updates inventory and stock location records
- Complies with operational procedures for receiving, handling, storing and shipping goods

**Unit Group**

## 5715 Warehouse Administrators

Administer and coordinate storage and distribution operations within organisations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 571531 Warehouse Administrator

Administers and coordinates storage and distribution operations within an organisation.

**Skill level: 4****Main tasks**

- Maintains inventory records and ensures accuracy of stock levels
- Coordinates the receipt, storage and dispatch of goods
- Monitors and controls stock movements and inventory levels
- Prepares and maintains documentation related to stock control and distribution
- Conducts regular stocktakes and reconciles discrepancies
- Implements improvements to warehouse operations

**Unit Group**

## 5719 Other Supply Chain Support Workers

This unit group covers Supply Chain Support Workers not elsewhere classified. It includes Freight Forwarders and Production Coordinators (Logistics).

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 571931 Freight Forwarder

Arranges collection of imported cargo from customs and bond stores, and accepts and prepares shipments of cargo for domestic or international destinations.

Customs Brokers are excluded from this occupation. Customs Brokers are included in Occupation 599932 Customs Broker.

**Skill level: 4****Main tasks**

- Examines shipping documents and verifies cargo to be released
- Records customs clearance requirements and authorises collection of cargo
- Receives details of outgoing cargo, and arranges bookings of freight space and collection or delivery of goods

**Occupation**

## 571932 Production Coordinator (Logistics)

Records and coordinates the flow of work and materials between departments, examines orders for goods, and prepares production schedules.

**Skill level:** 4

### Main tasks

- Requisitions supplies from stock and sends orders to production departments and other firms
- Confirms completion of orders and compliance with details specified, and signs tally sheets and attaches to checked items
- Receives and checks purchase requests against inventory records and stock on hand
- Examines orders and compiles data for production schedules
- Checks inventories and prepares delivery schedules

**Sub-major Group**

## 59 Other Clerical and Administrative Workers

This sub-major group covers Other Clerical and Administrative Workers not elsewhere classified. It includes Inspectors and Regulatory Officers.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

### 591 Inspectors and Regulatory Officers

Conduct inspections and process applications to ensure compliance with regulations and policies.

Primary products assurance and inspection officers and Safety Inspectors are excluded from this minor group. Primary products assurance and inspection officers are included in Unit Group 3111 Agricultural Technicians and Inspection Officers. Safety Inspectors are included in Occupation 312234 Safety Inspector.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

### 5911 Inspectors and Regulatory Compliance Officers

Inspect, monitor and ensure compliance with government and corporate regulations and standards.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

#### 591131 Aerodrome Reporting Officer

Monitors, maintains and reports on airfield conditions, including weather, runway conditions and air traffic to ensure safe aviation operations.

Registration or licensing may be required.

**Alternative title**

- Airport Reporting Officer

**Skill level: 4****Main tasks**

- Inspects airfields to check the condition of runways, visual aids, lighting and for the presence of off-aerodrome hazards, and reports findings
- Supervises and facilitates the safety of airport works and work site access

- Participates in airport emergency planning and response
- Manages airport wildlife hazards, including the use of repellents, deterrents and culling
- Communicates hazards to pilots and other air workers

**Occupation**

## 591132 Council Ranger

Investigates complaints and enforces local government and state legislation relating to matters such as animal control, illegal dumping, overgrown vegetation and parking regulation.

Registration or licensing may be required.

Park Rangers are excluded from this occupation. Park Rangers are included in Occupation 244334 Park Ranger.

### Alternative titles

- City Ranger
- Local Government Ranger

### Specialisation

- Animal Control Officer

### Skill level: 4

### Main tasks

- Patrols, inspects and enforces regulations for companion animals, such as leash laws and registration requirements, and manages complaints about nuisance animals
- Monitors and enforces regulations related to issues such as littering, illegal dumping, and protection of natural habitats
- Patrols public areas to ensure compliance with safety regulations through actions such as monitoring parking, enforcing fire bans and ensuring compliance with alcohol consumption laws in public places
- Educates the community about local laws and regulations, such as noxious weeds and responsible pet ownership, and participates in community events and initiatives
- Assists with evacuation procedures, coordinating responses and providing support to affected communities in emergency situations

**Occupation**

## 591133 Electrical Asset Inspector

Inspects, tests and reports on electricity network assets, including power poles, cables, overhead conductors and public lighting. Registration or licensing may be required.

Electrical installation inspectors are excluded from this occupation. Electrical installation inspectors are included in Occupation 312231 Building Inspector.

**Skill level: 4****Main tasks**

- Inspects electricity network assets to check for signs of damage or deterioration, and verifies compliance with safety standards
- Performs tests and measurements such as thermal imaging, voltage measurement or corona discharge detection, to identify faults in the electricity network
- Compiles reports of inspection findings and provides recommendations for maintenance, repairs or replacement
- Collaborates with maintenance teams to schedule and prioritise necessary repairs or upgrades

**Occupation**

## 591134 Invasive Pest, Weed and Disease Inspector

Inspects and monitors plants, animals, land and water for invasive pests and diseases, and organises for their control or eradication.

**Alternative titles**

- Biosecurity Officer (Weeds and Pests)
- Noxious Weed and Pest Inspector

**Skill level: 4****Main tasks**

- Conducts inspections to identify invasive pests, weeds and diseases, and determines treatment and management actions
- Collects and analyses data on the presence and spread of invasive pests, weeds and diseases
- Develops and implements control and eradication strategies for invasive pests, weeds and diseases
- Coordinates and liaises with relevant stakeholders and authorities to ensure effective control and eradication measures
- Provides advice and guidance to landowners and the public on the management and prevention of invasive pests, weeds and diseases
- Conducts surveys to assess the impact of invasive pests, weeds and diseases
- Monitors and evaluates the effectiveness of control and eradication programs

**Occupation**

## 591135 Meter Reader

Reads electric, gas or water meters, records usage, inspects meter and connections for defects and damage, and reports irregularities.

**Skill level:** 5

### Main tasks

- Conducts meter readings consistent with designated routes and special meter read requests
- Inspects and monitors meters for damage and abnormal usage
- Inputs meter reading data into handheld devices
- Supports the account and collection process
- Assists in the coordination of meter reads to meet billing deadlines as required

**Occupation**

## 591136 Motor Vehicle Licence Examiner

Tests motor vehicle driving licence applicants, and issues learner's permits and probationary licences.

Registration or licensing is required.

**Skill level: 4**

### Main tasks

- Tests applicants' ability to operate a motor vehicle by administering written tests to assess understanding of road rules and traffic signs
- Provides feedback to applicants on their test results
- Issues learner's permits and probationary licences to successful applicants
- Stays updated on road rules and regulations

**Occupation**

## 591137 Parking Officer

Patrols assigned areas and issues parking infringement notices to owners of vehicles that are illegally parked.

**Alternative title**

- Parking Inspector

**Skill level: 5****Main tasks**

- Patrols street parking and car parks in accordance with parking plans
- Checks vehicles for valid parking tickets and records how long they have been in free parking areas
- Uses handheld devices to issue and manage parking infringements, and provide data on revenue and parking usage
- Checks for proper use of permits in special use zones and loading zones
- Arranges to have illegally parked vehicles towed away
- Assists with asset maintenance of parking equipment, including ticketing machines, lighting, boom gates and signage
- Assists council with asset management of roads, paths, signs and other roadside equipment
- Assists police with matters of stolen, abandoned or damaged vehicles
- May give evidence in court if someone appeals the infringement notice

**Occupation**

## 591138 Transport Revenue Officer

Enforces public transport regulations, ensures fare compliance, and monitors safety on public transport networks.

**Alternative title**

- Authorised Transport Officer

**Skill level: 5****Main tasks**

- Conducts regular ticket inspections on public transport to ensure passengers have valid tickets and concession entitlements, and may issue fines to those without
- Provides assistance and information to passengers regarding ticketing options, routes and schedules, including during special events and service disruptions
- Monitors for potential safety or security threats, or suspicious behaviour on public transport networks, and may issue fines for disruptive or unsafe behaviour
- Collaborates with law enforcement agencies to address fare evasion issues and ensure passenger safety
- Maintains accurate records and documentation of fare evasion incidents, fines issued, and other relevant information

**Occupation**

## 591141 Water Inspector

Monitors the allocation and use of water from water resources such as streams, rivers and underground sources.

**Skill level: 4**

### Main tasks

- Monitors and conducts inspections of water resources to ensure user compliance with regulations and water allocation plans
- Conducts site inspections and collects water samples to facilitate the assessment of water quality and identification of potential issues
- Receives and assesses applications for licences to use water
- Conducts audits of water licence allocations
- Investigates complaints and reports of water misuse or unauthorised water use
- Provides advice and guidance to water users on sustainable water use practices

**Unit Group**

## 5912 Regulatory Administration and Assessment Officers

Assess and process applications to ensure compliance with legislation, and support the public to navigate administrative processes such as for social security, taxation or visa processing purposes.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 591231 Social Security Assessor

Assesses social welfare claims and entitlements under government legislation, and investigates fraud and suspected breaches of legislation.

**Skill level: 4****Main tasks**

- Assesses social welfare claims and determines eligibility for benefits based on policy guidelines
- Interviews claimants to gather information and evidence for assessment
- Reviews and analyses documentation and evidence
- Conducts investigations into suspected fraud and breaches of legislation
- Collaborates with other agencies and departments to gather information and evidence
- Provides advice to claimants on their entitlements and obligations
- Maintains accurate assessment and investigation records
- Prepares reports for management and legal proceedings
- Stays updated on changes in legislation and policy related to social welfare

**Occupation**

## 591232 Taxation Compliance Officer

Inspects and assesses taxation returns to ensure compliance with government legislation, and investigates suspected breaches of taxation legislation.

**Skill level:** 4

### Main tasks

- Conducts taxation return audits to verify the accuracy and completeness of reported income and deductions, and to ensure compliance with government legislation
- Investigates suspected breaches of taxation legislation, gathers evidence, and calculates and assesses tax liabilities and penalties for non-compliance
- Prepares reports and recommendations based on findings from audits and investigations
- Provides advice to taxpayers on tax compliance and obligations
- Collaborates with government agencies and law enforcement authorities in cases of suspected tax evasion or fraud

**Occupation**

## 591233 Visa and Citizenship Processing Officer

Interprets and applies immigration legislation and policy to facilitate migration, and prevent the circumvention of border controls by assessing and determining the status of visa or citizenship processes.

**Skill level:** 4

### Main tasks

- Conducts interviews and investigations to gather credible information from applicants to support decision-making
- Identifies and investigates integrity, fraud and legislative non-compliance issues when processing visa or citizenship cases
- Communicates with applicants and relevant stakeholders to provide updates regarding visa or citizenship application processes and requirements
- Maintains accurate and up-to-date records of visa or citizenship applications and related documentation
- Remains informed about changes in legislation and policy to ensure accurate and consistent application processing

**Unit Group**

## 5919 Other Inspectors and Regulatory Officers

This unit group covers Inspectors and Regulatory Officers not elsewhere classified.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 591999 Inspectors and Regulatory Officers nec

This occupation group covers Inspectors and Regulatory Officers not elsewhere classified.

**Skill level: 4****Occupations in this group include:**

- Mobile Speed Camera Operator
- Track Inspector
- Trade Mark Examiner
- Train Examiner
- Weights and Measures Inspector

**Minor Group**

## 599 Miscellaneous Clerical and Administrative Workers

This minor group covers Clerical and Administrative Workers not elsewhere classified. It includes Filing and Registry Clerks and Library Assistants, Human Resources Assistants and Mail Sorters.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

## 5991 Filing and Registry Clerks and Library Assistants

Process and handle information and documents to maintain access to, and security of, database and record management systems.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

## 599131 Filing or Registry Clerk

Processes and handles information and documents to maintain access to, and security of, database and record management systems.

**Alternative title**

- Records Clerk

**Specialisation**

- Medical Record Clerk

**Skill level: 5****Main tasks**

- Processes incoming documents and information according to database and record management systems
- Ensures accuracy and completeness of documents
- Provides support in accessing documents
- Records file and document movements
- Conducts audits to ensure database integrity
- Assists in disposal and archiving of documents
- Stays updated on filing practices and technologies

**Occupation**

## 599132 Library Assistant

Assists with routine enquiries, operates library management systems, processes and shelves library items, and assists with promotional activities.

**Alternative titles**

- Library Customer Service Officer
- Library Officer
- Library Services Officer

**Skill level: 4****Main tasks**

- Operates library management systems to enable library users to borrow items
- Sorts and shelves returned items
- Maintains, locates and retrieves library items on request
- Inspects returned physical items for damage and makes minor repairs
- Undertakes routine troubleshooting of library equipment
- Responds to routine enquiries from library users
- Assists with the preparation of displays and promotional activities

**Unit Group**

## 5992 Human Resources Assistants

Create and maintain personnel records and work rosters.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 599231 Human Resources Administration Assistant

Maintains and updates personnel records, such as information on transfers and promotions, employee leave taken and accumulated, salaries, superannuation, taxation, qualifications and training.

**Alternative title**

- HR Administration Assistant

**Specialisation**

- Psychological Examiner (Army)

**Skill level: 4****Main tasks**

- Updates information on leave taken and accumulated, employment history, salaries, superannuation, taxation, qualifications and training
- Creates records for newly appointed workers and checks records for completeness
- Processes applications for employment and promotions, and advises applicants of results
- Receives and answers enquiries about employment entitlements and conditions
- Sends out announcements of job openings and job examinations
- Issues job application forms
- Compiles data from personnel records and prepares reports
- Stores and retrieves personnel records and files on request

**Occupation**

## 599232 Rostering Officer

Maintains and manages an effective and up-to-date roster, and takes into account individual worker contract hours.

Call or contact centre workforce planners are excluded from this occupation. Call or contact centre workforce planners are included in Occupation 551132 Call or Contact Centre Team Leader.

### Alternative titles

- Roster Clerk
- Workforce Planner

### Skill level: 4

### Main tasks

- Assists in the creation of rosters, taking into account individual worker contract hours
- Administers, edits, maintains and manages rosters as advised by Managers, to ensure compliance with enterprise agreements
- Backfills any vacant positions due to unplanned leave, such as sick leave and bereavement leave, or any full-time equivalent deficits
- Arranges redeployment of appropriately qualified staff to identified areas of need
- Communicates with employees regarding roster changes and availability for shift coverage
- Completes internal documentation regarding rosters, staff details or attendance preferences as required

**Unit Group**

## 5993 Mail Sorters

Receive, sort and dispatch mail in organisations and postal sorting centres.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 599331 Mail Clerk

Collects, sorts and dispatches mail within an organisation.

**Alternative title**

- Mail Officer

**Skill level: 5****Main tasks**

- Collects, sorts and dispatches incoming mail
- Prepares outgoing mail for delivery
- Operates mail processing equipment
- Maintains mail records
- Assists with bulk mailing and special deliveries
- Resolves mail delivery issues
- Maintains mailroom supplies and equipment

**Occupation**

## 599332 Postal Sorting Officer

Receives, sorts and dispatches mail in a post office or postal sorting centre.

**Specialisation**

- Parcel Post Officer

**Skill level:** 5

**Main tasks**

- Receives and sorts incoming mail
- Operates sorting machines to categorise mail
- Prepares mail for delivery
- Identifies mail requiring special handling or additional services
- Maintains records of mail received, sorted and dispatched
- Assists customers with enquiries about postal services
- Investigates complaints regarding lost items

**Unit Group**

## 5999 Other Miscellaneous Clerical and Administrative Workers

This unit group covers Clerical and Administrative Workers not elsewhere classified. It includes Clinical Coders, Customs Brokers, Facilities Administrators, Production Assistants (Audio, Screen or Live Performance), Production Coordinators (Audio, Screen or Live Performance), Radio Dispatchers, Strata Managers, Survey Interviewers and Union Organisers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 599931 Clinical Coder

Assigns clinical codes to narrative descriptions of patients' diseases, operations and procedures in accordance with recognised classification systems to allow for easy storage, retrieval and analysis of health data.

**Skill level: 3****Main tasks**

- Reviews patients' medical records and extracts relevant information
- Assigns appropriate codes to diagnoses, procedures and other medical information, using recognised classification systems
- Ensures accuracy and completeness of coded data
- Collaborates with Health Professionals to clarify documentation and obtain additional information as needed
- Conducts regular audits to ensure compliance with coding guidelines and standards
- Generates reports and statistical analysis based on coded data

**Occupation**

## 599932 Customs Broker

Coordinates the import and export of products or commodities into and out of a country, arranges clearance of these products, and advises individuals and companies about international trade, entry procedures, valuation, classification and duties, biosecurity requirements, tariffs and taxes.

Registration or licensing is required.

**Skill level: 2****Main tasks**

- Provides organisations with information and paperwork to ship their goods out of the country, and helps businesses import goods successfully by clearing customs
- Provides information to customers on custom tariffs, tariff classifications and concessions, and methods of clearing goods, and calculates storage and clearance charges
- Ensures compliance with biosecurity and other requirements
- Arranges permissions, licences or other approvals to ensure the smooth importation of particular types of goods

**Occupation**

## 599933 Facilities Administrator

Provides assistance to ensure the day-to-day smooth operation of a building's infrastructure through administrative support, including budgeting, procurement negotiation, and contractor liaison and documentation, as well as coordination of staff and office equipment during relocation, and at times supervision and physical assistance with maintenance tasks.

**Alternative titles**

- Facilities Assistant
- Facilities Coordinator
- Facilities Officer

**Skill level: 4****Main tasks**

- Supports the management of site facilities including fit-outs, relocations and general maintenance
- Assists in the location and provisioning of staff within a facility
- Assists with site safety, operations and projects
- Assists with on-site maintenance
- Keeps records and schedules of purchases, equipment, maintenance and contractors
- Ensures cost-effective support services for a facility
- Receives and tracks delivery of goods

**Occupation**

## 599934 Production Assistant (Audio, Screen or Live Performance)

Provides administrative support, message and script delivery, catering services, and assistance with transportation, equipment and scheduling for film, television, radio or live performance productions.

**Alternative title**

- Production Runner

**Specialisation**

- Director's Assistant (Audio, Screen or Live Performance)

**Skill level: 4****Main tasks**

- Assists with the coordination and scheduling of production, animation or post-production activities
- Acts as a messenger or liaison person for production crew and directors
- Obtains refreshments and catering for cast and crew
- Notifies crew of changes in script, production, post-production or animation arrangements
- Assists in the setting up and dismantling of film and television sets and other workspaces
- Compiles files and records, such as stills, personnel worksheets and talent releases
- Organises, distributes and maintains production files, documents and records
- Maintains production calendars and other administrative documents

**Occupation**

## 599935 Production Coordinator (Audio, Screen or Live Performance)

Organises and coordinates the production office to support producers in the delivery of film, television, radio or live performance productions.

**Skill level:** 3

### Main tasks

- Oversees and manages production assistants and production runners
- Coordinates and schedules travel arrangements for cast and crew
- Organises accommodation for cast and crew during production and for post-production
- Arranges work permits and visas for international cast and crew
- Creates and maintains shooting, animation or post-production schedules
- Liaises with various departments to ensure a smooth production process
- Manages logistics and transportation for equipment and materials
- Coordinates with location scouts to secure shooting locations
- Tracks and manages production expenses and budgets

**Occupation**

## 599936 Radio Dispatcher

Provides radio and communications services for the coordination of operational units in transport, courier, emergency, security, rescue and road service organisations.

Registration or licensing may be required.

### Alternative titles

- Communications Controller
- Control Room Operator

### Skill level: 4

### Main tasks

- Receives and relays radio or telecommunications messages from operational units, customers or the public
- Coordinates communications between operational units
- Records critical information from emergency, routine and administrative calls
- Relays information to enable appropriate resources and personnel to be deployed
- Maintains communication and provides guidance to callers during emergency situations

**Occupation**

## 599937 Strata Manager

Provides administrative services to strata communities and manages designated functions relating to common property, such as lifts, basements, gardens and roofs, on behalf of owners.

Registration or licensing may be required.

### Alternative titles

- Body Corporate Manager
- Strata Community Manager

### Skill level: 2

### Main tasks

- Manages and coordinates the administrative functions of strata communities on behalf of owners
- Implements and enforces rules, regulations and maintenance schedules for common strata property
- Oversees the maintenance and repair of common strata property, such as roofs, lifts, basements, air conditioning and heating systems
- Collects levies and manages budgets and financial resources for the maintenance and repair of common property
- Liaises with owners, tenants and contractors to address issues and resolve disputes
- Provides advice and guidance to owners and tenants on strata community rules and relevant strata title legislation and regulations
- Represents the strata community in meetings, negotiations and interactions with external stakeholders

**Occupation**

## 599938 Survey Interviewer

Interviews people and records their responses to survey and market research questions on a range of topics.

**Alternative title**

- Interviewer

**Specialisation**

- Market Research Interviewer

**Skill level: 5****Main tasks**

- Contacts individuals to gather information in person or by telephone
- Administers questionnaires on an area of interest following a set format
- Records responses to questions on paper or electronically
- Tracks the distribution and collection of questionnaires to addresses, businesses or people
- Communicates the importance of survey participation and explains relevant privacy policies
- May interview people at random in public settings

**Occupation**

## 599941 Union Organiser

Oversees, organises and promotes union recruitment, operations, mass meetings and communications. Provides advice to union officials, delegates and representatives, and represents union members in industrial relations disputes or other proceedings. Acts on behalf of their union members to negotiate working conditions, wages and employment opportunities.

**Specialisation**

- Union Official

**Skill level: 3****Main tasks**

- Oversees and promotes union operations
- Recruits new members to the union
- Advocates for reform or regulation of industry
- Provides advice to other union officials
- Develops effective structures, including union members' communications, at worksites
- Runs mass meetings with union members
- Identifies and develops new and existing delegates, and health and safety representatives
- Uses knowledge of legislation, awards, collective agreements, employment contracts and wage payment systems to represent union members in industrial relations disputes and assist in disciplinary proceedings, tribunals and courts
- Represents union members in negotiations or at conferences
- Visits union members at their place of work to check conditions

**Occupation**

## 599999 Clerical and Administrative Workers nec

This occupation group covers Clerical and Administrative Workers not elsewhere classified.

**Skill level: 4**

**Occupations in this group include:**

- Cash Processor
- Coding Clerk
- Education Consultant (Student Information)
- Examination Supervisor
- Statistical Clerk
- Travel Clerk

**Major Group**

## **6 Sales Workers**

Sell goods, services and property, and provide sales support in areas such as operating cash registers and displaying and demonstrating goods.

ICT and Technical Sales Representatives are excluded from this major group. ICT and Technical Sales Representatives are included in Unit Group 2216 Technical Sales Representatives.

**OSCA skill level**

The occupations in this major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Sub-major Group**

## **61 Sales Support Workers**

Provide assistance to retailers, wholesalers and sales staff by undertaking support activities such as operating cash registers, and promoting and displaying products.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

## **611 Checkout Operators**

Operate cash registers and point of sale systems to receive payments for goods purchased by customers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

## **6111 Checkout Operators**

Operate cash registers and point of sale systems to receive payments for goods purchased by customers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

## **611131 Checkout Operator**

Operates cash registers and point of sale systems to receive payments for goods purchased by customers.

Cash Processors, Office Cashiers and Service Station Console Operators are excluded from this occupation. Cash Processors and Office Cashiers are included in Occupation 599999 Clerical and Administrative Workers nec. Service Station Console Operators are included in Occupation 631631 Service Station Attendant.

**Alternative title**

- Cashier

**Skill level: 5****Main tasks**

- Operates cash registers and point of sale systems in an establishment that sells goods or services
- Handles cash and digital transactions, and calculates and provides correct change to customers, following all cash handling and security procedures
- Scans and processes items for purchase, and ensures that all items are properly scanned and priced
- Assists customers with bagging and packing their purchases
- Answers customer enquiries and provides information about products and services
- Maintains cleanliness and organisation of checkout area
- Escalates customer complaints or issues regarding payments or transactions to appropriate personnel
- Compares recorded sales with the cash in the register and total digital transactions, reporting any discrepancies to a supervisor

**Minor Group**

## 619 Miscellaneous Sales Support Workers

This minor group covers Sales Support Workers not elsewhere classified. It includes Product Promotion Workers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

## 6191 Product Promotion Workers

Promote products and services by supporting marketing campaigns, demonstrating and displaying products, and telemarketing to customers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

## 619131 Marketing Assistant

Supports campaigns and undertakes marketing-related administrative duties under the direction of Marketing Managers, marketing executives and/or Marketing Specialists.

**Skill level: 4****Main tasks**

- Creates, collates and distributes marketing material
- Supports the marketing team in executing marketing strategies and campaigns
- Supports market research studies, opinion surveys and needs assessments
- Performs data entry and analysis
- Monitors and reports on key metrics
- Assists with social media to market products

**Occupation**

## 619132 Model

Wears and displays clothing and accessories, and poses for photographs, paintings, sculptures and other types of art.

**Skill level:** 5

### Main tasks

- Prepares for photoshoots, runways and other events by researching and understanding the design concept and desired look
- Takes creative direction from photographers and art directors
- Poses in various positions and angles to capture the desired image
- Expresses emotions and conveys a specific mood or message through facial expressions and body language
- Showcases clothing and accessories in a professional and appealing manner
- Collaborates with artists, photographers, designers and stylists to achieve the desired look for photoshoots or events

**Occupation**

## 619133 Sales Demonstrator

Displays and demonstrates goods at commercial premises, exhibitions and private homes.

**Alternative title**

- Merchandiser

**Skill level:** 5

**Main tasks**

- Sets up displays of products at commercial premises, exhibitions and private homes
- Demonstrates the features and benefits of goods to potential customers
- Explains specifications, pricing and warranty information to customers
- Offers samples, pamphlets and catalogues advertising goods for sale to customers
- Takes orders and payments from customers, or directs customers to sales counters
- Maintains inventory of demonstration materials and ensures they are in good working condition

**Occupation****619134 Telemarketer**

Telephones existing and prospective customers to promote goods and services, and obtain sales or arrange sales visits.

Call and Contact Centre Operators are excluded from this occupation. Call and Contact Centre Operators are included in Occupation 551131 Call or Contact Centre Operator.

**Skill level: 5**

**Main tasks**

- Makes outbound calls to existing and potential customers to promote products and services
- Adheres to scripts and guidelines to provide information about products and services to customers over the phone
- Maintains a high level of product knowledge to effectively communicate with customers
- Persuades customers to purchase products or arrange sales visits, and handles customer objections by providing solutions or alternatives
- Records customer details and sales information accurately, and follows up with customers to ensure customer satisfaction and repeat business
- Arranges dispatch of goods and services, information kits and brochures to customers
- Arranges appointments for customers and sales representatives, adhering to availability
- Achieves sales targets and meets performance metrics

**Occupation**

## 619135 Visual Merchandiser

Plans and installs internal, window and fixed displays to show goods to their best advantage.

**Specialisation**

- Retail Planogram Designer

**Skill level: 4****Main tasks**

- Designs and creates visual displays to optimise product visibility and overall customer engagement
- Collaborates with marketing and sales teams to develop display concepts
- Selects and arranges props, lighting and signage to enhance displays
- Installs and maintains displays, ensuring they are visually appealing and in line with brand guidelines
- Conducts market research to stay updated on current trends and competitor displays
- Trains and guides store staff on maintaining and updating displays
- May use digital systems (planograms) and 3D models to develop and install visual displays

**Unit Group**

## 6199 Other Sales Support Workers

This unit group covers Sales Support Workers not elsewhere classified. It includes Entertainment Venue Attendants, Merchandise Planners, Personal Shoppers, Reservations Agents and Retail Buyers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 2: AQF Associate Degree, Advanced Diploma, Diploma, or at least three years of relevant experience
- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 619931 Entertainment Venue Attendant

Assists customers in an entertainment venue such as a cinema, theatre, sporting venue or amusement park.

Gaming Attendants are excluded from this occupation. Gaming Attendants are included in Occupation 471431 Gaming Attendant.

**Specialisations**

- Cinema Worker
- Entertainment Ticket Seller
- Gatekeeper
- Theatre Attendant
- Usher

**Skill level: 5****Main tasks**

- Sells and verifies tickets or passes at entertainment venues
- Provides information to customers regarding locations, timing of services and established bookings
- Assists with setting up signage, seating arrangements and equipment at the venue
- Assists customers in using automated ticketing systems and provides guidance when needed
- Assists customers with finding their seats or designated areas
- Handles any issues or complaints from customers and escalates them as appropriate
- Monitors the behaviour and conduct of customers during events, and assists in crowd control and emergency evacuation if necessary
- Assists to clean and secure the premises after an event
- May sell food, drink or merchandise at an entertainment venue

**Occupation**

## 619932 Merchandise Planner

Plans, organises and controls merchandise by analysing sales data and market trends to forecast product demand.

**Skill level:** 2

### Main tasks

- Analyses sales data and market trends to create merchandise plans on forecast product demand
- Manages financial planning, forecasting and open-to-buy budgets
- Collaborates with buying and marketing teams to develop and manage product assortments and promotional strategies based on market analysis and financial planning
- Manages inventory across stores to ensure optimal stock levels, minimise excess inventory and prevent stockouts
- Monitors sales performance and adjusts merchandise plans as needed
- Conducts financial analysis to track profitability and make recommendations for improvement

**Occupation**

## 619933 Personal Shopper

Receives orders from customers and selects goods to fill orders, preparing them for pick up or delivery to customers.

**Alternative title**

- Online Shopper

**Skill level: 5****Main tasks**

- Receives customer orders or specifications via appointment, phone or online
- Reviews orders and selects appropriate goods from a retail establishment or wholesaler
- Assesses chosen products for quality
- Packages goods to prepare for delivery or pickup
- Reports unsatisfactory and out of stock goods, and selects substitutions
- Adheres to a specified budget, and records amount owed by customer for later transaction or verifies successful online payment

**Occupation**

## 619934 Reservations Agent

Provides booking or reservation services to customers for travel, accommodation or events.

Travel Agents are excluded from this occupation. Travel Agents are included in Occupation 461831 Travel Consultant.

**Specialisation**

- Booking Agent

**Skill level: 5****Main tasks**

- Consults with customers regarding availability for reservations, including for accommodation, travel, sporting events and restaurants
- Makes bookings or reservations on behalf of customers and provides confirmation
- Maintains accurate records of bookings or reservations, and liaises with other service providers to ensure efficient delivery of reservation information
- Processes payments and issues receipts or invoices to customers
- Handles customer queries and complaints, and provides information to customers regarding cancellation or refund policies

**Occupation**

## 619935 Retail Buyer

Selects and buys goods for resale in a retail establishment.

**Skill level:** 3

### Main tasks

- Sources and evaluates potential suppliers, and negotiates contracts and terms of trade
- Reviews and assesses supplier performance and reports any issues or disputes
- Monitors inventory levels, pricing and delivery times using business-relevant software or systems, and adjusts purchasing decisions accordingly
- Develops and maintains relationships with suppliers, and attends trade shows and industry events
- Collaborates with marketing and sales teams to develop promotional strategies and campaigns
- Reviews and evaluates product quality, and ensures compliance with industry standards and regulations
- Prepares and presents reports on purchasing activities and performance to management

**Occupation**

## 619999 Sales Support Workers nec

This occupation group covers Sales Support Workers not elsewhere classified.

**Skill level: 4**

**Occupations in this group include:**

- Auction Assistant
- Mystery Shopper
- Print Broker
- Wholesaler Buyer
- Wool Buyer

**Sub-major Group**

## **62 Sales Representatives and Agents**

Facilitate the sale, purchase and lease of real estate and agricultural products, and represent companies in selling their goods and services. ICT and Technical Sales Representatives are excluded from this sub-major group. ICT and Technical Sales Representatives are included in Unit Group 2216 Technical Sales Representatives.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

### **621 Insurance Agents and Sales Representatives**

Represent companies in selling their goods and services.

ICT and Technical Sales Representatives are excluded from this minor group. ICT and Technical Sales Representatives are included in Unit Group 2216 Technical Sales Representatives.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

#### **6211 Insurance Agents**

Represent insurance companies in selling insurance to clients.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

##### **621131 Insurance Agent**

Represents insurance companies in selling insurance to clients.

Registration or licensing is required.

**Specialisation**

- Insurance Underwriter

**Skill level: 3****Main tasks**

- Interviews clients to identify their insurance needs
- Explains to clients details of insurance and conditions, risk coverage, premiums and benefits
- Assists clients to determine the type and level of coverage required
- Reviews client's circumstances to ensure that the level and coverage of insurance is still appropriate
- Sets and monitors insurance claims to ensure that both client and insurer are satisfied with the outcome

- Records information about clients and their policies
- Keeps up to date with changes in the insurance industry and informs clients of new developments

**Unit Group**

## 6212 Sales Representatives

Represent companies to sell their goods to wholesale and retail establishments, and to sell business services to other companies. ICT and Technical Sales Representatives are excluded from this unit group. ICT and Technical Sales Representatives are included in Unit Group 2216 Technical Sales Representatives.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 621231 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.

**Skill level: 4****Main tasks**

- Identifies potential customers and generates leads for builders' timber, building and plumbing hardware and supplies
- Contacts wholesale and retail establishments to promote and sell builders' timber, building and plumbing supplies
- Demonstrates and explains the features and benefits of products to customers, retailers and wholesalers
- Provides advice and recommendations to customers on the appropriate builders' timber, building and plumbing supplies for their needs
- Prepares and presents quotes and proposals to customers, retailers and wholesalers, negotiating terms and conditions of sale
- Processes orders and ensures timely delivery of builders' timber, building and plumbing supplies to customers, retailers and wholesalers
- Builds and maintains relationships with retailers and wholesalers, providing ongoing support and assistance
- Prepares sales reports and forecasts for management

**Occupation**

## 621232 Sales Representative (Business Services)

Represents their company in selling financial, advertising, marketing, media and other business services.

### Specialisations

- Sales Representative (Advertising)
- Sales Representative (Marketing)
- Sales Representative (Media)
- Sales Representative (Printing)

### Skill level: 4

### Main tasks

- Identifies potential clients and generates leads for selling business services
- Uses customer relationship management tools to manage all of their company's relationships and interactions with clients and potential clients
- Presents and promotes financial, advertising, marketing, media and other business services to clients
- Monitors and reports on sales activities and achievements
- Negotiates and closes sales deals with clients
- Builds and maintains relationships with clients regarding business services
- Collaborates with internal teams to ensure client satisfaction and successful delivery of business services
- Provides ongoing support and assistance to clients regarding business services

**Occupation**

## 621233 Sales Representative (Motor Vehicle Parts and Accessories)

Represents their company in selling motor vehicle parts and accessories to wholesale and retail establishments.

**Skill level:** 4

### Main tasks

- Identifies potential customers, and contacts wholesale and retail establishments
- Presents and demonstrates motor vehicle parts and accessories to customers
- Provides information and advice to customers on the features and benefits of different parts and accessories
- Prepares and delivers sales presentations and proposals to potential customers
- Negotiates and finalises sales agreements with customers
- Attends trade shows and industry events to promote products and generate leads
- Maintains accurate records of sales activities and customer interactions

**Occupation**

## 621234 Sales Representative (Personal and Household Goods)

Represents their company in selling consumer goods such as toys, sporting goods, books, stationery, hardware, floor coverings, electrical goods, furniture, textiles, clothing, footwear, toiletries, groceries, fruit and vegetables, and wine to wholesale and retail establishments.

### Specialisations

- Sales Representative (Electrical Goods)
- Sales Representative (Fruit and Vegetables)
- Sales Representative (Furniture)
- Sales Representative (Wine)

### Skill level: 4

#### Main tasks

- Identifies potential customers and makes sales calls to establish new accounts
- Uses customer relationship management tools to manage all of their company's relationships and interactions with customers and potential customers
- Presents and demonstrates personal and household products to potential customers
- Provides information and advice to customers on the features and benefits of different personal and household consumer goods
- Negotiates sales contracts and terms with customers
- Follows up with customers to ensure satisfaction and resolve any issues
- Builds and maintains relationships with key customers
- Monitors market trends and competitor activity
- Prepares sales reports and forecasts for management
- Attends trade shows and sales events to promote products

**Occupation****621299 Sales Representatives nec**

This occupation group covers Sales Representatives not elsewhere classified.

**Skill level: 4**

**Occupations in this group include:**

- Gym Membership Consultant
- New Home Sales Consultant
- Sales Representative (Jewellery and Watches)

**Minor Group**

## 622 Property Managers, Agents and Representatives

Facilitate the sale and purchase of real estate and agricultural products, and manage the leasing of rental properties.

Real Estate Agency Principals are excluded from this minor group. Real Estate Agency Principals are included in Occupation 171431 Real Estate Agency Principal.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Unit Group**

### 6221 Property Managers

Manage the leasing of rental properties on behalf of owners.

Body Corporate Managers are excluded from this unit group. Body Corporate Managers are included in Occupation 599937 Strata Manager.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

#### 622131 Property Manager

Manages the leasing of rental properties on behalf of owners.

Registration or licensing may be required.

Body Corporate Managers are excluded from this occupation. Body Corporate Managers are included in Occupation 599937 Strata Manager.

**Skill level: 3****Main tasks**

- Inspects and assesses rental properties to determine rental value and marketability
- Advertises and promotes rental properties to attract potential tenants
- Screens and selects tenants, including conducting background checks and verifying references
- Negotiates and prepares rental agreements and leases
- Collects rent and ensures timely payment by tenants
- Conducts inspections of tenanted properties to ensure compliance with lease agreements, and identifies and coordinates any necessary repairs or maintenance
- Resolves tenant complaints and issues, including addressing maintenance requests and resolving disputes
- Manages rental property finances, including budgeting, accounting and financial reporting

**Unit Group**

## 6222 Property Sales Agents and Related Workers

Facilitate the sale and lease of commercial and private properties, and agricultural products.

Real Estate Agency Principals are excluded from this unit group. Real Estate Agency Principals are included in Occupation 171431 Real Estate Agency Principal.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

### 622231 Auctioneer

Conducts sales of real estate, goods and livestock by taking offers from buyers and accepting the highest purchase price.

Registration or licensing is required.

**Skill level: 3****Main tasks**

- Appraises and lists real estate, goods and livestock for auction
- Organises advertising and other publicity to promote upcoming auctions
- Conducts auctions of real estate, goods and livestock
- Facilitates bidding processes by asking for or setting opening bids, and maintains control of the auction
- Takes offers from buyers and closes the sale by accepting the highest purchase price
- Resolves disputes or issues that may arise during the auction
- Completes necessary paperwork and documentation related to the auction process

**Occupation**

## 622232 Real Estate Agent

Coordinates the activities of Real Estate Representatives in selling and leasing real estate, and ensuring compliance with legislative requirements.

Registration or licensing is required.

**Skill level: 3****Main tasks**

- Accepts and lists properties and businesses for sale and lease
- Conducts inspections and advises buyers on the merits of properties and businesses, and the terms of sale or lease
- Advises vendors of sales and marketing options, and develops and implements marketing strategies to promote properties for lease or sale
- Catalogues and details land, buildings and businesses for lease or sale, and arranges advertising
- Assesses buyers' needs, and locates properties and businesses for their consideration
- Prepares and presents property reports and market analysis, offers valuations and advice for buying and selling properties and businesses, and structures the terms of settlement
- Collects and holds rent payments from tenants and remits to owner on an agreed basis
- Monitors and addresses non-compliance with terms and conditions of tenancy, and pursues rental arrears
- May arrange finance, land brokerage, conveyancing and maintenance of premises

**Occupation**

## 622233 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.

Registration or licensing is required.

**Alternative title**

- Real Estate Salesperson

**Specialisation**

- Buyer's Agent

**Skill level: 3****Main tasks**

- Assists clients in buying, selling and leasing properties
- Negotiates and finalises sales and lease agreements
- Conducts market research to identify potential properties for clients
- Arranges property inspections and open houses for potential buyers
- Provides advice and guidance to clients on property values, market trends and legal requirements
- Maintains and updates property databases and records

**Occupation**

## 622234 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.

Registration or licensing may be required.

### Specialisations

- Bloodstock Agent
- Livestock Agent

### Skill level: 3

### Main tasks

- Conducts market research and analysis to determine the value and marketability of rural property, livestock, crops and agricultural products
- Prepares and presents marketing strategies and campaigns to attract potential buyers and sellers
- Inspects and assesses the condition and quality of rural property, livestock, crops and agricultural products
- Coordinates and facilitates auctions, private sales and negotiations between buyers and sellers
- May act as an insurance agent for rural clients

**Sub-major Group**

## 63 Sales Assistants and Salespersons

Sell a range of goods and services on behalf of retail and wholesale establishments.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

### 631 Sales Assistants and Salespersons

Sell a range of goods and services on behalf of retail and wholesale establishments.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

#### 6311 Sales Assistants (General)

Sell goods and services such as food, clothing, hardware, household appliances, office supplies and cosmetics, in retail and wholesale establishments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

##### 631131 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 title**

- Retail Sales Assistant

**Specialisations**

- Cellar Door Attendant
- Clothing Store Sales Assistant
- Cosmetics Sales Assistant
- Fast Food Sales Assistant
- Furniture Store Sales Assistant
- Hardware Store Sales Assistant
- Liquor Store Sales Assistant
- Supermarket Sales Assistant

**Skill level: 5****Main tasks**

- Greets and assists customers in selecting and purchasing goods and services

- Provides information and advice on products to customers
- Processes sales transactions and handles payments, including the use of point of sale software
- Replenishes and maintains stock levels
- Handles customer enquiries, complaints and returns
- Upsells products and services
- Maintains a clean and tidy sales area

**Unit Group**

## 6312 Community Pharmacy Sales Assistants

Assist customers in the sale of medicines, health items, pharmaceutical goods and access to medical services in community pharmacies.

Dispensary assistants are excluded from this unit group. Dispensary assistants are included in Occupation 311331 Community Pharmacy Technician

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 631231 Community Pharmacy Sales Assistant

Assists customers in the sale of medicines, health items, pharmaceutical goods and access to medical services in a community pharmacy.

Dispensary assistants are excluded from this occupation. Dispensary assistants are included in Occupation 311331 Community Pharmacy Technician.

**Skill level: 4****Main tasks**

- Sells goods such as non-prescription drugs, health and first aid supplies, toiletries and cosmetics
- Receives payment for goods and services by a variety of payment methods, and prepares sales invoices
- Promotes goods and services that are for sale
- Assists with the management of stock by ordering and receiving items for sale and by participating in stocktakes
- Rotates, replenishes and presents goods for sale
- Accepts prescriptions for dispensing by Community Pharmacists
- Determines customer requirements and advises customers on the selection, price and usage of non-prescription medicines
- Advises customers on the correct use and storage of medicines
- Assists pharmacist with the delivery of professional pharmacy services

**Unit Group**

## 6313 ICT Sales Assistants

Sell computing and telecommunications related goods and services in retail and wholesale establishments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 631331 ICT Sales Assistant

Sells computing and telecommunications-related goods and services in a retail or wholesale establishment.

**Specialisations**

- Computer Hardware Salesperson
- Software Salesperson
- Telecommunications Equipment Salesperson

**Skill level: 5****Main tasks**

- Assists customers in selecting and purchasing computing and telecommunications products
- Provides information and advice on the features and benefits of different computing and telecommunications products
- Demonstrates the use of computing and telecommunications products to customers
- Processes sales transactions, and handles cash and credit card payments
- Maintains knowledge of current and upcoming computing and telecommunications products and technologies
- Tracks online stock levels, and stocks and replenishes computing and telecommunications products on the sales floor
- Handles customer enquiries and resolves issues or complaints
- Maintains accurate records of sales and customer interactions

**Unit Group**

## 6314 Motor Vehicle and Vehicle Parts Salespersons

Sell motor vehicles, boats, caravans, earthmoving equipment, vehicle accessories and parts in retail and wholesale establishments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 631431 Motor Vehicle or Caravan Salesperson

Sells new and used motor cars, motorcycles, trucks, boats, caravans and earthmoving equipment in a retail or wholesale establishment.

**Alternative title**

- Motor Vehicle Salesperson

**Specialisation**

- Fleet Salesperson

**Skill level: 4****Main tasks**

- Greets customers and assists them in selecting suitable vehicles or equipment
- Demonstrates the features and benefits of different vehicles or equipment to customers
- Provides information on pricing, financing options and warranties
- Negotiates and finalises sales agreements with customers
- Processes paperwork and arranges for the delivery of vehicles or equipment

**Occupation**

## 631432 Motor Vehicle Parts Interpreter

Sells motor vehicle accessories and parts in a retail or wholesale establishment.

**Alternative title**

- Automotive Parts Salesperson

**Specialisations**

- Truck Parts Interpreter
- Tyre Salesperson

**Skill level: 4****Main tasks**

- Assists customers in identifying and selecting appropriate motor vehicle accessories and parts
- Provides information and advice to customers on the features and benefits of different motor vehicle accessories and parts
- Processes customer orders and arranges for the delivery or pickup of motor vehicle accessories and parts
- Maintains and updates inventory records of motor vehicle accessories and parts using online stock management systems and databases
- Receives and inspects incoming shipments of motor vehicle accessories and parts
- Stocks and displays motor vehicle accessories and parts in a neat and organised manner
- Assists with pricing and promotional activities for motor vehicle accessories and parts
- Handles customer enquiries and resolves any issues or complaints related to motor vehicle accessories and parts
- Keeps up to date with new motor vehicle accessories and parts, and informs customers of available options
- Collaborates with colleagues and suppliers to ensure smooth and efficient operation of the motor vehicle accessories and parts department

**Unit Group**

## 6315 Retail Supervisors

Supervise and coordinate the activities of retail sales workers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 631531 Retail Supervisor

Supervises and coordinates the activities of retail sales workers.

**Alternative title**

- Checkout Supervisor

**Specialisations**

- Liquor Store Supervisor
- Retail Bakery Supervisor
- Supermarket Supervisor

**Skill level: 4****Main tasks**

- Assigns tasks and responsibilities to retail sales workers, and monitors and evaluates their performance
- Ensures revenue matches the recorded sales to maintain accurate financial records and prevent losses
- Resolves customer complaints and issues
- Manages inventory and ensures stock levels are maintained
- Implements strategies to increase sales and achieve targets
- Oversees the merchandising and display of products

**Unit Group**

## 6316 Service Station Attendants

Sell fuel, lubricants, other automotive accessories, food and drink at service stations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 631631 Service Station Attendant

Sells fuel, lubricants, other automotive accessories, food and drink at a service station.

**Alternative title**

- Petrol Station Attendant

**Skill level: 5****Main tasks**

- Serves customers by selling fuel, automotive products, food and drink
- Collects payment from customers and provides receipts
- Checks and maintains fuel pumps and other equipment at the service station
- Cleans and maintains the service station premises, including restrooms and convenience store area
- Stocks and replenishes automotive products, food and accessories in the service station store
- Monitors inventory levels and places orders for additional products as needed
- Provides information and assistance to customers regarding fuel types, prices and promotions
- Ensures compliance with safety and environmental regulations at the service station

**Unit Group**

## 6319 Other Sales Assistants and Salespersons

This unit group covers Sales Assistants and Salespersons not elsewhere classified. It includes Door-to-door Salespersons, Materials Recyclers, Rental Salespersons and Street Vendors.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 631931 Door-to-door Salesperson

Sells goods or services door-to-door.

**Specialisations**

- Door-to-door Fundraising Collector
- Party Plan Salesperson

**Skill level: 5****Main tasks**

- Identifies potential customers in designated areas
- Demonstrates and explains products, features and services
- Addresses customer questions and concerns
- Processes orders and payments
- Follows up with customers to ensure their satisfaction
- Keeps records of sales and interactions
- Attends sales meetings and training sessions
- Collaborates with team members to achieve sales targets

**Occupation**

## 631932 Materials Recycler

Salvages materials from industrial, commercial and private establishments for resale.

**Alternative title**

- Scrap Materials Buyer

**Specialisations**

- Automotive Dismantler
- Bottle Dealer
- Waste Recycler

**Skill level: 5****Main tasks**

- Identifies, collects and assesses quality of recyclable materials from industrial, commercial and private establishments
- Sorts and separates recyclable materials according to type and quality
- Cleans and prepares recyclable materials for resale
- Determines the market value of recyclable materials and negotiates prices with buyers
- Maintains records of materials collected, processed and sold
- Implements and maintains recycling programs in collaboration with local authorities and businesses

**Occupation**

## 631933 Rental Salesperson

Rents goods and equipment to individuals and businesses.

**Alternative title**

- Rental Sales Agent

**Specialisations**

- Car Rental Sales Assistant
- Ski Equipment Hire Sales Assistant

**Skill level: 5****Main tasks**

- Assesses rental needs of individuals and businesses
- Checks prices and provides information and advice on available rental options
- Prepares rental agreements and contracts
- Inspects and maintains rental goods and equipment
- Demonstrates the use and operation of rental goods and equipment
- Processes rental payments and manages rental accounts
- Resolves customer complaints and issues related to rentals
- Uses business systems to coordinate delivery times and pickup of rental goods and equipment
- Monitors rental inventory and restocks as necessary
- Keeps records of rental transactions and maintains rental database

**Occupation**

## 631934 Street Vendor

Sells goods or services to customers at a street or market location.

**Specialisations**

- Coffee Van Vendor
- Food Truck Operator
- Market Stall Vendor

**Skill level:** 5

**Main tasks**

- Sets up and arranges goods, or prepares food, for sale at a street or market location
- Advertises and promotes products to attract customers
- Demonstrates and explains the features and benefits of products to customers
- Maintains inventory levels and restocks products as needed
- Keeps records of sales and inventory for reporting purposes
- Follows health and safety regulations, and maintains a clean and hygienic work environment

**Occupation**

## 631999 Sales Assistants and Salespersons nec

This occupation group covers Sales Assistants and Salespersons not elsewhere classified.

**Skill level:** 5

**Occupations in this group include:**

- Agricultural Products Salesperson
- Carpet Measurer
- E-Commerce Sales Assistant
- Lotteries Agent
- Swimming Pool Salesperson
- Wine Broker

**Major Group**

## 7 Machinery Operators and Drivers

Operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions, handle and move materials, and transport passengers and freight.

**OSCA skill level**

The occupations in this major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Sub-major Group**

### 71 Road and Rail Drivers

Transport passengers and freight, deliver goods and mail, and escort oversized vehicles, using a range of vehicles, as well as on foot.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

### 711 Automobile, Bus and Rail Drivers

Drive automobiles, buses, coaches, trains and trams to transport passengers and freight, and escort oversized vehicles.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

### 7111 Automobile Drivers

Drive automobiles to transport passengers to destinations, and escort oversized vehicles.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 711131 Chauffeur

Drives a limousine, hire car or private car to transport passengers to destinations on a fee-for-service basis, usually on a long-term hiring arrangement.

Registration or licensing is required.

Rideshare Drivers and Taxi Drivers are excluded from this occupation. Rideshare Drivers are included in Occupation 711133 Rideshare Driver. Taxi Drivers are included in Occupation 711134 Taxi Driver.

## Specialisations

- Hire Car Driver
- Limousine Driver

## Skill level: 4

### Main tasks

- Drives a limousine, hire car or private car to transport passengers to their desired destinations
- Ensures the vehicle is clean and well maintained
- Assists passengers with loading and unloading luggage or other items
- Provides a high level of customer service, including assisting passengers with special requirements or requests
- Maintains records of trips, including mileage and fuel consumption
- Reports vehicle maintenance issues or accidents to the appropriate authorities

**Occupation**

## 711132 Oversize Load Pilot Escort

Drives an escort vehicle to accompany the transportation of oversized loads.

Registration or licensing is required.

**Skill level:** 4

### Main tasks

- Plans and conducts route surveys to identify potential obstacles and hazards, such as low power lines and narrow bridges
- Consults with relevant authorities and obtains necessary permits and approvals
- Drives an escort vehicle and coordinates the movement of oversize loads
- Communicates with drivers and provides guidance and assistance during the transportation of oversize loads
- Monitors and ensures compliance with road rules and regulations
- Provides traffic control and ensures the safety of other road users
- Maintains accurate records and documentation related to oversize load movements
- Responds to emergencies during escort and takes appropriate action to mitigate risks

**Occupation**

## 711133 Rideshare Driver

Drives a privately owned vehicle to transport passengers for a predetermined fare, facilitated by an online application, usually on a short-term hiring basis.

Registration or licensing is required.

Chauffeurs and Taxi Drivers are excluded from this occupation. Chauffeurs are included in Occupation 711131 Chauffeur. Taxi Drivers are included in Occupation 711134 Taxi Driver.

**Skill level: 4**

### Main tasks

- Accepts ride requests from an online application, with a predetermined fare
- Drives a privately owned vehicle to transport passengers to their desired destinations
- Follows traffic laws and regulations to ensure the safety of passengers and other road users
- Maintains cleanliness and tidiness of the vehicle
- Tracks and records passenger fares and payments
- Adheres to company platform policies and procedures
- May rate or provide feedback on customers following each trip

**Occupation**

## 711134 Taxi Driver

Drives a taxi to transport passengers to destinations on a metered fee-for-service basis, usually on a short-term hiring arrangement. Registration or licensing is required.

Chauffeurs and Rideshare Drivers are excluded from this occupation. Chauffeurs are included in Occupation 711131 Chauffeur. Rideshare Drivers are included in Occupation 711133 Rideshare Driver.

**Skill level: 4****Main tasks**

- Receives job requests, including from taxi ranks and kerbside hails
- Plans routes to pick up passengers
- Drives a taxi to transport passengers to their desired destinations
- Assists passengers with loading and unloading luggage or other items
- Assists passengers with special requirements to arrive at their desired destination
- Uses a meter to display and determine fares, collects payment, and issues a receipt
- Maintains cleanliness and roadworthiness of the taxi
- Reports any vehicle maintenance or repair needs to the appropriate authorities
- Maintains accurate records of trips, including mileage and fares collected

**Occupation****711199 Automobile Drivers nec**

This occupation group covers Automobile Drivers not elsewhere classified.

Registration or licensing is required.

**Skill level: 4**

**Occupations in this group include:**

- Courtesy Driver
- Rental Car Ferry Driver

**Unit Group**

## 7112 Bus and Coach Drivers

Drive buses and coaches to transport passengers over established routes and to points of interest.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 711231 Bus Driver

Drives a bus to transport passengers short distances on scheduled intra-city services over established routes.

Registration or licensing is required.

**Specialisation**

- School Bus Driver

**Skill level: 4****Main tasks**

- Drives a bus to transport passengers over established routes while adhering to traffic regulations
- Stops at set locations to enable passengers to board and alight
- Assists passengers with boarding and disembarking from the bus
- Collects fares and issues tickets, and monitors electronic payment
- Provides information to passengers regarding routes, schedules and fares
- Monitors and ensures the safety of passengers during transit, and maintains the orderly conduct of passengers
- Completes required paperwork and documentation, such as daily logs and incident reports

**Occupation**

## 711232 Charter and Tour Bus Driver

Drives a coach to transport passengers on sightseeing, educational and other tours.

Registration or licensing is required.

**Specialisation**

- Coach Tour Driver

**Skill level: 4****Main tasks**

- Plans and organises tour itineraries and routes
- Drives a coach to transport passengers to destinations
- Assists passengers with boarding and disembarking the coach
- Provides commentary and information to passengers about points of interest
- Handles customer enquiries and resolves any issues or complaints
- Keeps records of milage, fuel consumption and passenger numbers for reporting purposes

**Occupation**

## 711233 Passenger Coach Driver

Drives a coach to transport passengers long distances on scheduled intercity services over established routes.

Registration or licensing is required.

**Skill level: 4**

### Main tasks

- Drives a coach to transport passengers on scheduled services
- Adheres to established routes and schedules
- Assists passengers with boarding and disembarking the coach
- Collects fares, issues tickets to passengers, and monitors an automated ticketing machine
- Provides information and assistance to passengers regarding routes, schedules and destinations
- Communicates with dispatch or control centre to report any delays or incidents
- Adheres to road safety regulations and legislation, including the completion of relevant log books

**Unit Group**

## 7113 Train and Tram Drivers

Drive trains and trams to transport passengers and freight on rail networks.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 711331 Freight Train Driver

Drives a train to transport freight on railways.

Registration or licensing is required.

Passenger Train Drivers are excluded from this occupation. Passenger Train Drivers are included in Occupation 711332 Passenger Train Driver.

**Alternative title**

- Freight Locomotive Driver

**Skill level: 3****Main tasks**

- Inspects locomotives and rolling stock before, during and after journeys
- Operates and monitors controls to regulate speed, direction and braking, and track fuel consumption
- Ensures livestock freight are safe and in good physical condition
- Communicates with control centres and other train crew using radios and signals
- Manages the loading and unloading of freight
- Performs minor repairs and maintenance tasks on-track if necessary
- Couples and uncouples wagons using manual tools
- Keeps records of journeys, delays and any incidents that occur
- Follows timetables and schedules to ensure on-time delivery of freight

**Occupation**

## 711332 Passenger Train Driver

Drives a train to transport passengers on railways.

Registration or licensing is required.

Freight Train Drivers are excluded from this occupation. Freight Train Drivers are included in Occupation 711331 Freight Train Driver.

### Specialisations

- Passenger Locomotive Driver
- Rail Car Driver

### Skill level: 3

#### Main tasks

- Operates and monitors controls to regulate speed, direction and braking of the train
- Monitors track and weather conditions and railway signals
- Ensures passengers, including those with mobility restrictions, board and alight vehicles in a safe and timely manner
- Communicates with control centres using radio or other communication devices
- Adheres to timetables and schedules to ensure on-time arrival and departures of trains
- Makes announcements to passengers and liaises with onboard staff
- Responds to emergencies or unexpected situations, such as mechanical failures or medical incidents
- Ensures public safety by adhering to public duty of care protocols and monitoring transit security procedures
- Completes reports related to train operations and incidents

**Occupation****71133 Tram Driver**

Drives a tram to transport passengers on urban light rail networks.

Registration or licensing is required.

**Skill level: 4**

**Main tasks**

- Operates tram controls and regulates speed
- Monitors traffic conditions and adjusts driving accordingly
- Announces stops and provides passenger information
- Reports mechanical or operational issues

**Minor Group**

## 712 Delivery Drivers

Transport and deliver goods using removal trucks, light vehicles, motorcycles, bicycles, and on foot.

Truck Drivers are excluded from this minor group. Truck Drivers are included in Minor Group 713 Truck Drivers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

## 7121 Furniture Removalists

Drive removal vans and trucks to move household and office furniture and equipment between locations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 712131 Furniture Removalist

Drives a removal van or truck to move household and office furniture and equipment between locations.

Registration or licensing is required.

**Specialisation**

- Office Mover

**Skill level: 4****Main tasks**

- Plans and organises the loading, transportation and unloading of furniture and equipment
- Uses appropriate lifting techniques for heavy items
- Packs and secures furniture and equipment for safe transportation
- Drives a removal vehicle to transport furniture and equipment
- Liaises with clients to determine preferences for placing furniture and equipment
- Completes documentation, including inventories of furniture and equipment moved
- Inspects and maintains a removal vehicle
- May assist with packing, assembling and disassembling furniture and equipment

**Unit Group**

## 7122 Postal and Delivery Workers

Deliver goods and mail by light vehicle, motorcycle, bicycle, and on foot.

Postal Sorting Officers are excluded from this unit group. Postal Sorting Officers are included in Occupation 599332 Postal Sorting Officer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 712231 Delivery Person

Delivers goods to customers by light vehicle, bicycle or foot.

Registration or licensing may be required.

Truck Drivers are excluded from this occupation. Truck Drivers are included in Minor Group 713 Truck Drivers.

**Alternative title**

- Courier

**Specialisations**

- Fast Food Delivery Person
- Parcel Contractor
- Van Driver

**Skill level: 4****Main tasks**

- Collects goods from a collection point for delivery
- Plans delivery routes to ensure efficient and timely delivery of goods
- Organises items for delivery according to delivery routes
- Loads and unloads items for delivery in a safe and secure manner
- Receives certification of delivery and completes delivery logs and records
- Returns undelivered items to the appropriate location
- Performs routine maintenance and inspections on the delivery vehicle to ensure safe and efficient operation
- May receive and process payments for deliveries

**Occupation**

## 712232 Postal Delivery Officer

Delivers mail, usually by motorised transport, over allocated delivery rounds.

Registration or licensing may be required.

**Alternative title**

- Postie

**Skill level: 4****Main tasks**

- Sorts and organises mail for delivery
- Completes daily vehicle safety checks and loads mail onto a delivery vehicle
- Delivers mail to homes and businesses
- Obtains signatures from recipients for some delivered items
- Returns undelivered mail to a post office
- Maintains records of mail counts, deliveries and equipment
- Assists with checking wrongly addressed, missorted, undelivered and redirected mail, and processing freepost and underpaid mail

**Minor Group**

## 713 Truck Drivers

Transport goods, including bulk liquids and motor vehicles, using articulated and rigid trucks.

Delivery Drivers are excluded from this minor group. Delivery Drivers are included in Minor Group 712 Delivery Drivers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

### 7131 General Truck Drivers

Transport goods in rigid trucks, often over short distances.

Articulated Truck Drivers, Delivery Drivers and Tanker Truck Drivers are excluded from this unit group. Articulated Truck Drivers are included in Occupation 713231 Articulated Truck Driver. Delivery Drivers are included in Minor Group 712 Delivery Drivers. Tanker Truck Drivers are included in Occupation 713232 Tanker Truck Driver.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

#### 713131 Truck Driver (General)

Drives a rigid truck, requiring a specially endorsed class of licence, to transport goods, usually over short distances.

Registration or licensing is required.

Articulated Truck Drivers, Delivery Drivers and Tanker Truck Drivers are excluded from this occupation. Articulated Truck Drivers are included in Occupation 713231 Articulated Truck Driver. Delivery Drivers are included in Minor Group 712 Delivery Drivers. Tanker Truck Drivers are included in Occupation 713232 Tanker Truck Driver.

**Specialisations**

- Cement Mixer Driver
- Compactor Driver (Waste Collection)

**Skill level: 4****Main tasks**

- Drives and manoeuvres a truck into position for loading and unloading goods
- Drives a truck to transport goods to designated locations
- Communicates with dispatchers and other truck drivers to coordinate deliveries
- Maintains accurate records of goods transported, including delivery times and locations
- Performs routine maintenance on the truck, such as checking oil and tyre pressure

**Occupation**

## 713132 Tow Truck Driver

Drives a tow truck, requiring a specially endorsed class of licence, to transport broken-down motor vehicles.

Registration or licensing is required.

**Specialisation**

- Mechanic Recovery (Army)

**Skill level: 4****Main tasks**

- Drives a tow truck to the location of broken-down or damaged motor vehicles
- Attaches vehicles securely onto the tow truck using appropriate equipment
- Transports broken-down or damaged vehicles to designated repair facilities or other requested locations
- Unloads vehicles safely at requested locations
- Completes necessary paperwork and documentation for each tow

**Unit Group**

## 7132 Articulated and Tanker Truck Drivers

Transport goods in articulated and tanker trucks, often over long distances.

Rigid and Tow Truck Drivers are excluded from this unit group. Rigid truck drivers are included in Occupation 713131 Truck Driver (General).

Tow Truck Drivers are included in Occupation 713132 Tow Truck Driver.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience

**Occupation**

## 713231 Articulated Truck Driver

Drives an articulated truck, requiring a specially endorsed class of licence, to transport goods, often over long-haul distances.

Registration or licensing is required.

Tanker Truck Drivers and Truck Drivers (General) are excluded from this occupation. Tanker Truck Drivers are included in Occupation 713232 Tanker Truck Driver. Truck Drivers (General) are included in Occupation 713131 Truck Driver (General).

**Specialisations**

- Linehaul Driver
- Livestock Transporter
- Logging Truck Driver
- Road Train Driver
- Semi Trailer Driver
- Vehicle Haulage Driver

**Skill level: 3****Main tasks**

- Drives and manoeuvres articulated truck and trailer combinations
- Couples and uncouples trailer combinations as required
- Loads and unloads goods using specialised vehicles such as side loaders
- Performs maintenance and repairs on the truck, utilising specialised mechanical knowledge, particularly when driving in isolated areas
- Maintains knowledge of road rules relating to haulage across all states and territories
- Operates relevant company and client applications to provide real time visibility and trip reports
- Manages cargo weights to comply with load limitations and ensures safe distribution of weight
- May transport livestock or dangerous goods, complying with relevant safety standards

**Occupation**

## 713232 Tanker Truck Driver

Drives a tanker truck, requiring a specially endorsed class of licence, to transport bulk liquids.

Registration or licensing is required.

**Alternative title**

- Tanker Driver

**Specialisations**

- Milk Tanker Driver
- Petrol Tanker Driver
- Water Tanker Driver

**Skill level: 3****Main tasks**

- Inspects and maintains a tanker truck to ensure it is in proper working condition
- Loads and unloads bulk liquids into the tanker truck
- Drives the tanker truck to transport bulk liquids to designated locations
- Follows all safety regulations and procedures while operating the tanker truck
- Monitors the levels and conditions of bulk liquids during transportation
- Completes necessary paperwork and documentation for each delivery

**Sub-major Group**

## **72 Storepersons and Warehouse Supervisors**

Supervise and undertake the receipt, handling and dispatch of goods in stores and warehouses.

Warehouse Administrators are excluded from this sub-major group. Warehouse Administrators are included in Occupation 571531 Warehouse Administrator.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

### **721 Storepersons and Warehouse Supervisors**

Supervise and undertake the receipt, handling and dispatch of goods in stores and warehouses.

Warehouse Administrators are excluded from this minor group. Warehouse Administrators are included in Occupation 571531 Warehouse Administrator.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

#### **7211 Storepersons and Warehouse Supervisors**

Supervise and undertake the receipt, handling and dispatch of goods in stores and warehouses.

Warehouse Administrators are excluded from this unit group. Warehouse Administrators are included in Occupation 571531 Warehouse Administrator.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 3: AQF Certificate III including at least two years of on-the-job training, AQF Certificate IV, or at least three years of relevant experience
- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

##### **721131 Storeperson**

Receives, handles and dispatches goods in a store or warehouse.

**Alternative titles**

- Stores Assistant
- Warehouse Assistant

**Specialisations**

- Manufacturing Storeperson
- Pick Packer (Warehouse)
- Storeperson (Defence)

**Skill level: 4****Main tasks**

- Unloads vehicles, opens packages and removes contents
- Checks incoming goods for damage and discrepancies between orders, supply and invoices
- Labels goods with details of storage locations
- Uses software to record and obtain details of location and quantity of items in stock
- Orders goods and issues invoices as required to ensure readiness for demand
- Selects, packs, weighs and seals goods for distribution
- May use materials handling equipment such as hydraulic pallet lifters and hand trucks

**Occupation****721132 Warehouse Supervisor**

Supervises the receipt, handling and dispatch of goods in a store or warehouse.

Warehouse Administrators are excluded from this occupation. Warehouse Administrators are included in Occupation 571531 Warehouse Administrator.

**Skill level: 3**

**Main tasks**

- Oversees the handling and organisation of goods within a store or warehouse
- Manages inventory, allocates shipments and verifies orders
- Trains and supervises warehouse staff to ensure efficient operations
- Implements and enforces safety regulations within the warehouse
- Prepares relevant documentation and records as required

**Sub-major Group**

## 73 Machine and Stationary Plant Operators

Operate and maintain stationary plant and machines to process, manufacture, treat, finish and distribute a range of products, move equipment and bulk materials, prepare and detonate explosives, control the movement of trains, and weigh vehicles.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

### 731 Machine Operators

Operate machinery to process, manufacture, treat and finish a range of products.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

#### 7311 Industrial Spray Painters and Sandblasters

Operate sandblasting and industrial spray painting equipment to clean and grind hard surfaces and apply paint and other industrial coatings to manufactured items, metal products and other hard surfaces.

Vehicle Painters are excluded from this unit group. Vehicle Painters are included in Occupation 351631 Vehicle Painter.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

##### 731131 Industrial Spray Painter

Operates spray painting equipment to paint and apply other industrial coatings to manufactured items.

**Specialisation**

- Powder Coater

**Skill level: 4****Main tasks**

- Prepares surfaces for painting by cleaning, sanding and masking
- Mixes and prepares paint colours to achieve desired results
- Sets up and operates spray painting equipment, ensuring proper pressure and nozzle settings
- Applies paint and other coatings to manufactured items using spray guns or other application methods
- Monitors and adjusts paint flow, coverage and thickness to achieve desired finish
- Inspects painted items for defects and touches up as necessary

**Occupation**

## 731132 Sandblaster

Operates sandblasting machines to clean and grind metal products and other hard surfaces.

**Skill level:** 4

### Main tasks

- Prepares surfaces for sandblasting by cleaning and removing any debris or contaminants
- Prepares machines for operation by selecting and installing attachments and components for specialised functions
- Directs and controls the flow of abrasive materials onto surfaces to remove paint, rust or other coatings
- Adjusts sandblasting machine settings to achieve desired results
- Inspects surfaces after sandblasting to ensure they are clean and free of imperfections
- Maintains and repairs sandblasting equipment as needed

**Unit Group**

## 7312 Paper and Wood Processing Machine Operators

Operate machinery to process pulp, cut and grade timber, and manufacture paper, pulp and wood products.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 731231 Paper and Pulp Production Operator

Operates machinery in a paper and pulp processing facility to process pulp and manufacture paper and pulp products, such as paper sheets, and paper or cardboard packaging.

**Alternative title**

- Paper and Pulp Machine Operator

**Skill level: 4****Main tasks**

- Operates and adjusts the settings of paper and pulp production machinery to ensure consistent output as per the specifications
- Loads raw materials and chemicals into plant equipment to make and bleach pulp
- Operates machinery such as blenders, agitators and driers to process, sample, wash and blend pulp
- Transfers pulp to storage tanks and operates machinery to agitate pulp to maintain consistency
- Loads pulp and additives such as dye into paper making equipment or machines, and operates machinery to make paper and pulp products
- Monitors and controls the flow of materials throughout the pulp and paper making process
- Operates drier and calendar rolls, and imparts gloss and coating mixtures to paper or paper products

**Occupation**

## 731232 Timber and Wood Production Operator

Operates timber and wood production machinery to perform tasks such as cutting logs to standard sizes, veneer production and gluing, and testing and grading timber planks, woodchips, wooden boards and other wood products.

**Skill level:** 4

### Main tasks

- Coordinates the loading and unloading of logs onto equipment and conveyors
- Operates timber and wood processing machines or plant equipment to strip, debark and prepare logs for processing
- Operates machines and equipment such as saws, planers and sanders to process and cut logs and timber into desired sizes and shapes
- Operates machines such as lathes and slicing machines to produce veneers, and laminates veneers using glue
- Inspects, measures and grades planks and wood products to ensure they meet quality standards
- Monitors the wood drying process, which may involve the use of kilns, to ensure the wood reaches the specific moisture content
- Keeps records of timber and wood products processed, equipment maintenance schedules, and any production issues encountered

**Unit Group**

## 7313 Plastics and Rubber Production Machine Operators

Operate machinery to produce fibreglass and finished plastic and rubber products.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 731331 Plastics Fabricator or Welder

Operates machines to measure, cut, shape, fit and assemble plastics materials to produce plastic products.

**Specialisation**

- Poly Welder

**Skill level: 4****Main tasks**

- Reads blueprints, drawings and specifications to determine product requirements
- Sets up and operates machines to measure, cut, shape, fit and assemble plastics materials
- Cuts, trims and shapes plastics materials using hand tools
- Fastens seams or joints together with welds or bonds to assemble components into products or to repair plastic items
- Carries out butt and electrofusion welding of polyethylene plastic pipe works and components
- Carries out routine quality checks on products, such as dimensional checks, clarity of colour, and impact resistance
- Finishes off plastic parts, including sanding and polishing

**Occupation**

## 731332 Plastics Production Machine Operator

Operates extruding, cable making, compounding, reclamation, injection moulding and blow moulding machines to produce finished plastic products.

### Specialisations

- Blow Moulding Machine Operator
- Extruding Machine Operator (Plastics)
- Injection Moulding Machine Operator (Plastics)
- Plastic Cablemaking Machine Operator
- Plastic Compounding and Reclamation Machine Operator
- Plastic Production Machine Setter

### Skill level: 4

### Main tasks

- Sets up and prepares machines ready for plastics production
- Sets injection moulding parameters to machinery, and places and aligns robots to prepare for robotic processes
- Operates controls to regulate temperature, pressure, speed and flow of plastics operation
- Measures and loads raw plastic materials, items and ingredients for mixing into machines and feeding mechanisms
- Threads uncoated wire and cable through plastic coating machines, around take-up reels, and through dies and cooling chambers
- Performs routine quality checks on products, such as dimensional checks, clarity of colour, and impact resistance
- Examines output for defects and conformity to specifications

**Occupation**

## 731333 Reinforced Plastic and Composite Production Worker

Operates machines to apply gelcoat, colouring and fibre-reinforced plastic to moulds to produce fibreglass and laminated products.

**Specialisation**

- Fibreglass Laminator

**Skill level: 4****Main tasks**

- Sets up and prepares machines for reinforced plastics production
- Checks all templates, moulds and cut-out patterns to be used in the manufacturing process to ensure that they conform to specifications
- Applies gelcoat, colouring and fibre-reinforced plastic to moulds according to specifications
- Monitors and adjusts machine settings to ensure proper application of materials
- Ensures the correct applications of mixtures for effective setting of resins and gelcoats
- Checks completed products for conformance to specifications and to identify any deficiencies
- Repairs or modifies damaged or defective fibreglass parts to ensure they are fit for purpose

**Occupation**

## 731334 Rubber Production Machine Operator

Operates machines to manufacture rubber products.

### Specialisations

- Conveyor Belt Technician
- Rubber Belt Splicer
- Rubber Liner
- Tyre Retreader

**Skill level: 4**

### Main tasks

- Monitors the functioning of rubber processing machinery producing products
- Sets up and calibrates rubber processing machines based on the specific production requirements
- Operates controls to regulate temperature, pressure, speed and flow of operation to achieve desired rubber quality
- Measures and loads raw rubber materials, items and ingredients for mixing into machines and feeding mechanisms
- Monitors operations, regulates material supply, and adds chemicals and colorants to mixture
- Examines finished rubber products for defects and conformity to specifications

**Occupation**

## 731399 Plastics and Rubber Production Machine Operators nec

This occupation group covers Plastics and Rubber Production Machine Operators not elsewhere classified.

**Skill level:** 4

**Occupations in this group include:**

- Foam Cutter
- Guillotine Operator (Plastics)
- Thermoforming Machine Operator

**Unit Group**

## 7314 Sewing, Textile and Footwear Machine Operators

Operate machinery to sew and finish garments and soft furnishings, process raw hides and fibres, and dye, weave and knit fibres for use in textile and footwear production.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 731431 Sewing Machinist

Operates industrial sewing machines to sew and finish garments and soft furnishings, such as curtains.

**Specialisation**

- Embroiderer

**Skill level: 4****Main tasks**

- Reads and interprets work orders and sewing patterns
- Guides fabric and materials through industrial sewing machines, ensuring accurate stitching
- Adjusts machine settings such as tension, stitch length and speed
- Trims excess threads and removes waste
- Inspects finished products for quality and makes necessary adjustments
- Performs routine maintenance on sewing machines, such as cleaning and oiling

**Occupation**

## 731432 Textile or Footwear Production Machine Operator

Operates automated machines that process raw hides and skins and raw textile fibres, and dye, weave and knit fibres to manufacture finished leather, yarn, carpet, knit fabrics, garments and garment parts and footwear products.

### Specialisations

- Hide and Skin Processing Machine Operator
- Textile Dyeing and Finishing Machine Operator
- Weaving Machine Operator
- Yarn Carding and Spinning Machine Operator

### Skill level: 4

#### Main tasks

- Prepares textile or footwear production machines for operation to process raw hides, skins and textile fibres
- Operates automated machines that dye and tan hides and skins, and dye textiles
- Operates automated machines that cut and machine leather and synthetic shoe uppers, and make shoes
- Operates automated machines that convert raw textile fibres into continuous untwisted and twisted strands of yarn for use in clothing, carpets, curtains, linens and other fabrics
- Programs machines to position and feed fibre packages to produce carpets, linens and other textiles
- Oversees process of tying and splicing ends to repair broken yarns

**Unit Group**

## 7319 Other Machine Operators

This unit group covers Machine Operators not elsewhere classified. It includes Chemical Production Machine Operators, Clay Products Machine Operators, Concrete Products Machine Operators, Crushing Machine Operators, Glass Production Machine Operators, Photographic Print Processors, Sterilisation Technicians and Stone Processing Machine Operators.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 731931 Chemical Production Machine Operator

Operates machines to produce chemical goods such as soaps, detergents, pharmaceuticals, toiletries and explosives.

**Specialisation**

- Candle Maker

**Skill level: 4****Main tasks**

- Sets up and prepares machines to produce chemical goods
- Measures the ingredients used in chemical products to be mixed and blended
- Operates crushing machines or mills to grind and pulverise solid chemicals and other materials to a specified size suitable for processing
- Monitors the removal of the ground product from machines, and inspects and tests samples of products for quality and consistency
- Performs regular checks and basic maintenance on processing machines, and reports any faults
- Follows safety procedures and guidelines to ensure a safe working environment
- Records production data and maintains production logs

**Occupation**

## 731932 Clay Products Machine Operator

Operates machines to manufacture clay products such as bricks, tiles, insulators, porcelain and pottery by shaping and firing clay.

### Specialisations

- Brick Extruder Operator
- Porcelain Turner
- Slip Caster

### Skill level: 4

### Main tasks

- Sets up and prepares machines for clay product manufacturing
- Operates and controls clay processing machinery, including extruders, moulds, kilns and drying equipment
- Inspects clay products for defects and quality control
- Loads raw clay materials into machines and feeds them through production
- Mixes clay and other materials according to specified formulas
- Assists in the development and testing of new clay product designs

**Occupation**

## 731933 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.

### Specialisations

- Concrete Pipe Machine Operator
- Concrete Precast Moulder
- Concrete Tile Machine Operator

### Skill level: 4

### Main tasks

- Sets up and prepares machines for operation
- Monitors and adjusts machine settings to ensure proper operation and quality of products
- Feeds raw materials into machines and removes finished products
- Inspects products for defects and ensures they meet quality standards
- Performs routine maintenance on machines, troubleshoots and resolves machine malfunctions and issues
- Records production data and maintains production logs

**Occupation**

## 731934 Crushing Machine Operator

Operates crushers and other machines to crush materials, ores and minerals for processing or transport.

Registration or licensing may be required.

**Specialisation**

- Ore Crushing Machine Operator

**Skill level: 4****Main tasks**

- Operates and maintains crushing machines and equipment to crush materials such as cement, ore, rock and coal
- Ensures proper feed rate of material for consistent operations
- Adjusts machine settings to achieve desired granularity and consistency of crushed materials
- Monitors the crushing process for any abnormalities and malfunctions, and makes required adjustments
- Dislodges and clears jammed materials or other items from machinery or equipment, and transfers crushed materials between work areas using loaders, excavators or other earthmoving machinery
- Examines crushed materials visually or with hands to ensure conformance to established standards

**Occupation**

## 731935 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.

### Specialisations

- Glass Furnace Operator
- Glass Maker
- Glass Melt Operator
- Glassware Maker

### Skill level: 4

#### Main tasks

- Understands the production specifications and sets up glass production machines to ensure precise production
- Monitors the melting and refining process of raw materials to form molten glass, and adjusts machine settings to control the temperature and flow of molten glass
- Changes, positions and aligns moulds on glass production machines as per production requirements
- Inspects glass products for defects and ensures they meet quality standards
- Conducts regular inspections and basic upkeep of glass production machines to ensure optimal performance, while identifying and resolving mechanical issues
- Monitors and controls the production rate to meet production targets, and maintains production records, while reporting any issues or discrepancies

**Occupation**

## 731936 Photographic Print Processor

Edits, adjusts and enhances digital images, and prints photographic images from digital media using various computer software, calibration tools and other digital equipment.

**Skill level:** 4

### Main tasks

- Evaluates digital images for quality issues like exposure and focus
- Adjusts images by cropping and adjusting colour, brightness and contrast for optimal print quality
- Adjusts settings and runs automatic developing equipment
- Inspects prints and adjusts settings on print-making equipment to produce required number, size and type of prints
- Monitors and tests photographic processing and printing equipment, and maintains operational standards
- May develop black and white images by separate processes, and operate enlargers
- May assist customers to turn photographs into customisable products

**Occupation**

## 731937 Sterilisation Technician

Cleans, sterilises and packages surgical instruments and other hospital equipment, soft goods and linen in a sterilisation service facility.

**Skill level:** 4

### Main tasks

- Assembles, packages, inspects and sorts surgical instruments and other hospital equipment, soft goods and linen for cleaning and sterilisation
- Operates cleaning and sterilisation equipment according to guidelines
- Monitors sterilisation cycles and equipment functionality
- Maintains inventory of sterile supplies and restocks as needed
- Adheres to infection control and safety protocols
- Collaborates with Health Professionals to ensure that sterilised equipment is readily available for patient care
- Cleans and maintains the sterilisation service facility and equipment

**Occupation**

## 731938 Stone Processing Machine Operator

Operates machines to cut and finish stones for tiles, building blocks and facings.

### Specialisations

- Marble Cutter
- Stone Polisher
- Stone Sawyer

**Skill level:** 4

### Main tasks

- Sets up and prepares machines for stone cutting and finishing
- Measures and marks stones according to specifications
- Loads and unloads stones into machines
- Operates and monitors machines to ensure stones are cut accurately and efficiently
- Inspects finished stones for quality and makes adjustments to machines as needed
- Uses hand tools to finish and polish stones
- Cleans and maintains machines to ensure proper functioning

**Occupation**

## 731999 Machine Operators nec

This occupation group covers Machine Operators not elsewhere classified.

**Skill level:** 4

**Occupations in this group include:**

- Amusement Ride Operator
- Drone Pilot
- Mine Controller (Autonomous Haulage)
- Plaster Caster
- Plaster Machine Operator
- Projectionist
- Remotely Operated Vehicle (ROV) Pilot

**Minor Group**

## 732 Stationary Plant Operators

Operate and maintain plant to produce and refine metal, ceramics and concrete, move equipment and bulk materials, excavate ore, prepare and detonate explosives, provide heating and cooling, control the movement of trains, weigh vehicles, and store, treat and distribute water.

Drillers are excluded from this minor group. Drillers are included in Occupation 399231 Driller.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

## 7321 Crane, Hoist and Lift Operators

Operate 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 and shipyards.

Stevedores are excluded from this unit group. Stevedores are included in Occupation 741937 Stevedore.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 732131 Crane, Hoist or Lift 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 and shipyards.

Registration or licensing may be required.

**Specialisations**

- Crane Truck Operator
- Mobile Crane Operator
- Tower Crane Operator

**Skill level: 4****Main tasks**

- Operates controls for cranes, hoists, lifts and winches to lift, move and place materials, equipment and people
- Inspects and maintains cranes, hoists, lifts and winches to ensure they are in proper working condition
- Determines the weight and dimensions of loads to be lifted, and selects appropriate equipment and lifting methods
- Positions and secures loads using slings, chains or other lifting devices
- Monitors and adjusts crane movements to ensure safe and efficient operation

**Unit Group**

## 7322 Engineering Production Workers

Perform 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.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 732231 Engineering Production 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.

**Specialisations**

- Alumina Refinery Operator
- Brake Press Operator
- Computer Numerical Control Machine Operator
- Foundry Operator
- Furnace Operator (Metal)
- Laser Operator
- Sheetmetal Worker (Second Class)
- Tool Setter

**Skill level: 4****Main tasks**

- Interprets engineering production schematics and blueprints
- Operates and monitors rolling plant, machinery and equipment to process mineral ore
- Operates and adjusts production plant to shape metal stock and castings, and cut sheet metal
- Operates computer-controlled production plant
- Operates furnaces and quenching plant to smelt and change the structure of metals
- Operates welding and electroplating plant
- Casts molten metal and operates plant to draw metal wire through dies
- Uses kilns and ovens to fire ceramics

**Unit Group**

## 7323 Miners and Shot Firers

Operate plant in mines to excavate, load and transport ore and minerals, and prepare and detonate explosives at mining and demolition sites.

Drillers are excluded from this unit group. Drillers are included in Occupation 399231 Driller.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 732331 Miner

Operates plant to excavate, load and transport coal, ore, rock and other minerals in an underground or open-cut mine.

Registration or licensing may be required.

**Alternative titles**

- Mining Operator
- Mining Plant Operator

**Specialisations**

- Ancillary Operator (Mining)
- Bogger Operator
- Coal Miner
- Dragline Operator
- Gold Miner
- Iron Ore Miner
- Opal Miner
- Underground Truck Operator

**Skill level: 4****Main tasks**

- Operates mining equipment to excavate coal, ore, rock and other minerals
- Loads materials onto trucks or conveyors for transportation
- Inspects equipment and performs routine maintenance and repairs
- Follows mining plans and procedures to extract minerals from the earth
- Assists in the installation and maintenance of underground support systems
- Collects and analyses samples to determine the quality and composition of minerals

**Occupation**

## 732332 Shot Firer

Assembles, positions and detonates explosives at a mining or demolition site.

Registration or licensing is required.

### Specialisations

- Blast Crew Operator
- Charge Up Operator
- Drill and Blast Supervisor

### Skill level: 4

### Main tasks

- Inspects and prepares blast sites for explosives
- Assembles and positions explosives according to safety regulations and blast plans
- Monitors weather conditions and adjusts blast plans accordingly
- Conducts pre-blast checks and ensures that the blast area is clear
- Detonates explosives using appropriate methods and techniques
- Inspects blast sites after detonation to assess the effectiveness of the blast and ensure safety standards are met
- Tests and maintains detonation equipment

**Unit Group**

## 7324 Wastewater and Water Plant Operators

Operate plant to store, distribute and treat water, including purifying water for human consumption and removing wastes from sewage.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 732431 Wastewater or Water Plant Operator

Operates plant to store, distribute and treat water, including purifying water for human consumption and removing wastes from sewage.

**Specialisations**

- Dam or Reservoir Operator
- Water or Wastewater Networks Operator

**Skill level: 4****Main tasks**

- Monitors and operates wastewater or water treatment processes and equipment
- Adjusts chemical dosages and treatment processes to maintain water quality
- Monitors and controls water storage and distribution systems
- Inspects and maintains wastewater or water treatment equipment and machinery
- Responds to emergencies at a wastewater treatment facility, and takes appropriate action
- Collects samples of water or wastewater for testing
- Collects and analyses data on water quality and treatment processes
- Prepares reports on plant operations and water quality

**Unit Group**

## 7329 Other Stationary Plant Operators

This unit group covers Stationary Plant Operators not elsewhere classified. It includes Boiler and Engine Operators, Bulk Materials Handling Plant Operators, Concrete Batching Plant Operators, Concrete Pump Operators, Railway Signal Operators and Weighbridge Operators.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 732931 Boiler or Engine Operator

Operates and maintains stationary engines, boilers, refrigeration and air conditioning systems, and associated mechanical plant.

Registration or licensing is required.

**Specialisations**

- Air Conditioning Plant Operator
- Marine Engine Driver
- Refrigeration Plant Operator

**Skill level: 4****Main tasks**

- Performs routine maintenance and repairs on engines, boilers and mechanical systems
- Monitors and adjusts controls to maintain optimal operating conditions
- Records and reports on the performance and maintenance of equipment
- Inspects and tests safety devices and equipment to ensure compliance with regulations and standards
- Responds to alarms and emergencies, and takes appropriate action to prevent damage or accidents
- Assists with the installation and commissioning of new equipment

**Occupation**

## 732932 Bulk Materials Handling Plant Operator

Operates plant and equipment to load, unload, move, store and stack bulk materials such as grain, sugar and mineral ore.

### Specialisations

- Grain Handler
- Palletiser Operator
- Receipt Point Operator (Grain)
- Tank Farm Operator (Petroleum)

### Skill level: 4

### Main tasks

- Loads bulk materials onto trucks, trains or ships
- Unloads bulk materials from trucks, trains or ships
- Moves, stores and stacks bulk materials
- Monitors and adjusts plant and equipment settings for efficiency and safety
- Performs routine maintenance and inspections on plant and equipment
- Records and maintains accurate documentation of materials handled

**Occupation**

## 732933 Concrete Batching Plant Operator

Operates mixing plant to produce batches of concrete from cement, sand, aggregate, water and other ingredients.

**Specialisation**

- Premix Concrete Batcher

**Skill level:** 4

**Main tasks**

- Operates controls to transfer specified quantities of ingredients to mixing area
- Starts mixer to blend ingredients for specified time and to discharge batch into truck or other container
- Monitors machinery operation for processing specifications
- Cleans and maintains equipment and work area
- Tests and adjusts machine settings and mixes to ensure concrete meets specifications
- Monitors and records production output and quality control data
- Inspects and maintains raw material inventory levels
- Performs routine maintenance and repairs on equipment
- Follows safety procedures and regulations to ensure a safe working environment
- May operate concrete mixer truck to transport mixed concrete to construction site

**Occupation**

## 732934 Concrete Pump Operator

Operates plant to pump, cast and mould concrete.

Registration or licensing is required.

**Specialisation**

- Concrete Boom Operator

**Skill level: 4****Main tasks**

- Operates concrete pumping equipment to pump concrete
- Pours, sprays and spreads concrete over areas such as foundations, pools and retaining walls
- Prepares concrete pump for operation by setting up and connecting hoses, pipes and other equipment
- Maintains concrete pump equipment

**Occupation**

## 732935 Railway Signal Operator

Controls the movement of trains using manual and electronic signals, and notifies control centres of delays or accidents.

Railway Shunters are excluded from this occupation. Railway Shunters are included in Occupation 741934 Railway Shunter.

**Skill level: 4**

### Main tasks

- Interprets movement orders and timetables to monitor train movements and the arrangement of rolling stock
- Operates control panels and switches to control the movement of trains
- Communicates with train drivers and other railway personnel using radios and communication systems
- Notifies control centres of delays or accidents
- Operates railway turntables to change the direction of rolling stock
- Inspects railway signals and equipment, and reports faults and malfunctions

**Occupation**

## 732936 Weighbridge Operator

Operates weighing plant and issues measurement tickets that provide readings of vehicle and load weight.

Registration or licensing is required.

**Skill level: 4**

### Main tasks

- Operates plant and equipment to weigh vehicles and their loads
- Ensures weighing plant and equipment are calibrated and maintained in accordance with standards and regulations
- Monitors and controls traffic flow to ensure efficient and safe operation of the weighing plant
- Issues measurement tickets to record readings of weight
- Inspects vehicles and their loads to ensure compliance with weight restrictions and regulations
- Maintains accurate records of weight measurements and transactions

**Occupation**

## 732999 Stationary Plant Operators nec

This occupation group covers Stationary Plant Operators not elsewhere classified.

**Skill level:** 4

**Occupations in this group include:**

- Beverage Distiller
- Bitumen Plant Operator
- Cement Production Plant Operator
- Crematorium Operator
- Snow Maker
- Wash Plant Operator

**Sub-major Group**

## **74 Mobile Plant Operators**

Operate mobile plant to clear and cultivate land, sow and harvest crops, excavate, move and compact earth and rock, move pallets and containers, service aeroplanes, and build and maintain roads and railway infrastructure.

Mobile Crane Operators are excluded from this sub-major group. Mobile Crane Operators are included in Occupation 732131 Crane, Hoist or Lift Operator.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Minor Group**

### **741 Mobile Plant Operators**

Operate mobile plant to clear and cultivate land, sow and harvest crops, excavate, move and compact earth and rock, move pallets and containers, service aeroplanes, and build and maintain roads and railway infrastructure.

Mobile Crane Operators are excluded from this minor group. Mobile Crane Operators are included in Occupation 732131 Crane, Hoist or Lift Operator.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Unit Group**

#### **7411 Agricultural, Horticultural and Logging Plant Operators**

Operate agricultural, horticultural and logging plant to clear and cultivate land, sow, fertilise and harvest crops, fell trees and move logs.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

##### **741131 Agricultural and Horticultural Mobile Plant Operator**

Operates agricultural and horticultural plant to clear and cultivate land, and sow, fertilise, spray and harvest crops.

Registration or licensing may be required.

**Specialisations**

- Harvester Operator (Agriculture)
- Tractor Operator

**Skill level: 4****Main tasks**

- Prepares and positions agricultural and horticultural plant for operation
- Operates tractor-drawn and self-propelled plant to plough land and sow, fertilise, cultivate and harvest crops, and avoids damaging crops
- Calibrates and monitors agricultural and horticultural plant performance, including adjusting speed, height and depth of implements, as well as distribution or collection rates as needed

**Occupation**

## 741132 Logging Plant Operator

Operates plant to fell trees and move, transport and load logs onto trucks for forestry conservation and production purposes.

Registration or licensing may be required.

**Alternative title**

- Forestry Machine Operator

**Specialisations**

- Forwarder Operator
- Harvester Operator (Forestry)
- Skidder Operator

**Skill level: 4****Main tasks**

- Prepares and positions logging plant for operation
- Operates logging plant to hold, lift and cut trees
- Operates attachments to lift, swing, release and sort trees and logs, and operates auxiliary plant such as chipping machines and log splitting machines
- Feeds felled trees into processors to strip limbs and cut logs, and loads logs onto stockpiles and onto trucks
- Keeps log tallies and writes work reports
- Services logging plant and performs minor repairs

**Unit Group**

## 7412 Earthmoving Plant Operators

Operate plant to drill, excavate, break, compact, level, support and move earth, rock and other materials in construction, agriculture, forestry, mining and other projects.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 741231 Earthmoving Plant Operator (General)

Operates a range of earthmoving plant to excavate, level, compact and shape earth and other materials to assist with building roads, rail, water supply, dams, treatment plants and agricultural earthworks.

Registration or licensing may be required.

**Alternative title**

- Construction Plant Operator (General)

**Skill level: 4****Main tasks**

- Maintains and operates a range of earthmoving plant to excavate, level, compact and shape earth and other materials
- Loads, transports and unloads materials using earthmoving plant and equipment
- Performs routine pre-start checks, maintenance, minor repairs and adjustments on earthmoving plant and equipment
- Monitors and reports any faults or malfunctions of earthmoving plant and equipment

**Occupation**

## 741232 Backhoe Operator

Operates a backhoe and attachments to excavate, break, drill, level and compact earth, rock and other material.

Registration or licensing may be required.

**Skill level:** 4

### Main tasks

- Operates a backhoe and attachments to excavate and remove earth, rock and other materials
- Breaks through hard surfaces using backhoe attachments
- Uses backhoe attachments to lift and place objects such as pipes, poles and logs
- Loads and unloads materials onto trucks or other vehicles using a backhoe
- Performs routine maintenance and inspections on backhoe and attachments

**Occupation**

## 741233 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 title**

- Dozer Operator

**Specialisation**

- Scraper Operator (Earthmoving)

**Skill level: 4****Main tasks**

- Prepares the bulldozer for operation by conducting pre-start checks and maintenance
- Operates the bulldozer to gouge out, level and move materials according to project specifications
- Uses blades and other attachments to perform tasks such as pushing, grading and compacting materials
- Monitors and adjusts the bulldozer's controls to ensure safe and efficient operation
- Performs routine repairs on the bulldozer as required

**Occupation**

## 741234 Excavator Operator

Operates heavy excavation plant to excavate, move and load earth, rock and rubble.

Registration or licensing may be required.

**Alternative title**

- Digger Operator

**Skill level: 4****Main tasks**

- Positions, operates, controls, monitors and adjusts heavy excavation plant to excavate, move and load earth, rock and rubble in a safe and efficient manner
- Loads and unloads excavation plant with materials
- Performs pre-start checks and routine maintenance on excavation plant
- May perform manual excavation and shovelling as required

**Occupation**

## 741235 Grader Operator

Operates a grader to spread and level materials on construction projects.

**Skill level:** 4

### Main tasks

- Determines the appropriate grades and slopes for the construction project
- Operates and controls a grader to spread and level materials such as soil, gravel and asphalt on construction sites
- Monitors and adjusts the grader's speed and blade position to achieve desired results
- Performs routine maintenance tasks on the grader, such as cleaning and lubricating

**Occupation**

## 741236 Loader Operator

Operates a motorised loader to move and load soil, rock and other material.

Registration or licensing may be required.

### Specialisations

- Bobcat Operator
- Front-end Loader Operator

### Skill level: 4

### Main tasks

- Moves materials to designated areas, and loads and unloads materials onto trucks or other vehicles using the loader
- Weighs and measures materials to ensure accurate loading
- Inspects and maintains the loader to ensure it is in proper working condition
- Performs routine maintenance on the loader, such as cleaning and lubricating

**Occupation**

## 741237 Tunnel Constructor

Operates plant to excavate, support and form tunnels and shafts in the ground, needed for services such as rail lines, roads and water works.

Registration or licensing may be required.

**Alternative title**

- Tunneller

**Skill level: 4****Main tasks**

- Operates and performs routine repairs and maintenance on tunnelling equipment and machinery, such as road header machines and tunnel boring machines
- Excavates and removes soil and rock to create tunnels and shafts
- Installs and maintains support systems, such as timber, steel or concrete linings
- Installs site services such as air supply, ventilation, dust extraction and drainage
- Monitors and adjusts tunnelling equipment to ensure safe and efficient operation
- Inspects and tests tunnelling structures for stability and integrity
- Follows engineering plans and specifications to ensure accurate tunnel construction
- Collaborates with engineers and other construction workers to coordinate tunnelling activities

**Unit Group**

## 7413 Forklift Drivers

Operate forklifts to move bulk materials, containers, crates, palletised goods, cartons and bales.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 741331 Forklift Driver

Operates a forklift to move bulk materials, containers, crates, palletised goods, cartons and bales.

Registration or licensing may be required.

**Alternative titles**

- Fork Truck Operator
- Forklift Operator

**Specialisation**

- Reach Truck Operator

**Skill level: 4****Main tasks**

- Aligns, raises and lowers forks to stack and unstack items in warehouses, factories, timber yards and shipping terminals
- Operates forklifts on rails or using electronic guidance systems to control movement
- Transports goods to designated areas in warehouses, factories, timber yards and shipping terminals using a lift truck
- May operate a vehicle capable of lifting fully loaded shipping containers
- May operate specialised trucks to carry items beneath elevated frames

**Unit Group**

## 7419 Other Mobile Plant Operators

This unit group covers Mobile Plant Operators not elsewhere classified. It includes Aircraft Baggage Handlers and Ground Crew, Aircraft Refuellers, Linemarkers, Railway Shunters, Railway Track Plant Operators, Road Roller Operators, Stevedores and Streetsweeper Operators.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 741931 Aircraft Baggage Handler and Ground Crew

Loads and unloads air freight, directs planes, positions staircases and performs other aircraft ground services to ensure aircraft operations run efficiently.

**Specialisation**

- Ramp Agent

**Skill level: 4****Main tasks**

- Loads and unloads air freight from aircraft
- Inspects air freight to ensure it is properly loaded and secured
- Operates vehicles and material-moving equipment during the loading, unloading and transportation of air freight
- Sorts air freight for processing, transport or storage
- Positions loading ramps and staircases to allow passengers to board and disembark aircraft
- Assists in the movement of aircraft on the ground
- Communicates with pilots, Flight Attendants and other ground crew members to coordinate aircraft operations

**Occupation**

## 741932 Aircraft Refueller

Fills aircraft with aviation fuel by operating a tanker truck or hydrant vehicle and connecting a fuel system to the aircraft fuel tank. Registration or licensing is required.

**Skill level: 4**

### Main tasks

- Operates fuelling vehicles and equipment to refuel aircraft according to specific fuel requirements
- Connects ground fuel storage tanks to aircraft by operating pumps and valves, and managing flow rates to prevent overfilling or underfilling
- Monitors fuel levels in storage tanks and ensures accurate and safe fuelling of aircraft
- Inspects fuelling equipment and reports any malfunctions or damage while following safety procedures and regulations
- Maintains records of fuel transactions, completes necessary paperwork and communicates with aircraft crew and ground personnel to coordinate fuelling operations
- Performs routine maintenance and cleaning of fuelling equipment
- Responds to fuel-related emergencies, such as spills or leaks, by executing emergency response procedures

**Occupation****741933 Linemarker**

Operates plant to apply markings to roads and other surfaces such as car parks, airports and sportsgrounds.

Registration or licensing is required.

**Specialisation**

- Road Marker

**Skill level: 4****Main tasks**

- Prepares roads and other surfaces for line marking
- Measures and marks out lines and symbols on roads and other surfaces
- Operates line marking machinery and equipment to apply markings to surfaces accurately

**Occupation**

## 741934 Railway Shunter

Sorts, assembles and disassembles trains from rolling stock, and safely moves trains within marshalling yards.

Railway Signal Operators are excluded from this occupation. Railway Signal Operators are included in Occupation 732935 Railway Signal Operator.

**Skill level:** 4

### Main tasks

- Assembles and disassembles trains, locomotives and/or rolling stock in the marshalling yard
- Places wagons into railway parking tracks (sidings)
- Moves trains safely between yards and platforms
- Conducts safety checks on trains and rolling stock
- Directs train drivers around the marshalling yard

**Occupation**

## 741935 Railway Track Plant Operator

Operates plant to lay, align, repair and maintain railway tracks.

Registration or licensing may be required.

**Skill level:** 4

### Main tasks

- Inspects and assesses railway tracks to identify maintenance and repair needs
- Operates plant machinery to lay and align railway tracks
- Repairs and maintains railway tracks using appropriate tools and equipment
- Monitors and adjusts track alignment to ensure safe and efficient train operations
- Performs routine maintenance tasks on plant machinery to ensure proper functioning
- Collaborates with other railway personnel to coordinate track maintenance activities

**Occupation**

## 741936 Road Roller Operator

Operates a power-driven roller to prepare surfaces for roads, runways and car parks.

**Skill level:** 4

### Main tasks

- Controls roller speed and direction to achieve desired compaction and smoothness
- Monitors surface conditions and adjusts roller operation as necessary
- Performs routine maintenance and cleaning of roller equipment
- Follows project plans and specifications for surface preparation and compaction

**Occupation**

## 741937 Stevedore

Transfers cargo between ships and other forms of transport or storage facilities.

Registration or licensing may be required.

**Alternative title**

- Wharf Labourer

**Skill level: 4****Main tasks**

- Loads and unloads cargo from ships using appropriate techniques and equipment such as forklifts, gantry cranes, reach stackers, straddle carriers, front-end loaders, excavators, mobile wharf cranes or conveyor systems
- Secures cargo using ropes, chains and other devices
- Transfers cargo between vessels and wharf storage facilities, and between storage facilities and road or rail transport
- Inspects cargo for damage and reports any issues
- Communicates with supervisors and other workers to coordinate cargo transfer operations
- Organises and prioritises cargo based on shipping schedules and requirements

**Occupation****741938 Streetsweeper Operator**

Operates plant to clean streets and gutters of litter and debris.

Registration or licensing is required.

**Skill level: 4**

**Main tasks**

- Operates equipment to dampen dust and collect and dispose of litter and debris from streets and other paved surfaces
- Keeps records of areas cleaned
- Inspects and undertakes minor maintenance on street cleaning equipment

**Occupation**

## 741999 Mobile Plant Operators nec

This occupation group covers Mobile Plant Operators not elsewhere classified.

**Skill level: 4**

**Occupations in this group include:**

- Aviation Groundcrew (Defence Force)
- Cable Ferry Operator
- Dredge Operator
- Mulcher Operator
- Paving Plant Operator
- Snow Groomer

**Major Group**

## 8 Labourers

Perform a variety of routine and repetitive physical tasks using hand and power tools and machines, either as an individual or as part of a team assisting more skilled workers such as Trades Workers, and Machinery Operators and Drivers.

**OSCA skill level**

The occupations in this major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Sub-major Group**

## 81 Cleaners and Laundry Workers

Clean commercial, industrial and domestic premises, construction sites, vehicles and industrial machines, and clean clothing and other items in laundries and drycleaning establishments.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

## 811 Cleaners and Laundry Workers

Clean commercial, industrial and domestic premises, construction sites, vehicles and industrial machines, and clean clothing and other items in laundries and drycleaning establishments.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

## 8111 Commercial Cleaners

Clean offices, residential complexes, hospitals, schools, industrial work areas, industrial machines, construction sites and other commercial premises using heavy duty cleaning equipment.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

## 811131 Commercial Cleaner

Cleans offices, residential complexes, hospitals, schools, industrial work areas, industrial machines, construction sites and other commercial premises using heavy duty cleaning equipment.

**Specialisations**

- Aircraft Cabin Cleaner
- Hospital Cleaner
- Public Transport Cleaner

- School Cleaner

**Skill level: 5**

#### Main tasks

- Cleans and sanitises various commercial premises, including offices, hospitals, schools and construction sites
- Operates heavy duty cleaning equipment such as vacuum cleaners, floor scrubbers and pressure washers
- Removes rubbish and waste materials from designated areas
- Dusts, polishes and disinfects furniture, fixtures and surfaces
- Sweeps, mops and vacuums floors
- Cleans internal window surfaces, mirrors and other glass surfaces
- Maintains and organises cleaning equipment and supplies
- Reports any maintenance or repair needs, or diminished supplies to the appropriate personnel
- Follows safety procedures and guidelines while performing cleaning tasks

**Unit Group**

## 8112 Domestic Cleaners

Clean and tidy private dwellings such as houses, units, flats, apartments and townhouses.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 811231 Domestic Cleaner

Cleans and tidies private dwellings, such as houses, units, flats, apartments and townhouses.

**Skill level: 5****Main tasks**

- Cleans and sanitises rooms in private dwellings, such as houses, units, flats, apartments and townhouses
- Sweeps, mops and vacuums floors in living areas
- Cleans and disinfects kitchen and bathroom areas, including countertops, sinks, appliances, toilets and showers
- Dusts and polishes furniture, surfaces and fixtures
- Empties and cleans rubbish bins, and disposes of waste
- Reports any maintenance or repair needs to the homeowner
- Follows health and safety guidelines to ensure a clean and safe environment

**Unit Group**

## 8113 Drycleaners and Laundry Workers

Sort, clean, fold, iron and package linen, clothing and other items in laundries and drycleaning establishments, and private residences.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 811331 Drycleaner

Cleans clothing, garments, upholstery and other fabrics using drycleaning agents and machines.

**Skill level: 5****Main tasks**

- Inspects clothing, garments, upholstery and other fabrics for stains, damage and special care instructions
- Sorts and separates items based on colour, fabric and cleaning requirements
- Treats stains and spots using appropriate cleaning agents
- Loads items into dry or wet cleaning machines, ensuring proper weight and balance
- Adds cleaning agents and solvents to cleaning machines according to manufacturer instructions
- Operates dry or wet cleaning machines to remove dirt, stains and odours from clothing and fabrics
- Removes cleaned clothing and fabrics from cleaning machines, and inspects for any remaining stains or damage
- Packages and prepares cleaned clothing and fabrics for return to customers
- May repair minor damage to clothing, such as loose buttons or broken zippers

**Occupation**

## 811332 Laundry Worker

Sorts, cleans, irons, presses, folds and packages linen, clothing and other garments in a commercial laundry or private residence.

### Specialisations

- Folding Machine Operator
- Hospital Linen Worker
- Ironer or Presser
- Linen Sorter

### Skill level: 5

### Main tasks

- Sorts and separates soiled linen, clothing and other articles by type, colour and hygiene requirements
- Mixes and adds detergents, dyes, bleaches, starches and other chemicals used in the cleaning process
- Operates washing machines, dryers and other laundry equipment to clean and dry linen, clothing and other articles
- Irons and presses clothing, garments and other articles using steam irons or pressing machines
- Checks clothing, linen, fabrics and other articles for damage or defects
- Folds or hangs garments, fabrics or other articles for storage or delivery
- May perform minor repairs or alterations to clothing, linen or other articles

**Unit Group**

## 8114 Housekeepers

Perform cleaning and housekeeping duties in hotels, motels and other commercial premises, and in private residences.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 811431 Commercial Housekeeper

Cleans, vacuums and mops floors, makes beds, and restocks mini bars and bathroom supplies in hotel and motel rooms and other commercial premises.

**Skill level: 5****Main tasks**

- Cleans and maintains cleanliness of hotel and motel rooms, and other commercial premises
- Vacuums and mops floors to ensure cleanliness and hygiene
- Makes beds and changes bed linen for guest comfort
- Restocks mini bars and bathroom supplies to ensure availability for guests
- Removes trash and empties waste bins
- Dusts and polishes furniture and fixtures to keep them clean and presentable
- Cleans and sanitises bathrooms, and takes used towels or linen to be washed
- Reports any maintenance issues or damages to the appropriate personnel

**Occupation**

## 811432 Domestic Housekeeper

Cleans, cooks and performs other housekeeping tasks in private residences.

**Skill level:** 5

### Main tasks

- Cleans and tidies private residences, including dusting, vacuuming, mopping floors and cleaning surfaces
- Makes beds and changes bed linen, and washes and irons clothes and linen
- Cleans and organises bathrooms, including toilets, showers and sinks
- Cleans and organises kitchens, including washing dishes, cleaning appliances and organising pantries
- Shops for groceries and household supplies, and prepares and cooks meals according to clients' preferences and dietary restrictions
- Takes care of household pets, including feeding, walking and grooming
- Performs light gardening and outdoor maintenance tasks
- Assists with other household tasks as needed, such as running errands or organising cupboards

**Unit Group**

## 8115 Vehicle Detailers

Wash and clean exteriors and interiors of vehicles, and touch up paint work, glass and upholstery to prepare them for private and commercial usage, sale and rent.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 811531 Vehicle Detailer

Washes and cleans exteriors and interiors of vehicles, and touches up paint work, glass and upholstery to prepare them for private or commercial usage, sale or rent.

**Alternative title**

- Car Detailer

**Specialisations**

- Boat Detailer
- Pre-delivery Detailer
- Truck Detailer

**Skill level: 5****Main tasks**

- Inspects vehicles to identify areas that require cleaning and detailing
- Consults with customers regarding detailing services and provides quotes
- Washes and cleans the exteriors of vehicles using appropriate cleaning agents and equipment
- Vacuums, cleans and removes stains and odours from the interiors of vehicles, including seats, carpets and upholstery
- Cleans and polishes windows, mirrors, other glass surfaces, chrome and other metal surfaces of vehicles
- Touches up paint work on vehicles to restore their appearance
- Performs final inspections to ensure vehicles are clean and presentable for private or commercial usage, sale or rent

**Unit Group**

## 8119 Other Cleaners and Laundry Workers

This unit group covers Cleaners and Laundry Workers not elsewhere classified. It includes Carpet Cleaners, Roof Gutter Cleaners and Window Cleaners.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 811931 Carpet Cleaner

Cleans carpets, rugs and furniture upholstery using powder, liquid and steam cleaning methods, and applies soil-repellent chemicals and deodorants.

**Specialisation**

- Upholstery Cleaner

**Skill level: 4****Main tasks**

- Inspects carpets, rugs and upholstery to determine an appropriate cleaning method
- Vacuums carpets, rugs and upholstery to remove dirt and debris
- Applies pre-treatment solutions to stains and heavily soiled areas
- Cleans carpets, rugs and upholstery using appropriate cleaning equipment, such as steam cleaners and extraction machines
- Applies soil-repellent chemicals and deodorants to carpets, rugs and upholstery
- Removes excess moisture from carpets, rugs and upholstery using extraction equipment
- Inspects and evaluates the cleanliness of carpets, rugs and upholstery post-cleaning

**Occupation**

## 811932 Roof Gutter Cleaner

Cleans gutters on residential and commercial buildings.

**Skill level:** 5

### Main tasks

- Inspects gutters and surrounding work area for hazards
- Removes leaves, dirt and other debris from gutters
- Uses ladders or other equipment to access gutters at different heights
- Checks and clears any downspouts for blockages
- Ensures that all safety precautions are followed while working at heights
- May perform minor repairs to gutters

**Occupation**

## 811933 Window Cleaner

Cleans interior and exterior window surfaces.

**Specialisation**

- Rope Access Window Cleaner

**Skill level:** 5**Main tasks**

- Inspects interior and exterior windows of residential, commercial and high-rise buildings to determine the extent of cleaning required
- Removes dirt, dust, grime and other stains from window surfaces using specialised cleaning solutions and tools
- Cleans window frames, sills and tracks
- Removes and replaces screens for cleaning
- Uses ladders, scaffolding, ropes or other equipment to access windows at different heights
- Ensures that all safety precautions are followed while working, including the use of chemicals and working at heights

**Occupation**

## 811999 Cleaners and Laundry Workers nec

This occupation group covers Cleaners and Laundry Workers not elsewhere classified.

**Skill level:** 5

**Occupations in this group include:**

- Air Conditioner Cleaner
- Chimney Sweep
- Graffiti Cleaner
- Peggy
- Restoration Technician

**Sub-major Group**

## **82 Construction and Mining Labourers**

Perform a variety of routine tasks in house building, road, rail and general construction, and in drilling, mining and mineral ore treatment, usually under supervision.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

### **821 Construction and Mining Labourers**

Perform a variety of routine tasks in house building, road, rail and general construction, and in drilling, mining and mineral ore treatment, usually under supervision.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

#### **8211 Construction and Demolition Labourers**

Perform a variety of routine tasks associated with preparing, erecting and repairing structures and facilities, excavating earth and clearing and levelling sites, demolishing and dismantling buildings and structures, and removing and disposing of asbestos.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

##### **821131 Asbestos Removalist**

Identifies, safely removes and disposes of asbestos found in buildings, building materials such as tiles, flooring panels and ceiling sheets, and other structures through the use of containment enclosures and specialised equipment such as airless sprayers and injection equipment.

Registration or licensing is required.

**Skill level: 4****Main tasks**

- Identifies the presence and type of asbestos in buildings and in building materials, pipes, boilers and other structures
- Sets up containment enclosures and safety measures to prevent the spread of asbestos fibres during removal
- Operates specialised equipment such as airless sprayers and injection equipment, to safely remove and seal asbestos in secure containers for safe disposal, ensuring no leakage of asbestos fibres
- Cleans the site after asbestos removal using specialised vacuum cleaners and other cleaning tools to ensure that there are no residual asbestos fibres
- Conducts air monitoring and clearance testing to ensure the area is safe for reoccupation after asbestos removal

**Occupation**

## 821132 Builder's Labourer

Performs routine tasks in preparing, erecting and repairing structures and facilities on building and construction sites, and in factories producing prefabricated building components.

Demolition Labourers and Pipe Layers are excluded from this occupation. Demolition Labourers are included in Occupation 821134

Demolition Labourer. Pipe Layers are included in Occupation 821632 Pipe Layer.

**Alternative titles**

- Construction Labourer
- Construction Worker

**Specialisations**

- Bricklayer's Assistant
- Carpenter's Assistant

**Skill level: 5****Main tasks**

- Assists with the preparation of building sites, including clearing debris and setting up barricades and scaffolding
- Carries and lifts materials and tools to and from work areas and around building sites
- Operates hand and power tools, such as drills, saws and hammers, to assist with the assembly and installation of prefabricated or structural building components
- Cleans building and construction sites, and maintains tools and equipment

**Occupation**

## 821133 Concreter's Labourer

Assists with concrete mixing, pouring, finishing, screeding and reinforcement installation. Handles concreting materials, and undertakes preparation and cleaning of the worksite.

**Skill level:** 5

### Main tasks

- Assists with concrete mixing, pouring and finishing
- Spreads and levels concrete surfaces
- Installs reinforcement materials under supervision
- Handles and transports concreting materials and tools
- Prepares worksites by cleaning and organising materials
- Assists with the setup and dismantling of formwork
- Assists with the placement and alignment of concrete forms
- Cleans and maintains concreting tools and equipment

**Occupation**

## 821134 Demolition Labourer

Assesses, demolishes, dismantles and removes building structures and materials, such as brick, timber, concrete and metal. Registration or licensing may be required.

Asbestos Removalists are excluded from this occupation. Asbestos Removalists are included in Occupation 821131 Asbestos Removalist.

**Alternative title**

- Demolition Worker

**Skill level: 4****Main tasks**

- Continually assesses building structures to ensure that the demolition process is safe and efficient
- Dismantles and removes building materials such as brick, timber, concrete and metal
- Operates machinery and other equipment to assist in the demolition process

**Occupation**

## 821135 Earthmoving Labourer

Performs routine tasks in excavating earth, clearing and levelling sites, and digging irrigation channels.

**Specialisation**

- Grave Digger

**Skill level: 5****Main tasks**

- Performs routine tasks to manually excavate and move earth, rocks and other materials
- Loads excavated materials onto conveyors, wheelbarrows and trucks for removal
- Spreads and levels soil, gravel and sand on roads and driveways, trench bottoms and similar locations

**Unit Group**

## 8212 Construction Riggers and Doggers

Sling cranes and winches, assemble and install rigging gear, and direct the movement of loads while ensuring that they do not exceed lifting capacities.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 821231 Construction 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.

Registration or licensing may be required.

**Specialisations**

- Advanced Rigger
- Crane Rigger
- Telecommunications Rigger

**Skill level: 4****Main tasks**

- Determines the necessary type and size of rigging gear, and inspects and prepares the appropriate rigging gear for the task
- Attaches rigging gear to equipment, structural steel or other heavy objects
- Builds and dismantles cranes and hoists
- Uses mechanical load shifting equipment and associated tools, such as winches, hoists and other lifting equipment, to lift, lower, move, position and secure objects
- Maintains and repairs rigging gear

**Occupation****821232 Dogger**

Slings cranes and winches, directs the movements of loads while ensuring that they do not exceed lifting capacities, and assists in rigging and dismantling cranes and winches.

Registration or licensing may be required.

Crane Riggers are excluded from this occupation. Crane Riggers are included in Occupation 821231 Construction Rigger.

**Skill level: 4****Main tasks**

- Inspects and prepares cranes and winches for operation
- Attaches slings and hooks to loads, ensuring proper placement and secure attachment
- Monitors and controls the movement of loads via communication with crane drivers, ensuring they do not exceed lifting capacities
- Assists in rigging and dismantling cranes and winches
- Performs routine maintenance and repairs on cranes and winches
- Keeps records of crane operations, including load weights and movements

**Unit Group**

## 8213 Fencers

Erect and repair fences and gates.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 821331 Fencer

Erects and repairs fences and gates.

**Alternative title**

- Fence Erector

**Skill level: 4****Main tasks**

- Inspects and measures the area for fence or gate installation or repair
- Cuts and shapes fence panels or gates
- Digs holes and secures fence posts or gate supports
- Attaches fence panels or gates to posts or supports
- Repairs damaged fences and gates by fixing or replacing components

**Unit Group**

## 8214 Home Improvement and Insulation Installers

Install functional and decorative home improvements including garage doors, sheds, window furnishings and building insulation materials.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 821431 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 and sound.

Registration or licensing may be required.

Waterproofers are excluded from this occupation. Waterproofers are included in the Occupation 369933 Waterproofer.

**Specialisation**

- Window Tinter (Building)

**Skill level: 4****Main tasks**

- Measures and cuts insulation material, including window tint, to fit specified areas of buildings
- Installs insulation material in walls, floors, windows and ceilings of buildings using tools and equipment such as spray guns, blowers and staplers
- Applies adhesive or fasteners to secure insulation material in place
- Seals gaps and joints in insulation material to ensure airtightness

**Occupation**

## 821432 Garage Door Installer

Installs and removes garage doors, including hardware and parts such as tracks, springs and rollers, and installs motor units, drive systems and control mechanisms used to open and close garage doors.

**Alternative title**

- Garage Door Technician

**Skill level: 4****Main tasks**

- Removes and disassembles existing garage doors, and installs and assembles new garage doors
- Installs tracks, springs and rollers for proper functioning of garage doors
- Installs motor units, drive systems and control mechanisms for automated opening and closing of garage doors
- Repairs or replaces damaged or malfunctioning parts of garage doors

**Occupation****821433 Shed Builder**

Builds and installs shed foundations, framing, walls, roofing, doors and windows, and performs the appropriate internal and external finishing.

Registration or licensing may be required.

**Alternative title**

- Shed Erector

**Skill level: 4****Main tasks**

- Measures, marks out, excavates and levels the ground for shed foundations
- Constructs shed foundations using concrete or other suitable materials
- Constructs shed frames, including walls, roofing, doors and windows
- Applies external finishing to sheds, such as paint or stains
- Installs internal finishing such as insulation, plasterboard and flooring, to sheds

**Occupation**

## 821434 Window Furnishing Installer

Measures, cuts, mounts and secures window treatments, such as awnings, blinds, curtains and shutters, and removes existing window treatments where required.

Security shutter installers are excluded from this occupation. Security shutter installers are included in Occupation 821499 Home Improvement and Insulation Installers nec.

### Specialisations

- Awning Installer
- Blind Installer
- Curtain Installer
- Shutter Installer

### Skill level: 4

### Main tasks

- Measures windows to determine the size and dimensions of window treatments needed, and cuts them to the appropriate size
- Mounts brackets and threading rods onto windows, and installs blinds or curtains onto the brackets and threading rods
- Ensures that awnings, blinds, curtains or shutters are properly aligned and level
- Removes existing window treatments such as blinds or curtains

**Occupation**

## 821499 Home Improvement and Insulation Installers nec

This occupation group covers Home Improvement and Insulation Installers not elsewhere classified.

Registration or licensing may be required.

**Skill level: 4**

**Occupations in this group include:**

- Assistant Cabinet Maker
- Balustrade Installer
- House Restumper
- Patio Installer
- Rainwater Tank Installer
- Security Door and Screen Installer
- Shade Sail Installer
- Shower Screen Installer

**Unit Group**

## 8215 Paving and Surfacing Labourers

Perform routine tasks associated with laying bituminous and other paving materials on roads, runways, parking areas and other surfaces to be paved.

Concreter's Labourers are excluded from this unit group. Concreter's Labourers are included in Occupation 821133 Concreter's Labourer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 821531 Paving and Surfacing Labourer

Performs routine tasks associated with laying bituminous and other paving materials on roads, runways, parking areas and other surfaces to be paved.

**Skill level: 5**

**Main tasks**

- Sweeps paving bases prior to laying asphalt and other surfaces
- Sprinkles and brushes hot and cold-mix asphalt over surfaces to be paved and repaired to bond asphalt toppings to bases
- Operates tank-truck distributors and hoses to spray tar and road oils and emulsions on graded surfaces prior to paving
- Trips tailgate levers to discharge hot-mix asphalt into paving machines, and spreads stone chips, gravel and cold-mix asphalt onto road surfaces
- Removes water and debris from potholes or damaged areas, and trims damaged surfaces before repair
- Shovels asphalt mix into areas inaccessible to paving machines and compacts mix using rakes and hand tampers
- Erects and dismantles barriers
- Loads and unloads equipment and cleans work sites
- May direct traffic

**Unit Group**

## 8216 Plumbing and Drainage Labourers

Perform routine tasks in laying, assembling and connecting pipe systems, fixtures, water meters and regulators, and in maintaining drainage, sewerage and stormwater systems.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 821631 Drainage, Sewerage and Stormwater Labourer

Performs routine tasks in maintaining drainage, sewerage and stormwater systems.

**Skill level: 5****Main tasks**

- Cleans and performs minor repairs to stormwater drains and canals
- Checks for cracks and leaks in sewerage systems
- Assists with the installation of on-site domestic wastewater treatment plants, disposal systems, stormwater systems, and below ground sanitary drainage systems
- Installs prefabricated inspection openings and inspection chambers

**Occupation**

## 821632 Pipe Layer

Lays, assembles and connects pipe systems made of steel, iron, plastic, concrete or other materials for water mains, sewers and drains. Registration or licensing may be required.

**Skill level: 4**

### Main tasks

- Inspects the ground to determine the suitability for pipe laying, and digs and backfills trenches for pipe installation
- Measures and cuts pipes to required lengths, and assembles and connects pipes using appropriate fittings and tools
- Seals pipe joints to ensure they are watertight, tests pipe systems for leaks, and makes necessary repairs

**Occupation****821633 Plumber's Assistant**

Performs routine tasks in fabricating, laying, installing and maintaining pipes, fixtures, water meters and regulators.

**Skill level:** 5

**Main tasks**

- Assists Plumbers in fabricating, laying, installing and maintaining pipes, fixtures, water meters and regulators
- Assists in measuring, cutting and fitting pipes and fixtures, and holds pipes in place while Plumbers weld or solder joints
- Assists in installing and repairing plumbing fixtures such as toilets, sinks and taps

**Unit Group**

## 8217 Structural Steel Construction Workers

Erect and dismantle scaffolding and structural steel frames, and position steel in concrete forms to reinforce concrete structures.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 821731 Scaffolder

Erects and dismantles scaffolding to provide work platforms on building and industrial sites, and for temporary structures such as staging and seating.

Registration or licensing may be required.

**Skill level: 4****Main tasks**

- Fits and bolts tubes, support braces and components to form bases and build up scaffolding
- Lifts and positions sections of scaffolding
- Erects guard rails, guy wires, ropes and clamps, lays planks, and hangs safety nets
- Dismantles and removes scaffolding from building sites

**Occupation****821732 Steel Fixer**

Positions and secures steel bars and steel mesh in concrete forms to reinforce concrete structures.

Registration or licensing may be required.

**Skill level: 4**

**Main tasks**

- Determines size, shape, quantity and location of reinforcing metal according to drawings or verbal instructions
- Measures, cuts and bends steel and welded wire mesh according to specifications
- Fixes mesh and reinforced steel into position in formwork for concrete pours

**Occupation**

## 821733 Structural Steel Erector

Erects and dismantles structural steel frames of buildings and other structures.

Registration or licensing may be required.

**Skill level: 4**

### Main tasks

- Erects lifts and positions girders, plates, columns and other structural steel components
- Aligns, levels and secures structural steel components
- Lifts, positions and installs bracing, temporary supports, safety nets and scaffolding
- Dismantles and removes steel structures and temporary structures at project completion

**Unit Group**

## 8219 Other Construction and Mining Labourers

This unit group covers Construction and Mining Labourers not elsewhere classified. It includes Driller's Offsiders, Liggers, Mining Support Workers, Rail Protection Officers, Railway Track Workers and Surveyor's Assistants.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 821931 Driller's Offsider

Performs routine tasks to assist Drillers, including setting up, operating and dismantling drilling sites for extracting oil, gas, mineral ore or water.

**Alternative titles**

- Driller's Assistant
- Roustabout (Oil and Gas)

**Skill level: 4****Main tasks**

- Assists in setting up drilling equipment and machinery at drilling sites, and the installation and maintenance of drill casings and pipes
- Operates drilling equipment under the supervision of Drillers
- Assists in the collection and analysis of drilling samples
- Cleans and maintains drilling equipment and work areas
- Assists in the dismantling and removal of drilling equipment and machinery
- Assists in the transportation of drilling equipment and materials to and from drill sites

**Occupation**

## 821932 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.

**Skill level:** 5

### Main tasks

- Determines insulation requirements for pipes, steam generators, process vats and ducting
- Measures and cuts insulating materials to fit pipes, steam generators, process vats and ducting
- Secures insulation using tools or machinery
- Repairs or replaces damaged insulation

**Occupation**

## 821933 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.

### Specialisations

- Mineral Sampler
- Nipper (Mining)

**Skill level:** 5

### Main tasks

- Assembles and operates mining equipment according to instructions
- Dismantles mining equipment and ensures proper storage and maintenance
- Takes ore, rock and dust samples for analysis and testing
- Mixes ore treating chemicals and catalysts according to specified ratios
- Assists in the transportation of ore, rock and other materials within the mining site
- Cleans and maintains work areas and equipment

**Occupation**

## 821934 Rail Protection Officer

Assesses rail worksites, including on railways, tramways, quarries and mines, and implements safety procedures to protect the worksite and workers.

**Skill level:** 4

### Main tasks

- Conducts safety assessments for rail worksites
- Ensures the safety of workers in the rail corridor by maintaining safe separation of workers and rail traffic
- Determines safety measures required for occupancy of the track
- Obtains track work authority from Railway Network Controllers to allow rail traffic to proceed through worksites
- Advises Railway Network Controllers of any delays in returning the track to service
- May conduct risk assessments and provide safety briefings to rail work crews
- Applies emergency procedures and responds to conditions affecting the rail network

**Occupation**

## 821935 Railway Track Worker

Lays, aligns and repairs tracks for railways, tramways, quarries and mines.

**Skill level:** 4

### Main tasks

- Removes and replaces damaged or worn-out tracks
- Measures and marks out areas for track construction or repair
- Operates small machinery and equipment to lay tracks
- Aligns and levels tracks using specialised tools and equipment
- Welds or bolts tracks together to ensure stability and safety
- Conducts regular maintenance and repairs on tracks and equipment

**Occupation**

## 821936 Surveyor's Assistant

Transports, assembles, maintains and lays out surveying equipment in support of surveyors.

Geology Field Assistants are excluded from this occupation. Geology Field Assistants are included in Occupation 311532 Earth Science Technician.

**Alternative title**

- Surveying Assistant

**Skill level: 4****Main tasks**

- Transports surveying equipment to and from work sites, and assembles, operates and disassembles surveying equipment as required
- Maintains and calibrates surveying equipment to ensure accuracy
- Operates and maintains vehicles and equipment used in surveying activities
- Assists in the marking and setting out of survey marks
- Records and maintains accurate data and measurements for surveyors
- Assists in the interpretation of surveying data and the preparation of surveying reports and maps

**Sub-major Group**

## 83 Factory Process Workers

Perform routine tasks in processing, manufacturing and packaging food, beverages and other products.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

### 831 Food Process Workers

Perform routine tasks in processing and manufacturing food and beverages.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

#### 8311 Food and Drink Factory Workers

Perform routine tasks in manufacturing food and beverages.

Packers are excluded from this unit group. Packers are included in Unit Group 8321 Packers.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

##### 831131 Baking Factory Worker

Operates machines and performs routine tasks to make, process, wrap and package bread, cakes and other baked products.

**Specialisation**

- Biscuit Factory Worker

**Skill level: 5****Main tasks**

- Operates baking machines to mix and knead dough for bread, cakes and other baked products
- Monitors baking process, and adjusts temperature and timing as necessary
- Loads and removes baking trays and tins from ovens, and allows baked goods to cool
- Operates slicing machines to slice bread and other baked products
- Wraps and packages baked products for storage or sale
- Cleans and maintains baking equipment and work area
- Adheres to health and safety regulations and practices in the baking factory

**Occupation**

## 831132 Brewery Worker

Operates machines and performs routine tasks to make beer, and package, store and dispatch beer in bottles, cans and kegs.

**Skill level:** 5

### Main tasks

- Operates and monitors beer production machines according to standard procedures
- Measures and adds ingredients such as malt, hops, yeast and water to brewing vessels
- Monitors and adjusts temperature, pressure and flow rates during brewing process
- Conducts quality control tests on beer samples to ensure consistency and quality
- Packages beer into bottles, cans or kegs using automated or manual equipment
- Loads and unloads beer onto trucks for distribution

**Occupation**

## 831133 Coffee Roaster

Selects, blends and roasts coffee beans to ensure flavour consistency, quality and optimal roast levels to produce distinct coffee varieties.

**Skill level:** 5

### Main tasks

- Inspects and sorts green coffee beans for roasting
- Loads green coffee beans into coffee roasting machinery and operates machinery, such as drum or air roasters and quenching equipment
- Monitors and adjusts temperature, time and airflow settings during the coffee bean roasting processes, including the cracking process, to ensure quality and efficiency
- Tests and checks roasted coffee beans for quality and flavour consistency
- Weighs and packs roasted coffee beans accurately, and keeps track of inventory to prepare for distribution

**Occupation**

## 831134 Confectionery Maker

Operates machines and performs routine tasks to make and wrap confectionery.

**Specialisation**

- Chocolate Maker

**Skill level:** 5

**Main tasks**

- Measures and mixes confectionery ingredients
- Operates confectionery-making equipment
- Monitors product quality before packaging
- Packages confectionery products
- Cleans equipment, including pumps, hoses, storage tanks and machinery
- Records production data
- Assists in inventory management for confectionery ingredients

**Occupation**

## 831135 Dairy Products Factory Worker

Operates machines and performs routine tasks to make, process and package or bottle milk, milk powder, yoghurt, butter, cheese and other dairy products.

### Specialisations

- Butter Maker
- Cheese Factory Worker
- Cheese Maker
- Ice-cream Maker
- Milk Processing Worker
- Pasteuriser Operator
- Yoghurt Maker

### Skill level: 5

#### Main tasks

- Operates machines to pasteurise and homogenise milk
- Adds ingredients and additives to milk to create specific dairy products
- Monitors and controls temperature, pressure and flow rates during production process to ensure proper processing and storage of dairy products
- Performs fermentation and culturing processes to produce various types of dairy products
- Ensures proper bottling, wrapping, packaging, labelling and sealing of dairy products
- Moves packaged products to storage areas to prepare for distribution
- Tests samples of dairy products for quality and consistency, and follows industry standards and safety guidelines to ensure efficient and safe production of dairy products

**Occupation**

## 831136 Fruit and Vegetable Factory Worker

Operates machines and performs routine tasks to prepare canned and frozen fruit and vegetables, and make and package sauces, jams and juices.

**Skill level:** 5

### Main tasks

- Operates heating, chilling, pasteurising, carbonating and sulphuring equipment to prepare canned and frozen fruits and vegetables
- Peels, cores, chops, pits and juices fruit and vegetables
- Inspects and removes damaged produce
- Prepares sauces, jams and juices
- Cleans equipment, including pumps, hoses, storage tanks and machinery
- Packages finished products with proper labelling

**Occupation**

## 831137 Grain Mill Worker

Operates machines and performs routine tasks to mix, mill and treat grains and by-products to make flour, meal and stockfeed.

**Specialisation**

- Stockfeed Miller

**Skill level:** 5

**Main tasks**

- Operates machines to clean and sort grains
- Weighs and measures ingredients according to recipes or formulas
- Loads grains into milling machines and adjusts settings to achieve desired consistency
- Inspects finished products for quality and makes adjustments as necessary
- Packages and labels finished products for distribution

**Occupation**

## 831138 Sugar Mill Worker

Operates machines and performs routine tasks to extract juice from sugar cane to make granular sugar and molasses.

**Skill level:** 5

### Main tasks

- Cleans and prepares sugar cane for processing
- Operates and maintains machines used in the extraction of juice from sugar cane
- Monitors and controls the production of granular sugar and molasses
- Monitors and adjusts the temperature and pressure of the extraction process
- Collects and tests samples of juice for quality control purposes

**Occupation****831141 Winery Cellar Hand**

Operates machines and performs routine tasks to make and bottle wine.

**Skill level:** 5

**Main tasks**

- Operates wine-making machinery and equipment
- Monitors and adjusts temperature, pressure and flow rates during wine production
- Assists in the crushing and pressing of grapes, and transfers wine between tanks and barrels
- Monitors fermentation process, takes samples for analysis, and adds chemicals and additives to wine as directed
- Assists in the bottling and packaging of wine

**Occupation**

## 831199 Food and Drink Factory Workers nec

This occupation group covers Food and Drink Factory Workers not elsewhere classified.

**Skill level:** 5

**Occupations in this group include:**

- Egg Factory Worker
- Pasta Maker
- Pet Food Factory Worker
- Syrup Maker

**Unit Group**

## 8312 Meat Boners and Slicers, and Slaughterers

Slaughter livestock, prepare carcasses for further processing, and trim and cut meat from bones, sides and carcasses.

Poultry slaughterers are excluded from this unit group. Poultry slaughterers are included in Occupation 831332 Poultry Process Worker.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 831231 Meat Boner and Slicer

Trims and cuts meat from bones, sides and carcasses.

**Specialisation**

- Meat Trimmer

**Skill level: 4****Main tasks**

- Receives and inspects carcasses of slaughtered livestock for bruises, blood clots and other matter to remove
- Operates controls to direct and drop carcasses from supply rails to boning tables
- Cuts and separates meat, fat and tissue from bones, and washes, scrapes and trims fat, gristle and other unwanted matter from meat
- Operates and maintains meat cutting and slicing equipment to cut sides and quarters of meat into standard meat cuts
- Removes internal fat, blood clots and bruises to prepare cuts of meat for further processing or packing
- Cleans and sanitises work area and equipment, and follows safety and hygiene regulations while handling meat
- Collaborates with other meat processing workers to ensure efficient workflow
- Assists in receiving and storing meat products

**Occupation****831232 Slaughterer**

Slaughters livestock and prepares carcasses for further processing by removing internal organs and hides for consumption.

Poultry slaughterers are excluded from this occupation. Poultry slaughterers are included in Occupation 831332 Poultry Process Worker.

**Skill level: 4****Main tasks**

- Receives livestock for slaughter and inspects them for any signs of disease or injury
- Operates stunning equipment to render livestock unconscious before slaughter
- Uses knives and other tools to slaughter livestock according to industry standards and regulations
- Removes internal organs and hides from carcasses, and separates them for further processing
- Cleans and maintains work areas and equipment used in the slaughtering process
- Packs and labels carcasses for transportation to further processing facilities
- Adheres to animal welfare standards and regulations throughout the slaughtering process

**Unit Group**

## 8313 Meat, Poultry and Seafood Process Workers

Slaughter and eviscerate poultry, and process, grade and package meat, poultry, fish and shellfish.

Meat Boners and Slicers and Meat Packers are excluded from this unit group. Meat Boners and Slicers are included in Occupation 831231

Meat Boner and Slicer. Meat Packers are included in Occupation 832134 Meat Packer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 831331 Meat Process Worker

Prepares meat and meat products by processing trimmed and boned carcasses and meat products by hand or with machinery.

Meat Boners and Slicers and Meat Packers are excluded from this occupation. Meat Boners and Slicers are included in Occupation 831231

Meat Boner and Slicer. Meat Packers are included in Occupation 832134 Meat Packer.

**Skill level: 5****Main tasks**

- Operates machinery and equipment in a meat processing factory, such as grinders, slicers and tenderisers, to process cut and trimmed meat
- Processes meat, offal and tripe by adding ingredients such as spices and herbs, to make a variety of meat products
- Maintains cleanliness and hygiene standards in the meat processing area
- Moves processed meat and meat products into storage areas, and monitors and adjusts temperature and humidity levels in meat storage areas
- Adheres to quality control standards to ensure the production of high quality meat products

**Occupation**

## 831332 Poultry Process Worker

Stuns and kills, dresses, trims, cuts into portions, bones, fillets, weighs, grades and packages poultry.

**Specialisations**

- Poultry Boner
- Poultry Slaughterer

**Skill level: 5****Main tasks**

- Stuns and kills poultry according to standard procedures
- Dresses poultry by removing feathers, internal organs and other unneeded parts
- Trims poultry to remove excess fat or skin
- Bones poultry by removing bones from meat
- Cuts and fillets poultry into portions or specific cuts as required
- Weighs poultry to ensure accurate portioning and packaging
- Grades poultry based on quality standards
- Packages poultry in appropriate containers or packaging materials
- Cleans and maintains work area and equipment used in poultry processing

**Occupation**

## 831333 Seafood Process Worker

Scales, cleans, fillets, cuts, shells, grades and packages fish and shellfish.

### Specialisations

- Abalone Sheller
- Oyster Opener

### Skill level: 5

#### Main tasks

- Weighs and measures fish and shellfish for quality compliance
- Cleans and prepares fish and shellfish for processing
- Fillets and bones fish, and separates flesh
- Cuts fish and shellfish into portions for processing or packaging
- Grades fish and shellfish based on quality and size
- Packages fish and shellfish with appropriate labelling

**Minor Group**

## 832 Packers and Product Assemblers

Wrap and place items into containers, seal containers in preparation for dispatch to customers, and assemble components and subassemblies of products.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

## 8321 Packers

Weigh, wrap, seal and label chocolate, fruit, vegetables, meat, seafood and other products.

Poultry packers are excluded from this unit group. Poultry packers are included in Occupation 831332 Poultry Process Worker.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

## 832131 Packer (General)

Packs, wraps, fills, labels and seals containers by hand or machine for a wide variety of products such as food, beverages, paints, oils and lotions.

**Specialisations**

- Bottling Attendant
- Labelling Machine Operator

**Skill level: 5****Main tasks**

- Operates machinery and equipment to fill containers, bottles or boxes with products
- Inspects goods to ensure they are free of defects and meet quality standards
- Weighs and measures goods to ensure they are packaged correctly
- Seals the containers, bottles or boxes securely using appropriate methods to safeguard the contents during storage or transit
- Affixes labels to packages, indicating contents, destination, weight and other relevant information
- Organises and arranges packaged goods for storage or shipment

**Occupation****832132 Chocolate Packer**

Weighs, wraps, seals and labels chocolate products.

**Skill level:** 5

**Main tasks**

- Weighs chocolate products to ensure accurate packaging
- Wraps chocolate products in packaging materials
- Seals packaging to ensure product freshness and prevent tampering
- Labels packaged chocolate products with appropriate information
- Inspects packaged chocolate products for quality and adherence to packaging standards
- Monitors packaging supplies and replenishes as needed

**Occupation**

## 832133 Fruit and Vegetable Packer

Weighs, wraps, seals and labels fruit and vegetables.

**Skill level:** 5

### Main tasks

- Weighs fruit and vegetables to ensure accurate measurement
- Wraps and seals fruit and vegetables in appropriate packaging
- Labels packaged fruit and vegetables with relevant information
- Inspects fruit and vegetables for quality, and removes any damaged or spoiled items
- Sorts and organises fruit and vegetables according to size, type or variety
- Packs fruit and vegetables into crates, boxes or containers for transportation

**Occupation**

## 832134 Meat Packer

Weighs, wraps, seals and labels meat and meat products.

Poultry packers are excluded from this occupation. Poultry packers are included in Occupation 831332 Poultry Process Worker.

**Skill level: 5**

### Main tasks

- Weighs meat and meat products to ensure accurate packaging
- Wraps and seals meat and meat products using appropriate packaging materials
- Labels packaged meat and meat products with accurate information, such as dates, times and batch numbers
- Inspects packaged meat and meat products for quality and freshness in preparation for sale
- Assists in inventory management by counting packaged products, and placing products onto trays and racks and shipping cartons
- Maintains cleanliness and hygiene standards in the packaging area
- May operate packaging machinery and equipment, or package meat and meat products by hand

**Occupation**

## 832135 Seafood Packer

Weighs, wraps, seals and labels seafood products.

**Skill level:** 5

### Main tasks

- Weighs seafood products for accurate packaging
- Encases seafood products in appropriate packaging
- Seals packaging to maintain freshness and prevent leakage
- Labels packaged seafood products with relevant information
- Assists inventory management by counting and recording packaged seafood products

**Unit Group**

## 8322 Product Assemblers

Put together components and subassemblies that go into the mass production of jewellery and precious metal articles, joinery products, metal products, electrical and electronic equipment, automotive components, and other goods in factories and production lines.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 832231 Product Assembler

Puts together components and subassemblies that go into the mass production of jewellery and precious metal articles, joinery products, metal products, electrical and electronic equipment, automotive components and other goods in a factory or production line.

**Specialisations**

- Automotive Assembler
- Electrical and Electronic Assembler

**Skill level: 5****Main tasks**

- Interprets work orders, specifications, diagrams and drawings to determine assembly instructions and materials needed
- Gathers, organises and aligns parts and components for assembly, and bolts, screws or rivets components together
- Assembles components and subassemblies, either by hand or by using power tools, soldering or micro-welding equipment
- Checks that sub-assemblies are securely connected and meet the required specifications for further assembly in a production line
- Identifies and resolves any issues or defects in the assembly process

**Minor Group**

## 839 Miscellaneous Factory Process Workers

This minor group covers Factory Process Workers not elsewhere classified. It includes Materials and Chemical Process Workers and Product Quality Controllers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

## 8391 Materials and Chemical Process Workers

Perform routine tasks in assembling and manufacturing materials including cement, concrete, chemicals, fabric, textiles, glass, metals, paper, pulp, plastics, timber and wood, and sorting and processing recycled materials.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

## 839131 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 moulds from dried concrete products, and finishing products.

**Skill level: 5****Main tasks**

- Greases and assembles concrete moulds
- Positions reinforcing steel during concrete pours
- Operates machinery and equipment in manufacturing process
- Monitors and adjusts machine settings for product quality
- Inspects finished products for defects and quality standards
- Assists with loading and unloading materials and products

**Occupation**

## 839132 Chemical Plant Worker

Performs routine tasks in a chemical processing plant, such as delivering materials to processing areas, dumping ingredients into hoppers, filling and fastening covers on containers, and attaching labels and information on products.

**Specialisation**

- Paint Factory Worker

**Skill level: 5****Main tasks**

- Transports and delivers chemical substances to designated processing areas within the plant
- Dumps ingredients into hoppers to ensure accuracy and timeliness for chemical processes
- Fills and fastens covers on containers, such as paint tins, to avoid spills and contamination
- Affixes labels and information on products to ensure proper handling
- Assist technicians and machine operators with the chemical manufacturing processes

**Occupation**

## 839133 Fabric and Textile Factory Worker

Performs routine tasks in a fabric and textile factory, such as cutting canvas, upholstery and curtain fabrics, delivering materials to machines, operating automatic machines using computerised patterns, pressing partially completed and finished garments, and inspecting and finishing completed garments.

**Skill level: 5**

### Main tasks

- Cuts canvas, upholstery and curtain fabrics according to specified patterns
- Operates automatic machines using computerised patterns
- Inspects completed garments for quality and makes necessary adjustments or repairs
- Finishes completed garments by attaching buttons, zippers or other fasteners
- Maintains and cleans machines and work area for safety
- Assists in the packaging and labelling of finished garments for shipment

**Occupation**

## 839134 Glass Processing Worker

Performs routine tasks in manufacturing glassware, such as setting up, adjusting and repairing automatic machines and equipment, and checking the weight of glassware.

**Specialisation**

- Glass Mould Cleaner

**Skill level: 5****Main tasks**

- Sets up and adjusts automatic machines and equipment for glassware manufacturing
- Loads glass sheets onto machines for edging, drilling and finishing
- Checks weight and inspects glassware for defects
- Packs and labels glassware for shipment or storage

**Occupation**

## 839135 Metal Engineering Process Worker

Performs routine tasks in manufacturing metal products.

### Specialisations

- Boilermaker's Assistant
- Fitter's Assistant
- Metal Forger's Assistant
- Metal Moulder's Assistant

**Skill level:** 5

### Main tasks

- Performs assembling and dismantling operations, such as screwing and bolting
- Operates hammers, presses and cutting and shaping tools to manufacture and repair fabricated plant and equipment
- Solders and spot welds components using spot- and butt-welding machines
- Assembles metal components using various techniques such as welding, riveting and soldering
- Inspects finished products for quality and compliance with specifications

**Occupation**

## 839136 Paper and Pulp Process Worker

Assists and performs routine tasks in a paper and pulp processing facility, such as placing logs onto conveyors for chipping, and loading woodchip and pulp for processing.

**Alternative title**

- Pulp, Paper Making and Paper Products Labourer

**Skill level: 5****Main tasks**

- Places logs onto conveyors for chipping, and loads woodchip and pulp onto processing equipment
- Assists production operators in the operation of paper and pulp processing machinery and equipment to manufacture paper sheets, paper or cardboard packaging, and other products
- Assists with controlling the flow of materials throughout the production process
- Inspects paper products and reports any inconsistencies, such as holes and discolouration
- Sorts finished paper products and relocates them to storage areas for transportation

**Occupation**

## 839137 Plastics Factory Worker

Performs routine tasks in manufacturing plastic goods.

**Skill level:** 5

### Main tasks

- Feeds raw plastic materials into machines and removes finished products
- Brushes and sprays release agents onto moulds to assist with the removal of moulded products
- Stops moulding machines and discharges contents
- Inspects finished products for defects, removes from production line, and reports the findings
- Assists supervisor and machine operators with the plastic manufacturing processes
- May smooth rough edges of moulded products using files, grinders and sanders
- May build up layers of fibreglass and resin on moulds

**Occupation**

## 839138 Recycling Worker

Performs routine tasks in a recycling facility, such as sorting, packing and storing plastics, glass, paper, metals and other recyclable materials that have been collected from household, commercial and industrial premises in preparation for use in creating new products.

**Alternative title**

- Recycling Sorter

**Skill level: 5****Main tasks**

- Inspects materials for contamination and removes non-recyclable items
- Sorts and packs materials for further processing
- Operates machinery and equipment to assist in the recycling process
- Monitors and maintains inventory of recyclable materials
- Follows safety procedures and guidelines to prevent accidents and injuries

**Occupation**

## 839141 Timber and Wood Process Worker

Performs routine tasks in a sawmill, timber yard or wood product factory, such as sorting and stacking timber, and assembling timber or wood product orders.

**Alternative title**

- Timber Mill Worker

**Specialisations**

- Pallet Maker
- Pallet Repairer

**Skill level: 5****Main tasks**

- Loads and unloads logs and timber onto equipment and conveyors for stripping and seasoning
- Transports wood and processed wood products such as plywood, chipboard sheets, and panels, to work areas
- Examines timber or wood for faults such as knots, bad edges and stains
- Assists production operators in operating timber and wood processing machinery or equipment, such as saws, planers and sanders
- Measures and cuts timber or wood products to specific dimensions using machines or hand tools
- Sorts and stacks timber or wood products according to size, type and quality
- Racks offcuts and removes waste timber or wood products from processing area for disposal or recycling
- Assembles orders by selecting and gathering required timber pieces or wood products
- Packs and loads finished timber or wood products for transportation

**Occupation**

## 839199 Materials and Chemical Process Workers nec

This occupation group covers Materials and Chemical Process Workers not elsewhere classified.

**Skill level:** 5

**Occupations in this group include:**

- Clay Processing Factory Worker
- Footwear Factory Worker
- Hide and Skin Processing Worker
- Rubber Factory Worker

**Unit Group**

## 8392 Product Quality Controllers

Examine, evaluate and test manufactured products and primary produce to ensure conformity to specifications and standards of presentation and quality.

Primary Products Quality Assurance Officers are excluded from this unit group. Primary Products Quality Assurance Officers are included in Occupation 311138 Primary Products Quality Assurance Officer.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

## 839231 Product Examiner

Examines products to ensure conformity to specifications and standards of presentation and quality.

**Skill level: 4**

**Main tasks**

- Examines products to verify adherence to manufacturing standards and functionality specifications
- Conducts regular audits and inspections to ensure ongoing compliance with standards
- Examines products for defects and collaborates with the relevant teams to address the inconsistencies
- Identifies any deviations or non-conformities in product quality
- Maintains accurate records and documentation of product inspections and test results

**Occupation**

## 839232 Product Grader

Grades primary produce by evaluating individual items or batches against established standards and records.

### Specialisations

- Fruit and Vegetable Classifier
- Grain Quality Technician
- Meat Grader
- Milk and Cream Grader
- Timber Grader

### Skill level: 4

#### Main tasks

- Evaluates individual items or batches of primary produce against established standards
- Determines the quality and grade of primary produce based on visual inspection and other relevant criteria
- Sorts and separates primary produce into different grades or categories
- Monitors and maintains the quality and condition of graded produce
- Records and maintains accurate records of grading results

**Occupation**

## 839233 Product Tester

Collects product samples, conducts tests to determine quality of produce, and maintains records of results.

**Specialisations**

- Coal Sample Tester
- Concrete Tester

**Skill level: 4****Main tasks**

- Obtains product samples for testing from various stages of the production process
- Carries out tests using standardised procedures to assess product quality
- Analyses test data and product performance during testing processes, and prepares reports summarising findings
- Identifies and reports any deviations or abnormalities in test results

**Sub-major Group**

## **84 Farm, Garden and Forestry Workers**

Perform a variety of routine tasks in cultivating and harvesting crops, plants and forests, and breeding, feeding and raising livestock and aquatic stock to support the production of breeding stock, meat, milk, eggs, honey, wool, wood, crops and plants.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

### **841 Farm Workers**

Perform a variety of routine tasks in cultivating and harvesting crops and feeding and raising livestock and aquatic stock to support the production of breeding stock, meat, milk, eggs, wool, honey and crops.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

#### **8411 Crop Farm Workers**

Perform routine tasks in producing crops such as cereals, cotton, fruit (including wine grapes), grains, mushrooms, nuts, oilseeds, pulses, rice, sugar cane and vegetables.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

##### **841131 Cotton Farm Worker**

Performs routine tasks on a cotton farm, such as cultivating and fertilising soil, and planting and irrigating crops. May spray pesticides on crops to treat disease and pests.

**Skill level: 4****Main tasks**

- Patrols, inspects and reports on the condition of cotton crops
- Undertakes soil preparation, cultivation and crop maintenance activities, such as thinning, weeding and hoeing
- Operates water and irrigation systems for cotton growth
- Maintains and cleans cotton farming infrastructure and equipment, such as sheds, fences and machinery
- Bales and packs cotton, and loads it into transporters
- May spray cotton crops with pesticides to control weed growth, insects, fungus growth and diseases

**Occupation**

## 841132 Fruit Farm Worker

Performs routine tasks on a fruit farm, such as cultivating and fertilising soil, and planting, irrigating and pruning crops. May spray pesticides on crops to treat disease and pests.

**Specialisation**

- Orchard Worker (Fruit)

**Skill level: 5****Main tasks**

- Patrols, inspects and reports on the condition of fruit crops
- Undertakes soil preparation, cultivation and fruit crop maintenance duties, such as planting, thinning, weeding and hoeing row crops, and pruning and thinning fruit trees and vines
- Erects growing supports such as trellises, and protective structures such as greenhouses, netting and fences
- Operates water supply and irrigation systems for fruit crop growth
- Maintains, cleans and operates fruit farming infrastructure and equipment, such as sheds, fences and machinery
- May spray trees, vines and other fruit crops with pesticides to control weed growth, insects, fungus growth and diseases

**Occupation****841133 Fruit Picker**

Harvests fruit, including table grapes, and prepares produce for distribution.

**Skill level:** 5

**Main tasks**

- Selects and picks fruit according to set requirements, and discards rotting or overripened fruit
- Grades, sorts, bunches and packs fruit into containers for transport
- Loads containers of fruit into transporters

**Occupation**

## 841134 Grain, Oilseed, Pulse and Pasture Farm Worker

Performs routine tasks on a grain, oilseed, protein, pulse or pasture farm, such as cultivating and fertilising soil, and planting and irrigating crops. May spray pesticides on crops to treat disease and pests.

**Skill level:** 4

### Main tasks

- Patrols, inspects and reports on the condition of grain, oilseed, pulse and pasture crops
- Undertakes soil preparation and crop maintenance duties, such as ploughing, harrowing and weeding
- Operates water and irrigation systems for grain, oilseed, pulse or pasture crop growth
- Siloes and bales produce, and loads it into transporters when required
- Maintains, cleans and operates grain, oilseed, pulse and pasture farming infrastructure and equipment, such as sheds, fences and machinery
- May spray crops with pesticides to control weed growth, insects, fungus growth and diseases

**Occupation****841135 Mushroom Picker**

Harvests mushrooms and prepares produce for distribution.

**Skill level:** 5

**Main tasks**

- Selects and picks mushrooms according to set requirements, and discards rotting or overripened mushrooms
- Grades, sorts, bunches and packs mushrooms into containers for transport
- Loads containers of mushrooms into transporters

**Occupation**

## 841136 Nut Farm Worker

Performs routine tasks on a nut farm, such as cultivating and fertilising soil, and planting, irrigating and pruning crops. May spray pesticides on crops to treat disease and pests.

**Skill level:** 5

### Main tasks

- Patrols, inspects and reports on the condition of nut trees
- Undertakes soil preparation, cultivation and nut tree maintenance duties, such as planting, thinning, weeding and pruning
- Operates water and irrigation systems for nut tree growth
- Maintains, cleans and operates nut farming infrastructure and equipment, such as sheds, fences and machinery
- May spray nut trees with pesticides to control weed growth, insects, fungus growth and diseases

**Occupation****841137 Sugar Cane Farm Worker**

Performs routine tasks on a sugar cane farm, such as cultivating and fertilising soil, and planting and irrigating crops. May spray pesticides on crops to treat disease and pests.

**Skill level:** 4

**Main tasks**

- Patrols, inspects and reports on the condition of sugar cane crops
- Prepares soil and plants sugar cane setts using hand tools and farm machines
- Undertakes cultivation and maintenance duties, such as thinning and weeding sugar cane crops
- Operates water and irrigation systems for sugar cane crop growth
- Maintains and cleans sugar cane farming infrastructure and equipment, such as sheds, fences and machinery
- May spray sugar cane crops with pesticides to control weed growth, pests, fungus growth and diseases

**Occupation**

## 841138 Vegetable Farm Worker

Performs routine tasks on a vegetable farm, such as cultivating and fertilising soil, and planting and irrigating crops. May spray pesticides on crops to treat disease and pests.

**Skill level:** 5

### Main tasks

- Patrols, inspects and reports on the condition of vegetable crops
- Undertakes soil preparation, cultivation and vegetable crop maintenance duties, such as planting, thinning, weeding and hoeing row crops
- Erects growing supports such as trellises, and protective structures such as greenhouses and fences
- Operates water and irrigation systems for vegetable growth
- Maintains, cleans and operates vegetable farming infrastructure and equipment, such as sheds, fences and machinery
- May spray vegetable crops with pesticides to control weed growth, insects, fungus growth and diseases

**Occupation****841141 Vegetable Picker**

Harvests vegetables and prepares produce for distribution.

**Skill level:** 5

**Main tasks**

- Selects and picks vegetables according to set requirements, and discards rotting or overripened vegetables
- Grades, sorts, bunches and packs vegetables into containers for transport
- Loads containers of vegetables onto transporters

**Occupation**

## 841142 Vineyard Worker

Performs routine tasks on a wine vineyard, such as cultivating and fertilising soil, planting, training and pruning vines, and picking wine grapes.

Fruit Pickers picking table grapes are excluded from this occupation. Fruit Pickers picking table grapes are included in Occupation 841133 Fruit Picker.

**Skill level: 4****Main tasks**

- Plants, prunes and sprays vines to establish, maintain and manage the health and growth of wine grapes in vineyards
- Picks and sorts the wine grapes during harvest season for processing
- Cultivates and fertilises soil in wine vineyards
- Monitors wine vineyards for pests and diseases, and takes appropriate action
- Assists with irrigation and watering of vines
- Assists with the installation and maintenance of trellises and supports for vines
- Maintains and repairs wine vineyard equipment and machinery, and performs general maintenance and cleaning in vineyards

**Occupation**

## 841199 Crop Farm Workers nec

This occupation group covers Crop Farm Workers not elsewhere classified.

**Skill level:** 5

**Occupations in this group include:**

- Coffee Plantation Worker
- Cotton and Grain Farm Worker
- Flower Buncher or Picker
- Fruit and Vegetable Farm Worker
- Ginger Farm Worker
- Hop Farm Worker
- Tea Tree Farm Worker
- Turf Farm Worker

**Unit Group**

## 8412 Livestock Farm Workers

Perform routine tasks in livestock, meat, milk, egg, honey and wool production.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 841231 Beef Cattle Farm Worker

Performs routine tasks on a beef cattle farm, such as feeding, mustering and moving cattle, and assisting with animal husbandry.

**Alternative title**

- Station Hand (Beef)

**Specialisation**

- Feedlot Worker (Beef Cattle)

**Skill level: 4****Main tasks**

- Provides beef cattle with feed and water in accordance with feeding schedules, and monitors feed and water intake
- Musters and droves beef cattle between paddocks, ensuring sufficient feed and water is available and pasture does not become degraded
- Patrols, inspects and reports on the health, welfare and condition of beef cattle, and the condition of fences and other enclosures
- Assists with animal husbandry practices and maintaining the health and welfare of beef cattle
- Assists with the safe transportation of beef cattle to market or other locations

**Occupation**

## 841232 Cattle and Sheep Farm Worker

Performs routine tasks on a cattle and sheep farm, such as moving, feeding, counting and assisting with animal husbandry.

**Skill level:** 4

### Main tasks

- Assists with maintaining the health and welfare of cattle and sheep, including by patrolling, inspecting and reporting on their condition
- Provides cattle and sheep with feed and water, and implements cattle and sheep feeding and welfare programs
- Establishes pastures and crops for cattle and sheep production
- Herds and droves cattle and sheep to access feed, as well as for shearing, milking and other farming operations
- Undertakes general cattle and sheep farming activities, such as erecting and repairing fences, and maintaining and cleaning cattle and sheep housing
- Operates and maintains general farm machinery, and water supply and irrigation systems

**Occupation**

## 841233 Dairy Cattle Farm Worker

Performs routine tasks on a dairy farm, such as breeding, raising, feeding, droving and milking cattle.

**Skill level:** 4

### Main tasks

- Assists with maintaining the health and welfare of dairy cattle, including by patrolling, inspecting and reporting on their condition
- Provides dairy cattle with feed and water, and implements dairy cattle feeding and welfare programs
- Establishes pastures and crops for dairy cattle production
- Herds and droves dairy cattle to access feed, as well as for milking and other farming operations
- Washes and cleans udders, uses and sterilises milking machines, and performs milking shed hygiene processes
- Undertakes general dairy cattle farming activities, such as erecting and repairing fences, and maintaining and cleaning dairy cattle housing
- Operates and maintains general farm machinery, and water supply and irrigation systems

**Occupation**

## 841234 Livestock Husbandry Worker

Performs animal husbandry duties for livestock, such as lamb marking, mulesing, vaccinating, drenching, foot paring and hoof trimming. Farriers are excluded from this occupation. Farriers are included in Occupation 331933 Farrier.

**Alternative title**

- Livestock Contractor

**Specialisations**

- Barefoot Trimmer (Horses)
- Cattle Hoof Trimmer
- Lamb Marker
- Muleser
- Sheep Foot Parer

**Skill level: 4****Main tasks**

- Assists with maintaining the health and welfare of livestock, including patrolling, inspecting and reporting on condition of livestock
- Provides livestock with feed and water, and implements livestock welfare programs
- Performs animal husbandry duties for livestock, such as lamb and calf marking, mulesing, foot paring and hoof trimming
- Administers vaccines and drenches to livestock to prevent diseases

**Occupation**

## 841235 Piggery Farm Worker

Assists with routine tasks on a pig farm, such as breeding, farrowing, raising, feeding and animal husbandry.

**Skill level:** 4

### Main tasks

- Assists with maintaining the health and welfare of pigs, including by inspecting and reporting on their condition
- Provides pigs with feed and water, and implements pig feeding and welfare programs
- Assists with birthing and rearing of piglets
- Moves and weighs pigs
- Undertakes general pig farming activities, such moving and weighing pigs, and cleaning and maintaining pig housing and equipment

**Occupation**

## 841236 Poultry Farm Worker

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.

**Skill level:** 4

### Main tasks

- Assists with maintaining the health and welfare of poultry, including by patrolling, inspecting and reporting on their condition
- Provides poultry with feed and water, and implements poultry feeding and welfare programs
- Carries out poultry hatching duties
- Collects eggs and places eggs into incubators
- Undertakes general farming and maintenance activities, such as erecting and repairing fences, and maintaining and cleaning poultry barns and sheds
- Operates and maintains general poultry farm machinery and equipment

**Occupation**

## 841237 Sheep Farm Worker

Performs routine tasks on a sheep farm, such as feeding and herding sheep into pens in preparation for branding, shearing, crutching and yarding for sale.

**Alternative title**

- Station Hand (Sheep)

**Skill level: 4****Main tasks**

- Assists with maintaining the health and welfare of sheep, including by patrolling, inspecting and reporting on their condition
- Provides sheep with feed and water, and implements sheep feeding and welfare programs
- Establishes pastures and crops for sheep production
- Herds and drives sheep to access feed, as well as for shearing, milking and other farming operations
- Undertakes general sheep farming activities, such as erecting and repairing fences, and maintaining and cleaning sheep housing
- Operates and maintains general farm machinery, and water supply and irrigation systems

**Occupation****841238 Stablehand**

Assists with handling of horses, and maintaining and cleaning stables.

Registration or licensing may be required.

**Specialisations**

- Horse and Stud Worker
- Horse Strapper
- Stable Groom
- Stud Groom

**Skill level: 4****Main tasks**

- Feeds, waters, grooms and brushes horses to maintain their health, appearance and cleanliness
- Cleans and maintains stables
- Assembles, prepares and stores feed, bedding and horse equipment
- Assists with saddling and bridling horses
- Assists with exercising horses by walking, lunging and long reining, riding (excluding galloping), leading and swimming
- May assist with readying horses for sales, breeding and race days, and attending to horses at track work, barrier trials and races
- May administer equine first aid and assist in the delivery of some allied therapies, including massage therapies and ice boots

**Occupation**

## 841241 Wool Handler

Regulates the flow of sheep to be shorn, keeps the shearing shed clean and tidy, and assists with wool clip preparation.

**Alternative titles**

- Shearing Shed Hand
- Shearing Shed Worker

**Skill level: 5****Main tasks**

- Herds sheep into pens and keeps mobs separate during shearing
- Monitors and maintains the supply of sheep to shearers
- Spreads fleeces on skirting tables for classing, presses wool and brands bales
- Maintains shearing shed cleanliness, including by removing wool waste and contaminants

**Occupation****841299 Livestock Farm Workers nec**

This occupation group covers Livestock Farm Workers not elsewhere classified.

**Skill level:** 5

**Occupations in this group include:**

- Apiary Assistant
- Crocodile Farm Worker
- Goat Farm Worker

**Unit Group**

## 8413 Mixed Production and Aquaculture Farm Workers

Perform routine tasks in support of aquaculture farming operations and farming operations spanning two or more of the four different primary production areas - broadacre crops, horticultural crops, livestock and aquaculture.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 841331 Aquaculture Worker

Performs routine tasks in breeding and raising fish and other aquatic stock.

**Skill level: 5**

**Main tasks**

- Feeds and grades fish, and monitors their growth
- Assists with farm layout and constructs nets, long-lines and cages
- Checks and looks after equipment and fish housing, and operates pumps and other equipment
- Tests and checks on water quality, and removes dead or dying fish
- Harvests fish and other aquatic stock, and sorts and packs it for transportation
- Restocks pens, pools, tanks, ponds, rivers and dams with juvenile fish
- Collects and records growth, production and water quality data
- May operate lifting equipment such as forklifts and small cranes

**Occupation**

## 841332 Broadacre Crop and Livestock Farm Worker

Performs routine tasks in broadacre crop cultivation and livestock production.

**Skill level:** 5

### Main tasks

- Patrols, inspects and reports on the condition of broadacre crops and livestock
- Maintains and cleans farm infrastructure and equipment, such as sheds, pens, fences, plant, and water and irrigation systems
- Loads and unloads seed grain, fertilisers and livestock feed, and loads produce into transporters
- Provides livestock with feed and water, and implements livestock feeding programs
- Assists with maintaining the health and welfare of livestock
- Musters and droves livestock to milking and shearing sheds, and between paddocks to ensure sufficient feed is available

**Occupation**

## 841399 Mixed Production and Aquaculture Farm Workers nec

This occupation group covers Mixed Production and Aquaculture Farm Workers not elsewhere classified.

**Skill level:** 5

**Occupations in this group include:**

- Livestock and Fruit Farm Worker
- Livestock and Vegetable Farm Worker

**Minor Group**

## 842 Garden and Forestry Workers

Perform a variety of routine tasks in propagating and cultivating plants, planting and maintaining gardens, assisting with the management of forests, including conservation, and assisting with installing, servicing and maintaining irrigation systems.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

## 8421 Garden Labourers

Assist in cultivating and maintaining gardens.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

## 842131 Garden Labourer

Assists in cultivating and maintaining gardens.

**Specialisation**

- Lawn Mower

**Skill level: 5****Main tasks**

- Loads, unloads and moves garden supplies and equipment
- Assists with preparation of garden sites and plots using hand tools and machines
- Assists with planting and transplanting flowers, shrubs, trees and lawns
- Assists with propagating, planting and potting seeds, bulbs and cuttings
- Maintains gardens by watering, weeding and mowing lawns
- Cleans and maintains garden tools and equipment

**Unit Group**

## 8422 Horticultural Nursery Assistants

Assist in propagating, cultivating and harvesting plants in a horticultural nursery. May also assist in propagating and cultivating plants for forestry purposes.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 842231 Horticultural Nursery Assistant

Assists in propagating, cultivating and harvesting plants in a horticultural nursery. May also assist in propagating and cultivating plants for forestry purposes.

**Alternative title**

- Nursery Worker (Horticulture)

**Skill level: 5****Main tasks**

- Loads, unloads and moves nursery supplies and equipment
- Prepares nursery sites and plots using hand tools and machines
- Assists with propagating and transplanting plants
- Tends plants by hand watering and weeding
- Adjusts mist irrigation systems, shade and ventilation

**Unit Group**

## 8429 Other Garden and Forestry Workers

This unit group covers Garden and Forestry Workers not elsewhere classified. It includes Bush Regenerators, Forestry Workers and Irrigation Assistants.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 842931 Bush Regenerator

Restores and maintains the health of degraded bushland by carrying out works such as weed removal and control, restoring native vegetation through planting and seeding, and implementing erosion control measures.

**Skill level: 4****Main tasks**

- Clears and removes weeds, and implements weed control strategies to prevent the spread of invasive species
- Implements erosion control measures to prevent soil erosion
- Plants and seeds native vegetation to restore bushland
- Assists in the preparation and maintenance of tools, equipment and herbicides, and ensures they are secured when not in use
- Assists in the removal or stockpiling of rubbish and vegetative debris
- Assists in the preparation of reports on daily work activities, including time sheets, site conditions, site monitoring and the preparation of species lists, and assists in the preparation of site reports for clients

**Occupation**

## 842932 Forestry Worker

Assists with cultivating, maintaining and protecting plantation and private native forests.

**Specialisation**

- Tree Planter (Forestry)

**Skill level:** 4

**Main tasks**

- Maintains forest roads, buildings, facilities, signs and equipment
- Kills weeds, fells and de-barks non-productive trees, and thins young plantations
- Collects seeds and cones, and cultivates and plants seedlings for reforestation purposes
- Applies fertilisers and pesticides to individual trees and general forest areas
- May engage in fire prevention, control and suppression activities
- May assist with measuring and recording data for maintaining and enhancing the health and productivity of forested areas, such as seedling survival surveys

**Occupation**

## 842933 Irrigation Assistant

Assists Irrigation Designers and Irrigation Technicians to install and service irrigation and/or fertigation systems.

**Alternative titles**

- Irrigation Orchard Hand
- Irrigation Worker

**Skill level: 5****Main tasks**

- Assists in the installation of irrigation and/or fertigation systems
- Assists in the testing, calibration, servicing and maintenance of irrigation and/or fertigation systems
- Assists in the repair and replacement of irrigation and/or fertigation system components
- Assists in the monitoring and scheduling of irrigation and/or fertigation system activities and performance
- Assists in the collection and analysis of data related to irrigation and/or fertigation systems

**Occupation**

## 842999 Garden and Forestry Workers nec

This occupation group covers Garden and Forestry Workers not elsewhere classified.

**Skill level:** 5

**Occupations in this group include:**

- Hunter-Trapper
- Indoor Plant Technician
- Seed Collector
- Weed Controller

**Sub-major Group**

## 85 Fast Food Cooks and Food Preparation Assistants

Prepare food in fast food establishments, assist kitchen and service staff to prepare and serve food, and clean food preparation equipment and service areas.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

## 851 Fast Food Cooks and Food Preparation Assistants

Prepare food in fast food establishments, assist kitchen and service staff to prepare and serve food, and clean food preparation equipment and service areas.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

## 8511 Fast Food Cooks

Prepare and cook a restricted range of foods in fast food establishments.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

## 851131 Fast Food Cook

Prepares and cooks a restricted range of foods in a fast food establishment.

**Specialisations**

- Pizza Maker
- Short Order Cook

**Skill level: 5****Main tasks**

- Prepares and cooks a restricted range of standardised menu items such as hamburgers, pizzas, fish and chips, in a timely manner
- Operates cooking equipment such as grills, deep fryers, pizza ovens and microwaves
- Stocks and replenishes food supplies and ingredients
- Follows health and safety regulations, and maintains a clean and hygienic work environment

**Unit Group**

## 8512 Food Preparation Assistants

Assist kitchen and service staff to prepare and serve food, and clean food preparation equipment and service areas.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 851231 Kitchenhand (General)

Assists kitchen and service staff in preparing and serving food.

**Specialisations**

- Catering Assistant
- Sandwich Hand

**Skill level: 5****Main tasks**

- Assists in the preparation of food by chopping, peeling and slicing ingredients
- Assists with simple tasks relating to the cooking, baking, plating and presentation of food
- Assists in stocking and replenishing food supplies and ingredients
- Assists in the setup and pack down of kitchen stations
- Follows the instructions of other kitchen staff
- Follows food safety and hygiene standards
- May assist in the packaging and plating of food for delivery or service in hospitals, aged care facilities and off-site events

**Occupation****851232 Dishwasher**

Cleans dishes, cutlery and kitchen equipment after use.

**Alternative title**

- Dishy

**Skill level:** 5

**Main tasks**

- Washes dishes, cutlery, pots, pans and other kitchen utensils and equipment
- Removes trash and maintains cleanliness in the kitchen area
- Performs deep cleaning of food preparation and general kitchen areas at the end of service
- Inspects and disposes of damaged service or kitchen utensils

**Occupation**

## 851233 Pastrycook's Assistant

Assists a Pastrycook by performing routine tasks in the kitchen, such as preparing ingredients, and cleaning and storing equipment.

**Specialisation**

- Bakery Assistant

**Skill level: 5****Main tasks**

- Assists in the preparation of ingredients for pastry production
- Cleans and maintains kitchen equipment and utensils
- Assists in the production of pastry products such as cakes, pastries and desserts
- Follows recipes and instructions provided by the Pastrycook
- Assists in the decoration and presentation of pastry products
- Monitors and maintains stock levels of ingredients and supplies
- Assists in the packaging and labelling of pastry products
- Ensures compliance with food safety and hygiene standards
- Assists in the cleaning and maintenance of the kitchen

**Occupation**

## 851299 Food Preparation Assistants nec

This occupation group covers Food Preparation Assistants not elsewhere classified.

**Skill level:** 5

**Occupations in this group include:**

- Baker's Assistant
- Butcher's Assistant
- Chef's Assistant
- Cook's Assistant

**Sub-major Group**

## 89 Other Labourers

This sub-major group covers Labourers not elsewhere classified. It includes Freight Handlers and Shelf Fillers.

**OSCA skill level**

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Minor Group**

### 891 Freight Handlers and Shelf Fillers

Load and unload trucks, containers and rail cars and fill up shelves and display areas in stores and supermarkets.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

#### 8911 Freight and Furniture Handlers

Load and unload trucks, containers and rail cars.

Forklift Drivers are excluded from this unit group. Forklift Drivers are included in Occupation 741331 Forklift Driver.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

##### 891131 Freight Handler (Rail or Road)

Loads and unloads freight trucks, containers and rail cars.

**Alternative title**

- Freight Loader

**Skill level: 5****Main tasks**

- Determines the appropriate method and equipment for loading and unloading freight
- Communicates with drivers, warehouse staff and other personnel to coordinate loading and unloading activities
- Operates equipment to move freight onto and off trucks, containers and rail cars
- Secures freight using straps, chains and other restraints to prevent shifting during transportation
- Checks and verifies freight against transportation documents
- Sorts and organises freight in designated areas for efficient storage and retrieval

**Occupation**

## 891132 Truck Driver's Offsider

Loads and unloads trucks and containers.

**Specialisation**

- Furniture Removalist's Assistant

**Skill level: 5****Main tasks**

- Assists Truck Drivers in loading and unloading trucks and containers
- Assists with arranging items within the truck or container to maximise space and prevent damage
- Secures and covers cargo using appropriate equipment
- Guides Truck Drivers into loading bays and through confined spaces
- Assists in the inspection of loads during transportation

**Unit Group**

## 8912 Shelf Fillers

Fill up shelves and display areas in stores and supermarkets.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 891231 Shelf Filler

Fills up shelves and display areas in a store or supermarket.

**Alternative title**

- Night Filler

**Skill level: 5****Main tasks**

- Receives stock and fills shelves and display areas with products
- Rotates stock on shelves to ensure older products are at the front
- Ensures shelves and display areas are clean and presentable
- Removes expired or damaged products from shelves
- Monitors stock levels and notifies supervisor when replenishment is needed, reporting any discrepancies
- Assists customers to locate products and by answering questions

**Minor Group**

## 899 Miscellaneous Labourers

This minor group covers Labourers not elsewhere classified. It includes Caretakers, Deck and Fishing Hands, Handypersons, Motor Vehicle Parts and Accessories Fitters, Rail Guards, Conductors and Railways Assistants, and Road Traffic Controllers.

**OSCA skill level**

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Unit Group**

## 8991 Caretakers

Maintain and clean residential buildings, schools, offices, holiday camps, caravan parks and associated grounds. Handypersons are excluded from this unit group. Handypersons are included in Occupation 899331 Handyperson.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

## 899131 Caretaker

Maintains and cleans a residential building, school, office, holiday camp or caravan park and associated grounds. Handypersons are excluded from this occupation. Handypersons are included in Occupation 899331 Handyperson.

**Specialisation**

- Janitor

**Skill level: 5****Main tasks**

- Performs general cleaning duties, simple repairs and maintenance tasks
- Ensures security and monitors access to premises
- Inspects and maintains building condition and grounds, and notifies management or owners of the need for major repairs
- Assists with event setup and room preparation
- Manages waste disposal and recycling processes
- Responds to maintenance and cleaning emergencies

**Unit Group**

## 8992 Deck and Fishing Hands

Perform a range of maintenance and lookout tasks and operate deck equipment aboard marine vessels, and catch fish, crustacea and molluscs in ocean and inland waters.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience

**Occupation**

### 899231 Deck Hand

Performs a range of maintenance and lookout tasks and operates deck equipment aboard a marine vessel.

**Alternative title**

- Marine General Purpose Hand

**Specialisation**

- Marine Rating

**Skill level: 4****Main tasks**

- Operates and maintains deck equipment, rigging, and lifesaving and firefighting equipment
- Handles and secures lines and ropes during docking procedures
- Keeps lookout while vessel is at sea
- Assists passengers with enquiries and luggage needs
- Assists with loading and unloading cargo
- Maintains the appearance of deck structures by removing rust, treating and painting as necessary
- Maintains a vessel's kitchens, laundries, cabins and recreation areas
- Assists in maintaining cleanliness and seaworthiness of a vessel
- May serve food and drinks onboard a passenger vessel
- May perform routine mechanical tasks on smaller vessels

**Occupation**

## 899232 Fishing Hand

Catches fish, crustacea and molluscs using nets, pots, lines and traps in ocean and inland waters.

### Specialisations

- Cray Fishing Hand
- Deep Sea Commercial Fishing Hand

### Skill level: 4

#### Main tasks

- Attaches fishing gear and fastens towing cables to nets
- Casts and lowers fishing nets, pots, lines and traps into water
- Prepares fishing lines, attaches running gear and bait, and sets lines into position
- Hauls in fishing gear, and removes fish and other marine life
- Sorts, cleans, preserves, stows and refrigerates fishing catch

**Unit Group**

## 8993 Handypersons

Clean, paint, repair and maintain buildings, grounds and facilities.

Caretakers are excluded from this unit group. Caretakers are included in Occupation 899131 Caretaker.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

## 899331 Handyperson

Cleans, paints, repairs and maintains buildings, grounds and facilities.

Caretakers are excluded from this occupation. Caretakers are included in Occupation 899131 Caretaker.

**Specialisation**

- Property Maintenance Worker

**Skill level: 5****Main tasks**

- Performs routine maintenance tasks, such as changing light bulbs and fixing leaks
- Cleans and maintains buildings, grounds and facilities
- Repairs and replaces broken or damaged fixtures, furniture and equipment
- Paints walls, ceilings and other surfaces
- Operates and maintains hand and power tools
- Assists with the installation of new equipment or fixtures
- Inspects buildings and facilities for safety hazards, and reports any issues
- Performs landscaping and gardening tasks
- Moves and arranges furniture and equipment as needed
- Keeps records of maintenance and repair work performed

**Unit Group**

## 8994 Motor Vehicle Parts and Accessories Fitters

Fit, repair and replace tyres, windscreens and other parts and accessories on motor vehicles, re-assemble mechanical components, change oil and filters, and perform other routine mechanical tasks.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 899431 Motor Vehicle Parts and Accessories Fitter (General)

Fits, replaces and repairs parts and accessories on motor vehicles.

**Specialisations**

- Exhaust and Muffler Repairer
- Radiator Repairer

**Skill level: 4****Main tasks**

- Inspects motor vehicles to identify parts and accessories that need to be fitted, replaced or repaired
- Removes old or damaged parts and accessories from motor vehicles, including radiators, cooling systems, and exhaust and muffler systems
- Installs new parts and accessories onto motor vehicles, including exhaust and muffler systems, radiators, thermostats, batteries, sunroofs, audio systems, alarms, seats and seat covers
- Tests, calibrates and adjusts fitted parts and accessories on motor vehicles to ensure proper functioning
- Uses hand tools and power tools to perform fitting, repairing and replacement tasks of parts and accessories

**Occupation****899432 Autoglazier**

Repairs and replaces windscreens and side and rear glass in motor vehicles.

**Alternative title**

- Windscreen Fitter

**Specialisation**

- Vehicle Window Tinter

**Skill level: 4****Main tasks**

- Examines damaged windscreens and side and rear glass to determine extent of damage
- Removes damaged glass from vehicles, and measures and cuts replacement glass for proper fit
- Installs and tests repaired or replaced glass for proper fit and function
- Repairs minor glass damage using resin and polishing tools
- Cleans and polishes glass surfaces to ensure clarity and visibility
- Provides advice and recommendations to customers on glass repair and replacement options

**Occupation**

## 899433 Mechanic's Assistant

Assists automotive technicians to replace and repair worn and defective parts, reassemble mechanical components, change oil and filters, and perform other routine mechanical tasks.

**Specialisation**

- Lube Attendant

**Skill level: 5****Main tasks**

- Assists in the replacement and repair of worn and faulty motor parts
- Reassembles mechanical components under the guidance of automotive technicians
- Performs routine mechanical tasks such as checking and adjusting fluid levels, replacing batteries and filters, and cleaning components
- Assists in diagnosing and resolving mechanical issues
- Assists in conducting vehicle inspections and tests
- Retrieves and delivers vehicles to customers or other locations as required

**Occupation**

## 899434 Tyre Fitter

Fits, repairs and replaces tyres on motor vehicles.

**Specialisation**

- Wheel Aligner

**Skill level: 4**

**Main tasks**

- Inspects tyres on motor vehicles to determine the need for repairs or replacements
- Moves vehicles onto raising platforms or other lifting devices, or uses a jack to raise vehicles for wheel removal
- Removes or dismounts old tyres, and fits and mounts new or repaired tyres from vehicles using appropriate tools and equipment
- Repairs punctured and damaged tyres using patching materials and vulcanising equipment
- Balances tyres using wheel balancing machines to ensure smooth and even rotation
- Inflates tyres to recommended pressure levels using air compressors or other inflation equipment
- Aligns and adjusts wheel and tyre assemblies to ensure proper alignment and handling
- Rotates tyres on vehicles to promote even wear and extend tyre life

**Unit Group**

## 8995 Rail Guards, Conductors and Railways Assistants

Maintain passenger safety on trains and in railway stations, sell and check passenger tickets for train travel, and assist with operating and maintaining facilities at railway stations.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 899531 Rail Guard or Conductor

Maintains passenger safety on trains and in railway stations, and checks passenger tickets for train travel.

Railways Assistants are excluded from this occupation. Railways Assistants are included in Occupation 899532 Railways Assistant.

**Skill level: 5****Main tasks**

- Ensures safe and efficient boarding and disembarking of passengers from trains
- Controls crowd movements and ensures the safety of passengers around a railway station
- Monitors ticket barriers
- Announces the arrival and departure of train services
- Assists passengers with information regarding train schedules, delays and any disruptions to services
- May check and sell tickets on regional and long-haul services

**Occupation**

## 899532 Railways Assistant

Assists with operating and maintaining facilities at a railway station, and selling tickets to passengers.

Rail Guards or Conductors are excluded from this occupation. Rail Guards or Conductors are included in Occupation 899531 Rail Guard or Conductor.

**Skill level: 5**

### Main tasks

- Assists rail passengers by providing information regarding train schedules and services, and answering enquiries
- Assists rail passengers with additional needs, such as wheelchair users, or those with large luggage or prams
- Sells tickets to rail passengers and assists with monitoring ticket barriers
- Maintains the cleanliness of railway station facilities, including platforms, waiting areas and restrooms
- Reports any safety hazards or maintenance issues to the appropriate authorities for action

**Unit Group**

## 8996 Road Traffic Controllers

Direct road traffic and pedestrian flows on, near and adjacent to roads during road closures and part road closures due to construction, maintenance, roadside works, public events and emergency responses.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 899631 Road Traffic Controller

Directs road traffic and pedestrian flows on, near, or adjacent to roads during road closures or part road closures due to construction, maintenance, roadside works, public events or emergency responses.

**Specialisation**

- Events Traffic Coordinator

**Skill level: 5****Main tasks**

- Sets up, manages and removes temporary traffic control schemes and signs
- Directs vehicular and pedestrian traffic around construction zones, accidents or other road disruptions
- Uses a stop-slow sign and manages other similar traffic control signs and devices to direct traffic and ensure the safety of workers, motorists and pedestrians
- Communicates with other road traffic personnel, construction workers and emergency response teams via radio to provide and receive updates on traffic conditions
- Completes site checks and monitors traffic behaviour and/or flow to ensure safety is maintained at all times
- Takes instructions from crew leaders, foremen, managers, inspectors, auditors or officials

**Unit Group**

## 8999 Other Miscellaneous Labourers

This unit group covers Labourers not elsewhere classified. It includes Car Park Attendants, Crossing Supervisors, Electrical and Telecommunications Trades Assistants, Leaflet and Newspaper Deliverers, Recycling and Waste Collectors, Sign Installers, Swimming Pool and Spa Technicians, Trolley Collectors and Vending Machine Attendants.

**OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 4: AQF Certificate II, AQF Certificate III, or at least one year of relevant experience
- Skill Level 5: AQF Certificate I, or compulsory secondary education

**Occupation**

### 899931 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.

**Skill level: 5****Main tasks**

- Monitors and patrols car parking areas to ensure compliance with parking regulations
- Collects parking fees and issues tickets
- Assists customers with parking enquiries and directions
- Operates boom gates and controls access points
- Parks and retrieves vehicles as needed
- Reports incidents or issues to authorities
- Performs routine maintenance on parking equipment
- Keeps records of parking transactions

**Occupation**

## 899932 Crossing Supervisor

Assists children, people with disability, and other pedestrians to cross roads by stopping traffic and ensuring all pedestrians have crossed safely before allowing traffic to flow through the crossing.

**Specialisation**

- School Crossing Supervisor

**Skill level: 5****Main tasks**

- Assists children, people with disability, or other pedestrians to cross roads safely by escorting them
- Monitors traffic flow and the number of pedestrians at designated crossings
- Halts traffic when appropriate, to enable pedestrians to cross roads safely
- Ensures all pedestrians have crossed safely before traffic is allowed to flow through the designated crossing
- Ensures appropriate signage and warning signals are displayed and observable to traffic and crossing pedestrians
- Reports hazards, incidents and signage issues to immediate supervisor or local authorities
- Provides direction to pedestrians to advocate for road safety

**Occupation**

## 899933 Electrical or Telecommunications Trades Assistant

Assists Electrotechnology and Telecommunications Trades Workers to install and maintain electrical and telecommunications systems.

**Skill level:** 5

### Main tasks

- Assists in the installation, maintenance and repair of electrical and telecommunications systems
- Carries out basic electrical and telecommunications tasks under the guidance of trades workers
- Assists in the testing and troubleshooting of electrical and telecommunications systems
- Prepares materials and tools for electrical and telecommunications installations

**Occupation**

## 899934 Leaflet or Newspaper Deliverer

Collects leaflets, catalogues, pamphlets or newspapers from a collection point, and delivers them to homes in a specified area.

**Skill level:** 5

### Main tasks

- Collects leaflets, catalogues, pamphlets or newspapers from a designated collection point, or receives stock directly through a delivery
- Organises and arranges the collected materials for delivery, and inserts flyers or promotional materials when required
- Plans travel routes and delivers items to homes in a specified area
- Reports any issues or concerns regarding travel routes or delivery materials, and adheres to safety guidelines and practices
- Adheres to signage at delivery points regarding junk mail, and maintains confidentiality of delivery addresses and customer information

**Occupation**

## 899935 Recycling or Waste Collector

Collects household, commercial and industrial waste for recycling or disposal.

Compactor Drivers (Waste Collection) are excluded from this occupation. Compactor Drivers (Waste Collection) are included in Occupation 713131 Truck Driver (General).

**Alternative title**

- Waste Removalist

**Skill level: 5****Main tasks**

- Collects waste and recycling bins and containers from residential, commercial and industrial areas
- Positions bins for collection and manually empties bins into waste collection trucks
- Communicates with supervisors and team members to coordinate waste collection
- Assists in transporting waste and recyclable materials to waste transfer stations, landfill sites and materials recovery facilities

**Occupation**

## 899936 Sign Installer

Erects, installs, maintains and cleans signs and their sites pre- and post-installation.

Registration or licensing may be required.

**Alternative title**

- Sign Erector

**Skill level: 5****Main tasks**

- Reads and interprets work orders and plans to determine sign installation requirements
- Prepares sign installation sites, and ensures signs are positioned correctly and securely fastened
- Cleans signs and their sites after installation to maintain appearance and visibility
- Inspects signs for damage or wear, and performs necessary repairs or replacements
- Dismantles and removes unwanted signs
- Adheres to safety protocols and regulations while working at heights and with heavy equipment
- May assist in installing electronic signs

**Occupation**

## 899937 Swimming Pool or Spa Technician

Installs and repairs pool or spa equipment and systems. Maintains, services, cleans and assesses water quality in swimming pools or spas in both residential and commercial environments.

Registration or licensing may be required.

**Skill level: 4**

### Main tasks

- Inspects and services existing pool or spa systems, and repairs any faults, cracks or leaks
- Installs, maintains, services and repairs pool and spa equipment, including filters, pumps, chlorinators and heaters
- Conducts pool or spa maintenance, including testing for water quality and pH levels, pool and water cleaning, and applying chemicals for correct water balance
- Provides advice and recommendations to clients on pool and spa maintenance and water quality, in accordance with relevant health and safety regulations and standards

**Occupation****899938 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.

**Skill level:** 5

**Main tasks**

- Collects supermarket trolleys from designated drop off areas and surrounding areas
- Inspects and reports trolleys for damage or defects
- Pushes or pulls trolleys manually or with a small tractor
- Organises and arranges trolleys in customer collection areas for easy access
- Cleans and maintains trolleys

**Occupation**

# 899941 Vending Machine Attendant

Stocks and maintains vending and amusement machines.

**Alternative title**

- Vending Machine Filler

**Skill level:** 5**Main tasks**

- Stocks vending and amusement machines with products and ensures they are properly displayed
- Performs routine maintenance on vending machines, such as replacing light bulbs or fixing jammed mechanisms
- Collects money from coin boxes, replenishes change, and ensures digital payment devices and EFTPOS machines are functional
- Cleans and sanitises vending machines and surrounding areas
- Monitors inventory levels and orders products as needed
- Prepares reports for management by maintaining accurate records of sales and collections

**Occupation**

## 899999 Labourers nec

This occupation group covers Labourers not elsewhere classified.

**Skill level:** 5

**Occupations in this group include:**

- Clothes Sorter
- Florist Assistant
- Grip
- Landfill Worker
- Lubrication Technician
- Marina Attendant
- Racecourse Barrier Attendant
- Stagehand
- Underground Services Locator

## Updating OSCA

The ABS updates OSCA according to the [OSCA Maintenance Strategy \(/articles/osca-maintenance-strategy\)](#), which includes a schedule to ensure OSCA reflects the modern Australian labour market.

For more about how you can subscribe to be notified about upcoming changes or participate in the next consultation, see [About OSCA \(/about/key-priorities/about-osca\)](#).

# How search works

## Classification search

OSCA search appears above the content on every page of OSCA. Search results will be based on partial or exact matches of OSCA identifiers, principal titles, alternative titles or specialisations.

For example:

- searching for the word 'manager' will return every result where 'manager' appears in the principal title, alternative title or specialisation – for example, 'manager', 'managers', 'farmers and farm managers'
- searching for the number '13' will return every result where '13' appears in the identifier – for example, 131, 1330, 2213.

The search results are displayed in identifier order on a separate page. Each result displays as a link to the corresponding page in this product.

## Multipage search

Under the 'Sections' heading in the left navigation menu, the multipage 'Search this release' tool is available. This search tool provides a general search of all content in this product including Data downloads.

Each search result returns:

- the section title – links to the page
- the page title
- a preview of the content of the page – the searched term is bolded if it is present in the preview.

The search results will be displayed on a separate page and ordered by relevance.

## Abbreviations

The following abbreviations are used in this publication:

2D	2-dimensional
3D	3-dimensional
ABS	Australian Bureau of Statistics
ANZSCO	Australian and New Zealand Standard Classification of Occupations
AQF	Australian Qualifications Framework
BIM	building information modelling
CAD	computer-aided design
CCTV	closed-circuit television
CPR	cardiopulmonary resuscitation
CT	computed tomography
EFTPOS	electronic funds transfer at point of sale
GIS	geographic information system
GPS	global positioning system
HR	human resources
ICT	Information and Communication Technology
ILO	International Labour Organization
ISCO	International Standard Classification of Occupations
IT	information technology
IVF	in vitro fertilisation
MRI	magnetic resonance imaging
NDT	non-destructive testing
nec	not elsewhere classified
nfd	not further defined
OSCA	Occupation Standard Classification for Australia
R&D	research and development
RTO	Registered Training Organisation
Stats NZ	Tatauranga Aotearoa, Statistics NZ
TAFE	Technical and Further Education
UI	user interface
UX	user experience
VET	vocational education and training
WHS	work health and safety

