

## PROFILE OF THE ASCO STRUCTURE

The structure of ASCO has four levels:

- . major group
- . minor group
- . unit group
- . occupation.

Major Groups are:

- . the broadest level of the classification
- . denoted by 1-digit codes
- . distinguished from each other on the basis of skill level.

There are 8 Major Groups.

Minor Groups are:

- . subdivisions of the major groups
- . denoted by 2-digit codes (the relevant major group code, plus an additional digit)
- . distinguished from other minor groups in the same major group on the basis of broadly stated skill specialisation.

There are 52 Minor Groups.

Unit Groups are:

- . subdivisions of the minor groups
- . denoted by 4-digit codes (the relevant minor group code, plus 2 additional digits)
- . distinguished from other unit groups in the same minor group on the basis of a finer degree of skill specialisation.

There are 282 Unit Groups.

Occupations are:

- . subdivisions of the unit groups
- . denoted by 6-digit codes (the relevant unit group code, plus a hyphen and 2 additional digits)
- . distinguished from other occupations in the same unit group on the basis of detailed skill level and specialisation
- . sets of jobs which involve the performance of a common set of tasks.

There are 1079 Occupations.

The following example illustrates these conventions:

LEVEL	CODE	TITLE
Major group	2	Professionals
Minor group	28	Artists and Related Professionals
Unit group	2805	Designers and Illustrators
Occupation	2805-13	Graphic Designer

**SUMMARY OF THE ASCO CRITERIA**

The structure of ASCO is based on kind of work, defined in terms of two criteria - skill level and skill specialisation.

**SKILL LEVEL**

The skill level of an occupation is a function of the range and complexity of the set of tasks involved.

It is measured by the amount of formal education, on-the-job training and previous experience usually necessary for the satisfactory performance of the set of tasks. Formal education consists of three types - primary, secondary and tertiary education. Secondary education is measured as the combined total of years of primary and secondary schooling. Tertiary education is divided into categories consistent with those recognized by the Australian Council of Awards in Advanced Education and the Technical and Further Education Advisory Council.

On-the-job training is defined as training received after employment in the job and is measured in weeks, months or years.

Previous experience for a given occupation is defined as the number of years of experience gained in other occupations which contribute to the satisfactory performance of the set of tasks.

**SKILL SPECIALISATION**

This criterion is used to group occupations according to type, rather than level, of skill.

It is measured by:

- . field of knowledge;
- . tools or equipment used;
- . materials worked on;
- . goods or services produced.

**(1) Field of knowledge**

This variable indicates the subject matter which is essential to the tasks performed.

**(2) Tools or equipment used**

This variable indicates the plant, machinery or hand tools used in the performance of the tasks.

The terms 'plant', 'machinery' and 'hand tools' are defined as follows:

- . plant - mobile or stationary equipment, which is large in size, performs several related functions, and is usually controlled by an internally located operator;
- . machinery - usually stationary equipment, which is not as large as plant, performs one processing function and is usually controlled by an externally located operator;
- . hand tools - equipment which is small enough to be moved and operated by one person.

**(3) Materials worked on**

This variable indicates the materials which are processed, refined or fabricated as an essential part of the tasks performed.

**(4) Goods or services produced**

This variable indicates the goods or services which are produced as a result of the tasks performed.

## RESERVED CODES

Occupation and unit group codes in ASCO end in odd digits to allow for future expansion without need for substantial re-numbering.

Certain codes are reserved for residual categories and for supervisory and trainee occupations.

### Reserved Codes for Residual Categories

A set of codes is reserved for residual categories at the minor group, unit group and occupation levels. These categories cover elements not included in substantive categories at various levels in the classification.

The reserved codes are:

- . M9uu-oo at minor group level
- . Mm99-oo at unit group level
- . Mmuu-99 at occupation level

(where Mmuu is the unit group code and Mmuu-oo the occupation code)

Most groups in ASCO contain a number of substantive subsets at the next lower level. Each subset was created by selecting occupations or groups of occupations which are similar in terms of the classification criteria. In many cases, however, some occupations remain which have nothing in common except that they all belong to the same broader group. As a result, the substantive subsets together do not correspond to the entire group. For example, not everything in the Minor Group

82 Agricultural Labourers and Related Workers

is covered by the substantive Unit Groups

8201 Farm Hands and Assistants  
8203 Forestry Labourers  
and  
8205 Nursery and Garden Labourers.

Consequently categories have been created to cover the remaining elements. These are called 'residual categories'. In the above example, the residual Unit Group

8299 Other Agricultural Labourers and Related Workers

was created to cover the balance of Minor Group 82.

ASCO uses several terms to indicate residual categories - 'miscellaneous' at the minor group level, 'other' at the unit group level, and 'nec' (for 'not elsewhere classified') at the occupation level. Residual categories are less homogeneous than other groups at the same level. They are included in the structure only where necessary to ensure complete coverage of all relevant occupations.

There are five reserved codes at Minor Group level:

- 29 Miscellaneous Professionals
- 39 Miscellaneous Para-Professionals
- 49 Miscellaneous Tradespersons
- 59 Miscellaneous Clerks
- 89 Miscellaneous Labourers and Related Workers

There are three instances of Minor Group residual categories not given reserved codes as they cover elements not included in a number of particular minor groups rather than the major group as a whole. These minor groups are:

- 25 Other Teachers and Instructors
- 42 Other Metal Tradespersons
- 65 Miscellaneous Salespersons

Residual categories at the unit group level may be found in any minor group in the classification regardless of whether or not the particular minor group is itself a residual category. For example, the residual categories at unit group level in Major Group 1 are:

- 1399 Other Specialist Managers
- 1599 Other Managing Supervisors (Sales and Service)

Similar remarks apply to the distribution of residual categories at the occupation level. Examples of residual categories at occupation level are:

- 1101-99 Parliamentarians, Councillors and Government Representatives nec
- 1317-99 Education Managers nec
- 1399-99 Specialist Managers nec

### **Reserved Codes for Supervisors and Trainees**

At the occupation level there are two additional sets of reserved codes - those for supervisors, and those for trainees.

Supervisory codes have a zero in the first column following the hyphen. They range from Mmuu-01 to Mmuu-09. The term 'supervisor' also covers foremen/women, superintendents, and overseers who supervise other workers. The term is also used to cover workers who spend some of their time performing tasks similar to those of the workers they supervise.

Trainee codes have a nine in the first column following the hyphen. They range from Mmuu-91 to Mmuu-97. The term 'trainee' covers employed persons undertaking a period of on-the-job training, whether or not in conjunction with formal study for a particular occupation. They may or may not be apprenticed or otherwise indentured.

## SUPPLEMENTARY CODES

Supplementary codes are used in statistical collections to process a number of different sets of responses. These include responses which are out of scope, responses which represent jobs which are less specialised in their tasks than the degree of specialisation defined at a particular level of the classification, and responses which do not contain sufficient information for accurate coding at the level of the structure adopted for a particular collection. Supplementary codes are of two types - those commencing with '9' and those ending with one or more zeros.

### Supplementary Codes for Out of Scope Responses

Codes commencing with '9' are used to process responses which indicate that the respondent is not in the labour force according to the definition recommended by the International Labour Office. Examples of out of scope responses include 'housewife', 'pensioner' and 'student'. These responses can all be allocated a code of 9999-99 or they may be represented by a range of more specific codes all commencing with '9'.

### Supplementary Codes for Less Specialised Occupations

A set (et) of supplementary codes is provided to ensure an adequate statistical representation of the different degrees of specialisation of labour which exist within the Australian labour force. Such differences occur in all segments of the labour force but are particularly common amongst relatively unskilled occupation groups such as clerks, salespersons, plant and machine operators, and labourers. As one divides the labour force into successively finer categories, the probability increases that any one category will represent a degree of specialisation of labour that is finer than that found in many jobs in the economy. The classification was designed so that the degree of specialisation of labour represented at the occupation level of the structure (1079 categories) corresponded as closely as possible to the average level of specialisation found in most jobs.

The problem remains that some jobs will be more specialised than that represented at the occupation level of the classification. This problem is solved by recognizing specialisation titles within ASCO occupations. These could be regarded as an incompletely defined fifth level of the classification. For example, the ASCO occupation '4409-11 plumber' has associated specialisation titles of 'pipe fitter', 'pipe joiner', 'roof plumber', and 'sprinkler fitter'. Since these distinctions are below the six digit occupation level, they do not represent a problem in coding responses from censuses and surveys.

However, other jobs are less specialised in their range of tasks than the task combinations which occur at even the unit group level of the classification (282 categories). Such jobs do constitute a problem in coding responses from censuses and surveys. It is solved by moving upwards in the structure. When a particular job has a title and/or a range of tasks which cover two or more occupations in the classification, it is coded to the next highest level of the structure which is sufficiently broad to include all of the relevant occupations. For example, the job described as 'mechanic, spray painter and panel beater' is not arbitrarily coded to one of the unit groups '4601 Vehicle mechanics', '4603 Panel Beaters' or '4605 Vehicle Painters' but to the ASCO Minor Group '46 Vehicle Tradespersons'.

### Supplementary Codes for Inadequately Described Responses

A set of supplementary codes is provided to ensure an adequate statistical representation of poorly described jobs without resorting to the traditional methods of arbitrarily assigning vague responses to a particular positively defined unit group, or of coding vague responses (usually incorrectly) to a not elsewhere classified (nec) unit group or deeming such responses completely uncodable. The objective was to preserve as much of the relevant information in the response as possible without the necessity to invent missing information. The solution chosen was to code vague responses to a higher level of the structure - usually major or minor group level. In other words, no response is coded to a more detailed level of the structure than that justified by its information content. Hence, a response such as 'clerk' with no additional

information can be coded to the major group Clerks with some certainty but can not reasonably be coded to a more detailed category.

However, vague descriptions of quite specific jobs are often indistinguishable from descriptions of more general jobs involving a wide range of tasks. The response 'vehicle tradesman' could be interpreted as any one of 'mechanic' or 'panel beater' or 'painter' or 'trimmer' or as any combination. Hence, this response would be represented by the same minor group level code as the example given above.

The method of representing general occupations and the method of representing vaguely described occupations are, of necessity, formally equivalent and this creates some potential ambiguity in the interpretation of such higher level codes. This problem can be minimised by collecting better quality data. It is recommended that the traditional occupation title question be supplemented by the addition of a question asking for the main tasks involved in the job. In a perfect world, the only responses coded to a higher level in the structure would be those which specified a less specialised combination of tasks than was defined at the coding level for the particular collection.

To facilitate the processing of both of these classes of response, provision was made for the creation of a set of major, minor or unit group level 'dump' codes (when necessary) by replacing the last two digits of the six digit occupation code with '00' to create a unit group level 'dump' code; the last four digits of the six digit occupation code with '00-00' to create a minor group level 'dump' code; and by replacing the last five digits of the six digit occupation code with '000-00' to create a major group level 'dump' code. Hence, the potential number of valid ASCO codes is 334 (= 282 unit group codes + 52 minor group dump codes - 8 minor groups with only one unit group + 8 major group dump codes).

Thus, for example, responses which are codable only at the major or minor group levels can be processed within a collection coded at the unit group level. At the unit group level, the potential number of valid ASCO codes is 334 (= 282 unit group codes + 52 minor group dump codes - 8 minor groups with only one unit group + 8 major group dump codes).

The following table details the use of these codes for relevant levels of the structure.

COLLECTION CODED TO	CODE	RESPONSE CODABLE ONLY TO
major group	0	not codable
minor group	M0	major group
unit group	M000 Mm00	major group minor group
occupation	M000-00 Mm00-00 Mmuu-00	major group minor group unit group

(Where M is a major group code, Mm is a minor group code, and Mmuu is a unit group code.)

NAMING CONVENTIONS

- 1. Titles at all levels are designed to illustrate the mutually exclusive nature of the groups and occupations. For this reason most titles are unique to one group or occupation. However, there are some groups which contain only one subset, and therefore possess exactly the same title as that subset.
- 2. All substantive terms in ASCO titles appear as nouns rather than adjectives.
- 3. At major, minor and unit group levels titles are in plural form, but occupation titles, including alternative and specialisation titles, are in singular form except for occupation titles ending in nec (residual categories) which are in plural form.
- 4. ASCO uses three terms to indicate residual categories: 'miscellaneous' at the minor group level, 'other' at the unit group level, and 'nec' (for 'not elsewhere classified') at the occupation level.

Residual categories always occur at the end of lists and their codes end in '9' as described above in the section, Reserved Codes.

- 5. Gender-neutral terms have been used in all titles, with the exception of some titles used by the Defence Forces.
- 6. Some commonly-used terms have restricted meanings in ASCO. These are defined above in Summary of ASCO Criteria, and in specific group definitions.

DISTRIBUTION OF MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS

MAJOR GROUPS	MINOR GROUPS	UNIT GROUPS	OCCUPATIONS
1. Managers and Administrators	6	21	60
2. Professionals	9	62	191
3. Para-professionals	6	22	113
4. Tradespersons	9	60	275
5. Clerks	7	23	72
6. Salespersons and Personal Service Workers	6	20	82
7. Plant and Machine Operators, and Drivers	4	40	162
8. Labourers and Related Workers	5	34	124





**MAJOR GROUPS**

- 1 MANAGERS AND ADMINISTRATORS**
- 2 PROFESSIONALS**
- 3 PARA-PROFESSIONALS**
- 4 TRADESPERSONS**
- 5 CLERKS**
- 6 SALESPERSONS AND PERSONAL SERVICE WORKERS**
- 7 PLANT AND MACHINE OPERATORS, AND DRIVERS**
- 8 LABOURERS AND RELATED WORKERS**



**ASCO STRUCTURE**

<b>1</b>	<b>MANAGERS AND ADMINISTRATORS</b>
11	Legislators and Government Appointed Officials
12	General Managers
13	Specialist Managers
14	Farmers and Farm Managers
15	Managing Supervisors (Sales and Service)
16	Managing Supervisors (Other Business)
<b>2</b>	<b>PROFESSIONALS</b>
21	Natural Scientists
22	Building Professionals and Engineers
23	Health Diagnosis and Treatment Practitioners
24	School Teachers
25	Other Teachers and Instructors
26	Social Professionals
27	Business Professionals
28	Artists and Related Professionals
29	Miscellaneous Professionals
<b>3</b>	<b>PARA-PROFESSIONALS</b>
31	Medical and Science Technical Officers and Technicians
32	Engineering and Building Associates and Technicians
33	Air and Sea Transport Technical Workers
34	Registered Nurses
35	Police
39	Miscellaneous Para-Professionals
<b>4</b>	<b>TRADESPERSONS</b>
41	Metal Fitting and Machining Tradespersons
42	Other Metal Tradespersons
43	Electrical and Electronics Tradespersons
44	Building Tradespersons
45	Printing Tradespersons
46	Vehicle Tradespersons
47	Food Tradespersons

**MAJOR AND MINOR GROUPS**

48	Amenity Horticultural Tradespersons
49	Miscellaneous Tradespersons
<b>5</b>	<b>CLERKS</b>
51	Stenographers and Typists
52	Data Processing and Business Machine Operators
53	Numerical Clerks
54	Filing, Sorting and Copying Clerks
55	Material Recording and Despatching Clerks
56	Receptionists, Telephonists and Messengers
59	Miscellaneous Clerks
<b>6</b>	<b>SALESPERSONS AND PERSONAL SERVICE WORKERS</b>
61	Investment, Insurance and Real Estate Salespersons
62	Sales Representatives
63	Sales Assistants
64	Tellers, Cashiers and Ticket Salespersons
65	Miscellaneous Salespersons
66	Personal Service Workers
<b>7</b>	<b>PLANT AND MACHINE OPERATORS, AND DRIVERS</b>
71	Road and Rail Transport Drivers
72	Mobile Plant Operators (except Transport)
73	Stationary Plant Operators
74	Machine Operators
<b>8</b>	<b>LABOURERS AND RELATED WORKERS</b>
81	Trades Assistants and Factory Hands
82	Agricultural Labourers and Related Workers
83	Cleaners
84	Construction and Mining Labourers
89	Miscellaneous Labourers and Related Workers



## ASCO STRUCTURE

<b>1</b>	<b>MANAGERS AND ADMINISTRATORS</b>
<b>11</b>	<b>LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS</b>
1101	Parliamentarians, Councillors and Government Representatives
1103	Judges, Magistrates and Mediators
<b>12</b>	<b>GENERAL MANAGERS</b>
1201	General Managers
<b>13</b>	<b>SPECIALIST MANAGERS</b>
1301	Finance Managers
1303	Sales and Marketing Managers
1305	Production Managers
1307	Supply and Distribution Managers
1309	Personnel and Industrial Relations Managers
1311	Data Processing Managers
1313	Public Policy Managers
1315	Directors of Nursing
1317	Education Managers
1319	Commissioned Officers (Management)
1399	Other Specialist Managers
<b>14</b>	<b>FARMERS AND FARM MANAGERS</b>
1401	Farmers and Farm Managers
<b>15</b>	<b>MANAGING SUPERVISORS (SALES AND SERVICE)</b>
1501	Shop Managers
1503	Restaurant and Catering Managing Supervisors
1505	Accommodation and Tavern Managing Supervisors
1507	Financial Institution Branch Managers
1599	Other Managing Supervisors (Sales and Service)
<b>16</b>	<b>MANAGING SUPERVISORS (OTHER BUSINESS)</b>
1601	Managing Supervisors (Other Business)
<b>2</b>	<b>PROFESSIONALS</b>
<b>21</b>	<b>NATURAL SCIENTISTS</b>
2101	Chemists
2103	Geologists and Geophysicists
2105	Physicists
2107	Life Scientists
2109	Medical Testing Professionals
2199	Other Natural Scientists

## MAJOR, MINOR AND UNIT GROUPS

<b>22</b>	<b>BUILDING PROFESSIONALS AND ENGINEERS</b>
2201	Architects and Landscape Architects
2203	Quantity Surveyors
2205	Cartographers and Surveyors
2207	Chemical Engineers
2209	Civil Engineers
2211	Electrical and Electronics Engineers
2213	Mechanical Engineers
2215	Mining Engineers
2217	Metallurgists and Materials Scientists
2219	Other Engineers
<b>23</b>	<b>HEALTH DIAGNOSIS AND TREATMENT PRACTITIONERS</b>
2301	General Medical Practitioners
2303	Specialist Medical Practitioners
2305	Dental Practitioners
2307	Pharmacists
2309	Occupational Therapists
2311	Optometrists
2313	Physiotherapists
2315	Speech Pathologists
2317	Chiropractors and Osteopaths
2319	Podiatrists
2321	Radiographers
2323	Veterinarians
2399	Other Health Diagnosis and Treatment Practitioners
<b>24</b>	<b>SCHOOL TEACHERS</b>
2401	Pre-Primary School Teachers
2403	Primary School Teachers
2405	Secondary School Teachers
2407	Special Education Teachers
<b>25</b>	<b>OTHER TEACHERS AND INSTRUCTORS</b>
2501	University and CAE Teachers
2503	TAFE Teachers
2505	Extra-Systemic Teachers and Instructors
<b>26</b>	<b>SOCIAL PROFESSIONALS</b>
2601	Social Workers
2603	Counsellors
2605	Lawyers
2607	Ministers of Religion

**MAJOR, MINOR AND UNIT GROUPS****27 BUSINESS PROFESSIONALS**

- 2701 Accountants
- 2703 Public Relations Officers
- 2705 Personnel Specialists
- 2707 Computing Professionals
- 2799 Other Business Professionals

**28 ARTISTS AND RELATED PROFESSIONALS**

- 2801 Painters, Sculptors and Related Professionals
- 2803 Photographers
- 2805 Designers and Illustrators
- 2807 Journalists
- 2809 Authors and Related Professionals
- 2811 Film, Television and Stage Directors
- 2813 Dancers and Choreographers
- 2815 Musicians, Composers and Related Professionals
- 2817 Actors and Related Professionals
- 2819 Announcers

**29 MISCELLANEOUS PROFESSIONALS**

- 2901 Economists
- 2903 Psychologists
- 2905 Education Researchers and Related Professionals
- 2907 Other Social Scientists
- 2909 Mathematicians, Statisticians and Actuaries
- 2911 Librarians
- 2999 Other Professionals

**3 PARA-PROFESSIONALS****31 MEDICAL AND SCIENCE TECHNICAL OFFICERS AND TECHNICIANS**

- 3101 Medical Technical Officers and Technicians
- 3103 Science Technical Officers and Technicians

**32 ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS**

- 3201 Electrical and Electronic Engineering Associates and Technicians
- 3203 Civil Engineering Associates and Technicians
- 3205 Mechanical Engineering Associates and Technicians
- 3207 Building, Architectural and Surveying Associates and Technicians
- 3299 Other Engineering and Building Associates and Technicians

**ASCO STRUCTURE****33 AIR AND SEA TRANSPORT TECHNICAL WORKERS**

- 3301 Aircraft Pilots
- 3303 Air Transport Operating Support Workers
- 3305 Ship's Pilots and Deck Officers
- 3307 Marine Engineers and Surveyors

**34 REGISTERED NURSES**

- 3401 Registered Nurses

**35 POLICE**

- 3501 Police

**39 MISCELLANEOUS PARA-PROFESSIONALS**

- 3901 Welfare Para-Professionals
- 3903 Performing Arts Support Workers
- 3905 Inspectors and Regulatory Officers
- 3907 Child Care Co-ordinators
- 3909 Ambulance Officers
- 3911 Prison Officers
- 3913 Procurement Officers
- 3915 Sportspersons and Related Workers
- 3999 Other Para-Professionals

**4 TRADESPERSONS****41 METAL FITTING AND MACHINING TRADESPERSONS**

- 4101 Toolmakers
- 4103 Metal Fitters and Machinists

**42 OTHER METAL TRADESPERSONS**

- 4201 Forging Tradespersons
- 4203 Sheetmetal Tradespersons
- 4205 Structural Steel, Boilermaking and Welding Tradespersons
- 4207 Metal Casting Tradespersons
- 4209 Metal Finishing Tradespersons
- 4211 Aircraft Maintenance Engineers
- 4213 Precision Metal Tradespersons

**43 ELECTRICAL AND ELECTRONICS TRADESPERSONS**

- 4301 Electrical Powerline Tradespersons
- 4303 Electrical Fitters
- 4305 Automotive Electricians
- 4307 Refrigeration and Air-Conditioning Mechanics
- 4309 Electrical Mechanics

## ASCO STRUCTURE

- 4311 Communications Equipment Tradespersons
- 4313 Radio and Television Servicers
- 4315 Office Equipment and Computer Servicers
- 4399 Other Electrical and Electronics Tradespersons

### 44 BUILDING TRADESPERSONS

- 4401 Carpenters and Joiners
- 4403 Bricklayers
- 4405 Painters, Decorators and Signwriters
- 4407 Plasterers
- 4409 Plumbers
- 4411 Roof Slaters and Tilers
- 4413 Wall and Floor Tilers

### 45 PRINTING TRADESPERSONS

- 4501 Compositors
- 4503 Graphic Reproduction Tradespersons
- 4505 Printing Machinists
- 4507 Binders and Finishers
- 4509 Stereotypers and Electrotypes
- 4511 Screen Printers

### 46 VEHICLE TRADESPERSONS

- 4601 Vehicle Mechanics
- 4603 Panel Beaters
- 4605 Vehicle Painters
- 4607 Vehicle Body Makers
- 4609 Vehicle Trimmers

### 47 FOOD TRADESPERSONS

- 4701 Meat Tradespersons
- 4703 Bakers and Pastrycooks
- 4705 Cooks
- 4799 Other Food Tradespersons

### 48 AMENITY HORTICULTURAL TRADESPERSONS

- 4801 Nurserymen/women
- 4803 Greenkeepers
- 4805 Gardeners

### 49 MISCELLANEOUS TRADESPERSONS

- 4901 Wood Machinists and Turners
- 4903 Cabinetmakers
- 4905 Other Wood Tradespersons
- 4907 Marine Construction Tradespersons
- 4909 Blasting Tradespersons

## MAJOR, MINOR AND UNIT GROUPS

- 4911 Garment Tradespersons
- 4913 Upholsterers and Bedding Tradespersons
- 4915 Shoemaking and Repairing Tradespersons
- 4917 Other Leather and Canvas Tradespersons
- 4919 Floor Coverers
- 4921 Glass Tradespersons
- 4923 Jewellery and Precious Metalware Tradespersons
- 4925 Craftworkers
- 4927 Hairdressers
- 4929 Sheep Shearers
- 4931 Animal Trainers
- 4999 Other Tradespersons

## 5 CLERKS

### 51 STENOGRAPHERS AND TYPISTS

- 5101 Office Secretaries and Stenographers
- 5103 Typists and Typist-Clerks
- 5105 Word Processing Operators

### 52 DATA PROCESSING AND BUSINESS MACHINE OPERATORS

- 5201 Data Processing Machine Operators
- 5203 Business Machine Operators

### 53 NUMERICAL CLERKS

- 5301 Accounting Clerks
- 5303 Insurance and Broking Clerks
- 5305 Statistical and Actuarial Clerks

### 54 FILING, SORTING AND COPYING CLERKS

- 5401 Library and Filing Clerks
- 5403 Mail Sorters
- 5499 Other Filing, Sorting and Copying Clerks

### 55 MATERIAL RECORDING AND DESPATCHING CLERKS

- 5501 Production Recording Clerks
- 5503 Transport Recording and Despatching Clerks
- 5505 Stock and Purchasing Clerks

### 56 RECEPTIONISTS, TELEPHONISTS AND MESSENGERS

- 5601 Receptionists and Information Clerks
- 5603 Telephonists
- 5605 Messengers and Delivery Officers

**MAJOR, MINOR AND UNIT GROUPS****ASCO STRUCTURE****59 MISCELLANEOUS CLERKS**

- 5901 Collection Clerks
- 5903 Teachers' Aides
- 5905 Personnel Clerks
- 5907 Legal and Related Clerks
- 5909 Postal Clerks and Officers
- 5999 Other Clerks

**6 SALESPERSONS AND PERSONAL SERVICE WORKERS****61 INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS**

- 6101 Securities and Finance Dealers
- 6103 Insurance Brokers and Agents
- 6105 Real Estate Salespersons and Property Managers
- 6199 Other Investment, Insurance and Real Estate Salespersons

**62 SALES REPRESENTATIVES**

- 6201 Sales Representatives

**63 SALES ASSISTANTS**

- 6301 Sales Assistants

**64 TELLERS, CASHIERS AND TICKET SALESPERSONS**

- 6401 Tellers
- 6403 Cashiers
- 6405 Ticket Salespersons

**65 MISCELLANEOUS SALESPERSONS**

- 6501 Street Vendors, Canvassers and Sales Drivers
- 6503 Bar Attendants
- 6505 Waiters and Waitresses
- 6507 Travel Agents
- 6599 Other Salespersons

**66 PERSONAL SERVICE WORKERS**

- 6601 Child Care, Refuge and Related Workers
- 6603 Enrolled Nurses
- 6605 Dental Nurses
- 6607 Home Companions and Aides
- 6609 Travel Stewards
- 6699 Other Personal Service Workers

**7 PLANT AND MACHINE OPERATORS, AND DRIVERS****71 ROAD AND RAIL TRANSPORT DRIVERS**

- 7101 Bus and Tram Drivers
- 7103 Automobile Drivers
- 7105 Truck Drivers
- 7107 Locomotive Drivers

**72 MOBILE PLANT OPERATORS (EXCEPT TRANSPORT)**

- 7201 Excavating and Earthmoving Plant Operators
- 7203 Forklift and Related Drivers
- 7205 Logging Plant Operators
- 7207 Paving and Surfacing Plant Operators
- 7209 Agricultural Plant Operators
- 7211 Fire Fighters
- 7299 Other Mobile Plant Operators (except Transport)

**73 STATIONARY PLANT OPERATORS**

- 7301 Power Generation Plant Operators
- 7303 Engine and Boiler Operators (except Power Generation)
- 7305 Chemical Plant Operators
- 7307 Petroleum and Gas Plant Operators
- 7309 Bulk Materials Handling Plant Operators
- 7311 Crane Operators
- 7313 Hoist, Winch and Lift Operators
- 7315 Furnace and Kiln Operators
- 7317 Drilling Plant Operators
- 7399 Other Stationary Plant Operators

**74 MACHINE OPERATORS**

- 7401 Basic Metal Products Machine Operators
- 7403 Metal Press Operators
- 7405 Other Metal Products Machine Operators
- 7407 Plastics Production Machine Operators
- 7409 Rubber Production Machine Operators
- 7411 Chemical Production Machine Operators
- 7413 Wood Processing Machine Operators
- 7415 Paper and Paper Products Machine Operators
- 7417 Glass Production Machine Operators
- 7419 Clay and Stone Processing Machine Operators
- 7421 Yarn Production Machine Operators
- 7423 Hide and Skin Processing Machine Operators
- 7425 Fabric Production Machine Operators



## ASCO STRUCTURE

7427 Textile Sewing Machinists  
7429 Shoemaking Machine Operators  
7431 Food Processing Machine Operators  
7433 Packaging Machine Operators  
7435 Photographic Products Machine Operators  
7499 Other Machine Operators

### **8 LABOURERS AND RELATED WORKERS**

#### **81 TRADES ASSISTANTS AND FACTORY HANDS**

8101 Trades Assistants  
8103 Assemblers  
8105 Hand Packers  
8107 Industrial Spray Painters  
8109 Quality Controllers  
8199 Other Trades Assistants and Factory Hands

#### **82 AGRICULTURAL LABOURERS AND RELATED WORKERS**

8201 Farm Hands and Assistants  
8203 Forestry Labourers  
8205 Nursery and Garden Labourers  
8299 Other Agricultural Labourers and Related Workers

#### **83 CLEANERS**

8301 Cleaners

#### **84 CONSTRUCTION AND MINING LABOURERS**

8401 Installation Workers  
8403 Concrete Workers  
8405 Structural Steel and Related Construction Labourers  
8407 Earthmoving Labourers  
8409 Paving and Surfacing Labourers  
8411 Survey Hands  
8413 Railway Labourers  
8415 Mining and Mineral Ore Treating Labourers  
8499 Other Construction and Mining Labourers

#### **89 MISCELLANEOUS LABOURERS AND RELATED WORKERS**

8901 Ushers and Door Attendants  
8903 Luggage Porters  
8905 Garbage Collectors  
8907 Storemen/women  
8909 Freight and Furniture Handlers  
8911 Guards and Security Officers

## MAJOR, MINOR AND UNIT GROUPS

8913 Caretakers  
8915 Housekeepers  
8917 Laundry Workers  
8919 Kitchenhands  
8921 Ward Helpers  
8923 Vehicle Accessories Fitters  
8925 Fishermen/women, Deckhands and Seamen/women  
8999 Other Labourers and Related Workers

