

### **MAJOR GROUP 3 PARA-PROFESSIONALS**

PARA-PROFESSIONALS perform complex technical tasks requiring the understanding of a body of theoretical knowledge and significant practical skills.

Occupations in this major group have a level of skill commensurate with a 2-3 year para-professional certificate or associate diploma. Most Para-professionals receive some on-the-job training in addition to formal education.

Tasks performed by Para-professionals typically include conducting laboratory tests; operating and maintaining complex equipment; operating and supporting the operation of aircraft and ships; providing skilled nursing care; enforcing the law; and inspecting establishments and sites to ensure conformity to government and industry standards. These tasks are often performed in support of Professionals.

Occupations in this major group are classified into the following minor groups:

- 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**

**MINOR GROUP 31  
MEDICAL AND SCIENCE TECHNICAL OFFICERS AND TECHNICIANS**

MEDICAL AND SCIENCE TECHNICAL OFFICERS AND TECHNICIANS perform laboratory tests and other technical support functions to assist professionals engaged in the diagnosis and treatment of disease, and in research, design and production in all areas of the natural sciences.

Occupations in this minor group have a level of skill commensurate with a 2 year associate diploma. Most Medical and Science Technical Officers and Technicians receive on-the-job training in addition to their formal education.

Tasks performed by Medical and Science Technical Officers and Technicians typically include performing diagnostic and scientific tests, experiments and computations and collating and analysing the results; developing, operating and maintaining instruments and equipment used in clinical diagnosis and experimental research; collecting and testing samples of bodily fluids; and preparing, examining, identifying and classifying microscopic samples.

Occupations in this minor group are classified into the following unit groups:

- 3101 MEDICAL TECHNICAL OFFICERS AND TECHNICIANS**
- 3103 SCIENCE TECHNICAL OFFICERS AND TECHNICIANS**

**3101 MEDICAL TECHNICAL OFFICERS AND TECHNICIANS**

MEDICAL TECHNICAL OFFICERS AND TECHNICIANS perform routine laboratory tests and procedures ranging in complexity, in support of medical professionals engaged in diagnosis and treatment of disease, and assist dentists in the examining and treating of teeth, mainly among pre-school and primary school children. Technical officers may supervise technicians and other laboratory workers.

**SKILL LEVEL**

The entry requirement for this unit group is a 2 year associate diploma, TAFE certificate or technician's certificate. 1-2 years on-the-job training is usual.

**TASKS include:**

- collecting blood samples, making blood counts, testing to determine bleeding, coagulation time, blood types and characteristics
- preparing and staining slides for microscopic examination
- performing urine analyses and standard body fluid tests
- performing more complex blood, urine, electrocardiograph and basal metabolism tests
- performing oral examinations
- preparing cavities of teeth for restoration with amalgam cement or plastic materials, performing forceps extractions
- operating equipment used in diagnosing disorders of hearing, heart, kidneys, nervous system or in anaesthesia

**OCCUPATIONS**

- 3101-11 Medical Laboratory Technical Officer**
- 3101-13 Medical Laboratory Technician**  
Clinical Biochemistry Technician (s)  
Clinical Microbiology Technician (s)  
Cytopathology Technician (s)

Haematology Technician (s)  
Histopathology Technician (s)

- 3101-15 Dental Therapist**  
Oral Therapist (a)  
Dental Hygienist (s)

- 3101-99 Medical Technical Officers and Technicians nec**  
Anaesthetic Technician (s)  
Audiometrist (s)  
Cardiac Technician (s)  
Dialysis Technician (s)  
Electrocardiographic Technician (s)  
Electroencephalographic Technician (s)  
Neurophysiological Technician (s)  
Renal Technician (s)

**RELATED OCCUPATIONS**

- 2109-11 Medical Laboratory Scientist
- 2305-11 Dentist

**3103 SCIENCE TECHNICAL OFFICERS AND TECHNICIANS**

SCIENCE TECHNICAL OFFICERS AND TECHNICIANS perform technical support functions ranging in complexity to assist with research, design, development, production, quality and process control in chemistry, earth sciences, physical sciences, textile production, life sciences and agriculture.

**SKILL LEVEL**

The entry requirement for this unit group is a technicians' certificate, 2 year associate diploma or TAFE certificate. 3 months on-the-job training is usual and 1-2 years as a technician or trainee prior to becoming an associate.

**TASKS include:**

- collating information from geological surveys, seismic surveys and meteorological observations

## GROUP DEFINITIONS

- developing, maintaining and repairing instruments and equipment for use in experimental research
- isolating, identifying, collecting and classifying living organisms, studying their reaction to light, temperature, nutrition and chemical agents
- taking blood samples
- inoculating animals and plants
- cross-pollinating plants, analysing soils, surveying and measuring trees
- analysing fabrics, selecting and developing dyestuffs, preparing specifications and overseeing production in textile plants
- identifying pathogenic micro-organisms and insects, parasites, fungi and weeds deleterious to crops and livestock and devising methods of control
- inspecting livestock, analysing produce, and recommending means for improving quality
- administering medication to livestock and assisting with experimental feeding programmes
- studying chemical and physical problems and developing solutions, controlling experimental procedures, testing samples and monitoring usage for quality and quantity control of laboratory supplies
- performing tests, experiments and analyses, preparing, plotting and graphing data, performing routine mathematical calculations, and computations of measurements

## OCCUPATIONS

- 3103-11 Chemistry Technical Officer**  
Chemical Instrumentation Technical Officer (s)  
Chemical Process Analyst (s)  
Chemical Research Technical Officer (s)
- 3103-13 Chemistry Technician**
- 3103-15 Earth Science Technical Officer**  
Geology Technical Officer (s)  
Geophysical Technical Officer (s)  
Meteorological Technical Officer (s)  
Soils Science Technical Officer (s)
- 3103-17 Earth Science Technician**  
Geochemical Technician (s)  
Geology Technician (s)  
Geophysics Technician (s)  
Gravity Prospecting Observer (s)  
Hydrographer (s)  
Hydrological Technician (s)  
Lapidary Technician (s)

## PARA-PROFESSIONALS

- Meteorological Observer (s)  
Mineral Separation Technician (s)  
Palaeontology Technician (s)  
Seismic Prospecting Observer (s)  
Soil Science Technician (s)  
Well-Logging Technician (s)
- 3103-19 Physics Technical Officer**  
Optics Technical Officer (s)  
Spectroscopic Technical Officer (s)
- 3103-21 Physics Technician**  
Vacuum Technician (s)
- 3103-23 Textiles Technical Officer**  
Dyeing and Finishing Technical Officer (s)  
Fabric Design Technical Officer (s)
- 3103-25 Life Science Technical Officer**  
Biology Technical Officer (s)  
Botany Technical Officer (s)  
Ecological Technical Officer (s)  
Fisheries Technical Officer (s)  
Forestry Technical Officer (s)  
Microbiology Technical Officer (s)  
Zoology Technical Officer (s)
- 3103-27 Life Science Technician**  
Animal Technician (s)  
Botanical Technical Assistant (s)  
Botanical Technician (s)  
Forest Assessor (s)  
Forestry Technician (s)  
Horticultural Technician (s)  
Hydroponics Technician (s)  
Mycological Technician (s)  
Plant Pathology Technician (s)  
Tree Marker (s)
- 3103-29 Agricultural Technical Officer**  
Cereals Technical Officer (s)  
Horticultural Technical Officer (s)
- 3103-31 Agricultural Technician**  
Artificial Insemination Technician (s)  
Dairy Technician (s)  
Field Crop Technician (s)  
Poultry Technician (s)

## RELATED OCCUPATIONS

- 2101-11 Chemist  
2103-11 Geologist  
2107-27 Agricultural Extension Officer  
2199-15 Meteorologist  
2207-11 Chemical Engineer

**MINOR GROUP 32  
ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS**

ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS perform technical support functions to assist engineers and building professionals in research, design, construction operations, maintenance of equipment and installations, resource estimation and site inspection.

Occupations in this minor group have a level of skill commensurate with a 2 year associate diploma and 2 months on-the-job training.

Tasks performed by Engineering and Building Associates and Technicians typically include preparing, interpreting, inspecting and revising drawings, plans, diagrams, designs, maps and charts; performing complex computations and field and laboratory tests, and recording the results; installing, testing, repairing and modifying electrical and mechanical equipment; and estimating materials costs and quantities.

This minor group includes Tool Designers because they are primarily involved in the design rather than fabrication of tools.

Occupations in this minor group are classified into the following unit groups:

- 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**

**3201 ELECTRICAL AND ELECTRONIC ENGINEERING ASSOCIATES AND TECHNICIANS**

ELECTRICAL AND ELECTRONIC ENGINEERING ASSOCIATES AND TECHNICIANS perform technical support functions ranging in complexity to assist engineers in research, design, manufacture, assembly, construction, operation and maintenance of electrical and electronic equipment, facilities and distribution systems. Associates may supervise technicians in this unit group.

**SKILL LEVEL**

The entry requirement for this unit group is a technician's or post-trade certificate, 2 year associate diploma or TAFE certificate. 2 months on-the-job training is usual.

**TASKS include:**

- preparing drawings, plans and diagrams
- developing, constructing and testing prototype electronic devices
- assisting in design and layout of electrical installations and circuitry
- performing tests, graphing results, preparing charts and tabulations
- estimating materials costs and quantities
- evaluating performance of equipment; assisting engineers in commissioning non-standard equipment
- inspecting designs and finished products for compliance with specifications and regulations

- installing, testing and repairing equipment

**OCCUPATIONS**

- 3201-11 Electrical Engineering Associate**  
Electrical Engineering Design Draftsperson (s)  
Electrical Engineering Drafting Officer (s)  
Electrical Engineering Technical Officer (s)  
Relays Drafting Officer (s)  
Substation Design Draftsperson (s)
- 3201-13 Electrical Engineering Technician**  
Electrical Engineering Detail Draftsperson (s)  
Electrical Engineering Drafting Assistant (s)  
Electrical Instrument Technician (s)
- 3201-15 Electronics Engineering Associate**  
Aircraft Electronics Technical Officer (s)  
Communications and Data Systems Drafting Officer (s)  
Communications Engineering Technical Officer (s)  
Control Systems Drafting Officer (s)  
Digital Controls Technical Officer (s)  
Electronics Engineering Design Draftsperson (s)  
Electronics Engineering Drafting Officer (s)  
Electronics Engineering Technical Officer (s)  
Flight Surveyor (s)  
Process Control Technical Officer (s)  
Radio Maintenance Officer (s)  
Telecommunications Technical Officer (s)
- 3201-17 Electronics Engineering Technician**  
Aerial Survey Technician (s)

## GROUP DEFINITIONS

Communications Electronic Systems Technician (Air Force) (s)  
Communications Engineering Technician (s)  
Electronics Detail Drafting Assistant (s)  
Electronics Detail Draftsperson (s)  
Printed Circuit Board Designer (s)  
Process Control Technician (s)  
Telemetry Technician (s)

### RELATED OCCUPATIONS

2211 Electrical and Electronics Engineers

## 3203 CIVIL ENGINEERING ASSOCIATES AND TECHNICIANS

CIVIL ENGINEERING ASSOCIATES AND TECHNICIANS perform technical support functions ranging in complexity to assist Civil Engineers in research, design, construction, operations and maintenance. Associates may supervise technicians in this unit group.

### SKILL LEVEL

The entry requirement for this unit group is a technician's or post-trade certificate, 2 year associate diploma or TAFE certificate. 2 months on-the-job training is usual.

### TASKS include:

- performing and/or directing field and laboratory tests of soils and construction materials
- collecting and analysing data, performing complex computations
- preparing sketches, charts, tabulations, plans and designs for drainage, water supply, sewage reticulation systems, roads, airports, dams and bridges
- estimating materials costs, organising maintenance and repairs
- inspecting civil engineering works

### OCCUPATIONS

3203-11 **Civil Engineering Associate**  
Civil Engineering Design Draftsperson (s)  
Civil Engineering Drafting Officer (s)  
Civil Engineering Technical Officer (s)  
Road Design Draftsperson (s)  
Sewage Reticulation Drafting Officer (s)  
Structural Design Draftsperson (s)  
Structural Engineering Drafting Officer (s)

3203-13 **Civil Engineering Technician**  
Civil Engineering Detail Draftsperson (s)  
Civil Engineering Drafting Assistant (s)

### RELATED OCCUPATIONS

2209-11 Civil Engineer

## 3205 MECHANICAL ENGINEERING ASSOCIATES AND TECHNICIANS

MECHANICAL ENGINEERING ASSOCIATES AND TECHNICIANS perform technical support functions ranging in complexity to assist in mechanical engineering research and in the design, manufacture, construction, operation and maintenance of machines, manufacturing equipment, mechanical installations

## STRUCTURE AND GROUP DEFINITIONS

## PARA-PROFESSIONALS

and facilities. Associates may supervise technicians in this unit group.

### SKILL LEVEL

The entry requirement for this unit group is a technician's or post-trade certificate, 2 year associate diploma or TAFE certificate. 2 months on-the-job training is usual.

### TASKS include:

- installing new or modified mechanical assemblies, components, hydraulic power systems, machine tools and controls
- studying materials handling methods and recommending changes for cost reduction
- estimating materials costs, quantities and machinery requirements
- assisting mechanical engineers in mechanical equipment, tool and plant design
- performing and/or directing field or laboratory tests
- collecting and analysing data, performing complex computations
- inspecting and maintaining machinery and plant

### OCCUPATIONS

3205-11 **Mechanical Engineering Associate**  
Air-Conditioning Drafting Officer (s)  
Heating and Ventilating Technical Officer (s)  
Mechanical Engineering Design Draftsperson (s)  
Mechanical Engineering Drafting Officer (s)  
Mechanical Engineering Technical Officer (s)  
Tool Design Draftsperson (s)  
Tool Designer (s)

3205-13 **Mechanical Engineering Technician**  
Boiler Testing Technician (s)  
Hydraulic Controls Technician (s)  
Mechanical Detail Draftsperson (s)  
Mechanical Engineering Drafting Assistant (s)  
Pipe Testing Technician (s)  
Tool Design Detail Draftsperson (s)

### RELATED OCCUPATIONS

2213-11 Mechanical Engineer

## 3207 BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATES AND TECHNICIANS

BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATES AND TECHNICIANS perform technical support functions to assist builders, architects and surveyors in time, cost and resource estimation, data evaluation, design mapping construction, site supervision and inspection.

### SKILL LEVEL

The entry requirement for this unit group is a 2-3 year associate diploma or TAFE certificate. State governments may require Building Technicians to be licensed.

### TASKS include:

- interpreting building plans, regulations and codes of practice

## PARA-PROFESSIONALS

- calculating costs and estimating time scales
- preparing tenders, support contract bids and variations
- co-ordinating works programme for various trades
- inspecting work and materials for compliance with specifications, regulations and standards
- analysing architect's design, preparing preliminary sketches and working drawings, showing plans, elevations, sections, materials, plumbing, drainage carparking and landscaping layout
- collecting data using surveying instruments and photogrammetric equipment
- performing routine computations and plotting preliminary data
- preparing, editing and revising plans, maps, charts and drawings

### OCCUPATIONS

- 3207-11 Building Technician**  
Building Construction Supervisor (s)  
Building Estimator (s)  
Building Foreman/woman (s)  
Clerk of Works (s)
- 3207-13 Architectural Associate**  
Architectural Drafting Officer (s)  
Architectural Technical Officer (s)
- 3207-15 Surveying Associate**  
Cartographic Associate (a)  
Engineering Survey Drafting Officer (s)  
Photogrammetrist (s)  
Photographic Interpreter (Air Force) (s)  
Topographic Drafting Officer (s)

### RELATED OCCUPATIONS

- 1601-13 Professional Builder  
2201-11 Architect  
2205 Cartographers and Surveyors

## GROUP DEFINITIONS

### 3299 OTHER ENGINEERING AND BUILDING ASSOCIATES AND TECHNICIANS

This unit group covers occupations not elsewhere classified in Minor Group 32, Engineering and Building Associates and Technicians.

#### SKILL LEVEL

The entry requirement for this unit group is a 1-2 year associate diploma, TAFE certificate or technician's certificate.

#### OCCUPATIONS

- 3299-11 Metallurgical Technician**  
Dye Penetrant Testing Technician (s)  
Eddy Current Testing Technician (s)  
Heat Metal Technician (s)  
Magnetic Testing Technician (s)  
Non-Destructive Testing Technician (s)  
Pressure Testing Technician (s)  
Ultrasonic Technician (s)
- 3299-99 Engineering and Building Associates and Technicians nec**  
Aeronautical Engineering Technical Officer (s)  
Aircraft Detail Draftsperson (s)  
Aircraft Systems Technician (Air Force) (s)  
Airframe Technical Officer (s)  
Architectural Tracer (s)  
Avionics Systems Technician (Air Force) (s)  
Engineering Tracer (s)  
Lighting Design Drafting Officer (s)  
Mine Deputy (s)  
Mine Undermanager (s)  
Mine Ventilation Officer (s)  
Mining Detail Draftsperson (s)  
Mining Technician (s)  
Production Planning Officer (Engineering) (s)  
Shipbuilding Design Drafting Officer (s)  
Surveying Tracer (s)  
Welding Technical Officer (s)  
Welding Technician (s)

### MINOR GROUP 33 AIR AND SEA TRANSPORT TECHNICAL WORKERS

AIR AND SEA TRANSPORT TECHNICAL WORKERS command and navigate aircraft and ships and perform technical functions to ensure their safe and efficient movement and operation.

Occupations in this minor group have a level of skill commensurate with a 2-4 year certificate or diploma and 3-12 months on-the-job training.

Tasks performed by Air and Sea Transport Technical Workers typically include controlling the movement of ships at sea and in ports and of aircraft in the air and on the ground, from on board or from a control tower; supervising and inspecting crew; inspecting machinery, equipment, aircraft and ships to ensure they are correctly loaded and mechanically sound; preparing for operation, and monitoring the performance of, ship and aircraft engines, and initiating action for their maintenance; and recording details of flight, voyage or maintenance operations.

Marine Engine and Boiler Operators are excluded from this minor group because their tasks are confined to operating and lubricating marine engines and performing simple repairs without applying a broad body of technical knowledge. They are located in Unit Group 7303, Engine and Boiler Operators (except Power Generation).

Occupations in this minor group are classified into the following unit groups:

- 3301 AIRCRAFT PILOTS**
- 3303 AIR TRANSPORT OPERATING SUPPORT WORKERS**
- 3305 SHIP'S PILOTS AND DECK OFFICERS**
- 3307 MARINE ENGINEERS AND SURVEYORS**

#### 3301 AIRCRAFT PILOTS

AIRCRAFT PILOTS fly aircraft to transport passengers, mail and freight or for other purposes.

##### SKILL LEVEL

The entry requirement for this unit group is a 2-3 year certificate. 6 months on-the-job training is usual. Government departments issue licences for the occupations in this unit group.

##### TASKS include:

- preparing and submitting flight plan or examining standard flight plan
- ensuring that aircraft is properly loaded, mechanically sound and provided with adequate fuel
- checking flight controls, instruments, navigation equipment and radios before, during and after flight
- flying aircraft in accordance with established Air Traffic Control and aircraft operating procedures
- controlling aircraft on the ground and during take-off and landing
- monitoring information from instruments and other sources to maintain course and flight

##### OCCUPATIONS

- 3301-11 Aircraft Pilot**  
Agricultural Pilot (s)  
Aircraft Captain (s)  
Commercial Pilot (s)  
Helicopter Pilot (s)

##### RELATED OCCUPATIONS

- 3303 Air Transport Operating Support Workers

#### 3303 AIR TRANSPORT OPERATING SUPPORT WORKERS

AIR TRANSPORT OPERATING SUPPORT WORKERS perform a variety of functions to enable the safe movement and operation of aircraft in flight and on the ground. They may receive training in occupations in this unit group.

##### SKILL LEVEL

The entry requirement for this unit group is a 1-4 year certificate. Previous experience of 5-15 years may also be required for some occupations in this unit group. 3-12 months on-the-job training is usual. Government departments issue licences for the occupations in this unit group except Air Traffic Controllers.

##### TASKS include:

- monitoring the performance of aircraft engines, mechanical and fuel systems
- plotting and directing aircraft position in flight, using electronic navigational equipment
- directing aircraft movements in airspace and on the ground using radar, radio and lighting systems
- recording details of flight and operations
- informing flight crews and operations staff about weather conditions, operational facilities, flight plans and air traffic
- initiating and organising emergency, search and rescue services and procedures
- inspecting aircraft, flight crews, airways facilities

## PARA-PROFESSIONALS

and navigational aids to ensure compliance with standard specifications and procedures

- issuing certificates of airworthiness for aircraft, licensing aircraft maintenance organisations and personnel
- determining engineering action required to bring equipment to standard, approving design modifications and repairs to aircraft
- developing and reviewing standards for aircraft operations and maintenance

### OCCUPATIONS

- 3303-11 Air Traffic Controller**
- 3303-13 Flight Service Officer**
- 3303-15 Flight Engineer**
- 3303-17 Airways Surveyor**
- 3303-19 Airworthiness Surveyor**  
Airworthiness Surveyor (Airframes) (s)  
Airworthiness Surveyor (Electrical and Instruments) (s)  
Airworthiness Surveyor (Engines) (s)  
Airworthiness Surveyor (Radio) (s)
- 3303-21 Examiner of Flightcrew**  
Flight Engineer Inspector (s)
- 3303-23 Aircraft Navigator**  
Observer (Navy) (s)
- 3303-25 Aircraft Crewman/woman (Military and Rescue)**  
Air Observer (Rescue) (s)  
Helicopter Observer (Rescue) (s)
- 3303-27 Loadmaster**
- 3303-91 Trainee Air Traffic Controller**
- 3303-93 Trainee Flight Service Officer**
- 3303-99 Air Transport Operating Support Workers nec**  
Air Defence Officer (s)  
Airborne Electronics Analyst (s)

### RELATED OCCUPATIONS

- 3301 Aircraft Pilots  
4211 Aircraft Maintenance Engineers

## 3305 SHIP'S PILOTS AND DECK OFFICERS

SHIP'S PILOTS AND DECK OFFICERS control and navigate, or provide specialised service to, vessels used in water transport, and command crew. They may receive training in occupations in this unit group.

### SKILL LEVEL

The entry requirement for this unit group is a 1-4 year certificate or diploma. Previous experience of 5 years may be required. 6-12 months on-the-job training is usual. Government departments issue certificates for the occupations in this unit group.

### TASKS include:

- directing and supervising ship's officers and/or deck crew in the performance of their duties
- directing the movement of vessel and the stowage and discharge of cargoes
- determining vessel's position, using electronic and

## GROUP DEFINITIONS

non electronic navigational aids

- communicating with ship and shore stations and encoding and decoding data for radio transmissions
- keeping watch for specified periods at sea and in port
- recording vessel's progress, crew's activities, weather and sea state
- directing fishing operations, maintaining catch records and arranging marketing and sales

### OCCUPATIONS

- 3305-11 Ship's Captain**  
Ship's Master (a)  
Dredge Master (s)  
Ferry Master (s)  
Fishing Vessel Master (s)  
Hovercraft Operator (s)  
Hydrofoil Operator (s)  
Marine Pilot (s)  
Merchant Ship's Captain (s)  
Pearling Skipper (s)  
Ship's Pilot (s)  
Trawler Master (s)  
Tug Master (s)
- 3305-13 Ship's Officer**  
Seaman Officer (Navy) (s)  
Ship's Mate (s)  
Ship's Navigating Officer (s)
- 3305-15 Master Fisherman/woman**
- 3305-91 Cadet Deck Officer**

## 3307 MARINE ENGINEERS AND SURVEYORS

MARINE ENGINEERS AND SURVEYORS operate and maintain ship machinery and inspect vessels, machinery and hulls to establish and implement safety standards and procedures. They may receive training in occupations in this unit group.

### SKILL LEVEL

The entry requirement for this unit group is a 4 year certificate or diploma. Previous experience of 7-8 years as a Marine Engineer is required for Marine Engineer Surveyors. Marine Surveyors require 8-11 years experience as a Marine Engineer Surveyor.

### TASKS include:

- operating, testing and repairing main propulsion engine, auxiliary machines and domestic systems
- standing engine room watches at sea and in port
- approving design plans of ship hulls and equipment and specifying standards of construction
- inspecting ship hulls, machinery and equipment during construction and throughout ship's life to ensure that standards are met and maintained
- measuring vessels for the calculation of tonnage, registration and the issue of safety certificates
- establishing, and monitoring the implementation of standards for the safe handling, stowage and carriage of bulk cargoes
- investigating the causes of marine casualties, accidents, machine and equipment failures

### OCCUPATIONS

- 3307-11 Marine Engineer**  
Ship's Engineer Officer (a)



## GROUP DEFINITIONS

## PARA-PROFESSIONALS

Motor Vessel Engineer Officer (s)

**3307-13 Marine Engineer Surveyor**

**3307-15 Marine Surveyor**

**3307-91 Trainee Marine Engineer  
Cadet Marine Engineer (s)**

### RELATED OCCUPATIONS

**7303-13 Marine Engine and Boiler Operator**

**MINOR GROUP 34  
REGISTERED NURSES**

REGISTERED NURSES treat and provide specialised care for the physically or mentally ill or disabled, the elderly and mothers and their new-born babies. They provide health counselling for individuals and families.

Occupations in this minor group have a level of skill commensurate with a 3-4 year hospital-based certificate or 3 year diploma.

Tasks performed by Registered Nurses typically include assisting in the examination of patients; administering prescribed treatment; monitoring patients' progress; discussing cases with Medical Practitioners and Social Professionals; and maintaining records of their activities.

Enrolled and Mothercraft Nurses are excluded because their tasks do not involve the application of an extensive body of knowledge. They are located in Unit Group 6603, Enrolled Nurses. Directors of Nursing are excluded because their tasks are primarily managerial in directing the function of nursing in a hospital or nursing home. They are located in Minor Group 13, Specialist Managers.

Occupations in this minor group are classified into the following unit group:

**3401 REGISTERED NURSES**

**3401 REGISTERED NURSES**

REGISTERED NURSES treat and care for the physically and mentally ill or disabled, the elderly and mothers and their new-born babies in hospitals, nursing homes, medical centres and the community. They advise individuals and families on health matters. They may supervise, or receive training in, occupations in this unit group.

**SKILL LEVEL**

The entry requirement for this unit group is a 3-4 year hospital-based certificate or 3 year diploma. Specialist nurses require additional training courses. Certificates of registration are also required.

**TASKS include:**

- assisting medical practitioners to examine patients, administer treatment and deliver babies
- administering prescribed treatment in the form of medication and therapy to patients suffering from physical or mental disorders
- monitoring patient's condition, reactions to medication and other treatment, and progress of childbirth
- conferring with psychiatrists, psychologists, social workers, occupational therapists and other workers to evaluate the condition of psychiatric patients and intellectually handicapped persons and to plan therapy and rehabilitation programmes
- instructing and advising on nutrition, child care, family planning, disease prevention and other health matters

- maintaining records of patients' progress and treatment administered

**OCCUPATIONS**

- 3401-01 Nursing Supervisor**  
Charge Nurse (a)  
Charge Sister (a)  
Ward Supervisor (s)
- 3401-11 Registered General Nurse**
- 3401-13 Registered Community Health Nurse**  
Domiciliary Nurse (s)  
Infant Welfare Nurse (s)  
Maternal and Child Health Nurse (s)  
Occupational Health Nurse (s)
- 3401-15 Registered Midwife**
- 3401-17 Registered Mental Retardation Nurse**
- 3401-19 Registered Psychiatric Nurse**
- 3401-91 Student Registered Nurse**  
Student Registered Psychiatric Nurse (s)
- 3401-99 Registered Nurses nec**  
Coronary Care Nurse (s)  
Geriatric Care Nurse (s)  
Intensive Care Nurse (s)  
Neurosurgical Nurse (s)  
Oncological Nurse (s)  
Operating Theatre Nurse (s)  
Paediatric Nurse (s)  
Spinal Injuries Nurse (s)

**MINOR GROUP 35  
POLICE**

POLICE enforce the law and maintain public order by discouraging offences and dealing with offenders.

Occupations in this minor group have a level of skill commensurate with a 2 year para-professional certificate.

Tasks performed by Police typically include patrolling public areas; investigating complaints and offences; observing, pursuing, arresting and interviewing suspects; and maintaining records and preparing reports.

Police Commissioners and Commissioned Police Officers are excluded from this minor group because their tasks are primarily managerial. They are located in Unit Groups 1201, General Managers, and 1319, Commissioned Officers (Management) respectively. Police Divers are excluded because their tasks are similar to those of other divers. They are located in Unit Group 4999, Other Tradespersons.

Occupations in this minor group are classified into the following unit group:

**3501 POLICE**

**3501 POLICE**

POLICE investigate crimes, arrest offenders, patrol public areas, attend at the scene of accidents and perform other duties of law enforcement and maintenance of public order. They may supervise occupations in this unit group.

**SKILL LEVEL**

The entry requirement for this unit group is a 15 week to 2 year cadetship/in-service training.

**TASKS include:**

- patrolling an assigned area on foot or in a radio controlled vehicle to check security
- investigating crimes, minor offences and citizens' complaints
- pursuing, arresting and interviewing persons suspected of crime
- observing traffic and issuing traffic infringement notices
- examining scene of crime and searching other property or premises for evidence
- searching suspects for weapons, stolen or illegal goods

- checking licensed premises to ensure that licensing laws are obeyed
- preparing briefs or reports for police files or for use in court
- testifying or presenting prosecution case in court
- taking statements and collecting evidence at scenes of traffic accidents

**COMMENTS**

Under any of these occupation titles, police officers may be designated according to rank and/or branch of police work.

**OCCUPATIONS**

- 3501-01 Police Supervisor**  
Police Station Sergeant (a)
- 3501-11 Policeman/woman**
- 3501-13 Detective**  
Plain Clothes Police Officer (a)

**RELATED OCCUPATIONS**

- 3501-11 Police Commissioner
- 3501-11 Commissioned Police Officer

**MINOR GROUP 39  
MISCELLANEOUS PARA-PROFESSIONALS**

This residual minor group covers all occupations in Major Group 3, Para-Professionals, which are not included in Minor Groups 31-38 above.

Occupations in this minor group are classified into the following unit groups:

- 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**

**3901 WELFARE PARA-PROFESSIONALS**

WELFARE PARA-PROFESSIONALS provide support, information and advice to individuals or groups on emotional, financial, recreational, health, housing and other social matters and evaluate and co-ordinate the services of welfare and community service agencies.

**SKILL LEVEL**

The entry requirement for this unit group is a 2 year associate diploma or certificate.

**TASKS include:**

- assessing community need and resources for health, welfare, housing, employment, training and other facilities and services
- monitoring and reporting on the progress of parolees
- advising on available community services to aid rehabilitation
- interviewing disadvantaged individuals and groups
- assessing nature and extent of difficulties
- writing reports and submitting recommendations
- referring clients to appropriate agencies
- designing recreational activities for young people

**OCCUPATIONS**

- 3901-11 Community Worker**  
Community Development Officer (a)  
Neighbourhood Centre Coordinator (s)
- 3901-13 Parole Officer**  
Probation Officer (s)
- 3901-15 Welfare Officer**  
Social Worker Associate (a)  
Residential Care Worker (s)
- 3901-17 Youth Worker**  
Youth Leader (a)  
Youth Officer (a)

**RELATED OCCUPATIONS**

- 2601-13 Community Social Worker
- 2601-15 Social Case Worker
- 2999-17 Recreation Officer

**3903 PERFORMING ARTS SUPPORT WORKERS**

PERFORMING ARTS SUPPORT WORKERS provide technical and other assistance for the production, recording and/or broadcasting of artistic performances. They may supervise occupations in this unit group.

**SKILL LEVEL**

The entry requirement for this unit group is a 3 months basic vocational certificate, except for make-up artists and special effects persons who require a 1 year basic vocational certificate. 1-3 years on-the-job training is usual.

**TASKS include:**

- operating motion picture or television cameras to record events or scenes on film or video tape or for direct telecast
- positioning microphones, recording sounds or operating equipment to mix and regulate the quality and volume of sound from several sources
- operating console to monitor and control radio and television broadcasts
- applying make-up to performers taking part in stage, television or motion picture productions
- selecting, positioning and operating lighting equipment to illuminate set or studio during stage performance, television broadcast or motion picture scenes
- designing, fabricating and using various devices to create special sounds and visual effects for broadcasting, motion picture and stage productions

## GROUP DEFINITIONS

## PARA-PROFESSIONALS

### OCCUPATIONS

- 3903-01 Supervisor, Performing Arts Support Workers**  
Supervising Technician, Radio Operations (s)  
Supervising Technician, TV Production Operations (s)  
Supervisor, Sound Recording and Reproduction Equipment Operators (s)  
Lighting Supervisor (s)
- 3903-11 Sound Technician**  
Audio Operator (s)  
Audio Technician (s)  
Dubbing Machine Operator (s)  
Dubbing Projectionist (Sound Mixing) (s)  
Re-recording Mixer (s)  
Sound Editor (s)  
Sound Mixer (s)  
Sound Recordist (s)  
Video and Sound Recorder (s)
- 3903-13 Motion Picture Camera Operator**
- 3903-15 Television Equipment Operator**  
Telecine Operator (s)  
Television Camera Operator (s)  
Vision Mixer (s)
- 3903-17 Broadcast Transmitter Operator**
- 3903-19 Light Technician**
- 3903-99 Performing Arts Support Workers nec**  
Continuity Person (s)  
Make-up Artist (s)  
Microphone Boom Operator (s)  
Sound Effects Person (s)  
Special Effects Person (s)

### 3905 INSPECTORS AND REGULATORY OFFICERS

INSPECTORS AND REGULATORY OFFICERS conduct inspections to enforce government standards and regulations, industrial awards, or industry standards, to maintain and improve quality of services, or in relation to insurance. They may supervise occupations in this unit group.

#### SKILL LEVEL

The entry requirement for this unit group is a 2 year basic vocational certificate, a 2-4 year degree or diploma or a 4 year trade certificate, and, in some cases, 2-4 years previous experience. Some occupations require education to years 10-12. Safety Officers require a Certificate of Competency. 1-3 years on-the-job training is usual.

#### TASKS include:

- inspecting animal, fish or plant products and processing establishments to ensure conformity with government standards and health regulations
- inspecting factories and other work sites, machinery and equipment, working conditions, railway freight cars, public places and waste disposal sites to ensure conformity with government standards and regulations or industrial awards
- regulating irrigation, alteration of water courses, drilling or artesian and sub-artesian bores and construction of stock water facilities
- examining cargo and mail for export or import, passengers, luggage, crew, aircraft and ships departing for and arriving from overseas, and associated documents concerned with customs and

related legislation

- inspecting insured buildings, vehicles and commercial and industrial establishments to evaluate conditions and practices affecting insurance risk and to develop safety programmes
- analysing accidents to determine causes

### OCCUPATIONS

- 3905-01 Supervisor, Inspectors and Regulatory Officers**
- 3905-11 Building Inspector**  
Electrical Installation Inspector (s)  
Plumbing and Drainage Inspector (s)
- 3905-13 Safety Inspector**  
Boilers and Pressure Vessels Inspector (s)  
Gas Examiner (s)  
Lifts and Cranes Inspector (s)  
Mines Inspector (s)
- 3905-15 Primary Products Inspector**  
Dairy Produce Inspector (s)  
Fish Exports Inspector (s)  
Horticultural Inspector (s)  
Meat Inspector (s)  
Quarantine Inspector (s)  
Sugar Cane Inspector (s)
- 3905-17 Train Examiner**  
Locomotive Inspector (s)
- 3905-19 Customs Investigator**  
Customs Examining Officer (s)
- 3905-21 Health Inspector**  
Health Surveyor (a)  
Industrial Hygiene Inspector (s)  
Water Quality Inspector (s)
- 3905-23 Arbitration Inspector**  
Industrial Inspector (a)
- 3905-25 Water Usage Inspector**  
Boring Inspector (s)  
Stream Control Officer (s)
- 3905-27 Corporate Safety Officer**
- 3905-29 Insurance Assessor (except Health)**  
Claims Assessor (except Health) (s)  
Loss Adjuster (s)
- 3905-31 Traffic Inspector**  
Bus Inspector (s)  
Tram Inspector (s)
- 3905-99 Inspectors and Regulatory Officers nec**  
Fisheries and Wildlife Officer (s)  
Liquor Licensing Inspector (s)  
Patrolman/woman (Utilities) (s)  
Pest Control Inspector (s)  
Pipeline Inspector (s)  
Postal Services Field Manager (s)  
Travel Accommodation Inspector (s)  
Utility Man/Woman (s)  
Vermin and Noxious Weeds Inspector (s)  
Weights and Measures Inspector (s)

### 3907 CHILD CARE CO-ORDINATORS

CHILD CARE CO-ORDINATORS direct the activities of a Child Care or Family Day Care Centre and supervise teachers, child care workers, assistants and aides caring for children.

## PARA-PROFESSIONALS

### SKILL LEVEL

The entry requirement for this unit group is a 3-4 year diploma in a relevant area i.e. teaching, nursing or child care.

### TASKS include:

- implementing programmes to enhance the physical, social, emotional and intellectual development of young children
- providing care for primary school children in centres catering for before-school and after-school care
- maintaining records and accounts for the centre

### OCCUPATIONS

**3907-11 Child Care Co-ordinator**  
Child Care Centre Director (a)

### RELATED OCCUPATIONS

2401 Pre-Primary School Teachers  
6601 Child Care, Refuge and Related Workers

## 3909 AMBULANCE OFFICERS

AMBULANCE OFFICERS transport sick and injured persons and provide emergency health care.

### SKILL LEVEL

The entry requirement for this unit group is a 2-3 year para-professional certificate. Driving Licence, Class 4 is also required.

### TASKS include:

- transporting ill or injured persons to places of medical treatment
- transporting ill or disabled persons to and from centres of specialised treatment
- administering first aid
- instructing community groups and essential service workers in first aid
- attending public gatherings where accidents or other health emergencies may occur

### OCCUPATIONS

**3909-11 Ambulance Officer**  
Ambulance Paramedic (s)

## 3911 PRISON OFFICERS

PRISON OFFICERS guard and control inmates in penal institutions. They may supervise occupations in this unit group.

### SKILL LEVEL

There is no specific entry requirement for this unit group, although 3 months on-the-job training is usual.

### TASKS include:

- locking prisoners in cells and guarding prisoners during work assignments, sport and recreation periods, meals and in transit
- searching prisoners and cells for weapons, valuables, drugs or contraband articles

## GROUP DEFINITIONS

- inspecting locks, window bars, grills, doors and gates and patrolling assigned areas to prevent escapes and disturbances
- investigating disturbances or unusual occurrences
- providing meals to prisoners confined in cells, administering first aid and requisitioning items needed by prisoners

### OCCUPATIONS

**3911-01 Chief Prison Officer**

**3911-11 Prison Officer**

## 3913 PROCUREMENT OFFICERS

PROCUREMENT OFFICERS prepare purchase orders for industrial, commercial, government or other establishments, and act as agents to purchase and sell farm produce.

### SKILL LEVEL

The entry requirement for this unit group is a 1-2 year para-professional certificate. 1 year of previous experience and 3 months on-the-job training are usual.

### TASKS include:

- preparing and despatching purchase orders for goods and materials
- verifying specifications of purchase requests
- searching inventory records or warehouse to find out whether material is on hand in sufficient quantity
- consulting catalogues to obtain prices and specifications
- recording items purchased or transferred between departments, prices, deliveries and inventories
- conferring with suppliers to determine reasons for late deliveries
- assessing type and quality of produce such as wool, hide and skin or grain
- purchasing produce at auction or direct from farmer or grower

### OCCUPATIONS

**3913-11 Purchasing Officer**  
Supply Officer (s)

**3913-13 Commodities Buyer**  
Grain Buyer (s)  
Hide and Skin Buyer (s)  
Livestock Buyer (s)  
Wool Buyer (s)

**3913-15 Retail Buyer**

## 3915 SPORTSPERSONS AND RELATED WORKERS

SPORTSPERSONS AND RELATED WORKERS compete in sporting activities for monetary gain, train sporting competitors and officiate at sporting events. They may receive training in occupations in this unit group.

## GROUP DEFINITIONS

## PARA-PROFESSIONALS

### SKILL LEVEL

There is no entry requirement for the occupations in this unit group. 4-5 years previous experience in the sport is usual for coaches, 3-5 years previous experience in racing administration is usual for race stewards and 3-5 years on-the-job training is usual for referees.

### TASKS include:

- coaching teams and training sportspersons in the performance of their sport by demonstrating techniques, prescribing exercises and supervising practice
- planning and directing game strategy and evaluating performance after game
- competing in, and training for, sporting events
- regulating activities of sportspersons during sporting events according to established rules
- determining violations of rules, and assessing and imposing penalties for infractions of rules
- co-ordinating and directing horse or dog racing activities

### OCCUPATIONS

- 3915-11 Coach (Sport)**  
Sports Trainer (a)
- 3915-13 Jockey**
- 3915-15 Other Sportspersons**
- 3915-17 Racecourse Official**  
Handicapper (Racing) (s)  
Horse Racing Judge (s)  
Race Steward (s)
- 3915-19 Referee**  
Umpire (a)  
Linesman/woman (Sport) (s)
- 3915-91 Apprentice Jockey**

### 3999 OTHER PARA-PROFESSIONALS

This unit group covers occupations not elsewhere classified in Minor Group 39, Miscellaneous Para-Professionals.

### SKILL LEVEL

The entry requirement for this unit group is a 2 year para-professional certificate.

### OCCUPATIONS

- 3999-01 Supervisor, Other Para-Professionals**
- 3999-11 Radio Telegraphist**  
Radio Operator (a)
- 3999-13 Museum and Art Gallery Technician**  
Taxidermist (s)
- 3999-15 Library Technician**
- 3999-17 Layout Artist**  
Finish Artist (s)  
Paste-up Artist (s)  
Showcard Ticket Writer (s)
- 3999-19 Window Dresser**
- 3999-21 Interior Decorator**  
Fine Furnisher (s)
- 3999-23 Photographic Studio Assistant**  
Photographic Studio Technician (a)
- 3999-25 Photograph Retoucher**  
Colourist (s)
- 3999-27 Forms Analyst and Designer**  
Forms Analyst (s)  
Forms Designer (s)
- 3999-29 Credit and Loans Analyst**
- 3999-31 Park Ranger**  
Park Warden (a)  
Park Superintendent (s)
- 3999-33 Military Disciplinary Supervisor**  
Company Sergeant Major (s)  
Disciplinary Warrant Officer (s)  
Regimental Sergeant Major (s)  
Warrant Officer Coxswain (s)
- 3999-35 Wool Classer**
- 3999-37 Hide and Skin Classer**  
Fur Grader (s)  
Leather Grader (s)
- 3999-99 Para-Professionals nec**  
Agricultural Secretary (s)  
Forest Ranger (s)  
Inquiry Agent (s)  
Private Detective (s)  
Radar Operator (s)  
Ship's Purser (s)  
Signaller (Defence Forces) (s)  
Sonar Operator (s)

