

FORMAT OF THE OCCUPATION DEFINITIONS

ASCO has three types of occupation titles:

Principal Titles are the official titles used to designate occupations in ASCO. They are accompanied by the occupation level code.

Alternative Titles are commonly used titles for jobs requiring the performance of the same range of tasks listed in the definition of the corresponding Principal Title.

Specialisation Titles are commonly used titles for jobs requiring the performance of a subset of the range of tasks listed in the definition of the corresponding Principal Title. Hence they constitute a subset of jobs belonging to the occupation designated by the Principal Title.

The Occupation Definitions are presented in the following format:

OCCUPATION CODE, PRINCIPAL TITLE (upper case) and any alternative titles (upper and lower case).

LEAD STATEMENT: This specifies the boundaries of the occupation in terms of broadly stated tasks.

SKILL LEVEL: This specifies the entry requirements for the occupation, expressed in terms of formal education, previous experience and on-the-job training. Special requirements, such as licensing, are also indicated under this heading.

TASKS Include: This list specifies the primary tasks performed in the occupation.

SPECIALISATIONS: This list specifies any specialisation titles included in the occupation.

RELATED OCCUPATIONS: This list specifies any related occupations contained in other unit groups.

GENERIC TITLES AND THEIR DEFINITIONS

Generic titles are used in ASCO to define a set of tasks common to a large number of occupations; eg, Manager, Sales Assistant. They are referenced in occupation definitions to avoid repetition.

The generic titles defined in ASCO are listed below:

Manager Minor Group 13
Farmer Minor Group 14
Managing Supervisor Minor Groups 15 and 16
Engineer Minor Group 22
Associate Minor Groups 31 and 32
Technician Minor Groups 31 and 32
Supervisor throughout Major Groups 3 to 8
Apprentice mostly in Major Group 4
Sales Representative Minor Group 62
Sales Assistant Minor Group 63.

These titles are defined on the following pages in terms of a set of common tasks.

GENERIC TITLES AND THEIR DEFINITIONS

MANAGER

Administers the activities of an organisation or of a specialist function within an organisation.

COMMON TASKS

- Establishes administrative and operational procedures, taking account of the organisation's operating environment.
- Devises management policy and approach.
- Prepares budgets, production and other management plans.
- Directs the implementation of plans, policies and procedures, and sets performance targets.
- Establishes lines of control and delegates responsibilities to subordinate staff.
- Controls the selection and training of staff.
- Represents the organisation in dealings with other organisations.
- Controls the collection and interpretation of management information to monitor performance, controls the preparation of reports and authorises the release of information.
- Co-ordinates industrial and public relations activities.
- Controls the use of, and accounts for, the assets and facilities of the organisation.
- Makes policy decisions, and accepts responsibility for operations, performance of staff, achievement of targets and adherence to budgets, standards and procedures.

FARMER

Plans and controls the operations of a farm, pastoral station or other agricultural holding.

COMMON TASKS

- Monitors agricultural markets and methods.
- Plans agricultural production activities.
- Directs and controls farming activities such as livestock breeding, pasture improvement, cropping, fertilising, planting, pruning and pest control.
- Purchases farm equipment, and supplies such as fertilisers and insecticides.
- Selects and purchases seeds or livestock, taking account of environment and markets.
- Repairs buildings, sheds, fences and farm equipment.
- Maintains and evaluates records of farm production, sales, expenditure and other data.
- Maintains water storage facilities such as dams, tanks, bores and pumps to supply households and livestock, and to irrigate crops.
- Harvests produce.
- Arranges for marketing and transportation of products.
- Selects, trains and supervises farm workers.

OCCUPATION DEFINITIONS

- Operates farm machinery to plough and fertilise soils, and irrigate, plant, cultivate and harvest crops.

MANAGING SUPERVISOR

Plans and controls the operations of a small or medium sized business.

COMMON TASKS

- Supervises and co-ordinates the activities of subordinate workers.
- Estimates consumer demands and decides on the types and quantities of merchandise to be purchased, or the services to be provided.
- Defines and implements operating procedures and credit policy.
- Plans budgets, supervises the preparation of purchase orders for stock and supplies, and authorises expenditure.
- Interviews job applicants, hires staff and supervises training.
- Determines staff functions and numbers and assigns tasks.
- Sets salary levels and approves personnel changes such as promotions and discharges.
- Confers with staff or their representatives, to resolve grievances and other problems.
- Determines prices and provides quotes.
- Promotes the business through personal contact, advertising and displays.
- Maintains and analyses records to assess trends and profitability.
- Prepares estimates, financial statements and reports of operations.
- Supervises the handling and depositing of money and credit vouchers, and the payment of accounts.
- Conducts regular checking and reordering of stock and supplies.
- Observes compliance with safety, health and security regulations.
- Receives and resolves customers' complaints.

ENGINEER

Applies engineering principles to the planning, construction and operation of public works, structures, machines and equipment.

COMMON TASKS

- Determines objectives and requirements.
- Collects and analyses data on proposed design projects and determines development requirements.

OCCUPATION DEFINITIONS

- Consults with research, operation and maintenance workers, and with customer and client representatives, to resolve design problems and to consider questions of aesthetics, operation, maintenance, environment and safety.
- Assesses project feasibility taking account of technical, economic and policy factors.
- Co-ordinates design and research work with manufacturing and production functions.
- Prepares designs and specifications, cost estimates and implementation schedules.
- Supervises the preparation of working drawings.
- Plans and designs production sequences and methods, and prepares production master plans.
- Prepares and evaluates tenders, estimates and contracts.
- Revises and implements cost control systems.
- Selects and develops manufacturing processes using new or existing machinery and equipment.
- Evaluates the performance of machines and equipment, and determines replacement and modification needs.
- Compiles and authorises operational and maintenance data.
- Establishes and enforces quality control standards.
- Writes, evaluates and interprets reports.
- Supervises and co-ordinates the work of associates, technicians and other workers.

ASSOCIATE

Provides complex technical support in medicine, science and engineering, working in association with scientists, engineers or medical professionals.

COMMON TASKS

- Participates in research, design, development, testing, process control and maintenance activities to develop research methods and equipment, products, processes and systems, and industrial machinery and equipment.
- Collects information from reference publications.
- Prepares design drawings and develops design specifications.
- Supervises the construction of equipment.
- Sets up scientific equipment and calibrates precision instruments.
- Conducts complex experiments, tests and analyses requiring a high degree of skill and judgement.
- Modifies, and diagnoses and corrects faults in, procedures and equipment.
- Records and interprets data.
- Assists in preparing technical reports and material for publication.
- May work independently, or supervise, plan and schedule work for technicians and other workers.

GENERIC TITLES AND THEIR DEFINITIONS

GENERAL NOTE

The occupation title 'associate' covers the job titles technical officer, drafting officer and design draftsman.

In some industries, associates may be referred to as 'technicians' the term being applied to all of the middle level technical occupations, including those that require associate level qualifications.

TECHNICIAN

Provides less complex technical support to medicine, engineering and science professionals.

COMMON TASKS

- Interprets work assignment instructions, selects and adapts standard procedures, techniques and equipment, and establishes work sequences.
- Collects, prepares, marks, measures and weighs test materials or samples using standard techniques and equipment.
- Sets up laboratory and other scientific equipment.
- Operates and manipulates complex systems, equipment and processes, and applies standard maintenance and diagnostic techniques to them.
- Prepares detailed drawings for production, installation and construction.
- Conducts routine experiments, tests, analyses and other technical procedures.
- Makes standard calculations and records and organises observations and conclusions.
- Prepares charts, graphs and other data for reports.
- Works in areas of testing, analysis, quality control, process operation or maintenance.
- May supervise other workers.

GENERAL NOTE

Technicians may be termed technical assistants, drafting assistants or detail draftspersons. In some industries, the term 'technician' may be applied to all middle level occupations including those which require associate level qualifications.

SUPERVISOR

Foreman/woman

Co-ordinates the activities of workers in an organisational unit, according to management policies.

COMMON TASKS

- Interprets work orders, specifications or technical drawings.
- Establishes methods to meet work schedules.
- Determines labour requirements and assigns tasks to workers.

GENERIC TITLES AND THEIR DEFINITIONS

- Estimates and requisitions materials and supplies needed for completion of work.
- Inspects materials and processed products to ensure that the quality meets prescribed standards.
- Confers with other Supervisors and Managers to co-ordinate activities with other organisational units.
- Maintains attendance records, rosters staff and arranges for relief or replacement workers.
- Suggests and implements plans to improve work methods and motivate workers.
- Retrains workers in new procedures and technology.
- Recommends personnel actions such as promotions, transfers, discharges and disciplinary measures.
- Confers with workers or their representatives to resolve complaints and grievances.
- Explains and enforces safety regulations.
- Recommends measures to improve equipment performance, product or service quality, and working conditions.
- Prepares and submits production, progress or other reports.
- Arranges repairs to machines and equipment.
- Interviews job applicants and engages workers, arranges training and explains organisational policies.

APPRENTICE

Performs routine tasks and studies to learn the skills of a trade, under a contractual training agreement for a specified period of up to four years.

COMMON TASKS

- Under the guidance of a tradesperson, performs tasks of increasing complexity over the term of the apprenticeship.
- May attend classes during working hours at a TAFE college or other educational institution to learn the theory of the trade.
- May attend periods of structured off-the-job training provided by employers in a formal training centre.

SALES REPRESENTATIVE

Solicits orders for and sells products or services to wholesale, retail, industrial, professional or other establishments.

COMMON TASKS

- Assesses the characteristics of merchandise and becomes familiar with products or services to be sold.
- Compiles lists of prospective customers using information from newspapers, business directories and other sources.
- Travels and visits regular and prospective customers to solicit orders or discuss sales.

OCCUPATION DEFINITIONS

- Explains products or services to customers, and displays or demonstrates products.
- Advises on possible modifications which would make products or services more acceptable to customers.
- Quotes prices and credit terms, records orders and arranges delivery and installation of products and services.
- Advises on the use and maintenance of products.
- Prepares sales contracts for orders obtained.
- Estimates delivery dates based on knowledge of production and delivery schedules.
- Prepares reports of business transactions and keeps account of expenses.

SALES ASSISTANT

Sells merchandise and provides services to customers in a retail or wholesale establishment.

COMMON TASKS

- Displays merchandise for sale.
- Determines customers' requirements.
- Shows merchandise to customers.
- Estimates or quotes prices, credit terms, trade-in allowances, warranties and delivery dates.
- Prepares sales dockets, invoices or contracts, and operates cash registers.
- Receives payments and gives change, or obtains credit authorisations.
- Wraps and packages or stores merchandise for customers.
- Arranges lay-by sales.
- Advises customers on the use, care and maintenance of merchandise.
- Answers queries about products.
- Checks stock.
- Cleans counters and displays, and replaces stock.