

MAJOR GROUP 6

SALESPERSONS AND PERSONAL SERVICE WORKERS

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6699-11 Funeral Director
6699-13 Tourist Guide
6699-15 Beauty Therapist
6699-17 Masseur/Masseuse
6699-99 Personal Service Workers nec

6101-11 STOCK EXCHANGE DEALER

Buys and sells stocks and bonds as a member, or as an employee of a member, of a stock exchange.

SKILL LEVEL

Previous Experience: 3-5 years as a stockbroking clerk.

On-the-Job Training: 6-12 months.

Registration/Licensing: May be required with Stock Exchanges.

TASKS Include:

- Obtains information on securities, market conditions, government regulations and financial circumstances of customers.
- Interprets data from securities reports, financial periodicals and stock-quotation viewer screens.
- Gives information and advice regarding stocks, bonds, market conditions and the history and prospects of corporations.
- Records and transmits buy or sell orders, calculates and records costs of transactions and develops lists of investments for customers.

SPECIALISATIONS**Trading Floor Operator (Stock Exchange)**

Buys and sells stocks and other securities listed on the stock exchange, according to instructions.

Investment Dealer**Securities Dealer****6101-99 SECURITIES AND FINANCE DEALERS NEC**

This residual grouping covers Securities and Finance Dealers not elsewhere classified.

SKILL LEVEL

Education: 3 year degree or diploma.

On-the-Job Training: Up to 2 years.

SPECIALISATIONS**Corporate Finance Officer**

Provides financial advisory services concerning project and corporate finance and takeover activities.

Foreign Exchange Dealer

Analyses and speculates on trends in foreign exchange and arranges immediate or future transfers of funds into foreign currencies.

Futures Dealer

Arranges transactions on commodity futures markets.

Investment Adviser

Provides financial counselling and investment services.

Money Market Dealer

Undertakes money market activities, trading in money market securities and using the short term money market for funding, and arranging short term funds for clients.

Properties Investment Manager

Advises clients on real estate investment and controls real estate investments.

6103-01 SUPERVISOR, INSURANCE BROKERS AND AGENTS

Supervises and co-ordinates the activities of agents and brokers engaged in selling insurance.

SKILL LEVEL

Previous Experience: 5-10 years as an insurance broker and agent.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Develops sales through controlling the activities of an insurance sales force.
- Attends seminars on management and sales promotion to keep abreast of new techniques.
- Maintains contact with major clients.
- Conducts underwriting surveys and writes reports.

6103-11 INSURANCE AGENT

Sells insurance to new and existing clients, and solicits custom from potential customers.

SKILL LEVEL

Previous Experience: 1-2 years as a sales assistant or sales representative.

On-the-Job Training: 2-3 months.

TASKS Include:

- Compiles lists of prospective customers from directories and other sources.
- Makes contact with prospective customers to seek interviews and gauge interest.
- Interviews prospective and present customers to explain policies, risks covered, rates and benefits of policies and to make recommendations for amount and type of cover.
- May collect premiums and keep records of payments.

SPECIALISATIONS**Insurance Underwriter****Life Assurance Representative****6103-13 INSURANCE BROKER**

Operates as an independent agent to sell life, fire, accident, industrial and marine insurance for many companies.

SKILL LEVEL

Previous Experience: 2-3 years as an insurance agent.

TASKS Include:

- Compiles lists of prospective customers from directories and other sources.
- Makes contact with prospective customers to seek interviews and gauge interest.
- Interviews prospective and present customers to explain policies, risks covered, rates and benefits of policies.
- Makes recommendations for amount and type of cover.
- Checks details of insurance companies policies to select the cover most appropriate for customers' requirements.
- May collect premiums and keep records of payments.

6105-11 REAL ESTATE SALESPERSON

Real Estate Sub-Agent

Arranges the sale and leasing of real estate and property on behalf of owners as commission agents, and assists buyers to find suitable properties.

SKILL LEVEL

Education: 1-3 year certificate.

On-the-Job Training: Up to 2 years.

Registration/Licensing: May be required.

TASKS Include:

- Lists details of land or buildings for sale and arranges for the advertising of properties.
- Assesses buyers' needs and locates properties for their consideration.
- Conducts buyers on inspections of properties.
- Advises on merits of properties and terms of sale.
- Accepts premises for lease, contacts clients or advertises properties and negotiates leasing.
- May arrange rent collection, and oversight the maintenance of premises.
- May arrange finance for buyers.
- May arrange for land brokerage and conveyancing.
- May advise vendors of reasonable asking prices for properties.

SPECIALISATION

Real Estate Sales Representative

6105-13 REAL ESTATE PROPERTY MANAGER

Leasing Agent

Brings together two or more parties to enact a real estate or property leasing agreement.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Inspects properties to assess market rentals.
- Places vacant properties on the rental market after discussions with landlords.
- Arranges advertising of properties.
- Shows prospective tenants over properties and arranges signing of leases.
- Acts under landlords' instructions with respect to collecting rents and bond money, inspecting properties before, during or after tenancies, screening prospective tenants, maintaining properties and accounting for income and expenses.
- Ensures that real estate practice and legal requirements are observed.
- May maintain registers of persons seeking rental accommodation.

6199-11 COMMODITIES BROKER

Brings together buyers and sellers of commodities to negotiate private sales on a commission basis, or arranges sales through established market places.

SKILL LEVEL

Previous Experience: 3-5 years in selling commodities.

TASKS Include:

- Analyses the state of commodities markets and advises clients.
- Establishes the financial circumstances of clients, and provides advice on sales and purchases.
- Monitors government policies and regulations affecting the operations of local and foreign commodities markets to develop sales strategies for clients.
- May specialise in particular commodities such as diamonds, grain and wool.

6199-13 VALUER

Assesses the values of properties, land, buildings, commercial equipment, merchandise, personal and household effects and objects of art.

SKILL LEVEL

Education: 3-4 year degree or 2 year associate diploma.

On-the-Job Training: 4 years.

Registration/Licensing: May be required.

TASKS Include:

- Examines items and selects methods of valuation.
- Calculates values by considering market demand, condition of items, future trends and other factors.
- Submits written assessments.

- May be required to appear in court to justify valuations.

6201-11 SALES REPRESENTATIVE (CHEMICAL PRODUCTS)

Represents companies in the wholesaling of chemicals and chemical products.

SKILL LEVEL

Previous Experience: 3 years as a chemist or chemistry technical officer.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells agricultural chemicals such as insecticides, fertilizers, superphosphate, and industrial chemicals such as dyes, adhesives and synthetic substitutes.
- Provides advice on the purity, characteristics and dangers of chemicals.
- Provides information on regulations governing the use, storage and disposal of chemicals and chemical products.

6201-13 SALES REPRESENTATIVE (EDP EQUIPMENT)

Represents companies in the wholesaling of computers and electronic data processing equipment.

SKILL LEVEL

Previous Experience: 2-3 years as a computer operator or computing professional.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells computers, word processors, electronic mailing systems, and associated equipment such as printers, visual display units, keyboards, calculators and plotters, modems and software programs.
- Analyses customers' needs and advises on the most suitable equipment.
- Provides reference guides and operating and systems manuals.
- Arranges the installation and testing of equipment.
- May demonstrate equipment and train operators.

6201-15 SALES REPRESENTATIVE (MEDICAL, DENTAL AND VETERINARY EQUIPMENT)

Represents companies in the wholesaling of medical, dental and veterinary equipment.

SKILL LEVEL

Previous Experience: 3 years as a registered nurse or medical technical officer or technician.

On-the-Job Training: 3-6 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells medical, veterinary and dental equipment and supplies, except drugs and patent medicines, to health diagnosis and treatment practitioners and hospitals.
- Provides technical information on products and new equipment.

6201-17 SALES REPRESENTATIVE (ELECTRONIC EQUIPMENT EXCEPT EDP)

Represents companies in the wholesaling of electronic equipment except electronic data processing equipment.

SKILL LEVEL

Previous Experience: 2-3 years as an electronics engineering associate or technician, or sales assistant.

On-the-Job Training: 1-2 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells electronic equipment such as switchboards, mechanical and sensing control mechanisms, security and communications systems.
- Arranges the installation and testing of equipment.
- May demonstrate equipment and train operators.

SPECIALISATION

Sales Representative (Communications Equipment)

6201-19 SALES REPRESENTATIVE (TOYS AND SPORTING GOODS)

Represents companies in the wholesaling of games, toys, sporting equipment and accessories.

SKILL LEVEL

Previous Experience: 1 year as a sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells games, toys and play equipment, and tennis, football, cricket, running, cycling, golfing and other sporting goods to sports centres and retail establishments.

- Arranges the delivery and setting up of displays of sporting goods and toys.

6201-21 SALES REPRESENTATIVE (BUSINESS SERVICES)

Represents companies in the wholesaling of financial, advertising and other business services.

SKILL LEVEL

On-the-Job Training: Up to 1 year.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells financial and related services such as credit information and debt collection.
- Provides information on market services, consumer information, business publications and training.

SPECIALISATION

Sales Representative (Advertising)

Sells advertising services, material and space.

6201-23 SALES REPRESENTATIVE (BOOKS AND PAPER PRODUCTS)

Represents companies in the wholesaling of books, periodicals and paper products.

SKILL LEVEL

Previous Experience: 1 year as a sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as books, magazines, stationery, greeting cards, periodicals and paper products.
- Advises on publication dates for books.
- Arranges delivery of displays and samples for the promotion of new books.
- May suggest sales promotion techniques to book dealers.

6201-25 SALES REPRESENTATIVE (BUILDERS' HARDWARE)

Represents companies in the wholesaling of builders' timber, hardware and supplies.

SKILL LEVEL

Previous Experience: 1-2 years as a building tradesperson or sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as paint, plaster, builders' tools, wire, timber, plumbing and electrical supplies, and wood products.

6201-27 SALES REPRESENTATIVE (FLOOR COVERINGS AND FURNITURE)

Represents companies in the wholesaling of floor coverings and furniture.

SKILL LEVEL

Previous Experience: 1 year as a sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as carpets, vinyl and underlay, and furniture such as beds, tables, chairs and cabinets.

6201-29 SALES REPRESENTATIVE (FOOD, DRINK AND TOBACCO PRODUCTS)

Represents companies in the wholesaling of food, drink or tobacco products.

SKILL LEVEL

Previous Experience: 1 year as a sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Performs tasks covered by the generic title Sales Representative.
- May arrange for the supply and installation of cigarette vending machines or refrigerators in which to store food.

6201-31 SALES REPRESENTATIVE (HOUSEHOLD GOODS AND DOMESTIC HARDWARE)

Represents companies in the wholesaling of household goods and domestic hardware.

SKILL LEVEL**Previous Experience:** 1 year as a sales assistant.**On-the-Job Training:** 1 month.**TASKS Include:**

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as kitchen appliances, refrigerators, radios and televisions, air-conditioners, cooking utensils, lawnmowers and garden tools.

6201-33 SALES REPRESENTATIVE (TOILETRIES)

Represents companies in the wholesaling of toiletries.

SKILL LEVEL**Previous Experience:** 1-2 years as a sales assistant.**On-the-Job Training:** 3 months.**TASKS Include:**

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as cosmetics, toilet preparations and perfumes.
- May arrange training for sales assistants in the use and sales of cosmetic products.

6201-35 SALES REPRESENTATIVE (PHARMACEUTICALS)

Represents companies in the wholesaling of drugs and medicine to hospitals, pharmacists and medical practitioners.

SKILL LEVEL**Previous Experience:** 3 years as a registered nurse or medical technical officer or technician.**On-the-Job Training:** 3-6 months.**TASKS Include:**

- Performs tasks covered by the generic title Sales Representative.
- Sells prescription drugs to health diagnosis and treatment practitioners, and hospitals.
- Describes the purposes for which drugs may be used.
- Describes the therapeutic and side effects of drugs.
- Provides technical descriptions of drugs.

6201-37 SALES REPRESENTATIVE (TEXTILES, CLOTHING AND FOOTWEAR)

Represents companies in the wholesaling of textiles, clothing and footwear.

SKILL LEVEL**Previous Experience:** 1 year as a sales assistant.**On-the-Job Training:** 3 months.**TASKS Include:**

- Performs tasks covered by the generic title Sales Representative.
- Sells products such as fabrics, clothing and footwear.
- May arrange fashion shows.

6201-99 SALES REPRESENTATIVES NEC

This residual grouping covers Sales Representatives not elsewhere classified.

SKILL LEVEL**Previous Experience:** 1-2 years as a sales assistant.**On-the-Job Training:** 1-2 months.**TASKS Include:**

- Performs tasks covered by the generic title Sales Representative.

SPECIALISATIONS

Sales Representative (Jewellery and Watches)

Sales Representative (Musical Goods)

Sales Representative (Photographic Equipment and Supplies)

Sales Representative (Printing)

6301-01 SUPERVISOR (SALES ASSISTANTS)

Sales Department Manager

Supervises and co-ordinates staff in departments of larger retail establishments engaged in selling merchandise to customers.

SKILL LEVEL**Previous Experience:** 2-5 years as a sales assistant.**TASKS Include:**

- Performs tasks covered by the generic title Supervisor.
- Plans and arranges department layout, including display arrangements.
- Investigates complaints and arranges for refunds or exchanges of merchandise returned by customers.
- Organises and carries out stocktaking.

- Maintains contact with Retail Buyers to discuss sales.
- May authorise credit and check non-cash payments.
- May place orders with warehouses or manufacturers if articles are unavailable from sales floor.
- May count cash register receipts or dockets at the close of business.
- May prepare displays of merchandise in windows or on sales floors.
- May buy stock.

RELATED OCCUPATION

Occupation 1501-11 Shop Manager

6301-11 SALES ASSISTANT (HARDWARE AND GARDENING SUPPLIES)

Sells hardware and gardening supplies in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as brushware, garden supplies, electrical and plumbing fittings, paint, wire products, building materials, powered hand tools, lawnmowers and powered implements.
- May assist with simple repair work on appliances or arrange for repairs.
- May saw timber into lengths as requested by customers.
- May mix paint and calculate amounts required.

6301-13 SALES ASSISTANT (FABRICS, CLOTHING AND FOOTWEAR)

Sells soft furnishings, manchester, clothing or footwear in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as footwear, haberdashery, knitting wools, ladieswear, menswear, children's wear, clothing fabrics, soft furnishings including bedspreads, cushions and curtains, and manchester items including sheets, towels, pillowcases and quilts.
- May take customers' measurements to select correct sizes of goods.

- May arrange for clothes to be altered to fit customers.
- May calculate length of fabrics.
- May suggest and display accessories and colour combinations of fabrics or clothes.

6301-15 SALES ASSISTANT (FOOD AND DRINK PRODUCTS)

Sells food and drink products in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as milk, bread, confectionery, meat, fruit, vegetables, liquor and soft drink.
- May prepare food and drinks.
- May clean and wash eating areas and cooking utensils.
- May sell a range of products in mixed businesses or supermarkets.

SPECIALISATIONS

Bottle Shop Attendant
Canteen Assistant

RELATED OCCUPATIONS

Unit Group 6503 Bar Attendants
Unit Group 6505 Waiters and Waitresses

6301-17 SALES ASSISTANT (FURNITURE, FLOOR COVERINGS AND HOUSEHOLD GOODS)

Sells furniture, floor coverings, household appliances and home improvement items in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as floor coverings, underlay, kitchen appliances, heating equipment, electrical appliances, china, glassware, cutlery and crockery.
- May calculate floor covering requirements.
- May arrange for products to be delivered and installed.
- May inform customers of after-sales service availability.

- May undertake manufacturers' training courses to increase knowledge of products.

6301-19 SALES ASSISTANT (CARAVANS AND MOTOR VEHICLES)

Sells new and used motor vehicles, motor cycles, boats, caravans and earthmoving equipment in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as new and used motor vehicles, motor cycles, boats, caravans, tractors, harvesters, cherry-pickers, cranes and earthmoving equipment.
- May assist with pre-delivery checks to ensure vehicles are functioning correctly.
- May offer trade-in prices for vehicles.
- May sell attachments for vehicles.
- May assist with arranging loans for customers.
- May inform customers of warranty conditions and after-sales service availability.
- May provide customers with lists of optional accessories available for vehicles.
- May sell vehicle accessories.

6301-21 SALES ASSISTANT (STATIONERY, NEWSPAPERS AND BOOKS)

Sells newspapers, books, stationery and office supplies in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as newspapers, magazines, journals, books, cards, pens, pencils, paper and office supplies, and art supplies including paints and brushes.
- May arrange for newspapers and journals to be delivered to customers.
- May act as agents for services such as lottery systems and dry-cleaning.

SPECIALISATION

Sales Assistant (Office Supplies)

6301-23 SALES ASSISTANT (PHARMACEUTICAL PRODUCTS AND TOILETRIES)

Sells cosmetics, perfumes, patent medicines and toiletries in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: Up to 3 months.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as cosmetics, non-prescription pharmaceuticals, toiletries, first aid supplies, shampoo, soap and perfumes.
- May demonstrate cosmetics.
- May advise customers on the correct application and storage of patent medicines.
- May undertake manufacturers' training courses to increase knowledge of products.

SPECIALISATION

Chemist Shop Assistant

6301-25 SALES ASSISTANT (VEHICLE PARTS AND ACCESSORIES)

Sells vehicle accessories and spare parts in retail or wholesale establishments.

SKILL LEVEL

On-the-Job Training: 1-4 years.

TASKS Include:

- Performs tasks covered by the generic title Sales Assistant.
- Sells products such as vehicle spare parts, tyres, tubes, car radios and cassettes, seat covers, lights, tow bars, mirrors, batteries, lubricating oils, petrol and petroleum products.
- Receives orders for parts.
- Determines part sizes and details such as vehicle make, model, manufacturer and year.
- Searches microfiche lists or books to find part numbers and cost.
- Obtains parts from storage.
- Calculates sales tax, discounts and prices to prepare accounts.
- Packages and despatches parts.
- May unpack, sort and store parts.
- May collect and deliver parts.
- May assist with repairing or replacing parts or components.

- May arrange for products to be installed.

SPECIALISATIONS

Apprentice Automotive Parts Interpreter
Automotive Parts Interpreter
Sales Assistant (Tyres)

6301-99 SALES ASSISTANTS NEC

This residual grouping covers Sales Assistants not elsewhere classified.

SKILL LEVEL

On-the-Job Training: Up to 12 months.

SPECIALISATIONS**Sales Assistant (EDP and Office Equipment)**

Sells products such as calculators, computers, printers, computer software packages, photocopiers, industrial video cassette recorders, word processors and office equipment accessories in retail or wholesale establishments.

Sales Assistant (Musical Equipment and Supplies)

Sells products such as musical instruments, cases and parts, records, pre-recorded tapes, sheet music and music equipment accessories in retail or wholesale establishments.

Sales Assistant (Photographic Equipment and Supplies)

Sells products such as cameras, projectors, film, enlargers, processing equipment, photographic chemicals and accessories in retail or wholesale establishments.

Sales Assistant (Sports Equipment and Toys)

Sells products such as camping, sporting, climbing, sailing, skiing, hobby and athletic equipment, and clothing, cycles and parts, toys and indoor games, in retail or wholesale establishments.

Sales Assistant (Watches and Jewellery)

Sells products such as watches, clocks, precious stones, ceramics, silverware, pewter and costume jewellery in retail or wholesale establishments.

6401-01 SUPERVISOR, TELLERS

Supervises the activities of workers engaged in receiving and disbursing money in banks or other financial or commercial institutions.

SKILL LEVEL

Previous Experience: 3-5 years as a teller.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Records daily balances of receipts and disbursements.
- Requisitions daily cash requirements.
- Investigates telling discrepancies.

6401-11 TELLER

Receives and pays out money, keeps records of transactions, issues receipts and cashes cheques.

SKILL LEVEL

Education: Year 11-12.

Previous Experience: 6 months as a clerk.

On-the-Job Training: 2 months.

TASKS Include:

- Accepts money or cheques deposited by customers, verifies records and receipts, and credits customers' accounts.
- Pays money to customers according to advice slips, cheques or negotiable documents, and debits customers' accounts.
- Provides change and cashes cheques.
- Records transactions.
- Balances cash and advises supervisors of cash position or discrepancies.
- May use computerised cash registers or terminals.
- May answer customer enquiries.
- May open and close accounts for customers.

6403-01 SUPERVISOR, CASHIERS

Supervises and co-ordinates the activities of workers engaged in handling money and operating cash registers or check-out consoles.

SKILL LEVEL

Previous Experience: 3-5 years as a cashier.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Records or checks summaries of daily transactions.
- Arranges supply of cash requirements for operations.
- Investigates cash discrepancies.
- May collect cash from cashiers for banking.

SPECIALISATION

Check-out Supervisor

6403-11 CHECKOUT OPERATOR

Checks and enters prices of goods purchased by customers, operates cash registers and receives payments.

MAJOR GROUP 6

SALESPERSONS AND PERSONAL SERVICE WORKERS

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Receives goods selected by customers, registers prices and totals amounts.
- Receives cash, cheques or credit cards as means of payment, and gives change.
- May wrap or pack goods.
- May direct customers to locations of goods.

SPECIALISATION

Service Station Console Operator

RELATED OCCUPATIONS

Minor Group 63 Sales Assistants

6403-13 OFFICE CASHIER

Receives and banks takings and makes payments.

SKILL LEVEL

Previous Experience: 1 year as a clerk or sales assistant.

On-the-Job Training: 1 month.

TASKS Include:

- Receives payments from customers.
- Counts and records money received, and checks amounts against sales dockets or other documentation.
- Arranges and conducts banking.
- Cashes authorised cheques.
- Prepares petty cash disbursements.
- May prepare wages.

6405-11 TICKET SELLER

Sells tickets for sporting or entertainment venues, travel, lotteries or betting, and makes reservations.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Receives customers' requests and money.
- Checks ticket availability and service times, and makes reservations.
- Issues tickets, receipts and change.
- Answers inquiries.

- May contact customers to cancel or confirm reservations.
- May arrange accommodation.
- May check-in baggage and issue baggage dockets.
- May announce arrival, departure and commencement times.

SPECIALISATIONS

Airline Traffic Officer (Passenger Service)

Assists airline passengers between flights with boarding, flight procedures, locating luggage and giving directions. Chaperones unaccompanied children in transit.

Booking Clerk

Reservations Clerk

TAB Clerk

6405-13 TRANSPORT CONDUCTOR

Receives fares and issues tickets on transport vehicles.

SKILL LEVEL

On-the-Job Training: 1-2 weeks.

TASKS Include:

- Collects tickets and change from depot clerks.
- Accepts fares from passengers, and issues tickets and change.
- Signals drivers to start or stop vehicles.
- Accounts for money and unsold tickets at end of shifts.
- May sell weekly or monthly tickets at central ticket agencies.
- May assist passengers with baggage.
- May oversee passenger safety and behaviour.

SPECIALISATIONS

Bus Conductor

Train Conductor

Tram Conductor

6501-01 SUPERVISOR, STREET VENDORS, CANVASSERS AND SALES DRIVERS

Supervises and co-ordinates the activities of workers engaged in street vending, canvassing or door-to-door selling.

SKILL LEVEL

Previous Experience: 1-3 years as a street vendor, canvasser and sales driver.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

- Conducts training sessions to ensure that salespersons understand procedures to be used and products or services to be sold.
- May arrange for advertising of goods and services.

6501-11 SCRAP MERCHANT

Scrap Materials Buyer

Buys scrap materials from private, industrial and commercial establishments and resells them.

SKILL LEVEL

Previous Experience: 1-3 years as a sales assistant.

On-the-Job Training: 1-3 months.

TASKS Include:

- Contacts households and establishments to purchase scrap materials.
- Appraises items available for sale and makes offers of price or negotiates contracts.
- Re-negotiates contracts when they expire or when variations occur in the amount of scrap collected.
- Offers items for sale and arranges for delivery and payment.
- May process metals by pressing into bales.
- May maintain lists of metal prices and trends.
- May sort items into groups.
- May arrange for items to be recycled.

SPECIALISATION

Bottle Dealer

6501-13 CASH VAN SALESPERSON

Van Salesperson

Drives vans or trucks on established routes to deliver and sell goods or services on a retail or wholesale basis.

SKILL LEVEL

On-the-Job Training: 1 month.

Registration/Licensing: Drivers' licence required.

TASKS Include:

- Loads vans with items and delivers goods to customers.
- Writes delivery orders and collects payments for deliveries.
- Loads vans with empty containers, unused and unsold merchandise, or articles to be serviced, for return to depots.
- Informs customers of new products or services.
- May call on prospective customers to solicit new orders.

- May unload stock on to shelves.
- May set up displays and posters on vans or trucks.

SPECIALISATION

Milk Vendor

6501-15 DOOR-TO-DOOR SALESPERSON

Sells books, magazines, cosmetics, kitchen items and other merchandise from door to door.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Displays sample products or catalogues to customers and explains qualities of products.
- Writes orders and provides customers with dockets and delivery dates.
- Delivers or arranges for delivery of merchandise, and collects payments.
- Records customers' orders and addresses, and provides customers with delivery dates.
- May develop lists of prospective customers or follow-up those supplied by management.
- May arrange back-up and after-sales service.
- May distribute advertising literature and leave samples.
- May telephone customers and explain type, quality and price of merchandise or services available.
- May arrange for typing and distribution of letters to advertise merchandise or services.

SPECIALISATIONS

Canvasser

Sells merchandise or services by soliciting orders from customers by telephone or letter.

Fund Raiser

6501-17 STREET VENDOR

Sells goods to customers at street locations.

SKILL LEVEL

On-the-Job Training: 1 month.

Registration/Licensing: May be required.

TASKS Include:

- Collects goods and loads them on to push-carts or trucks for transporting to street location.
- Displays and arranges goods on stands or on footpaths.

- Receives payments from customers for goods sold and gives change.
- May have a permanent location or stand.
- May operate from a street stall or stationery van.

SPECIALISATION

Newsboy/girl

Sell newspapers and periodicals on the street.

6503-01 SUPERVISOR, BAR ATTENDANTS

Bar Manager

Supervises and co-ordinates the activities of workers engaged in preparing, mixing and serving drinks to patrons in hotels, restaurants, clubs and other licensed establishments.

SKILL LEVEL

Previous Experience: 3 years as a bar attendant.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Inspects storage and bar facilities to ensure that they are clean, functional and meet health regulations.

6503-11 BAR ATTENDANT

Barmaid/Barman

Bar Steward/Stewardess

Prepares, mixes and serves drinks to patrons in licensed establishments.

SKILL LEVEL

Education: 3 month certificate.

On-the-Job Training: 3 months.

TASKS Include:

- Serves and sells cocktails, mixed drinks, bottled, canned and other alcoholic and non-alcoholic drinks.
- Mixes ingredients such as liquor, soda, water, fruit juices, sugar and bitters to prepare cocktails and other drinks.
- Sells light snacks.
- Collects payment for sales and operates cash registers.
- Replenishes drink dispensers, shelves and refrigerators.
- Taps kegs and attaches them to supply lines.
- Washes glassware by hand or places into dishwashing machines.
- Arranges bottles and glasses on shelves or benches.
- Cleans and maintains bar service area.
- May slice fruits to garnish drinks.

6505-01 SUPERVISOR, WAITERS AND WAITRESSES

Headwaiter/waitress

Maitre D'Hotel

Supervises and co-ordinates the activities of workers engaged in serving food and beverages to patrons in hotels, restaurants, clubs and dining establishments.

SKILL LEVEL

Previous Experience: 3-5 years as a waiter or waitress.

On-the-Job Training: 2 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.
- Ensures that tables, chairs, table settings and decorations are properly arranged.
- Receives and records dining reservations by telephone.
- Makes arrangements for special functions.
- Welcomes patrons, escorts them to their tables and presents them with menus.

SPECIALISATION

Dining Room Host/Hostess

Greets patrons in hotels, restaurants, clubs and dining establishments and co-ordinates food service.

6505-11 FORMAL SERVICE WAITER/WAITRESS

Silver Service Waiter/Waitress

Serves food and beverages, in a formal dining setting, to patrons in hotels, restaurants, clubs and similar dining establishments.

SKILL LEVEL

Education and Training: a trade certificate.

TASKS Include:

- Sets tables.
- Presents menus to patrons and suggests dishes.
- Answers questions regarding service and food preparation.
- Takes orders and relays them to kitchen or bar staff.
- Carries trays or pushes carts to transport food and beverages to tables.
- Garnishes dishes and carves meat.
- Serves food from chafing or warming dishes at tables.
- Attends to patrons to fulfil additional requests and ensure delivery of courses at appropriate times.
- Presents bills to patrons and accepts payment.
- Clears tables and returns dishes and cutlery to kitchens.
- Removes linen and places it in containers for laundering.

6505-13 DRINK WAITER/WAITRESS

Suggests and serves wine to patrons in hotels, restaurants, clubs and dining establishments.

SKILL LEVEL

Education: 20 week certificate, or trade certificate.

On-the-Job Training: 1 year.

TASKS Include:

- Studies menus and wine lists to recommend wines to complement food orders.
- Greets patrons, presents them with wine lists and suggests wines.
- Takes drinks orders and obtains beverages from bar attendants.
- Delivers drinks to tables.
- Opens wine bottles and pours wine.
- Adds drinks costs to bills.
- Refills and replaces glasses.
- Removes empty bottles from tables.
- May present wines to patrons for their approval.

SPECIALISATIONS

Wine Steward/Stewardess

Wine Waiter/Waitress

6505-15 WAITER/WAITRESS (GENERAL)

Food Steward/Stewardess

Serves food and beverages to patrons in dining establishments.

SKILL LEVEL

On-the-Job Training: 1-6 months.

TASKS Include:

- Sets tables.
- Presents menus to patrons and answers questions regarding food preparation.
- Takes orders and relays them to kitchen staff or bar attendants.
- Serves food and beverages.
- Presents bills to patrons.
- Clears tables and returns dishes and cutlery to kitchens.
- May move and arrange tables and chairs.
- May serve drinks.

SPECIALISATION

Dining Room Attendant

6507-11 TRAVEL AGENT (COMMERCIAL)

Travel Consultant

Plans travel and accommodation for clients, and makes travel bookings.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 3 months.

Registration/Licensing: May be required.

TASKS Include:

- Determines travel, accommodation and special interest requirements of clients.
- Studies travel routes and considers cost, availability and convenience of transport options and suggests itineraries.
- Makes and confirms travel and accommodation reservations and informs clients of bus, plane, ship and train connections.
- Notifies clients of travel dates, baggage limits, medical and visa requirements.
- Provides information on tourist attractions or tours available, and procedures for lost or stolen documents.
- Maintains records of transactions.
- Ensures that travel clearances are obtained.
- Gives clients itineraries and tickets for travel and vouchers for accommodation, and collects payment.
- May provide information on travel insurance, overseas climate and customs, and use of credit cards or travellers' cheques.

6507-13 TOURIST OFFICER

Tourist Adviser

Provides travel and accommodation information to tourists.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Answers queries from tourists and offers suggestions on tours, travel routes and accommodation.
- Provides literature and information on local and interstate tours and places of interest.
- Discusses transport availability and cost.
- May arrange tickets for travel and accommodation and collect payment.
- May assist travel agents in preparing itineraries for tourists.

6599-11 AUCTIONEER

Sells property or merchandise at public or private auctions.

SKILL LEVEL

Education: 1 year certificate.

Previous Experience: 2 years as an auction room attendant or real estate salesperson.

Registration/Licensing: Required by government authorities.

TASKS Include:

- Inspects property or articles for auction and lists items to be catalogued.
- Arranges publicity and conditions of sale for auctions.
- Sets reserve prices in consultation with vendors.
- Advises conditions of sale to prospective bidders and describes articles as they are presented.
- Conducts auctions.
- Calls for bids and accepts or rejects offers made by interested buyers.
- Maintains records of sales.
- Supervises the activities of auction room attendants.
- May organise the preparation and distribution of catalogues.
- May arrange the display of merchandise for inspection prior to auctions.

6599-13 AUCTION ROOM ATTENDANT

Assists auctioneers to sell property or merchandise, assembles and arranges merchandise for sale, and receives payments for goods.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Receives articles and lists them in catalogues.
- Numbers articles for identification.
- Arranges lots in sequence and positions them for display.
- Displays articles during auctions.
- Prepares articles for despatch when sold.
- May draw auctioneers' attention to bidders during auctions.
- May approach bidders to record sales, and arrange methods of payment and delivery.

6599-15 SALES DEMONSTRATOR

Demonstrates articles and appliances for sale in wholesale, retail or industrial establishments, at exhibitions, or in private homes.

SKILL LEVEL

On-the-Job Training: 3-12 months.

TASKS Include:

- Arranges displays of articles and appliances.
- Explains the functions and qualities of articles and demonstrates articles to audiences.
- Provides answers to questions about products.
- May offer advice on the use of articles or appliances.
- May sell goods or take orders at demonstrations.

6599-17 RENTAL SALESPERSON

Rental Clerk

Rents equipment or items to individuals, businesses or commercial organisations.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Determines the requirements of renters.
- Demonstrates items and suggests selections.
- Notes the condition of equipment prior to rental and checks the condition on return to determine whether damages should be charged.
- Prepares dockets or contracts which detail customers' addresses and duration, costs and conditions of rental.
- May arrange delivery of items to customers.

6599-19 SERVICE COUNTER CLERK

Accepts articles for servicing or repair in retail sales or service establishments.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Quotes prices for the service or repair of articles.
- Estimates completion dates for services.
- Issues dockets to customers and documents articles prior to despatch to service departments.
- Returns articles to customers.
- Records cash receipts.
- Performs minor stock control procedures.
- May sell accessories or parts for products stocked.

6599-21 SERVICE STATION ATTENDANT

Driveway Attendant

Sells fuel, lubricants and other automotive accessories, and performs minor maintenance on motor vehicles at retail service stations.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Fills fuel tanks with fuel.
- Measures the level of oil in engines using dipsticks.
- Checks water levels in radiators and batteries.
- Measures air pressure in tyres.
- Replenishes oil, water and air.
- Receives money and gives change.
- Cleans petrol pumps and surrounding areas.
- May undertake stock control.
- May wash windscreens of vehicles.
- May sell grocery items.
- May drive vehicles and collect automotive spare parts.
- May assist mechanics in minor car cleaning and repair tasks.

6599-99 SALESPERSONS NEC

This residual grouping covers Salespersons not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 3 months.

SPECIALISATION**Model**

Displays and demonstrates clothing or other goods.

6601-11 PRE-SCHOOL AIDE

Under the control of pre-school teachers, provides care and supervision for children at pre-school centres.

SKILL LEVEL

On-the-Job Training: 1-6 months.

Registration/Licensing: May be required.

TASKS Include:

- Demonstrates, supervises and participates in activities which enhance the physical, social, emotional and intellectual development of children in pre-school centres.

- Prepares indoor or outdoor areas for learning or recreational activities.
- Provides assistance to teachers in the preparation of materials and equipment.
- Assists in the implementation of individual and group programs.
- May participate in the planning of activities.
- May take children on recreational or educational excursions.

SPECIALISATION**Kindergarten Assistant****6601-13 CHILD CARE AIDE**

Child Care Assistant

Provides care and supervision for children at non-residential child care centres, and directs the activities of child care attendants.

SKILL LEVEL

Education: 2 year certificate.

On-the-Job Training: 1-6 months.

Registration/Licensing: May be required.

TASKS Include:

- Supervises and participates in games, activities and programs in day care or child care centres.
- Assists in the preparation of materials and equipment for educational or recreational activities.
- Provides advice and assistance to staff.
- May take children on outings.

6601-15 CHILD CARE ATTENDANT

Provides care and supervision for children and babies in child care centres and in other environments.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Prepares and conducts activities for children.
- Prepares and lays out materials such as paint, glue, paper, clay, pencils, and recreational and other equipment such as toys.
- Entertains children by reading to them or playing games with them.
- Supervises children in recreational activities.
- Supervises the hygiene of children.
- Dresses and undresses children.

- Prepares and serves food and drinks to children.
- Tidies premises and packs away equipment.

SPECIALISATIONS

Baby Sitter
Child Minder
Children's Nursery Assistant
Creche Attendant
Day Care Worker

6601-17 HOSTEL PARENT

House Parent
 Cottage Parent

Operates residential child care establishments which provide home environments for children.

SKILL LEVEL

Previous Experience: 1-5 years as a child care attendant.

TASKS Include:

- Plans and implements programs of supervision and care for children.
- Supervises and arranges activities to enhance the physical, social, emotional and intellectual development of children.
- Wakes children, and ensures that they wash, dress and develop hygienic living habits.
- Supervises domestic arrangements of children and develops their social skills.
- Prepares and lays out materials and equipment required in educational and recreational activities.
- Assists in teaching programs and counselling of children.
- Organises, leads and participates in recreational and other activities and outings.
- Maintains discipline and enforces regulations.
- May cook and serve meals, clean premises, wash, iron and perform household tasks.
- May order supplies, keep accounts and attend to administrative matters.

6601-19 CHILD CARE GROUP WORKER

Provides care and supervision for children in government security institutions.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 1 year.

TASKS Include:

- Wakes children and ensures they are washed, dressed, fed and ready for educational and recreational activities.

- Organises and participates in educational and recreational activities.
- Supervises children during domestic activities such as eating meals and showering.
- Enforces behaviour standards, compiles disciplinary reports and assists in implementing remedial measures.
- May patrol centres, and lock or unlock doors.
- May assist in serving meals or performing other housekeeping tasks.

6601-21 REFUGE WORKER

Provides services and support to people seeking help in refuges.

SKILL LEVEL

On-the-Job Training: 3-6 months.

TASKS Include:

- Organises refuge accommodation.
- Provides emotional support to residents of refuges.
- Refers people to others for assistance.
- Ensures security of refuge.

6601-99 CHILD CARE, REFUGE AND RELATED WORKERS NEC

This residual grouping covers Child Care, Refuge and Related Workers not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1-6 months.

SPECIALISATIONS

Governess

Supervises children in educational activities as an employee in a private household.

Nanny

Minds children as an employee in a private household.

Special Teaching Assistant

Cares for disabled children in special schools.

6603-11 ENROLLED NURSE

Assists registered nurses in hospitals, nursing homes and other health care institutions in the provision of patient care.

SKILL LEVEL

Education: 1-2 year certificate.

Registration/Licensing: May be required.

TASKS Include:

- Takes patients pulse and temperature and records their fluid intake and output.
- Assists in bathing and dressing patients.
- Assists patients in rehabilitation exercises and programs.
- Cares for babies and children.
- Assists in washing, feeding and caring for babies in infant and childcare homes.
- Provides for the comfort of patients by assisting in the prevention of pressure sores.
- May feed patients.

SPECIALISATIONS**Mothercraft Nurse**

Cares for mothers, infants and young children.

Advises parents on feeding, healthcare and hygiene.

Arranges referrals to professional health workers, maintains case records and prepares reports for doctors or other health professionals.

Motherhood Nurse**Nurses' Aide****RELATED OCCUPATIONS**

Unit Group 3401 Registered Nurses

6603-91 STUDENT ENROLLED NURSE

Under direction performs routine tasks in caring for patients, and receives instruction and training in the skills of Enrolled Nurses.

SKILL LEVEL

Education: Training authorities may set entry requirements.

TASKS Include:

- Undertakes theoretical studies and progressively performs tasks described in the occupation Enrolled Nurse, according to a training schedule.

6605-11 DENTAL NURSE

Prepares patients for dental examinations and assists dentists in providing treatment.

SKILL LEVEL

Education: 1 year certificate.

On-the-Job Training: 2 years.

TASKS Include:

- Receives and prepares patients.
- Arranges and hands instruments and medication to dentists.
- Prepares dental materials.

- Pours, traces and mounts plaster models for dental impressions.
- Takes, processes and mounts x-rays.
- Uses suction devices and water sprays.
- Performs routine maintenance on equipment.
- May advise patients on dental health education and post-operative procedures.
- May act as receptionist.
- May perform billing and other clerical tasks.

SPECIALISATION**Dental Assistant****6607-11 HOME COMPANION****Home Helper**

Provides emotional support, care, solace and companionship for sick or aged people in their homes.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Accompanies employers during daily activities.
- May assist patients to move about.
- May prepare or present food.
- May arrange social activities.
- May perform housekeeping tasks.
- May assist employers in personal hygiene and dressing.
- May do shopping and run errands.

6607-13 FAMILY AIDE**Family Support Worker**

Assists the work of social workers and welfare officers by providing services and support to families disrupted by illness or welfare problems.

SKILL LEVEL

On-the-Job Training: 6 months.

TASKS Include:

- Visits families requiring assistance to determine their needs.
- Provides advice and liaison with welfare agencies.
- Arranges contact with financial support organisations.
- Provides emotional support and companionship.
- May assist in the preparation of meals and undertake other housekeeping tasks.

MAJOR GROUP 6

SALESPERSONS AND PERSONAL SERVICE WORKERS

- May care for children.

RELATED OCCUPATIONS

Unit Group 2601 Social Workers
Occupation 3901-15 Welfare Officer

6609-01 SUPERVISOR, TRAVEL STEWARDS

Supervises and co-ordinates the activities of workers engaged in attending to the comfort and safety of passengers.

SKILL LEVEL

Previous Experience: 1 year as a travel steward.

On-the-Job Training: 3 months.

TASKS Include:

- Performs tasks covered by the generic title Supervisor.

SPECIALISATIONS

Aircraft Purser
Chief Marine Steward
Senior Flight Attendant
Senior Railway Steward

6609-11 FLIGHT ATTENDANT

Attends to the safety and comfort of aircraft passengers as aircraft cabin crew.

SKILL LEVEL

On-the-Job Training: 3 months.

TASKS Include:

- Conducts pre-flight cabin safety checks.
- Tidies aircraft cabins, and receives and stows food and equipment.
- Conducts pre-flight demonstrations of aircraft safety equipment and procedures and ensures safe stowage of cabin baggage.
- Carries out emergency procedures and assists and directs passengers in emergencies.
- Directs passengers to seats and assists with their hand luggage.
- Monitors passenger seating and behaviour.
- Provides first aid treatment and assists passengers who are sick or nervous.
- Ensures safety belt and smoking regulations are adhered to.
- Distributes reading material, pillows, blankets and other materials for the comfort of passengers.
- Serves refreshments and meals.
- May provide information about ground transport.

6609-13 MARINE STEWARD

Provides cabin, bar and dining services to passengers and crew on ships.

SKILL LEVEL

Previous Experience: 2-3 years as a waiter or waitress.

On-the-Job Training: 4-6 weeks.

TASKS Include:

- Cleans ships' cabins, lounges, alleyways and other public areas.
- Directs passengers to cabins and assists them with their luggage.
- Provides room service for passengers and crew.
- Supplies linen and towels, and makes passengers' beds.
- Assists in the preparation and serving of meals and drinks.
- Checks and replenishes pantry supplies.
- Assists in emergency drills.
- Answers queries and delivers messages.
- May assist with the loading of stores.

6609-15 RAILWAY STEWARD

Attends to the comfort and needs of railway passengers.

SKILL LEVEL

On-the-Job Training: 1 month.

TASKS Include:

- Checks passengers' tickets and directs them to cabins.
- Prepares cabin beds and supplies soap and towels.
- Assists with the loading and unloading of passengers' luggage.
- Assists in the preparation of food and serves meals and beverages.
- May provide blankets or pillows, and assist passengers.
- May wake passengers.

SPECIALISATION

Railway Conductor (Sleeping Car)

6699-11 FUNERAL DIRECTOR

Undertaker
Mortician

Arranges and conducts funerals.

SKILL LEVEL

On-the-Job Training: 1 year.

Previous Experience: 3-5 years as a funeral attendant.

Registration/Licensing: May be required.

TASKS Include:

- Co-ordinates and supervises funeral workers, and makes funeral arrangements.
- Interviews families to advise on funeral arrangements, including selection of coffins, type of service and publication of press notices.
- Advises on costs and welfare provisions.
- Collects bodies from morgues or from transport organisations.
- Ensures death certificates have been issued, burial and cremation certificates processed and other legal requirements are met.
- Prepares bodies for viewing and burial, by washing, draining body fluids, sewing lips and incisions, applying padding and cosmetics, dressing bodies and placing them in coffins.
- Liaises with clergy, and cemetery and crematorium officers.
- Co-ordinates the movement of coffins and funeral cars, arranges floral displays and collects attendance and tribute cards.
- May arrange the construction of memorials or the disposal of ashes.

SPECIALISATION

Embalmer

6699-13 TOURIST GUIDE

Escorts tourists on sightseeing, educational or other tours, and describes points of interest.

SKILL LEVEL

On-the-Job Training: 1-3 months.

TASKS Include:

- Meets passengers and escorts them through buildings, exhibitions or other sightseeing venues.
- Collects fares and issues or collects tickets.
- Provides commentaries.
- Arranges entry to places of interest such as museums, other buildings and nature reserves.
- Answers questions and issues brochures and literature.
- Reports complaints to agencies.
- May plan or rearrange schedules and itineraries.
- May liaise with hotels and travel agencies.
- May arrange accommodation or bookings.
- May drive vehicles or boats.

- May operate film or slide projectors.

SPECIALISATION

Tour Leader

Escorts groups on tour.

RELATED OCCUPATION

Occupation 7101-11 specialisation, Coach Captain

6699-15 BEAUTY THERAPIST

Provides facials, facial therapies and skin-care treatments.

SKILL LEVEL

Education: 6 month certificate.

Previous Experience: 6 months as a sales assistant.

TASKS Include:

- Selects treatments in consultation with clients.
- Cleans skin with water, creams or lotions.
- Uses appliances, lamps and cosmetic masks to treat skin and body.
- Applies make-up, creams and lotions.
- Gives facial massages.
- Tints and bleaches facial and body hair.
- Maintains client records.
- May sell cosmetic materials and appliances.
- May pluck eyebrows and apply false eyelashes.
- May advise clients on further treatment, exercise programs or nutrition.
- May receive bookings and arrange appointments for clients.

SPECIALISATIONS

Beautician

Provides facial beauty treatments and health care.

Hair Remover

Applies electric currents or creams and chemicals to remove unwanted hair.

Manicurist

6699-17 MASSEUR/MASSEUSE

Massages clients and administers body treatments for beauty or fitness purposes.

SKILL LEVEL

Education: 3 month certificate.

TASKS Include:

- Massages bodies by hand or using brushes, vibrators or other equipment.
- Strokes, kneads and rubs skin and muscles of clients.
- Rubs alcohol onto skin or applies oils to lubricate body.
- Administers steam, dry heat or water treatments.
- Applies infra-red or ultra-violet rays.
- Cleans equipment and massage areas.
- Maintains records of treatments, appointments and payments.

**6699-99 PERSONAL SERVICE WORKERS
NEC**

This residual grouping covers Personal Service Workers not elsewhere classified.

SKILL LEVEL

On-the-Job Training: 1-12 months.

SPECIALISATIONS**Butler**

Supervises household staff, provides personal services, receives telephone calls and announces guests.

Croupier

Collects and pays money or chips at gaming tables, calls games and deals cards in gambling casinos.

Escort

Accompanies clients to meals, places of entertainment or other outings.

Marriage Celebrant

Conducts civil marriage ceremonies and maintains clerical records.

Prostitute

Provides sexual services to clients.

Tattooist

Tattoos skin by piercing skin with electric needles to insert coloured pigments and create designs.

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