

MAJOR GROUP 6

SALESPERSONS AND PERSONAL SERVICE WORKERS

SALESPERSONS AND PERSONAL SERVICE WORKERS sell financial and transportable commodities to retailers or directly to members of the public, sell real estate, and provide services in relation to finance, property, recreation and personal needs. These tasks require skills in interpersonal communication.

Most occupations in this major group have a level of skill commensurate with Year 10 at secondary school and 3 months on-the-job training. However, some require higher qualifications, and are included in this major group because their primary task is selling.

Tasks performed by Salespersons and Personal Service Workers typically include conducting financial market and banking transactions; selling and managing real estate; selling insurance; selling goods to retailers and members of the public; receiving payment for goods or services, and operating cash registers and computer terminals to complete financial transactions; serving food and drinks in bars, restaurants, aircraft, ships and trains; organising travel and accommodation; and providing basic nursing, child care and personal services in institutions or the home.

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

- 61 INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS**
- 62 SALES REPRESENTATIVES**
- 63 SALES ASSISTANTS**
- 64 TELLERS, CASHIERS AND TICKET SALESPERSONS**
- 65 MISCELLANEOUS SALESPERSONS**
- 66 PERSONAL SERVICE WORKERS**

MINOR GROUP 61 INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS

INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS sell insurance and real estate, conduct investment transactions involving securities, stocks and bonds for clients, and manage properties on behalf of clients.

Most occupations in this minor group have a level of skill commensurate with Year 10 at secondary school, 1-5 years previous experience and 2 years on-the-job training.

Tasks performed by Investment, Insurance and Real Estate Salespersons typically include analysing market trends; discussing requirements with clients; informing clients about stocks, bonds, market conditions, prospects of particular corporations, insurance policies and benefits, terms of sale or conditions of lease; conducting financial market transactions on behalf of clients; soliciting custom; and locating, promoting, demonstrating, inspecting and managing properties for sale or lease.

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

- 6101 SECURITIES AND FINANCE DEALERS**
- 6103 INSURANCE BROKERS AND AGENTS**
- 6105 REAL ESTATE SALESPERSONS AND PROPERTY MANAGERS**
- 6199 OTHER INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS**

6101 SECURITIES AND FINANCE DEALERS

SECURITIES AND FINANCE DEALERS conduct financial market transactions on behalf of clients or company and recommend transactions to clients or senior management.

SKILL LEVEL

The entry requirement for this unit group is a 3 year degree or diploma or, for stock exchange dealers, 3-5 years previous experience as a financial clerk. 6 months to 2 years on-the-job training is usual. Stock exchanges issue licences for member-dealers.

TASKS include:

- obtaining information on securities, market conditions, government regulations and financial circumstances of clients
- analysing market trends from securities reports, financial periodicals and stock quotation viewer screen
- informing prospective clients about stocks, bonds, market conditions and the history and prospects of corporations
- recording and transmitting buy or sell orders for stocks and bonds
- calculating costs of transactions
- negotiating purchase terms between borrowers and lenders
- supervising documentation and recording of financial transactions

OCCUPATIONS

- 6101-11** Stock Exchange Dealer
Investment Dealer (s)
Securities Dealer (s)
Trading Floor Operator (Stock Exchange)
(s)

- 6101-99** Securities and Finance Dealers nec
Corporate Finance Officer (s)
Foreign Exchange Dealer (s)
Futures Dealer (s)
Investment Adviser (s)
Money Market Dealer (s)
Properties Investment Manager (s)

RELATED OCCUPATIONS

- 1599-99 Stockbroking Firm Manager

6103 INSURANCE BROKERS AND AGENTS

INSURANCE BROKERS AND AGENTS sell a variety of insurance to new and existing clients and solicit custom from potential clients. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of year 10 at secondary school and 1-2 years previous experience as a salesperson or clerk. 2-3 months on-the-job training is usual.

TASKS include:

- compiling lists of potential clients from directories and other sources
- explaining insurance policies, risks covered, and rates and benefits of policies to client
- analysing client's circumstances
- advising on type and amount of insurance cover

OCCUPATIONS

- 6103-01** Supervisor, Insurance Brokers and Agents

GROUP DEFINITIONS

SALESPERSONS AND PERSONAL SERVICE WORKERS

6103-11 Insurance Agent
Insurance Underwriter (s)
Life Assurance Representative (s)

6103-13 Insurance Broker

6105 REAL ESTATE SALESPERSONS AND PROPERTY MANAGERS

REAL ESTATE SALESPERSONS AND PROPERTY MANAGERS arrange sale, purchase, rental and lease of real property.

SKILL LEVEL

The entry requirement for this unit group is completion of year 10 at secondary school. 2 years on-the-job training is usual.

TASKS include:

- listing details of land or building for sale or rental and arranging advertising of properties
- assessing the needs of prospective buyers and tenants
- selecting suitable properties and conducting prospective buyers and tenants through them
- advising prospective buyers on terms of sale and

prospective tenants on conditions of rent or lease

- arranging signing of lease agreements
- collecting rent and bond moneys
- inspecting properties before, during and after tenancies

OCCUPATIONS

6105-11 Real Estate Salesperson
Real Estate Sub-agent (a)
Real Estate Sales Representative (s)

6105-13 Real Estate Property Manager
Leasing Agent (a)

6199 OTHER INVESTMENT, INSURANCE AND REAL ESTATE SALESPERSONS

This unit group covers occupations not elsewhere classified in Minor Group 61, Investment, Insurance and Real Estate Salespersons.

OCCUPATIONS

6199-11 Commodities Broker

6199-13 Valuer

MINOR GROUP 62 SALES REPRESENTATIVES

SALES REPRESENTATIVES promote and sell business services and manufacturers' and wholesalers' goods for resale or for use in other establishments.

Most occupations in this minor group have a level of skill commensurate with Year 10 at secondary school, 1-3 years previous experience and 1-6 months on-the-job training. However, some require higher qualifications.

Tasks performed by Sales Representatives typically include studying new products; discussing requirements with customers; demonstrating products or services; advising customers on the product or service which best meets their needs; arranging for delivery of goods or provision of service; and soliciting custom from potential customers.

Sales Assistants are excluded from this minor group because they sell goods directly to members of the general public. They are located in Minor Group 63, Sales Assistants.

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

6201 SALES REPRESENTATIVES

6201 SALES REPRESENTATIVES

SALES REPRESENTATIVES represent companies for the sale of goods and services to industrial, business, professional or other establishments or for the sale of goods to wholesale or retail establishments.

SKILL LEVEL

The entry requirement for this unit group is completion of year 10 at secondary school and 1-3 years previous experience in sales or in a product or service related area. However, some occupations require a higher qualification. 1-6 months on-the-job training is usual.

TASKS include:

- acquiring and updating knowledge of employer's and competitors' products and understanding of market conditions
- assessing customers' needs and explaining and demonstrating products or services to them
- quoting and negotiating prices and credit terms, preparing contracts and recording orders
- arranging for delivery of goods, installation of equipment and provision of services
- reporting to employer on sales made and marketability of products

OCCUPATIONS

- 6201-11 Sales Representative (Chemical Products)
- 6201-13 Sales Representative (EDP Equipment)
- 6201-15 Sales Representative (Medical, Dental and Veterinary Equipment)
- 6201-17 Sales Representative (Electronic Equipment except EDP)

Sales Representative (Communications Equipment) (s)

6201-19 Sales Representative (Toys and Sporting Goods)

6201-21 Sales Representative (Business Services)
Sales Representative (Advertising) (s)

6201-23 Sales Representative (Books and Paper Products)

6201-25 Sales Representative (Builders' Hardware)

6201-27 Sales Representative (Floor Coverings and Furniture)

6201-29 Sales Representative (Food, Drink and Tobacco Products)

6201-31 Sales Representative (Household Goods and Domestic Hardware)

6201-33 Sales Representative (Toiletries)

6201-35 Sales Representative (Pharmaceuticals)

6201-37 Sales Representative (Textiles, Clothing and Footwear)

6201-99 Sales Representatives nec
Sales Representative (Jewellery and Watches) (s)
Sales Representative (Musical Goods) (s)
Sales Representative (Photographic Equipment and Supplies) (s)
Sales Representative (Printing) (s)

RELATED OCCUPATIONS

- 5901-11 Debt Collector
- 6105 Real Estate Salespersons and Property Managers

MINOR GROUP 63 SALES ASSISTANTS

SALES ASSISTANTS sell merchandise in retail or other establishments directly to members of the public.

Occupations in this minor group have a level of skill commensurate with Year 10 at secondary school and 1 month on-the-job training.

Tasks performed by Sales Assistants typically include arranging items on display; discussing with customers their requirements and preferences; informing customers of characteristics and prices of goods; receiving payment for goods; operating cash register and issuing receipts or dockets; wrapping and arranging delivery of purchased goods; and participating in regular stocktakes.

Sales Representatives are excluded from this minor group because they sell merchandise for resale or for use in client establishments rather than directly to members of the public. They are located in Minor Group 62, Sales Representatives. Ticket Salespersons are excluded because they receive payment for goods already selected (or for services) rather than assisting customers in their selection. They are located in Minor Group 64, Tellers, Cashiers and Ticket Salespersons. Service Counter Clerk, Rental Salesperson, and Service Station Attendant are excluded because they sell services rather than goods. They are located in Unit Group 6599, Other Salespersons.

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

6301 SALES ASSISTANTS

6301 SALES ASSISTANTS

SALES ASSISTANTS sell merchandise in a retail or wholesale establishment to members of the general public. They may supervise the occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of year 10 at secondary school. 1 month on-the-job training is usual.

TASKS include:

- advising customers on the selection, price, delivery, use and care of merchandise
- operating cash register and accepting payment, or preparing invoices or contracts
- packaging merchandise for customer
- stacking and displaying items for sale
- checking stock and participating in stock takes

OCCUPATIONS

- 6301-01** Supervisor, Sales Assistants
Sales Department Manager (a)
- 6301-11** Sales Assistant (Hardware and Gardening Supplies)
- 6301-13** Sales Assistant (Fabrics, Clothing and Footwear)
- 6301-15** Sales Assistant (Food and Drink Products)
Bottle Shop Attendant (s)
Canteen Assistant (s)

6301-17 Sales Assistant (Furniture, Floor Coverings and Household Goods)

6301-19 Sales Assistant (Caravans and Motor Vehicles)

6301-21 Sales Assistant (Stationery, Newspapers and Books)
Sales Assistant (Office Supplies) (s)

6301-23 Sales Assistant (Pharmaceutical Products and Toiletries)
Chemist Shop Assistant (s)

6301-25 Sales Assistant (Vehicle Parts and Accessories)
Automotive Parts Interpreter (s)
Sales Assistant (Tyres) (s)

6301-99 Sales Assistants nec
Sales Assistant (EDP and Office Equipment) (s)
Sales Assistant (Musical Equipment and Supplies) (s)
Sales Assistant (Photographic Equipment and Supplies) (s)
Sales Assistant (Sports Equipment and Toys) (s)
Sales Assistant (Watches and Jewellery) (s)

RELATED OCCUPATIONS

- 1501 Shop Managers
62 Sales Representatives
6501-15 Door-to-Door Salesperson
8999-27 Automotive Parts Recycler

MINOR GROUP 64 TELLERS, CASHIERS AND TICKET SALESPERSONS

TELLERS, CASHIERS AND TICKET SALESPERSONS conduct monetary transactions, receiving payment, wagers or deposits from customers in return for goods or services provided, and giving change, winnings, withdrawn savings, tickets or other receipts to customers.

Most occupations in this minor group have a level of skill commensurate with Year 10 at secondary school and 1-6 months on-the-job training. However, some require previous clerical experience.

Tasks performed by Tellers, Cashiers and Ticket Salespersons typically include receiving cash or cheques from customers, or conducting transactions on credit (including checking cardholder's identity and credit limit); operating cash register or computer terminal to process payment or deposit; verifying records to ensure that all details of the transaction are correct, including the amount of money exchanged; paying out money for change, withdrawals or winnings; issuing receipts or tickets; recording all transactions; counting money and tickets at the end of the shift; and providing information to enquiring customers about other services offered by the establishment.

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

- 6401 TELLERS**
- 6403 CASHIERS**
- 6405 TICKET SALESPERSONS**

6401 TELLERS

TELLERS receive and pay out money in financial and commercial institutions. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of year 11-12 at secondary school and 6 months experience as a clerk. 2-6 months on-the-job training is usual.

TASKS include:

- receiving money or cheques
- verifying records and issuing receipts
- paying out money from customers' accounts
- crediting or debiting customers' accounts
- recording all daily or periodical transactions
- balancing cash and informing management of cash position
- operating computerised cash register or terminal

OCCUPATIONS

- 6401-01 Supervisor, Tellers**
- 6401-11 Teller**

6403 CASHIERS

CASHIERS receive cash, register payments, make payments and bank funds on behalf of retail stores or other organisations. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of year 10 at secondary school. 1-4 weeks on-the-job training is usual.

TASKS include:

- checking goods purchased by customers
- operating a cash register
- receiving cash or credit card payment and issuing receipts
- processing payment received through mail
- counting and recording moneys received and checking against sales dockets or other documentation
- preparing petty cash disbursements
- arranging and conducting banking business

OCCUPATIONS

- 6403-01 Supervisor, Cashiers**
Checkout Supervisor (a)
- 6403-11 Checkout Operator**
Service Station Console Operator (s)
- 6403-13 Office Cashier**

6405 TICKET SALESPERSONS

TICKET SALESPERSONS collect fares, sell tickets and make reservations for travel, sporting or entertainment venues, or accept wagers and pay out minor winnings in lottery offices or betting shops.

SKILL LEVEL

The entry requirement for this unit group is completion of year 10 at secondary school. 2-4 weeks on-the-job training is usual.

TASKS include:

- receiving fares and issuing tickets, working either aboard a bus or tram or at a stop
- accounting for money and unsold tickets at end of shift
- checking available seating, services and timetables and making reservations over-the-counter or by telephone
- issuing tickets or receipts
- accepting wagers and issuing tickets
- paying out winning bets and minor lottery winnings

OCCUPATIONS

- 6405-11 Ticket Seller**
Airline Traffic Officer (Passenger Services)
(s)
Booking Clerk (s)
Reservations Clerk (s)
TAB Clerk (s)
- 6405-13 Transport Conductor**
Bus Conductor (s)
Train Conductor (s)
Tram Conductor (s)

MINOR GROUP 65 MISCELLANEOUS SALESPERSONS

MISCELLANEOUS SALESPERSONS perform tasks which involve the sale of goods and non-personal services, other than those sold by occupations in Minor Groups 61-64 above, to members of the public.

Most occupations in this minor group have a level of skill commensurate with Year 10 at secondary school, and 1-12 months on-the-job training. However, some require higher qualifications.

Tasks performed by Miscellaneous Salespersons typically include selling goods from vans or footpaths; buying goods for immediate resale to the public; mixing and selling drinks in bars and restaurants; serving food and drink to customers in restaurants; advising clients on travel options, tours and accommodation, and making bookings for them; auctioning items on behalf of owners; demonstrating products in retail establishments; and arranging and providing rental, motor vehicle driveway service and other non-personal services.

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

- 6501 STREET VENDORS, CANVASSERS AND SALES DRIVERS**
- 6503 BAR ATTENDANTS**
- 6505 WAITERS AND WAITRESSES**
- 6507 TRAVEL AGENTS**
- 6599 OTHER SALESPERSONS**

6501 STREET VENDORS, CANVASSERS AND SALES DRIVERS

Canvasser (s)
Fund Raiser (s)

STREET VENDORS, CANVASSERS AND SALES DRIVERS sell or buy merchandise at a set outdoor location or route or solicit orders and sell merchandise by telephone or door-to-door. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of year 10 at secondary school. 1 month on-the-job training is usual.

TASKS include:

- appraising items for sale, offering price and negotiating contract for collection
- displaying products or catalogue of products to customers or describing merchandise over the telephone
- receiving payment on the spot or arranging for delivery of goods and collection of payment
- stocking and driving van for door-to-door sales
- loading and unloading push-cart or truck to transport goods to street location

OCCUPATIONS

- 6501-01 Supervisor, Street Vendors, Canvassers and Sales Drivers**
- 6501-11 Scrap Merchant
Scrap Materials Buyer (a)
Bottle Dealer (s)**
- 6501-13 Cash Van Salesperson
Milk Vendor (s)**
- 6501-15 Door-to-Door Salesperson**

- 6501-17 Street Vendor
Newsboy/girl (s)**

6503 BAR ATTENDANTS

BAR ATTENDANTS prepare and serve drinks to patrons in licensed drinking establishments, or behind bars in dining establishments. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is a 3 month basic vocational course.

TASKS include:

- taking orders for drinks at the bar
- pouring and mixing cocktails and other drinks
- operating a cash register
- receiving payment for drinks and snacks
- replenishing drink dispensers, shelves and refrigerators with new supplies
- washing used glassware
- cleaning the bar service area

OCCUPATIONS

- 6503-01 Supervisor, Bar Attendants
Bar Manager (a)**
- 6503-11 Bar Attendant
Bar Steward/Stewardess (a)
Barman/maid (a)**

GROUP DEFINITIONS

SALESPERSONS AND PERSONAL SERVICE WORKERS

RELATED OCCUPATION

6505-13 Drink Waiter/Waitress

6505 WAITERS AND WAITRESSES

WAITERS AND WAITRESSES welcome patrons and serve food and beverages to tables in dining establishments. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is a certificate or diploma in Hospitality Studies (up to 20 weeks) or a trade certificate. 1-12 months on-the-job training is usual.

TASKS include:

- receiving and recording dining reservations by telephone
- welcoming patrons, and escorting to table
- setting tables with clean linen, cutlery and glasses
- presenting menus and wine lists to patrons
- writing order and relaying it to kitchen or bar staff
- serving food and wine
- attending patrons to fulfill any additional requests
- preparing and presenting bill and receiving payment

OCCUPATIONS

- 6505-01 Supervisor, Waiters and Waitresses**
Head Waiter/Waitress (a)
Maitre d'Hotel (a)
Dining Room Host/Hostess (s)
- 6505-11 Formal Service Waiter/Waitress**
Silver Service Waiter/Waitress (a)
- 6505-13 Drink Waiter/Waitress**
Wine Steward/Stewardess (s)
Wine Waiter/Waitress (s)
- 6505-15 Waiter/Waitress (General)**
Food Steward/Stewardess (a)
Dining Room Attendant (s)

6507 TRAVEL AGENTS

TRAVEL AGENTS plan and organise travel and accommodation arrangements for clients.

SKILL LEVEL

The entry requirement for this unit group is completion of year 10 at secondary school. 1-3 months on-the-job training is usual.

TASKS include:

- providing literature and information to travellers concerning local, interstate and international tours, travel routes, accommodation and fares
- discussing clients' requirements and advising on suitable options
- making travel and accommodation bookings
- notifying clients of luggage limits and medical, passport, visa and currency requirements

- planning and preparing written itinerary with clients
- selling tickets and receiving payment
- recording sales transactions

OCCUPATIONS

- 6507-11 Travel Agent (Commercial)**
Travel Consultant (a)
- 6507-13 Tourist Officer**
Tourist Adviser (a)

6599 OTHER SALESPERSONS

This unit group covers occupations not elsewhere classified in Minor Group 65, Miscellaneous Salespersons.

OCCUPATIONS

- 6599-11 Auctioneer**
- 6599-13 Auction Room Attendant**
- 6599-15 Sales Demonstrator**
- 6599-17 Rental Salesperson**
Rental Clerk (a)
- 6599-19 Service Counter Clerk**
- 6599-21 Service Station Attendant**
Driveway Attendant (a)
- 6599-99 Salespersons nec**
Model (s)

MINOR GROUP 66 PERSONAL SERVICE WORKERS

PERSONAL SERVICE WORKERS provide basic nursing, child care and other services to individuals for the enhancement of their health, welfare and comfort.

Most occupations in this minor group have a level of skill commensurate with a 1-2 year basic vocational certificate and 1-24 months on-the-job training.

Tasks performed by Personal Service Workers typically include serving meals to children in child care establishments, to persons requiring care at home, or to passengers in ships, trains and aircraft; explaining safety procedures to passengers; giving emotional support to sick, distressed or aged persons; bathing and dressing children, hospital patients, and sick or aged persons in their own homes; cleaning medical equipment and homes of invalids; monitoring patients' vital signs; minding children; arranging funerals on behalf of bereaved clients; providing facial therapy to enhance health and beauty; and massaging muscles to enhance condition.

Professionals and para-professionals who provide services for the health and welfare of people are excluded from this minor group, because these occupations require professional or para-professional qualifications. They can be found in Minor Groups 23, Health Diagnosis and Treatment Practitioners, 26, Social Professionals, 34, Registered Nurses, and 39, Miscellaneous Para-professionals.

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

- 6601 CHILD CARE, REFUGE AND RELATED WORKERS**
- 6603 ENROLLED NURSES**
- 6605 DENTAL NURSES**
- 6607 HOME COMPANIONS AND AIDES**
- 6609 TRAVEL STEWARDS**
- 6699 OTHER PERSONAL SERVICE WORKERS**

6601 CHILD CARE, REFUGE AND RELATED WORKERS

CHILD CARE, REFUGE AND RELATED WORKERS provide care and supervision for children in pre-schools, residential child care establishments (including government security institutions) and non-residential care centres, provide adults and children in refuges with emotional support and a referral service.

SKILL LEVEL

The entry requirement for some of the occupations in this unit group is completion of year 10 at secondary school or a 1-2 year basic vocational certificate. 6 months on-the-job training is usual. State welfare and education authorities may require Pre-School Aides and Child Care Aides to be registered.

TASKS include:

- planning, conducting and participating in programmes of games and activities to encourage social, emotional, physical and intellectual development in children
- laying out toys, recreational equipment, paints, paper, glue, clay and other materials for children's activities
- waking, washing, dressing and feeding children in residential care
- explaining behaviour standards
- preparing disciplinary reports on children in security institutions

- implementing disciplinary measures
- preparing and serving meals
- cleaning premises and putting equipment away
- organising accommodation in refuge
- ensuring refuge security
- referring refuge residents to appropriate qualified practitioners, authorities or agencies for assistance
- caring for disabled or handicapped children

OCCUPATIONS

- 6601-11 Pre-School Aide**
Kindergarten Assistant (s)
- 6601-13 Child Care Aide**
Child Care Assistant (a)
- 6601-15 Child Care Attendant**
Baby Sitter (s)
Child Minder (s)
Children's Nursery Assistant (s)
Creche Attendant (s)
Day Care Worker (s)
- 6601-17 Hostel Parent**
Cottage Parent (a)
House Parent (a)
- 6601-19 Child Care Group Worker**
- 6601-21 Refuge Worker**

GROUP DEFINITIONS

SALESPERSONS AND PERSONAL SERVICE WORKERS

6601-99 Child Care, Refuge and Related Workers
nec
Governess (s)
Nanny (s)
Special Teaching Assistant (s)

RELATED OCCUPATIONS

2401-11 Pre-Primary School Teacher
3401 Registered Nurses
3901 Welfare Para-professionals
3901-17 Youth Worker

6603 ENROLLED NURSES

ENROLLED NURSES assist registered nurses, doctors and other health professionals by giving basic nursing care to patients in hospitals and nursing homes, caring for infants and young children in infant homes, nurseries and day care centres, and performing ancillary duties specific to particular aspects of medical treatment (urology, surgery, first aid, etc.), and advise mothers on health matters and infant care.

SKILL LEVEL

The entry requirement for this unit group is a 1 year basic vocational certificate. 12-18 months on-the-job training is usual.

TASKS include:

- bathing, dressing and undressing patients
- recording temperature, pulse and respiration rates and fluid intake
- assisting patients with rehabilitation exercises
- advising mothers on feeding, hygiene and health care for infants
- cleaning and sterilising equipment
- assisting in administering machine treatment or in applying traction equipment
- processing, labelling and filing X-rays

OCCUPATIONS

6603-11 Enrolled Nurse
Mothercraft Nurse (s)
Motherhood Nurse (s)
Nurses' Aide (s)

6603-91 Student Enrolled Nurse

RELATED OCCUPATIONS

2317-11 Chiropractor
3401 Registered Nurses
3909-11 Ambulance Officer

6605 DENTAL NURSES

DENTAL NURSES prepare patients for dental examination and assist Dentists in providing treatment.

SKILL LEVEL

The entry requirement for this unit group is a 1 year basic vocational certificate. 2 years on-the-job training is usual. is compl

TASKS include:

- handing required equipment and medication to dentist
- preparing materials for fillings
- pouring, tracing and mounting plaster models for dental impressions
- taking X-rays, processing and mounting X-ray films
- cleaning mouth with water sprays and suction devices, polishing teeth, applying fluoride
- cleaning and sterilising equipment

OCCUPATIONS

6605-11 Dental Nurse
Dental Assistant (s)

6607 HOME COMPANIONS AND AIDES

HOME COMPANIONS AND AIDES provide company and services in the home to families and sick or aged persons, and advise on welfare contacts for families experiencing difficulty.

SKILL LEVEL

There is no specific entry requirement for this unit group.

TASKS include:

- providing emotional support and companionship
- shopping for and preparing food
- assisting aged or sick employers with dressing, undressing and moving about
- minding children and attending to their needs
- arranging contacts with financial support organisations and welfare agencies

OCCUPATIONS

6607-11 Home Companion
Home Helper (a)

6607-13 Family Aide
Family Support Worker (a)

RELATED OCCUPATIONS

2601 Social Workers
2603 Counsellors
3901-15 Welfare Officer

6609 TRAVEL STEWARDS

TRAVEL STEWARDS provide meals and other services for the comfort and safety of passengers in ships, railway sleeping cars and aircraft. They may supervise occupations in this unit group.

SKILL LEVEL

The entry requirement for this unit group is completion of year 10 at secondary school. 1-3 months on-the-job training is usual.

TASKS include:

- assisting in preparing meals
- serving refreshments, meals and drinks to

passengers

- loading and unloading luggage and assisting with hand luggage
- preparing cabin beds and distributing pillows, blankets and reading materials
- answering queries and providing information on taxis and hire cars
- demonstrating use of life jackets and oxygen masks and explaining other safety procedures
- administering first aid
- providing room service for passengers and crew

OCCUPATIONS

- 6609-01 Supervisor, Travel Stewards**
Aircraft Purser (s)
Chief Marine Steward (s)
Senior Flight Attendant (s)
Senior Railway Steward (s)
- 6609-11 Flight Attendant**
- 6609-13 Marine Steward**
- 6609-15 Railway Steward**
Railway Conductor (Sleeping Car) (s)

6699 OTHER PERSONAL SERVICE WORKERS

This unit group covers occupations not elsewhere classified in Minor Group 66, Personal Service Workers.

OCCUPATIONS

- 6699-11 Funeral Director**
Mortician (a)
Undertaker (a)
Embalmer (s)
- 6699-13 Tourist Guide**
Tour Leader (s)
- 6699-15 Beauty Therapist**
Beautician (s)
Hair Remover (s)
Manicurist (s)
- 6699-17 Masseur/Masseuse**
- 6699-99 Personal Service Workers nec**
Butler (s)
Croupier (s)
Escort (s)
Marriage Celebrant (s)
Military Steward (s)
Prostitute (s)
Tattooist (s)