## SUMMARY BREAKDOWN

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<td>262102</td>
<td>Gallery or Museum Curator</td>
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3 TECHNICIANS and ASSOCIATE PROFESSIONALS

31 Science and Engineering Associate Professionals

311 Physical and Engineering Science Technicians

3111 Chemical and Physical Science Technicians

311101 Chemistry Technician

311102 Physical Science Technician

3112 Civil Engineering Technicians

311201 Civil Engineering Technician

311202 Surveying or Cartographic Technician

311203 Town Planning Technician

3113 Electrical Engineering Technicians

311301 Electrical Engineering Technician

3114 Electronics Engineering Technicians

311401 Electronic Engineering Technician

3115 Mechanical Engineering Technicians

311501 Mechanical Engineering Technician

311502 Boilers and Pressure Vessels Inspector

311503 Aeronautical Engineering Technician

3116 Chemical Engineering Technicians

311601 Chemical Engineering Technician

3117 Mining and Metallurgical Technicians

311701 Mining Technician

311702 Metallurgical or Materials Technician

311703 Mines Safety Inspector

3118 Draughtsperson

311801 Draughtsperson

3119 Physical and Engineering Science Technicians not Elsewhere Classified

311901 Forensic Technician (Biology, Toxicology)

311902 Fire Investigator

311903 Food and Beverage Technician

311904 Manufacturing Technician

311905 Industrial Engineering Technician

311906 Nuclear Engineering Technician

311907 Petroleum Engineering Technician

312 Mining, Manufacturing and Construction Supervisors

3121 Mining Supervisors

312101 Production / Operations Supervisor (Mining)

312102 Miner

3122 Manufacturing Supervisors

312201 Production / Operations Supervisor (Manufacturing)

3123 Construction Supervisors
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<td>Power Production Plant Operators</td>
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<td>Power Generation Plant Controller</td>
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<td>Fossil Power Plant Process Technician</td>
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<td>Ship's Surveyor</td>
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<td>Fruit and Vegetable Grader / Classer</td>
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<td>Shoemaking and Related Machine Operators</td>
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OFO Code | OFO Detail
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715601 | Footwear Production Machine Operator
7157 | Laundry Machine Operators
715701 | Laundry Machine Operator
715702 | Drycleaner
715703 | Pressing Machine Operator (Laundry)
7159 | Textile, Fur and Leather Products Machine Operators not Elsewhere Classified
715901 | Textile and Footwear Manufacturing Machine Setter and Minder
716 | Food and Related Products Machine Operators
7161 | Food and Related Products Machine Operators
716101 | Fruit and Vegetable Processing Machine Operator
716102 | Distillery Process Machine Operator
716103 | Juice Extraction and Blending Process Machine Operator
716104 | Dairy Products Machine Operator
716105 | Bakery and Confectionary Products Machine Operator
716106 | Sugar Processing Machine Operator
716107 | Coffee and Tea Processing Machine Operator
716108 | Seed Processing Machine Operator
716109 | Milling Process Machine Operator
716110 | Tobacco Product Processing Machine Operator
716111 | Meat Processing Machine Operator
716112 | Seafood Processing Machine Operator
717 | Wood Processing and Papermaking Plant Operators
7171 | Pulp and Papermaking Plant Operators
717101 | Wood and Paper Manufacturing Machine Setter and Minder
717102 | Paper and Pulp Mill Operator
7172 | Wood Processing Plant Operators
717201 | Wood Processing Machine Operator
718 | Other Stationary Plant and Machine Operators
7181 | Glass and Ceramics Plant Operators
718101 | Clay Production Machine Operator
718102 | Glass Production Machine Operator
7182 | Steam Engine and Boiler Operators
718201 | Boiler or Engine Operator
7183 | Packing, Bottling and Labelling Machine Operators
718301 | Labelling Machine Operator
718302 | Packing Machine Operator
718303 | Filling Line Operator
718304 | Packaging Manufacturing Machine Setter and Minder

This Unit Group Includes Stationary Plant and Machine Operators Not Classified Elsewhere In Sub-Major Group 711. For Instance The Group Includes Operators of Machines Which Make

7189 | Silicon Chips and Splice Cables and Ropes.
718901 | Silicon Chip Production Machine Operator
718902 | Cable and Rope Splicing Machine Operator
718903 | Cable Manufacturing Machine Setter and Minder
718904 | Integrated Manufacturing Line Machine Setter and Minder
718905 | Engineering Production Systems Worker
718906 | Bulk Materials Handling Plant Operator
718907 | Weighbridge Operator
718908 | Car Compactor Operator
718909 | Lighthouse Keeper
718910 | Lock Master (Water Transport)
718911 | Snow Maker
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td>718912</td>
<td>Wash Plant Operator</td>
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<td>Motion Picture Projectionist</td>
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<td>Sand Blaster</td>
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<td>Venetian Blind Machine Operator</td>
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<tr>
<td>721101</td>
<td>Fitter (General)</td>
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<tr>
<td>721102</td>
<td>Machine Fitter</td>
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<td>721103</td>
<td>Carriage and Wagon Fitter</td>
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<tr>
<td>721104</td>
<td>Marine Fitter</td>
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<td>721105</td>
<td>Scale Fitter</td>
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<td>731202</td>
<td>Train Controller</td>
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<td>Car, Van and Motorcycle Drivers</td>
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<td>Chauffeur</td>
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<td>Bus and Tram Drivers</td>
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<td>Bus Driver</td>
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<td>Charter and Tour Bus Driver</td>
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<td>Heavy Truck and Lorry Drivers</td>
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<td>Road Roller Operator</td>
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<td>Dump Truck Operator (Off-road)</td>
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<tr>
<td>734</td>
<td>Mobile Plant Operators</td>
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<td>7341</td>
<td>Mobile Farm and Forestry Plant Operators</td>
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<td>Agricultural Mobile Plant Operator</td>
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<td>734102</td>
<td>Logging Plant Operator</td>
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<td>7342</td>
<td>Earthmoving and Related Plant Operators</td>
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<td>Earthmoving Plant Operator (General)</td>
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<td>Bulldozer Operator</td>
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<td>Excavator Operator</td>
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<td>Grader Operator</td>
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<td>734206</td>
<td>Loader Operator</td>
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<td>Mulcher Operator</td>
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<tr>
<td>734208</td>
<td>Tunnelling Machine Operator</td>
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<tr>
<td>734209</td>
<td>Mobile Explosives Manufacturing Unit (MEMU) Operator</td>
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<tr>
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<td>Scraper Operator</td>
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<tr>
<td>734211</td>
<td>Dragline Operator</td>
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<tr>
<td>7343</td>
<td>Crane, Hoist and Related Plant Operators</td>
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<tr>
<td>734301</td>
<td>Crane or Hoist Operator</td>
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<tr>
<td>734302</td>
<td>Cable Ferry Operator</td>
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<td>734303</td>
<td>Dredge Operator</td>
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<td>Lifting Truck Operators</td>
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<td>Forklift Driver</td>
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<td>734403</td>
<td>Straddle Carrier Operator</td>
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<tr>
<td>735</td>
<td>Ships' Deck Crews and Related Workers</td>
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<tr>
<td>7351</td>
<td>Ships' Deck Crews and Related Workers</td>
</tr>
<tr>
<td>735101</td>
<td>Deck Hand</td>
</tr>
</tbody>
</table>

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8 ELEMENTARY OCCUPATIONS

81 Cleaners and Helpers

811 Domestic, Hotel and Office Cleaners and Helpers

8111 Domestic Cleaners and Helpers

811101 Domestic Cleaner

8112 Cleaners and Helpers In Offices, Hotels and Other Establishments

811201 Commercial Cleaner

811202 Healthcare Cleaner

811203 Tea Attendant

811204 Caretaker / cleaner

812 Vehicle, Window, Laundry and Other Hand Cleaning Workers

8121 Hand Launderers and Pressers

812101 Laundry Worker (General)

812103 Ironer or Presser

812104 Carpet Cleaner

8122 Vehicle Cleaners

812201 Vehicle Detailer (Valet Servicer)

8123 Window Cleaners

812301 Window Cleaner

8129 Other Cleaning Workers

812901 Septic Tank Cleaner

812902 Swimming Pool Cleaner

812903 Washroom Attendant

812904 Sterilisation Technician

82 Agricultural, Forestry and Fishery Labourers
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td>821</td>
<td>Agricultural, Forestry and Fishery Labourers</td>
</tr>
<tr>
<td>8211</td>
<td>Crop Farm Labourers</td>
</tr>
<tr>
<td>821101</td>
<td>Crop Production Farm Worker / Assistant</td>
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<tr>
<td>821102</td>
<td>Irrigationist</td>
</tr>
<tr>
<td>821103</td>
<td>Scout</td>
</tr>
<tr>
<td>821104</td>
<td>Harvester / Picker</td>
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<td>821105</td>
<td>Pruner</td>
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<td>8212</td>
<td>Livestock Farm Labourers</td>
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<td>821201</td>
<td>Livestock Farm Worker / Assistant</td>
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<tr>
<td>821202</td>
<td>Insect Farm Worker / Assistant</td>
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<td>821203</td>
<td>Game Farm Worker / Assistant</td>
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<tr>
<td>821204</td>
<td>Poultry, Ratites or Avian Farm Worker / Assistant</td>
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<td>Wool Handler</td>
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<tr>
<td>8213</td>
<td>Mixed Crop and Livestock Farm Labourers</td>
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<td>8214</td>
<td>Garden and Horticultural Labourers</td>
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<td>Fishery and Aquaculture Labourers</td>
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<td>Aquaculture Farm Worker / Assistant</td>
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<td>83</td>
<td>Labourers In Mining, Construction, Manufacturing and Transport</td>
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<td>Mining and Quarrying Labourers</td>
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<td>Drainage, Sewerage and Storm Water Worker</td>
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<td>Earthmoving Worker</td>
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<td>Cement and Concrete Plant Worker</td>
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<td>831306</td>
<td>Paving and Surfacing Worker</td>
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<td>Railway Track Worker</td>
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<td>Packer (Non Perishable Products)</td>
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<td>Meat Packer</td>
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<td>833</td>
<td>Transport and Storage Labourers</td>
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<td>Hand and Pedal Vehicle Drivers</td>
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<td>Drivers of Animal-Drawn Vehicles and Machinery</td>
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<td>Freight Handlers</td>
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<td>Waterside Worker</td>
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<td>Food Preparation Assistants</td>
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<td>Street and Related Sales and Service Workers</td>
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<td>Street and Related Service Workers</td>
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<td>Car Park Attendant</td>
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<td>851102</td>
<td>Leaflet or Newspaper Deliverer</td>
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<td>Street Vendors (Excluding Food)</td>
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<td>Meter Reader</td>
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<td>862902</td>
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<td>Plastics, Composites and Rubber Factory Worker</td>
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<td>Timber and Wood Process Worker</td>
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<td>Food and Beverage Factory Worker</td>
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<td>Footwear and Leather Factory Worker</td>
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<td>Glass Processing Worker</td>
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<tr>
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<td>Chemical Plant Worker</td>
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</table>
OFO Code | OFO Detail
--- | ---
862909 | Clay Processing Factory Worker
862910 | Fabric and Textile Factory Worker
862911 | Food Trade Assistant
862912 | Component Fitter
862913 | Event Assistant
862914 | Sheltered Workshop Worker
862915 | Chemical Mixer
862916 | Farm Maintenance Worker
862917 | Crossing Supervisor
862918 | Electrical or Telecommunications Trades Assistant
862919 | Mechanic's Assistant
862920 | Railways Assistant
862921 | Sign Erector
862922 | Electronics and Telecommunications Trades Assistant
862923 | Trolley Collector
862924 | Stage or Studio Hand
862925 | Caddie
862926 | Ticket Collector

**DETAILED BREAKDOWN**

**1 MANAGERS**

Managers plan, direct, coordinate and evaluate the overall activities of enterprises, governments and other organizations, or of organizational units within them, and formulate and review their policies, laws, rules and regulations.

Tasks include:

- Authorising material, human and financial resources to implement policies and programs
- Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control
- Ensuring compliance with health and safety requirements, planning and directing daily operations
- Establishing objectives and standards and formulating and evaluating programs and policies and procedures for their implementation
- Formulating and advising on the policy, budgets, laws and regulations of enterprises, governments and other organizational units
- Monitoring and evaluating performance of the organization or enterprise and of its staff, selecting, or approving the selection of staff
- Representing and negotiating on behalf of the government, enterprise or organizational unit managed in meetings and other forums

**11 Chief Executives, Senior Officials and Legislators**

Chief executives, senior officials and legislators formulate and review the policies and plan, direct coordinate and evaluate the overall activities of enterprises, governments and other organizations with the support of other managers.

Tasks include:

- Authorising material, human and financial resources to implement policies and programs
- Electing, or approving the selection of senior staff
Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control
Establishing objectives for enterprises, government departments or agencies and other organizations
Formulating and advising on the policy budgets, laws and regulations of enterprises, governments and other organizations
Formulating or approving and evaluating programs and policies and procedures for their implementation
Monitoring and evaluating performance of the organization or enterprise
Performing ceremonial duties and representing the enterprise, government, organization or community at official occasions and in meetings, negotiations, conventions and public hearings.
Presiding over or participating in the proceedings of legislative bodies, boards of directors and committees

Legislators and senior officials determine, formulate, advise on and direct the implementation of policies of national, state, regional or local governments or communities, and of special interest organizations. They make, ratify, amend or repeal laws, public rules and regulations and plan, organize, direct, control and evaluate the overall activities of government departments and agencies, traditional communities and special interest organizations.

Tasks include:
Allocating the use of communal land and other resources
Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control
Establishing objectives for organizations and formulating or approving and evaluating programs and policies and procedures for their implementation
Formulating and advising on government policy, budgets, laws and regulations
Investigating matters of concern to the public and promoting the interests of constituents
Performing ceremonial duties and representing the government, organization or community at official occasions and in meetings, negotiations, conventions and public hearings.
Presiding over or participating in the proceedings of legislative bodies and administrative councils of governments, legislative assemblies, local communities and special interest organizations

Legislators determine, formulate, and direct policies of national, state, regional or local governments and international governmental agencies, and make, ratify, amend or repeal laws, public rules and regulations. They include elected and non-elected members of parliaments, councils and governments.

Tasks include:
As members of the government, directing senior administrators and officials of government departments and agencies in the interpretation and implementation of government policies. Attending community functions and meetings to provide service to the community, understand public opinion and provide information on government plans
Determining, formulating, and directing policies of national, state, regional or local governments
Investigating matters of concern to the public and promoting the interests of the constituencies which they represent

Making, ratifying, amending or repealing laws, public rules and regulations within a statutory or constitutional framework

Negotiating with other legislators and representatives of interest groups in order to reconcile differing interests, and to create policies and agreements

Presiding over or participating in the proceedings of legislative bodies and administrative councils of national, state, regional or local governments or legislative assemblies

Serving on government administrative boards or official committees

111101 Local or Provincial Government Legislator

Represents the interests of people in a constituency as their elected member of a government authority.

Alternative Titles and Specialisations:
Community Board Member
Councillor
Mayor
Member of Executive Council (MEC)
Member of Mayoral Committee
Member of The Council of Provinces
Premier
Speaker (Local or Provincial Government)
Ward Committee Member

111102 Member of Parliament / Parliamentarian

Represents the interests of people in a constituency as their elected member to national government.

Alternative Titles and Specialisations:
Cabinet Minister
Chief Whip
Deputy President
Government Minister
Member of Cabinet
President
Speaker (Parliament)
State Secretary

1112 Senior Government Officials

Senior government officials advise governments on policy matters, oversee the interpretation and implementation of government policies and legislation by government departments and agencies, represent their country abroad and act on its behalf, or carry out similar tasks in intergovernmental organizations. They plan, organize, direct, control and evaluate the overall activities of municipal or local, regional and national government departments, boards, agencies or commissions in accordance with legislation and policies established by government and legislative bodies.

Tasks include:
Advising national, state, regional or local governments and legislators on policy matters
Advising on the preparation of government budgets, laws and regulations, including amendments
Co-ordinating activities with other senior government managers and officials
Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control
Establishing objectives for government departments or agencies in accordance with government legislation and policy

Formulating or approving and evaluating programs and procedures for the implementation of government policies in conjunction or consultation with government:

Making presentations to legislative and other government committees regarding policies programs or budgets

Overseeing the interpretation and implementation of government policies and legislation by government departments and agencies.

Recommending, reviewing, evaluating and approving documents, briefs and reports submitted by middle managers and senior staff members

111201 Defence Force Senior Officer
Plans, organises, directs, controls and reviews the day-to-day operations and major functions of organisational units of the south african national defence force through subordinate officers.

111202 General Manager Public Service
Plans, organises, directs, controls and reviews the day-to-day operations and major functions within a division of the public service.

Alternative Titles and Specialisations:
Labour Inspectorate Manager

111203 Local Authority Manager
Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of local government policies and legislation.

Alternative Titles and Specialisations:
City Administrator
City Treasurer
General Manager Local Authority
Municipal Manager
Town Clerk

111204 Senior Government Official
Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.

Alternative Titles and Specialisations:
Administrative Attache
Attache
Chief Electoral Officer
Chief of Staff
Chief Operating Officer (Government Department)
Commissioner
Consular Officer
Plenipotentiary
Registrar (Including Legal / Court etc. But Excluding Tertiary Institutions)
Secretary (Government Department)
Spokesperson
Trade Commissioner Attache

111205 Senior Police Officer
Plans, organises, directs, controls and reviews the day-to-day operations and major functions of organisational units of the south african police and metro police services through subordinate officers.

Alternative Titles and Specialisations:
Senior Metro Police Officer

111206 Ombudsperson
<table>
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<th>OFO Code</th>
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<tr>
<td>111207</td>
<td><strong>Senior Government Manager</strong>&lt;br&gt;Manages a department, providing direct support to the minister, through strategic leadership and within a designed strategic planning framework, whilst ensuring an integration of governance throughout the department. Alternative Titles and Specialisations: Ambassador&lt;br&gt;Consul General&lt;br&gt;Diplomat&lt;br&gt;Head of Department&lt;br&gt;Head of Mission&lt;br&gt;High Commissioner&lt;br&gt;Superintendent-General</td>
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<tr>
<td>1113</td>
<td><strong>Traditional Chiefs and Heads of Villages</strong>&lt;br&gt;Traditional chiefs and heads of villages perform a variety of legislative, administrative and ceremonial tasks and duties, determined by ancient traditions, as well as by the division of rights and responsibilities between village chiefs and the local, regional and national authorities. Tasks include: Allocating the use of communal land and other resources among households in the community or village&lt;br&gt;Collecting and distributing surplus production of the community or village&lt;br&gt;Disciplining members of the community or village for violation of rules and customs&lt;br&gt;Informing the community or village about government rules and regulations.&lt;br&gt;Performing ceremonial duties in connection with births, marriages, deaths, harvests and other important occasions&lt;br&gt;Representing the community or village on local or regional councils&lt;br&gt;Settling disputes between members of the community or village</td>
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<tr>
<td>111301</td>
<td><strong>Traditional Leader</strong>&lt;br&gt;Performs a variety of legislative, administrative and ceremonial tasks and duties, as determined by the community or village. Alternative Titles and Specialisations: Head of Village&lt;br&gt;Member of Traditional Council</td>
</tr>
<tr>
<td>1114</td>
<td><strong>Senior Officials of Special-Interest Organisations</strong>&lt;br&gt;Senior officials of special-interest organizations determine, formulate and direct the implementation of policies of special-interest organizations, such as political-party organizations, trade unions, employers' organizations, trade and industry associations, humanitarian or charity organizations, or sports associations, and represent their organizations and act on their behalf. Tasks include: Determining and formulating the policies, rules and regulations of the organization&lt;br&gt;Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control&lt;br&gt;Monitoring and evaluating performance of the organization or enterprise against established objectives and policies&lt;br&gt;Negotiating on behalf of the organization, its members and relevant special-interest groups</td>
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OFO Code | OFO Detail
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Planning, directing and coordinating the general functioning of the organization
Planning, organising and directing sections charged with implementing the organization's policies, programmes, rules and regulations
Promoting the interests of the organization, its members and relevant special-interest groups before the legislature, government or general public
Representing the organization at official occasions and board meetings, in negotiations, at conventions, public hearings and forums.
Reviewing the operations and results of the organization and reporting to boards of directors and governing bodies, the organization's membership and funding agencies

111401 | Elected Official
Oversees the implementation of policies, rules and regulations of an organisation, directs its application and represent the organisation or act on its behalf.
Alternative Titles and Specialisations:
Elected Full Time Party Official
General Secretary (Trade Union)
President Trade Union

111402 | Trade Union Representative
Determines, formulates and direct the implementation of policies of trade unions, and represent their organization and act on its behalf.
Alternative Titles and Specialisations:
Trade Union Official
Shop Steward
Union Organiser

112 | Managing Directors and Chief Executives
Managing directors and chief executives formulate and review the policies and plan, direct, coordinate and evaluate the overall activities of enterprises or organizations (except special interest organizations and government departments) with the support of other managers, usually within guidelines established by a board of directors or a governing body to whom they are answerable for the operations undertaken and results.
Tasks include:
Authorising material, human and financial resources to implement organizational policies and programs
Consulting with senior subordinate staff and reviewing recommendations and reports
Determining objectives, strategies, policies and programs for the enterprise or organization
Ensuring the organization complies with relevant legislation and regulations
Monitoring and evaluating performance of the organization or enterprise against established objectives and policies
Planning, directing and coordinating the general functioning of an enterprise or organization
Providing overall direction and management to organizations
Reviewing the operations and results of the enterprise, or organization and reporting to boards of directors and governing bodies
Selecting, or approving the selection of senior staff

1121 | Managing Directors and Chief Executives
Managing directors and chief executives formulate and review the policies and plan, direct coordinate and evaluate the overall activities of enterprises or organizations (except special interest organizations and government departments) with the support of other managers, usually within guidelines established by a board of directors or a governing body to whom they are answerable for the operations undertaken and results.
Tasks include:
- Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
- Authorising material, human and financial resources to implement organizational policies and programs
- Consulting with senior subordinate staff and reviewing recommendations and reports

Determining objectives, strategies, policies and programs for the enterprise or organization
Ensuring the organization complies with relevant legislation and regulations
Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
Monitoring and evaluating performance of the organization or enterprise against established objectives and policies

Planning, directing and coordinating the general functioning of an enterprise or organization
Providing overall leadership and management to the enterprise or organization
Representing the organization at official occasions and board meetings, in negotiations, at conventions, seminars, public hearings and forums
Representing the organization at official occasions, in negotiations, at conventions, seminars, public hearings and forums
Reviewing the operations and results of the enterprise, or organization, and reporting to boards of directors and governing bodies
Selecting, or approving the selection of senior staff

**112101 Director (Enterprise / Organisation)**

Determines, formulates and reviews the general policy program and the overall direction of an organisation, within the framework established by a board of directors or a similar governing body.

Alternative Titles and Specialisations:
- Alternative Director
- Chief Executive Officer (CEO)
- Company Director
- Deemed (Shadow) Director
- Executive Director
- Independent Non-Executive Director
- Managing Director
- Managing Director (Enterprise / Organisation)
- Non-Executive Director
- Senior / Lead Independant Non-Executive Director

**12 Administrative and Commercial Managers**

Administrative and commercial managers plan, organize, direct, control and coordinate the financial, administrative, human resource, policy, planning, research and development, advertising, public relations, and sales and marketing activities of enterprises and organizations, or of enterprises that provide such services to other enterprises and organizations.

Tasks include:

- Consulting with the chief executive and with managers of other departments or sections
- Controlling expenditure and ensuring the efficient use of resources
- Controlling selection, training and performance of staff
- Determining and directing sales activities, product mix, customer service standards
- Directing the development of initiatives for new products, marketing, public relations and advertising campaigns
Business Services and Administration Managers

Business services and administration managers plan, organize, direct, control and coordinate the financial, administrative, human resource, policy, planning, activities of organizations, or of enterprises that provide such services to other enterprises and organizations.

Tasks include:

- Consulting with the chief executive and with managers of other departments or sections
- Controlling expenditure and ensuring the efficient use of resources
- Controlling selection, training and performance of staff
- Ensuring compliance with relevant legislation, regulations and standards
- Establishing and directing operational and administrative procedures
- Formulating and administering policy advice, strategic and financial planning
- Implementing, monitoring and evaluating strategies and policies
- Preparing budgets and overseeing financial operations
- Providing advice to senior managers and board members on financial, administrative strategic, policy, program and legislative issues
- Representing the organization in negotiations, and at conventions, seminars, public hearings and forums.

Finance Managers

Finance managers plan, direct and coordinate the financial operations of an enterprise or organization, in consultation with senior managers and with managers of other departments or sections.

Tasks include:

- Assessing the financial situation of the enterprise or organization, preparing budgets and overseeing financial operations
- Consulting with the chief executive and with managers of other departments or sections
- Establishing and directing operational and administrative procedures
- Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
- Overseeing the selection, training and performance of staff
- Planning and directing daily operations
- Planning, directing and coordinating the financial operations of an enterprise or organization
- Representing the enterprise or organization in dealings with outside bodies.

Finance Manager

Plans, organises, directs, controls and coordinates the financial and accounting activities within an organisation.

Alternative Titles and Specialisations:
- Account Systems Manager
- Budgeting Manager
- Chief Accountant
OFO Code | OFO Detail
--- | ---
Chief Financial Officer (CFO) | Finance Director
Financial Administration Manager | Financial Administrator
Financial Controller | Foreign Exchange Manager
Internal Revenue Controller | Municipal Finance Manager
Revenue Assessment Manager

121102 Payroll Manager
Manages the payroll budget and directs the activities of payroll staff, monitors the payroll processing objectives including audits and legislative compliance.
Alternative Titles and Specialisations: Remuneration Manager

121103 Credit Manager
Plans, organises, directs, controls, & coordinates the credit allocation, billing and settlement plan of clients.
Alternative Titles and Specialisations: Billing and Settlement Plan (BSP) Manager

1212 Human Resource Managers
Human resource managers, plan, direct and coordinate policies concerning the personnel, industrial relations and occupational health and safety activities of an enterprise or organization, or of enterprises that provide human resource services to other enterprises and organizations.
Tasks include:
Consulting with senior management and with managers of other departments
Ensuring compliance with standards and legislation relating to employees rights, health and safety, equal opportunity and related concerns
Establishing and directing operational and administrative procedures
Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
Overseeing safety, health and related programmes and activities
Overseeing the development and implementation of management information systems
Overseeing the selection, training and performance of staff for the entire enterprise or organization
Planning and organizing negotiations and procedures for determination of wage structures and level and for consultation with workers on conditions of employment
Planning and organizing procedures for recruitment, training, promotion, transfer and dismissal of staff,
Planning, directing and coordinating the personnel and industrial relations activities, policies and practices of an enterprise or organization
Representing the enterprise or organization in dealings with outside bodies.

121201 Personnel / Human Resource Manager
Plans, organises, directs, controls and coordinates human resource and workplace relations activities within an organisation.
Alternative Titles and Specialisations: Employee Relations Manager
Transition Manager

121202 Business Training Manager
Plans, directs, organises, controls and coordinates training policy, provides advice, training and administrative support to trainers and learners.
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<th>OFO Code</th>
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<tr>
<td>121203</td>
<td><strong>Compensation and Benefits Manager</strong>&lt;br&gt;Develops and implements organisation's compensation strategy. May be appointed as trustee of the company's retirement fund.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Benefits Manager&lt;br&gt;Corporate Benefits Controller&lt;br&gt;Employee Benefits Manager&lt;br&gt;Remuneration and Benefits Manager</td>
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<tr>
<td>121204</td>
<td><strong>Recruitment Manager</strong>&lt;br&gt;Manage, plan and evaluate recruitment services of the organisation.</td>
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<td>121205</td>
<td><strong>Employee Wellness Manager</strong>&lt;br&gt;Defines and manages a wellness strategy that is linked with and in support of department's hr strategy and coordinates the services and outputs of wellness practitioners in the execution of programmes and projects.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Employee Wellness Consultant</td>
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<td>121206</td>
<td><strong>Health and Safety Manager</strong>&lt;br&gt;Manages, reviews and evaluates work environments and oversee the design of programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Safety, Health and Environmental (SHE) Manager</td>
</tr>
<tr>
<td>1213</td>
<td><strong>Policy and Planning Managers</strong>&lt;br&gt;Policy and planning managers plan, organize, direct and coordinate policy advice and strategic planning activities within government or for non-government organizations and private sector agencies, or manage the activities of enterprises that provide policy and strategic planning services.&lt;br&gt;Tasks include:&lt;br&gt;Coordinating the implementation of policies and practices&lt;br&gt;Developing, directing, administering and participating in policy research and analysis&lt;br&gt;Developing, implementing and monitoring strategic plans, programs, policies, processes, systems and procedures to achieve goals, objectives and work standards&lt;br&gt;Establishing activity measures and measurements of accountability&lt;br&gt;Leading and managing the activities of policy development and strategic planning staff&lt;br&gt;Overseeing the selection, training and performance of staff&lt;br&gt;Planning and directing daily operations&lt;br&gt;Representing the enterprise or organization in negotiations, and at conventions, seminars, public hearings and forums</td>
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<tr>
<td>121301</td>
<td><strong>Policy and Planning Manager</strong>&lt;br&gt;Plans, develops, organises, directs, controls and coordinates policy advice and strategic planning within organisations.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Corporate Planning Manager&lt;br&gt;Planning &amp; Development Manager</td>
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</table>
This unit group covers business services and administration managers not classified elsewhere in minor group 121, business services and administration managers. For instance, the group includes occupations such as facilities manager, cleaning services manager, administrative services manager.

Tasks include:
- Analyzing complex resource management issues and initiatives that affect the organization, and preparing associated reports, correspondence and submissions
- Developing and implementing administrative and procedural statements and guidelines for use by staff in the organization
- Developing and managing the organization's administrative and physical resources
- Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
- Leading, managing and developing administrative staff to ensure smooth business operations and the provision of accurate and timely information
- Overseeing the selection, training and performance of staff.
- Planning and directing daily operations
- Providing administrative, strategic planning and operational support, research and advice to senior management on matters such as the management of building facilities and administrative services
- Providing information and support for the preparation of financial reports and budgets
- Representing the enterprise or organization in negotiations, and at conventions, seminars, public hearings and forums

121901 **Corporate General Manager**
Plans, organises, directs, controls and reviews the day-to-day operations and major functions of a commercial, industrial or other organisation (excluding government or local government) through departmental managers and subordinate executives.
Alternative Titles and Specialisations:
Business Operations Manager

121902 **Corporate Services Manager**
Plans, organises, directs, controls and coordinates the overall administration of an organisation.
Alternative Titles and Specialisations:
Administrative Services Manager
Business Services Manager

121903 **Resources Manager**
Plans, organises, directs, controls and coordinates complex operational resources such as materials, energy and technical services that will affect the organisation.

121904 **Contract Manager**
Plans, organises, directs, controls and coordinates the contractual arrangements related to the implementation of programmes and projects.

121905 **Programme or Project Manager**
Plans, organises, directs, controls and coordinates special programmes or projects.
Alternative Titles and Specialisations:
Project Director

121906 **Franchise Manager**
Maintains relationship with and support franchise partners.

121907 **Labour Recruitment Manager**
Manages people and resources to ensure compliance and operational delivery of recruitment services.

**121908 Quality Systems Manager**

Plans, organises, directs, controls and coordinates the deployment of quality systems and certification processes within an organisation.

Alternative Titles and Specialisations:
- Agriculture & Forestry Quality Controller
- Etqa Manager
- Management System Auditor
- Quality Assurance / Systems Auditor
- Quality Auditor
- Quality Certification Manager
- Quality Control Manager
- Quality Manager
- Quality Systems Coordinator

**122 Sales, Marketing and Development Managers**

Sales, marketing and development managers plan, organize, direct, control and coordinate the advertising, public relations, research and development, and sales and marketing activities of enterprises and organizations, or of enterprises that provide such services to other enterprises and organizations.

Tasks include:
- Determining and directing sales activities, product mix, customer service standards and merchandising methods and distribution policy
- Directing the development of initiatives for new products or scientific research
- Establishing and managing budgets and controlling expenditure to ensure the efficient use of resources
- Formulating and implementing policies and plans for advertising, public relations, product development, sales and marketing in consultation with other managers
- Marketing, public relations and advertising campaigns
- Overseeing the selection, training and performance of staff
- Representing the enterprise or organization at conventions, trade exhibitions and other forums.
- Setting prices and credit arrangements

**1221 Sales and Marketing Managers**

Sales and marketing managers plan, direct and coordinate the sales and marketing activities of an enterprise or organization, or of enterprises that provide sales and marketing services to other enterprises and organizations.

Tasks include:
- Determining price lists, discount and delivery terms, sales promotion budgets, sales methods, special incentives and campaigns
- Establishing and directing operational and administrative procedures related to sales and marketing activities
- Establishing and managing budgets and controlling expenditure to ensure the efficient use of resources
- Leading and managing the activities of sales and marketing staff
- Overseeing the selection, training and performance of staff
- Planning and directing daily operations
- Planning and organizing special sales and marketing programmes based on sales records and market assessments
- Representing the enterprise or organization at sales and marketing conventions, trade exhibitions and other forums.

**122101 Sales and Marketing Manager**
OFO Code  OFO Detail
Plans, organises, directs, controls and coordinates the sales and marketing activities of an organisation.
Alternative Titles and Specialisations:
Business Development Manager
Business Support Manager
Insurance Sales and Marketing Manager
Key Account Manager

122102  **Sales Manager**
Plans, organises, directs, controls and coordinates the sales activities of an organisation.
Alternative Titles and Specialisations:
Sales Executive

122103  **Director of Marketing**
Plans, organises, directs, controls, analyses and coordinates the marketing strategy activities and the organisational integration thereof.
Alternative Titles and Specialisations:
Market Research Manager
Marketing Director
Marketing Manager

122104  **Interactive and Direct Marketing Strategist**
Plan, organize, direct, control and evaluate the design, development and maintenance of interactive and direct marketing strategies, this includes internet and intranet sites to manage an organization's internet presence, public relations, communications and commercial activities.
Alternative Titles and Specialisations:
Interactive Direct Marketing Compliance Officer

122105  **Customer Service Manager**
Plans, administers and reviews customer services and after-sales services and maintains sound customer relations.
Alternative Titles and Specialisations:
Client Service Manager
Client Services Advisor
Client Services Manager / Representative
Customer Care Manager / Representative
Customer Services Engineer

1222  **Advertising and Public Relations Managers**
Advertising and public relations managers plan, direct and coordinate the advertising, public relations and public information activities of enterprises and organizations or of enterprises that provide related services to other enterprises and organizations.
Tasks include:
Establishing and directing operational and administrative procedures
Establishing and managing budgets and controlling expenditure and ensuring the efficient use of resources
Leading and managing the activities of advertising and public relations staff
Negotiating advertising contracts with clients or with newspapers, radio and television stations, sports and cultural organizations and advertising agencies
Overseeing the selection, training and performance of staff
Planning and directing daily operations
Planning and managing information programmes to inform legislators, the mass media and the general public about the plans, accomplishments and points of view of the enterprise or organization
**OFO Code**  
**OFO Detail**
Planning, directing and coordinating the advertising and public relations activities of an enterprise or organization

**122201 Advertising and Public Relations Manager**
Plans, organises, directs, controls and coordinates the advertising and public relations activities of an organisation.

Alternative Titles and Specialisations:
Advertising Manager  
Chief Communications Manager / Officer  
Corporate Relations Manager  
Media & Communications Manager  
Media Advisor / Manager  
Public Relations Manager  
Relationship Manager

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**1223 Research and Development Managers**
Research and development managers plan, direct and coordinate the research and development activities of an enterprise or organization or of enterprises that provide related services to other enterprises and organizations.

Tasks include:
Establishing and directing operational and administrative procedures
Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
Leading and managing the activities of research and development staff
Overseeing the selection, training and performance of staff
Planning and directing daily operations
Planning the overall research and development programme of an enterprise or organization, specifying goals and budgetary requirements
Planning, directing and coordinating research and development activities, in-house or commissioned from external research organizations, to develop new or improved technical processes, products, knowledge, or utilization of materials
Representing the enterprise or organization at conventions, seminars and conferences.

**122301 Research and Development Manager**
Plans, organises, directs, controls and coordinate research and development activities within organisations.

Alternative Titles and Specialisations:
Product Development Manager  
Research Manager  
Research Director

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**13 Production and specialised Services Managers**
Production and specialised services managers plan direct and coordinate the production of the goods and the provision of the specialised professional and technical services provided by an enterprise or organization. They are responsible for manufacturing, mining, construction, logistics, information and communications technology operations, for large scale agricultural, forestry and fisheries operations, and for the provision of health, education, social welfare, banking, insurance and other professional and technical services.

Tasks include:
Overseeing the selection, training and performance of staff,
Preparing, or arranging for the preparation of, reports, budgets and forecasts
Assuring quality of the goods produced and services provided
Controlling the operation of plant and of procedures
Coordinating the implementation of health and safety requirements
Establishing and managing budgets, monitoring costs, and adjusting activities, procedures and resources to minimize costs
Overseeing the acquisition and installation of new plant and equipment
Planning and directing daily operations
Planning details of activities in terms of output, services provided, quality, quantity, cost, timeliness and labour requirements
Preparing tenders and contract bids
Setting standards and objectives

Production Managers In Agriculture, Forestry and Fisheries

Production managers in agriculture, forestry and fisheries plan, direct, and coordinate production in large scale agricultural, horticultural, forestry aquaculture and fishery operations such as plantations, large ranches, collective farms and co-operatives to grow and harvest crops, breed and raise livestock, fish and shellfish and to catch and harvest fish and other forms of aquatic life.

Tasks include:
Conferring with buyers to arrange for the sale of crops, catch and stock
Contracting with farmers, skippers or independent owners for production of produce and management of production
Establishing and managing budgets, monitoring production output and costs, recording information such as farm and fisheries management practices, and preparing financial and operational reports
Identifying and controlling environmental toxins, weeds, pests and diseases
Monitoring market activity and planning production to meet contract requirements and market demand

Organizing operations such as maintaining buildings, water supply systems and equipment
Overseeing the selection, training and performance of workers and contractors.
Planning the type, intensity and sequence of operations
Purchasing machinery, equipment, and supplies

Agricultural and forestry production managers plan, direct, and coordinate production in large scale agricultural, horticultural and forestry operations such as plantations, large ranches, collective farms and agricultural co-operatives to grow and harvest crops, and breed and raise livestock.

Tasks include:
Analysing soil to determine types and quantities of fertilizer required for maximum production
Conferring with buyers to arrange for the sale of crops and livestock
Contracting with farmers or independent owners for production of crops and livestock, or for management of production
Directing and coordinating activities such as planting, irrigation, chemical application, harvesting, and grading
Establishing and managing budgets, monitoring production output and costs, recording information such as farm management practices, and preparing financial and operational reports
Identifying and controlling agricultural and forest environmental toxins, weeds, pests and diseases
Inspecting plantations and fields to determine maturity dates of crops, or to estimate potential crop damage from weather
Monitoring agricultural and forestry market activity and planning production to meet contract requirements and market demand
OFO Code OFO Detail
Organizing farming operations such as maintaining buildings, water supply systems and equipment
Overseeing the selection, training and performance of agricultural and forestry workers and contractors.
Planning the type, intensity and sequence of farm operations (e.g. Determining the best times for planting, spraying and harvesting)

Purchasing machinery, equipment, and supplies such as tractors, seed, fertilizer, and chemicals

131101 Agricultural Farm Manager

Plans, directs, and coordinates production in large scale agricultural and horticultural operations such as collective farms and agricultural co-operatives to grow and harvest crops.

Alternative Titles and Specialisations:
Agronomy Farm Manager
Ornamental Horticultural Farm Manager
Arboricultural Farm Manager
Horticultural Farm Manager
Field Vegetable Farm Manager
Mixed Crop Farm Manager
Livestock Farm Manager
Mixed Crop and Livestock Farm Manager

131102 Production / Operations Manager (Forestry)

Plans, organises, directs and controls the production activities of a forestry operation including physical and human resources.

Alternative Titles and Specialisations:
Forest Logistics Manager
Forest Manager
Harvest Manager (Forestry)
Plantations Manager
Timber Productions Manager

131103 Production / Operations Supervisor (Forestry)

Plans, organises, controls, leads, coordinates and reviews forestry activities of an organisation including physical and human resources.

131104 Operations Manager (Non Manufacturing)

Plans, organises, directs, controls and coordinates the operations activities of a non-manufacturing organisation including physical and human resources.

Alternative Titles and Specialisations:
Abattoir Manager
Abattoir Veterinarian
Feedlot Manager
Field Production Manager (Seed)
Fresh Produce Packhouse Manager
Seed Processing Plant Manager

131105 Operations Foreman (Non Manufacturing)

Plans, organises, controls, leads, coordinates and reviews the operations activities of a non-manufacturing organisation including physical and human resources.

Alternative Titles and Specialisations:
Abattoir Foreman
Feedlot Foreman
Fresh Produce Packhouse Foreman
Seed Processing Plant Foreman

1312 Aquaculture and Fisheries Production Managers
OFO Code | OFO Detail
---|---
Aquaculture and fisheries production managers plan, direct, and coordinate production in large scale aquaculture and fishery operations to catch and harvest fish and shellfish, and to grow fish shellfish or other forms of aquatic life, as cash crops or for release into freshwater or saltwater.
Tasks include:
Conducting and organizing aquaculture or fishery stock examinations in order to identify diseases or parasites
Conferring with buyers to arrange for the sale of produce and catches
Contracting with fishing skippers or owners of vessels and aquaculture farms for fishing and aquaculture operations, or for management of production
Coordinating the selection and maintenance of brood stock
Devising and coordinating activities to improve fish hatching and growth rates, and to prevent disease in hatcheries
Directing and monitoring the transfer of mature fish to lakes, ponds, streams, or commercial tanks
Directing and monitoring trapping and spawning of fish, egg incubation, and fry rearing, applying knowledge of management and fish culturing techniques
Establishing and managing budgets, monitoring production output and costs, recording information such as fisheries management practices, and preparing financial and operational reports
Monitoring aquaculture and fishery market activity and planning production and fishing activities to meet contract requirements and market demand
Monitoring environments to maintain or improve conditions for aquatic life
Organizing operations such as maintenance of ships, boats and equipment
Overseeing the selection, training and performance of aquaculture or fishery workers and contractors.

**131201 Aquaculture Farm Manager**
Plans, directs and controls farming operations to breed and raise fresh water fish and other aquatic stock.
Alternative Titles and Specialisations:
Fresh Water Aquaculture Farm Manager
Mariculture Farmer / Farm Manager

**132 Manufacturing, Mining, Construction, and Distribution Managers**
Manufacturing, mining, construction, and distribution managers plan, organize, and coordinate the manufacturing, mineral extraction, construction, supply, storage and transportation operations.
Tasks include:
Establishing and managing budgets, monitoring production output and costs, and adjusting processes and resources to minimize costs
Controlling the operation of plant and quality procedures through planning of maintenance, designation of operating hours and supply of equipment
Controlling the preparation of production records and reports
Coordinating the implementation of health and safety requirements
Overseeing the acquisition and installation of new plant and equipment
Overseeing the selection, training and performance of staff.
Planning and directing daily operations
Planning details of activities in terms of output quality and quantity, cost, timeliness and labour requirements
Preparing tenders and contract bids

**1321 Manufacturing Managers**
OFO Code | OFO Detail
---|---
Manufacturing managers plan, direct, and coordinate manufacturing production activities of large enterprises or as the manager of a small manufacturing company.
Tasks include:
- Consulting with and informing other managers about production matters
- Controlling the operation of production plant and quality procedures through planning of maintenance, designation of operating hours and supply of parts and tools
- Controlling the preparation of production records and reports
- Coordinating the implementation of occupational health and safety requirements
- Determining, implementing and monitoring production strategies, policies and plans
- Establishing and managing budgets, monitoring production output and costs, and adjusting processes and resources to minimize costs
- Identifying business opportunities and determining products to be manufactured
- Overseeing the acquisition and installation of new plant and equipment
- Overseeing the provision of quotes for the manufacture of specialised goods and establishing contracts with customers and suppliers
- Overseeing the selection, training and performance of staff.
- Planning details of production activities in terms of output quality and quantity, cost, time available and labour requirements
- Researching and implementing regulatory and statutory requirements affecting manufacturing operations and the environment

132101 | Manufacturer
Plans, organises, directs, controls and coordinates the operations of a small manufacturing establishment.
Alternative Titles and Specialisations:
Factory Manager

132102 | Production / Operations Manager (Manufacturing)
Plans, organises, directs and controls the manufacturing activities of an organisation including physical and human resources.
Alternative Titles and Specialisations:
Distillery Manager
Mill Manager
Operations Manager (Production)
Plant Manager (Manufacturing)
Processing Manager
Processing Unit Manager
Works / Workshop Manager (Manufacturing)
Plant Superintendent

132104 | Engineering Manager
Plans, organises, directs, controls and coordinates the design and construction of engineering and process plants.
Alternative Titles and Specialisations:
Engineering Maintenance Manager
Engineering Manager (Mining)
Bankable Feasibility Study Manager

132105 | Maintenance Planner
Develops maintenance planning strategies, and schedules, coordinates and monitors the maintenance of all plant equipment.
Alternative Titles and Specialisations:
Engineering Planner
Maintenance Scheduler
Marine Maintenance Planner
Mine Equipment Planner / Co-Ordinator
Mining managers plan, direct, and coordinate the production activities of mining, quarrying and oil and gas extraction operations.

Tasks include:
- Conferring with other managers to set production quotas, plan extraction sites and develop policies for the removal of raw materials
- Controlling the operation of plant and quality procedures through planning of maintenance, designation of operating hours and supply of equipment
- Controlling the preparation of production records and reports
- Coordinating the implementation of health and safety requirements
- Establishing and managing budgets, monitoring production output and costs, and adjusting processes and resources to minimize costs
- Evaluating efficiency of production sites to determine adequacy of personnel, equipment and technologies used, and make changes to work schedule or equipment when necessary
- Overseeing the acquisition and installation of new plant and equipment
- Overseeing the selection, training and performance of staff.
- Planning details of production activities in terms of output quality and quantity, cost, time available and labour requirements
- Researching and implementing regulatory and statutory requirements affecting mineral extraction operations and the environment

**132201 Production / Operations Manager (Mining)**

Plans, organises, directs and controls the production activities of a mining operation including physical and human resources.

Alternative Titles and Specialisations:
- Factory Manager (Mining)
- Mine Deputy
- Mine Manager
- Quarry Manager

**132202 Mineral Resources Manager**

Plans, organises, directs, controls and coordinates complex operational resources to establish optimal, economically viable and safe strategies and objectives to extract mineral resources from the earth, utilising appropriate engineering designs, mining and metallurgical processes, equipment and schedules that will accomplish these objectives and lead to the safe and productive recovery of mineral reserves and final product, in line with customer requirements.

Alternative Titles and Specialisations:
- Chief Geologist (Mining)
- Mine Planner / Analyst
- Chief Surveyor (Mining)
- Geology Manager (Mining)
- Medium Term Mine Planner
- Mine Planning Manager
- Mining Exploration Manager
- Planning Manager (Mining)

**132203 Rock Engineering Manager**

Plans, organises, directs and coordinates the rock engineering and related functions, including support, extraction sequences and infrastructure to ensure safe and optimal extraction of ore reserves on a mine.
Construction managers plan, direct and coordinate the construction of civil engineering projects, buildings and dwellings.

Tasks include:
- Arranging building inspections by relevant authorities
- Arranging submission of plans to local authorities
- Building under contract, or subcontracting specialised building services
- Coordinating labour resources, and procurement and delivery of materials, plant and equipment
- Ensuring adherence to building legislation and standards of performance, quality, cost and safety
- Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
- Interpreting architectural drawings and specifications
- Negotiating with building owners, property developers and subcontractors involved in the construction process to ensure projects are completed on time and within budget
- Operating and implementing coordinated work programs for sites
- Overseeing the selection, training and performance of staff and subcontractors
- Preparing tenders and contract bids

**132301 Construction Project Manager**

Plans, organises, directs, controls and coordinates construction of civil engineering and building projects, and the physical and human resources involved in the construction process.

**Alternative Titles and Specialisations:**
- Building and Construction Manager
- Construction Manager
- Construction Project Director
- Construction Site Manager
- Property Development Manager

**132302 Project Builder**

Plans, organises, directs, controls and coordinates the construction, alteration and renovation of dwellings and other buildings, and the physical and human resources involved in building process.

**Alternative Titles and Specialisations:**
- Building Contractor
- Professional Builder
- Building Site Manager / Agent

**1324 Supply, Distribution and Related Managers**

Supply, distribution and related managers plan, direct and coordinate the supply, transportation, storage and distribution of goods.

Tasks include:
- Determining, implementing and monitoring purchasing, storage and distribution strategies, policies and plans
- Establishing and directing operational and administrative procedures
- Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
- Liaising with other departments and customers concerning requirements for outward goods and associated forwarding transportation
- Monitoring and reviewing storage and inventory systems to meet supply requirements and control stock levels
- Negotiating contracts with suppliers to meet quality, cost and delivery requirements
- Operating recording systems to track all movements of goods, and ensuring re-ordering and re-stocking at optimal times
Overseeing the recording of purchase, storage and distribution transactions
Overseeing the selection, training and performance of staff.
Planning and directing daily operations
Preparing and implementing plans to maintain required stock levels at minimum cost

**132401 Supply and Distribution Manager**
Plans, administers and reviews the supply, storage and distribution of equipment, materials and goods used and produced by an organisation, enterprise or business.

Alternative Titles and Specialisations:
- Acquisitions Manager
- Depot Manager
- Freight Forwarding Customs Clearing Manager
- Freight Manager
- Goods Clearance Manager
- Parts Manager
- Procurement Manager
- Purchase Manager
- Supply Chain Executive
- Supply Chain Manager
- Supply Lead Manager

**132402 Logistics Manager**
Plans, directs, or coordinates purchasing, warehousing, distribution, forecasting, customer service, or planning services. Manages logistics personnel and logistics systems and direct daily operations.

Alternative Titles and Specialisations:
- Dispatch Logistics Manager

**132403 Road Transport Manager**
Organises and controls the operations of an enterprise which operates a fleet of vehicles to transport goods and passengers.

Alternative Titles and Specialisations:
- Car Rental Agency Manager
- Cargo Manager
- Transport Company Manager

**132404 Warehouse Manager**
Plans, directs, and coordinates the storage and distribution operations within an organization or the activities of organizations that are engaged in storing and distributing materials and products.

Alternative Titles and Specialisations:
- Coolstore / Packhouse / Stockroom / Storeroom Manager
- Storage and Warehousing Manager

**132405 Fleet Manager**
Organises the buying, selling and maintenance of vehicles and coordinates the usage thereof.

**132406 Railway Station Manager**
Organises and controls the operations of a railway station.

Alternative Titles and Specialisations:
- Railway Station Master

**132407 Airport or Harbour Manager**
Plans, organises, directs, controls and coordinates the operations of a airport or harbour.

**132408 Grain Depot Manager**
Plans, directs and coordinates the receipt, storage and outloading of grain stored in silos.
Information and communications technology service managers plan, direct, and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems.

Tasks include:
- Assigning, reviewing, managing and leading the work of systems analysts, programmers, and other computer-related workers
- Consulting with users, management, vendors, and technicians to assess computing needs and system requirements and specifying technology to meet those needs
- Directing ICT operations, analyzing workflow, establishing priorities, developing standards and setting deadlines

- Directing the selection and installation of ICT resources and the provision of user training
- Establishing and directing operational and administrative procedures
- Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
- Evaluating the organization's technology use and needs and recommending improvements, such as hardware and software upgrades
- Formulating and directing information and communication technology (ICT) strategies, policies and plans
- Overseeing the security of ICT systems, seminars and conferences.
- Overseeing the selection, training and performance of staff
- Representing the enterprise or organization at ICT related conventions, seminars and conferences.

Chief Information Officer
Plans, organizes, directs controls and coordinates the ICT strategies, plans and operations of an organization to ensure the ICT infrastructure supports the organization's overall operations and priorities.

Alternative Titles and Specialisations:
133102 ICT Project Manager

Plans, organises, directs, controls and coordinates quality accredited ICT projects. Accountable for day-to-day operations of resourcing, scheduling, prioritisation and task coordination, and meeting project milestones, objectives and deliverables within agreed timeframes and budget.

Alternative Titles and Specialisations:
- Hardware Development Manager
- ICT / IT / Computer Marketing Executive
- ICT / IT / Computer Operations Manager
- ICT / IT / Computer Service Manager
- ICT / IT / Computer Support Manager
- ICT Project Director

133103 Data Management Manager

Plans, coordinates, and supervises all activities related to the design, development, and implementation of organizational database systems.

Alternative Titles and Specialisations:
- Data Operations Manager
- Data Processing Manager

133104 Application Development Manager

Plans, coordinates, and supervises all activities related to the design, development, and implementation of organizational information systems and software applications.

Alternative Titles and Specialisations:
- ICT Development Manager
- Technical Policy Manager
- Technical Solutions Manager

133105 Information Technology Manager

Plans, coordinates, directs, and designs IT-related activities of the organization, as well as provide administrative direction and support for daily operational activities of the IT department.

133106 Information Systems Director

Oversees the streamlined operation of the IT department and ensures it aligns with the business objectives of the organization.

133114 Mixed Livestock Farmer / Farm Manager

Plans and directs farming operations to breed a variety of livestock.

Alternative Titles and Specialisations:
- Forestry Production Foreman

134 Professional Services Managers

Professional services managers plan, direct and coordinate the provision of childcare, health, welfare, education and other professional services, and manage the branches of institutions providing financial and insurance services.

Tasks include:
- Developing and implementing programs and services to meet the needs of clients
- Directing and coordinating the allocation of resources
- Formulating policies and plans for the provision of services and operation of establishments
- Liaising with parents, boards, funding bodies, the community representatives and related agencies to discuss areas of cooperation and coordination
- Monitoring and controlling expenditure
- Overseeing the selection, development and performance of staff
Preparation, or arranging for the preparation of, reports, budgets and forecasts
Representing the organization in negotiations with other agencies, and at conventions, seminars, public hearings and forums.
Setting standards and objectives

**1341 Child Care Service Managers**

Child care service managers plan, direct, and coordinate and evaluate the provision of care for children in before-school, after-school, vacation and day care centres and services.
Tasks include:
- Developing and implementing programs to enhance the physical, social, emotional and intellectual development of young children
- Directing and supervising child carers in providing care and supervision for young children
- Establishing and monitoring budgets and determining allocation of funds for staff, supplies, materials, equipment and maintenance
- Managing physical facilities and making sure all buildings and equipment are maintained to ensure the centre is a safe area for children, staff and visitors
- Monitoring children’s progress and conferring with parents or guardians
- Overseeing and coordinating the provision care for children in before-school, after-school, day, and vacation care centres
- Preparing and maintaining records and accounts for a child care centre
- Recruiting and evaluating staff and coordinating their professional development.
- Reviewing and interpreting government codes, and developing procedures to meet codes (e.g., concerning safety and security)

**134101 Child Care Centre Manager**

Plans, organises, directs, controls and coordinates the activities of a child care centre or service.

**Alternative Titles and Specialisations:**
- Child Care Centre Director
- Child Care Coordinator
- Day Care Centre Manager
- Early Childhood Development Centre Manager
- Pre-School Principal

**1342 Health Service Managers**

Health service managers plan, direct coordinate and evaluate the provision of clinical and community health care services in hospitals, clinics, public health agencies and similar organizations.
Tasks include:
- Advising government bodies about measures to improve health and welfare services and facilities
- Controlling administrative operations such as budget planning, report preparation and expenditure on supplies, equipment and services
- Developing, implementing and monitoring procedures, policies and performance standards for medical, nursing, technical and administrative staff
- Directing or conducting recruitment, hiring and training of personnel
- Directing, supervising and evaluating the work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel
- Establishing objectives and evaluative or operational criteria for units they manage
- Liaising with other health and welfare service providers, boards and funding bodies to coordinate the provision of services
Monitoring the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services

Providing overall direction and management for the service, facility, organization or centre
Representing the organization in negotiations, and at conventions, seminars, public hearings and forums.

134201 Medical Superintendent
Plans, organises, directs, controls and coordinates medical programs and clinical services in a hospital or other health service facility; maintains standards of medical care and provides leadership to ensure an appropriately skilled medical workforce and contributes to health service planning.
Alternative Titles and Specialisations:
Director of Clinical Services
Director of Medical Services
Health Service Coordinator
Health Service Manager
Medical Manager
Public Health Administrator
Public Health Manager

134202 Nursing Clinical Director
Plans, organises, directs, controls and coordinates nursing programs and clinical services in a hospital, aged care or other health service facility; maintains standards of nursing care and provides leadership to ensure an appropriately skilled nursing and contributes to health service planning.
Alternative Titles and Specialisations:
Director of Nursing
Hospital Matron

134203 Primary Health Organisation Manager
Plans, organises, directs, controls and coordinates a primary health organisation which provides a broad range of out-of-hospital health services.

134204 Secondary Health Services Manager
Plans, organises, directs, controls and coordinates secondary health services.
Alternative Titles and Specialisations:
Director Allied Health Services
Director of Pharmacy
Director of Physiotherapy Services
Director of Speech Pathology

134205 Clinic Manager (specialised Health Service)
Plans, directs, coordinates and evaluates the provision of specialised health services in a clinics.
Alternative Titles and Specialisations:
Sport Psychology Manager
Biokineics Clinic Manager

134206 Sport Science Manager
Maximize human physical performance to ensure elite sporting performance on a continuous basis to all sporting clients.

1343 Aged Care Service Managers
Aged care service managers plan, direct coordinate and evaluate the provision of residential and personal care services for individuals and families who are in need of such services due to the effects of ageing.
Tasks include:
Advising government bodies about measures to improve health and welfare services and facilities
Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services
Coordinating and administering welfare programs and care services for the elderly
Developing, implementing and monitoring procedures, policies and performance standards for nursing, personal care, technical, and administrative staff
Directing or conducting recruitment, hiring and training of personnel
Directing, supervising and evaluating the work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel
Establishing objectives and evaluative or operational criteria for units they manage
Liaising with other health and welfare providers, boards and funding bodies to coordinate the provision of services

Providing overall direction and management for a service, facility, organization or centre
Representing the organization in negotiations, and at conventions, seminars, public hearings and forums.

134301 Special Care Accommodation Manager
Organises and controls the operation of accommodation establishments for people that need special care.

Alternative Titles and Specialisations:
Aged Care Manager
Retirement Village Manager

1344 Social Welfare Managers
Social welfare managers plan, direct, and coordinate the provision of social and community service programs such as income support, family assistance, children’s services and other community programs and services.

Tasks include:
Advising government bodies about measures to improve welfare services and facilities
Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services
Developing, implementing and monitoring procedures, policies and standards for staff
Establishing and directing operational and administrative procedures
Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
Liaising with other welfare and health services providers, boards and funding bodies to discuss areas of health and welfare service cooperation and coordination
Monitoring and evaluating resources devoted to the provision of welfare, housing, and other social services
Overseeing the selection, training and performance of staff

Providing overall direction and management for a service, facility, organization or centre
Representing the organization at conventions, seminars and conferences.
Representing the organization in negotiations, and at conventions, seminars, public hearings and forums.

134401 Social Services Manager
Plans, organises, directs, controls and coordinates a centre, program or project concerned with social services.

Alternative Titles and Specialisations:
Child and Youth Care Centre Manager
Child and Youth Care Services Manager
Social Services Centre Manager
134402 **Community Development Manager**
Ensures the effective coordination of integrated and transformative social development programs, delivered within an identified service delivery area in partnership with key stakeholders for the effective empowerment of communities.

1345 **Education Managers**

Education managers plan, direct, coordinate and evaluate the educational and administrative aspects of education services, primary and secondary schools, colleges and faculties and departments in universities and other educational institutions.

Tasks include:
- Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services
- Controlling selection, training and supervision of staff.
- Determining educational programs based on frameworks established by education authorities and governing bodies
- Developing and enforcing a disciplinary code to create a safe and conducive environment for students and teachers
- Directing administrative and clerical activities concerning student admissions and educational services
- Evaluating the work of teachers and lecturers by visiting classrooms, observing teaching methods, reviewing instructional objectives and examining learning materials
- Implementing systems and procedures to monitor school performance and student enrolments
- Organizing and implementing methods of raising additional funds in conjunction with parent and community groups and sponsors
- Promoting the educational program, and representing the service or institution in the wider community
- Providing leadership and guidance to teaching, academic and administrative staff as well as to students
- Supervising the maintenance of educational facilities

134501 **School Principal**
Plans, organises, directs, controls and coordinates the educational and administrative aspects of primary and secondary schools.

Alternative Titles and Specialisations:
- Deputy Principal
- Early Childhood Development School Principal
- Headmaster
- Headmistress
- Independent School Principal

134502 **Fet College Principal**
Plans, organises, directs, controls and coordinates the educational, training and administrative aspects of an fet college.

Alternative Titles and Specialisations:
- Further Education and Training College Programme Managers

134503 **Faculty Head**
Plans, organises, directs, controls and coordinates the educational and administrative aspects of a department, faculty or school within a university or other tertiary education institution.

Alternative Titles and Specialisations:
- Campus Principal
- Dean of Faculty
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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</thead>
<tbody>
<tr>
<td>134504</td>
<td><strong>District Education Manager</strong>&lt;br&gt;Plans, organises, directs, controls and coordinates educational approaches and policy, and curriculum resources and development for teachers and administrators.&lt;br&gt;Alternative Titles and Specialisations: Provincial Education Manager Schools Director</td>
</tr>
<tr>
<td>134505</td>
<td><strong>Rector (Educational)</strong>&lt;br&gt;Plans, organises, directs, controls and coordinates the educational and administrative aspects of a university or other tertiary education institution.&lt;br&gt;Alternative Titles and Specialisations: Deputy Vice-Chancellor Vice-Chancellor (Principal)</td>
</tr>
<tr>
<td>134506</td>
<td><strong>Registrar / Councillor (Educational)</strong>&lt;br&gt;Plans, organises, directs, controls and coordinates the administrative aspects of a university or other tertiary education institution.</td>
</tr>
<tr>
<td>134507</td>
<td><strong>Head of Department (Teacher)</strong>&lt;br&gt;Plans, organises, directs, controls and coordinates the educational and administrative aspects of a department of a school.</td>
</tr>
<tr>
<td>1346</td>
<td><strong>Financial and Insurance Services Branch Managers</strong>&lt;br&gt;Financial and insurance services branch managers plan, direct, and coordinate the branches of institutions that provide financial and insurance services, such as banks, building societies, credit unions and insurance companies. They provide advice and assistance to clients on financial and insurance matters.&lt;br&gt;Tasks include:&lt;br&gt;Approving or rejecting, or coordinating the approval or rejection of, lines of credit commercial, real estate and personal loans&lt;br&gt;Conducting financial investigations&lt;br&gt;Coordinating cooperation with other branches of the company&lt;br&gt;Establishing and maintaining relationships with individual and business customers&lt;br&gt;Examining, evaluating and processing loan and insurance applications&lt;br&gt;Managing budgets, controlling expenditure and ensuring the efficient use of resources&lt;br&gt;Monitoring credit extension decisions&lt;br&gt;Overseeing the flow of cash and financial instruments, and the preparation of financial and regulatory reports&lt;br&gt;Overseeing the selection, training and performance of staff.&lt;br&gt;Planning, directing and coordinating the activities of staff in the branch&lt;br&gt;Providing advice and assistance to customers on their financial and insurance needs and with matters such as changes in law that may affect customers</td>
</tr>
<tr>
<td>134601</td>
<td><strong>Bank Manager</strong>&lt;br&gt;Organises and controls the general operational activities of a branch of a bank or similar financial institution.</td>
</tr>
<tr>
<td>134602</td>
<td><strong>Credit Bureau Manager</strong>&lt;br&gt;Organises and controls the general operational activities of a credit bureau or similar financial institution.</td>
</tr>
<tr>
<td>1347</td>
<td><strong>Armed Forces Managers</strong>&lt;br&gt;Armed forces managers provide high level management to support the running of organisational, geographical and operational units and sections within the south african national defence force.&lt;br&gt;Tasks include:&lt;br&gt;Controlling the collection and interpretation of management information to monitor performance</td>
</tr>
</tbody>
</table>
OFO Code | OFO Detail
---|---
134701 | Military Manager
Plans, organises, directs, controls and reviews the day-to-day military operations and major functions of organisational units of the South African National Defence Force. Manage units other than combat units and act as staff officers to military commanders.

134702 | Military Commander
Train, prepare, employ, command and direct military capabilities, organised as formations or units, in military operations during war and peace for the defence of the territorial integrity and sovereignty of the RSA, to promote regional and continental peace, security and stability in support of government initiatives or to provide support to government departments.

Alternative Titles and Specialisations:
- Battalion Commander
- Battalion Second In Command
- Brigade Chief of Staff
- Brigade Commander/General Officer Commanding (GOC)
- Division Chief of Staff
- Division Commander/General Officer Commanding (GOC)
- Regiment Commander
- Regiment Second In Command
- Saaf Squadron Commander (SAAF only)
- Saaf Squadron Second In Command (SAAF only)
- Unit Commander (Combat Units Only)
- Unit Second In Command (Combat Units Only)
- War Ship Captain
- War Ships Executive Officer / First Lieutenant

134703 | Non-Commissioned Military Manager
Provides disciplinary, regulating and welfare services to ensure the smooth and effective running of the ship/unit.

Alternative Titles and Specialisations:
- Coxswain (Warship)
- Master At Arms
- Regimental Sergeant Major

1349 | Professional Services Managers not Elsewhere Classified
This unit group covers managers who plan, direct coordinate and evaluate the provision of specialised professional and technical services and are not classified in sub-major group 12, business services and administration managers, or elsewhere in sub-major group 13, professional services managers. For instance, managers responsible for the provision of policing, corrective, library, legal and fire services are classified here.

Tasks include:
- Controlling administrative operations such as budget planning, report preparation, expenditure on supplies, equipment and services
- Coordinating cooperation with other service provision agencies in the same or related fields
- Developing, implementing and monitoring procedures, policies and standards for staff
- Directing, supervising and evaluating the work activities of professional technical, clerical, service, maintenance, and other personnel
- Managing budgets, controlling expenditure and ensuring the efficient use of resources
- Monitoring and evaluating resources devoted to the provision of services
- Overseeing the selection, training and performance of staff
- Planning, directing and coordinating the provision of services
- Providing overall direction and management for a service, facility, organization or centre

134901 Environmental Manager

Plans, organises, directs, controls and coordinates the development and implementation of an environmental management system within an organisation by identifying, solving and alleviating environmental issues such as pollution and waste treatment in compliance with environmental legislation and ensures corporate sustainable development.

Alternative Titles and Specialisations:
- Agriculture and Forestry Coordinator
- Centralised Permits and Cites Manager
- Conservation Science Manager
- Contaminated Sites Manager
- Environmental Education Manager
- Land and Water Manager
- Land Care Manager
- Pollution and Waste Group Manager
- Species Protection Manager
- Wild Life Management Services Manager
- Wild Life Protection Services Manager
- Conservation Agriculture System Manager

134902 Laboratory Manager

Plans, organises, directs, controls and coordinates the operations of a research or production laboratory.

134903 Small Business Manager

Manages, organises, and controls the operations and resources of a small or own business.

Alternative Titles and Specialisations:
- Owner Manager
- Entrepreneurial Business Manager

134904 Office Manager

Organises and controls the functions and resources of offices such as administrative systems and office personnel.

Alternative Titles and Specialisations:
- Centre Manager
OFO Code | OFO Detail
--- | ---
134905 | **Judicial Court Manager**
| Manages and controls the administrative component of the court.

134906 | **Practice Manager**
| Organises and manages the functions and resources of professional practices such as administrative systems and office personnel.
| Alternative Titles and Specialisations:
| Accounting Practice Manager
| Architectural Practice Manager
| Real Estate Manager
| Veterinary Practice Manager

134907 | **Archives Manager**
| Manages and directs appraisal, editing, and safekeeping of permanent records and historically valuable documents.

134908 | **Library Manager**
| Manages the selection, acquiring, cataloguing, classifying, circulating, and maintaining of library materials; and oversees the furnishing of reference, bibliographical, and readers' advisory services.

134909 | **Museum Manager**
| Manages security support services, corrections activities, finance services, corporate services and development and care services in a correctional facility.

134910 | **Commissioned Fire and Rescue Officer**
| Provides high level management to support the running of a geographical or operational section of a fire and rescue service.
| Alternative Titles and Specialisations:
| Chief Fire and Rescue Officer
| Inspector (Fire Services)

134911 | **Commissioned Police Officer**
| Provides high level management to support the running of a geographical or operational section of the South African Police Services.

134912 | **Correctional Services Manager**
| Manages security support services, corrections activities, finance services, corporate services and development and care services in a correctional facility.

14 **Hospitality, Retail and Other Services Managers**

Hospitality, shop and related services managers plan, organize and direct the operations of establishments which provide accommodation, hospitality, retail and other services.

Tasks include:
- Controlling the selection, training and supervision of staff
- Developing and reviewing policies, programs and procedures concerning customer relations and goods and services provided
- Ensuring compliance with occupational health and safety regulations.
- Observing liquor, gaming, health and other laws and regulations
- Organising the purchase and maintenance of transport vehicles, equipment and fuel, and transporting goods
**OFO Code**  
**OFO Detail**  
Planning and organising special functions, sporting, gaming and entertainment activities and  
the range and mix of products, stock levels and service standards  
Promoting and selling goods and services  
Promoting facilities, for conferences, conventions and trade shows, to potential customers

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**141**  
**Hotel and Restaurant Managers**

Hotel and restaurant managers plan, organize and direct the operations of establishments that  
provide accommodation, meals, beverages and other hospitality services.  
Tasks include:  
Controlling the selection, training and supervision of staff  
Directing and overseeing reservation, reception, room service and housekeeping activities  
Ensuring compliance with occupational health and safety regulations  
Monitoring quality at all stages of preparation and presentation of food and services  
Observing liquor, gaming, health and other laws and regulations  
Planning and organizing special functions, sporting, gaming and entertainment activities

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**1411**  
**Hotel Managers**

Hotel managers plan, organize and direct the operations of hotels, motels and similar  
establishments to provide guest accommodation and other services.  
Tasks include:  
Assessing and reviewing customer satisfaction  
Controlling selection, training and supervision of staff  
Directing and overseeing reservation, reception, room service and housekeeping activities  
Ensuring compliance with occupational health and safety regulations  
Observing liquor, gaming, and other laws and regulations  
Overseeing accounting and purchasing activities  
Planning and supervising bar, restaurant, function and conference activities  
Providing guests with local tourism information, and arranging tours and transportation.  
Supervising security arrangements, and garden and property maintenance  
Undertaking budgeting for the establishment

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**141101**  
**Hotel or Motel Manager**

Organises and controls the operations of a hotel or motel to provide guest accommodation,  
meals and other services.  
Alternative Titles and Specialisations:  
Backpackers Manager  
Boarding House Manager  
Duty Manager (Hotel)  
Hostel Manager  
Hotelier  
Innkeeper  
Lodge Manager  
Resort Manager

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**141102**  
**Guest House Manager**

Organises and controls the operation of a bed and breakfast or guest house in providing  
accommodation and leisure services.  
Alternative Titles and Specialisations:  
Bed and Breakfast Operator

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**141103**  
**Reception Manager**

Manages reception functions related to hospitality establishment.
Restaurant managers plan, organize and direct the operations of cafes, restaurants and related establishments to provide dining and catering services.

Tasks include:
- Arranging the purchasing and pricing of goods according to budget
- Conferring with customers to assess their satisfaction with meals and service
- Ensuring compliance with occupational health and safety regulations.
- Ensuring dining, kitchen and food storage facilities comply with health regulations and are clean, functional and of suitable appearance
- Maintaining records of stock levels and financial transactions
- Negotiating arrangements with clients and suppliers
- Planning and organizing special functions
- Planning menus in consultation with chefs and cooks
- Selecting, setting staff work schedules, training and supervising waiting and kitchen staff
- Taking reservations, greeting guests and assisting in taking orders

**Café (Licensed) or Restaurant Manager**
Organises and controls the operations of establishments involved in catering and dining services.

Alternative Titles and Specialisations:
- Bistro Manager
- Cafeteria Manager
- Canteen Manager
- Caterer
- Catering Manager
- Food and Beverage Manager
- Food Services Manager
- Internet Cafe Manager
- Mess Manager
- Restaurant Manager
- Restaurateur

**Licensed Club Manager**
Organises and controls the operations of a licensed club to provide food, beverages, gaming, entertainment, sporting and other amenities for members.

Alternative Titles and Specialisations:
- Club Licensee
- Clubhouse Manager
- Nightclub Manager

**Catering Production Manager**
Manages a catering outlet that produces meals through mass production to hospitals, airlines, and catering outlets.

Alternative Titles and Specialisations:
- Food and Beverage Co-Ordinator

**Reservations Manager**
Monitor, manage and increase occupancy levels in a accommodation establishment.

Alternative Titles and Specialisations:
- Central Reservations Manager
- Rooms Division Manager, Front Office Manager

**Retail and Wholesale Trade Managers**
Retail and wholesale trade managers plan, organize, coordinate and control the operations of establishments that sell goods on a retail or wholesale basis. They are responsible for the budgets, staffing and strategic and operational direction of shops, or of organizational units within shops that sell particular types of product.
OFO Code  OFO Detail
Tasks include:
Control selection, training and supervision of staff
Determine product mix, stock levels and service standards
Ensure compliance with occupational health and safety regulations.
Formulate and implement purchasing and marketing policies, and setting prices
Maintain records of stock levels and financial transactions
Promote and advertise the establishment’s goods and services
Undertake budgeting for the establishment

1421  Retail and Wholesale Trade Managers
Retail and wholesale trade managers, plan, organize, co-ordinate and control the operations of establishments that sell goods on a retail or wholesale basis. They are responsible for the budgets, staffing and strategic and operational direction of shops, or of organizational units within shops that sell particular types of products.
Tasks include:
Control selection, training and supervision of staff
Determine product mix, stock levels and service standards
Ensure compliance with occupational health and safety regulations.
Formulate and implement purchasing and marketing policies, and setting prices
Maintain records of stock levels and financial transactions
Promote and advertise the establishment’s goods and services
Undertake budgeting for the establishment

142101  Importer or Exporter
Plans, organises, directs, controls and coordinates the operations of an importing or exporting establishment.
Alternative Titles and Specialisations:
Export Manager
Import Manager

142102  Wholesaler
Plans, organises, directs, controls and coordinates the operations of a wholesale trading establishment.
Alternative Titles and Specialisations:
Wholesale Merchant

142103  Retail Manager (General)
Organises and controls the operations of a retail trading establishment.
Alternative Titles and Specialisations:
Retail Store Manager
Shop Manager
Shop Owner

142104  Post Office Manager
Organises and controls the operations of a post office.

142105  Travel Agency Manager
Organises and controls the operations of a travel agency.

143  Other Services Managers
Other services managers plan, organize, and control the operations of establishments that provide sporting, cultural, recreational, travel, customer contact and other amenity services.
Tasks include:
Advising on the facilities available and promoting publicity
Checking and keeping custody of all cash receipts and making regular stock checks
Controlling expenditure and ensuring the efficient use of resources
Controlling the selection, supervision and performance of staff
Ensure compliance with health and safety requirements.
<table>
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<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Ensuring that facilities are kept clean and in good condition</td>
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<tr>
<td></td>
<td>Establishing and managing budgets</td>
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<tr>
<td></td>
<td>Keeping abreast of new trends and developments relevant to the service provided</td>
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<tr>
<td></td>
<td>Planning and directing daily operations</td>
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<tr>
<td></td>
<td>Planning and organizing the range and mix of services or activities provided</td>
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</tbody>
</table>

### 1431 Sports, Recreation and Cultural Centre Managers

Sports, recreation and cultural centre managers plan, organize, and control the operations of establishments that provide sporting, artistic, theatrical and other recreational and amenity services.

Tasks include:
- Advising on the facilities available and promoting publicity in relation to events, shows and activities
- Checking and keeping custody of all cash receipts and making regular stock checks
- Controlling the selection, supervision and performance of staff
- Ensuring compliance with health and safety regulations.
- Ensuring that facilities are kept clean and in good condition
- Establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources
- Keeping abreast of new trends and developments in the creative arts and arranging theatrical productions and performances by bands and orchestras
- Planning and directing daily operations
- Planning and organizing the range and mix of entertainment, attractions, cultural activities, and sports and fitness programmes to be offered by the centre

#### 143101 Betting Agency Manager

Organises and controls the operations of a betting agency.

Alternative Titles and Specialisations:
- Racing Betting Branch Manager
- Tab Manager

#### 143102 Gaming Manager

Plan, organise, direct, control and coordinate gaming operations. Formulate gaming policies for their area of responsibility.

Alternative Titles and Specialisations:
- Cashier Manager Gaming
- Gaming Administration Manager
- Gaming Project Manager
- Gaming Promotions Manager
- Race Track Operations Manager
- Slots Manager
- Slots Technical Manager
- Tables Manager

#### 143103 Cinema or Theatre Manager

Organises and controls the operations of a theatre or cinema.

#### 143104 Arts / Culture Manager

Plans, organises, directs, controls, coordinates and promotes artistic and cultural policies, programs, projects and services.

Alternative Titles and Specialisations:
- Art Gallery Director
- Arts / Culture Administrator
- Arts Centre Manager
- Producer Performing Arts
- Production Manager Performing Arts
- Artistic Director
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td>143105</td>
<td><strong>Sports Administrator</strong>&lt;br&gt;Plans, organises, directs, controls, coordinates and promotes sport and recreational activities, and develops related policies.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Sport Courses, Clinics and Programmes Managers&lt;br&gt;Sports Team Manager</td>
</tr>
<tr>
<td>143106</td>
<td><strong>Amusement Centre Manager</strong>&lt;br&gt;Organises, controls and promotes the activities, facilities and resources of an amusement centre, showground or theme park.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Entertainment Centre Manager&lt;br&gt;Skateboard Park Manager&lt;br&gt;Video Games Arcade Manager&lt;br&gt;Video Games Centre Manager</td>
</tr>
<tr>
<td>143107</td>
<td><strong>Fitness Centre Manager</strong>&lt;br&gt;Organises, controls and promotes the activities, facilities and resources of a fitness centre.&lt;br&gt;May coach, instruct and train clients.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Fitness Centre Administrator&lt;br&gt;Gym Manager&lt;br&gt;Health Club Manager&lt;br&gt;Sports Club Manager</td>
</tr>
<tr>
<td>143108</td>
<td><strong>Sports Centre / Facility Manager</strong>&lt;br&gt;Organises, controls and promotes the activities, facilities and resources of a sports centre.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Aquatic Centre Manager&lt;br&gt;Golf Course Manager&lt;br&gt;Gymnasium Manager&lt;br&gt;Indoor Sports Centre Manager (Squash, Tennis, Ten Pin Bowling etc)&lt;br&gt;Leisure Centre Manager&lt;br&gt;Riding School Manager&lt;br&gt;Sport Stadium Manager</td>
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<tr>
<td>143109</td>
<td><strong>Club Membership Manager</strong>&lt;br&gt;No descriptor&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Membership Relations Manager</td>
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<tr>
<td>1439</td>
<td><strong>Services Managers not Elsewhere Classified</strong>&lt;br&gt;This unit group covers managers that plan, direct and coordinate the provision of services and are not classified in sub-major group 13, production and specialised services managers or elsewhere in sub-major group 14, hospitality, retail and other services managers. For instance, managers of travel agencies, conference centres, contact centres and shopping centres are classified here.&lt;br&gt;Tasks include:</td>
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<tr>
<td>143901</td>
<td><strong>Facilities Manager</strong>&lt;br&gt;Organises, controls and coordinates the strategic and operational management of facilities in a public or private organisation.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Facilities Supervisor&lt;br&gt;Garden / Park Manager&lt;br&gt;Campus Administrator / Supervisor</td>
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<td>OFO Code</td>
<td>OFO Detail</td>
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</tbody>
</table>
| 143902   | **Cleaning Services Manager**  
Organises and controls the operations of enterprises which provide cleaning services.  
Alternative Titles and Specialisations:  
Cleaning Contractor |
| 143903   | **Boarding Kennel or Cattery Manager**  
Organises and controls the operations of an establishment which offers temporary boarding for dogs and cats. |
| 143904   | **Security Services Manager**  
Directs an organisation's security functions, including physical security and safety of employees, facilities, and assets.  
Alternative Titles and Specialisations:  
Entrance Manager  
Gaming Security Manager  
Hospitality Security Manager  
Security Risk Assessment Manager  
Surveillance Investigations Manager  
Surveillance Manager |
| 143905   | **Call or Contact Centre Manager**  
Manages the performance of call centre workers, processes and technology against financial and non financial operational targets.  
Alternative Titles and Specialisations:  
Call or Contact Centre Supervisor  
Contact Centre Manager: Resource Planner  
Contact Centre Manager: Workforce Scheduler  
Call / Contact Centre Quality Manager  
Contact Centre Workforce Manager  
Telesales Manager |
| 143906   | **Caravan Park and Camping Ground Manager**  
Organises and controls the operations of caravan parks and camping grounds to provide accommodation and leisure services.  
Alternative Titles and Specialisations:  
Camping Site Manager  
Holiday Park Manager |
| 143907   | **Dockmaster**  
Ensures the smooth functioning of boats docking and departing a marina. Also provides special services or accommodations for those using the marina. The dockmaster is also responsible for inspecting the marina and making sure that necessary repairs get done, or that any problems are reported to the proper authorities. |
| 143908   | **Travel Accommodation Inspector**  
Evaluates and grades places of accommodation for listing purposes. |

2 **PROFESSIONALS**

Professionals increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner, or engage in any combination of these activities.  
Tasks include:  
Conducting analysis and research, and developing concepts, theories and operational methods, and advising on or applying existing knowledge related to physical sciences including mathematics, engineering and technology, and to life sciences including the medical and health services, as well as to social sciences and humanities  
Teaching the theory and practice of one or more disciplines at different educational levels  
Teaching and educating handicapped persons
Providing various business, legal and social services
Creating and performing works of art; providing spiritual guidance; preparing scientific papers and reports.
Supervision of other workers may be included.

## 21 Physical, Mathematical and Engineering Science Professionals

Physical, mathematical and engineering science professionals conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to fields such as physics, astronomy, meteorology, chemistry, geophysics, geology, mathematics, statistics, computing, architecture, engineering, and technology.
Tasks include:
- Conducting research, enlarging, advising on or applying scientific knowledge obtained through the study of structures and properties of physical matter and phenomena, chemical characteristics and processes of various substances, materials and products, and of mathematical, statistical and computing concepts and methods
- Advising on, designing and directing construction of buildings, towns and traffic systems, or civil engineering and industrial structures, as well as machines and other equipment, and advising on and applying mining methods, and ensuring their optimum use
- Surveying land and sea and making maps
- Studying and advising on technological aspects of particular materials, products and processes, and on efficiency of production and work organization
- Preparing scientific papers and reports. Supervision of other workers may be included.

## 211 Physical and Earth Science Professionals

Physical and earth science professionals conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to physics, chemistry, geology and geophysics.
Tasks include:
- Enlarging scientific knowledge through research and experiments related to mechanics, thermodynamics, optics, sonics, electricity, magnetism, electronics, nuclear physics, astronomy, various branches of chemistry, atmospheric conditions and the physical nature of the Earth
- Advising on or applying this knowledge in such fields as manufacturing, agriculture, medicine, navigation, space exploration, oil, gas, water and mineral exploitation, telecommunications and other services, or civil engineering
- Preparing scientific papers and reports

## 2111 Physicists and Astronomers

Physicists and astronomers conduct research and improve or develop concepts, theories and operational methods concerning matter, space, time, energy, forces and fields and the interrelationship between these physical phenomena. They apply scientific knowledge relating to physics and astronomy in industrial, medical, military or other fields.
Tasks include:
- Conducting research and improving or developing concepts, theories, instrumentation, software and operational methods related to physics and astronomy
- Conducting experiments, tests and analyses on the structure and properties of matter in fields such as mechanics, thermodynamics, electronics, communications, power generation and distribution, aerodynamics, optics and lasers, remote sensing, medicine, sonics, magnetism, and nuclear physics
- Evaluating results of investigations and experiments and expressing conclusions, mainly using mathematical techniques and models
Applying principles, techniques and processes to develop or improve industrial, medical, military and other practical applications of the principles and techniques of physics or astronomy

Ensuring the safe and effective delivery of radiation (ionising and non-ionising) to patients to achieve a diagnostic or therapeutic result as prescribed by a medical practitioner
Ensuring the accurate measurement and characterization of physical quantities used in medical applications
Testing, commissioning and evaluating equipment used in applications such as imaging, medical treatment and dosimetry
Advising and consulting with medical practitioners and other health care professionals in optimizing the balance between the beneficial and deleterious effects of radiation
Observing, analysing and interpreting celestial phenomena and developing methods, numerical models and techniques to extend knowledge of fields such as navigation, satellite communication, space exploration, celestial bodies and cosmic radiation
Developing, implementing and maintaining standards and protocols for the measurement of physical phenomena and for the use of nuclear technology in industrial and medical applications
Preparing scientific papers and reports

Studies matter, space, time, energy, forces and fields and the interrelationship between these physical phenomena to further understanding of the laws governing the behaviour of the universe, and seeks to apply these laws to solve practical problems and discover new information about the earth and the universe.

Alternative Titles and Specialisations:
- Astronomer
- Astrophysicist
- Biophysicist
- Crystallographer
- Medical Physicist
- Nuclear Physicist

Meteorologists prepare short-term or long-term weather forecasts used in aviation, shipping, agriculture and other areas and for the information of the general public. They conduct research related to the composition, structure and dynamics of the atmosphere.

Tasks include:
Investigating direction and speed of air movements, pressures, temperatures, humidity, physical and chemical transformation of pollutants and other phenomena such as cloud formation and precipitation, electrical disturbances or solar radiation
Studying data collected from meteorological stations, radar and satellite imagery and computer model output to plot and forecast weather conditions
Preparing and reporting short-term or long-term weather maps, forecasts and warnings relating to atmospheric phenomena such as cyclones, storms and other hazards to life and property and disseminating information about atmospheric conditions through a variety of media including radio, television, print and the Internet
Conducting experiments in fog dispersal, cloud seeding, rain enhancement and other types of weather modification programs
Developing and testing mathematical computer models of weather and climate for experimental or operational use
Participating in studies of the effect of weather on the environment
OFO Code | OFO Detail
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Analyzing the impact of industrial projects and human activity on the climate and quality of the air and work with the social science, engineering and economic communities to develop appropriate mitigation strategies
Engaging in the design and development of new equipment and procedures for meteorological data collection, remote sensing, or for related applications
Conducting research on and improving or developing concepts, theories and operational methods related to the composition, structure and dynamics of the atmosphere and preparing scientific papers and reports on the outcome of this research
Preparing scientific papers and reports

211201 Meteorologist

Studies the physics and dynamics of the atmosphere to increase understanding of weather and climate, and to forecast changes in the weather and long term climatic trends.

Alternative Titles and Specialisations:
Atmospheric Scientist
Climate Scientist
Climatologist
Hydrometeorologist
Weather Forecaster

2113 Chemists

Chemists conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to chemistry, to develop new knowledge or products and for quality and process control.

Tasks include:
Conducting research and improving or developing concepts, instruments, theories and operational methods related to chemistry

Conducting experiments, tests and analyses to investigate chemical composition and energy and chemical changes in various natural or synthetic substances, materials and products
Developing procedures for environmental control, quality control and various other procedures for manufacturers or users
Conducting programs of sample and data collection and analysis to identify and quantify environmental toxicants

Participating in interdisciplinary research and development projects working with chemical engineers, biologists, microbiologists, agronomists, geologists or other professionals
Using micro-organisms to convert substances into new compounds
Determining ways to strengthen or combine materials or develop new materials.
Reproducing and synthesizing naturally occurring substances and creating new artificial substances
Preparing scientific papers and reports

211301 Chemist

Studies the chemical and physical properties of substances, and develops and monitors chemical processes and production.

Alternative Titles and Specialisations:
Analytical Chemist
Industrial Chemist
Laboratory Chemist
Manufacturing Chemist
Pharmacologist (Non-Clinical)

2114 Geologists and Geophysicists
Geologists and geophysicists conduct research; improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to geology and geophysics in such fields as oil, gas and mineral exploration and extraction, water conservation, civil engineering, telecommunications and navigation, and assessment and mitigation of the effects of development and waste disposal projects on the environment.

Tasks include:
Conducting research and improving or developing concepts, theories and operational methods related to geology and geophysics
Studying composition and structure of the Earth's crust, examining rocks, minerals, fossils and other materials, to determine processes affecting the development of the Earth, trace evolution of past life, establish nature and chronology of geological formations and assess their commercial applications
Interpreting research data and preparing geological reports, maps, charts and diagrams, reports and papers

Applying geological knowledge to problems encountered in civil engineering projects such as the construction of dams, bridges, tunnels, and large buildings; and land reclamation projects
Using various remote sensing programs to investigate and measure seismic, gravitational, electrical, thermal, and magnetic forces affecting the earth

Estimating weight, size and mass of the Earth and composition and structure of its interior, and studying the nature, activity and predictability of volcanoes, glaciers and earthquakes
Charting the Earth's magnetic field and applying this and other collected data for broadcasting, navigation and other purposes
Studying and measuring physical properties of seas and the atmosphere and their inter-relationship, such as the exchange of thermal energy
Locating and determining the nature and extent of oil, gas and mineral deposits using seismological, gravimetric, magnetic, electrical or radiometric methods
Identifying deposits of construction materials and determining their characteristics and suitability for use as concrete aggregates, road fill or for other applications

Researching the movement, distribution and physical properties of ground and surface waters
Advising in areas such as waste management, route and site selection and the restoration of contaminated sites

211401  Geologist

Studies the composition, structure and other physical attributes of the earth to increase scientific knowledge and to develop practical applications in fields such as mineral exploration, civil engineering, environmental protection and rehabilitation of land after mining.

Alternative Titles and Specialisations:
Geological Oceanographer
Geomorphologist
Geoscientist
Hydrogeologist
Marine Geologist
Palaeontologist
Petrologist
Vulcanologist

211402  Geophysicist
OFO Code | OFO Detail
---|---
| Studies the composition, structure and other physical attributes of the earth, locates minerals, petroleum or ground water, and detects, monitors and forecasts seismic, magnetic, electrical, thermal and oceanographic activity. Alternative Titles and Specialisations:
Geophysical Scientist
Hydrologist
Marine Scientist
Physical Oceanographer
Seismologist

211403 | Materials Scientist
---|---
| Studies the properties and uses of non-metallic materials and advises on the technical aspects of their manufacture and processing. Alternative Titles and Specialisations:
Ceramics Scientist
Fibre Technologist
Polymer Scientist

211404 | Gemologist
---|---
| Examines, identifies and grades stones and gems, such as diamonds, emeralds, rubies, topaz, and jade. Alternative Titles and Specialisations:
Diamond Gemologist

211405 | Mineralogist
---|---
| Studies the chemistry, crystal structure, and physical (including optical) properties of minerals.

212 | Mathematicians, Actuaries and Statisticians
---|---
| Mathematicians, actuaries and statisticians conduct research, improve or develop mathematical, actuarial and statistical concepts, theories and operational models and techniques and apply this knowledge to a wide range of tasks in such fields as engineering, business and social and other sciences. Tasks include:
Studying, improving and developing mathematical, actuarial and statistical theories and techniques
Advising on or applying mathematical principles, models and techniques to a wide range of tasks in the fields of engineering, natural, social or life sciences
Conducting logical analyzes of management problems, especially in terms of input-output effectiveness, and formulating mathematical models of each problem usually for programming and solution by computer
Designing and putting into operation pension schemes and life, health, social and other types of insurance systems
Applying mathematics, statistics, probability and risk theory to assess potential financial impacts of future events
Planning and organizing surveys and other statistical collections, and designing questionnaires
Evaluating, processing, analyzing, and interpreting statistical data and preparing them for publication
Advising on or applying various data collection methods and statistical methods and techniques, and determining reliability of findings, especially in such fields as business or medicine as well as in other areas of natural, social or life sciences
Preparing scientific papers and reports; supervising the work of mathematical, actuarial and statistical assistants and statistical clerks.
Mathematicians, actuaries and statisticians conduct research and improve or develop mathematical, actuarial and statistical concepts, theories and operational methods and techniques and advise on or engage in their practical application in such fields as engineering, business and social and other sciences.

Tasks include:

- Studying, improving and developing mathematical, actuarial and statistical theories and techniques
- Advising on or applying mathematical principles, models and techniques to a wide range of tasks in the fields of engineering, natural, social or life sciences
- Conducting logical analyzes of management problems, especially in terms of input-output effectiveness, and formulating mathematical models of each problem usually for programming and solution by computer
- Designing and putting into operation pension schemes and life, health, social and other types of insurance systems
- Applying mathematics, statistics, probability and risk theory to assess potential financial impacts of future events

Planning and organizing surveys and other statistical collections, and designing questionnaires
Evaluating, processing, analyzing, and interpreting statistical data and preparing them for publication
Advising on or applying various data collection methods and statistical methods and techniques, and determining reliability of findings, especially in such fields as business or medicine as well as in other areas of natural, social or life sciences
Preparing scientific papers and reports; supervising the work of mathematical, actuarial and statistical assistants and statistical clerks.
Supervising the work of mathematical, actuarial and statistical assistants and statistical clerks

**212101 Actuary**
Analyses mathematical, statistical, demographic, financial or economic data to predict and assess the long-term risk involved in financial decisions and planning.
Alternative Titles and Specialisations:
Actuary Manager
Average Adjuster

**212102 Mathematician**
Develops and applies mathematical principles and techniques to solve problems in all areas of the sciences, engineering, technology, social sciences, business, industry or commerce.
Alternative Titles and Specialisations:
Operations Research Analyst

**212103 Statistician**
 Designs and applies statistical principles and techniques for collecting, organising and interpreting quantifiable data, and uses statistical methodologies to produce statistical reports and analyses for government, commercial and other purposes.
Alternative Titles and Specialisations:
Biometrician
Demographer
Demographic Analyst
Life science professionals apply knowledge gained from research into human, animal and plant life and their interactions with each other and the environment to develop new knowledge, improve agricultural and forestry production, and solve human health and environmental problems.

Tasks include:
- Collecting, analyzing and evaluating experimental and field data to identify and develop new processes and techniques
- Providing advice and support to governments, organizations and businesses about ecological sustainable development of natural resources.

Biologists, botanists, zoologists and related professionals study living organisms and their interactions with each other and with the environment, and apply this knowledge to solve human health and environmental problems. They work in diverse fields such as botany, zoology, ecology, marine biology, genetics, immunology, pharmacology, toxicology, physiology, bacteriology and virology.

Tasks include:
- Undertaking research in laboratories and in the field to increase scientific knowledge of living organisms; to discover new information; to test hypotheses; to solve problems in areas such as the environment, agriculture and health; and to develop new products, processes and techniques for pharmaceutical, agricultural and environmental use
- Designing and conducting experiments and tests
- Gathering human, animal, insect and plant specimens and data, and studying their origin, development, chemical and physical form, structure, composition, and life and reproductive processes
- Examining living organisms using a variety of specialised equipment, instruments, technologies and techniques such as electron microscopes, telemetry, global positioning systems, biotechnology, satellite imaging, genetic engineering, digital imaging analysis, polymerase chain reaction and computer modelling
- Identifying, classifying, recording and monitoring living organisms and maintaining databases
- Writing scientific papers and reports detailing research and any new findings which are then made available to the scientific community in scientific journals or at conferences for scrutiny and further debate
- Designing and carrying out environmental impact assessments to identify changes caused by natural or human factors
- Providing advice to governments, organizations and businesses in areas such as conservation, management of natural resources, the effects of climate change and pollution

Animal Behaviourist
Studies animal behaviour and trains or advises on the training of animals with behaviour disorders.

Biologist (General)
Studies the origin, anatomy, physiology, reproduction and behaviour of living organisms and the ways in which they interact with the environment in which they live.
OFO Code | OFO Detail
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Alternative Titles and Specialisations:
Life Scientist (General)
Phytotomist

**213103**  **Anatomist or Physiologist**
Studies the anatomy and physiology of humans.
Alternative Titles and Specialisations:
Embryologist
Neuroanatomist
Physiologist
Sports Physiologist

**213104**  **Biochemist**
Studies the biochemistry of living organisms and the molecular structure and function of related components.
Alternative Titles and Specialisations:
Biological Chemist
Enzyme Chemist
Protein Chemist
Toxic Advisor
Toxicologist

**213105**  **Biotechnologist**
Studies the anatomy, physiology and characteristics of living organisms and isolated biological molecules, and develops new materials for applying to a range of purposes.
Alternative Titles and Specialisations:
Biodiversity Researcher
Bioinformatician
Bioprocess Engineer
Cell Geneticist
Crop Research Scientist
Cytotechnologist
DNA Sequencer
Fruit Research Scientist
Genomic Investigator
Molecular Biologist
Molecular Geneticist
Plant Molecular Biologist

**213106**  **Botanist**
Studies the anatomy, physiology, biochemistry and ecology of plants.
Alternative Titles and Specialisations:
Mycologist
Plant Biologist / Ecologist / Toxicologist
Plant Breeding Physiologist
Plant Environmental Biologist
Plant Morphologist
Plant Pathologist
Plant Pathology Manager
Plant Physiologist
Plant Taxonomist

**213107**  **Marine Biologist**
Studies the anatomy, physiology, functions, characteristics, behaviour and environments of all forms of life living in the sea and connected water bodies.
Alternative Titles and Specialisations:
Aquatic Biologist
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<tbody>
<tr>
<td></td>
<td>Fisheries Analyst</td>
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<td>Fisheries Biologist</td>
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<td>Fisheries Researcher</td>
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<td>Fisheries Scientist</td>
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<tr>
<td>213108</td>
<td><strong>Microbiologist</strong></td>
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<td>Studies microscopic forms of life such as bacteria, viruses and protozoa.</td>
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<td>Alternative Titles and Specialisations:</td>
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<td>Bacteriologist</td>
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<td>Clinical Evaluation Advisor</td>
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<td>Microbiology Researcher</td>
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<td>Viral Serologist</td>
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<td>Virologist</td>
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<td>213109</td>
<td><strong>Zoologist</strong></td>
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<td>Studies the anatomy, physiology, characteristics, ecology, behaviour and environments of animals.</td>
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<td></td>
<td>Animal Physiologist</td>
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<td>Animal Scientist</td>
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<td>Apicultural Scientist</td>
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<td>Entomologist</td>
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<td>Mammologist</td>
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<td>Nematologist</td>
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<td>Ornithologist</td>
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<td>Osteologist</td>
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<td>Parasitologist</td>
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<td>213110</td>
<td><strong>Medical Scientist</strong></td>
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<td>Conducts medical laboratory tests to assist in the diagnosis, treatment and prevention of disease.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
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<td>Clinical Biochemist</td>
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<td>Clinical Research Associate</td>
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<td>Cytologist</td>
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<td>Haematologist (Medical Research)</td>
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<td>Histologist</td>
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<td>Immunologist (Medical Research)</td>
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<td>Medical Researcher</td>
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<td>Medical Scientific Officer</td>
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<td>Medical Laboratory Scientist</td>
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<td>Medical Technologist</td>
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<td>Microbiologist (Medical Research)</td>
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<td>Pharmacologist (Clinical Research)</td>
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<td>Public Health Scientist</td>
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<td>Transfusion Scientist</td>
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<td>Biomedical Technologist</td>
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</table>

| 2132     | **Farming, Forestry and Fisheries Advisers** |
|          | Farming, forestry and fisheries advisers study and provide assistance and advice on farm, forestry and fisheries management, including cultivation, fertilization, harvesting, soil erosion and composition, disease prevention, nutrition, crop rotation and marketing. They develop techniques for increasing productivity, and study and develop plans and policies for land and fisheries management. |
|          | Tasks include: |
Collecting and analysing data and samples related to produce, feed, soil, water quality and other factors affecting farm, forest or fishery production;
Advising on techniques for improving the production of crops, livestock and fish, and alternative production options;
Advising on livestock and crop disease, control of pests and weeds, soil improvement, animal husbandry and feeding programs;
Studying the environmental factors affecting commercial crop production, pasture growth, animal breeding, fish stocks and the growth and health of forest trees;
studying the effects of cultivation techniques, soils, insects, diseases and fisheries practices on animal, crop, forestry and fisheries yield;
Studying fish migration, growth, feeding and spawning and devising methods of collecting, fertilizing, incubating and hatching fish eggs;
Reseaching into characteristics, use capability and productivity of soils and applying findings to
Developing procedures and techniques for solving agricultural problems and improving the efficiency of
Managing forest and fisheries resources to maximize their long-term commercial, recreational and environmental benefits;
Studying the propagation and culture of forest trees, methods for improving the growth of stock, and the effects of thinning on forest yields;
Investigating, planning and implementing management procedures to cope with the effects of fires, floods, droughts, soil erosion, pests and diseases;
Preparing scientific reports and conducting advisory information sessions and lectures for farming, forestry and fishing communities and other groups.

213201 **Agricultural Consultant**
Advises farmers, agricultural businesses, rural industries and government on the production, processing and distribution of farm products.

Alternative Titles and Specialisations:
Agricultural Advisor
Agricultural Economic Advisor
Agricultural Extension Officer
Agricultural Field Officer
Animal Husbandry Consultant / Advisor
Farm Consultant / Advisor
Farm Economic Techniques Advisor
Field Husbandry Consultant / Advisor
Floriculture Consultant / Advisor
Horticultural Consultant / Advisor
Landcare Officer
Orchard Consultant
Pasture Consultant
Vegetable Consultant

213202 **Agricultural Scientist**
Studies commercial plants, animals and cultivation techniques to enhance the productivity of farms and agricultural industries.

Alternative Titles and Specialisations:
Agricultural Immunologist
Animal Nutritionist
Agronomist
Agrostologist
Companion Animal Nutritionist
Farming Scientist
### OFO Code 213203
**Forester / Forest Scientist**

Studies, develops and manages forest areas to maintain commercial and recreational uses, conserve flora and fauna, and protect against fire, pests and diseases.

*Alternative Titles and Specialisations:*
- Forest Pathologist
- Forest Ranger
- Forestry Consultant / Advisor
- Forestry Researcher
- Silviculturist
- Wood Scientist
- Wood Technologist

### OFO Code 213204
**Wine Maker**

Plans, supervises and coordinates the production of wine or spirits from selected varieties of grapes.

*Alternative Titles and Specialisations:*
- Oenologist
- Wine Blender

### OFO Code 213205
**Food and Beverage Scientist**

Studies the physical and chemical properties of food and beverages and develops new and improved food and beverage products, and sets standards for producing, packaging and marketing food and beverages.

*Alternative Titles and Specialisations:*
- Food and Drink Technologist
- Food Chemist / Engineer
- Food Quality Consultant
- Food Safety Standards Auditor
- Food Safety Standards Manager
- Food Technologist
- Food Technology Advisor
- Milling Nutritionist
- Protein Development Technologist

### Environmental Protection Professionals

Environmental protection professionals study and assess the effects on the environment of human activity such as air, water and noise pollution, soil contamination, climate change, toxic waste and depletion and degradation of natural resources. They develop plans and solutions to protect, conserve, restore, minimize and prevent further damage to the environment.

**Tasks include:**
- Conducting research, performing tests, collecting samples, performing field and laboratory analysis to identify sources of environmental problems and recommending ways to prevent, control and remediate the impact of environmental problems
- Assessing the likely impact that potential or proposed activities, projects and developments may have on the environment, and recommending whether such developments should proceed
Developing and coordinating the implementation of environmental management systems to enable organizations to identify, monitor and control the impact of their activities, products and services on the environment.

Conducting audits to evaluate environmental impact of existing activities, processes, wastes, noises and substances.

Assessing an organization's compliance with government and internal environmental regulations and guidelines, identifying violations and determining appropriate remedial action.

Providing technical advice and support services to organizations on how best to deal with environmental problems in order to reduce environmental damage and minimize financial loss.

Developing conservation plans.

**213301 Conservation Scientist**
Develops and implements programs and regulations for the protection of fish, wildlife and other natural resources.

**Alternative Titles and Specialisations:**
- Animal Ecologist
- Conservancy Advisory Scientist
- Conservation Officer
- Ecological Researcher
- Ecologist
- Fish and Games Officer
- Forestry Conservationist
- Species Protection Officer
- Fisheries Advisor

**213302 Environmental Scientist**
Studies and develops policies and plans for the control of factors which may produce pollution, imbalance or degradation of the environment.

**Alternative Titles and Specialisations:**
- Environmental Advisor
- Environmental Auditor
- Environmental Consultant
- Environmental Officer
- Environmental Research Scientist
- Environmental Waste Officer
- Environmentalist

**213303 Energy Efficiency Consultant**
Analyses and advises on policy guiding the design, implementation and modification of energy saving operations.

**Alternative Titles and Specialisations:**
- Energy Officer

**213304 Earth and Soil Scientist**
Analyses the composition, structure and other physical attributes of soil.

**Alternative Titles and Specialisations:**
- Pedologist
- Landcare Facilitator
- Land Degradation Analyst
- Soil Advisor
- Soil Conservationist
- Soil Fertility Expert
- Soil Physicist
- Soil Technologist
213305 Air Pollution Analyst
Analyses and develops policies and plans for the control of factors which may produce air pollution.
Alternative Titles and Specialisations:
Air Quality Technician

213306 Water Quality Analyst
Analyses and develops policies and plans for the control of factors which may produce water pollution.
Alternative Titles and Specialisations:
Hydrographical Technical Officer
Hydrological Technical Officer
Waste Water Treatment Officer / Technician
Water and Soil Technician

213307 Park Ranger
Controls state or national parks, scenic areas, historic sites, nature reserves, recreation areas and conservation reserves in accordance with authorised policies and priorities.
Alternative Titles and Specialisations:
Beach and Estuary Warden
Game / Park Warden
Wildlife Conservationist
Wildlife Officer / Warden

214 Engineering Professionals (Excluding Electrotechnology)

Engineering professionals (excluding electrotechnology) design, plan and organize the testing, construction, installation and maintenance of structures, machines and their components, and production systems and plants, and plan production schedules and work procedures to ensure engineering projects are undertaken safely, efficiently and in a cost effective manner.
Tasks include:

Planning and designing chemical process systems, civil engineering projects, mechanical equipment and systems, mining and drilling operations, and other engineering projects
Specifying and interpreting drawings and plans, and determining construction methods
Supervising the construction of structures, water and gas supply and transportation systems, and the manufacture, installation, operation and maintenance of equipment, machines and plant

Organising and managing project labour and the delivery of materials, plant and equipment
Estimating total costs and preparing detailed cost plans and estimates as tools for budgetary control
Resolving design and operational problems in the various fields of engineering through the application of engineering technology

2141 Industrial and Production Engineers

Industrial and production engineers conduct research and design, organize and oversee the construction, operation and maintenance of process plant and installations. They establish programs for the coordination of manufacturing activities; and assess cost effectiveness and safety.
Tasks include:

Sudying functional statements, organizational charts and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication
Establishing work measurement programs and analysing work samples to develop standards for labour utilization

Analysing workforce utilization, facility layout, operational data and production schedules and costs to determine optimum worker and equipment efficiencies

Developing specifications for manufacture, and determining materials, equipment, piping, material flows, capacities and layout of plant and systems

Organising and managing project labour and the delivery of materials, plant and equipment

Establishing standards and policies for installation, modification, quality control, testing, inspection and maintenance according to engineering principles and safety regulations

Inspecting plant to improve and maintain performance

Directing the maintenance of plant buildings and equipment, and coordinating the requirements for new designs, surveys and maintenance schedules

Advising management on new production methods, techniques and equipment

Liaising with materials buying, storing and controlling departments to ensure a steady flow of supply

**214101 Industrial Engineer**

Investigates and reviews the utilisation of personnel, facilities, equipment and materials, current operational processes and established practices, to recommend improvement in the efficiency of operations in a variety of commercial, industrial and production environments.

Alternative Titles and Specialisations:
Agri Produce Process Engineer
Automation and Control Engineer
Clinical Engineer
Enterprise Resource Management Engineer
Fabrication Engineer
Industrial Efficiency Engineer
Industrial Machinery Engineer
Manufacturing Logistics Engineer
Manufacturing Technology Engineer
Operations Research Engineer
Plant Engineer
Process Engineer
Process Design Engineer
Production Engineer
Quality Management Engineer
Robotics and Production Automation Engineer
Supply Chain Management Engineer
Value Engineering

**214102 Industrial Engineering Technologist**

Analyses and modifies new and existing industrial engineering technologies and applies them in the testing and implementation of industrial engineering projects.

Alternative Titles and Specialisations:
Automation and Control Technologist
Agri Produce Process Technologist
Clothing Production Technologist
Fabrication Technologist
Footwear Production Technologist
Industrial Machinery Technologist
Leather Production Technologist
Civil Engineers

Civil engineers conduct research, advise on, design, and direct construction; manage the operation and maintenance of civil engineering structures; or study and advise on technological aspects of particular materials.

Tasks include:
- Conducting research and developing new or improved theories and methods related to civil engineering
- Advising on and designing structures such as bridges, dams, docks, roads, airports, railways, canals, pipelines, waste-disposal and flood-control systems, and industrial and other large buildings
- Determining and specifying construction methods, materials and quality standards, and directing construction work
- Establishing control systems to ensure efficient functioning of structures as well as safety and environmental protection
- Organising and directing maintenance and repair of existing civil engineering structures
- Analyzing the behaviour of soil and rock when placed under pressure by proposed structures and designing structural foundations
- Analyzing the stability of structures and testing the behaviour and durability of materials used in their construction

Civil Engineer

Plans, designs, organises and oversees the construction and operation of civil engineering projects such as structural, transportation or hydraulic engineering systems.

Alternative Titles and Specialisations:
- Biosystems Engineer
- Construction Engineer
- Gis and Landuse Management Engineer
- Geotechnical Engineer
- Hydraulics Engineer
- Site Design Engineer
- Structural Engineer
- Transport Engineer
- Transportation and Urban Planning Engineer
- Water Operations / Resources / Supply Engineer

Civil Engineering Technologist

Analyses and modifies new and existing engineering technologies and applies them in the testing and implementation of civil, mechanical, electrical or electronic engineering projects.

Alternative Titles and Specialisations:
- Biosystems Technologist
- Concrete Technologist
- Construction Technologist
Environmental engineers conduct research, advise on, design and direct implementation of solutions to prevent control or remedy negative impacts of human activity on the environment utilizing a variety of engineering disciplines. They conduct environmental assessments of construction and civil engineering projects and apply engineering principles to pollution control, recycling and waste disposal.

Tasks include:
- Conducting research, assessing and reporting on the environmental impact of existing and proposed construction, civil engineering and other activities
- Inspecting industrial and municipal facilities and programs to evaluate operational effectiveness and ensure compliance with environmental regulations
- Designing and overseeing the development of systems, processes and equipment for control, management, or remediation of water, air, or soil quality
- Providing environmental engineering assistance in network analysis, regulatory analysis, and planning or reviewing database development
- Obtaining, updating, and maintaining plans, permits, and standard operating procedures
- Providing engineering and technical support for environmental remediation and litigation projects, including remediation system design and determination of regulatory applicability
- Monitoring progress of environmental improvement programs
- Advising corporations and government agencies of procedures to follow in cleaning up contaminated sites to protect people and the environment

Collaborating with environmental scientists, planners, hazardous waste technicians, engineers from other disciplines, and specialists in law and business to address environmental problems

Environmental Engineer
Conducts research, advise on, design and direct implementation of solutions to prevent control or remedy negative impacts of human activity on the environment and conducts environmental assessments of construction and civil engineering projects and apply engineering principles to pollution control, recycling and waste disposal.

Alternative Titles and Specialisations:
- Air Pollution Control Engineer
- Environmental Analyst
- Environmental Remediation Specialist

Mechanical engineers conduct research; advise on, design, and direct production of machines, aircraft, ships, machinery and industrial plant, equipment and systems; advise on and direct their functioning, maintenance and repair; or study and advise on mechanical aspects of particular materials, products or processes.

Tasks include:
- Advising on and designing machinery and tools for manufacturing, mining, construction, agricultural, and other industrial purposes
advising on and designing steam, internal combustion and other non-electric motors and engines used for propulsion of railway locomotives, road vehicles or aircraft, or for driving industrial or other machinery

Advising on and designing: hulls, superstructures and propulsion systems of ships; mechanical plant and equipment for the release, control and utilization of energy; heating, ventilation and refrigeration systems, steering gear, pumps, and other mechanical equipment

Advising on and designing airframes, undercarriages and other equipment for aircraft as well as suspension systems, brakes, vehicle bodies and other components of road vehicles; Advising on and designing non-electrical parts of apparatus or products such as word processors, computers, precision instruments, cameras and projectors

Establishing control standards and procedures to ensure efficient functioning and safety of machines, machinery, tools, motors, engines, industrial plant, equipment, or systems; Ensuring that equipment, operation and maintenance comply with design specifications and safety standards

214401 Mechanical Engineer
Plans, designs, organises and oversees the assembly, erection, operation and maintenance of mechanical and process plant and installations.
Alternative Titles and Specialisations:
Airconditioning, Heating and Ventilation (Incl. Fire) Engineer
Automotive Engineer
Diesel Engineer
Fluid Mechanics Engineer
Forensic Engineer
Heating and Ventilation Engineer
Machine Design and Development Engineer
Maintenance Management Engineer
Mechanical Engineer (Mines)
Mechatronics Engineer
Piping Engineer
Power Generation Engineer
Pressurised Vessels Engineer
Rotational Plant Engineer
Structural Steel Engineer
Thermodynamics Engineer
Transportation Systems Engineer

214402 Mechanical Engineering Technologist
Analyses and modifies new and existing mechanical engineering technologies and applies them in the testing and implementation of mechanical engineering projects.
Alternative Titles and Specialisations:
Airconditioning, Heating and Ventilation (Incl. Fire) Technologist
Automotive Technologist
Clinical Technologist
Fluid Mechanics Technologist
Forensic Technologist
Machine Design and Development Engineering Technologist
Maintenance Technologist
Mechatronics Engineering Technologist
Nuclear Energy Technologist
Piping Technologist
### 214403 Aeronautical Engineer
Performs and supervises engineering work concerned with the design, development, manufacture, maintenance and modification of aircraft for flight.

Alternative Titles and Specialisations:
- Aerodynamics Engineer
- Aerospace Engineer
- Aircraft Control Systems Engineer
- Aircraft Designer
- Aircraft Electrical Engineer
- Aircraft Electronics Engineer
- Aircraft Mechanical Engineer
- Aircraft Production Engineer
- Aircraft Safety Engineer
- Avionics Engineer
- Avionics Systems Engineer
- Flight Test Engineer
- Flight Test Pilot
- Propulsion Engineer

### 214404 Aeronautical Engineering Technologist
Analyses and modifies new and existing engineering technologies relating to the design and construction of aircraft for flight.

Alternative Titles and Specialisations:
- Aerodynamics Engineering Technologist
- Aeronautical Technologist
- Aerospace Engineering Technologist
- Aircraft Control Systems Engineering Technologist
- Aircraft Electrical Engineering Technologist
- Aircraft Electronics Engineering Technologist
- Aircraft Mechanical Engineering Technologist
- Aircraft Production Engineering Technologist
- Aircraft Safety Engineering Technologist
- Avionics Engineering Technologist
- Avionics Systems Engineering Technologist
- Flight Test Engineering Technologist
- Propulsion Engineering Technologist

### 214405 Marine Engineer
Designs, constructs and repairs ships, boats, other marine vessels and offshore structures, both civil and military.

Alternative Titles and Specialisations:
- Marine / Naval Architect
- Marine Designer

### 214406 Marine Engineering Technologist
Analyses and modifies new and existing engineering technologies relating to the design and construction of ships, boats, other marine vessels and offshore structures, both civil and military.

### 214407 Armament Engineer (Defence Industry)
### OFO Code | OFO Detail
--- | ---
214408 | **Armament Engineering Technologist (Defence Industry)**
  Plans, designs, organises and oversees the construction of defence force's technical equipment.
  Alternative Titles and Specialisations:
  Instrument Engineer (Defence Industry)

214409 | **Nuclear Engineer**
  Plans, designs, organises and oversees the construction of nuclear reactors and auxiliary facilities.
  Alternative Titles and Specialisations:
  Nuclear Power Generation Engineer

214410 | **Nuclear Technologist**
  Analyses and modifies new and existing engineering technologies relating to the design and construction of nuclear reactors and auxiliary facilities.
  Alternative Titles and Specialisations:
  Nuclear Power Generation Engineering Technologist

2145 | **Chemical Engineers**
  Chemical engineers conduct research and develop, advise on and direct commercial-scale chemical processes and production of various substances and items such as crude oil, petroleum derivatives, food and drink products, medicines, or synthetic materials. They direct maintenance and repair of chemical plant and equipment and study and advise on chemical aspects of particular materials, products or processes.
  Tasks include:

  Conducting research and advising on, and developing commercial-scale chemical processes to refine crude oil and other liquids or gases, and to produce substances and items such as petroleum derivatives, explosives, food and drink products, medicines, or synthetic materials
  Specifying chemical production methods, materials and quality standards and ensuring that they conform to specifications
  Establishing control standards and procedures to ensure safety and efficiency of chemical production operations and safety of workers operating equipment or working in close proximity to on-going chemical reactions
  Designing chemical plant equipment and devising processes for manufacturing chemicals and products
  Performing tests throughout stages of production to determine degree of control over variables, including temperature, density, specific gravity, and pressure
  Developing safety procedures to be employed

  Preparing estimates of production costs and production progress reports for management
  Performing laboratory studies of steps in manufacture of new products and testing proposed process in small scale operation such as a pilot plant

214501 | **Chemical Engineer**
  Designs and prepares specifications for chemical process systems and the construction and operation of commercial-scale chemical plants, and supervises industrial processing, fabrication and manufacturing of products undergoing physical and chemical changes and related technologies.
  Alternative Titles and Specialisations:
  Biochemical Engineer
OFO Code  |  OFO Detail
---|---
214502  |  **Chemical Engineering Technologist**
Analyses and modifies new and existing chemical engineering technologies and applies them in the testing and implementation of chemical engineering projects.

**Alternative Titles and Specialisations:**
Biochemical Technologist
Bioengineering Technologist
Catalytic Processing Technologist
Coal Technologist
Cosmetics Technologist
Crude Oil Technologist
Energy Technologist
Environmental (Water, Air, Soil) Technologist
Fluid Dynamics Technologist
Food Processing Technologist
Fuel Technologist
Hydrometallurgical Technologist
Plastics Technologist
Pharmaceutical Technologist
Process Plants Design and Erection Technologist
Reactor Technologist
Petrochemicals Technologist
Refinery Process Engineer

214503  |  **Explosives and Dangerous Goods Inspector**
No descriptor

**Alternative Titles and Specialisations:**
Gas Examiner

2146  |  **Mining Engineers, Metallurgists and Related Professionals**
Mining engineers, metallurgists and related professionals conduct research on and, design and develop and maintain commercial-scale methods of extracting metals from their ores, or minerals, water, oil or gas from the earth and of developing new alloys, ceramic and other materials, or study and advise on mining or metallurgical aspects of particular materials, products or processes.
Tasks include:
Determining the location and planning the extraction of coal, metallic ores, non-metallic minerals, and building materials, such as stone and gravel
Determining most suitable methods of efficient mining and extraction, types of machinery to be used, planning layout and directing construction of shafts and tunnels
Determining drilling site and devising methods of controlling the flow of water, oil or gas from wells.
Planning and directing storage, initial treatment and transportation of water, oil or gas.
Establishing safety standards and procedures and first-aid facilities, especially underground.
Conducting research, developing methods of extracting metals from their ores and advising on their application.
Investigating properties of metals and alloys, developing new alloys and advising on and supervising technical aspects of metal and alloy manufacture and processing.
Maintaining technical liaison and consultancy with other relevant specialists such as geologists and geophysicists.
Examining deposits or mines to evaluate profitability.

**214601 Mining Engineer (Excluding Petroleum)**

Plans and directs the engineering aspects of locating and extracting minerals from the earth.

**Alternative Titles and Specialisations:**
Colliery Engineer
Marine Mining Engineer
Metalliferous Mining Engineer
Mine Ventilation Engineer
Open Cast Mining (Incl. Diamonds) Engineer
Rock Engineer
Surface Mining (Incl. Quarrying ) Engineer
Underground Coal Mining Engineer

**214602 Mining Engineering Technologist**

Analyses and modifies new and existing engineering technologies relating to the location and extraction of minerals from the earth.

**Alternative Titles and Specialisations:**
Colliery Technologist
Marine Mining Technologist
Metalliferous Technologist
Mine Ventilation Technologist
Open Cast Mining (Incl. Diamonds) Technologist
Rock Technologist
Surface Mining (Incl. Quarrying ) Technologist
Underground Coal Mining Technologist

**214603 Metallurgical Engineer**

Plans, designs, organises and oversees the quality, process capability, production and commercial application of metals in products and related technologies.

**Alternative Titles and Specialisations:**
Alloy Design Engineer
Corrosion Engineer
Electro Metallurgical Engineer
Extraction Engineer
Extraction Metallurgical Engineer
Flotation Metallurgical Engineer
Mining Process Engineer
Ore Processing Engineer
Physical Metallurgical Engineer
Pyro Metallurgical Engineer
Welding Engineer

**214604 Metallurgical Engineering Technologist**
OFO Code | OFO Detail
--- | ---
Analyses and modifies new and existing metallurgical engineering technologies and applies them in the testing and implementation of metallurgical engineering projects. Alternative Titles and Specialisations: Alloy Design Technologist Corrosion Technologist Electro Metallurgical Technologist Extraction Metallurgical Technologist Extraction Technologist Flotation Metallurgical Technologist Ore Processing Technologist Physical Metallurgical Technologist Pyro Metallurgical Technologist Welding Technologist

214605 | Metallurgist
Researches, develops, controls and provides advice on processes used in extracting metals from their ores, and processes used for casting, alloying, heat treating or welding refined metals, alloys and other materials to produce commercial metal products or develop new alloys and processes. Alternative Titles and Specialisations: Assayer Extractive Metallurgist Industrial Metallurgist Metallographer Metals Scientist Physical Metallurgist Radiological Metallurgist

214607 | Petroleum Engineer
Plans and directs the engineering aspects of locating and extracting petroleum or natural gas from the earth. Alternative Titles and Specialisations: Gas Engineer Mud Engineer Natural Gas Engineer Oil Refinery Engineer Petrophysical Engineer Petroleum Engineering Technologist

2149 | Engineering Professionals not Elsewhere Classified
This unit group covers engineering professionals not classified elsewhere in minor group 214, or in minor group 215. For instance, the group includes those who conduct research, advise on or develop engineering procedures and solutions concerning workplace safety, biomedical engineering, optics, materials, nuclear power generation and explosives. Tasks include:

- Applying knowledge of engineering to the design, development, and evaluation of biological and health systems and products, such as artificial organs, prostheses, and instrumentation
- Designing devices used in various medical procedures, imaging systems such as magnetic resonance imaging and devices for automating insulin injections or controlling body functions
- Designing components of optical instruments such as lenses, microscopes, telescopes, lasers, optical disc systems and other equipment that utilize the properties of light
Designing, testing, and coordinating the development of explosive ordnance material to meet military procurement specifications
Designing and overseeing construction and operation of nuclear reactors and power plants and nuclear fuels reprocessing and reclamation systems
Designing and developing nuclear equipment such as reactor cores, radiation shielding, and associated instrumentation and control mechanisms
Assessing damage and providing calculations for marine salvage operations
Studying and advising on engineering aspects of particular manufacturing processes, such as those related to glass, ceramics, textiles, leather products, wood, and printing
Identifying potential hazards and introducing safety procedures and devices

214901 Biomedical Engineer
No descriptor

214902 Explosive Ordnance Engineer
No descriptor

214903 Marine Salvage Engineer
No descriptor

214904 Quantity Surveyor
Estimates and monitors construction costs from the feasibility stage, through tender preparation, to the construction period and beyond.
Alternative Titles and Specialisations:
Building Economist
Construction Economist
Plumbing Estimator
Electrical Specifications Writer

214905 Agricultural Engineer
Performs and supervises engineering work related to the use and development of agricultural land, buildings, machines and equipment.
Alternative Titles and Specialisations:
Agricultural Energy (Bio-Energy) Engineer
Agricultural Product Processing Engineer
Agricultural Structures and Facilities Engineer
Aqua Culture Engineer
Crop Production Mechanisation Engineer
Irrigation Engineer
Natural Resources Engineer

214906 Agricultural Engineering Technologist
Analyses and modifies new and existing engineering technologies relating to the use and development of agricultural land, buildings, machines and equipment.
Alternative Titles and Specialisations:
Agricultural Energy (Bio-Energy) Engineering Technologist
Agricultural Product Processing Engineering Technologist
Agricultural Structures and Facilities Engineering Technologist
Aqua Culture Engineering Technologist
Crop Production Mechanisation Engineering Technologist
Irrigation Engineering Technologist
Natural Resources Engineering Technologist

214907 Materials Engineer
Plans and directs the engineering and commercial application of materials, manufacturing processes, products and related technologies.
Alternative Titles and Specialisations:
Material Sciences Engineer
Materials and Non Destructive Testing Engineer
Materials Engineering Technologist

No descriptor

Alternative Titles and Specialisations:
Materials Sciences Technologist
Materials and Non Destructive Testing Technologist
Materials Technologist
Optical Engineer
Safety Engineer

Electrotechnology Engineers

Electrotechnology engineers conduct research on and design, advise, plan and direct the construction and operation of electronic, electrical and telecommunications systems, components, motors, and equipment. They organize and establish control systems to monitor the performance and safety of electrical and electronic assemblies and systems. Tasks include:

- Conducting research, advising on and directing the maintenance and repair of electrical, electronic and telecommunications products and systems
- Advising on and designing power stations and systems that generate, transmit and distribute electrical power
- Establishing control standards to monitor performance and safety of electrical, electronic and telecommunication systems and equipment.

Electrical Engineers

Electrical engineers conduct research and advise on, design, and direct the construction and operation of electrical systems, components, motors and equipment, and advise on and direct their functioning, maintenance and repair, or study and advise on technological aspects of electrical engineering materials, products and processes. Tasks include:

- Advising on and designing power stations and systems which generate, transmit and distribute electrical power
- Supervising, controlling and monitoring the operation of electrical generation, transmission and distribution systems
- Advising on and designing systems for electrical motors, electrical traction and other equipment, or electrical domestic appliances

Specifying electrical installation and application in industrial and other buildings and objects
Establishing control standards and procedures to monitor performance and safety of electrical generating and distribution systems, motors and equipment
Determining manufacturing methods for electrical systems, as well as maintenance and repair of existing electrical systems, motors and equipment

Electrical Engineer

Designs, develops and supervises the manufacture, installation, operation and maintenance of equipment, machines and systems for the generation, distribution, utilisation and control of electric power.

Alternative Titles and Specialisations:
Control Engineer
Electrical Design Engineer
Electrical Engineer (Mines)
Electric Power Generation Engineer
Electromechanical Engineer
Illumination Engineer
Power Distribution Engineer
### Power Systems Engineer
- OFO Code: 215102
- OFO Detail: Analyses and modifies new and existing electrical engineering technologies and applies them in the testing and implementation of electrical engineering projects.

### Electronics Engineers
- OFO Code: 2152
- OFO Detail: Electronics engineers conduct research on, design, and direct the construction functioning, maintenance and repair of electronic systems and study and advise on technological aspects of electronic engineering materials, products or processes.

#### Tasks include:
- Advising on and designing electronic devices or components, circuits, semi-conductors, and systems
- Specifying production or installation methods, materials and quality standards and directing production or installation work of electronic products and systems
- Establishing control standards and procedures to ensure efficient functioning and safety of electronic systems, motors and equipment
- Organising and directing maintenance and repair of existing electronic systems and equipment
- Designing electronic circuits and components for use in fields such as aerospace guidance and propulsion control, acoustics, or instruments and controls
- Researching and advising on radar, telemetry and remote control systems, microwaves and other electronic equipment;
- Designing and developing signal processing algorithms and implementing these through appropriate choice of hardware and software
- Developing apparatus and procedures to test electronic components, circuits and systems

#### Electronics Engineer
- OFO Code: 215201
- OFO Detail: Designs, develops, adapts, installs, tests and maintains electronic components, circuits and systems used for computer systems, communication systems and other industrial applications.

#### Electronics Engineering Technologist
- OFO Code: 215202
- OFO Detail: Analyses, modifies, maintains and repairs new and existing electronic systems and applies them in the testing and implementation of electronic engineering projects.

### Telecommunications Engineers
- OFO Code: 2153
OFO Code   OFO Detail
Telecommunications engineers conduct research and advise on, design, and direct the
construction functioning, maintenance and repair of telecommunication systems and
equipment. They study and advise on technological aspects of telecommunication engineering
materials, products or processes.
Tasks include:
Advising on and designing telecommunications devices or components, systems, equipment
and distribution centres

Specifying production or installation methods, materials, quality and safety standards and
directing production or installation work of telecommunications products and systems
Organizing and directing maintenance and repair of existing telecommunication systems,
motors and equipment
Researching and advising on telecommunications equipment
Planning and designing communications networks based on wired, fibre optical and wireless
communication media
Designing and developing signal processing algorithms and implementing these through
appropriate choice of hardware and software
Designing telecommunication networks and radio and television distribution systems,
including both cable and over the air

215301 Telecommunications Engineer
Designs and develops telecommunications systems, devices and products.
Alternative Titles and Specialisations:
Broadcast Engineer
Dsp Designer
Engineer Communications
Fibre Optics Engineer
Rf Designers (Tx and Rx)
Radar Engineer
Radio Engineer
Radio and Telecommunications Engineer
Satellite Transmission Engineer
Signal Processing / Systems Engineer

215302 Telecommunications Engineering Technologist
Analyses, modifies, maintains and repairs new and existing telecommunication systems and
applies them in the testing and implementation of telecommunication engineering projects.

215303 Telecommunications Network Engineer
Plans, designs, and monitors complex telecommunications networks and associated
broadcasting equipment.
Alternative Titles and Specialisations:
Communications Consultant
Communications Specialist (ICT)
Telecommunications Consultant
Telecommunications Network Planner
Telecommunications Specialist

215304 Telecommunications Field Engineer
Plans, designs commissions and monitors complex telecommunications networks and
associated equipment. Provides technical advice and information, and identifies complex
problems and initiates action to resolve.

216 Architects, Planners, Surveyors and Designers
Architects, planners, surveyors and designers plan and design landscapes, building exteriors and interiors; products for manufacture; and information for visual communication, publication and display. They conduct survey work to precisely position geographical features, design, prepare and revise maps, and develop and implement plans and policies for controlling the use of land.

Tasks include:
- Determining the objectives and constraints of the design brief by consulting with clients and stakeholders
- Formulating design concepts and plans that harmonize aesthetic considerations with technical, functional, ecological and production requirements
- Preparing sketches, diagrams, illustrations, animations; plans, maps, charts, samples and models to communicate design concepts and other information
- Analyzing photographs, satellite imagery, survey documents and data, maps, records, reports and statistics
- Undertaking research and analysing functional, spatial, commercial, cultural, safety, environmental and aesthetic requirements

Building Architects

Building architects design commercial, industrial, institutional, residential and recreational buildings and plan and monitor their construction, maintenance and rehabilitation.

Tasks include:
- Developing new or improved architectural theories and methods
- Inspecting sites and consulting clients, management and other stakeholders to determine type, style and size of proposed buildings and alterations to existing buildings
- Providing information regarding designs, materials and estimated building times
- Preparing project documentation, including sketches and scale drawings, and integrating structural, mechanical and aesthetic elements in final designs
- Writing specifications and contract documents for use by builders and calling tenders on behalf of clients
- Making necessary contacts to ensure feasibility of projects regarding style, cost, timing, and compliance with regulations
- Identifying and finding best solutions for problems regarding function and quality of interior environments of buildings and making necessary designs, drawings and plans
- Monitoring construction or rehabilitation work to ensure compliance with specifications and quality standards
- Maintaining technical liaison and consultancy with other relevant specialists

Landscape Architects

Landscape architects plan and design landscapes and open spaces for projects such as, parks, schools, institutions, roads, external areas for commercial, industrial and residential sites, and plan and monitor their construction, maintenance and rehabilitation.

Tasks include:
- Developing new or improved theories and methods in landscape architecture
Inspecting sites and consulting clients, management and other stakeholders to determine type, style and size of proposed buildings, parks, roads and other open spaces
Compiling and analyzing site and community data about geographical and ecological features, landforms, soils, vegetation, site hydrology, visual characteristics and human-made structures, to formulate land use and development recommendations, and for preparing environmental impact statements
Preparing reports, site plans, working drawings, specifications and cost estimates for land development, showing location and details of proposals, including ground modeling, structures, vegetation and access
Writing specifications and contract documents for use by builders and civil engineering contractors and calling tenders on behalf of clients
Making necessary contacts to ensure feasibility of projects regarding style, cost, timing, and compliance with regulations
Identifying and finding best solutions for problems regarding function and quality of exterior environments and making necessary designs, drawings and plans
Monitoring construction or rehabilitation work to ensure compliance with specifications and quality standards
Maintaining technical liaison and consultancy with other relevant specialists

216201 Landscape Architect
Plans and designs land areas for projects such as open space networks, parks, schools, institutions, roads, external areas for all building types, land subdivisions, and commercial, industrial and residential sites.
Alternative Titles and Specialisations:
Garden Designer
Landscape Designer
Landscape Planner

2163 Product and Garment Designers
Product and garment designers design and develop products for manufacture and prepare designs and specifications of products for mass, batch and one-off production.
Tasks include:
Determining the objectives and constraints of the design brief by consulting with clients and stakeholders;
Formulating design concepts for clothing, textiles, industrial, commercial and consumer products, and jewellery;
Harmonizing aesthetic considerations with technical, functional, ecological and production requirements;
Preparing sketches, diagrams, illustrations, plans, samples and models to communicate design concepts;
Negotiating design solutions with clients, management, and sales and manufacturing staff;
Selecting, specifying and recommending functional and aesthetic materials, production methods and finishes for manufacture;
Detailing and documenting the selected design for production;
Preparing and commissioning prototypes and samples;
Supervising the preparation of patterns, programs and tooling, and the manufacturing process.

216301 Fashion Designer
Plans, designs and develops clothing, accessories, footwear or other items of personal apparel using the form and construction of clothing, historical styles and contexts, contemporary and cultural trends, colour, fabric, decoration, and the techniques and processes available for manufacture.
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<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Clothing / Dress / Knitwear / Designer</td>
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<td>Costume Designer</td>
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<td>Footwear Designer</td>
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<td>216302</td>
<td>Leisurewear Designer</td>
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<td></td>
<td><strong>Industrial Designer</strong></td>
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<td></td>
<td>Plans, designs, develops and documents industrial, commercial or consumer products for manufacture with particular emphasis on ergonomic (human) factors, marketing considerations and manufacturability, and prepares them for mass or batch production.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Carpet Designer / Copyist Planner</td>
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<td>Ceramic Designer</td>
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<td>Commercial Product Designer</td>
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<td>Furniture Designer</td>
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<td>Glass Designer</td>
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<td>Industrial Graphic Designer</td>
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<td>Product Designer (Excl. Engineering Products)</td>
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<td>Wallpaper Designer</td>
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<td>Weaving Pattern Card Preparer</td>
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<td>Textile Designer</td>
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<td>Textile Research and Development Practitioner</td>
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<td>216303</td>
<td><strong>Jewellery Designer</strong></td>
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<td>Conceptualises and designs prototypes and details for the manufacture of jewellery and objects for personal adornment including watches and spectacles, home wares and other objects such as trophies and silverware using metals, precious stones, plastics, engraving, casting and fabrication to develop designs for mass or batch production or one-off commissions.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Jewellery Industrial Designer</td>
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<td>2164</td>
<td><strong>Town and Traffic Planners</strong></td>
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<td>Town and traffic planners develop and implement plans and policies for the controlled use of urban and rural and for traffic systems. They conduct research and provide advice on economic, environmental and social factors affecting land use and traffic flows.</td>
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<td>Tasks include:</td>
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<td>Planning layout and coordinating development of urban areas</td>
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<td></td>
<td>Compiling and analyzing data on economic, legal, political, cultural, demographic, sociological, physical and environmental factors affecting land use</td>
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<td>Conferring with government authorities, communities and specialists in fields such as architecture, planning, social science, the environment and the law</td>
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<td>Devising and recommending use and development of land, and presenting narrative and graphic plans programs and designs to groups and individuals</td>
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<td>Advising governments, companies and communities on urban and regional planning issues and proposals</td>
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<td></td>
<td>Reviewing and evaluating environmental impact reports</td>
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<tr>
<td></td>
<td>Planning layout and coordinating development of urban areas</td>
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<td>Planning and the development of land areas for parks, schools, institutions, airports, roadways and related projects, and for commercial, industrial and residential sites</td>
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<td>Planning and advising on routing and control of road traffic and public transportation systems for efficiency and safety</td>
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<tr>
<td>216401</td>
<td><strong>Urban and Regional Planner</strong></td>
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OFO Code | OFO Detail
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| Develops and implements plans and policies for the controlled use of urban and rural land, and advises on economic, environmental and social needs of land areas.

Alternative Titles and Specialisations:
- Community / Country / District Planner
- Environmental Consent Planner
- Environmental Policy Planner
- Geothermal Resource Officer
- Land Development Planner
- Land Planner
- Land Use Planner
- Natural Resource Management Consultant / Officer / Planner
- Town Planner
- Traffic and Transport Planner

216402 Transport Analyst

No descriptor

Alternative Titles and Specialisations:
- Logistics Analyst

2165 Cartographers and Surveyors

Cartographers and surveyors determine the exact position of, or prepare and revise digital, graphic and pictorial maps, charts or other visual representation of, natural and constructed features and boundaries of land, seas, underground areas and celestial bodies, applying scientific and mathematical principles.

Tasks include:
- Surveying, measuring and describing land surfaces, mines, underground surfaces, sea, river and lake beds
- Noting exact position of various features and recording survey data in digital form
- Making charts and maps to be used in determining navigable waters and channels and in planning construction of marine structures
- Planning and conducting aerial photographic surveys
- Designing, compiling and revising maps and charts using aerial and other photographs, satellite imagery, survey documents and data, existing maps and records, reports and statistics
- Undertaking research and development of surveying and photogrammetric measurement systems, cadastral systems and land information systems
- Studying and advising on technical, aesthetic and economic aspects of map production
- Maintaining technical liaison and consultancy with other relevant specialists

216501 Cartographer

Applies scientific and mathematical principles to design, prepare and revise maps and charts.

Alternative Titles and Specialisations:
- Map Maker

216502 Surveyor

Plans, directs and conducts survey work to determine, delineate, plan and precisely position tracts of land, natural and constructed features, coastlines, marine floors and underground works, and manages related information systems.

Alternative Titles and Specialisations:
- Aerial Surveyor
- Cadastral Records Advisor
- Cadastral Survey Advisor
- Cadastral Surveyor
- Geodetic Surveyor
- Geometric Engineer
Graphic and multimedia designers design information content for visual and audio communication, publication and display using print, film, electronic, digital and other forms of visual and audio media. They create special effects, animation, or other visual images for use in computer games, movies, music videos, print media and advertisements.

Tasks include:
- Determining the objectives and constraints of the design brief by consulting with clients and stakeholders
- Undertaking research and analysing functional communication requirements
- Formulating design concepts for the subject to be communicated
- Preparing sketches, diagrams, illustrations and layouts to communicate design concepts
- Designing complex graphics and animation to satisfy functional, aesthetic and creative requirements of the design brief
- Creating two-dimensional and three-dimensional images depicting objects in motion or illustrating a process, using computer animation or modeling programs
- Negotiating design solutions with clients, management, sales and production staff
- Selecting, specifying or recommending functional and aesthetic materials and media for publication, delivery or display
- Detailing and documenting the selected design for production
- Supervising or carrying out production in the chosen media

**216601 Graphic Designer**

Plans, designs, develops and prepares information for publication and reproduction using text, symbols, pictures, colours and layout to achieve commercial and communicating needs with particular emphasis on tailoring the message for the intended audience.

Alternative Titles and Specialisations:
- Advertising Artist / Designer
- Art Director
- Calligrapher
- Commercial Artist
- Display Artist
- Exhibition / Display Designer
- Film and Video Graphics Designer
- Graphic Artist
- Lettering Designer
- Lithographic Artist
- Publication Designer

**216602 Illustrator**
**OFO Code** | **OFO Detail**
---|---
216603 | Multimedia Designer

Plans, designs, and develops the production of digitally delivered information, promotional content, instructional material, and entertainment through online and recorded digital media using static and animated information, text, pictures, video, and sound to produce information and entertainment tailored to an intended audience and purpose.

Alternative Titles and Specialisations:
- Digital Media Designer
- Instructional Designer
- Interactive Media Designer
- Multimedia Artist

216604 | Web Designer

Designs online forms to seamlessly integrate with workflow processes in organisations.

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**22 Health Professionals**

Health professionals conduct research, improve or develop concepts, theories, and operational methods, and apply scientific knowledge relating to medicine, nursing, dentistry, veterinary medicine, pharmacy, and promotion of health.

Tasks include:
- Conducting research and obtaining scientific knowledge through the study of human and animal disorders and illnesses and ways of treating them
- Advising on or applying preventive and curative measures, or promoting health
- Preparing scientific papers and reports
- Supervision of other workers may be included

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**221 Medical Doctors**

Medical doctors study, diagnose, treat, and prevent illness, disease, injury, and other physical and mental impairments in humans through the application of the principles and procedures of modern medicine. They plan, supervise, and evaluate the implementation of care and treatment plans by other health care providers, and conduct medical education and research activities.

Tasks include:
- Conducting physical examinations of patients and interviewing them and their families to determine their health status
- Ordering diagnostic tests and analysing findings; prescribing and administering curative treatments and preventive measures; Performing surgery and other clinical procedures
- Monitoring patients' progress and response to treatment
- Advising on health, nutrition, and lifestyle behaviours which aid prevention or treatment of disease and disorders; identifying and managing complications before, during and after childbirth; Planning, managing, and implementing referral plans for patients in need of specialised, long-term or other types of health care services
- Exchanging medical information with other health professionals to ensure continuing and comprehensive care; reporting births, deaths and notifiable diseases to government authorities

Conducting research into human disorders and illnesses and preventive or curative methods
Generalist medical practitioners diagnose, treat and prevent illness, disease, injury, and other physical and mental impairments and maintain general health in humans through application of the principles and procedures of modern medicine. They do not limit their practice to certain disease categories or methods of treatment, and may assume responsibility for the provision of continuing and comprehensive medical care to individuals families and communities.

**Tasks include:**
- Conducting physical examinations of patients and interviewing them and their families to determine their health status
- Ordering laboratory tests, X-rays and other diagnostic procedures and analysing findings to determine the nature of disorders or illnesses
- Providing continuing medical care for patients including prescribing, administering, counselling on and monitoring curative treatments and preventive measures
- Performing surgery and other clinical procedures
- Advising individuals, families and communities on health, nutrition and lifestyle which aid prevention or treatment of disease and disorders
- Providing referrals to patients and families for specialised care in hospitals, rehabilitation centres or other types of health care centres
- Identifying, managing and providing referrals for complications before, during and after childbirth

Recording patients' medical information and history and exchanging information with specialist practitioners and other health workers as required for continuing medical care; reporting births, deaths and notifiable diseases to government authorities to meet legal and professional requirements.

Conducting research in human health and medical services and disseminating the findings such as through scientific reports.

Planning and participating in programs designed to prevent the occurrence and spread of common diseases.

### 221101 General Medical Practitioner
Diagnoses, treats and prevents human physical and mental disorders and injuries.

**Alternative Titles and Specialisations:**
- Doctor
- General Practitioner (GP)
- Medical Practitioner
- Physician
- Primary Health Care Physician
- Sports Medicine Practitioner
- Sports Physician

### 221102 Resident Medical Officer
Diagnoses, treats and prevents human physical and mental disorders and injuries under the supervision of specialists or senior general practitioners.

**Alternative Titles and Specialisations:**
- Medical Intern

### 221103 Public Health Physician
Plans and administers preventative health care research programs in hospitals, clinics, or other public medical facilities.

### 2212 Specialist Medical Practitioners
Specialist medical practitioners diagnose, treat and prevent illness, disease, injury, and other physical and mental impairments in humans, using specialised testing, diagnostic, medical, surgical, physical and psychiatric techniques, through application of the principles and procedures of modern medicine. They specialize in certain disease categories, types of patient or methods of treatment and may conduct medical education and research in their chosen areas of specialization.

Tasks include:
- Conducting physical examinations of patients and interviewing them and their families to determine their health status
- Considering medical information provided by a referring doctor or other health care provider
- Ordering specialised diagnostic tests to determine the nature of disorders or illnesses
- Prescribing, administering and monitoring patients' responses to treatments, medications, anaesthetics, psychotherapies, physical rehabilitation programmes and other preventive and curative measures
- Performing surgery of a general or specialised nature
- Managing complications before, during and after childbirth
- Recording patients' medical information and exchanging information with other health professionals to ensure the provision of comprehensive care
- Reporting births, deaths and notifiable diseases to government authorities to meet legal and professional requirements
- Providing information to patients and families and communities about preventive measures, treatment and care for specific ailments
- Performing autopsies to determine cause of death;
- Conducting research into specific human disorders and illnesses and preventive or curative methods and disseminating the findings such as through scientific reports
- Planning and participating in programs designed to prevent the occurrence and spread of specific diseases.

221201 **Anaesthetist**

Provides direct medical care to patients requiring general or local anaesthesia for surgical, diagnostic and other procedures such as prevention of pain and maintenance of body function.

Alternative Titles and Specialisations:
- Anaesthesiologist
- Intensive Care Anaesthetist
- Medical Sedation Specialist
- Obstetric Anaesthetist
- Pain Management Specialist

221202 **Cardiologist**

Investigates, diagnoses and treats diseases of the human heart.

Alternative Titles and Specialisations:
- Cardiac Imaging Fellow

221203 **Emergency Medicine Specialist**

Emergency physician provides diagnostic medical services and manages patients with acute and urgent illness and injury.

Alternative Titles and Specialisations:
- Emergency Physician

221204 **Obstetrician and Gynaecologist**

Provides diagnostic, treatment and preventative medical and surgical services related to the care of women, foetuses and children during pregnancy and childbirth, and to disorders of the female genital, urinary, rectal and reproductive organs.

Alternative Titles and Specialisations:
OFO Code  OFO Detail
Child Birth Specialist
Gynaecological Oncologist
Infant Care Medical Specialist
Urogynaecologist

221205  **Ophthalmologist**
Provides diagnostic, treatment and preventative medical services related to diseases, injuries and deficiencies of the human eye and associated structures.
Alternative Titles and Specialisations:
Eye Surgeon
Medical Eye Specialist
Ophthalmic Optician

221206  **Paediatrician**
Investigates, diagnoses and treats diseases and disorders in children from birth up to and including adolescence.
Alternative Titles and Specialisations:
Neonatologist
Paediatric Thoracic Physician

221207  **Pathologist**
Identifies the cause and processes of disease and illness by examining changes in bodily tissue and in blood and other body fluids, and conducts tests on samples of tissues, blood and body secretions.
Alternative Titles and Specialisations:
Clinical Cytopathologist
Forensic Biologist
Forensic Pathologist
Forensic Scientist
Forensic Toxicologist
Immunologist

221208  **Psychiatrist**
Diagnoses, assesses, treats and prevents human mental, emotional and behavioural disorders.
Alternative Titles and Specialisations:
Adolescent Psychiatrist
Child Psychiatrist
Forensic Psychiatrist
Geriatric Psychiatrist
Medical Psychotherapist
Psychogeriatrician

221209  **Radiologist**
Provides diagnostic medical services, and medical care and management of patients utilising radiant energy techniques such as general radiography, angiography, fluoroscopy, mammography, ultrasound, computed tomography, magnetic resonance imaging, nuclear medicine and bone densitometry.
Alternative Titles and Specialisations:
Diagnostic Radiologist
Medical Imagining Specialist
Nuclear Medicine Specialist
Radiation Oncologist
Sonologist

221210  **Specialist Physician (General Medicine)**
Investigates and diagnoses internal human disorders and diseases, and administers treatment.
OFO Code | OFO Detail
--- | ---
Alternative Titles and Specialisations:
Medical Specialist
Venereologist
Clinical Oncologist
Cancer Specialist
Endocrinologist
Diabetologist
Reproductive Endocrinologist
Gastroenterologist
Haematologist
Intensive Care Specialist
Intensive Care Medicine Specialist
Intensivist
Neurologist
Renal Medicine Specialist
Nephrologist
Thoracic Medicine Specialist
Pulmonary Specialist
Respiratory Medicine Physician
Respiratory Physician
Thoracic Medicine Physician
Clinical Geneticist
Clinical Immunologist
Clinical Pharmacologist
Geriatrician
Infectious Diseases Specialist
Musculoskeletal Physician
Palliative Medicine Specialist

221211 Surgeon
Performs surgery to correct diseases and disorders covering a broad range of medical conditions.
Alternative Titles and Specialisations:
Cardiothoracic Surgeon
Neurosurgeon
Orthopaedic Surgeon
Otorhinolaryngologist
Ear, Nose and Throat Specialist
Head and Neck Surgeon
Laryngologist
Otolaryngologist
Otolologist
Rhinologist
Paediatric Surgeon
Plastic and Reconstructive Surgeon
Urologist
Vascular Surgeon
Preventive Medicine Specialist
Occupational Medicine Specialist
Industrial Medicine Specialist
Sexual Health Physician
Specialist In Rehabilitation Medicine

222 Nursing and Midwifery Professionals
Nursing professionals provide treatment and care services for people who are physically or mentally ill, disabled or infirm, and others in need of care due to potential risks to health including before, during and after childbirth. They assume responsibility for the planning, management and evaluation of the care of patients, including the supervision of other health care workers, working autonomously or in teams with medical doctors and others in the practical application of preventive and curative measures.

Tasks include:
Assessing, planning, providing and evaluating nursing and midwifery care for patients according to the practice and standards of modern nursing and midwifery
Coordinating the care of patients in consultation with other health professionals and members of health teams
Developing and implementing care plans, treatments and therapies, including administering medications
Monitoring and alleviating pain and discomfort experienced by patients using a variety of therapies, including the use of pain-killing drug
Monitoring patients’ health condition, including progress of pregnancy and responses to curative treatment
Providing information to patients, families and communities about a range of health issues, including prevention of illness, treatment and care, pregnancy and childbirth, and other topics
Supervising and coordinating the work of other health care workers
Conducting research on nursing and midwifery practice and preparing scientific papers and reports

Nursing professionals provide treatment, support and care services for people who are in need of nursing care due to the effects of ageing, injury, illness or other physical or mental impairment, or potential risks to health. They assume responsibility for the planning and management of the care of patients, including the supervision of other health care workers, working autonomously or in teams with medical doctors and others in the practical application of preventive and curative measures.

Tasks include:
Planning, providing and evaluating nursing care for patients according to the practice and standards of modern nursing
Coordinating the care of patients in consultation with other health professionals and members of health teams
Developing and implementing care plans for the biological, social, and psychological treatment of patients in collaboration with other health professionals
Planning and providing personal care, treatments and therapies including administering medications, and monitoring responses to treatment or care plan
Cleaning wounds and applying surgical dressings and bandages
Monitoring pain and discomfort experienced by patients and alleviating pain using a variety of therapies, including the use of pain-killing drugs
Planning and participating in health education programmes, health promotion and nurse education activities in clinical and community settings
Answering questions from patients and families and providing information about prevention of ill-health, treatment and care

Supervising and coordinating the work of other nursing, health and personal care workers
Conducting research on nursing practices and procedures and disseminating findings such as through scientific papers and reports.
OFO Code | OFO Detail
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| Provides advanced and extended nursing care to patients such as ordering diagnostic tests, undertaking diagnosis and health assessments, prescribing patient care management, medicines and therapies as authorised in relevant nursing legislation, and referring to medical specialists and other health professionals in a range of health, welfare and community settings.
Alternative Titles and Specialisations:
Clinical Nurse Specialist
Infection Control Nurse

222102 Registered Nurse (Aged Care)
Provides nursing care to the elderly in community settings, residential aged care facilities, retirement villages and health care facilities.
Alternative Titles and Specialisations:
Gerontology Nurse
Registered Geriatric Nurse

222103 Registered Nurse (Child and Family Health)
Provides nursing care to children from birth to school age and their families with an emphasis on preventing, and early detection of, and intervening in physical, emotional and social problems affecting children and their families such as assistance with parent craft, immunisation and developmental milestones.
Alternative Titles and Specialisations:
Maternity Nurse
Neonatal Nurse
Plunket Nurse

222104 Registered Nurse (Community Health)
Provides nursing care, health counselling, screening and education to individuals, families and groups in the wider community with a focus on patient independence and health promotion.
Alternative Titles and Specialisations:
Clinic Nurse
District Nurse
Health Coordinator
Health Education and Promotion Nurse
Industrial / Factory Nurse
Nurse Clinician
Occupational Health Nurse
Primary Health Care Nurse
Public Health Nurse
Remote / Rural Area Nurse
School Nurse

222105 Registered Nurse (Critical Care and Emergency)
Provides nursing care to critically ill patients and patients with unstable health following injury, surgery or during the acute phase of diseases, integrating new technological equipment into care in settings such as high dependency units, intensive care units, emergency departments or retrieval services.
Alternative Titles and Specialisations:
Acute Care Nurse
Coronary Care Unit Nurse
Emergency / Trauma Nurse
Intensive Care Nurse

222106 Registered Nurse (Developmental Disability)
Provides nursing care to people with intellectual and development disabilities in a range of health, welfare and community settings.
OFO Code | OFO Detail
--- | ---
222107 | Registered Nurse (Disability and Rehabilitation)
Provides nursing care to patients recovering from injury and illness, and assists and facilitates patients with disabilities to live more independently.
Alternative Titles and Specialisations:
- Orthopaedic Nurse
- Palliative Care Nurse
- Rehabilitation Nurse

222108 | Registered Nurse (Medical and Surgical)
Provides nursing care to patients with conditions such as infections, metabolic disorders and degenerative conditions which require medical intervention in a range of health, aged care and community settings.
Alternative Titles and Specialisations:
- General Nurse
- Hospital Nurse
- Nursing Prison Officer
- Prison Nurse

222109 | Registered Nurse (Medical Practice)
Provides clinical care to patients, undertakes clinical organisation and practice administration, and facilitates communication within a general practice environment and between the practice and outside organisations and individuals.
Alternative Titles and Specialisations:
- Practice Nurse

222110 | Registered Nurse (Mental Health)
Provides nursing care to patients with mental health illness, disorder and dysfunction, and experiencing emotional difficulties, distress and crisis in health, welfare and aged care facilities, correctional services and the community.
Alternative Titles and Specialisations:
- Child and Adolescence Mental Health Nurse
- Drug and Alcohol Nurse
- Psychiatric Nurse
- Psychiatric Rehabilitation Nurse
- Psychogeriatric Care Nurse
- Psychopaedic Nurse

222111 | Registered Nurse (Preoperative)
Provides nursing care to patients before, during and immediately after surgery, assesses patients' condition, plans nursing care for surgical intervention, maintains a safe and comfortable environment, assists surgeons and anaesthetists during surgery, and monitors patients' recovery from anaesthetic, prior to return to or discharge from ward.
Alternative Titles and Specialisations:
- Anaesthetic Nurse
- Operating Room Nurse
- Operating Theatre Nurse
- Recovery Nurse

222112 | Registered Nurse (Surgical)
Provides nursing care to patients with injuries and illness that require surgical intervention.
Alternative Titles and Specialisations:
- Obstetric Nurse
- Oncology Nurse
**OFO Code** | **OFO Detail**
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222113 | Paediatrics Nurse  
Provides nursing care to children with injuries and illness.

222114 | Nurse Educator  
Designs, plans, implements and evaluates the delivery of nursing education and staff development programs, and manages educational resources.  
Alternative Titles and Specialisations:  
Clinical Nurse Educator  
Clinical Nurse Preceptor  
Staff Development Nurse

222115 | Nurse Researcher  
Designs, conducts and evaluates nursing and interdisciplinary research projects and promotes the implementation of research findings into clinical nursing practice.

222116 | Nurse Manager  
Manages a health service unit or sub-unit of a hospital, aged care or community health care facility, supervises nursing staff and financial resources to enable the provision of safe, cost effective nursing care within a specified field or for a particular unit and monitors quality, clinical standards and professional development of nurses.  
Alternative Titles and Specialisations:  
Charge Nurse  
Charge Sister  
Nurse Unit Manager

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2222 | Midwifery Professionals  
Midwifery professionals plan, manage, provide and evaluate midwifery care services before, during and after pregnancy and childbirth. They provide delivery care for reducing health risks to women and newborn children, working autonomously or in teams with other health care providers.  
Tasks include:  
Planning, providing and evaluating care and support services for women and babies before, during and after pregnancy and childbirth according to the practice and standards of modern midwifery care

Providing advice to women and families and conducting community education on health, nutrition, hygiene, exercise, birth and emergency plans, breastfeeding, infant care, family planning and contraception, lifestyle and other topics related to pregnancy and childbirth

Assessing progress during pregnancy and childbirth, managing complications and recognising warning signs requiring referral to a medical doctor with specialised skills in obstetrics

Monitoring the health status of newborns, managing complications and recognising warning signs requiring referral to a medical doctor with specialised skills in neonatology

Monitoring pain and discomfort experienced by women during labour and delivery and alleviating pain using a variety of therapies, including the use of pain-killing drugs

Reporting births to government authorities to meet legal and professional requirements  
Conducting research on midwifery practices and procedures and disseminating findings such as through scientific papers and reports

Planning and conducting midwifery education activities in clinical and community settings.

222201 | Midwife  
Provides care and advice to women during pregnancy, labour and childbirth, and postnatal care for women and babies in a range of settings such as the home, community, hospitals, clinics and health units.
## Traditional and Complementary Medicine Professionals

Traditional and complementary medicine professionals prevent, diagnose and treat illness, disease, injury, and other physical and mental impairments and maintain general health in humans by applying knowledge, skills and practices acquired through extensive study of the theories, beliefs and experiences, originating in specific cultures.

Tasks include:

- Conducting physical examinations of patients and interviewing them and their families to determine their health status; developing and implementing treatment plans for physical, mental and psychosocial ailments using applications such as acupuncture, ayurvedic, homoeopathic and herbal medicine.
- Evaluating and documenting patients' progress through treatment plans.
- Providing health, nutrition and lifestyle advice to individuals, families and communities; prescribing and preparing traditional medicines, such as herbal, plant, mineral and animal extracts, to stimulate the body's capacity for self-healing.
- Exchanging information about patients with other health care workers as needed to ensure continuing and comprehensive health care.
- Conducting research into traditional and complementary medicines and treatments and disseminating findings such as through scientific papers and reports.

### 2231 Traditional and Complementary Medicine Professionals

- **Acupuncturist**
  Treats disorders and illnesses by stimulating the body's defence mechanisms through inserting fine needle into the skin.

- **Ayurvedic Practitioner**
  Provides a whole-body approach to health serves to promote spiritual, physical and mental well-being.

- **Homoeopath**
  Treats the immune and defence system by assessing the whole person and using minute amounts of natural remedies made from substances such as plants, minerals and animal sources.
Naturopath
Treats internal health problems, metabolic disorders and imbalances through treatment of the whole person using natural therapies.
Alternative Titles and Specialisations:
Natural Health Practitioner
Natural Health Therapist
Natural Therapist

Traditional Chinese Medicine Practitioner
Treats imbalances of energy flows through the body by assessing the whole person and using techniques and methods such as acupuncture, chinese herbal medicine, massage, diet, exercise and breathing therapy.
Alternative Titles and Specialisations:
Chinese Herbal Medicine Practitioner
Chinese Medicine Practitioner
Herbalist (Chinese)
Oriental Medicine Practitioner
Unani Practitioner

Paramedical Practitioners
Paramedical practitioners provide advisory, diagnostic, curative and preventive medical services for humans more limited in scope and complexity than those carried out by medical doctors. They work autonomously or with limited supervision of medical doctors, and apply advanced clinical procedures for treating and preventing diseases, injuries and other physical or mental impairments common to specific communities.
Tasks include:
Conducting physical examinations of patients and interviewing them and their families to determine their health status and recording patients' medical information
Performing basic or more routine medical and surgical procedures, including prescribing and administering treatments, medications and other preventive or curative measures, especially for common diseases and disorders
Administering or ordering diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests; performing therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management
Assisting medical doctors with complex surgical procedures; monitoring patients' progress and response to treatment, and identifying signs and symptoms requiring referral to medical doctors
Advising patients and families on diet, exercise and other habits which aid prevention or treatment of disease and disorders
Identifying and referring complex or unusual cases to medical doctors, hospitals or other places for specialised care; reporting births, deaths and notifiable diseases to government authorities to meet legal and professional reporting requirements
OFO Code  OFO Detail
Administering or ordering diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests; performing therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management
Assisting medical doctors with complex surgical procedures; monitoring patients' progress and response to treatment, and identifying signs and symptoms requiring referral to medical doctors
Advising patients and families on diet, exercise and other habits which aid prevention or treatment of disease and disorders
Identifying and referring complex or unusual cases to medical doctors, hospitals or other places for specialised care; reporting births, deaths and notifiable diseases to government authorities to meet legal and professional reporting requirements

224101  Paramedical Practitioner
Provides limited advisory, diagnostic, curative and preventive medical services to humans and apply advanced clinical procedures for treating and preventing diseases, injuries and other physical or mental impairments common to specific communities.
Alternative Titles and Specialisations:
Advanced Care Paramedic
Clinical Officer (Paramedical)
Feldscher
Primary Care Paramedic

224102  Sports Scientist
Sports scientists assist sportspeople to achieve the best possible sporting performance by applying knowledge and techniques from the areas of medicine, physiology, biomechanics (the study of human movement), nutrition, psychology and physiotherapy / massage.

225  Veterinarians
Veterinarians diagnose, prevent and treat diseases, injuries and dysfunctions of animals. They may provide care to a wide range of animals or specialize in the treatment of a particular animal group or in a particular specialty area, or provide professional services to commercial firms producing biological and pharmaceutical products.
Tasks include:
Determining the presence and nature of abnormal conditions by physical examination, laboratory testing and through diagnostic imaging techniques including radiography and ultrasound
Treating animals medically and surgically, and administering and prescribing drugs, analgesics, and general and local anaesthetics; performing surgery, dressing wounds and setting broken bones
Rendering obstetric services to animals; participating in programs designed to prevent the occurrence and spread of animal diseases
Participating in programs designed to prevent the occurrence and spread of animal diseases
Inoculating animals against, and testing for, infectious diseases and notifying authorities of outbreaks of infectious animal diseases
Performing autopsies to determine cause of death; advising clients on health, nutrition and feeding, hygiene, breeding and care of animals

2251  Veterinarians
Veterinarians diagnose, prevent and treat diseases, injuries and dysfunctions of animals. They may provide care to a wide range of animals or specialize in the treatment of a particular animal group or in a particular specialty area, or provide professional services to commercial firms producing biological and pharmaceutical products.
OFO Code | OFO Detail
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| Tasks include: Determining the presence and nature of abnormal conditions by physical examination, laboratory testing and through diagnostic imaging techniques including radiography and ultrasound. Treating animals medically and surgically, and administering and prescribing drugs, analgesics, and general and local anaesthetics; performing surgery, dressing wounds and setting broken bones. Rendering obstetric services to animals; participating in programs designed to prevent the occurrence and spread of animal diseases. Inoculating animals against, and testing for, infectious diseases and notifying authorities of outbreaks of infectious animal diseases. Performing autopsies to determine cause of death; advising clients on health, nutrition and feeding, hygiene, breeding and care of animals.

**225101 Veterinarian**
Diagnoses, treats and prevents animal diseases, ailments and injuries.
Alternative Titles and Specialisations:
Animal Doctor  
Veterinary Epidemiologist  
Veterinary Parasitologist  
Veterinary Pathologist  
Veterinary Surgeon

**225102 Veterinary Public Health Professional / Practitioner**
No descriptor

**225103 Livestock Inspector**
Inspects livestock for disease to ensure compliance with laws and regulations to prevent the spread of exotic pests and diseases.
Alternative Titles and Specialisations:
Agricultural Veterinary Inspector  
Animal Health Officer  
Spca Inspector

**226 Other Health Professionals**
Other health professionals provide health services related to dentistry, pharmacy, environmental health and hygiene, occupational health and safety, physiotherapy, nutrition, hearing, speech, vision and rehabilitation therapies.
Tasks include:
Assessing patients or clients to determine the nature of the disorder, illness or problem; developing and implementing treatment plans and evaluating and documenting patients’ progress. Diagnosing and treating diseases, injuries and malformations of the teeth, mouth, jaws and associated tissues. Storing, preserving, compounding testing and dispensing medicinal products and counselling on their proper use and adverse effects. Assessing, planning and implementing programs to recognize, monitor and control environmental factors that can potentially affect human health, to improve or restore human motor functions, maximize movement ability, relieve pain syndromes, or to enhance the impact of food and nutrition on human health. Diagnosing, managing and treating physical disorders affecting human hearing, communication of swallowing, or disorders of the eyes and visual system. Advising clients about continued treatment and care and providing or arranging rehabilitation services; referring clients to or conferring with other health professionals or associate professionals if required.

**2261 Dentists**
OFO Code | OFO Detail
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226101 | Dental Specialist

Diagnoses and treats diseases, injuries, irregularities and malformations of teeth and associated structures in the mouth and jaw using surgery and other specialist techniques.

Alternative Titles and Specialisations:
- Community Dentistry Specialist
- Dental / Oral Surgeon
- Endodontist
- Oral Pathologist
- Oral and Maxillofacial Surgeon
- Orthodontist
- Paedodontist
- Periodontist
- Prosthodontist
- Stomatologist

226102 | Dentist

Diagnoses and treats dental disease, injuries, decay and malformations of the teeth, periodontal tissue (gums), hard and soft tissue found on the mouth and other dento-facial structures using surgery and other techniques.

Alternative Titles and Specialisations:
- Dental Practitioner
- Oral Medicine Specialist
- Restorative Dentist

2262 | Pharmacists
Pharmacists store, preserve, compound, and dispense medicinal products and counsel on the proper use and adverse effects of drugs and medicines following prescriptions issued by medical doctors and other health professionals. They contribute to researching, testing preparing, prescribing and monitoring medicinal therapies for optimising human health. Tasks include:

Receiving prescriptions for medicinal products from medical doctors and other health professionals, checking patients' medicine histories, and ensuring proper dosage and methods of administration and drug compatibility before dispensing

Preparing or supervising the preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions

Providing information and advice to prescribers and clients regarding drug interactions, incompatibility and contra-indications, side effects, dosage and proper medication storage

Collaborating with other health care professionals to plan, monitor, review, and evaluate the quality and effectiveness of the medicine therapy of individual patients, and the effectiveness of particular drugs or therapies

Maintaining prescription files and recording issue of narcotics, poisons and habit-forming drugs in accordance with legal and professional requirements

Storing and preserving vaccines, serums and other drugs subject to deterioration

Advising clients on and supplying non-prescription medicines and diagnostic and therapeutic aids for common conditions

Supervising and coordinating the work of pharmacy technicians, pharmacy interns and pharmacy sales assistants

Conducting research to develop and improve pharmaceuticals, cosmetics and related chemical products

Conferring with chemists, engineering professionals and other professionals about manufacturing techniques and ingredients

Testing and analysing drugs to determine their identity, purity and strength in relation to specified standards

Evaluating labels, packaging and advertising of drug products

Developing information and risks of particular drugs

226201 Hospital Pharmacist
Prepares and dispenses pharmaceuticals, drugs and medicines in a hospital pharmacy.

Alternative Titles and Specialisations:
Clinical Pharmacist
Health Service Pharmacist
Hospital Chemist

226202 Industrial Pharmacist
Undertakes research, testing and analysis related to the development, production, storage, quality control and distribution of drugs and related supplies.

226203 Retail Pharmacist
Dispenses prescribed pharmaceuticals to the public, educates customers on health promotion, disease prevention and the proper use of medicines, and sells non-prescription medicines and related goods in a community pharmacy.

Alternative Titles and Specialisations:
Community Pharmacist
Dispensing Chemist
Pharmacist Assistant

2263 Environmental and Occupational Health and Hygiene Professionals
Environmental and occupational health and hygiene professionals assess, plan and implement programs to recognize, monitor and control environmental factors that can potentially affect human health, to ensure safe and healthy working conditions, and to prevent disease or injury caused by chemical, physical, radiological and biological agents or ergonomic factors.

Tasks include:
- Developing, implementing and reviewing programs and policies to minimize potential environmental and occupational risks to health and safety
- Preparing and implementing plans and strategies for the safe, economic and suitable disposal of commercial, industrial, medical and household wastes
- Implementing prevention programs and strategies for communicable diseases, food safety, waste watertreatment and disposal systems, recreation and domestic water quality, contaminated and hazardous substances
- Identifying, reporting and documenting hazards, and assessing and controlling risks in the environment and workplace and advising on compliance with relevant law and regulations
- Developing, implementing and monitoring programs to minimize workplace and environmental pollution involving chemical, physical and biological hazards
- Advising methods to prevent, eliminate, control, or reduce the exposure of workers, students, the public and the environment to radiological and other hazards
- Promoting ergonomic principles within the workplace such as matching furniture, equipment and work activities to the needs of employees
- Providing education, information, training, and advice to persons at all levels on aspects of occupational
- Recording and investigating injuries and equipment damage, and reporting safety performance
- Coordinating arrangements for the compensation, rehabilitation and return to work of injured workers

**226301 Environmental Health Officer**

Develops, enforces and evaluates environmental health policies, programs and strategies to improve health outcomes and oversees the implementation and monitoring of environmental health legislation.

Alternative Titles and Specialisations:
- Food Safety Auditor
- Food Safety Officer
- Health Surveyor
- Licensed Premises Inspector

**226302 Safety, Health, Environment and Quality (SHE&Q) Practitioner**

Develops, implements and evaluates risk management policies and programs, trains employees in occupational health and safety procedures, monitors and audits the workplace, and records and investigates incidents to ensure safe and healthy working conditions.

Alternative Titles and Specialisations:
- Chief Safety Officer Mining
- Health and Safety Officer / Coordinator / Professional
- Injury Prevention Consultant
- Occupational Safety Advisor
- Occupational Safety Practitioner / Officer
- OSH Advisor / Coordinator / Officer / Professional
- Radiation Protection Expert
- Risk and Safety Manager
- Road Safety Coordinator
**OFO Code** | **OFO Detail**
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Safety Coordinator  
Occupational Health and Safety Advisor  
Occupational Hygienist

**226303** | **Ergonomist**
Designs objects, systems and environments which are suited to the needs of users and the tasks they perform. Analyses human activity in domestic, leisure or working settings as well as the demands, effects and implications of these activities.

**2264** | **Physiotherapists**
Physiotherapists assess, plan and implement rehabilitative programs that improve or restore human motor functions, maximize movement ability, relieve pain syndromes, and treat or prevent physical challenges associated with injuries, diseases and other impairments. They apply a broad range of physical therapies and techniques such as movement, ultrasound, heating, laser and other techniques.

Tasks include:
- Administering muscle, nerve, joint and functional ability tests to identify and assess physical problems of patients
- Establishing treatment goals with patients and designing treatment programs to reduce physical pain, strengthen muscles, improve cardiothoracic, cardiovascular and respiratory functions, restore joint mobility, and improve balance and coordination
- Developing, implementing and monitoring programs and treatments using the therapeutic properties of exercise, heat, cold, massage, manipulation, hydrotherapy, electrotherapy, ultraviolet and infra-red light and ultrasound in the treatment of patients
- Instructing patients and their families in procedures to be continued outside clinical settings
- Recording information on patients' health status and responses to treatment in medical records-keeping systems, and sharing information with other health professionals as required to ensure continuing and comprehensive care
- Developing and implementing programmes for screening and prevention of common physical ailments and disorders
- Supervising the work of physiotherapy assistants and others

**226401** | **Physiotherapist**
Assesses, treats and prevents disorders in human movement caused by injury or disease.

**Alternative Titles and Specialisations:**
- Aquatic Physiotherapist
- Cardiac Physiotherapist
- Continence and Women's Health Physiotherapist
- Geriatric Physical Therapist
- Gerontological Physiotherapist
- Manipulation Therapist
- Musculoskeletal Physiotherapist
- Neurological Physiotherapist
- Occupational Health Physiotherapist
- Orthopaedic Physical Therapist
- Paediatric Physiotherapist
- Physical Therapist
- Physio
- Sports Physiotherapist

**2265** | **Dieticians and Nutritionists**
Dieticians and nutritionists assess, plan and implement programs to enhance the impact of food and nutrition on human health.
OFO Detail
Tasks include:

Instructing individuals, families and communities on nutrition, the planning of diets and preparation of food to maximize health benefits and reduce potential risks to health.

Planning diets and menus, supervising the preparation and serving of meals, and monitoring food intake and quality to provide nutritional care in settings offering food services.

Compiling and assessing data relating to health and nutritional status of individuals, groups and communities based on nutritional values of food served or consumed.

Planning and conducting nutrition assessments, intervention programmes, and education and training to improve nutritional levels among individuals and communities.

Consulting with other health professionals and care providers to manage the dietary and nutritional needs of patients.

Developing and evaluating food and nutrition products to meet nutritional requirements.

Conducting research on nutrition and disseminating the findings at scientific conferences and in other settings.

226501  Dietician
Applies the science of human nutrition to help people understand the relationship between food and health, and makes appropriate dietary choices to attain and maintain health and prevent and treat illness and disease.

Alternative Titles and Specialisations:
Advisor Food Science / Technology
Dietetic Consultant
Health Advisor (Nutrition)
Home Economist
Nutritionist
Sports Nutritionist

2266  Audiologists and Speech Therapists
Audiologists and speech therapists evaluate, manage and treat physical disorders affecting human hearing, speech, communication and swallowing. They prescribe corrective devices or rehabilitative therapies for hearing loss, speech disorders, and related sensory and neural problems and provide counselling on hearing safety and communication performance.

Tasks include:
Evaluating hearing, speech and language performance in patients to determine the nature of hearing and communication disorders.

Administering hearing or speech/language tests or other examinations using specialised diagnostic instruments and equipment, and interpreting test results alongside other medical, social and behavioural diagnostic data to determine appropriate courses of treatment;

Planning, directing and participating in counselling, screening, speech rehabilitation and other programs related to hearing and communication.

Prescribing hearing aids and other assistive devices according to patients’ needs and instructing them in their use.

Planning and conducting treatment programs to manage physical disorders affecting speech and swallowing in patients such as stuttering and feeding disorders.

Counselling and guiding hearing and/or language-impaired individuals, their families, teachers and employers.

Referring patients and families to additional medical or educational services if needed.

226601  Audiologist
**OFO Code** | **OFO Detail**
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**226602 Speech Pathologist**
Assesses and treats people with communication disorders such as speech, language, voice, fluency and literacy difficulties and people who have physical problems with eating or swallowing.
Alternative Titles and Specialisations:
Language Therapist
Speech Clinician
Speech Therapist

**2267 Optometrists and Ophthalmic Opticians**
Optometrists and ophthalmic opticians provide diagnosis, management and treatment services for disorders of the eyes and visual system. They counsel on eye care and prescribe optical aids or other therapies for visual disturbance.
Tasks include:
- Examining patients’ eyes and conducting diagnostic tests to assess ocular health and determine the nature and extent of vision problems and abnormalities
- Testing visual function using specialised instruments and equipment for measuring visual acuity and refractive error, function of visual pathways, visual fields, eye movements, freedom of vision and intraocular pressure
- Detecting, diagnosing and managing eye disease, including prescribing medications for the treatment of eye disease
- Consulting with and referring patients to ophthalmologists or other health professionals if additional medical treatment is necessary
- Detecting and diagnosing eye movement disorders and defects of binocular function, and planning and managing treatment programs, including counselling patients in eye exercises to coordinate movement and focusing of eyes
- Prescribing corrective eyeglasses, contact lenses and other vision aids, and checking optical devices for performance, safety, comfort and lifestyle
- Advising on visual health matters such as contact lens care, vision care for the elderly, optics, visual ergonomics, and occupational and industrial eye safety

**226701 Optometrist**
Performs eye examinations and vision tests to determine the presence of visual, ocular and other abnormalities, ocular diseases and systemic diseases with ocular manifestations, and prescribes lenses, other optical aids, therapy and medication to correct and manage vision problems and eye diseases.
Alternative Titles and Specialisations:
Oculist

**226702 Orthoptist**
Diagnoses and manages eye movement disorders and associated sensory deficiencies.

**2269 Health Professionals not Elsewhere Classified**
This unit group covers health professionals not classified elsewhere in sub-major group 22. For instance, the group includes occupations such as podiatrist, occupational therapist and other health professionals.
Tasks include:
- Interviewing patients and conducting diagnostic tests to determine their health status and the nature of physical or mental disorders, illnesses or other health problems
- Developing and implementing treatment plans for injuries, illnesses and other physical and mental impairments
OFO Code | OFO Detail
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| Evaluating and documenting patients' progress through treatment plans, and referring patients and families to medical doctors or other health care providers for specialised, rehabilitative or other care services as needed. | Assessing functional limitations of clients resulting from illness, disability or other impairment, and providing therapy.
Recommending environmental adaptations in the home, leisure, work and school environments on an individual or group basis to enable them to perform their daily activities and occupations. | Planning and implementing therapeutic programs on an individual and group basis for improving and maintaining physical, cognitive, emotional and social functioning, including through the use of arts and crafts, dance and movement, music and other recreational activities.
Identifying and prescribing treatments for conditions affecting the foot, ankle and related structures of the leg due to illness, disease or other physical impairment, and prescribing corrective footwear and advising on foot care to manage foot ailments. | Performing minor surgical procedures such as on the foot and ankles.

226901 **Arts Therapist**
Diagnoses, assesses and treats patients by using art and creative processes as a medium to enable patients express and understand emotions.

Alternative Titles and Specialisations:
Dance Therapist
Drama Therapist
Music Therapist

226902 **Occupational Therapist**
Assesses functional limitations of people resulting from illnesses and disabilities, and provides therapy to enable people to perform their daily activities and occupations.

Alternative Titles and Specialisations:
Corrections Programme Coordinator / Facilitator
Ergotherapist
Work Rehabilitation Therapist

226903 **Podiatrist**
Prevents, diagnoses and treats disorder of the feet.

Alternative Titles and Specialisations:
Chiropodist
Podiatric Surgeon

226904 **Diversional Therapist**
Plans, designs, coordinates and implements recreation and leisure-based activity programs to support, challenge and enhance the psychological, spiritual, social, emotional and physical wellbeing of individuals.

Alternative Titles and Specialisations:
Recreational Therapist
Activities Coordinator
Activities Officer

226905 **Biokineticist**
Assesses, diagnoses and treats illnesses and disabilities and prescribe individual healthy exercise habits or programmes to improve individual people's physical conditions and quality of life.

Alternative Titles and Specialisations:
Exercise Physiologist
Exercise Therapist
Human Movement Specialist

226906 **Rheumatologist**
Investigates, diagnoses and treats diseases, injuries and deficiencies of human joints, muscles and soft tissue.

226907 Dermatologist
Provides diagnostic, treatment and preventative medical services related to disorders of the human skin.

23 Teaching Professionals

Teaching professionals teach the theory and practice of one or more disciplines at different educational levels, conduct research and improve or develop concepts, theories and operational methods pertaining to their particular discipline, and prepare scholarly papers and books.

Tasks include:
- Conducting classes, courses, or tutorials at a particular educational level, for educational and vocational purposes, including private lessons
- Conducting adult literacy programmes; teaching and educating persons learning difficulties or special needs; designing and modifying curricula; inspecting and advising on teaching methods and aids
- Conducting research in particular subjects to improve or develop concepts, theories or operational methods for application in industrial and other fields
- Participating in decisions concerning the organization of teaching and related activities at schools and universities
- Preparing scholarly papers and books
- Supervision of other workers may be included

231 University and Higher Education Teachers

University and higher education teachers prepare and deliver lectures and conduct tutorials in one or more subjects within a prescribed course of study at a university or other higher educational institution. They conduct research, and prepare scholarly papers and books.

Tasks include:
- Designing and modifying curricula and preparing courses of study in accordance with requirements
- Preparing and delivering lectures and conducting tutorials, seminars and laboratory experiments
- Stimulating discussion and independent thought among students

Supervising, where appropriate, experimental and practical work undertaken by students;
- Administering, evaluating and marking examination papers and tests
- Directing research of post-graduate students or other members of department
- Researching into and developing concepts, theories and operational methods for application in industrial and other fields
- Preparing scholarly books, papers or articles
- Participating in departmental and faculty meetings and in conferences and seminars

2311 University and Higher Education Teachers

University and higher education teachers prepare and deliver lectures and conduct tutorials in one or more subjects within a prescribed course of study at a university or other higher educational institution. They conduct research, and prepare scholarly papers and books.

Tasks include:
- Designing and modifying curricula and preparing courses of study in accordance with requirements
- Preparing and delivering lectures and conducting tutorials, seminars and laboratory experiments
- Stimulating discussion and independent thought among students
OFO Code  OFO Detail

Supervising, where appropriate, experimental and practical work undertaken by students;
Administering, evaluating and marking examination papers and tests
Directing research of post-graduate students or other members of department
Researching into and developing concepts, theories and operational methods for application in
industrial and other fields
Preparing scholarly books, papers or articles
Participating in departmental and faculty meetings and in conferences and seminars

231101  University Lecturer
Lectures students and conducts tutorials in one or more subjects within a prescribed course of
study at a university and conducts research in a particular field of knowledge.

Alternative Titles and Specialisations:
Assessment Advisor And/Or Internal Moderator
Associate Professor
College of Education Lecturer
Lecturer
Professor
Tertiary Educator

231102  University Tutor
Conducts tutorials in one or more subjects within a prescribed course of study at a university.

Alternative Titles and Specialisations:
University Demonstrator

232  Vocational Education Teachers
Vocational education teachers teach or instruct vocational or occupational subjects in adult
and further education institutions and to senior students in secondary schools and colleges.
They prepare students for employment in specific occupations or occupational areas for which
university or higher education is not normally required.
Tasks include:
Developing curricula and planning course content and methods of instruction; determining
training needs of students or workers and liaising with individuals, industry and other
education sectors to ensure provision of relevant education and training programs; presenting
lectures and
Conducting discussions to increase students' knowledge and competence; instructing and
monitoring students in the use of tools, equipment and materials and the prevention of injury
and damage;
Observing and evaluating students' work to determine progress, provide feedback, and make
suggestions for improvement; Administering oral, written or performance tests to measure
progress, evaluate training effectiveness and assess competency;
Preparing reports and maintaining records such as student grades, attendance rolls, and
training activity details;
Supervising independent or group projects, field placements, laboratory work, or other
training;
Providing individualized instruction and tutorial or remedial instruction; conducting on-the-job
training sessions to teach and demonstrate principles, techniques, procedures, or methods of
designated subjects.

2321  Vocational or Further Education Teachers
Vocational or further education teachers teach or instruct vocational or occupational subjects
in adult and further education institutions and to senior students in secondary schools and
colleges. They prepare students for employment in specific occupations or occupational areas
for which university or higher education is not normally required.
Tasks include:
OFO Code | OFO Detail
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Developing curricula and planning course content and methods of instruction; determining training needs of students or workers and liaising with individuals, industry and other education sectors to ensure provision of relevant education and training programs; presenting lectures and conducting discussions to increase students' knowledge and competence; instructing and monitoring students in the use of tools, equipment and materials and the prevention of injury and damage; observing and evaluating students' work to determine progress, provide feedback, and make suggestions for improvement; administering oral, written or performance tests to measure progress, evaluate training effectiveness and assess competency; preparing reports and maintaining records such as student grades, attendance rolls, and training activity details; supervising independent or group projects, field placements, laboratory work, or other training; providing individualized instruction and tutorial or remedial instruction; conducting on-the-job training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects.

232101 Accounting Teacher (Grades 10 - 12)
Teaches accounting (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232102 Agricultural Management Practices Teacher (Grades 10 - 12)
Teaches agricultural management practices (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232103 Agricultural Sciences Teacher (Grades 10 - 12)
Teaches agricultural sciences (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232104 Agricultural Technology Teacher (Grades 10 - 12)
Teaches agricultural technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232105 Business Studies Teacher (Grades 10 - 12)
Teaches business studies (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232106 Civil Technology Teacher (Grades 10 - 12)
Teaches civil technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232107 Computer Applications Technology Teacher (Grades 10 - 12)
Teaches computer applications technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232108 Consumer Studies Teacher (Grades 10 - 12)
Teaches consumer studies (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232109 Dance Studies Teacher (Grades 10 - 12)
OFO Code  |  OFO Detail  
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232110  |  **Design Teacher (Grades 10 - 12)**  
Teaches design (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232111  |  **Dramatic Arts Teacher (Grades 10 - 12)**  
Teaches dramatic arts (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232112  |  **Economics Teacher (Grades 10 - 12)**  
Teaches economics (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232113  |  **Electrical Technology Teacher (Grades 10 - 12)**  
Teaches electrical technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232114  |  **Engineering Graphics & Design Teacher (Grades 10 - 12)**  
Teaches engineering graphics & design (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

Alternative Titles and Specialisations:  
Technical Drawing Teacher

232115  |  **Geography Teacher (Grades 10 - 12)**  
Teaches geography (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232116  |  **History Teacher (Grades 10 - 12)**  
Teaches history (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232117  |  **Hospitality Studies Teacher (Grades 10 - 12)**  
Teaches hospitality studies (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232118  |  **Information Technology Teacher (Grades 10 - 12)**  
Teaches information technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232119  |  **Language Teacher (Grades 10 - 12)**  
Teaches language (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232120  |  **Life Orientation Teacher (Grades 10 - 12)**  
Teaches life orientation (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232121  |  **Life Sciences Teacher (Grades 10 - 12)**
Teaches life sciences (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

Alternative Titles and Specialisations:
Social Sciences Teacher

232122 Mathematical Literacy Teacher (Grades 10 - 12)
Teaches mathematical literacy (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232123 Mathematics Teacher (Grades 10 - 12)
Teaches mathematics (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232124 Mechanical Technology Teacher (Grades 10 - 12)
Teaches mechanical technology (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232125 Music Teacher (Grades 10 - 12)
Teaches music (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232126 Physical Science Teacher (Grades 10 - 12)
Teaches physical science (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232127 Religion Studies Teacher (Grades 10 - 12)
Teaches religion within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232128 Tourism Teacher (Grades 10 - 12)
Teaches tourism principles (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

232129 Visual Arts Teacher (Grades 10 - 12)
Teaches visual art (theoretical and or practical component) within a prescribed curriculum to grade 10-12 or further education and training college students and promote students' social, emotional, intellectual and physical development.

233 Secondary or Intermediate and Senior Education Teachers
Secondary or intermediate and senior education teachers teach one or more subjects at secondary education level, excluding subjects intended to prepare students for employment in specific occupational areas.

Tasks include:
- Designing and modifying curricula and preparing educational courses of study in accordance with curriculum guidelines
- Establishing and enforcing rules for behavior and procedures for maintaining order among students
- Preparing and giving lessons, discussions, and demonstrations in one or more subjects
- Establishing clear objectives for all lessons, units, and projects and communicating those objectives to students
- Preparing materials and classrooms for class activities; adapting teaching methods and instructional materials to meet students’ varying needs and interests
- Observing and evaluating students’ performance and behaviour
Preparing, administering and marking tests, assignments and examinations to evaluate pupils progress; preparing reports about pupils’ work and conferring with other teachers and parents.
Participating in meetings concerning the school's educational or organizational policies; planning, organizing and participating in school activities such as excursions, sporting events and concerts.

2331 Secondary or Intermediate and Senior Education Teachers
Secondary or intermediate and senior education teachers teach one or more subjects at secondary education level, excluding subjects intended to prepare students for employment in specific occupational areas.
Tasks include:
- Designing and modifying curricula and preparing educational courses of study in accordance with curriculum guidelines
- Establishing and enforcing rules for behavior and procedures for maintaining order among students
- Preparing and giving lessons, discussions, and demonstrations in one or more subjects
- Establishing clear objectives for all lessons, units, and projects and communicating those objectives to students
- Preparing materials and classrooms for class activities; adapting teaching methods and instructional materials to meet students’ varying needs and interests
- Observing and evaluating students’ performance and behaviour

Preparing, administering and marking tests, assignments and examinations to evaluate pupils progress; preparing reports about pupils’ work and conferring with other teachers and parents.
Participating in meetings concerning the school's educational or organizational policies; planning, organizing and participating in school activities such as excursions, sporting events and concerts.

233101 Maths Teacher (Grades 4 - 9)
Teaches maths within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

233102 Natural Sciences Teacher (Grades 4 - 9)
Teaches natural sciences within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

233103 Economics and Management Sciences Teacher (Grades 4 - 9)
Teaches economics and management sciences within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

233104 Life Skills Teacher (Grades 4 - 9)
Teaches life skills within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

233105 Social Sciences Teacher (Grades 4 - 9)
Teaches social sciences within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

233106 Arts and Culture (Grades 4 - 9)
Teaches arts and culture within a prescribed curriculum from grades 4 - 9 school students and promote students' social, emotional, intellectual and physical development.

234 Primary School and Early Childhood Teachers
Primary school and early childhood teachers teach a range of subjects at the primary level of education and organize educational activities for children below primary school age. Tasks include:
- Preparing programme of learning and giving instruction in a range of subjects at the primary education level
- Planning and organising activities designed to facilitate children’s development of language, physical and social skills
- Preparing reports. Supervision of other workers may be included

23411 Primary School or Foundational Phase Teachers

Primary school or foundational phase teachers teach a range of subjects at the primary education level.
Tasks include:
- Preparing daily and longer term lesson plans in accordance with curriculum guidelines
- Instructing children individually and in groups, using various teaching methods and materials (e.g. computers, books, games), adapting to children’s varying needs
- Maintaining discipline and good working habits in the classroom
- Planning and conduct activities with the children such as sporting activities, concerts and excursions
- Assigning and grading class work and homework
- Preparing, administering, and grading tests and assignments to evaluate children’s progress
- Observing and evaluating children’s performance and behaviour
- Supervising children during classes and at other times in the school day, including the playground during breaks
- Participating in staff meetings and other sessions, and conferring with other teachers concerning educational issues
- Preparing for and attending parent meetings to discuss children’s progress and problems

234101 Foundational Phase School Teacher

Teaches and coordinates a range of subjects from grade r - 3 within a prescribed curriculum to primary school students.

Alternative Titles and Specialisations:
- Foundational Phase Teacher
- Primary School Housemaster
- Primary Teacher-Librarian

2342 Early Childhood Educators

Early childhood educators promote the social, physical, and intellectual development of children below primary school age through the provision of educational and play activities. Tasks include:
- Planning and organizing individual and group activities designed to facilitate the development of children's motor skills, cooperative and social skills, confidence and understanding
- Promoting language development through story-telling, role-play, songs, rhymes and informal conversations and discussions
- Leading children in activities that provide opportunities for creative expression through the media of art, dramatic play, music and physical fitness
- Observing children in order to evaluate progress and to detect signs of developmental, emotional or health related problems with parents
- Observing and assessing nutritional health, welfare and safety needs of students and identifying factors which may impede students' progress
OFO Code | OFO Detail
---|---
| Supervising children's activities to ensure safety and resolve conflicts

Guiding and assisting children in the development of proper eating, dressing and toilet habits
Discussing progress or problems of children with parents and other staff members and identifying appropriate actions and referrals to other services
Establishing and maintaining collaborative relationships with other service providers working with young children

234201 | Early Childhood Development Practitioner

Plans, organises and conducts activities to help pre-primary school students to develop a wide variety of skills including speech, reading, writing, motor skills and social interaction.

Alternative Titles and Specialisations:
Early Childcare Teacher
Early Intervention Teacher
Kindergarten Teacher
Nursery Teacher
Playschool Teacher
Pre-Primary Education Associate Professional
Pre-School Coordinator
Pre-School Director

234202 | Preschool Aide

Provides care and supervision for children at preschool centres under the direction of preschool teachers.

Alternative Titles and Specialisations:
Kindergarten Assistant

235 | Other Teaching Professionals

Other teaching professionals conduct research and advise on teaching methods, teach people with learning difficulties or special needs; teach non-native languages for migration and related purposes; give private tuition; teach arts, information technology and other subjects outside the mainstream primary, secondary and higher education systems and provide other teaching services not classified elsewhere in sub-major group 23, teaching professionals.

Tasks include:
Conducting research and developing or advising on teaching methods, courses and aids;

Teaching physically handicapped children, young persons or adults or those with learning difficulties or other with special needs, teaching non-native languages for migration purposes;
Teaching students in practice, theory and performance of music, drama, dance, visual and other arts; developing, scheduling and conducting; and
Conducting Training programs and courses for information technology users.

2351 | Education Methods Specialists

Education methods specialists conduct research and develop or advise on teaching methods, courses and aids. They review and examine teachers' work, the functioning of educational institutions and the results achieved and recommend changes and improvements.

Tasks include:
Researching into current developments in curricula, teaching methods and other educational practices, and advising on necessary changes and possible improvements
Evaluating and advising on contents of courses and methods of examination
Researching into audio-visual and other teaching aids and advising on, planning and organising their introduction in educational establishments
Documenting subjects and courses developed, and evaluating new courses
Providing ongoing professional development, training and consultative services to teachers
Organizing and conducting workshops and conferences to train teachers in new programs and methods

Developing the structure, content and objectives of new educational courses and programs
Visiting schools periodically and conferring with administrative and teaching staff on questions relating to curricula, teaching methods, equipment and other matters
Visiting classrooms to observe teaching techniques and to evaluate teachers performance, and scholastic results obtained
Preparing reports and making recommendations to educational authorities concerning possible changes and improvements in curricula, teaching methods, and other matters

235101  **Education or Training Advisor**
Conducts educational and training research and develops course curricula and associated teaching materials for use by educational and training institutions.

Alternative Titles and Specialisations:
Academic Advisor
Academic Development Coordinator
Curriculum Advisory Officer / Facilitator
Curriculum Coordinator
Curriculum Development Audit Officer
Curriculum Specialist
Education / Training Consultant
Education / Training Methods Specialist
Education / Training Specialist
Education / Training Verifier
Education Officer
Education and Training Quality Assurance (ETQA) Officer / Manager
Home- School Liaison Officer
Pre-School Advisor
Teaching Aids Specialist

235102  **Education or Training Reviewer**
Reviews and examines the work of teachers, trainers and coaches in learning sites, and observes the results of the application of curriculum programs.

Alternative Titles and Specialisations:
Education Review Officer
Moderators
School Inspector

2352  **Special Needs Teachers**
Special needs teachers teach physically or mentally handicapped children, young persons, or adults, or those with learning difficulties or other special needs. They promote the social, emotional, intellectual and physical development of their students.

Tasks include:
Assessing students' abilities and limitations with regard to intellectual, physical, social and emotional impairments, exceptional intellectual gifts, or other specific problems
Designing or modifying curricula and preparing and delivering programmes, lessons and activities adapted to students’ abilities and needs
Giving instruction on an individual or group basis using special techniques or aids appropriate to students’ needs

Employing special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory
Establishing and enforcing rules for behaviour and policies and procedures to maintain order among students
Teaching academic subjects, and practical and self-help skills to students with hearing, sight and other impairments
Stimulating and developing students’ confidence interests, abilities, manual skills and coordination

Conferring with other staff members to plan and schedule lessons for special needs students
Preparing and maintaining student data and other records and submitting reports
Administering various forms of assessment and evaluating progress of each student
Conferring with students, parents, head teacher and other relevant professionals involved in the students’ care to develop individual educational plans designed to promote students’ development

235201 Special Needs Teacher
Teaches academic and living skills to primary and further education and training students with particular learning difficulties using various techniques and promotes students’ social, emotional, intellectual and physical development.
Alternative Titles and Specialisations:
Behaviour Support Teacher
Education Therapist
Learning Support Teacher
Rehabilitation Teacher
Remedial Teacher
Special Education Teacher (Mentally / Physically Handicapped)
Special Education Teaching Associate Professional
Teacher of Gifted Students

235202 Teacher of The Hearing Impaired
Teaches academic and living skills to hearing impaired students and promotes students' social, emotional, intellectual and physical development.

235203 Teacher of The Sight Impaired
Teaches academic and living skills to sight impaired students and promotes students’ social, emotional, intellectual and physical development.

235204 Distant Education Teacher / Correspondence School Teacher
Teaches academic and living skills to students and promotes students intellectual development through distance education methods.

235205 Adult Education Teacher
Teaches adults life skills as well as to read and write.
Alternative Titles and Specialisations:
Abet Trainer
Teacher of Gifted Children

235206 Integration Aide
Assists children with developmental disabilities in mainstream schools.
Alternative Titles and Specialisations:
Education Worker
Education Worker Coordinator
Home School Liaison Officer

2353 Other Language Teachers
Other language teachers teach non-native languages to adults and children who are learning a language for reasons of migration, to fulfil employment requirements or opportunities, to facilitate participation in educational programmes delivered in a foreign language, or for personal enrichment. They work outside the mainstream primary, secondary and higher education systems, or in support of students and teachers within those systems.

Tasks include:
- Assessing the level of ability and the extent of language difficulties of students, and establishing students’ needs and learning goals
- Planning, preparing and delivering lessons and workshops for groups and individuals with content and rate of progression adapted to students’ abilities and needs
- Designing and producing teaching materials and adapting existing materials
- Assessing students’ progress
- Assisting students in classroom settings where subjects are taught in a language other than the students’ native language
- Providing assistance to other teachers by designing special teaching programs for students still learning the main language of instruction
- Assigning and correcting work, and preparing and grading exams;
- Assessing, recording and reporting on students’ progress

235301 Teacher of English To Speakers of Other Languages
Teaches classes in English to students who speak languages other than English.

Alternative Titles and Specialisations:
English Conversation Instructor
English Language Teacher
English As A Second Language Teacher

2354 Other Music Teachers

Other music teachers teach students in the practice, theory and performance of music outside the mainstream primary, secondary and higher education systems, but may provide private or small group tuition as an extra curricular activity in association with mainstream educational institutions.

Tasks include:
- Assessing the students’ level of ability and determining needs and learning goals
- Planning, preparing and delivering programs of study, lessons and workshops for individual students and groups
- Preparing and presenting material on the theory and interpretation of music
- Instructing and demonstrating practical aspects of singing or of playing a particular instrument
- Teaching students to read and write musical notation
- Assigning exercises and teaching pieces of music relevant to students’ level of ability, interests and talents
- Assessing students and offering advice, criticism and encouragement
- Revising curricula, course content, course materials and methods of instruction
- Preparing students for examinations, performances and assessments
- Arranging visits and tours to musical performances
- Organizing and assisting in auditions or performances of students’ work

235401 Music Teacher (Private Tuition)
Teaches students in the practice, theory and performance of music, in private training establishments.

Alternative Titles and Specialisations:
Flute / Guitar / Piano / Violin Teacher
Singing Teacher (Private Tuition)
OFO Code | OFO Detail
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Other arts teachers teach students in the practice, theory and performance of dance, drama, visual and other arts (excluding music) outside the mainstream primary, secondary and higher education systems, but may provide private or small group tuition as an extra curricular activity in association with mainstream educational institutions.
Tasks include:
Assessing the students’ level of ability and determining learning needs
Planning, preparing and delivering programs of study, lessons and workshops for individual students and /groups
Preparing and presenting material on the theory of the subject area being studied
Instructing and demonstrating practical aspects of drama, dance, visual or other arts
Assigning exercises and work relevant to students’ level of ability, interests and talents
Assessing students and offering advice, criticism and encouragement
Revising curricula, course content, course materials and methods of instruction
Preparing students for examinations, performance and assessments
Arranging visits and tours to exhibitions and performances
Organising and assisting in performances or exhibitions of students' work

235501 | Art Teacher (Private Tuition)
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Teaches students in the practice and theory of art in private training establishments.

235502 | Dance Teacher (Private Tuition)
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Teaches students in the practice, theory and performance of dance, in private training establishments.
Alternative Titles and Specialisations:
Ballet Teacher

235503 | Drama Teacher (Private Tuition)
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Teaches students in the practice, theory and performance of drama, in private training establishments.
Alternative Titles and Specialisations:
Elocution Teacher

2356 | Information Technology Trainers
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Information technology trainers develop, schedule and conduct training programs and courses for computer and other information technology users outside the mainstream primary, secondary and higher education systems.
Tasks include:
Identifying the information technology training needs and requirements of individual users and organizations
Preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation
Designing, coordinating, scheduling and conducting training and development programs that can be delivered in the form of individual and group instruction, and facilitating workshops meetings; demonstrations and conferences
Monitoring and performing ongoing evaluation and assessment of training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables
Gathering, investigating and researching background materials to gain a full understanding of the subject matter and systems
Keeping up-to-date with new product version releases, advances in software, and general information technology trends, writing end user products and materials such as user training, tutorial and instruction manuals, online help, and operating and maintenance instructions

235601 | ICT Trainer
OFO Code | OFO Detail
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Analyses and evaluates information based system training needs and objectives, and develops, schedules and conducts ICT based system training programs and courses.
Alternative Titles and Specialisations:
Computer Trainer
ICT Educator
Software Trainer

2359 | Teaching Professionals not Elsewhere Classified
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This unit group covers teaching professionals not classified elsewhere in sub-major group 23, professionals. For instance, the group includes those who provide private tuition in subjects other than foreign languages and the arts, and those who provide educational counselling to students.
Tasks include:
Assessing students’ level of ability and determining learning needs
Planning, preparing and delivering programs of study, lessons and workshops for individual students and groups
Preparing and presenting material on the theory of the subject area being studied
Instructing and demonstrating practical aspects of the subject area being studied
Assigning exercises and work relevant to students’ level of ability, interests and aptitude
Assessing students and offering advice, criticism and encouragement
Revising curricula, course content, course materials and methods of instruction
Preparing students for examinations and assessments
Counselling students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning
Counselling students to help them understand and overcome personal, social, or behavioral problems affecting their education
Preparing students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks

235901 | Dressmaking Teacher (Private Tuition)
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Teaches students in the practice, theory and performance of dressmaking, in private training establishments.

235902 | Handicrafts Teacher (Private Tuition)
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Teaches students in the practice, theory and performance of handicrafts, in private training establishments.

235903 | School Laboratory Technician
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Prepares experiments and demonstrations, makes up solutions, prepares slides, orders books and equipment, and tidies up laboratories in support of teaching chemistry, earth sciences, life sciences and physical sciences.

235904 | Examination Supervisor
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Supervises those who are busy writing an exam/ test so that no cheating takes place.

24 | Business and Administration Professionals
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Business and administration professionals perform analytical, conceptual and practical tasks to provide services in financial matters, human resource development, public relations and marketing, sales in the technical, medical, information and communication technology areas and conduct, reviews of organizational structures, methods and systems as well as quantitative analyzes of information affecting investment programs.
Tasks include:
Collecting, analyzing and interpreting information on the financial viability, cost structures and trading effectiveness of organizations
OFO Code | OFO Detail
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| Conducting audits, preparing financial statements and controlling treasury systems for organizations
| Developing and reviewing financial plans and strategies, executing buy and sell orders, and negotiating the purchase and sale of commodities
| Developing, implementing and evaluating staff recruitment, training and development programs
| Researching, developing and implementing marketing and public relations campaigns
| Studying and developing methods and policies to improve and promote government and business operations and effectiveness; Acquiring and updating knowledge of employers’ and competitors’ goods and services, and market conditions

Assessing customers’ needs and explaining and demonstrating goods and services to them

241 **Finance Professionals**

Finance professionals plan, develop, organize, administer, invest, manage and conduct quantitative analyses of either financial accounting systems or funds for individuals, establishments and public or private institutions.

Tasks include:

- Preparing and organizing financial statements for an organization
- Reviewing financial materials of an organization
- Providing financial advice to individuals and organizations

Preparing analytic reports concerning segments of the economy and the economy as a whole

2411 **Accountants**

Accountants plan, organize and administer accounting systems for individuals and establishments. Some occupations classified here examine and analyze the accounting and financial records of individuals and establishments to ensure accuracy and compliance with established accounting standards and procedures.

Tasks include:

- Advising on, planning and installing budgetary, accounts controlling and other accounting policies and systems
- Preparing and certifying financial statements for presentation to management, shareholders and statutory or other bodies
- Preparing tax returns, advising on taxation problems and contesting disputed claims before tax officials
- Preparing or reporting on profit forecasts and budgets
- Conducting financial investigations in such matters as suspected fraud, insolvency and bankruptcy
- Auditing accounts and bookkeeping records
- Conducting investigations and advising management on financial aspects of productivity, stockholdings, sales, new products, etc
- Devising and controlling a system to determine unit cost of products and services

241101 **Accountant (General)**

Plans and provides systems and services relating to the financial dealings of organisations and individuals, and advises on associated record-keeping and compliance requirements.

Alternative Titles and Specialisations:

- Bank Accountant
- Branch Accountant
- Budgeting Accountant
- Bursar
- Business Group Accountant
- Chartered Accountant
241102 **Management Accountant**
Plans, reviews and administers accounting systems and procedures, analyses the financial information needs of organisations, provides advice on financial planning and risk management, and provides management with reports to assist in decision-making. May provide insight into cost performance and support the implementation of benchmarking and improvement initiatives.
Alternative Titles and Specialisations:
Cost Accountant
Financial Accountant

241103 **Tax Practitioner**
Analyses, reports and provides advice on taxation issues to tax entities, prepares and reviews tax returns and reports and handles disputes.
Alternative Titles and Specialisations:
Tax Auditor
Tax Analyst
Tax Consultant

241104 **External Auditor**
Designs and operates information and reporting systems, procedures and controls to meet external financial reporting requirements.
Alternative Titles and Specialisations:
Audit and Assurance Manager
Auditor
Auditor Company Systems
Chief Auditor Management
Forensic Auditor / Investigator
Health & Disability Auditor
Management Review Auditor
Project Auditor
Resource Allocation Auditor
Revenue Auditor

241105 **Internal Auditor**
Examines, verifies, evaluates and reports on financial, operational and managerial processes, systems and outcomes to ensure financial and operational integrity and compliance, and assists in business process reviews, risk assessments, developing deliverables and reporting progress against outcomes.
Alternative Titles and Specialisations:
Audit Administrator
Audit and Debt Officer
Audit Inspector
Audit Officer
Business Information Manager
Business Risk & Planning Manager
Compliance Auditor
Credit Risk Manager
Customs Auditor
Inland Revenue Assessments Investigator
Inland Revenue Assessments Officer
Investigation Officer
Money Laundering Investigator
National Coordinator Internal Fraud
Revenue Assessor
Special Audit Investigator

**2412 Financial and Investment Advisors**

Financial and investment advisers develop financial plans for individuals and organizations, and invest and manage funds on their behalf. Tasks include:

- Building and maintaining a client base
- Interviewing clients to determine financial status and objectives, risk tolerance and other information needed to develop financial plans and investment strategies
- Setting financial objectives, and developing and implementing strategies for achieving the financial objectives
- Arranging to buy and sell stocks and bonds for clients
- Monitoring investment performance, and reviewing and revising investment plans based on modified needs and changes in markets
- Recommending and arranging insurance cover for clients

**241201 Investment Analyst**

Analyses individual securities, industries and the economy, publishes reports and makes recommendations regarding investments. Alternative Titles and Specialisations:
Investment Research Analyst
Listed Securities Analyst

**241202 Investment Manager**

Manages a portfolio of securities, in which he/she may exercise his/her own discretion, on behalf of clients. Alternative Titles and Specialisations:
Portfolio Manager
Discretionary Manager
Fund Manager
Hedge Fund Manager

**241203 Investment Advisor**

Advises clients in respect of securities and other financial investments and instruments. Alternative Titles and Specialisations:
Portfolio Advisor
Fund Advisor

**2413 Financial Analysts**
OFO Code | OFO Detail
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Financial analysts conduct quantitative analyses of information affecting investment programs of public or private institutions.

Tasks include:
- Analyzing financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions.
- Maintaining knowledge and staying abreast of developments in the fields of industrial technology, business, finance, and economic theory.
- Interpreting data affecting investment programs, such as price, yield, stability, future trends in investment risks, and economic influences.

Monitoring economic, industrial, and corporate developments through analysis of information obtained from financial publications and services, investment banking firms, government agencies, trade publications, company sources, and personal interviews.

Recommending investments and investment timing to companies, investment firm staff, or the investing public.

Determining the prices at which securities should be syndicated and offered to the public.

Preparing plans of action for investment based on financial analyses.

Evaluating and comparing the relative quality of various securities in a given industry.

Presenting oral and written reports on general economic trends, individual corporations, and entire industries.

241301 | Financial Investment Advisor
Develops and implements financial plans for individuals and organisations, and advises on investment strategies and their taxation implications, securities, insurance, pension plans and real estate.

Alternative Titles and Specialisations:
- Account Management Advisor
- Financial Advisor
- Financial Agent
- Financial Business Analyst
- Financial Consultant
- Financial Planner
- Financial Planning Advisor / Manager
- Insurance Manager

242 | Administration Professionals
Administration professionals apply various concepts and theories related to improving the effectiveness of organizations and the individuals within the organization.

Tasks include:
- Evaluating the structure of organizations and suggesting areas of improvement.
- Ensuring that the operational activities of an organization are consistent with the policy objectives of the organization.
- Recruiting, training, developing, and counselling personnel within an organization.

2421 | Management and Organization Analysts
Management and organization analysts assist organizations to achieve greater efficiency and solve organizational problems. They study organizational structures, methods, systems and procedures.

Tasks include:
- Assisting and encouraging the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of organizations’ resources.
- Analyzing and evaluating current systems and structures.
- Discussing current systems with staff and observing systems at all levels of organization.
Directing clients towards more efficient organization and developing solutions to organizational problems
Undertaking and Reviewing work studies by analyzing existing and proposed methods and procedures such as administrative and clerical procedures
Recording and analyzing organizations’ work flow charts, records, reports, manuals and job descriptions
Preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and resolve organizational problems
Assisting in implementing approved recommendations, issuing revised instructions and procedure manuals, and drafting other documentation

Reviewing operating procedures and advising of departures from procedures and standards

Management Consultant
Assists organisations to achieve greater efficiency and solve organisational problems.
Alternative Titles and Specialisations:
Business Analyst
Business Coach
Business Consultant
Business Support Project Manager
Business Turnaround Management Consultant
Capital Expenditure Analyst
Commercial Analyst
Corporate Planner
Ecommerce Programme Manager
Farm Management Consultant
Financial Systems Advisor
Management Consulting Specialist
Management Reporting Analyst
Operations Analyst
Purchase Advisor
Resource Development Analyst
Service Solutions Project Manager
Small Business Consultant / Mentor
Strategic Developer / Facilitator
Superannuation Transitions Specialist
Technology Development Coordinator

Organisation and Methods Analyst
Assists organisations to achieve greater efficiency and solve organisational problems.
Alternative Titles and Specialisations:
Business / Community / Disability Liaison Officer
Change Management Facilitator
Cost Modelling / Industry Analyst
Efficiency Engineer
Equipment and Standards Advisor
Land Information Change Manager
Management Systems Consultant
Methods Engineer
Organisation and Methods Official
Skills Auditor
Work Study Officer / Observer
Organisational Performance Manager / Practitioner
Organisational Performance Improvement Manager
Policy administration professionals develop and analyze policies guiding the design, implementation and modification of government and commercial operations and programs. Tasks include:
- Liaising and consulting with program administrators and other interested parties to identify policy needs;
- Reviewing existing policies and legislation to identify anomalies and out-of-date provisions;
- Researching social, economic and industrial trends, and client expectations of programs and services provided;
- Formulating and analyzing policy options, preparing briefing papers and recommendations for policy changes, and advising on preferred options;
- Assessing impacts, financial implications, interactions with other programs and political and administrative feasibility of policies;
- Conducting threat and risk assessments and developing responses;
- Reviewing operations and programs to ensure consistency with policies of the organization.

**242201 Intelligence Officer**
Manages the collection and processing of data to produce intelligence for public and private sector organisations in their planning, operations and personnel functions.

Alternative Titles and Specialisations:
- Criminal Intelligence Analyst
- Defence Intelligence Analyst
- Information Strategist
- Vetting Specialist
- Intelligence Coordinator Manager
- Military Intelligence Officer

**242202 Policy Analyst**
Collects and analyses information and data to produce intelligence for public or private sector organisations to support planning, operations and human resource functions.

Alternative Titles and Specialisations:
- Commerce Projects Advisor
- Intelligence Analyst
- Policy Advisor
- Policy Consultant / Officer / Planner
- Programme Evaluator
- Research and Evaluation Analyst
- Research Consultant
- Risk / Planning / Review / Analyst
- Special Projects Analyst
- Strategic Advisor
- Strategic Business Policy Analyst
- Strategy Analyst
- Systems Advisory Officer Evaluations
- Trade Policy Advisor

**242203 Company Secretary**
Plans, administers and reviews corporate compliance activities and effective practice concerning company board meetings and shareholdings, ensuring all business matters and transactions are managed and implemented as directed by the board. May report to the chief financial officer.
Alternative Titles and Specialisations:
Board Secretary

**Corporate Treasurer**
Manages corporate funding, liquidity and financial risk associated with the profitable development and operation of an organisation. May be involved in acquisitions, disposals and joint ventures.

Alternative Titles and Specialisations:
Financial Risk Manager
Treasurer

**Compliance Officer**
Provides compliance services to assist management to discharge their responsibilities by complying with applicable regulatory requirements.

Alternative Titles and Specialisations:
Compliance Officer (Financial Sector)

**Organisational Risk Manager**
Advises organisations on assessment processes to determine actual and potential risks pertaining to the organisation as a total entity.

Alternative Titles and Specialisations:
Organisational Development Manager / Practitioner
Organisational Enterprise Wide Risk Manager
Organisational Risk Adviser
Organisational Risk Coordinator
Organisational Risk Officer
Risk Compliance Manager

**Personnel and Careers Professionals**
Personnel and careers professionals provide professional business services related to personnel policies such as employee recruitment or development, occupational analyzes and vocational guidance.

Tasks include:
Advising on and performing personnel functions relating to employee recruitment, placement, training, promotion, compensation, and employee-management relations or other areas of personnel policy
Studying and analyzing jobs performed in an establishment by various means, including interviews with workers, supervisors and management, and writing detailed position, job or occupation descriptions from information obtained
Preparing occupational information or working on occupational classification systems
Advising and working on the foregoing and other aspects of job and occupation analyzes in such fields as personnel administration, workforce research and planning, training, or occupational information and vocational guidance
Studying and advising individuals on employment opportunities, career choices and further education or training that may be desirable

**Careers Counsellor**
Provides individuals and groups with information about career choices and assists individuals with self-development.

Alternative Titles and Specialisations:
Career Consultant
Careers Advisor
Vocational Guide

**Skills Development Facilitator / Practitioner**
Analyses the skills requirements within an organisation and coordinates the execution of the personal development plans of employees and monitors the implementation of the workplace skills plan and reports accordingly.
OFO Code  |  OFO Detail
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 | Alternative Titles and Specialisations:
Enterprise Resource Planner
Human Resources Planner
Skills Development Strategist
Training Analyst
Workforce Planning Analyst

### 242303 Human Resource Advisor
Provides staffing and personnel administration services in support of an organisation’s human resources policies and programs.

Alternative Titles and Specialisations:
Business Unit Advisor
Hr Administrator
Hr Analyst
Hr Coordinator
Hr Officer
Human Resource Consultant
Human Resources Development Coordinator
Personnel Consultant
Personnel Officer
Professional Development Advisor
Renumeration and Benefits Specialist

### 242304 Workplace / Industrial Relations Advisor
Assists in resolving disputes by advising on workplace relations policies and problems, and representing industrial, commercial, union, employer or other parties in negotiations on rates of pay and conditions of employment.

Alternative Titles and Specialisations:
Business Advisor Employee Relations
Conflict Resolution Practitioner
Employee Relations Advisor
Employment Relations Coordinator
Employment Relations Officer
Industrial Relations Advisor
Industrial Relations Consultant
Industrial Relations Officer

### 242305 Occupational Analyst
Studies and analyzes jobs performed in an establishment and writing detailed position, job or occupation descriptions from information obtained an or preparing occupational information or working on occupational classification systems.

### 242306 Labour Market Analyst
Analyses, interprets and verifies employment statistical data to produce reports related to occupational staffing, wage rates, employment and unemployment patterns and estimates.

### 242307 Recreation Officer
Plans, organises and coordinates recreation facilities and programs through organisations such as local governments, schools, church bodies and youth organisations.

Alternative Titles and Specialisations:
Activities Officer (Recreation)
Recreation Advisor
Recreation Coordinator

### 2424 Training and Staff Development Professionals
OFO Code | OFO Detail
--- | ---
Training and staff development professionals plan, develop, implement and evaluate training and development programs to ensure management and staff acquire the skills and develop the competencies required by organizations to meet organizational objectives. Tasks include:
- Identifying training needs and requirements of individuals and organizations
- Setting human resource development objectives and evaluating learning outcomes
- Preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation
- Designing, coordinating, scheduling and conducting training and development programs that can be delivered in the form of individual and group instruction, and facilitating workshops, meetings, demonstrations and conferences
- Liaising with external training providers to arrange delivery of specific training and development programs
- Promoting internal and external training and development, and evaluating these promotional activities
- Monitoring and performing ongoing evaluation and assessment of internal and external training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables
- Gathering, investigating and researching background materials to gain an understanding of various subject matters and systems

242401 Training and Development Professional
Plans, develops, implements and evaluates training and development programs to ensure management and staff acquire the skills and develop the competencies required by an organisation to meet organisational objectives.
Alternative Titles and Specialisations:
- Learnership Manager
- Training Advisor
- Training and Development Practitioner
- Training Consultant
- Training Coordinator
- Training Material Developer
- Training Officer

242402 Occupational Instructor / Trainer
Conducts and assesses training and development to ensure management and staff acquire the skills and develop the competencies required by an organisation to meet organisational objectives.
Alternative Titles and Specialisations:
- Business Skills Trainer
- Business Management Skills Trainer
- Business Leadership / Executive Coach
- Maintenance Instructor
- Mechanical Instructor
- Metalwork Instructor
- Police Instructor
- On-The-Job Trainer
- Operator Trainer
- Product Trainer
- Systems Trainer
- Welding Instructor

242403 Assessment Practitioner
OFO Code | OFO Detail
---|---
242404 | **Student Support Service Officer**

Conducts external assessments to determine competence.

Alternative Titles and Specialisations:

Assessor

243 | **Sales, Marketing and Public Relations Professionals**

Sales, marketing and public relations professionals plan, develop, coordinate and implement programs of information dissemination to promote organizations, goods and services, and represent companies in selling a range of technical, industrial, medical, pharmaceutical and ict goods and services.

Tasks include:

- Commissioning and undertaking market research, analyzing the findings, and planning advertising marketing and public relations activities;
- Supporting business growth and development through the preparation and execution of marketing objectives, policies and programs;
- Planning and organizing publicity campaigns; appraising and selecting material submitted by writers, photographers, illustrators and others to create favourable publicity;
- Acquiring and updating knowledge of employers’ and competitors’ goods and services, and market conditions;
- Assessing customers’ needs and explaining and demonstrating goods and services to them;
- Visiting regular and prospective client businesses to establish and act on marketing opportunities; quoting and negotiating prices and credit terms, and completing contracts.

2431 | **Advertising and Marketing Professionals**

Advertising and marketing professionals develop and coordinate advertising strategies and campaigns, determine the market for new goods and services, and identify and develop market opportunities for new and existing goods and services.

Tasks include:

- Planning, developing and organizing advertising policies and campaigns to support sales objectives
- Advising managers and clients on strategies and campaigns to reach target markets, creating consumer awareness and effectively promoting the attributes of goods and services
- Writing advertising copy and media scripts, and arranging television and film production and media placement
- Analyzing data regarding consumer patterns and preferences
- Interpreting and predicting current and future consumer trends
- Researching potential demand and market characteristics for new goods and services and collecting and analyzing data and other statistical information
- Supporting business growth and development through the preparation and execution of marketing objectives, policies and programs
- Commissioning and undertaking market research to identify market opportunities for new and existing goods and services
- Advising on all elements of marketing such as product mix, pricing, advertising and sales promotion, selling, and distribution channels

243101 | **Advertising Specialist**

Devises and coordinates advertising campaigns which encourage consumers to purchase particular goods or services.

Alternative Titles and Specialisations:

Advertising Account Executive
OFO Code | OFO Detail
---|---
243102 | **Market Research Analyst**
Determines the market for new goods and services, develops advertising strategies, and evaluates the best business sites for commercial organisations.
Alternative Titles and Specialisations:
- Information and Publishing Communications Advisor
- Market Access Counsellor
- Market Research Project Manager / Project Leader
- Market Researcher
- Market Trends Consultant
- Marketing Analyst
- Trade Marketing Analyst
- Marketing Research Executive
- Marketing Research Accounts Manager / Key Account Manager

243103 | **Marketing Practitioner**
Identifies market opportunities and advises on the development, coordination and implementation of plans for pricing and promoting an organisation's goods and services.
Alternative Titles and Specialisations:
- Brand Manager
- Business Forecaster
- Category Manager
- Marketing Consultant
- Marketing Officer
- Marketing Professional
- Marketing Specialist
- Product Manager
- Retail Advisor
- Sales Account Manager
- Sales Coordinator
- Sales Promotion Officer
- Product / Programme Developer (Travel Services)
- Interactive Direct Marketing Postal Planners

243104 | **Market Campaign Analyst**
Analyses market needs of a contact centre and plans responding campaigns. Works in a contact centre.
Alternative Titles and Specialisations:
- Contact Centre Production / Productivity Analyst

2432 | **Public Relations Professionals**
Public relations professionals plan, develop, implement and evaluate information and communication strategies that create an understanding and a favourable view of businesses and other organizations, their goods and services, and their role in the community.
Tasks include:
- Planning and organizing publicity campaigns and communication strategies
- Advising executives on the public relations implications of their policies, programs and practices preparing and controlling the issue of news and press releases
- Undertaking and commissioning public opinion research, analyzing the findings and planning public relations and promotional campaigns
Organizing special events, seminars, entertainment, competitions and social functions to promote goodwill and favourable publicity
Representing organizations and arranging interviews with publicity media
Attending business, social and other functions to promote the organization
Commissioning and obtaining photographs and other illustrative material
Selecting, appraising and revising material submitted by publicity writers, photographers, illustrators and others to create favourable publicity

**243201 Communication Coordinator**
Implements and evaluates information and communication strategies which create an understanding and a favourable view of an organisation, its goods and services, and its role in the community.

Alternative Titles and Specialisations:
Communication Management Coordinator
Company Promoter
Coordinator External / Internal Communication
Corporate Affairs Officer / Coordinator
Customer Relations Officer
Internal / Employee Communication Coordinator
Media Liaison Officer
Parliamentary Writer
Press Officer / Secretary
Promotions Officer / Coordinator
Public Affairs Advisor / Officer
Public Relations (PR) Coordinator / Practitioner
Publicity Advisor / Officer / Coordinator
Speechwriter and Advisor

**243202 Marketing / Communication Strategist**
Develops strategic marketing and communication strategies and advises executives on the implications of their policies, programs and practices.

Alternative Titles and Specialisations:
Corporate Communication Strategist
Fundraising Manager

**243203 Corporate Communication Manager**
Develops and implements communication strategies and campaigns by writing and selecting favourable public material and various communications media.

Alternative Titles and Specialisations:
Account Manager (Communications Consultancy)
Account / Regional Director (Communications Consultancy)
Director Public Relations / Corporate Communications (Public Service)
Fundraising Director
Manager Communications Management
Manager Corporate Communications
Manager External / Internal Communication
Manager Public Affairs / Relations
Media / Communication / Parliamentary / Liaison Practitioner (Government)

**243204 Event Producer**
Conceives of, develops, creates and refines event concepts in response to a client's brief.

Alternative Titles and Specialisations:
Concert Promoter / Organiser
Conference and Event Organiser / Coordinator
Event Coordinator
Technical and Medical Sales Professionals (Excluding ICT)

Technical and medical sales professionals (excluding ICT) represent companies in selling a range of industrial, medical and pharmaceutical goods and services to industrial, business, professional and other establishments.

Tasks include:
- Compiling lists of prospective client businesses using directories and other sources
- Acquiring and updating knowledge of employers’ and competitors’ goods and services, and market conditions
- Visiting regular and prospective client businesses to establish and act on selling opportunities
- Assessing clients’ needs and resources and recommending appropriate goods or services
- Providing input to product design where goods or services must be tailored to suit clients’ needs
- Developing reports and proposals as part of sales presentation to demonstrate benefits from use of good or service
- Estimating costs of installing and maintaining equipment or service
- Monitoring customers’ changing needs and competitor activity, and reporting these developments to sales management
- Quoting and negotiating prices and credit terms, and preparing and administering sales contracts
- Arranging delivery of goods, installation of equipment and the provision of services
- Reporting to sales management on sales made and the marketability of goods and services
- Consulting with clients after sale to ensure satisfaction, resolve any problems and provide ongoing support

Sales Representative / Salesman (Industrial Products)

Represents companies in selling a range of specialised chemicals, machines, manufacturing materials and other industrial supplies (excluding medical, pharmaceutical and ICT) for which a high level of technical knowledge is required.

Alternative Titles and Specialisations:
- Customer Services Engineer / Processor
- Engineering Salesman
- Service Delivery Analyst / Coordinator
- Technical Representative / Salesman
- Technical Sales Consultant / Coordinator / Manager
- Technical Service Advisor / Salesman

Sales Representative (Medical and Pharmaceutical Products)

Represents companies in selling medical, dental and veterinary equipment and supplies, and pharmaceutical products.

Alternative Titles and Specialisations:
- Medical Detailer
- Medical Representative
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<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td>243303</td>
<td><strong>Sales Representative (Educational Products and Services)</strong>&lt;br&gt;Represents companies in selling educational products and services.</td>
</tr>
<tr>
<td>243304</td>
<td><strong>Printing and Publishing Sales Representative</strong>&lt;br&gt;Represents companies in selling printing and publishing equipment and supplies related products.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Printing Consultant&lt;br&gt;Publishers Representative&lt;br&gt;Publishing Consultant</td>
</tr>
<tr>
<td>2434</td>
<td><strong>Information and Communications Technology Sales Professionals</strong>&lt;br&gt;Information and communications technology (ict) sales professionals sell, at the wholesale level, a range of computer hardware, software and other information and communications technology goods and services including installations and provide specialised information as required.&lt;br&gt;Tasks include:&lt;br&gt;Soliciting orders and selling goods to retail, industrial, wholesale and other establishments;&lt;br&gt;Selling technical equipment, supplies and related services to business establishments or individuals;&lt;br&gt;Discussing the needs of new and existing customers and providing specialised information about how particular equipment, supplies and services meet those needs;&lt;br&gt;Quoting and negotiating prices and credit terms, and completing contracts and recording orders;&lt;br&gt;Updating customer records and preparing sales reports;&lt;br&gt;Arranging delivery of goods, installation of equipment and the provision of services;&lt;br&gt;Reporting customers' reactions and requirements to manufacturers</td>
</tr>
<tr>
<td>243401</td>
<td><strong>ICT Account Manager</strong>&lt;br&gt;Manages sale of computer hardware, software and services to existing account clients and identifies further sales opportunities within these accounts, builds new account clients, manages customer satisfaction and retention, and coordinates the preparation and presentation of ict sales proposals and tenders.</td>
</tr>
<tr>
<td>243402</td>
<td><strong>ICT Business Development Manager</strong>&lt;br&gt;Identifies and generates new ict business opportunities to further improve market share and awareness by gaining an understanding of customers' ict needs and promoting goods and services to these customers. Works closely with colleagues to close sales opportunities and facilitate implementation. May manage some key customer accounts.</td>
</tr>
<tr>
<td>243403</td>
<td><strong>ICT Sales Representative</strong>&lt;br&gt;Develops and converts sales opportunities into sales of computer hardware, software and ict services.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Computer Consultant&lt;br&gt;Computer Software Support Consultant&lt;br&gt;Computer Systems Consultant</td>
</tr>
<tr>
<td>25</td>
<td><strong>Information and Communications Technology Professionals</strong>&lt;br&gt;Information and communications technology professionals conduct research, plan, design, write, test, provide advice and improve information technology systems, hardware, software and related concepts for specific applications; develop associated documentation including principles, policies and procedures; and design, develop, control, maintain and support databases and other information systems to ensure optimal performance and data integrity and security.</td>
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**OFO Code**

**Detail**

Tasks include:
- Researching information technology use in business functions
- Identifying areas for improvement and researching the theoretical aspects and operational methods for the use of computers
- Evaluating, planning and designing hardware or software configurations for specific applications including for Internet, intranet and multimedia systems
- Designing, writing, testing and maintaining computer programs
- Designing and developing database architecture and database management systems
- Developing and implementing security plans and data administration policy, and administering computer networks and related computing environments
- Analyzing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams in the development, configuration and integration of computer systems

**251**

**Software and Applications Developers and Analysts**

Software and applications developers and analysts conduct research, plan, design, write, test, provide advice on and improve information technology systems, such as hardware, software and other applications to meet specific requirements.

Tasks include:
- Researching information technology use in business functions and identifying areas in which improvements could be made to maximise effectiveness and efficiency
- Conducting research into the theoretical aspects of and operational methods for the use of computer;
- Evaluating, planning and designing hardware or software configurations for specific applications; designing, writing, testing and maintaining computer programs for specific requirements
- Evaluating, planning and designing Internet, Intranet and multimedia systems

**2511**

**Systems Analysts**

Systems analysts conduct research, analyze and evaluate client information technology requirements, procedures or problems, and develop and implement proposals, recommendations, and plans to improve current or future information systems.

Tasks include:
- Consulting with users to formulate and document requirements and with management to ensure agreement on systems principles
- Identifying and analyzing business processes, procedures and work practices
- Identifying and evaluating inefficiencies and recommending optimal business practices, and system functionality and behaviour
- Taking responsibility for deploying functional solutions, such as creating, adopting and implementing system test plans
- Developing functional specifications for use by systems developers
- Expanding or modifying systems to improve work flow or serve new purposes
- Coordinating and linking the computer systems within an organization to increase compatibility

**251101**

**ICT Systems Analyst**

Evaluates processes and methods used in existing ict systems, proposes modifications, additional system components or new systems to meet user needs as expressed in specifications and other documentation.

Alternative Titles and Specialisations:
- Capacity Planner Computing
- Computer Analyst
- ICT Business Systems Analyst
- ICT Systems Advisor
- ICT Systems Architect
OFO Code | OFO Detail
--- | ---
ICT Systems Consultant
ICT Systems Contractor
ICT Systems Coordinator
ICT System Designer
ICT Systems Specialist
ICT Systems Strategist
Internet Consultant / Specialist
Lan / Wan Consultant / Specialist
Systems Programmer

### 2512 Software Developers

Software developers research, analyze and evaluate requirements for existing or new software applications and operating systems, and design, develop, test and maintain software solutions to meet these requirements.

Tasks include:
- Researching, analyzing and evaluating requirements for software applications and operating systems
- Consulting with engineering staff to evaluate interface between hardware and software
- Developing and directing software testing and validation procedures
- Modifying existing software to correct errors, to adapt it to new hardware or to upgrade interfaces and improve performance
- Directing software programming and development of documentation
- Assessing, developing, upgrading and documenting maintenance procedures for operating systems, communications environments and applications software
- Consulting with customers concerning maintenance of software systems

### 251201 Software Developer

Researches, analyzes and evaluates requirements for existing or new software applications and designs, develops, tests and maintains software solutions.

Alternative Titles and Specialisations:
- Information Architect Software
- Software Architect
- Software Designer
- Software Engineer
- ICT Risk Specialist

### 251202 Programmer Analyst

Designs, develops, modifies documents and tests, implements, installs and supports software applications and systems.

Alternative Titles and Specialisations:
- Architect (Applications / Call Centre / Computing / Desktop / Ecommerce)
- Architect (Enterprise / Internet / IT / Network / Software / Unix / Web)
- Computing (Development / Field) Engineer
- Cross Enterprise Integrator
- Database Designer
- Designer (Hardware - Digital / Software)
- Education Systems Coordinator
- Engineer (Applications / Content / IT / Software / Systems / WAN)
- Gis Assistant / Consultant / Officer / Operator / Specialist / Technician
- Software Configuration / Licensing Specialist

### 251203 Developer Programmer
OFO Code | OFO Detail
---|---
000 | Interprets specifications, technical designs and flow charts, builds, maintains and modifies the code for software applications, constructs technical specifications from a business functional model, and tests and writes technical documentation.

Alternative Titles and Specialisations:
- Applications Developer
- ICT Developer
- ICT Programmer

2513 | Web and Multimedia Developers

Web and multimedia development professionals combine design and technical knowledge to research, analyze, evaluate, design, programme and modify websites, and applications that draw together text, graphics, animations, imaging, audio and video displays, and other interactive media.

Tasks include:
- Analyzing, designing and developing Internet sites applying a mixture of artistry and creativity with software programming and scripting languages and interfacing with operating environments
- Designing and developing digital animations, imaging, presentations, games, audio and video clips, and internet applications using multimedia software, tools and utilities, interactive graphics and programming languages

Communicating with network specialists regarding web-related issues, such as security and hosting web sites, to control and enforce Internet and web server security, space allocation, user access, business continuity, web site backup and disaster recovery planning

Designing, developing and integrating computer code with other specialised inputs, such as image files, audio files and scripting languages, to produce, maintain and support web sites

Assisting in analyzing, specifying and developing Internet strategies, web-based methodologies and development plans

251301 | Multimedia Specialist

Creates and manipulates computer animation, audio, video and graphic image files into multimedia programs to produce data and content for cd-roms, information kiosks, multimedia presentations, web sites, mobile telephone resources, electronic gaming environments, e-commerce and e-security solutions, and entertainment and education products.

Alternative Titles and Specialisations:
- Animation Programmer
- Computer Games Programmer
- Digital Media Specialist
- Graphical Programmer
- Multimedia Developer
- Multimedia Programmer

251302 | Web Developer

Plans, produces and maintains web sites using web programming languages, software applications, technologies and databases together with specifications of user needs, often in conjunction with other ict professionals such as business analysts, web designers and network and usability specialists.

Alternative Titles and Specialisations:
- Html Coder / Developer
- Internet Developer
- Web Editor / Designer
- Web Publishing Advisor
- Website Architect
# Applications Programmers

Applications programmers write and maintain programmable code outlined in technical instructions and specifications for software applications and operating systems.

**Tasks include:**
- Writing and maintaining program code outlined in instructions and specifications in accordance with quality accredited standards
- Revising, repairing or expanding existing programs to increase operating efficiency or adapt to new requirements
- Conducting trial runs of programs and software applications to confirm that they will produce the desired information
- Compiling and writing documentation of program development;
- Identifying and communicating technical problems, processes and solutions

## 251401 Applications Programmer

Writes and maintains programmable code of software applications and operating systems.

**Alternative Titles and Specialisations:**
- Applications Integrator
- Software and Applications Developer

## 2519 Software and Applications Developers and Analysts not Elsewhere Classified

This unit group covers software and applications developers and analysts not classified elsewhere in minor group 251. For instance the group includes those professionals specialising in quality assurance including software testing.

**Tasks include:**
- Developing and documenting software testing plans
- Installing software and hardware and configuring operating system software in preparation for testing
- Verifying that programmes function according to user requirements and established guidelines
- Executing, analyzing and documenting results of software application tests and information and telecommunication systems tests
- Developing and implementing software and information system testing policies, procedures and scripts

## 251901 Quality Assurance Analyst (Computers)

Installs software and hardware and configures operating system software in preparation for testing and conduct testing.

**Alternative Titles and Specialisations:**
- Software tester

## 252 Database and Network Professionals

Database and network professionals design, develop, control, maintain and support the optimal performance and security of information technology systems and infrastructure, including databases, hardware and software, networks and operating systems.

**Tasks include:**
- Designing and developing database architecture, data structures, dictionaries and naming conventions for information systems projects
- Designing, constructing, modifying, integrating, implementing and testing database management systems
- Developing and implementing security plans, data administration policy, documentation and standards
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<tr>
<th>OFO Code</th>
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<tr>
<td></td>
<td>maintaining and administering computer networks and related computing environments</td>
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<tr>
<td></td>
<td>Analyzing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams in the development, configuration and integration of computer systems</td>
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<tr>
<td>2521</td>
<td><strong>Database Designers and Administrators</strong></td>
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<tr>
<td></td>
<td>Database designers and administrators design, develop, control, maintain and support the optimal performance and security of databases.</td>
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<td>Tasks include:</td>
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<tr>
<td></td>
<td>Designing and developing database architecture, data structures, tables, dictionaries and naming conventions for information systems projects</td>
</tr>
<tr>
<td></td>
<td>Designing, constructing, modifying, integrating, implementing and testing database management systems</td>
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<td></td>
<td>Conducting research and providing advice on the selection, application and implementation of database management tools</td>
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<tr>
<td></td>
<td>Developing and implementing data administration policy, documentation, standards and models</td>
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<td></td>
<td>Developing policies and procedures for database access and usage and for the backup and recovery of data</td>
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<td>Performing the operational establishment and preventive maintenance of backups, recovery procedures, and enforcing security and integrity controls</td>
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<tr>
<td>252101</td>
<td><strong>Database Designer and Administrator</strong></td>
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<td>Designs, develops, controls, maintains and supports the optimal performance and security of databases.</td>
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<td>Alternative Titles and Specialisations:</td>
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<td>Data Administrator</td>
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<td>Database Administrator</td>
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<td>Database Analyst</td>
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<td></td>
<td>Database Architect</td>
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<td></td>
<td>Ecommerce Technical Architect</td>
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<tr>
<td>2522</td>
<td><strong>Systems Administrators</strong></td>
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<tr>
<td></td>
<td>Systems administrators develop, control, maintain and support the optimal performance and security of information technology systems.</td>
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<td>Tasks include:</td>
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<td>Maintaining and administering computer networks and related computing environments including computer hardware, systems software, applications software and all configurations</td>
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<td></td>
<td>Recommending changes to improve systems and network configurations, and determining hardware or software requirements related to such changes</td>
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<tr>
<td></td>
<td>Diagnosing hardware and software problems</td>
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<tr>
<td></td>
<td>Performing data backups and disaster recovery operations;</td>
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<td>Operating master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use</td>
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<tr>
<td>252201</td>
<td><strong>Systems Administrator</strong></td>
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<tr>
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<td>Develops, controls, maintains and supports the optimal performance and security of information technology systems.</td>
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<td>Alternative Titles and Specialisations:</td>
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<td></td>
<td>Advisor Systems Management</td>
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<td>Computerised Registry Manager</td>
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<td>Content Product Manager</td>
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<td>Ecommerce Project Manager</td>
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<td>IT Information Systems Administrator</td>
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</table>
Computer network professionals research, analyze and recommend strategies for network architecture and development, implement, manage, maintain and configure network hardware and software, and monitor, troubleshoot and optimise performance.

Tasks include:
- Analyzing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams in the development, configuration and integration of computer systems
- Researching, analyzing, evaluating and monitoring network infrastructure to ensure networks are configured to operate at optimal performance
- Assessing and recommending improvements to network operations and integrated hardware, software, communications and operating systems
- Providing specialist skills in supporting and troubleshooting network problems and emergencies
- Installing, configuring, testing, maintaining and administering new and upgraded networks, software database applications, servers and workstations
- Preparing and maintaining procedures and documentation for network inventory, and recording diagnosis and resolution of network faults, enhancements and modifications to networks, and maintenance instructions
- Monitoring network traffic, and activity, capacity and usage to ensure continued integrity and optimal network performance.

Computer Network and Systems Engineer

Plans, develops, deploys, tests and optimises network and system services taking responsibility for configuration management and overall operational readiness of network systems, especially environments with multiple operating systems and configurations, and provides troubleshooting and fault finding services for network problems.

Alternative Titles and Specialisations:
- Communications Analyst (Computers)
- Computer Network Engineer
- Computer Systems Integrator
- Computer Systems / Service Engineer
- Network Engineer
- Network Programmer / Analyst
- Network Support Engineer
- Systems Engineer
- Systems Integrator

Network Analyst

Researches and analyses network architecture, recommends policies and strategies for designing, planning and coordinating an organisation’s network such as the total system environment and architecture. May also perform operational tasks such as monitoring system performance, software and hardware upgrades, backups, support and network maintenance.

Alternative Titles and Specialisations:
- Lan Analyst
- Lan Engineer
- Network Architect
- Network Consultant
OFO Code | OFO Detail
---|---
| Network Designer  
Network Planner  
Network Services Consultant (LAN / WAN)  
Network Strategist
---|---
| Database and Network Professionals not Elsewhere Classified

This unit group covers database and network professionals not Elsewhere classified in minor group 252. For instance, the group includes information and communications technology security specialists.

Tasks include:
- Developing plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs
- Training users and promoting security awareness to ensure system security and to improve server and network efficiency
- Conferring with users to discuss issues such as computer data access needs, security violations, and programming changes
- Monitoring current reports of computer viruses to determine when to update virus protection systems
- Modifying computer security files to incorporate new software, correct errors, or change individual access status

Monitoring use of data files and regulate access to safeguard information in computer files

Performing risk assessments and executing tests of data processing system to ensure functioning of data processing activities and security measures

Encrypting data transmissions and erecting firewalls to conceal confidential information as it is being transmitted and to keep out tainted digital transfers

---|---
| ICT Security Specialist

Establishes, manages and administers an organisation’s ict security policy and procedures to ensure preventive and recovery strategies are in place, and minimise the risk of internal and external security threats.

Alternative Titles and Specialisations:
- Database Security Expert
- ICT Security Architect
- Information Technology Security Manager
- Internet Security Architect / Engineer / Consultant
- Security Administrator

---|---
| Legal, Social and Cultural Professionals

Legal, social and cultural professionals conduct research, improve or develop concepts, theories and operational methods, or apply knowledge relating to the law, storage and retrieval of information and artefacts, psychology, social welfare, politics, economics, history, religion, languages, sociology, other social sciences, and to arts and entertainment.

Tasks include:
- Drafting laws and regulations; advising clients on legal cases;
- Pleading and conducting cases in a court of law
- Presiding over judicial proceedings in a court of law
- Developing and maintaining library and gallery collections of archives
- Conducting research, improving or developing concepts, theories and operational methods or applying knowledge relating to the field of social sciences
- conceiving, creating and performing in literary and artistic works; interpreting and communicating news, ideas, impressions and facts
Legal professionals conduct research on legal problems, advise clients on legal aspects of problems, plead cases or conduct prosecutions in courts of law, preside over judicial proceedings in courts of law, and draft laws and regulations.

Tasks include:

- Undertaking legal business on clients’ behalf, and conducting litigation when necessary, or presiding over judicial proceedings and pronouncing judgment in courts of law.
- Supervision of other workers may be included.

**Lawyers**

Lawyers give clients legal advice on a wide variety of subjects, draw up legal documents, represent clients before administrative boards or tribunals and plead cases or conduct prosecutions in courts of justice, or instruct barristers to plead in higher courts of justice.

Tasks include:

- Giving clients legal advice on a wide variety of subjects and undertaking legal business on clients’ behalf.
- Researching legal principles, statutes and previous court decisions related to specific cases.
- Gathering evidence to formulate a defense or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case.
- Evaluating findings and developing strategies and arguments in preparation for presentation of cases.
- Pleading clients’ cases before courts of law, tribunals and administrative boards or instructing barristers to plead in higher courts of justice.
- Accepting briefs and pleading in the higher court.
- Acting as prosecutor on behalf of the Government.
- Negotiating settlements in matters which involve legal disputes.
- Drafting legislation and preparing government regulations based on existing laws.
- Drawing up legal documents such as contracts, real estate transactions and wills and preparing statements of legal opinions.

**Attorney**

Provides legal advice, prepares and drafts legal documents and conducts negotiations on behalf of clients on matters associated with the law.

Alternative Titles and Specialisations:

- Solicitor
- Intellectual Property Lawyer / Practitioner
- Lawyer (Civil / Property / Competition / Contracts / Conveyancing / Criminal)
- Lawyer (Employment/ Entertainment / Financial / Commercial / Immigration)
- Prosecutor
- Commercial Rights Manager

**Administrative Lawyer**

Conducts criminal and civil lawsuits, draws up legal documents, advises clients as to legal rights and practices other phases of law.

Alternative Titles and Specialisations:

- Enforcement Advisor
- Law Researcher
- Legal Researcher

**Patent Attorney**

Establishes the originality of an invention, idea or design, drafting detailed technical descriptions and definitions and legal documents to secure a patent. Protects ‘intellectual property’ rights through the protection of inventions, designs, ideas and related issues such as copyright.
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
<th>Description</th>
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<tbody>
<tr>
<td>261104</td>
<td><strong>Trade Mark Attorney</strong></td>
<td>Registers and protects trademarks such as names, slogans, symbols, logos, packaging, letters and numbers. Advises clients on industrial designs and copyright. Alternative Titles and Specialisations: Trade Mark Advisor Trade Marks Examiner Justice</td>
</tr>
<tr>
<td>261105</td>
<td><strong>Tribunal Member</strong></td>
<td>Hears industrial, administrative or other disputes to assist in resolving differences and to arbitrate on issues. Alternative Titles and Specialisations: Administrative Appeals Tribunal Member Conciliation and Arbitration Commissioner Land Valuation Tribunal Member</td>
</tr>
<tr>
<td>261106</td>
<td><strong>Advocate</strong></td>
<td>Pleads cases before civil, criminal and industrial courts and other tribunals.</td>
</tr>
<tr>
<td>2612</td>
<td><strong>Judges</strong></td>
<td>Judges preside over civil and criminal proceedings in courts of law. Tasks include: Presiding over trials and hearings Interpreting and enforcing rules of procedure and making rulings regarding the admissibility of evidence Determining the rights and obligations of the parties involved, and, in cases tried by jury Instructing the jury on points of law that are applicable to the case; Weighing and considering evidence in non-jury trials and deciding legal guilt or innocence or degree of liability of the accused or defendant Passing sentence on persons convicted in criminal cases, determining damages or other appropriate remedy in civil cases and issuing court orders Researching legal issues and writing opinions on the issues</td>
</tr>
<tr>
<td>261201</td>
<td><strong>Judge</strong></td>
<td>Presides over civil and criminal proceedings in a court of law. Alternative Titles and Specialisations: Chief Justice Commissioner Environment Court District Court Judge Family Court Justice High Court Justice President Court of Appeal Principal Disputes Referee Referee Small Claims Supreme Court Judge</td>
</tr>
<tr>
<td>261202</td>
<td><strong>Magistrate</strong></td>
<td>Hears criminal matters to determine whether defendants will be committed for trial and adjudicates minor criminal offences without a jury. Alternative Titles and Specialisations: Chamber Magistrate Children's Court Magistrate Industrial Court Magistrate Licensing Court Magistrate Victims Compensation Tribunal Magistrate</td>
</tr>
<tr>
<td>2619</td>
<td><strong>Legal Professionals not Elsewhere Classified</strong></td>
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</tbody>
</table>
This unit group covers legal professionals not classified elsewhere in minor group 261. For instance, the group includes those who perform legal functions other than pleading or prosecuting cases or presiding over judicial proceedings.

Tasks include:

- Giving advice on legal aspects of various personal, business and administrative problems
- Drawing up legal documents and contracts
- Arranging property transfers
- Determining, by inquest, the causes of any death not obviously due to natural causes

261901 **Adjudicator**

Hears, studies and settles cases by using judicial procedures.

Alternative Titles and Specialisations:

- Arbitrator
- Facilitator
- Industrial Conciliator
- Intellectual Property Advisor
- Mediator
- Negotiator
- Rulings Analyst

261902 **Parliamentary Council**

Drafts legislation for parliament.

261903 **Master of The Court**

Listens to testimonies and prepares reports which, when approved by the presiding judge, becomes the decision of the court.

Alternative Titles and Specialisations:

- Master of The High Court
- Master
- Court Master

261904 **Family Court Registrar**

No descriptor

261905 **Notary**

No descriptor

262 **Librarians, Archivists and Curators**

Librarians, archivists and curators develop and maintain the collections of archives, libraries, museums, art galleries, and similar establishments.

Tasks include:

- Appraising or developing and organizing the contents of archives and artifacts of historical, cultural and artistic interest, and ensuring their safe-keeping and preservation
- Organizing the collections of and exhibitions at museums, art galleries and similar establishments
- Developing and maintaining the systematic collection of recorded and published material and making it available to users in libraries and related institution;
- Preparing scholarly papers and reports; conducting research

2621 **Archivists and Curators**

Archivists and curators collect, appraise and ensure the safekeeping and preservation of the contents of archives, artefacts and records of historical, cultural, administrative and artistic interest, and of art and other objects. They plan, devise and implement systems for the safekeeping of records and historically valuable documents.

Tasks include:

- Evaluating and preserving records for administrative, historical, legal, evidential and other purposes
OFO Code | OFO Detail
--- | ---
| Directing or carrying out the preparation of indexes, bibliographies, microfilm copies and other reference aids to the collected material and making them available to users.
| Researching the origin, distribution and use of materials and objects of cultural and historical interest.
| Organizing, developing and maintaining collections of artistic, cultural, scientific or historically significant items.
| Directing or undertaking classification and cataloguing of museum and art gallery collections and organizing exhibitions.
| Researching into, appraising, and developing, organizing and preserving historically significant and valuable documents such as government papers, private papers, photographs, maps, manuscripts audio-visual materials.
| Preparing scholarly papers and reports.
| Planning and implementing the computerized management of archives and electronic records.
| Organizing exhibitions at museums and art galleries, publicizing exhibits and arranging special displays for general, specialised or educational interest.
| Appraising and acquiring archival materials to build and develop an archival collection for research purpose.

262101 Archivist
- Analyses and documents records, and plans and organises systems and procedures for the safekeeping of records and historically valuable documents.
- Alternative Titles and Specialisations:
  - Archives Analyst
  - Archives Officer
  - Archives Technician
  - Books Technician
  - Document Restorer
  - Film Archivist
  - Legal Archivist
  - Manuscripts Archivist
  - Parliamentary Archivist
  - Preservation Manager
  - Preservation Technician

262102 Gallery or Museum Curator
- Plans and organises a museum or gallery collection by drafting collection policies and arranging acquisitions of pieces.
- Alternative Titles and Specialisations:
  - Curatorial Services Manager
  - Exhibitions Technician
  - Museum Registrar

262103 Conservator
- Plans and organises the conservation of materials and objects in libraries, archives, museums, art galleries and other institutions.
- Alternative Titles and Specialisations:
  - Art Conservator

2622 Librarians and Related Information Professionals
- Librarians and related information professionals collect, select, develop, organize and maintain library collections and other information repositories, organize and control other library services and provide information for users.
- Tasks include:
  - Organizing, developing and maintaining a systematic collection of books, periodicals and other printed, audio-visually and digitally recorded material.
Selecting and recommending acquisitions of books and other printed or audio-visually and digitally recorded material
Organizing, classifying and cataloguing library material
Managing library borrowing and inter-library loan facilities and information networks
Retrieving material and providing information to business and other users based on the collection itself or on library and information-network systems;
Conducting research and analysing or modifying library and information services in accordance with changes in users' needs
Devising and implementing schemes and conceptual models for the storage, organization, classification and retrieval of information
Preparing scholarly papers and reports

Performing manual, on-line and interactive media reference searches, making interlibrary loans and performing other functions to assist users in accessing library materials

262201 Librarian
Develops, organises and manages library services such as collections of information, recreational resources and reader information services.
Alternative Titles and Specialisations:
Acquisitions Librarian / Advisor
Audio-Visual Librarian
Bibliographer
Bibliographic Services Manager
Cataloguer
Children's Librarian
Collection Development Manager
Coordinator Heritage General Collections Management
Corporate Librarian
Information Scientist / Officer
Legal Librarian
Library Manager / Advisor
Multicultural Services Librarian
Oral History Manager
Parliamentary Librarian
Reference Librarian / Advisor
Special Librarian
Special Needs Librarian

262202 Information Services Manager
Designs, implements and administers record systems and related information services, to support efficient access, movement, updating, storage, retention and disposal of files and other organisational records.
Alternative Titles and Specialisations:
Catalogue Administrator
Freedom of Information Officer
Knowledge Manager
Knowledge Management Officer
Records Administrator
Records Manager
Information System Consultant

263 Social and Religious Professionals
Social and religious professionals conduct research, improve or develop concepts, theories and operational methods, or apply knowledge relating to philosophy, politics, economics, sociology, anthropology, history, philology, languages, psychology, and other social sciences, or they provide social services to meet the needs of individuals and families in a community.

Tasks include:
- Formulating and applying solutions to present or projected economic, political or social problems
- Researching into and analyzing past events and activities and tracing the origin and evolution of the human race
- Studying the origin and development of languages, or translating or interpreting them
- Studying mental processes and behaviour of individuals and groups; providing social services
- Preparing scholarly papers and report.
- Supervision of other workers may be included

**Economists**

Economists conduct research, monitor data, analyze information and prepare reports and plans to resolve economic and business problems and develop models to analyze, explain and forecast economic behaviour and patterns. They provide advice to business, interest groups and governments to formulate solutions to present or projected economic and business problems.

Tasks include:
- Forecasting changes in the economic environment for short-term budgeting, long-term planning and investment evaluation
- Formulating recommendations, policies and plans for the economy, corporate strategies and investment, and undertaking feasibility studies for projects
- Monitoring economic data to assess the effectiveness, and advise on the appropriateness, of monetary and fiscal policies;
- Forecasting production and consumption of specific products and services based on records of past production and consumption and general economic and industry-specific conditions
- Preparing forecasts of income and expenditure, interest rates and exchange rates
- Analyzing factors that determine labour force participation, employment, wages, unemployment and other labour market outcomes
- Applying mathematical formulae and statistical techniques and apply to test economic theories and devise solutions to economic problems;
- Compiling, analyzing and interpreting economic data using economic theory and a variety of statistical and other techniques;
- Evaluating the outcome of political decisions concerning public economy and finances and advising on economic policy and possible courses of action in the light of past, present and projected economic factors and trends
- Preparing scholarly papers and reports
- Examining problems related to the economic activities of individual companies
- Conducting research on market conditions in local, regional or national areas to set sales and pricing levels for goods and services, to assess market potential and future trends and to develop business strategies.

**Economist**

Performs economic research and analysis; develops and applies theories about production and distribution of goods and services, and people’s spending and financial behaviour; and provides advice to governments and organisations on subjects relating to economic policies.
Sociologists, anthropologists and related professionals investigate and describe the structure of societies, the origin and evolution of societies, and the interdependence between environmental conditions and human activities. They provide advice on the practical application of their findings in the formulation of economic and social policies.

Tasks include:
- Conducting research on the origin, development, structure, social patterns, organizations and inter-relationships of human society
- Tracing the origin and evolution of humanity through the study of changing characteristics and cultural and social institutions
- Tracing the development of humanity through the material remains of its past, such as dwellings, temples, tools, pottery, coins, weapons, or sculpture
- Studying physical and climatic aspects of areas and regions, and correlating these findings with economic, social and cultural activities
- Developing theories, models and methods to interpret and describe social phenomena
- Evaluating the outcome of political decisions concerning social policy
- Analyzing and evaluating social data
- Advising on the practical application of findings in the formulation of economic and social policies for population groups and regions, and for the development of markets
- Preparing scholarly papers and reports

Studies humanity at all times and dimensions, often concentrating on tribal societies.

Alternative Titles and Specialisations:
- Anthropologist (Governance)
- Cultural Affairs Advisor
- Cultural Consultant
- Cultural Development Advisor
- Cultural Development Facilitator
- Cultural Development Officer
- Cultural Officer
- Ethnologist
- Ethnomusicologist
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<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td>263202</td>
<td>Archaeologist</td>
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<td>263203</td>
<td>Geographer</td>
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<tr>
<td>263204</td>
<td>Sociologist</td>
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<td>263205</td>
<td>Criminologist</td>
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<td>263206</td>
<td>Heritage Consultant</td>
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<tr>
<td>2633</td>
<td>Philosophers, Historians and Political Scientists</td>
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<tr>
<td>263301</td>
<td>Genealogist</td>
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<tr>
<td>263302</td>
<td>Historian</td>
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<tr>
<td>263303</td>
<td>Prehistorian</td>
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OFO Code | OFO Detail
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263304 | Political Scientist
Studies the nature of states, the functions performed by governments, voter behaviour, political parties, political culture, political economy, and public opinion.
Alternative Titles and Specialisations:
Political Analyst
Political Science Researcher

2634 | Psychologists
Psychologists research into and study the mental processes and behaviour of human beings as individuals or in groups, and apply this knowledge to promote personal, social, educational or occupational adjustment and development.
Tasks include:
Planning and carrying out tests to measure mental, physical and other characteristics such as intelligence, abilities, aptitudes, potentialities, etc., interpreting and evaluating results, and providing advice
Analyzing the effect of heredity, social, occupational and other factors on individual thought and behaviour
Conducting counselling or therapeutic interviews with individuals and groups, and providing follow-up services
Maintaining required contacts, such as those with family members, educational authorities or employers, and recommending possible solutions to, and treatment of, problems
Studying psychological factors in the diagnosis, treatment and prevention of mental illnesses and emotional or personality disorders, and conferring with related professionals
Preparing scholarly papers and reports
Formulating achievement, diagnostic and predictive tests for use by teachers in planning methods and content of instruction
Conducting surveys and research studies on job design, work groups, morale, motivation, supervision and management
Developing theories, models and methods to interpret and describe human behaviour

263401 | Clinical Psychologist
Consults with individuals and groups, assesses psychological disorders and administers programs of treatment.
Alternative Titles and Specialisations:
Clinical Neuropsychologist
Cognitive Behavioural Therapist
Forensic Psychologist
Health Psychologist
Neuropsychologist
Psychologist (Child / Comparative / Consultant / Criminal)

263402 | Educational Psychologist
Investigates learning and teaching, and develops psychological techniques to foster the development and skills of individuals and groups in educational settings.

263403 | Organisational Psychologist
Applies psychological principles and techniques to study occupational behaviour, working conditions and organisational structure, and solve problems of work performance and organisational design.
Alternative Titles and Specialisations:
Industrial Psychologist
Occupational Psychologist

263404 | Psychotherapist
OFO Code  |  OFO Detail
---|---
 Provides diagnosis and treatment of mental and emotional disorders using psychotherapeutic methods such as behavioural therapy, biofeedback, relaxation therapy and other techniques. Alternative Titles and Specialisations: Behaviour Management Consultant  
 Behaviour Therapist  
 Hypnotherapist

263405  |  **Research Psychologist**  
 Conducts research into various areas of psychology.

263406  |  **Sport Psychologist**  
 Applies psychological principles and techniques to motivate sportspersons to enhance performance.

263407  |  **Counselling Psychologist**  
 Evaluates patients or clients and uses counselling techniques to help patients cope with stress or provides career guidance.

263408  |  **Community Psychologist**  
 No descriptor

263409  |  **Psychometrician**  
 Conducts, evaluates and interprets psychometric tests. Alternative Titles and Specialisations: Psychological Examiner  
 Psychometrist

2635  |  **Social Work and Counselling Professionals**

Social work and counselling professionals provide advice and guidance to individuals, families, groups, communities and organizations in response to social and personal difficulties. They assist clients to develop skills and access resources and support services needed to respond to issues arising from unemployment, poverty, disability, addiction, criminal and delinquent behaviour, marital and other problems.

Tasks include:
- Interviewing clients individually, in families, or in groups, to assess their situation and problems and determine the types of services required
- Analyzing the client’s situation and presenting alternative approaches to resolving problems
- Compiling case records or reports for courts and other legal proceedings
- Providing counselling, therapy and mediation services and facilitating group sessions to assist clients to develop skills and insights needed to deal with and resolve their social and personal problems
- Planning and implementing programs of assistance for clients including crisis intervention and referral to agencies that provide financial assistance, legal aid, housing, medical treatment and other services
- Investigating cases of abuse or neglect and taking action to protect children and other at risk persons
- Working with offenders during and after sentence, to help them to integrate into the community and to change attitudes and behaviour in order to reduce further offending
- Providing advice to prison governors and to probation and parole review boards that help determine whether, and under what conditions, an offender should be incarcerated, released from prison or undergo alternative correctional measures
- Acting as advocates for client groups in the community and lobbying for solutions to problems affecting them
- Developing prevention and intervention programs to meet community needs
Maintaining contact with other social service agencies, educational institutions and health care providers involved with clients to provide information and obtain feedback on clients' overall situation and progress.

**263501 Social Counselling Worker**

Provides socially related counselling services of a specific nature. May work in a call centre.

Alternative Titles and Specialisations:
- Bereavement Counsellor
- Genetic Counsellor
- Trauma Counsellor
- Hiv / Aids Counsellor
- Women's Welfare Organizer

**263502 Addictions Counsellor**

Provides support and treatment for people with drug and alcohol dependency problems, develops strategies which assist them to set goals and affect and maintain change, and provides community education.

Alternative Titles and Specialisations:
- Drug and Alcohol Counsellor
- Gambling Counsellor
- Social Detoxification Worker

**263503 Marriage and Family Counsellor**

Assists individuals, couples and families with marriage and relationship difficulties.

Alternative Titles and Specialisations:
- Family Court Counsellor
- Family Mediator
- Family Therapist

**263504 Rehabilitation Counsellor**

Assists physically, mentally and socially disadvantaged people to re-integrate into work and the community.

Alternative Titles and Specialisations:
- Life Coach

**263505 Student Counsellor**

Provides information and assistance to students, parents and teachers about a wide range of matters such as students' personal problems, learning difficulties and special requirements.

Alternative Titles and Specialisations:
- School Counsellor

**263506 Parole or Probation Officer**

Supervises parolees who have been placed on probation by court order or released conditionally from corrective service institutions.

Alternative Titles and Specialisations:
- Community Corrections Officer
- Probation Worker

**263507 Social Worker**

Assesses the social needs of individuals, families and groups, assists and empowers people to develop and use the skills and resources needed to resolve social and other problems, and furthers human well-being and human rights, social justice and social development.

Alternative Titles and Specialisations:
- Adoptions Worker
- Clinical Social Worker
- Forensic Social Worker
**OFO Code**  
**OFO Detail**

Health Care Social Worker
Occupational Social Worker
Reintegration Worker
School Social Worker

**263508 Child and Youth Care Worker**
Assesses protective, developmental and therapeutic needs of a young person, providing information and acting as a mediator.
Alternative Titles and Specialisations:
Child and Youth Counsellor

**263509 Parole Board Member**
Evaluates behaviour and formulates an opinion on whether an offender should be released from prison on parole after serving at least a minimum portion of their sentence as prescribed by the sentencing judge.

**263510 Employee Wellness Practitioner**
Assesses physical and/or mental health and well-being of employees e.g. Employee fitness programs, smoking cessation, nutrition and weight loss counselling, alcohol and drug dependency counselling.
Alternative Titles and Specialisations:
Employee Assistance Practitioner

**2636 Religious Professionals**

Religious professionals function as perpetuators of sacred traditions, practices and beliefs. They conduct religious services, celebrate or administer the rites of a religious faith or denomination, provide spiritual and moral guidance and perform other functions associated with the practice of a religion.

Tasks include:
Perpetuating sacred traditions, practices and beliefs
Conducting religious services, rites and ceremonies;
Undertaking various administrative and social duties, including participating in committees and meetings of religious organizations
Providing spiritual and moral guidance in accordance with the religion professed
Propagating religious doctrines in own country or abroad
Preparing religious sermons and preaching;
Developing and directing study courses and religious education programmes

Counselling individuals regarding interpersonal, health, financial, and religious problems;
Scheduling and participating in special events such as camps, conferences, seminars, and retreats

**263601 Minister of Religion**

Performs spiritual functions associated with beliefs and practices of religious faiths and provides motivation, guidance and training in religious life for the people of a congregation or parish, and the wider community. This occupation requires high levels of personal commitment and interest as well as, or in place of, formal qualifications or experience.
Alternative Titles and Specialisations:
Archbishop
Bishop
Chaplain
Imam
Priest
Rabbi
Religious Leader
Religious Worker
### OFO Code 264

**Authors, Journalists and Linguists**

Authors, journalists and linguists conceive and create literary works, interpret and communicate news and public affairs through the media and translate or interpret from one language into another.

**Tasks include:**
- Writing literary works; appraising merits of literary and other works of art
- Collecting information about current affairs and writing about them
- Researching, investigating, interpreting and communicating news and public affairs through newspapers, television, radio and other media
- Translating written material from one language to another; simultaneously translating from one language to another

### 2641 Authors and Related Writers

Authors and related writers plan, research and write books, scripts, storyboards, plays, essays, speeches, manuals, specifications and other non-journalistic articles (excluding material for newspapers, magazines and other periodicals) for publication or presentation.

**Tasks include:**
- Conceiving, writing and editing novels, plays, scripts, poetry and other material for publication or presentation
- Conducting research to establish factual content and to obtain other necessary information
- Writing scripts and continuities and preparing programmes for stage, film, radio and television productions
- Analyzing material, such as specifications, notes and drawings, and writing manuals, user guides and other documents to explain clearly and concisely the installation, operation and maintenance of software, electronic, mechanical and other equipment;
- Writing brochures, handbooks and similar technical publications
- Selecting material for publication, checking style, grammar and accuracy of content, arranging for any necessary revisions and checks proof copies before printing

### 264101 Author

Produces literary or other written work for publication or performance. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

**Alternative Titles and Specialisations:**
- Dramatist
- Essayist
- Novelist
- Playwright
- Poet
- Screenwriter
- Script Writer
- Writer

### 264102 Book or Script Editor

Evaluates manuscripts of books or scripts to determine suitability for publication or production, and edits and supervises material in preparation for publication or for production on film, television, radio or stage.

**Alternative Titles and Specialisations:**
- Dramaturge
- Manuscript Editor

### 264103 Technical Writer
OFO Code | OFO Detail
--- | ---
2642 | **Journalists**

Researchers and writes technical information-based material and documentation for articles, manuals, text books, handbooks, or multimedia products, usually for education or corporate purposes.

Journalists research, investigate, interpret and communicate news and public affairs through newspapers, television, radio and other media.

Tasks include:
- Collecting local, national and international news through interviews, investigation and observation, attending public events, seeking out records, reviewing written work, attending film and stage performances.
- Collecting, reporting and commenting on news and current affairs for publication in newspapers and periodicals, or for broadcasting by radio, television or webcast media.
- Receiving, analysing and verifying news and other copy for accuracy.
- Interviewing politicians and other public figures at press conferences and on other occasions, including individual interviews recorded for radio, television or webcast media.
- Researching and reporting on developments in specialised fields such as medicine, science and technology.
- Writing editorials and commentaries on topics of current interest to stimulate public interest and express the views of a publication or broadcasting station.
- Writing critical reviews of literary, musical and other artistic works based on knowledge, judgement and experience for newspapers, television, radio and other media.
- Selecting material for publication, checking style, grammar, accuracy and legality of content and arranging for any necessary revisions.
- Liaising with production staff in checking final proof copies immediately prior to printing.
- Selecting, assembling and preparing publicity material about business or other organizations for issue through press, radio, television and other media.

264201 | **Copywriter**

Designs and composes written material to advertise products and services.

Alternate Titles and Specialisations:
- Advertising Writer
- Copy Editor
- Publicity Writer

264202 | **Newspaper or Periodical Editor**

Plans and directs editing of a publication such as a newspaper, magazine or journal in accordance with editorial policies and guidelines and accepted rules of grammar, style and format prior to printing and distribution.

Alternate Titles and Specialisations:
- Associate Editor
- Editor
- Editorial Administrator
- Features Editor
- Legal Editor
- Magazine Designer
- News Editor
- Pictures Editor
- Programme Editor
- Publications Advisor
- Publications Editor
- Publications Officer
**264203 Print Journalist**
Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for newspapers, magazines or journals.

Alternative Titles and Specialisations:
- Columnist
- Editorial Assistant
- Editorial Officer
- Feature Writer
- Foreign Correspondent Newspaper
- Leader Writer
- Media Writer Reporter
- Newspaper Reporter
- Press Reporter
- Pressman
- Sports Writer

**264204 Radio Journalist**
Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for radio news or current affairs programs.

Alternative Titles and Specialisations:
- News Commentator Broadcasting
- Radio Reporter

**264205 Television Journalist**
Collects and analyses facts about newsworthy events by interview, investigation and observation and writes stories for television news or public affairs programs.

Alternative Titles and Specialisations:
- Television Editor
- Television Reporter

**264206 Critic**
Writes or broadcasts opinions on the quality of things such as drama productions, art exhibitions and literary works.

Alternative Titles and Specialisations:
- Film Assessor
- Music Reviewer

**264207 Media Monitor**
Presents the central findings of one or more research studies.

**2643 Translators, Interpreters and Other Linguists**
Translators, interpreters and other linguists translate or interpret from one language into another and study the origin, development and structure of languages.

Tasks include:

- Studying relationships between ancient parent languages and modern language groups, tracing the origin evolution of words, grammar and language forms, and presenting findings
- Advising on or preparing language classification systems, grammars, dictionaries and similar materials
- Translating from one language into another and ensuring that the correct meaning of the original is retained, that legal, technical or scientific works are correctly rendered, and that the phraseology and terminology of the spirit and style of literary works are conveyed as far as possible
OFO Code | OFO Detail
--- | ---
Developing methods for the use of computers and other instruments to improve productivity and quality of translation
Interpreting from a spoken or a signed language into another spoken or signed language, in particular at conferences, meetings and similar occasions, and ensuring that the correct meaning and, as far as possible, the spirit of the original are transmitted
Revising and correcting translated material

264301 | Interpreter
--- | ---
Transfers a spoken or signed language into another spoken or signed language, usually within a limited time frame in the presence of the participants requiring the translation.
Alternative Titles and Specialisations:
Court Interpreter
Philologist
Sign Language Interpreter

264302 | Translator
--- | ---
Transfers a source text from one language into another, usually within an extended time frame to allow for corrections and modifications and without the presence of the participants who require the translation.
Alternative Titles and Specialisations:
Subtitler
Translator-Revisor

264303 | Linguist
--- | ---
Studies the nature, structure, and variation of language, including phonetics, phonology, morphology, syntax, semantics, sociolinguistics, and pragmatics.

265 | Creative and Performing Artists
--- | ---
Creative and performing artists communicate ideas, impressions and facts in a wide range of media to achieve particular effects; interpret a composition such as a musical score or a script to perform or direct the performance; and host the presentation of such performance and other media events.
Tasks include:
Conceiving and creating visual art forms; conceiving and writing original music
Devising, directing, rehearsing and performing in music, dance, theatrical and film productions
Assuming creative, financial and organizational responsibilities in the production of television programmes, films, and stage presentations
Studying script, play or book and preparing and rehearsing interpretation
Selecting and introducing music, videos and other entertainment material for broadcast and making commercial and public service announcements.

2651 | Visual Artists
--- | ---
Visual artists create and execute works of art by sculpting, painting, drawing, creating cartoons, engraving or using other techniques.
Tasks include:
Conceiving and developing ideas, designs and styles for paintings, drawings and sculptures
Arranging objects, positioning models, and selecting landscapes and other visual forms according to chosen subject matter
Selecting artistic media, method and materials
Creating representational or abstract three-dimensional or relief forms by shaping, carving and working and combining materials such as, wood, stone, clay, metal, ice or paper
Creating representational or abstract drawings and paintings using pencils, ink, chalk, oil paints, water colours or through the application of other techniques
OFO Code | OFO Detail
---|---
| Creating drawings and engraving or etching them on metal, wood, or other materials
| Creating cartoons to depict persons and events, often in caricature
| Restoring damaged, soiled and faded paintings and other art objects

**265101 Painter (Visual Arts)**

Conceives and creates visual art forms such as pictures, abstract designs and similar compositions to communicate impressions and ideas. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:
- Air Brush Artist
- Art Enameller
- Art Restorer Paintings
- Caricaturist
- Mosaicist
- Muralist
- Painter (Artistic)
- Photo Colourer
- Picture Restorer
- Portrait Painter

**265102 Potter or Ceramic**

Conceives and creates functional or artistic articles by moulding clay, glass and other fusible materials using hand-building and wheel techniques. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

**265103 Sculptor**

Conceives and creates three-dimensional forms to communicate impressions and ideas by carving or modelling materials such as wood, stone, clay and metal or assembling found and manufactured materials. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

**265104 Ephemeral Artist**

Conceives and develops ideas for artistic presentations and selects and arranges subjects.

**2652 Musicians, Singers and Composers**

Musicians, singers and composers write, arrange, conduct and perform musical compositions. Tasks include:
- Creating melodic, harmonic and rhythmic structures to express ideas and emotions in musical form
- Translating ideas and concepts into standard musical signs and symbols for reproduction and performance
- Adapting or arranging music for particular instrumental or vocal groups, instruments or occasions
- Conducting instrumental or vocal groups
- Selecting music for performances and assigning instrumental parts to musicians
- Playing one or more musical instruments as a soloist or as a member of an orchestra or a musical group
- Singing as soloists or members of vocal groups or other bands
- Practising and rehearsing to maintain a high standard of performance

**265201 Composer**
OFO Code | OFO Detail
---|---
265202 | **Music Director**
Conducts choirs, orchestras, bands, ensembles, opera companies and musical performances. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.
Alternative Titles and Specialisations:
- Band Leader
- Choral Director
- Music Conductor
- Orchestra Conductor

265203 | **Musician (Instrumental)**
Entertains by playing one or more musical instruments. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.
Alternative Titles and Specialisations:
- Accompanist
- Bandsman
- Drummer
- Guitarist
- Instrumentalist
- Percussionist
- Pianist / Violinist

265204 | **Singer**
Entertains by singing songs. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.
Alternative Titles and Specialisations:
- Chorister
- Concert Singer
- Ensemble Singer
- Opera Singer
- Street Musician
- Street Singer

265205 | **Music Researcher**
Designs, conducts and evaluates music research projects and promotes the implementation of research findings in music studies.

265206 | **Music Copyist**
Copies musical scores onto stencils or manuscript paper for reproduction.

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2653 | **Dancers and Choreographers**
Dancers and choreographers conceive and create or perform dances.
Tasks include:
- Conceiving and creating dances, which often convey a story, theme, idea or mood, by a pattern of steps, movements and gestures
Performing dances as a soloist, with a partner or as a member of a dancing group before live audiences or for film, television or other visual media
Training, exercising and attending dance classes to maintain the required levels of ability and fitness
Directing and participating in rehearsals to practice dance steps and techniques required for a performance
Auditioning for dance roles or for memberships in dance companies
Coordinating the production music with the music directors

265301 Dancer or Choreographer
Entertains by performing dances, or creates dance compositions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.
Alternative Titles and Specialisations:
Ballet Dancer
Contemporary or Modern Dancer
Striptease Artist

2654 Film, Stage and Related Directors and Producers
Film, stage and related directors and producers oversee and control the technical and artistic aspects of motion pictures, television or radio productions and stage shows.
Tasks include:
Choosing writers, studying scripts to determine artistic interpretation, and instructing actors on acting methods
Directing all aspects of dramatic productions on stage, television, radio or in motion pictures, including choice of actors, and final decisions concerning costumes, set designs, sound or lighting effects
Planning, organizing and controlling the various stages and scheduling involved in the production of presentations, motion pictures, television shows and radio programs
Engaging and supervising all technical personnel, and determining the treatment, scope and scheduling of production
Maintaining production archives and negotiating royalties
Creating, planning, writing scripts for recording, videotaping and editing programs
Supervising the positioning of scenery, props and lighting and sound equipment

265401 Director (Film, Television, Radio or Stage)
Interprets and approves selection of scripts, and directs and instructs cast and crew during filming, recording or performance of productions. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.
Alternative Titles and Specialisations:
Location Director
Motion Picture Director
Studio Director
Theatre Director
Theatrical Director

265402 Director of Photography
Plans, directs and coordinates filming to control the quality and style of photography in films or videos.
Alternative Titles and Specialisations:
Cinematographer

265403 Film and Video Editor
Makes and implements editorial decisions regarding mood, pace and climax of films, television programs, video productions or commercials.
Alternative Titles and Specialisations:
OFO Code | OFO Detail
---|---
Post Production Editor | Film Editing Equipment Operator

**265404 Program Director (Television or Radio)**
Compiles and directs programs for television or radio.

**265405 Technical Director**
Controls the quality of pictures and sound for television or radio programs by directing technical teams and planning and organising technical facilities.

Alternative Titles and Specialisations:
- Technical Producer

**265406 Video Producer**
Creates films, television programs, video productions or commercials by filming, adding sound and editing in digital or analogue format. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications and experience.

Alternative Titles and Specialisations:
- Recording Equipment Operator (Video)

**265407 Police Video Unit Manager and Producer**
Creates films, television programs or video productions by filming, adding sound and editing in digital or analogue format for police services.

**265408 Casting Director**
Cast parts in a film or play.

**265409 Film and Television Production Manager**
Plans, administers and reviews activities concerned with the production of films or television programs.

**265410 Radio or Television Programme Organiser**
Organises and sequences programs for television or radio.

Alternative Titles and Specialisations:
- Radio or Television Programmer

**265411 Location Manager (Film or Television)**
Organises and coordinates the logistics to secures locations for the successful completion of production.

**265412 Media Producer**
Plans, administers and reviews activities concerned with publishing, or the production of films, television or radio programs, theatre, music, festivals or other artistic activities.

Alternative Titles and Specialisations:
- Broadcasting and Theatrical Production Manager
- Cd Producer
- Executive Producer
- Film Producer
- Musical Producer
- Producer (Film and Television)
- Radio Producer
- Stage Producer
- Television Producer
- Theatre Producer

**2655 Actors**
Actors portray roles in motion pictures, television or radio productions and stage shows.
Tasks include:
- Learning lines and cues and playing parts in dramatic productions on stage, commercials, television, radio or in motion pictures
OFO Code | OFO Detail
---|---

Assuming characters created by a playwright or author and communicating this to an audience
Telling stories or reading literary works aloud to educate or entertain listeners
Attending auditions and casting calls in order to audition for roles;
Preparing for performances through rehearsals under the instruction and guidance of
production directors;
Reading scripts and undertaking research to gain understanding of parts, themes and
characteristics;
Acting parts and portraying roles as developed in rehearsals in film, television, radio and stage
productions.

265501  Actor

Entertains by portraying roles in film, television, radio and stage productions. This occupation
requires high levels of creative talent or personal commitment and interest as well as, or in
place of, formal qualifications or experience.
Alternative Titles and Specialisations:
Actress
Mime Artist
Performance Artist
Voice-Over Artist

2656  Announcers On Radio, Television and Other Media

Announcers on radio, television and other media read news bulletins, conduct interviews, and
make other announcements or introductions on radio, television, and in theatres and other
establishments or media.
Tasks include:
Reading news bulletins and making other announcements on radio or television
Introducing performing artists or persons being interviewed, and making related
announcements on radio, television, or in theatres, night-clubs and other establishments
Interviewing persons in public, especially on radio and television
Studying background information in order to prepare for programs or interviews
Commenting on music and other matters, such as weather or traffic conditions

265601  Radio Presenter

Prepares and presents news, sports or other information, conducts interviews, and introduces
music, performances and special events on radio. This occupation requires high levels of
creative talent or personal commitment and interest as well as, or in place of, formal
qualifications and experience.
Alternative Titles and Specialisations:
Commentator (Radio)
Disc Jockey
Radio Announcer
Radio Broadcaster
Radio Compeer
Radio Newscaster
Radio Newsreader
Talk Show Host

265602  Television Presenter

Prepares and presents news, sports and other information, conducts interviews and
introduces music performances and special events on television. This occupation requires high
levels of creative talent or personal commitment and interest as well as, or in place of, formal
qualifications and experience.
Alternative Titles and Specialisations:
Tv Announcer
Creative and Performing Artists Not Elsewhere Classified

This unit group covers all creative and performing artists not classified elsewhere. The group includes clowns, magicians, acrobats and other performing artists.

265901 Entertainer or Variety Artist

Entertains by performing a variety of acts through the use of a mix of acting, singing, dance and movement skills. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:
- Acrobat
- Aerialist
- Busker
- Circus Artist
- Clown
- Comedian
- Illusionist
- Magician
- Ventriloquist

265902 Hypnotist

Entertains by hypnotising people.

265903 Public Speaker

Makes speeches in public settings.

Alternative Titles and Specialisations:
- Motivational Speaker

265904 Community Arts Worker

Identifies issues of local need, concerns and aspirations through community consultation, and designs and implements strategies to facilitate and encourage community arts projects and happenings and promote the value of community cultural development.

Alternative Titles and Specialisations:
- Community Artist
- Community Arts Officer
- Community Cultural Development Officer

3 TECHNICIANS and ASSOCIATE PROFESSIONALS

Technicians and associate professionals perform mostly technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations.

Tasks include:

- Undertaking and carrying out technical work connected with research and the application of concepts and operational methods in the fields of physical sciences including engineering and technology, life sciences including the medical profession, and social sciences and humanities

- Initiating and carrying out various technical services related to trade, finance, administration, including administration of government laws and regulations, and to social work

- Providing technical support for the arts and entertainment; participating in sporting activities
Science and engineering associate professionals perform technical tasks connected with research and operational methods in science and engineering. They supervise and control technical and operational aspects of mining, manufacturing, construction and other engineering operations, and operate technical equipment including aircraft and ships.

Tasks include:
- Monitoring and operating instruments and equipment, conducting and monitoring experiments and tests of systems
- Collecting and testing samples
- Recording observations and analyzing data
- Preparing, revising and interpreting technical drawings and diagrams
- Co-ordinating, supervising, controlling and scheduling the activities of other workers
- Operating and monitoring switchboards, computerized control systems, and multi-function process control machinery
- Performing technical functions to ensure safe and efficient movement and operations of ships, aircraft and other equipment

Physical and engineering science technicians perform technical tasks to aid in research on and the practical application of concepts, principles and operational methods particular to physical sciences including such areas as engineering, technical drawing or economic efficiency of production processes.

Tasks include:
- Undertaking and carrying out technical work related to chemistry, physics, geology, meteorology, astronomy, engineering, or technical drawing
- Setting up, operating, and maintaining laboratory instruments and equipment, monitoring experiments, making observations, and calculating and recording results
- Preparing materials for experimentation; conducting tests of systems
- Collecting and testing samples; recording observations and analyzing data
- Preparing, revising and interpreting technical drawings, wiring diagrams, circuit board assembly diagrams, or layout drawings

Chemical and physical science technicians perform technical tasks to aid in research in chemistry, physics, geology, geophysics, meteorology and astronomy, and in the development of industrial, medical, military and other practical applications of research results.

Tasks include:
- Collecting samples and preparing materials and equipment for experiments, tests and analyses
- Carrying out routine laboratory tests and performing a variety of technical support functions to assist chemical and physical scientists in research, development, analysis and testing
- Controlling the quality and quantity of laboratory supplies by testing samples and monitoring usage and preparing detailed estimates of quantities and costs of materials and labour required for projects, according to the specifications given
- Setting up, operating, and maintaining laboratory instruments and equipment, monitoring experiments, making observations, and calculating and recording results
- Preparing materials for experimentation such as freezing and slicing specimens and mixing chemicals
- Collecting and testing earth and water samples, recording observations and analyzing data in support of geologists or geophysicists
311101  Chemistry Technician
Performs laboratory tests on organic and inorganic chemicals, analyses test data and carries out technical functions in support of chemists or chemical engineers and technologists in a wide variety of areas such as fuels, pharmaceuticals, paints, metals, plastics, textiles, detergents, paper, fertilisers and cosmetics.
Alternative Titles and Specialisations:
Chemical Instrumentation Officer
Chemical Laboratory Technician / Analyst
Chemical Manufacturing Technician
Chemical Process Analyst
Chemical Technician (Food, Fuel, Gas, Paint, Liquefied Petroleum Gas, Leather)
Chemistry Technical Officer
Gas Production and Distribution Technician
Paint Maker
Petroleum Laboratory Technician

311102  Physical Science Technician
Performs tests and experiments, and provide technical support functions to assist with research, design, production and teaching in physical sciences.
Alternative Titles and Specialisations:
Astronomy Technician
Physical Sciences Laboratory Technician
Physical Sciences Research Technician (University)
Physical Sciences Workshop Technician
Product Quality Laboratory Technician
Geology Technician
Meteorology Technician
Physics Technician
Geochemical Laboratory Technician
Geological Technical Officer
Geoscience Laboratory Technician
Seismology Technical Officer
Geological Laboratory Technician
Geological Technician
Geotechnician
Ore Reserve Technician
Mineral Resource Technician
Earth Science Laboratory Technician
Earth Science Technical Officer
Soil Mechanic Technician
Soil Science Technical Officer

3112  Civil Engineering Technicians
Civil engineering technicians perform technical tasks in civil engineering research, design, construction, operation, maintenance and repair of buildings and other structures, such as water supply and wastewater treatment systems, bridges, roads, dams and airports.
Tasks include:
Performing or assisting with field and laboratory tests of soils and construction materials
Providing technical assistance connected with the construction of buildings and other structures, and with surveys or the preparation of survey reports
Ensuring compliance with design specifications, relevant legislation and regulations, and maintenance of desired standards of materials and work
OFO Code | OFO Detail
--- | ---
Applying technical knowledge of building and civil engineering principles and practices in order to identify and solve problems arising
Assisting with the preparation of detailed estimates of quantities and costs of materials and labour required for projects, according to the specifications given
Organizing maintenance and repairs
Inspecting buildings and structures during and after construction to ensure that they comply with building, grading, zoning and safety laws and approved plans, specifications and standards, as well as with other rules concerning quality and safety of buildings
Inspecting industrial plant, hotels, cinemas and other buildings and structures to detect fire hazards and advise on how they can be removed
Advising on the installation of fire detectors and sprinkler systems and the use of materials in the construction of buildings and means of transportation to reduce risk of fire and extent of damage and danger if fire occurs

311201 Civil Engineering Technician
Conducts tests of construction materials, prepares sketches and tabulations, and assists in estimating costs in support of civil engineering professionals and engineering technologists.

Alternative Titles and Specialisations:
Building Engineering Technician
Civil Engineering Assistant
Civil Engineering Laboratory Technician
Construction Design Technician
Geotechnical Laboratory Technician
Work Site Engineering Technician

311202 Surveying or Cartographic Technician
Collects, records and evaluates survey data and prepares maps, charts and plans in support of surveyors and cartographers.

Alternative Titles and Specialisations:
Aerial Survey Technician
Hydrographic Technician
Engineering Survey Drafting Technician

311203 Town Planning Technician
Provides technical support to town planners by preparing and maintaining plans, documents, charts, photographs, tables, reports, and exhibition material for projects, public meetings and committees related to the controlled use of urban and rural land.

Alternative Titles and Specialisations:
Town Planning Research Technician

3113 Electrical Engineering Technicians

Electrical engineering technicians perform technical tasks to aid in electrical engineering research, and in the design, manufacture, assembly, construction, operation, maintenance and repair of electrical equipment, facilities and distribution systems.

Tasks include:
Providing technical assistance in research on and development of electrical equipment and facilities, or testing prototypes
Designing and preparing blueprints of electrical installations and circuitry according to the specifications given
Preparing detailed estimates of quantities and costs of materials and labour required for manufacture and installation according to the specifications given
### OFO Code 311301  
**Electrical Engineering Technician**  
Conducts tests of electrical systems, prepares charts and tabulations, and assists in estimating costs in support of electrical engineers and engineering technologists.  
**Alternative Titles and Specialisations:**  
Electrical Engineering Technical Officer  
Electrical Instrument Technician  
Electrical Engineering Laboratory Technician

### OFO Code 3114  
**Electronics Engineering Technicians**  
Electronics engineering technicians perform technical tasks to aid in electronic research, and in the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment.  
**Tasks include:**  
- Providing technical assistance in research and development of electronic equipment, or testing prototypes  
- Designing and preparing blueprints of electronic circuitry according to the specifications given  
- Preparing detailed estimates of quantities and costs of materials and labour required for the manufacture and installation of electronic equipment, according to the specifications given  
- Monitoring technical aspects of the manufacture, utilization, maintenance and repair of electronic equipment to ensure satisfactory performance and ensure compliance with specifications and regulations  
- Assisting in the design, development, installation, operation and maintenance of electronic systems  
- Planning installation methods, checking completed installation for safety and controls or undertaking the initial running of the new electronic equipment or system  
- Conducting tests of electronic systems, collecting and analyzing data, and assembling circuitry in support of electronics engineers

### OFO Code 311401  
**Electronic Engineering Technician**  
Conducts tests of electronic systems, collects and analyses data, and assembles circuitry in support of electronics engineers and engineering technologists.  
**Alternative Titles and Specialisations:**  
Computer-Numeric Control (CNC) Technical Officer  
Digital Controls Technical Officer  
Electronic Engineering Associate  
Flight Surveyor  
Telemetry Technician  
Television and Radio Systems Technician  
Clinical Engineering Technician  
Medical Equipment Maintainer

### OFO Code 3115  
**Mechanical Engineering Technicians**  
Mechanical engineering technicians perform technical tasks to aid in mechanical engineering research, and in the design, manufacture, assembly, construction, operation, maintenance and repair of machines, components and mechanical equipment.
OFO Code | OFO Detail
--- | ---

**Mechanical Engineering Technician**

Conducts tests of mechanical systems, collects and analyses data, and assembles and installs mechanical assemblies in support of mechanical engineers and engineering technologists.

Alternative Titles and Specialisations:
- Aeronautical Technician
- Agricultural Engineering Technician
- Automotive Engineering Technician
- Boiler Testing Technician
- Fire Protection Installer / Commissioner
- Hydraulic Controls Technician
- Marine Engineering Technician
- Mechanical Instrument Technician
- Mechanical Laboratory Technician
- Mobile Plant Technician
- Naval Technician
- Pipe Testing Technician
- Tool and Die Design Technician
- Electrical Engineering Drafting Officer

**Boilers and Pressure Vessels Inspector**

No descriptor

**Aeronautical Engineering Technician**

Tests new and existing engineering technologies relating to the design and construction of aircraft for flight.

**Chemical Engineering Technicians**

Chemical engineering technicians perform technical tasks to aid in chemical engineering research, and in the design, manufacture, construction, operation, maintenance and repair of chemical plant.

Tasks include:
- Assisting in research on and development of industrial chemical processes, plant and equipment, or testing prototypes
- Designing and preparing layouts of chemical plants according to the specifications given
- Preparing detailed estimates of quantities and costs of materials and labour required for manufacture and installation according to the specifications given
OFO Detail
Monitoring technical aspects of the construction, installation, operation, maintenance and repair of chemical plants to ensure satisfactory performance and compliance with specifications and regulations.
Conducting chemical and physical laboratory tests to assist scientists and engineers in making qualitative and quantitative analyses of solids, liquids, and gaseous materials.

311601 Chemical Engineering Technician
Tests new and existing engineering technologies related to chemical, biochemical, industrial chemistry, chemical quality control and environmental protection.
Alternative Titles and Specialisations:
Biochemical Technician
Catalytic Processing Technician
Coal Technician
Cosmetics Technician
Crude Oil Technician
Energy Technician

3117 Mining and Metallurgical Technicians
Mining and metallurgical technicians perform technical tasks to assist in research and experiments related to metallurgy, in improving methods of extracting solid minerals, oil and gas, and in the design, construction, operation, maintenance and repair of mines and mine installations, of systems for transporting and storing oil and natural gas, and for extraction of metals from ores.
Tasks include:
Providing technical assistance to aid in research on and development of processes to determine the properties of metals and new alloys.
Providing technical assistance in geological and topographical surveys, and in the design and layout of oil, natural gas and mineral ore extraction and transportation systems, and processing and refining plants for minerals and metals.
Prepared detailed estimates of quantities and costs of materials and labour required for mineral, oil and natural gas exploration, extraction, processing and transport projects.
Monitoring technical, regulatory and safety aspects of the construction, installation, operation, maintenance and repair of mineral ore, oil and natural gas exploration, extraction, transport and storage installations and of mineral processing plants.
Helping plan and design mines, mine shafts, tunnels and underground first-aid facilities.
Collecting and preparing rock, mineral and metal samples, performing laboratory tests to determine properties, analyzing and reporting test results and maintaining testing equipment.
Using microscopes, electromagnetic irradiation machines, spectrometers, spectrographs, densitometers and tension testing machines.
Assisting scientists in the use of electrical, sonic, or nuclear measuring instruments in both laboratory and production activities to obtain data indicating potential sources of metallic ore, gas, or petroleum.

311701 Mining Technician
Tests new and existing engineering technologies relating to the location and extraction of minerals from the earth and oversees the safety of mining operations and supervises miners.
Alternative Titles and Specialisations:
Geological Sampler (Mining)
Marine Mining Technician
Mine Planning Technician
Mine Ventilation Technician / Officer
Rock Engineering Officer
OFO Code  OFO Detail
Strata Control Officer
Stop Observer
Open Cut Examiner
Rock Engineering Technician

311702  Metallurgical or Materials Technician
Tests materials as part of mineral and metal processing and refining, or for research into metals, ceramics, polymers and other materials in support of metallurgists and materials engineers.
Alternative Titles and Specialisations:
Dye Penetrant Testing Technician
Heat Treatment Technician
Industrial Radiographer
Magnetic Testing Technician
Metallurgy Laboratory Technician
Mineral Analyst / Spectroscopist
Mineral Spectroscopist
Non Destructive Testing Technician
Petroleum Products Laboratory Technician
Petroleum Refinery Laboratory Technician
Pressure Testing Technician
Ultrasound Technician

311703  Mines Safety Inspector
Regulates and monitors those environmental aspects at mines that affect, or may affect, the health or safety of employees or other persons.
Alternative Titles and Specialisations:
Mines Inspector
Mines Safety Officer
Risk Control Officer
Radiation Officer
Air Quality Officer

3118  Draughtsperson
Draughtspersons prepare technical drawings, maps and illustrations from sketches, measurements and other data, and copy final drawings and paintings onto printing plates.
Tasks include:
Preparing and revising working drawings from sketches and specifications prepared by engineers and designers for the manufacture, installation and erection of machinery and equipment or for the construction, modification, maintenance and repair of buildings, dams, bridges, roads and other architectural and civil engineering projects
Operating computer-aided design and drafting equipment to create, modify and generate hard-copy and digital representations of working drawings
Operating digitising table or similar equipment to transfer hard-copy representation of working drawings, maps and other curves to digital form
Preparing and revising illustrations for reference works, brochures and technical manuals dealing with the assembly, installation, operation, maintenance and repair of machinery and other equipment and goods
Copying drawings and paintings onto stone or metal plates for printing
Preparing wiring diagrams, circuit board assembly diagrams, and layout drawings used for manufacture, installation, and repair of electrical equipment in factories, power plants, and buildings
Creating detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods, and other engineering information.

Arranging for completed drawings to be reproduced for use as working drawings.

**311801 Draughtsperson**

Prepares technical drawings, maps and illustrations from sketches, measurements and other data, and copy final drawings and paintings onto printing plates in support of architects, engineers and engineering technologists. Note: the terms drafting technician or drafting officer can be used interchangeably.

Alternative Titles and Specialisations:
- Aeronautical Draughtsperson
- Agricultural Engineering Draughtsperson
- Architectural Draughtsperson
- Chemical Engineering Draughtspersons
- Civil Engineering Draughtsperson
- Design and Manufacturing Draughtsperson
- Electronic Engineering Draughtsperson
- Electrical Engineering Draughtsperson
- Geological Draughting Person
- Manufacturing Draughtsperson
- Marine Draughtsperson
- Materials Engineering Draughtspersons
- Mechanical Engineering Draughtsperson
- Metallurgical Engineering Draughtspersons
- Mining Detail Draughtsperson
- Mining Draughtsperson
- Mining Engineering Draughtsperson
- Nuclear Draughtsperson
- Petroleum Draughtsperson
- Shipbuilding Draughtsperson
- Technical Draughtsperson
- Tool Designer
- Photographic Draughtsperson
- Relays Draughtsperson
- Substation Design Draughtsperson
- Topographic Draughting Officer
- Technical Draughting Officer

**3119 Physical and Engineering Science Technicians not Elsewhere Classified**

This unit group covers physical and engineering science technicians not classified elsewhere in minor group 311. For instance, the group includes those who assist scientists and engineers engaged in developing procedures or conducting research on safety, biomedical, environmental or industrial and production engineering.

Tasks include:
- Collecting data and providing technical assistance regarding efficient, safe and economic utilization of personnel, material and equipment; methods of work and sequence of operations and supervision of their implementation; and efficient layout of plant or establishment.
- Aiding in the identification of potential hazards and introducing safety procedures and devices.
- Modifying and testing equipment and devices used in the prevention, control, and remediation of environmental pollution, site remediation, and land reclamation.
- Assisting in the development of environmental pollution remediation devices under the direction of an engineer.
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td>311901</td>
<td>Forensic Technician (Biology, Toxicology)</td>
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<tr>
<td></td>
<td>Assisting engineers in testing and designing robotics equipment</td>
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<td></td>
<td>Provides technical support to forensic scientists by collecting and investigating evidence and preparing documents, charts, photographs, tables, and reports on findings.</td>
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<td>311902</td>
<td>Fire Investigator</td>
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<td>Conducts investigations to determine causes of fires and explosions.</td>
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<td>Alternative Titles and Specialisations:</td>
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<td></td>
<td>Fire Inspector</td>
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<td>311903</td>
<td>Food and Beverage Technician</td>
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<td></td>
<td>Tests new and existing engineering technologies relating to agricultural, food or beverage products, analyses test data and carries out technical functions in support of food and beverage scientists.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Beverage Laboratory Technician</td>
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<td>Brewery Technician</td>
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<td></td>
<td>Brewmaster / Master Brewer</td>
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<td>Dairy Laboratory Technician</td>
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<td>Distillery Technician</td>
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<td>Fermentation Technician</td>
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<td>Food Laboratory Technician</td>
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<td>Food Science Technician</td>
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<td></td>
<td>Gas Chromatographic</td>
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<td>Milling Laboratory Technician</td>
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<td>Sugar Laboratory Technician</td>
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<tr>
<td>311904</td>
<td>Manufacturing Technician</td>
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<tr>
<td></td>
<td>Provides technical support and services in the development of manufacturing methods, facilities and systems, and in the planning, estimating, measuring and scheduling of manufacturing work.</td>
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<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Cable Manufacturing Technician</td>
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<tr>
<td></td>
<td>Glass, Clay and Stone Manufacturing Technician</td>
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<td>Metal Manufacturing Technician</td>
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<td>Plastics Manufacturing Technician</td>
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<td>Plastician</td>
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<td>Plastics Component Manufacturing Technician</td>
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<td>Quantity Surveying Technician</td>
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<td></td>
<td>Rubber Manufacturing Technician</td>
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<tr>
<td></td>
<td>Rubber Component Manufacturing Technician</td>
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<tr>
<td></td>
<td>Clothing, Textile, Footwear and Leather Manufacturing Technician</td>
</tr>
<tr>
<td></td>
<td>Wood and Paper Manufacturing Technician</td>
</tr>
<tr>
<td>311905</td>
<td>Industrial Engineering Technician</td>
</tr>
<tr>
<td></td>
<td>Tests new and existing engineering technologies relating to the utilisation of personnel, facilities, equipment and materials, current operational processes and established practices, to recommend improvement in the efficiency of operations in a variety of commercial, industrial and production environments.</td>
</tr>
<tr>
<td>311906</td>
<td>Nuclear Engineering Technician</td>
</tr>
<tr>
<td></td>
<td>Tests new and existing engineering technologies relating to the design and construction of nuclear reactors and auxiliary facilities.</td>
</tr>
<tr>
<td>311907</td>
<td>Petroleum Engineering Technician</td>
</tr>
<tr>
<td></td>
<td>Tests new and existing engineering technologies relating to the locating and extracting of petroleum or natural gas from the earth.</td>
</tr>
</tbody>
</table>
Mining, manufacturing and construction supervisors co-ordinate, supervise, control and schedule the activities of workers in manufacturing, mining and construction operations. Tasks include:
Overseeing, supervising and co-ordinating the activities of tradespersons, process control technicians, machine operators, assemblers, labourers and other workers
Organizing and planning daily work
Preparing cost estimates, records and reports; identifying shortages of staff or supplies
Ensuring safety of workers; instructing and training new staff

Mining supervisors oversee mining and quarrying operations and directly supervise and coordinate the activities of miners working in underground and surface mines and quarries. Tasks include:
Directly supervising and coordinating the activities of workers who extract minerals and other natural deposits from the earth, operate underground conveyances or heavy equipment in surface mines and quarries;
Establishing methods to meet work schedules and recommending measures to mining managers to improve productivity;
Working with managerial and technical personnel, other departments and contractors to resolve operational problems and coordinate activities;
Providing reports and other information to mining managers about all aspects of mining or quarrying operations;
Determining staffing and material needs for the mine or quarry

Production / Operations Supervisor (Mining)
Plans, organises, controls, leads, coordinates and reviews mining operations including physical and human resources.
Alternative Titles and Specialisations:
Mine Operations Foreman
Mine Overseer (Planning)
Mine Overseer (Production)
Mine Overseer (Projects)
Mine Superintendent
Pit Foreman
Quarry Foreman
Shift Foreman / Boss (Mining)
Shift Overseer (Mining)
Shift Supervisor (Mining)
Master Sinker
Beneficiation Plant Foreman

Miner
Supervises and performs blasting and excavation operations to extract ore.
Alternative Titles and Specialisations:
Blasting Assistant
Coal Miner
Hard Rock Miner
Miner (Surface Excavations)
Rockbreaker
Shaft Bottom Attendant
Shaft Timberman
Trammer
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3122</strong></td>
<td><strong>Manufacturing Supervisors</strong></td>
</tr>
</tbody>
</table>

Manufacturing supervisors co-ordinate and supervise the activities of process control technicians, machine operators, assemblers, and other manufacturing labourers. Tasks include:

- Co-ordinating and supervising the activities of process control technicians, machine operators, assemblers, and other manufacturing labourers
- Organizing and planning the daily work with regard to plans, economy, staff and environment
- Preparing cost estimates, records and reports
- Identifying shortage of staff or components
- Ensuring safety of workers
- Instructing and training new staff

| 312201 | **Production / Operations Supervisor (Manufacturing)** |

Plans, organises, controls, leads, coordinates and reviews manufacturing activities of an organisation including physical and human resources.

**Alternative Titles and Specialisations:**
- Assembly Supervisor
- Manufacturing Foreman
- Shift Manager (Production)
- Production Plant Supervisor

| 3123 | **Construction Supervisors** |

Construction supervisors, co-ordinate, supervise and schedule the activities of workers engaged in the construction and repair of buildings and structures. Tasks include:

- Reading specifications to determine construction requirements and planning procedures
- Organizing and coordinating the material and human resources required to complete jobs
- Examining and inspecting work progress
- Examining equipment and construction sites to ensure that health and safety requirements are met
- Supervising construction sites and coordinating work with other construction projects

| 312301 | **Building Associate** |

Supervises construction sites, and organises and coordinates the material and human resources required.

**Alternative Titles and Specialisations:**
- Building Construction Supervisor
- Clerk of Works

| 313 | **Process Control Technicians** |

Process control technicians operate and monitor switchboards, computerized control systems, multi-function process control machinery and maintain processing units in electrical power generation and distribution, wastewater, sewage treatment and waste disposal plants, chemical, petroleum and natural gas refineries in metal processing and other multiple process operations. Tasks include:

- Operating electronic or computerized control panel from a central control room to monitor and optimize processes
- Controlling process start-up and shut-down
OFO Code | OFO Detail
--- | ---
Operating and monitoring switchboards and related equipment | Monitoring and inspecting equipment and systems to detect malfunctions
Taking readings from charts, meters and gauges at established intervals | Troubleshooting and take corrective action as necessary
Maintaining records, logs and reports | Communicating with other personnel to assess equipment operating status
Cleaning and maintaining equipment | Supervising plant and machine operators and other workers

**3131 Power Production Plant Operators**

Power-production plant operators operate, monitor and maintain switchboards and related equipment in electrical control centres which control the production and distribution of electric or other power in transmission networks. The equipment operated includes reactors, turbines, generators and other auxiliary equipment in electrical power generating stations. Tasks include:

- Operating, monitoring and inspecting various types of energy generating power plants
- Operating and controlling power generating systems and equipment including boilers, turbines, generators, condensers, and reactors in hydro, thermal, coal, oil, natural gas, and nuclear power plants to generate and distribute electrical power
- Controlling start-up and shut-down of power plant equipment, controlling switching operations, regulating water levels and communicating with systems operators to regulate and coordinate transmission loads, frequency and line voltages
- Taking readings from charts, meters and gauges at established intervals, troubleshooting and performing corrective action as necessary
- Completing and maintaining station records, logs and reports, and communicating with other plant personnel to assess equipment operating status
- Cleaning and maintaining equipment such as generators, boilers, turbines, pumps, and compressors in order to prevent equipment failure or deterioration

**313101 Power Generation Plant Controller**

Controls the operations of boilers, turbo generators and associated plant to generate electrical power.

Alternative Titles and Specialisations:
- Distribution Control Operator
- Electric Power Load Dispatcher
- Electric Power Plant Operator
- Electrical Switchboard Controller
- Hydraulic Power Controller
- Power Generation Turbine Room Controller
- Power Reticulation Utilities Officer
- Power System Operator
- Power Station Attendant
- Solar Power Plant Operator
- Power Distribution Technician
- Power Generation Transmission Technician
- Substation Operations Manager

**313102 Fossil Power Plant Process Technician**

Provides technical support and services in the development of power plant processes, facilities and systems, and in the planning, estimating, measuring and scheduling of operations related to the maintenance of power plant machines, equipment, installations and facilities such as boilers and turbo generators to generate electrical power through the use of fossil fuels.

Alternative Titles and Specialisations:
OFO Code | OFO Detail
---|---
313103 | **Hydro Power Plant Process Technician**

Provides technical support and services in the development of power plant processes, facilities and systems, and in the planning, estimating, measuring and scheduling of operations related to the maintenance of power plant machines, equipment, installations and facilities such as boilers and turbo generators to generate electrical power through the use of water.

313104 | **Nuclear Power Plant Process Technician**

Provides technical support and services in the development of power plant processes, facilities and systems, and in the planning, estimating, measuring and scheduling of operations related to the maintenance of power plant machines, equipment, installations and facilities such as boilers and turbo generators to generate electrical power through the use of radioactive materials.

3132 | **Incinerator and Water Treatment Plant Operators**

Incinerator and water-treatment plant operators monitor and operate computerized control systems and related equipment in solid and liquid waste treatment plants to regulate the treatment and disposal of sewage and wastes, and in water filtration and treatment plants to regulate the treatment and distribution of water.

Tasks include:
- Operating and monitoring computerized control systems, machinery and related equipment in wastewater treatment, sewage treatment, and liquid waste plants to regulate flow, treatment and disposal of sewage and wastes, and in water filtration and treatment plants to regulate the treatment and distribution of water for human consumption and for later disposal into natural water systems;
- Controlling the operation of multiple-hearth incinerator furnaces and related equipment to burn sludge and solid waste in waste treatment plants;
- Inspecting equipment and monitoring operating conditions, meters, filters, chlorinators, and gauges in central control room to determine load requirements, to verify that flows, pressures, and temperatures are within specification, and to detect malfunctions;
- Monitoring and adjusting controls of auxiliary equipment, such as exhaust emissions, scrubbers, and incinerator heat recovery units;
- Collecting and testing water and sewage samples for chemical and bacterial content, using test equipment and colour analysis standards;
- Analyzing test results to make adjustments to plant equipment and systems to disinfect and deodorize water and other liquids;
- Performing security and safety checks in plant and on grounds;
- Completing and maintaining plant logs and reports.

313201 | **Water Plant Operator**

Operates plant to store, distribute and treat water including purifying water for human consumption and removing wastes from sewerage.

Alternative Titles and Specialisations:
- Incinerator Operator
- Liquid Waste Process Operator
- Pumping-Station Operator
- Sewerage Plant Operator
- Waste Water Plant Operator
- Water Treatment Plant Operator
- Water Treatment Plant Technician
- Waterworks Plant Operator

313202 | **Waste Materials Plant Operator**
<table>
<thead>
<tr>
<th>OFO Code</th>
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<tbody>
<tr>
<td>3133</td>
<td>Chemical Processing Plant Controllers</td>
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<tr>
<td></td>
<td>Chemical processing plant controllers operate and monitor chemical plants and adjust and maintain, processing units and equipment which distil, filter, separate, heat or refine chemicals. Tasks include: Operating electronic or computerized control panel from a central control room to monitor and optimize physical and chemical processes for several processing units Adjusting equipment, valves, pumps, controls and process equipment Controlling the preparation, measuring and feeding of raw materials and processing agents such as catalysts and filtering media into plant Controlling process start-up and shut-down, troubleshooting and monitoring outside process equipment Verifying equipment for malfunctions, carrying out routine operating tests and arranging for maintenance Analyzing sample products, performing tests, recording data and writing production logs</td>
</tr>
</tbody>
</table>

| 313301   | Chemical Plant Controller |

| 3134     | Petroleum and Natural Gas Refining Plant Operators |
|          | Petroleum and natural gas refining plant operators operate and monitor plants and adjust and maintain processing units and equipment which refine, distil and treat petroleum, petroleum-based products and by-products, or natural gas. Tasks include: Operating electronic or computerized control panel from a central control room to monitor and optimize physical and chemical processes for several processing units Adjusting equipment, valves, pumps, controls and process equipment Controlling process start-up and shut-down, troubleshooting and monitoring outside process equipment Verifying equipment for malfunctions, testing well pipes for leaks and fractures and arranging for maintenance Analyzing sample products, performing tests, recording data and writing production logs |

<p>| 313401   | Gas or Petroleum Controller |
|          | Operates and monitors plants and adjust and maintain processing units and equipment which pump, refine, distil and treat petroleum, petroleum-based products and by-products, or natural gas. Alternative Titles and Specialisations: Gas Plant Operator |</p>
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<tr>
<th>OFO Code</th>
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<tbody>
<tr>
<td></td>
<td>Gas Compressor Turbine Controller</td>
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<td></td>
<td>Industrial Gas Production Controller</td>
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<td>Oil Dispatcher Pipelines</td>
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<td></td>
<td>Oil and Gas Well Treatment Controller</td>
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<td></td>
<td>Oil, Gas and Pipe Tester</td>
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<td>Oil Products Processor</td>
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<td>Petroleum Blending Plant Controller</td>
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<td>Petroleum Process Operator</td>
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<td>Refinery Process Technician</td>
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<td>Petroleum Terminal Plant Controller</td>
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<td></td>
<td>Petroleum and Gas Refining and Pumping Controller</td>
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<td>Refinery Pipeline Controller</td>
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</tbody>
</table>

### 3135 Metal Production Process Controllers

Metal production process controllers operate and monitor multi-function process control machinery and equipment to control the processing of metal converting and refining furnaces, metal-rolling mills, metal heat-treating, or metal-extrusion plant.

Tasks include:
- Co-ordinating and monitoring the operation of a particular aspect of metal processing production through control panels, computer terminals or other control systems, usually from a central control room
- Operating multi-function central process control machinery to grind, separate, filter, melt, roast, treat, refine or otherwise process metals
- Observing computer printouts, video monitors and gauges to verify specified processing conditions and to make necessary adjustments
- Co-ordinating and supervising production crew such as machine and process operators, assistants and helpers
- Starting up and shutting down the production system in cases of emergency or as required by schedule
- Providing and organising training for members of production crew
- Maintaining shift log of production and other data and preparing production and other reports

### 313501 Metal Manufacturing Process Controll Technician

Operates and monitors multi-function process control machinery and equipment to control the processing of metal, converting and refining furnaces, metal-rolling mills, metal heat-treating, or metal-extrusion plant.

**Alternative Titles and Specialisations:**
- Blast Furnace Operator
- Central Control Caster
- Metal Processing Control Operator
- Rolling Mill Control Operator

### 3139 Process Control Technicians not Elsewhere Classified

This unit group covers process control technicians not classified elsewhere in minor group 313. For instance, the group includes those who operate multiple process control equipment in manufacturing assembly lines and paper and pulp production.

#### 313901 Integrated Manufacturing Line Process Controll Technician

Provides technical support and services in the development of manufacturing methods, facilities and systems, and in the planning, estimating, measuring and scheduling of an integrated manufacturing line.

**Alternative Titles and Specialisations:**
- Automated Assembly Line Operator
- Industrial Robot Controller

#### 313902 Wood and Paper Manufacturing Process Controll Technician
OFO Code | OFO Detail
--- | ---
115 | Provides technical support and services in the development of manufacturing methods, facilities and systems, and in the planning, estimating, measuring and scheduling of wood and paper manufacturing processes.
Alternative Titles and Specialisations:
Paper Pulp Refinery Operator

313903 | Clothing, Textile, Footwear and Leather Manufacturing Process Controll Technician
Provides technical support and services in the development of manufacturing methods, facilities and systems, and in the planning, estimating, measuring and scheduling of clothing, textile, footwear and leather manufacturing processes.
Alternative Titles and Specialisations:
Footwear / Leather Quality Technician
Textile Mechanician

313904 | Integrated Manufacturing Line Technician
Provides technical support and services in the development of manufacturing methods, facilities and systems, and in the planning, estimating, measuring and scheduling of an integrated manufacturing line.

313905 | Cotton Ginning Process Controller
Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in ginning of cotton.

313906 | Fresh Produce Packing Controller
Monitors and controls the operation, produce flow and equipment settings of treatment, sorting and packing of fresh produce.
Alternative Titles and Specialisations:
De-Greening Operations Controller
Fruit Quality Manipulator (Smart Fresh)
Vegetable Curing Process Controller

313907 | Food and Beverage Manufacturing Process Controller
Monitors and controls food and beverage automated or semi-automated production processes.
Alternative Titles and Specialisations:
Brewhouse Operator
Food and Beverage Process Technician / Artisan

313908 | Sugar Process Controller
Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in the extraction and processing of juice from sugar cane.

313909 | Miller
Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in the bulk handling and storage of cereals, milling of cereals and extraction of starch.
Alternative Titles and Specialisations:
Maize Miller
Wheat Miller
Oats Miller
Rice Miller
Wet Grain Miller
Mill Silo Operations Controller / Manager
Spice Miller
Stock Feed Miller

313910 | Juice Extraction Process Controller
OFO Code  | OFO Detail
---|---
| Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in the extraction and processing of juice from fresh agricultural produce.
| Alternative Titles and Specialisations:
| Citrus Juice Process Controller
| Deciduous Fruit Juice Process Controller
| Formulations Controller
| Vegetable Juice Process Controller

313911  | Grain Handling Controller
| Monitors and controls processes in the storage and distribution of cereals.
| Alternative Titles and Specialisations:
| Grain Depot Controller

313912  | Mineral Beneficiation Process Controller
| Monitors and controls mechanical and operational efficiency of mineral beneficiation and process facilities, equipment, plant and related resources.
| Alternative Titles and Specialisations:
| Burner

314  | Life Science Technicians and Related Associate Professionals
| Life science technicians and related associate professionals perform a variety of technical tasks to support life science professionals with their research, development, management, conservation and protection work, in areas such as biology, botany, zoology, biotechnology and biochemistry, and to agriculture, fisheries and forestry.
| Tasks include:
| Conducting tests, experiments, laboratory analyzes, field research and surveys to collect information using accepted scientific methods
| Keeping records
| Assisting in analyzing data and preparing reports; operating and maintaining equipment

3141  | Life Science Technicians (Excluding Medical)
| Life science technicians (except medical) provide technical support to life science professionals undertaking research, analysis and testing of living organisms, and development and application of products and processes resulting from research in areas such as natural resource management, environmental protection, plant and animal biology, microbiology, and cell and molecular biology.
| Tasks include:
| Assisting in designing, setting up and conducting experiments
| Setting up, calibrating, operating and maintaining laboratory instruments and equipment
| Collecting and preparing specimens and samples, chemical solutions and slides and growing cultures for use in experiments
| Performing routine field and laboratory tests
| Monitoring experiments to ensure adherence to correct laboratory quality control procedures and health and safety guidelines
| Making observations of tests, and analyzing, calculating, recording and reporting test results using appropriate scientific methods
| Preserving, classifying and cataloguing specimens and samples
| Keeping detailed logs of worked performed
| Using computers to develop models and analyze data
| Using complex and high-powered equipment to perform work
| Participating in the research, development and manufacture of products and processes
| Ordering and stocking laboratory supplies
| Maintaining relevant databases

314101  | Life Science Technician
OFO Code | OFO Detail
--- | ---
Identifies and collects living organisms and conducts field and laboratory studies in support of life scientists and technologists. **Alternative Titles and Specialisations:** Bacteriology Technician Biochemistry Technician Biological Technical Officer Biomedical Technician Botanical Technical Officer Entomology Technician Fisheries Technical Officer Herbarium Technician Life Sciences Laboratory Technologist Marine Biology Technician Maxillofacial Technician Microbiology Technician Pharmacology Technician Physiology Technologist Serology Technician Tissue Culture Technician Zoology Technical Officer

314102 **Environmental Science Technician**
Perform tests and experiments, and provide technical support functions to assist environmental scientists and technologists in research and teaching. **Alternative Titles and Specialisations:** Conservation Scientific Officer Ecological Technical Officer Environmental Technical Officer Naturalist Parks and Reserves Technical Officer

3142 **Agricultural Technicians**
Agricultural technicians perform tests and experiments, and provide technical and scientific support to agricultural scientists, farmers and farm managers. **Tasks include:** Preparing materials and equipment for experiments, tests and analyses Collecting and preparing specimens such as soils, plant or animal cells, tissues or parts or animal organs for experiments, tests and analyses Assisting with and performing experiments, tests and analyses applying methods and techniques such as microscopy, histochemistry, chromatography, electrophoresis and spectroscopy Identifying pathogenic micro-organisms and insects, parasites, fungi and weeds harmful to crops and livestock, and assisting in devising methods of control Analysing produce to set and maintain standards of quality Conducting or supervising operational programs such as fish hatchery, greenhouse and livestock production programs; Analysing samples of seeds for quality, purity and germination rating Collecting data and estimating quantities and costs of materials and labour required for projects Organizing maintenance and repairs of research equipment

314201 **Agricultural Technician**
Performs tests and experiments, and provides technical support to assist agricultural scientists and technologists in areas such as research, production, servicing and marketing.
Forestry technicians perform technical and supervisory functions in support of forestry research and forest management, harvesting, resource conservation and environmental protection.

Tasks include:
- Conducting forest inventories, surveys and field measurements following accepted scientific and operational procedures
- Assisting in and performing technical functions in the preparation of forest management and harvest plans using photogrammetric and mapping techniques and computerized information systems
- Assisting in planning and supervision of construction of access routes and forest roads
- Implementing, supervising and performing technical functions in silvicultural operations involving site preparation, planting, and tending of tree crops
- Coordinating activities such as timber scaling, forest fire suppression, disease or insect control or pre-commercial thinning of forest stands
- Supervising and performing technical functions in forest harvesting operations
- Ensuring adherence to regulations and policies concerning environmental protection, resource utilization, fire safety and accident prevention
- Supervising forest tree nursery operations
- Providing technical support to forestry research programs in areas such as tree improvement, seed orchard operations, insect and disease surveys or experimental forestry and forest engineering research
- Preparing forest cultivation and cutting plans

Forestry Technician

Performs tests and experiments, and provides technical support to assist forestry scientists and technologists in areas such as research, production, servicing and marketing.

Alternative Titles and Specialisations:
- Forestry Technical Assistant
- Forestry Technical Officer
Ship and Aircraft Controllers and Technicians

Ship and aircraft controllers and technicians, command and navigate ships and aircraft, perform technical functions to ensure safe and efficient movement and operations, and develop electrical, electromechanical, and computerized air control systems.

Tasks include:
- Controlling the operation of mechanical, electrical and electronic equipment on board ship or on aircraft
- Commanding and navigating ships or aircraft
- Directing the movements of ships or aircraft and developing electrical, electromechanical, and computerized air control systems

Ships' Engineers

Ships’ engineers control and participate in the operation, maintenance and repair of mechanical, electrical and electronic equipment and machinery on board ship, or perform related supporting functions on shore.

Tasks include:
- Controlling and participating in the operation, maintenance and repair of mechanical, electrical and electronic equipment and machinery on board ship
- Ordering fuel and other engine-room department stores and maintaining record of operations
- Performing technical supervision of the installation, maintenance and repair of ship’s machinery and equipment to ensure compliance with specifications and regulations
- Inspecting and conducting maintenance and emergency repairs to engines, machinery and auxiliary equipment
- Standing engine room watch, monitoring and noting performance of engines, machinery and auxiliary equipment

Ship's Master

Controls and manages the operation and maintenance of the plant and equipment of ships.

Ships' Deck Officers and Pilots

Ships' deck officers and pilots command and navigate ships and similar vessels, and perform related functions on shore.

Tasks include:
- Commanding and navigating ship or similar vessel at sea or on inland waterways
- Controlling and participating in deck and bridge-watch activities
- Navigating vessels into and out of ports and through channels, straits and other waters where special knowledge is required
- Ensuring safe loading and unloading of cargo and observance of safety regulations and procedures by crew and passengers
- Performing technical supervision of maintenance and repair of ship to ensure compliance with specifications and regulations
- Applying knowledge of principles and practices relating to ship’s operation and navigation in order to identify and solve problems arising in the course of their work

Tasks include:
- Ordering ship’s stores and recruiting crew as required and maintaining record of operations
- Transmitting and receiving routine and emergency information with shore stations and other ships

Ship's Master

Controls and manages the operations of a ship or boat.

Alternative Titles and Specialisations:
- Charter Boat Operator
**OFO Code** | **OFO Detail**
--- | ---
Dredge Master | Harbour Pilot
Hovercraft Operator | Hydrofoil Captain
Jet Boat Driver / Operator | Launch Master
Launch Master | Master Mariner
Ship’s Pilot | Tug Master

**315202** | **Ship’s Officer**
Navigates and controls the safe operation of a ship and supervises and coordinates the activities of deck crew.
Alternative Titles and Specialisations:
Deck Officer
Ships Mate / Officer
Ship’s Navigating Officer

**315203** | **Ship’s Surveyor**
Surveys machines and hulls of ships to ensure they are constructed, equipped and maintained according to safety standards, rules and regulations laid down by marine authorities.
Alternative Titles and Specialisations:
Marine Engineer Surveyor
Nautical Information Advisor

**315204** | **Marine Certification & Surveillance Manager**
Surveys marine vessels in accordance with international safety standards determine seaworthiness.

**315205** | **Boat Driver / Coxswain**
Controls and manages the operations of a small boat / vessel.

**3153** | **Aircraft Pilots and Related Associate Professionals**
Aircraft pilots and related associate professionals control the operation of mechanical, electrical and electronic equipment, in order to navigate aircraft for transporting passengers, mail and freight and perform related pre-flight and in-flight tasks.
Tasks include:

Flying and navigating aircraft in accordance with established control and operating procedures
Preparing and submitting flight plan or examining standard flight plan
Controlling the operation of mechanical, electrical and electronic equipment and ensuring that all instruments and controls work properly
Applying knowledge of principles and practices of flying in order to identify and solve problems arising in the course of their work

Examining maintenance records and conducting inspections to ensure that aircraft are mechanically sound, maintenance has been performed and that all equipment is operational
Signing necessary certificates and maintaining official records of flight
Obtaining briefings and clearances before flights and maintaining contact with air traffic or flight control during flight

**315301** | **Aircraft Navigator**
Plans and navigates the journey, advises the pilot while en route and ensures that hazards conditions are avoided.
Alternative Titles and Specialisations:
Flight Navigator
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<thead>
<tr>
<th>OFO Code</th>
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<tbody>
<tr>
<td>315302</td>
<td>Flight Engineer</td>
</tr>
<tr>
<td></td>
<td>Monitors the mechanical performance of an aircraft in flight.</td>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Flight Engineer Inspector</td>
</tr>
<tr>
<td>315303</td>
<td>Aeroplane Pilot</td>
</tr>
<tr>
<td></td>
<td>Flies aeroplanes to transport passengers, mail and freight, or provide agricultural, aviation or aerial surveillance services.</td>
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<tr>
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<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Aerial Spraying Contractor</td>
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<td>Aerial Topdressing Contractor</td>
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<td>Aircraft Captain</td>
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<td>Airline Captain</td>
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<td></td>
<td>Fighter Pilot</td>
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<td>Military Transport Pilot</td>
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<tr>
<td>315304</td>
<td>Flying Instructor</td>
</tr>
<tr>
<td></td>
<td>Teaches the theory and practical skills of flying aircraft.</td>
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<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Aeronautical Instructor</td>
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<tr>
<td></td>
<td>Aviation Instructor</td>
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<td></td>
<td>Gliding Pilot Instructor</td>
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<tr>
<td></td>
<td>Ground School Instructor</td>
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<tr>
<td></td>
<td>Helicopter Pilot Instructor</td>
</tr>
<tr>
<td>315305</td>
<td>Helicopter Pilot</td>
</tr>
<tr>
<td></td>
<td>Flies helicopters to transport passengers, mail or freight, or provide agricultural, aviation or aerial surveillance services.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Chopper Pilot</td>
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<tr>
<td></td>
<td>Attack Helicopter Pilot</td>
</tr>
<tr>
<td>315306</td>
<td>Balloonist</td>
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<tr>
<td></td>
<td>Navigates and controls the safe operation of an air balloon.</td>
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<tr>
<td>3154</td>
<td>Air Traffic Controllers</td>
</tr>
<tr>
<td></td>
<td>Air traffic controllers direct aircraft movements in airspace and on the ground, using radio, radar and lighting systems, and provide information relevant to the operation of aircraft.</td>
</tr>
<tr>
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<td>Tasks include:</td>
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<tr>
<td></td>
<td>Directing and controlling aircraft approaching and leaving airport and their movement on the ground</td>
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<tr>
<td></td>
<td>Directing and controlling aircraft operating in designated airspace sector</td>
</tr>
<tr>
<td></td>
<td>Examining and approving flight plans</td>
</tr>
<tr>
<td></td>
<td>Informing flight crew and operations staff about weather conditions, operational facilities, flight plans and air traffic</td>
</tr>
<tr>
<td></td>
<td>Applying knowledge of principles and practices of air traffic control in order to identify and solve problems arising in the course of their work</td>
</tr>
<tr>
<td></td>
<td>Initiating and organizing emergency, search and rescue services and procedures</td>
</tr>
<tr>
<td></td>
<td>Directing activities of all aircraft and service vehicles on or near airport runways</td>
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<tr>
<td></td>
<td>Maintaining radio and telephone contact with adjacent control towers, terminal control units and other control centres, and coordinating the movement of aircraft into adjoining areas</td>
</tr>
<tr>
<td>315401</td>
<td>Air Traffic Controller</td>
</tr>
<tr>
<td></td>
<td>Ensures the safe and efficient movement of aircraft in controlled airspace and aerodromes by directing aircraft movements.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
</tbody>
</table>
Air traffic safety electronics technicians perform technical tasks concerning the design, installation, management, operation, maintenance and repair of air traffic control and air navigation systems.

Tasks include:
- Carrying out technical duties related to the development of electronic and computerized air navigation systems and equipment, and testing prototypes
- Providing technical help in the design and layout of specific interface circuitry of air navigation and aircraft detection tracking systems
- Preparing and contributing to the preparation of cost estimates and technical and training specifications for air traffic control and safety equipment
- Providing or assisting with the technical supervision of construction, installation and operation of ground-based air navigation equipment and its maintenance and repair to ensure that standards and specifications are met
- Applying the knowledge and skills of air traffic safety engineering principles and practices in order to identify and solve problems arising in the course of their work
- Developing, modifying and debugging system software
- Modifying existing ground-based air navigation systems and equipment to adapt them to new air traffic control procedures, in order to improve capability, reliability and integrity, or to facilitate air traffic control procedures and airspace designation
- Controlling, monitoring and certifying communication navigation and surveillance air traffic management equipment and calibrating the ground-based air navigation system to ensure maximum accuracy and safety of flight, take-off and landing operations
- Providing technical training and supervising other work

**315501 Airborne Electronics Analyst**
Utilises sophisticated electronic surveillance equipment to detect and identify warships, illegal fishing boats and large merchant vessels. The detection could be as part of warfare or aimed at search and rescue operations.

**Alternative Titles and Specialisations:**
- Air Defence Officer
- Aircraft Electronics Technical Officer

**315502 Airworthiness Surveyor**
Inspect aircraft in order to fulfil the initial and annual registration requirements for airworthiness.

**32 Health Associate Professionals**
Health associate professionals perform technical and practical tasks to support diagnosis and treatment of illness, disease, injuries and impairments in humans and animals, and to support implementation of health care, treatment and referrals plans usually established by medical, veterinary, nursing and other health professionals.

Tasks include:
- Testing and operating medical imaging
- Equipment and administering radiation therapy; performing clinical tests on specimens of bodily fluids and tissues;
- Preparing medications and other pharmaceutical compounds under the guidance of pharmacists;
- Designing, fitting, servicing and repairing medical and dental devices and appliances;
- Providing nursing and personal care and midwifery support services; using herbal and other therapies based on theories, beliefs and experiences originating in specific cultures.
OFO Code | OFO Detail
--- | ---
3211 | **Medical Imaging and Therapeutic Equipment Technicians**

Medical imaging and therapeutic equipment technicians test and operate radiographic, ultrasound and other medical imaging equipment to produce images of body structures for the diagnosis and treatment of injury, disease and other impairments. They may administer radiation treatments to patients under the supervision of a radiologist or other health professional.

Tasks include:
- Operating or overseeing operation of radiologic, ultrasound and magnetic imaging equipment to produce images of the body for diagnostic purposes
- Explaining procedures, observing and positioning patients, and using protection devices to ensure safety and comfort during examination, scan, or treatment
- Positioning imaging or treatment equipment, monitoring video displays, and adjusting settings and controls according to technical specifications
- Reviewing and evaluating developed x-rays, video tape, or computer generated information to determine if images are satisfactory for diagnostic purposes and recording results of procedures
- Monitoring patients' conditions and reactions, reporting abnormal signs to a medical practitioner
- Measuring and recording radiation dosage or radiopharmaceuticals received and used for patients, following prescription issued by a medical practitioner

Administering, detecting and mapping radiopharmaceuticals or radiation in patients' bodies, using radioisotope, camera or other equipment for diagnosing and treating diseases

Recording and disposing of radioactive materials and storing radiopharmaceuticals, following radiation safety procedures

321101 | **Medical Diagnostic Radiographer**

Medical imaging technologist operates x-ray and other medical imaging equipment to produce images for medical diagnostic purposes in conjunction with radiologists or other medical specialists.

Alternative Titles and Specialisations:
- Magnetic Resonance Technologist
- Mammographer
- Medical / Diagnostic Radiation Technologist
- Medical Imaging Technologist
- Radiographer
- X-Ray Darkroom Technician
- X-Ray Operator

321102 | **Medical Radiation Therapist**

Operates high energy x-ray and other radiation and electron generating and monitoring equipment to administer radiation treatment for medical purposes in conjunction with radiologists or other medical specialists.

Alternative Titles and Specialisations:
- Medical X-Ray Technician
- Radiation Technologist / Therapist
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
</table>
| **321103** | **Nuclear Medicine Technologist**  
Performs or assists in performing diagnostic examinations using radio nuclides and radiopharmaceuticals, and administers radio nuclides for therapeutic purposes under the direction of nuclear medicine specialists or other specialist medical practitioners.  
Alternative Titles and Specialisations:  
Nuclear Radiographer  
Radiochemist  
Radioisotope Technician / Technologist |
| **321104** | **Sonographer**  
Operates ultrasound equipment to acquire, interpret and selectively record anatomical images, physical data and real time physiological information for medical diagnostic purposes in conjunction with other medical practitioners.  
Alternative Titles and Specialisations:  
Cardiac Ultrasound Technician  
Ultrasoundographer |
| **321105** | **Anaesthetic Technician**  
Prepares and maintains anaesthetic equipment for operating theatres or clinics, and assists anaesthetists during anaesthetic procedure. |
| **321106** | **Cardiac Technician**  
Conducts tests on patients to record heart activity using specialised equipment, recording devices and laboratory instruments in support of cardiologists and other medical practitioners engaged in diagnosing, monitoring and treating heart disease.  
Alternative Titles and Specialisations:  
Cardiac Technologist  
Cardiographer  
Cardiology Technician  
Ecg Technician  
Echocardiographer  
Electrocardiograph Technician |
| **321107** | **Operating Theatre Technician**  
Prepares and maintains an operating theatre and its equipment, assists the surgical team during operations and provides support to patients in the recovery room.  
Alternative Titles and Specialisations:  
Hospital Theatre Technician |
| **321108** | **Audiometrist**  
Administers audiometric screening and threshold tests under supervision of audiologist or otolaryngologist and refer individual to audiologist or other health professional for test interpretation or further examination.  
Alternative Titles and Specialisations:  
Audio Visual Technician  
Audiometric Technician |
| **321109** | **Dialysis Technician**  
Sets up and operates haemodialysis machine to provide dialysis treatment. |
| **321110** | **Neurophysiological Technician**  
Prepares and maintains equipment for neurophysiological tests and treatments.  
Alternative Titles and Specialisations:  
Neurosciences Research Technician |
| **321111** | **Renal Technician**  
Prepares and maintains equipment for renal tests and treatments. |
<p>| <strong>321112</strong> | <strong>Intensive Care Technician</strong> |</p>
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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</thead>
</table>
| 321113   | Orthopaedic Technician  
Assists orthopaedic surgeons in the practice of medicine. |
| 321114   | Health Technical Support Officer  
No descriptor |
| 321115   | Medical Electronic Equipment Operator  
No descriptor |
| 321116   | Electroencephalographic Technician  
No descriptor |
| 321117   | Radiation Laboratory Technician  
No descriptor |
| 3212     | Medical and Pathology Laboratory Technicians  
Medical and pathology laboratory technicians perform clinical tests on specimens of bodily fluids and tissues in order to obtain information about the health of a patient or cause of death.  
Tasks include:  
Conducting chemical analysis of body fluids, including blood, urine, and spinal fluid, to determine presence of normal and abnormal components  
Operating, calibrating and maintaining equipment used in quantitative and qualitative analysis, such as spectrophotometers, calorimeters, flame photometers, and computer-controlled analyzers  
Entering data from analysis of laboratory tests and clinical results into records-keeping systems and reporting results to medical practitioners and other health professionals  
Analyzing samples of biological material for chemical content or reaction  
Setting up, cleaning, and maintaining laboratory equipment  
Analyzing laboratory findings to check the accuracy of the results  
Establishing and monitoring programs to ensure the accuracy of laboratory results and developing, standardizing, evaluating, and modifying procedures, techniques and tests used in the analysis of specimens  
Obtaining specimens, cultivating, isolating and identifying microorganisms for analysis  
Examining cells stained with dye to locate abnormalities  
Inoculating fertilized eggs, broths, or other bacteriological media with organisms |
| 321201   | Medical Laboratory Technician  
Performs routine medical laboratory tests and operates diagnostic laboratory equipment under the supervision of medical laboratory scientists and pathologists.  
Alternative Titles and Specialisations:  
Clinical Microbiology Technician  
Cytology Technician  
Haematology Technician  
Histopathology Technician  
Medical Bloodbank Technician  
Medical Laboratory Assistant  
Medical Laboratory Technical Officer  
Medical Research Officer  
Medical Science Technician  
Pathology Technician  
Phlebotomist  
Venepuncturist |
| 3213     | Pharmaceutical Technicians and Assistants |
OFO Code | OFO Detail
---|---
Pharmaceutical technicians and assistants perform a variety of tasks associated with dispensing medicinal products under the guidance of a pharmacist or other health professional.
Tasks include:
- Preparing medications and other pharmaceutical compounds under the guidance of a pharmacist or other health professional
- Dispensing medicines and drugs to clients and giving written and oral instructions on their use, as prescribed by medical doctors, veterinarians or other health professionals
- Receiving prescriptions or refill requests from health professionals and verifying that information is complete and accurate according to medical records keeping standards
- Maintaining proper storage and security conditions for drugs
- Filling and labelling containers with prescribed medications
- Assisting clients by answering questions, locating items or referring them to a pharmacist for medication information
- Pricing and filing prescriptions that have been filled and establish and maintaining patient records, including lists of medications taken by individual patients
- Ordering, labelling, and counting stock of medications, chemicals, and supplies, and entering inventory data into records-keeping systems
- Cleaning and preparing equipment and containers used to prepare and dispense medicines and pharmaceutical compounds

321301 Pharmaceutical Technician
Fills and labels patients' prescriptions under the supervision of a pharmacist. May record details of, place orders for, take stock of, and store medications and medical supplies and deliver them to patients.
Alternative Titles and Specialisations:
- Pharmaceutical Assistant
- Dispensary Technician
- Pharmacist Technician
- Pharmacy Dispensing Technician
- Pharmacy Technician

3214 Medical and Dental Prosthetic Technicians
Medical and dental prosthetic technicians design, fit, service and repair medical and dental devices and appliances following prescriptions or instructions established by a health professional. They may service a wide range of support instruments to correct physical medical or dental problems such as neck braces, orthopaedic splints, artificial limbs, hearing aides, arch supports, dentures, and dental crowns and bridges.
Tasks include:
- Examining, interviewing, and measuring patients in order to determine their appliance needs, and to identify factors that could affect appliance fit
- Conferring with medical and dental practitioners in order to formulate specifications and prescriptions for devices and appliances
- Interpreting prescriptions or specifications to determine the type of product or device to be fabricated, and the materials and tools that will be required
- Making or receiving casts or impressions of patients' torsos, limbs, mouths or teeth for use as fabrication patterns

Designing and making orthotic and prosthetic devices using materials such as thermoplastic and thermosetting materials, metal alloys and leather, and hand and power tools
Fitting appliances and devices onto patients, testing and evaluating them, and making adjustments for proper fit function, and comfort
Repairing, modifying, and maintaining medical and dental prosthetic and supportive devices, according to specifications
OFO Code | OFO Detail
--- | ---
Bending, forming, and shaping fabric or material so that it conforms to prescribed contours needed to fabricate structural components
Fabricating full and partial dentures and constructing mouth guards, crowns, metal clasps, inlays, bridgework and other aids
Instructing patients in the use and care of prosthetic or orthotic devices

321401 Dental Prosthetist
Designs, constructs, repairs and fits dentures and mouth guards.
Alternative Titles and Specialisations:
Clinical Dental Technician
Dental Prosthesis Maker Repairer

321402 Dental Technician
Constructs and repairs dentures and other dental appliances.
Alternative Titles and Specialisations:
Dental Ceramicist
Dental Form Caster
Dental Mechanic Technician
Orthodontic Technician
Orthodontist Assistant

321403 Dental Therapist
Examines and treats diseases of the teeth in pre-school, primary and secondary school children under the general supervision of a dentist.
Alternative Titles and Specialisations:
Dental Attendant
Dental Health Advisor
Dental Tutor Sister
Denturist
Gum Therapist
Oral Health Therapist

321405 Orthotic and Prosthetic Technician
Fabricate and fit orthopaedic braces or prostheses to assist patients with disabling conditions of limbs and spine, or with partial or total absence of limb.
Alternative Titles and Specialisations:
Orthotist
Prosthetist

322 Nursing Midwifery Associate Professionals
Nursing and midwifery associate professionals provide basic nursing and personal care for people who are physically or mentally ill, disabled or infirm, and others in need of care due to potential risks to health including before, during and after childbirth. They generally work under the supervision of, and in support of implementation of health care, treatment and referrals plans established by, medical, nursing, midwifery and other health professionals.
Tasks include:
Providing nursing and personal care, treatment and advice to patients as per care plans as established by health professionals
Assisting professional nurses, midwives and medical doctors in administering medication and treatments
Cleaning wounds and applying surgical dressings; providing advice to individuals, families and communities on topics related to health, contraception, pregnancy and childbirth
Assessing progress during pregnancy and childbirth, providing or assisting in delivery care, and recognizing signs and symptoms requiring referral to a health professional
Providing care and support to women and newborns following childbirth
Nursing associate professionals provide basic nursing and personal care for people in need of such care due to effects of ageing, illness, injury, or other physical or mental impairment. They generally work under the supervision of, and in support of implementation of health care, treatment and referrals plans established by, medical, nursing and other health professionals.

Tasks include:
- Providing nursing and personal care and treatment and health advice to patients as per care plans established by health professionals
- Administering medications and other treatments to patients, monitoring patients' condition and responses to treatment, and referring patients and their families to a health professional for specialised care as needed
- Cleaning wounds and applying surgical dressings
- Updating information on patients' condition and treatments received in records-keeping systems
- Assisting in planning and managing the care of individual patients
- Assisting in giving first-aid treatment in emergencies

**322101 Enrolled Nurse**
Provides nursing care to patients in a variety of health, aged care, welfare and community settings under the supervision of registered nurses.

Alternative Titles and Specialisations:
- Community Nurse
- Nursing Assistant
- Physiotherapy Nurse
- Psychiatric Assistant
- Unregistered Nurse
- Medical Assistant (Defence)

**322102 Mother Craft Nurse**
Assists in providing care to newborn infants, and provides advice and training to parents of newborn infants.

Alternative Titles and Specialisations:
- Lactation Consultant

**3222 Midwifery Associate Professionals**
Midwifery associate professionals provide basic health care and advice before, during and after pregnancy and childbirth. They implement care, treatment and referral plans usually established by medical, midwifery and other health professionals.

Tasks include:
- Providing advice to women, families and communities on health, nutrition, hygiene, exercise, birth and emergency plans, breastfeeding, infant care, family planning and contraception, lifestyle and other topics related to pregnancy and childbirth
- Assessing progress during pregnancy and childbirth, and recognizing signs and symptoms requiring referral to a health professional
- Providing delivery care, usually only in the absence of identified potential complications, or assisting medical doctors or midwifery professionals with delivery care
- Providing care and support to women and newborns following childbirth, monitoring their health status, and identifying signs and symptoms requiring referral to a health professional

**322201 Assistant Midwife**
Provides basic health care and advice before, during and after pregnancy and childbirth. They implement care, treatment and referral plans usually established by medical, midwifery and other health professionals.
OFO Code    OFO Detail
Alternative Titles and Specialisations:
Traditional Midwife

323 Traditional and Complementary Medicine Associate Professionals

Traditional and complementary medicine associate professionals prevent, care for and treat human physical and mental illnesses, disorders and injuries using herbal and other therapies based on theories, beliefs and experiences originating in specific cultures.
Tasks include:
Examining patients and interviewing them and their families to determine their health status and the nature of physical or mental disorders or illnesses or other ailments

Recommend providing care and treatment for illnesses and other ailments using traditional techniques and medicaments, such as physical manipulation and exercises, bloodletting using natural vessels, and preparations using herbs, plants, insects and animal extracts

Providing care and treatment for physical injuries such as setting and healing fractured and dislocated bones using traditional methods of physical manipulation and herbal therapies
Advising individuals, families and the community on health, nutrition, hygiene, lifestyle and other issues to maintain or improve health and well-being
Referring patients to, and exchanging information with, other health care providers to ensure comprehensive and continuing care

3231 Traditional and Complementary Medicine Associate Professionals

Traditional and complementary medicine associate professionals prevent, care for and treat human physical and mental illnesses, disorders and injuries using herbal and other therapies based on theories, beliefs and experiences originating in specific cultures.
Tasks include:
Examining patients and interviewing them and their families to determine their health status and the nature of physical or mental disorders or illnesses or other ailments

 Recommend providing care and treatment for illnesses and other ailments using traditional techniques and medicaments, such as physical manipulation and exercises, bloodletting using natural vessels, and preparations using herbs, plants, insects and animal extracts

Providing care and treatment for physical injuries such as setting and healing fractured and dislocated bones using traditional methods of physical manipulation and herbal therapies
Advising individuals, families and the community on health, nutrition, hygiene, lifestyle and other issues to maintain or improve health and well-being
Referring patients to, and exchanging information with, other health care providers to ensure comprehensive and continuing care

323101 Indigenous Heath Worker (Inyanga)
Liaises with patients and clients and works as a team member to arrange, coordinate and provide health care delivery in accordance with indigenous traditions.

323102 Ancillary Health Care Worker
Liaises with patients, clients, visitors to hospitals and staff at health clinics, and works as a team member to arrange, coordinate and provide health care delivery in community health clinics.

324 Veterinary Technicians and Assistants
Veterinary technicians and assistants carry out advisory, diagnostic, preventive and curative veterinary tasks, more limited in scope and complexity than those carried out by veterinarians. They care for animals under treatment and in temporary residence at veterinary facilities and assist veterinarians to perform procedures and operations.
OFO Code | OFO Detail
--- | ---
| Tasks include: | 
Advising communities and individuals on the treatment of animals and their diseases and injuries
Conducting examinations of animals to make diagnoses or refer more difficult cases to veterinarians when needed
Treating ill or injured animals, especially for common diseases and disorders
Cleaning and sterilising examination tables and instruments and preparing materials used in the examination and treatment of animals
Carrying out technical tasks connected with artificial insemination of animals
Getting animals ready for examination or treatment and restraining or holding them during treatment
Assisting veterinarians to administer anaesthetics and oxygen during treatment
Placing animals in cages for recovery from operations and monitoring their condition

3241 Veterinary Technicians and Assistants
Veterinary technicians and assistants carry out advisory, diagnostic, preventive and curative veterinary tasks, more limited in scope and complexity than those carried out by, and with the guidance of, veterinarians. They care for animals under treatment and in temporary residence at veterinary facilities, perform routine procedures and assist veterinarians to perform procedures and operations.
Tasks include:
Advising communities and individuals on the treatment of animals and their diseases and injuries
Conducting examinations of animals to make diagnoses or refer more difficult cases to veterinarians when needed
Treating ill or injured animals, especially for common diseases and disorders
Cleaning and sterilising examination tables and instruments and preparing materials used in the examination and treatment of animals
Carrying out technical tasks connected with artificial insemination of animals
Getting animals ready for examination or treatment and restraining or holding them during treatment
Assisting veterinarians to administer anaesthetics and oxygen during treatment
Placing animals in cages for recovery from operations and monitoring their condition

Performing routine animal dental procedures and assisting veterinarians with animal dentistr

324101 Veterinary Nurse
Cares for animals under treatment or in temporary residence at veterinary facilities and assists veterinarians to perform procedures and operations.
Alternative Titles and Specialisations:
Animal Nurse
Artificial Inseminator
Veterinary Assistant
Veterinary Vaccinator

324102 Veterinary Technician
No descriptor

325 Other Health Associate Professionals
Other health associate professionals perform technical tasks and provide support services in dentistry, medical records administration, community health, the correction of reduced visual acuity, physiotherapy, environmental health, emergency medical treatment and other activities to support and promote human health.
Tasks include:
Providing basic care services for the prevention and treatment of diseases and disorders of the teeth and mouth; advising communities and individuals on hygiene, diet and other preventive measures to reduce potential risks to health
Compiling and maintaining patients’ medical records to document condition and treatment and to provide data for research, billing, cost control and care improvement
Assisting families to develop the necessary skills and resources to improve their health status
Providing advice and education on sanitation and hygiene to limit the spread of infectious diseases
Fitting and dispensing optical lenses
Investigate the implementation of rules and regulations relating to environmental and occupational factors that may potentially affect human health
Massaging the soft tissues of the body; showing patients to examination rooms and preparing them for examination; attending accidents, emergencies and requests for medical assistance

### 3251 Dental Assistants and Therapists

Dental assistants and therapists provide basic dental care services for the prevention and treatment of diseases and disorders of the teeth and mouth, as per care plans and procedures established by a dentist or other oral health professional.

Tasks include:
- Advising communities and individuals on dental hygiene, diet and other preventive measures to reduce potential risks to oral health
- Conducting visual and physical examinations of patients’ mouths, teeth and related structures to assess oral health status
- Identifying cases of patients with poor oral health or oral disease requiring referral to a dentist or other health professional
- Assisting dentists during complex dental procedures
- Providing fluoride treatments, cleaning and removing deposits from teeth, preparing cavities and placing fillings, administering local anaesthesia, and performing other types of basic or routine clinical dental procedures
- Preparing, cleaning and sterilizing dental instruments, equipment and materials used in the examination and treatment of patients
- Getting patients ready for examination or treatment including explaining procedures and correct positioning
- Taking impressions of the mouth and dental radiographs to support diagnosis and fitting of dental prosthetic

### 325101 Dental Assistant

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

Alternative Titles and Specialisations:
- Dental Aide
- Dental Chairside Assistant
- Dental Nurse
- Dental Surgery Assistant
- Orthodontic Assistant

### 325102 Dental Hygienist

Carries out preventative dental procedures under the direction of a dentist.

Alternative Titles and Specialisations:
- Oral Hygienist

### 3252 Medical Records and Health Information Technicians
OFO Code  
OFO Detail  
Medical records and health information technicians develop, maintain and implement health records processing, storage and retrieval systems in medical facilities and other health care settings to meet the legal professional, ethical and administrative records-keeping requirements of health services delivery. 
Tasks include:  
Planning, developing, maintaining and operating a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyze information  
Transcribing, compiling and processing patient medical records, admission and discharge documents, and other medical reports into records-keeping systems to provide data for patient monitoring and referral  
Epidemiological monitoring, research, billing, cost control and care improvement  
Reviewing records for completeness, accuracy and compliance with regulations  
Translating narrative descriptions and numeric information from medical records and other documents on health services delivery into codes associated with standard classification systems  
Protecting the security of medical records to ensure that confidentiality is maintained and releasing information to authorized persons and agencies in accordance with regulations  
Supervising clerical and administrative workers involved in the maintenance of medical records  

325201 Health Information Manager  
Plans, develops, implements and manages health information services such as patient information systems, and clinical and administrative data to meet the medical, legal, ethical and administrative requirements of health care delivery.  
Alternative Titles and Specialisations:  
Casemix Coordinator  
Clinical Coder  
Clinical Trial Data Manager  
Disease Registry Technician  
Health Data Administrator  
Health Information Clerk  
Health Information Strategy Advisor  
Medical Records Administrator  
Medical Records Analyst  
Medical Records Clerk  
Medical Records Technician  

3253 Community Health Workers  
Community health workers provide health education, referral and follow up, case management, and basic preventive health care and home visiting services to specific communities. They provide support and assistance to individuals and families in navigating the health and social services system.  
Tasks include:  
Providing information to families and communities on a range of health issues including nutrition, hygiene, infant and child care, immunizations, family planning, risk factors and prevention of common infectious diseases, poisoning prevention, first aid for treatment of simple and common ailments, substance abuse, domestic violence, and other topics  
Visiting families in their homes to provide information on the health, social and other services available and support them in gaining access to these services  
Visiting families who do not usually access medical establishments to monitor on a regular basis certain conditions, such as progress with pregnancy, child growth and development, and environmental sanitation
OFO Code | OFO Detail
--- | ---
325301 | Health Promotion Officer
Assists health and community groups to improve the health of individuals and the community by raising awareness of healthy lifestyles, disease and disability, and other health-related issues.
Alternative Titles and Specialisations:
Aids Educator
Asthma Educator
Community Health Worker
Diabetes Educator
Health Education Officer
Health Educator
Public Health Officer
Tuberculosis Educator
Childbirth Educator

325302 | Orthotist or Prosthetist
Designs, builds, fits and repairs splints, braces, callipers, artificial limbs and related appliances to restore function or compensate for muscular and skeletal disabilities.
Alternative Titles and Specialisations:
Artificial Limb Fitter Technician
Artificial Limb Maker
Orthopaedic Appliance Maker / Repairer
Orthotist Tradesman

3254 | Dispensing Opticians
Dispensing opticians design, fit and dispense optical lenses based on a prescription from an ophthalmologist or optometrist for the correction of reduced visual acuity. They service corrective eyeglasses, contact lenses, low-vision aids and other optical devices.
Tasks include:
- Examining and taking facial and eye measurements of clients for fitting of eyeglasses and other optical devices
- Providing advice to clients with selection and maintenance of eyeglasses and frames, types of contact lenses and other optical devices for performance, safety, comfort and lifestyle
- Interpreting optical prescriptions and preparing work order for optical laboratory for grinding and mounting of lenses in frames, preparation of contact lenses and other required work
- Verifying exactness of finished optical appliances and devices to the original prescription and fit of clients

325401 | Dispensing Optician
Interprets optical prescriptions, and fits and services optical appliances such as spectacle frames and lenses.
Alternative Titles and Specialisations:
Physiotherapy technicians and assistants provide physical therapeutic treatments to patients in circumstances where functional movement is threatened by injury, disease or impairment. Therapies are usually provided as per rehabilitative plans established by a physiotherapist or other health professional.

Tasks include:
- Administering manual treatments such as massage therapy or pressure point therapy
- Administering electrical modality treatments, ultrasound, and other physical therapies using specialised techniques and equipment, including infra-red lamps, wet compresses, and herbal and mineral therapies
- Instructing, motivating, safeguarding and assisting patients as they practice physical exercises, relaxation techniques and functional activities
- Conferring with physiotherapists or other health care providers to evaluate patient information for planning, modifying, and coordinating treatment
- Monitoring and recording patients’ progress during treatments, including measuring their range-of-joint motion and vital signs
- Fitting patients for orthopedic braces, prostheses, and other physical supportive devices such as crutches, and instructing patients in the use of such devices

### 325501 Massage Therapist
Performs therapeutic massage and administers body treatments for relaxation, health, fitness and remedial purposes.

**Alternative Titles and Specialisations:**
- Acupressure Therapist
- Chinese (Tui-Na) Masseur
- Physical Therapy Assistant
- Remedial Masseur
- Shiatsu Therapist
- Sports Medicine Masseur
- Physiotherapy Technician
- Physical Rehabilitation Technician

### 325502 Hydrotherapist
Uses water to relieve discomfort and promote physical well-being.

### 325503 Electrotherapist
Uses electrical impulses to relieve discomfort and promote physical well-being.

### 3256 Medical Assistants
Medical assistants perform basic clinical and administrative tasks to support patient care under the direct supervision of a medical practitioner or other health professional.

Tasks include:
- Interviewing patients and their families to obtain information on their health status and medical history
- Assisting medical doctors and other health professionals to examine and treat patients, including measuring and recording vital signs, administering medications, and performing routine clinical procedures such as giving injections and removing sutures
- Getting patients ready for examination and treatment, including explaining procedures and showing them to examination rooms
- Preparing and handling medical instruments and supplies, including sterilizing instruments and disposing of contaminated supplies in accordance with safety procedures
- Collecting blood, tissue or other specimens, and preparing them for laboratory testing
Providing information to patients and families on health care topics including medications prescribed by a medical doctor or other health professional
Providing prescription and drug refill information to pharmacies
Maintaining cleanliness of patient waiting and examination rooms
Recording information on patients' medical history, diagnostic testing and treatment procedures and results, and other information in medical records-keeping systems
Scheduling appointments with patients, and preparing documentation required for billing, reporting and insurance purposes

**Medical Assistant**
Performs basic clinical and administrative tasks to support patient care under the direct supervision of a medical practitioner or other health professional.

**Environmental and Occupational Health Inspectors and Associates**

Environmental and occupational health inspectors and associates investigate the implementation of rules and regulations relating to environmental factors that may affect human health, safety in the workplace, and safety of processes for the production of goods and services. They may implement and evaluate programs to restore or improve safety and sanitary conditions under the supervision of a health professional.

Tasks include:

- Advising employers’ and workers’ representatives on the implementation of government and other rules and regulations concerning occupational safety and the working environment
- Inspecting places of work to ensure that the working environment, machinery and equipment conform to government and other rules, regulations and standards related to sanitation and/or occupational and environmental health and safety
- Giving advice on environmental sanitary problems and techniques
- Inspecting places of work and, by interviews, observations and other means, obtaining information about work practices and accidents to determine compliance with safety rules and regulations
- Inspecting areas of production, processing, transport, handling, storage and sale of products to ensure conformity with government and other rules, regulations and standards
- Advising enterprises and the general public on the implementation of government and other rules and regulations concerning hygiene, sanitation, purity and grading of primary products, food, drugs, cosmetics and similar goods
- Inspecting establishments to ensure that they conform to government and other rules and regulations concerning emission of pollutants and disposal of dangerous wastes
- Initiating action to maintain or improve hygiene and prevent pollution of water, air, food or soil
- Promoting preventive and corrective measures such as control of disease carrying organisms and of harmful substances in the air, hygienic food handling, proper disposal of waste and cleaning of public places
- Estimating quantities and costs of materials and labour required for health, safety and sanitation remediation project

**Environmental and Occupational Health Inspector**
Investigates the implementation of rules and regulations relating to environmental factors that may affect human health, safety in the workplace, and safety of processes for the production of goods and services.

**Alternative Titles and Specialisations:**
325702 **Marine Safety Officer**

Inspects all parts of a vessel for safety regulations and also look for environmental hazards.

**325703 Agricultural / Horticultural Produce Inspector**

Conducts inspections of agricultural commodities, processing equipment and facilities, monitors conformance to standards and protocols to ensure compliance with regulations and laws governing health, quality and safety.

Alternative Titles and Specialisations:
- Dairy Product Inspector
- Dairy Quality Assurance Officer
- Fruit and Vegetable Inspector
- Meat Inspector
- Meat Safety and Quality Controller
- Perishable Produce Export Assessor
- Produce Inspector

**325704 Aquaculture Produce Analyst**

Analyse aquaculture produce for quality and conformance with technical produce standards and regulatory provisions.

**325705 Safety Inspector**

Inspects machines, equipment, working conditions and public places to ensure compliance with government and industry standards and regulations, in relation to occupational health and safety.

Alternative Titles and Specialisations:
- Accident Prevention Consultant / Inspector
- Bridge Inspector
- Lifting Machinery Inspector
- Factory Inspector
- Housing Inspector
- Lift Inspector
- Non-Destructive Testing (NDT) Inspector
- Lighthouse Inspector
- Safety Health Environment Quality Inspector
- Works Inspector
- Medical Equipment Inspector

**325706 Ammunition Technician**

Renders safe or dispose of hazardous explosive devices.

Alternative Titles and Specialisations:
- Explosive Ordnance
- Hazardous Devices Technician

**3258 Ambulance Workers**

Ambulance workers provide emergency health care to patients who are injured, sick, infirm, or otherwise physically or mentally impaired prior to and during transport to medical facilities.

Tasks include:
- Assessing health status of persons involved in accidents, natural disasters and other emergency situations, and determining needs for immediate and specialised medical assistance
Performing medical procedures and administering drugs and other therapies according to protocol for emergency medical treatment, including resuscitating and defibrillating patients and operating life-support equipment.

Monitoring changes in health status of patients during transport to and from medical, rehabilitation and other health care facilities.

Providing information and training to community groups and essential service workers in first aid for initial care of an illness or injury.

Attending and/or patrolling large-scale public gatherings and other events where health emergencies are more likely to occur.

Recording information on patients' conditions and treatments provided in medical records-keeping systems.

325801 Ambulance Officer

Provides specialised transport services and emergency health care for injured, sick, infirm and aged persons.

Alternate Titles and Specialisations:
- Ambulance Man / Woman
- Patient Transport Officer

325802 Intensive Care Ambulance Paramedic / Ambulance Paramedic

Provides specialised pre-hospital health care to injured, sick, infirm and aged persons and emergency transport to medical facilities.

Alternate Titles and Specialisations:
- Paramedic
- Paramedic Aide

3259 Health Associate Professionals not Elsewhere Classified

This unit group covers health associate professionals not classified elsewhere in sub-major group 32. For instance the group includes occupations such as chiropractor, osteopath and other health associate professionals.

Tasks include:
- Interviewing and examining patients to obtain information on their health status and the nature and extent of injury, illness or other physical or mental health problem.
- Administering therapeutic care and treatment to patients, including the manual and physical chiropractic and osteopathic techniques.
- Monitoring patients' progress through treatment plans, and identifying signs and symptoms requiring referral to a medical doctor or other health professional.
- Recording information on patients' health status and responses to treatment in medical records-keeping systems.
- Sharing information with other health care providers when required to ensure continuing and comprehensive care.

325901 Chiropractor

Diagnoses and treats physiological and mechanical disorders of the human locomotor system, particularly neuro-muscular skeletal disorders and provides advice on preventing these disorders.

325902 Osteopath

Diagnoses and treats tissue strain, stress and dysfunction which impedes normal neural, vascular and biochemical mechanisms and provides advice on preventing these disorders.

Alternate Titles and Specialisations:
- Back or Spine Manipulation Specialist
- Spinal Health Specialist

33 Business and Administration Associate Professionals
Business and administration associate professionals perform mostly technical tasks connected with the practical application of knowledge relating to financial accounting and transaction matters, mathematical calculations, human resource development, selling and buying financial instruments, specialised secretarial tasks, and enforcing or applying relevant government rules. Also included are workers who provide business services such as customs clearance, conference planning, job placements, buying and selling real estate or bulk commodities, and serving as agents for performers such as athletes and artists.

Tasks include:
- Recording and transmitting buy and sell orders for securities, stocks, bonds or other financial instruments and for foreign exchange for future or immediate delivery
- Submitting credit and loan applications to management with recommendations for approval or rejection
- Approving or rejecting applications within authorized limits ensuring that credit standards of the institution are respected; maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from Accountants
- Assisting in planning and performing mathematical, statistical, actuarial, accounting and related calculations
- Selling and buying financial instruments

**331 Financial and Mathematical Associate Professionals**

Financial and mathematical associate professionals place a value on various items and property, maintain records of financial transactions, analyze loan application information and render a decision, buy and sell financial instruments, and perform mathematical and related calculations.

Tasks include:
- Recording and transmitting buy and sell orders for securities, stocks, bonds or other financial instruments and for foreign exchange for future or immediate delivery
- Submitting credit and loan applications to management with recommendations for approval or rejection; or approve or reject applications within authorized limits ensuring that credit standards of the institution are respected
- Maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from Accountants
- Assisting in planning and performing mathematical, statistical, actuarial, accounting and related calculations

**3311 Securities and Finance Dealers and Brokers**

Securities and finance dealers and brokers buy and sell securities, stocks, bonds and other financial instruments, and deal on the foreign exchange, on spot, or on futures markets, on behalf of their own company or for customers on a commission basis. They recommend transactions to clients or senior management.

Tasks include:
- Obtaining information about the financial circumstances of customers and companies in which investments may be made
- Analyzing market trends for securities, bonds, stocks and other financial instruments, including foreign exchange
- Informing prospective customers about market conditions and prospects
- Advising on and participating in the negotiation of terms for, and organization of, loans and placement of stocks and bonds in the financial market to raise capital for customers
- Recording and transmitting buy and sell orders for securities, stocks, bonds or other financial instruments and for foreign exchange for future or immediate delivery

**331101 Securities Dealer**
Buys and sells securities within financial markets and trades and distributes financial securities on behalf of financial institutions.

Alternative Titles and Specialisations:
- Derivatives Dealer / Trader
- Financial Marketer
- Fixed Interest Dealer
- Foreign Exchange Dealer
- Money Market Dealer
- Money Marketer
- Securities Broker
- Financial Market Dealer
- Securities Trader
- Equity Dealer
- Bond Dealer / Trader
- Safex Trader
- Yield-X Trader

331102 Securities Sales Trader
Markets transactions in securities to institutional investors.

331103 Securities Services Compliance Officer
Advises management, boards, exchange members, securities depositories participants or other securities services providers on compliance with relevant legislation, regulations and rules and directives.

331104 Anti-Money Laundering Compliance Officer
Rates and reports on the risk profile of clients in terms of identification and due diligence and files suspicious transaction reports.

Alternative Titles and Specialisations:
- Anti-Money Laundering Control Officer
- Anti-Money Laundering Reporting Officer

3312 Credit and Loans Officers
Credit and loan officers analyze and evaluate financial information on applications for credit and loans and determine approval or disapproval of the client for the credit or loan or recommend to management approval or disapproval.

Tasks include:
- Interviewing applicants for personal, mortgage, student and business loans
- Researching and evaluating loan applicant’s financial status, references, credit and ability to repay the loan
- Submitting credit and loan applications to management with recommendations for approval or rejection
- Approving or rejecting loan applications within authorized limits ensuring that credit standards of the institution are respected
- Keeping records of payments, and preparing routine letters requesting payment for overdue accounts and forwarding these for legal action
- Completing credit and loan documentation

331201 Credit or Loans Officer
Analyses, evaluates and processes credit and loan applications. May work in a call centre.

Alternative Titles and Specialisations:
- Brokerage Clerk
- Budgeting and Reporting Officer
- Credit Analyst / Control Officer
- Credit Clerk
- Credit Controller
Accounting associate professionals maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.

Tasks include:
- Maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from Accountants.
- Verifying accuracy of documents and records relating to payments, receipts and other financial transactions.
- Preparing financial statements and reports for specified periods.
- Applying knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of their work.
- Using standard computer software packages to perform accounting and related calculations.
- Supervising the work of accounts and bookkeeping clerks.

**Bookkeeper**

Maintains and evaluates records of financial transactions in account books and computerised accounting systems.

Alternative Titles and Specialisations:
- Community Scheme Administrator
- Financial Administration Officer
- Ledger Keeper

**Statistical, Mathematical and Related Associate Professionals**

Statistical, mathematical and actuarial associate professionals assist in planning the collection, processing and presentation of statistical, mathematical or actuarial data and in carrying out these operations, usually working under the guidance of statisticians, mathematicians and actuaries.

Tasks include:
- Assisting in planning and performing statistical, mathematical, actuarial, and related calculations.
- Preparing detailed estimates of quantities and costs of materials and labour required for statistical census and survey operations.
- Performing technical tasks connected with establishing, maintaining and using registers and sampling frames for census and survey operations.
- Performing technical tasks connected with data collection and quality control operations in censuses and surveys.
- Using standard computer software packages to perform mathematical, actuarial statistical accounting and related calculations.
- Preparing statistical, mathematical, actuarial, accounting and other results for presentation in graphical or tabular form.
Applying knowledge of statistical, mathematical, actuarial, accounting and related principles and practices in order to identify and solve problems arising in the course of their work

Supervising the work of statistical clerks

**331401 Statistical and Mathematical Assistant**
Assists in planning the collection, processing and presentation of statistical, mathematical or actuarial data.

Alternative Titles and Specialisations:
Actuarial Assistant
Data Quality Officer
Decision Support Analyst
Mathematical Assistant
Statistical Assistant

**3315 Valuers and Loss Assessors**
Valuers and loss assessors value property and various goods and assess losses covered by insurance policies.

Tasks include:
Determining the quality or value of raw materials, real estate, industrial equipment, personal and household effects, works of art, gems and other objects
Assessing the extent of damage or loss and liabilities of insurance companies and underwriters for losses covered by insurance policies
Obtaining records of sales and value of similar items or property
Inspecting items or property to evaluate condition, size, and construction
Preparing reports of value, outlining the estimation factors and methods used

**331501 Valuer**
Assesses the value of land, property, commercial equipment, merchandise, personal effects, household goods and objects of art.

Alternative Titles and Specialisations:
Asset Protection Manager
Commercial Valuer
Farm / Land Appraiser
Plant and Machinery Valuer
Property Valuer
Real Estate Valuer
Valuation Advisor / Analyst / Officer

**331502 Insurance Investigator**
Conducts investigations into insurance claims to ensure their validity.

Alternative Titles and Specialisations:
Insurance Claims Investigator
Claims Manager
Insurance Case Manager

**331503 Insurance Loss Adjuster**
Inspects and assesses the damage and loss to insured property and business, estimates insurance costs, and acts to minimise the cost of claims to an insurance company.

Alternative Titles and Specialisations:
Accident Claims Officer
Accident Compensation Assessor
Claims Assessor
Examiner Pension Claims
Insurance Assessor
Insurance Claims Adjuster
Insurance Claims Assessor
OFO Code | OFO Detail
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331504 | **Insurance Risk Surveyor**

- Inspects items and properties to evaluate conditions affecting underwriting standards, and develops and promotes safety programs.
- Alternative Titles and Specialisations:
  - Insurance Risk Manager

332 | **Sales and Purchasing Agents and Brokers**

Sales and purchasing agents and brokers represent companies, governments and other organizations to buy and sell commodities, goods, insurance, shipping and other services to industrial, professional, commercial or other establishments, or act as independent agents to bring together buyers and sellers of commodities and services.

Tasks include:
- Obtaining information about, monitoring and analyzing market trends and conditions and employer’s and competitors goods and services
- Obtaining information about clients’ needs and identifying suitable products and services
- Explaining and demonstrating products and services to clients
- Negotiating prices, contracts, terms, conditions and shipping arrangements for purchase or sale of goods, services or commodities

3321 | **Insurance Representatives**

Insurance representatives advise on and sell life, accident, automobile, liability, endowment, fire, marine and other types of insurance to new and established clients.

Tasks include:
- Obtaining information about customers’ circumstances necessary to determine appropriate type of insurance and conditions
- Negotiating with customers to determine type and degree of risk for which insurance is required
- Explaining details of insurance and conditions, risk coverage premiums and benefits to customers
- Assisting clients to determine the type and level of coverage required, calculating premiums and establishing method of payment
- Negotiating and placing reinsurance contracts
- Advising on, negotiating terms for and placing insurance contracts for large or special types of projects, installations or risks

332101 | **Insurance Agent**

Represents insurance companies in selling insurance to clients.

Alternative Titles and Specialisations:
- Commercial Underwriter
- Insurance Client Services Agent
- Insurance Representative / Salesman / Advisor
- Insurance Sales Consultant
- Insurance Underwriter
- Life Assurance Representative

332102 | **Insurance Broker**

Operates as an independent agent to sell life, fire, accident, industrial or other forms of insurance for a range of insurance companies.

Alternative Titles and Specialisations:
- Short Term Insurance Consultant

3322 | **Commercial Sales Representatives**
Commercial sales representatives represent companies to sell various goods and services to businesses and other organizations and provide product specific information as required. Tasks include:

- Soliciting orders and selling goods to retail, industrial, wholesale and other establishments
- Selling equipment, supplies and related services to business establishments or individuals
- Obtaining and updating knowledge of market conditions and of employer’s and competitors’ goods and services
- Providing prospective customers with information about the characteristics and functions of the products and equipment for sale, and demonstrating its use or qualities
- Quoting prices and credit terms, recording orders and arranging deliveries
- Reporting customers' reactions and requirements to suppliers and manufacturers
- Following up clients to ensure satisfaction with products purchased

### 332201 Commercial Sales Representative
Represent companies to sell various goods and services to businesses and other organizations and provide product specific information as required.

- **Alternative Titles and Specialisations:**
  - After-Sales Service Adviser
  - Canvasser
  - Commercial Traveller

### 332202 Sales Representative (Building and Plumbing Supplies)
Represents their company in selling builders' timber, and building and plumbing hardware and supplies to wholesale and retail establishments.

### 332203 Sales Representative (Personal and Household Goods)
Represents their company in selling consumer goods such as toys, sporting goods, books, stationery, hardware, floor coverings, furniture, textiles, clothing, footwear, toiletries and groceries to wholesale and retail establishments.

- **Alternative Titles and Specialisations:**
  - Beauty Sales Consultant
  - Product Demonstrator
  - Sales Representative (Cosmetics and Skincare Products)
  - Sales Representative (Detergents)
  - Sales Representative (Jewellery and Watches)

### 332204 Commercial Services Sales Agent
No descriptor

### 332205 Manufacturers Representative
No descriptor

- **Alternative Titles and Specialisations:**
  - Manufacturers Sales Agent

### 332206 Sales Representative (Photographic Equipment and Supplies)
No descriptor

### 332207 Chemical Sales Representative
Represents companies selling chemical goods such as pesticides and veterinary products to wholesale, retail and farming establishments.

- **Alternative Titles and Specialisations:**
  - Agricultural Chemicals Sales Representative
  - Crop Protection Product Sales Representative
  - Veterinary Products Sales Representative

### 332208 Pharmacy Sales Assistant
### OFO Detail

Sells pharmaceutical goods, toiletries and related goods in a retail pharmacy.

**Alternative Titles and Specialisations:**
- Pharmacy Cosmetics Salesperson
- Pharmacy Salesperson
- Retail Dispensary / Pharmacy Assistant

### Buyers

Buyers buy goods and services for use or resale on behalf of industrial, commercial, government or other establishments and organizations.

**Tasks include:**
- Determining or negotiating contract terms and conditions, awarding supplier contracts or recommending contract awards for the purchase of equipment, raw materials products, services and the purchasing of merchandise for resale
- Obtaining information about requirements and stock and developing specifications for quantity and quality to be purchased, costs, delivery dates and other contract conditions
- Purchasing general and specialised equipment, materials or business services for use or for further processing by their establishment
- Inviting tenders, consulting with suppliers and reviewing quotations
- Purchasing merchandise for resale by retail or wholesale establishments
- Studying market reports, trade periodicals and sales promotion materials and visiting trade shows, showrooms, factories and product design events
- Selecting the merchandise or products that best fit the establishment's requirements
- Interviewing suppliers and negotiating prices, discounts, credit terms and transportation arrangements
- Overseeing distribution of merchandise to outlets and maintaining adequate stock levels
- Establishing delivery schedules, monitoring progress and contacting clients and suppliers to resolve problems

#### 332301 Retail Buyer

Selects and buys goods for resale in a retail establishment.

**Alternative Titles and Specialisations:**
- General / Company Buyer
- Merchandise Planner

#### 332302 Purchasing Officer

Prepares purchase orders, monitors supply sources and negotiates contracts with suppliers.

**Alternative Titles and Specialisations:**
- Feed Ingredient Buyer
- Procurement Administrator / Coordinator / Officer
- Procurement Clerk
- Procurement Officer (Consumer Sensitive Consumables)
- Purchasing Agent / Assistant / Buyer / Clerk / Controller
- Purchasing and Logistics Officer
- Purchasing Merchandiser
- Purchasing Stores Officer
- Service and Purchase Advisor

### Trade Brokers

Trade brokers buy and sell commodities and shipping services, usually in bulk, on behalf of their own company or for customers on a commission basis.

**Tasks include:**
- Establishing contact between buyers and sellers of commodities
- Discussing buying or selling requirements of clients and giving advice accordingly
OFO Code | OFO Detail
--- | ---
332401 | **Commodities Trader**
Operates as an independent agent to bring together buyers and sellers of commodities, negotiates private sales and arranges sales through established market places.
Alternative Titles and Specialisations:
- Agricultural Procurer
- Agricultural Produce Buyer
- Commodities Broker
- Grain Buyer
- Livestock Trader
- Media Buyer
- Mineral Broker
- Skin Buyer
- Tobacco Trader / Valuator
- Wool Broker / Buyer / Trader

332402 | **Finance Broker**
Operates as an independent agent in the course of financial negotiations and arranges loans of money on behalf of other persons.
Alternative Titles and Specialisations:
- Home Loan Broker
- Investment Banker
- Investment Broker
- Lease Broker
- Mortgage Broker

333 | **Business Services Agents**
Business service agents establish contacts to sell various business services such as advertising space in the media, carry out customs clearance activities ensuring that necessary documents are in order, match jobseekers with vacancies, find workers for employers, arrange contracts for the performance of athletes, entertainers and artists, as well as for the publication of books, the production of plays, or the recording, performing and sale of music, plan and organize conferences and similar events.
Tasks include:
- Carrying out customs clearing procedures for exports or imports
- Arranging and coordinating conference and event services, such as conference facilities, catering, signage, displays, audiovisual and computer equipment, accommodation, transport and social events, for participants; matching jobseekers with vacancies
- Finding workers for vacant posts for employers
- Showing real estate properties to be sold or leased to prospective buyers or tenants and explaining terms of sale or conditions of rent or lease
- Selling by auction various kinds of property, cars, commodities, livestock, art, jewellery and other objects
- Arranging contracts for performers and performances

3331 | **Clearing and Forwarding Agents**
Clearing and forwarding agents carry out customs clearing procedures and ensure that insurance, export/import licences and other formalities are in order.
Tasks include:
OFO Code | OFO Detail
--- | ---
333101 | Clearing and Forwarding Agent
Carries out customs clearing procedures and ensure that insurance, export/import licences and other formalities are in order.
Alternative Titles and Specialisations:
- Clearing Agent
- Forwarding Agent
- Shipping Agent
- Cargo Agent
- Shipping Agent Coordinator
- Commercial Support & Claims Coordinator (Cargo)

3332 | Conference and Event Planners
Conference and event planners organize and coordinate services for conferences, events, functions, banquets and seminars.
Tasks include:
- Promoting conferences, conventions and trade shows to potential customers
- Responding to inquiries concerning services provided and costs for room and equipment hire, catering and related services
- Meeting with clients to discuss their needs and outlining package options to meet these needs
- Arranging and coordinating services, such as, conference facilities, catering, signage, displays, audiovisual and computer equipment, accommodation, transport and social events, for participants, logistical arrangements for presenters
- Organizing registration of participants
- Negotiating the type and costs of services to be provided within budget
- Overseeing work by contractors and reporting on variations to work orders

333201 | Events Manager
Organises and coordinates services related to all aspects of an event from design and planning to production.
Alternative Titles and Specialisations:
- Destination Manager
- Conference and Event Organizer
- Event Planner
- Conference Planner
- Exhibition Organiser
- Wedding Planner
- Function Planner
- Functions Manager
- Marketing Campaign Organiser
- Trade Fair Manager
- Exhibition Director
- Government Protocol or Civic Event Organiser
- Social/Life Cycle Coordinator

3333 | Employment Agents and Contractors
OFO Code | OFO Detail
---|---
Employment agents and contractors match jobseekers with vacancies, find workers for employers and contract labour for particular projects at the request of enterprises and other organizations including government, institutions, or find places for jobseekers for a commission.
Tasks include:
Matching jobseekers with vacancies
Finding workers for vacant posts against a commission from the employer or worker
Discussing with enterprises/organizations the needed skills and other characteristics of the workers to be employed or contracted
Finding workers with appropriate skills, etc., and undertaking the necessary formalities according to national or international regulations and requirements
Ensuring that the employment contracts meet legal requirements and signing them

333301 **Recruitment Consultant / Officer**
Interviews applicants to determine their job requirements and suitability for particular jobs, and assists employers to find suitable staff.
Alternative Titles and Specialisations:
Casting Agent
Employment Advisor
Employment Agency Consultant
Employment Consultant
Employment Placement Officer
Occupational Guidance Officer
Recruitment Coordinator
Recruitment Officer
Recruitment Resourcer
Labour Recruitment Recruiter

333302 **Labour Recruitment Consultant: Permanent Employment Agency (PEA)**
Establishes, develops and maintains long-term relationships with candidates and clients by providing recruitment and selection services and suitable placements.
Alternative Titles and Specialisations:
Permanent Recruitment Officer

333303 **Labour Recruitment Consultant: Temporary Employment Services (TES)**
Provides and manages outsourced staff including recruitment and selection, industrial relations, people management, payroll & site supervision.
Alternative Titles and Specialisations:
Temporary Recruitment Officer
Temporary Employment Services (TES) Site Supervisor
Temporary Employment Services (TES) Operations Manager
Labour Broker

3334 **Real Estate Agents and Property Managers**
Real estate agents and property managers arrange the sale, purchase, rental and lease of real property, usually on behalf of clients and on a commission basis.
Tasks include:
Obtaining information about properties to be sold or leased, the circumstances of their owner and the needs of prospective buyers or tenants
Showing properties to be sold or leased to prospective buyers or tenants and explaining terms of sale or conditions of rent or lease
Facilitating negotiations with tenants and owners on rents and fees
Drawing up leasing and sale agreements and estimating costs
Arranging signing of lease agreements and transfer of property rights
Collecting rent and bond monies on behalf of owner and inspecting properties before, during and after tenancies
OFO Code  |  OFO Detail
--- | ---
333401  | Property Manager
Ensuring the availability of workers to perform maintenance of the properties.

**Property Manager**
Supervises the leasing of rental properties on behalf of owners.
Alternative Titles and Specialisations:
Building Manager
Property Business Support Manager
Property Administrator
Property Clearance / Contracts / Development Manager
Property Leasing Manager
Property Manager (Services / Standards)
Property Technical Officer (Ministry of Foreign Affairs and Trade)
Body Corporate Manager

333402  | Real Estate Agent
Coordinates the activities of real estate representatives in selling and leasing real estate, ensuring compliance with legislative requirements.
Alternative Titles and Specialisations:
Leasing Agent (Buildings)
Leasing Consultant
Property Analyst / Consultant / Dealer / Developer / Planner
Real Estate Consultant
Real Estate Referral Coordinator
Rental Agent
Rental Property Consultant

333403  | Real Estate Representative
Arranges the conduct of real estate transactions such as sales and leasing, and assists buyers to find suitable properties, on behalf of an agency.
Alternative Titles and Specialisations:
Commercial, Industrial or Agricultural Property Broker
Leasing and Letting Agent
Property Portfolio Officer
Real Estate Salesperson
Residential Salesperson
Real Estate Sub-Agent

333404  | Real Estate Sales Settlement Administrator
Administers the client, estate agent, documentation, after sales processes and expedites the transfer of the property to the buyer.
Alternative Titles and Specialisations:
Conveyancing Secretary
Settlement Agent

333405  | Real Estate Agency Principal / Real Estate Agency Licensee
Manages the overall activities of a real estate agency.
Alternative Titles and Specialisations:
Real Estate Agency Licensee

3339  | Business Services Agents not Elsewhere Classified
This unit group covers business services agents not classified elsewhere in minor group 333. For instance, the group includes those who establish business contacts, sell business services such as advertising space in the media, arrange contracts for performances of athletes, entertainers and artists, for the publication of books, the production of plays, or the recording, performance and sale of music and who sell property and goods by auction.
Tasks include:
Obtaining information about services to be sold and needs of prospective buyers
OFO Code | OFO Detail
---|---
333901 | **Auctioneer**
Negotiating contracts on behalf of seller or buyer and explaining terms of sale and payment to client
Signing agreements on behalf of seller or buyer and ensuring that contract is honoured
Making sure that the business service purchased is made available to the buyer in the agreed format at the agreed time
Selling by auction various kinds of property, cars, commodities, livestock, art, jewellery and other objects

333902 | **Special Services Contracting Agent**
Arranges contracts for performances of athletes, entertainers, models and artists.

Alternative Titles and Specialisations:
- Literary Agent
- Musical Performance Agent
- Sports Agent
- Theatrical Agent
- Model Agent

333903 | **Sales Representative (Business Services)**
Represents their company in selling financial, advertising and other business services.

Alternative Titles and Specialisations:
- Advertising Sales Consultant
- Business Services Officer
- Sales Representative (Advertising)
- Sales Representative (Printing)

333904 | **Business Broker**
Operates as an independent agent in the buying and selling of businesses.

Alternative Titles and Specialisations:
- Business Agent
- Commercial Property Specialist
- Franchise Broker
- Commercial Property Broker
- Real Estate Fanchisor

333905 | **Supply Chain Practitioner**
Organise, manage, control and coordinate the supply chain management function including demand, acquisition, logistics, disposal, performance and risk management.

Alternative Titles and Specialisations:
- Supply Chain Administrator

333906 | **Stock and Station Agent**
Provides advice to clients and acts on their behalf in relation to the sale and purchase of rural property, livestock, crops and agricultural products and services.

Alternative Titles and Specialisations:
- Farm Stock Buyer
- Livestock Agent / Buyer

333907 | **Property Portfolio and Asset Manager**
No descriptor

333908 | **Marketing Coordinator**
Provides marketing support services to a marketing function within an organisation.

Alternative Titles and Specialisations:
- Marketing Support Coordinator

333909 | **Bid Assistant**
Clarifies bidding technicalities, spots and relays bids to an auctioneer.
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<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td>334</td>
<td><strong>Administrative and specialised Secretaries</strong></td>
</tr>
</tbody>
</table>

Administrative and specialised secretaries provide organizational, communication and documentation support services, utilizing specialised knowledge of the business activity of the organization in which they are employed. They take supervisory responsibility for office clerks in the organization.

Tasks include:

- Co-ordinating, assigning and reviewing the work of clerical support workers
desktop publishing
- Preparing and processing legal documents and papers, such as deeds, wills, affidavits and briefs
- Implementing and supporting the communication, documentation and internal managerial co-ordination
- Activities of an organizational unit, on some occasions utilizing specialised knowledge of the business activity of the organization
- Scheduling and confirming meetings and appointments and communicating messages for clients; compiling, recording and reviewing legal and medical records, reports, documents and correspondence

| 3341     | **Office Supervisors** |

Office supervisors supervise and co-ordinate the activities of workers in major group 4, clerical support workers.

Tasks include:

- Coordinating, assigning and reviewing the work of clerks engaged in the following duties: word processing, record keeping and filing, operating telephones and switchboards; data entry, desktop publishing and other activities involving general office and administrative skills
- Establishing work schedules and procedures and co-coordinating activities with other work units or departments
- Resolving work-related problems and preparing and submitting progress and other reports
- Training and instructing employees in job duties, safety procedures and company policies, or arranging for training to be provided
- Evaluating employees’ job performance and conformance to regulations, and recommending appropriate personnel action
- Assisting in recruitment, interviewing, and selection of employees

| 334101   | **Office Supervisor** |

Coordinates, assigns and reviews the work of clerks involved in general office and administrative skills.

Alternative Titles and Specialisations:
- Clerical Supervisor
- Data Entry Supervisor
- Filing Clerks Supervisor
- Personnel Clerks Supervisor

| 334102   | **Office Administrator** |

Coordinates the activities of an office including administrative systems and office personnel.

Alternative Titles and Specialisations:
- Office Coordinator
- Parliamentary Support Services Administrator

| 3342     | **Legal Secretaries** |
Legal secretaries apply specialised knowledge of legal terminology and procedures in providing support to legal professionals with communication, documentation and internal managerial coordination activities, in law offices, legal departments of large firms and governments. Tasks include:
- Preparing and processing legal documents and papers, such as deeds, wills, affidavits and briefs
- Reviewing and proofreading documents and correspondence to ensure compliance with legal procedures
- Mailing, faxing, or arranging for delivery of legal correspondence to clients, witnesses, and court officials
- Organizing and maintaining documents, case files and law libraries
- Screening requests for meetings, scheduling and organizing meetings
- Assisting in the preparation of budgets, monitoring of expenditures, drafting of contracts and purchasing or acquisition orders
- Supervising the work of office support workers

<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td>334201</td>
<td>Legal Secretary</td>
</tr>
<tr>
<td></td>
<td>Performs secretarial, clerical and other administrative tasks in support of legal professionals.</td>
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<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Judges Assistant</td>
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<tr>
<td></td>
<td>Judges Clerk</td>
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<tr>
<td></td>
<td>Legal Practice Manager</td>
</tr>
</tbody>
</table>

| 334301   | Secretary Bargaining Council |
|          | Facilitates coordination of industry collective bargaining processes and procedures.  |

| 334302   | Personal Assistant |
|          | Performs liaison, coordination and organisational tasks in support of managers and professionals.  |
|          | Alternative Titles and Specialisations:  |
|          | Private Secretary  |
|          | Administrative Secretary  |
|          | Correspondence Assistant  |
|          | Executive Assistant  |

| 3344     | Medical Secretaries |
OFO Code | OFO Detail
--- | ---
Medical secretaries, using specialised knowledge of medical terminology and health care delivery procedures, assist health professionals and other workers by performing a variety of communication, documentation, administrative and internal coordination functions, to support health workers in medical facilities and other health-care related organizations.

Tasks include:
Scheduling and confirming medical appointments and communicating messages for medical staff; and patients
Compiling, recording and reviewing medical charts, reports, documents and correspondence
Interviewing patients to complete forms, documents and case histories
Completing insurance and other claims forms
Maintaining medical files and records and technical library
Preparing financial statements and billing procedures
Assisting in the preparation of budgets, drafting of contracts and purchasing or acquisition orders
Supervising the work of office support workers and other office staff

334401 Medical Secretary

Assist health professionals and other workers by performing a variety of communication, documentation, administrative and internal coordination functions, to support health workers in medical facilities and other health-care related organizations.

Alternative Titles and Specialisations:
Health Practice Manager
Hospital Ward Secretary
Medical Office Administrative Assistant
Medical Practice Manager
Medical Stenographer
Medical Transcriptionist
Pathology Secretary
Patient Care Secretary

335 Regulatory Government Associate Professionals

Regulatory government associate professionals administer, enforce or apply relevant government rules and regulations relating to national borders, taxes, social benefits, and issue or examine applications for licences or authorizations in connection with travel, exports and imports of goods, establishment of businesses, erection of buildings and other activities subject to government regulations.

Tasks include:
Patrolling national borders and checking persons and vehicles, travel and transport documents and goods transported across the border to ensure enforcement of government rules and regulations
Examining tax returns to determine taxes payable by persons and businesses
Examining and deciding on applications for social benefits, examining and deciding on applications for government authorizations and licences necessary to travel, export or import goods, erect buildings, establish businesses or undertake other activities subject to government regulations
Monitoring the application of price, wage or weights and measures regulations
They may receive guidance from Senior Government Officials or Managers
Supervision of other workers may be included

3351 Customs and Border Inspectors

Customs and border inspectors check persons and vehicles crossing national borders to administer and enforce relevant government rules and regulations.
OFO Code OFO Detail
Tasks include:
Patrolling national borders and coastal waters to stop persons from illegally entering or leaving the country and from illegally importing or exporting currency or goods
Checking travel documents of persons crossing national borders to ensure that they have the necessary authorizations and certificates
Inspecting the luggage of persons crossing national borders to ensure that it conforms to government rules and regulations concerning import or export of goods and currencies
Examining transport documents and freight of vehicles crossing national borders to ensure conformity with government rules and regulations concerning goods in transit and the import and export of goods, and to verify that necessary payments have been made
Detaining persons and seizing prohibited and undeclared goods found to be in violation of immigration and customs laws
Co-ordinating and co-operating with other agencies involved in law enforcement, deportation and prosecution
Performing related administrative tasks to record findings, transactions, violations and determinations; when necessary, testifying in a court of law about the circumstances and results of investigations carried out

335101 Customs Officer
Administers and enforces customs and related legislation, and assists with customs control of overseas passengers, crew, aircraft, ships, cargo, mail and bond stores.
Alternative Titles and Specialisations:
- Coastwatch Officer
- Customers Inspector
- Customs Advisory Officer / Administrator
- Customs Bond Officer / Dog Handler / Examiner / Operator
- Customs Investigator
- Customs Liaison Officer / Prevention Officer
- Customs Overseas Representative
- Customs Ship Servicing Officer
- Customs Technical Unit Officer
- Customs and Excise Officer
- Valuation and Origin Industry Complaints Officers

335102 Immigration Officer
Examines and assesses the entry of people from other countries, administers visas and residency applications according to immigration legislation, rules and policies, and where necessary uses legal powers to detain and remove illegal entrants.
Alternative Titles and Specialisations:
- Passport Checking Officer

3352 Government Tax and Excise Officials
Government tax and excise officials examine tax returns, bills of sale and other documents to determine the type and amount of taxes, duties and other types of fees to be paid by individuals or businesses, referring exceptional or important cases to accountants, senior government officials or managers.
Tasks include:
Advising organizations, enterprises and the public on government laws, rules and regulations concerning the determination and payment of taxes, duties and other government fees, and on the public’s rights and obligations
Examining tax returns, bills of sale and other relevant documents to determine type and amount of taxes, duties and other types of fees to be paid
Investigating filed tax returns and accounting records, systems and internal controls of organizations to ensure compliance with taxation laws and regulations. Performing related administrative tasks to document findings, maintain records and report on actions taken for cases.

**335201 Taxation Inspector**

- Inspects and assesses taxation returns to ensure compliance with government legislation, and investigates suspected breaches of taxation legislation.

**Alternative Titles and Specialisations:**

- Investigator Computer Tax Audit
- Serious Fraud Investigator
- Tax Investigator

**3353 Government Social Benefits Officials**

Government social benefits officials examine applications for government, financial or service programs to determine eligibility and amount of benefit or appropriate services, referring exceptional or important cases to senior government officials or managers.

Tasks include:

- Advising individuals and organizations on government laws, rules and regulations concerning government benefit programs and the determination and disbursement of payments or referral to services, as well as on the public's rights and obligations
- Examining applications and other relevant documents to determine type and amount of benefit which individuals are eligible to receive
- Assessing documentation and interviewing benefit recipients to ensure eligibility for continuing benefits or services
- Performing related administrative tasks to maintain client records and prepare reports on determinations regarding eligibility, referral decisions, termination of benefits and abuse or fraud

**335301 Social Security Assessor**

- Assesses social welfare claims and entitlements under government legislation and investigates fraud and suspected breaches of legislation.

**Alternative Titles and Specialisations:**

- Pensions Officer
- Social Benefits Officer
- Social Security Claims Officer

**3354 Government Licensing Officials**

Government licensing officials examine applications for licences to export or import goods, set up businesses, build houses or other structures, or to obtain passports, determine eligibility of applications for issuing licences or passports, and identify specific conditions or restrictions to be attached to licences issued, referring exceptional or important cases to senior government officials or managers.

Tasks include:

- Advising individuals on government laws and regulations concerning the type of licence required and the conditions attached to such licences, and on the public's rights and obligations
- Examining applications and relevant documents and determining whether a licence can be granted and the conditions which should be attached
- Examining applications and approving the issue of passports
- Performing related administrative tasks to process applications, document activities, evaluations and determinations, and to prepare correspondence to inform applicants of licensing decisions
- Administering and scoring tests required to license applicants

**335401 Motor Vehicle Licence Examiner**
OFO Code | OFO Detail
--- | ---
Tests motor vehicle driving licence applicants and issues learner's permits and probationary licences. Registration or licensing is required.
Alternative Titles and Specialisations:
Driver Licensing Clerk / Officer
Driver Licensing Clerk Cashier
Driver Testing Counter Clerk

335402 | Import-Export Administrator
Arranges the clearance and collection of imported cargo from customs and bond stores, and the shipment of cargo for export.
Alternative Titles and Specialisations:
Bond Clerk / Agent
Certification Clerk
Customs Agent / Clerk
Customs Broker
Export Agent / Clerk
Export Documentation Officer
Shipping Tally Clerk
Tally Clerk
Wharf Tally Clerk

335403 | Passport Officer (Issuing)
Examines applications for passports, determines eligibility of applications for issuing.

3355 | Police Inspectors and Detectives
Police inspectors and detectives investigate facts and circumstances relating to crimes committed in order to identify suspected offenders and obtain information not readily available or apparent concerning establishments or the circumstances and behaviour of persons, mostly in order to prevent crimes.
Tasks include:
- Establishing contacts and sources of information about crimes planned or committed, in order to prevent crimes or identify suspected offenders
- Obtaining and verifying evidence by examining crime and accident scenes for clues and physical evidence, interviewing witnesses and suspects and analyzing documents and computer files
- Analyzing evidence in order to solve crimes, identify criminal activity and gather information for court cases
- Establishing contacts and sources of information not readily available or apparent concerning establishments or the circumstances and behaviour of persons, usually with the aim of preventing a crime; making arrests
- Testifying in courts of law or reporting to superiors about circumstances and results of investigations

335501 | Detective
Investigates serious crimes such as terrorism, homicide, armed robbery, vice and arson, and gathers evidence to arrest and prosecute criminals.
Alternative Titles and Specialisations:
Detective Intelligence
Drugs Officer
Forensic Detective
Plain Clothes Police Officer
Sergeant (SAPS)
Vip Witness Protection Officer
Detective Sergeant
Inspector (SAPS)
Investigator
This unit group covers government regulatory associate professionals not classified elsewhere in major group 3, technicians and associate professionals. For instance the group includes agricultural, fisheries, forestry, prices, wages and weights and measures inspectors. Tasks include:

- Examining places of business to ensure the use of correct weights and measures in trade
- Monitoring price regulations to assess appropriateness of costs for goods and services to protect consumer interests
- Monitoring wage regulations to ensure appropriate levels of pay for work performed and to assess compliance with employment standards legislation
- Performing related investigative and administrative tasks to record findings, document compliance problems or inappropriate business practices and to prepare reports and correspondence

### 335901 Labour Inspector
Ensure compliance to labour related legislation through law enforcement inspections, guidance and corrective actions performed on site (on site includes international, national, local).

### 335902 Wage Inspector
Monitors price regulations to assess appropriateness of costs for goods and services to protect consumer interests.

### 335903 Refugee Status Determination Officer
Adjudicate asylum seeking applications to confer refugee status in accordance with the refugee act, 1998 (act no 130 of 1998) and its regulations of 2000.

Alternative Titles and Specialisations:
- Refugee Reception Officer
- Refugee Reception Manager

### 335904 Noxious Weeds and Pest Inspector
Identifies pests and monitors and controls threats and infestations by pests in industrial, commercial and domestic sites according to environmental protection, public health and food safety regulations and protocols.

Alternative Titles and Specialisations:
- Biosecurity Officer (Weeds and Pests)
- Health and Nuisance Pest Controller
- Noxious Plants Officer
- Pest Control Operator
- Pest and Weed Control Officer
- Vermin Inspector

### 335905 Water Inspector
Monitors the allocation and use of water from water resources such as streams, rivers and underground sources.

Alternative Titles and Specialisations:
- Boring Inspector
- Stream Control Officer

### 335906 Environmental Practices Inspector
Examines places of business to ensure compliance to environmental practice requirements. May issue certificates.

### 335907 Weights and Measures Inspector
Examines places of business to ensure the use of correct weights and measures in trade and certifies equipment and devices.

### 335908 Censorship Inspector
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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</thead>
<tbody>
<tr>
<td>335909</td>
<td><strong>Price Inspector</strong>&lt;br&gt;No descriptor</td>
</tr>
<tr>
<td>335910</td>
<td><strong>Trade Mark Examiner</strong>&lt;br&gt;Determines whether an applicant should be permitted to receive a trademark registration.</td>
</tr>
<tr>
<td>335911</td>
<td><strong>Quarantine Officer</strong>&lt;br&gt;Inspects incoming animals, plants, and animal and plant products to ensure compliance with laws and regulations to prevent the spread of exotic pests and diseases. Alternative Titles and Specialisations: Border Protection Officer Exotic Disease Investigator Microbiological Security Officer Quarantine Inspector Quarantine and Agriculture Ports Officer</td>
</tr>
<tr>
<td>335912</td>
<td><strong>Fisheries Officer</strong>&lt;br&gt;Inspects fishing vessels, gear, licenses and catches to ensure that fisheries laws and regulations are obeyed. Alternative Titles and Specialisations: Fisheries Inspector Fisheries Investigator</td>
</tr>
<tr>
<td>335913</td>
<td><strong>Building Inspector</strong>&lt;br&gt;Inspects buildings to ensure compliance with laws and regulations and advises on building requirements. Alternative Titles and Specialisations: Building Certifier Building Site Inspector Building Surveyor Construction Inspector</td>
</tr>
<tr>
<td>335914</td>
<td><strong>Train Examiner</strong>&lt;br&gt;Inspects rolling stock in railway yards, terminals and stations to ensure adherence to safety standards and operational rules and regulations. Alternative Titles and Specialisations: Locomotive Inspector</td>
</tr>
<tr>
<td>335915</td>
<td><strong>Transport Operations Inspector</strong>&lt;br&gt;Monitors scheduled train, tram and bus services and investigates accidents, complaints and service disruptions. Alternative Titles and Specialisations: Bus Inspector Railway Ticket Inspector Railway Traffic Inspector Tram Inspector Transport Service Inspector</td>
</tr>
<tr>
<td>335916</td>
<td><strong>Gaming Operations Compliance Officer</strong>&lt;br&gt;Administers applications and monitors adhearance to regulations governing gaming establishments. Alternative Titles and Specialisations: Gaming License Administrator Casino Inspector and Gaming Control Officer Gaming Compliance Manager Gaming Board Investigator</td>
</tr>
</tbody>
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34 **Legal, Social, Cultural and Related Associate Professionals**
Legal, cultural and related associate professionals perform technical tasks connected
with the practical application of knowledge relating to legal services, social work, culture, food
preparation, sport and religion.
Tasks include:

Providing technical and practical services and support functions in legal processes and
investigations, social and community assistance programs, and religious and cultural activities;
Participating and adjudicating in sporting events; developing and delivering sports coaching,
fitness and recreational programmes;
Combining creative and technical skills in a variety of artistic, cultural and culinary activities;
creating dishes and menus and overseeing the preparation of meals.

Legal, Social and Religious Associate Professionals

Legal, social and religious associate professionals provide technical and practical services and
support functions in legal processes and investigations, social and community assistance
programs and religious activities.
Tasks include:

Assisting and supporting legal, social work and religious professionals
Obtaining and analyzing evidence, preparing legal documents and serving court orders
Administering and implementing social assistance programs and community services
Assisting clients to deal with personal and social problems

Legal and Related Associate Professionals

Legal and related associate professionals perform support functions in courts of law or in law
offices, provide services related to such legal matters as insurance contracts, the transferring
of property and the granting of loans and other financial transactions or conduct investigations
for clients.
Tasks include:

Documenting court proceedings and judgements
Serving statements of claims, summonses, warrants, subpoenas and other court orders
Maintaining order in court and hearing rooms

Preparing legal documents including trial briefs, pleadings, appeals, wills and contracts and
preparing, papers summarising legal positions, or setting out conditions of loans or insurance
Investigating facts, assembling evidence and researching relevant statutes, decisions and other
legal documents to prepare cases
Advising clients on legal matters
Examining documentation such as mortgages, liens, judgements, easements, contracts and
maps in order to verify properties' legal descriptions and ownership
Preparing documents relating to transfer of real estate, stocks or other matters requiring
formal registration

Investigating possible cases of theft of goods, money or information from business
establishments and of other possible cases of unlawful behavior by customers or employees

Conveyancer
Acts for and on behalf of clients in the area of property and business transfers.
Alternative Titles and Specialisations:
Conveyancing Clerk

Legal Executive
Acts for and on behalf of clients in the areas of company and business law, trusts, wills, probate and litigation under the general supervision of a barrister or solicitor.

**341103 Paralegal**
Works within a legal environment, usually directly supporting one or more solicitors or legal executive by sharing caseload and providing legal advice and customer care within a law firm, a commercial company or in the public sector.

Alternative Titles and Specialisations:
Legal Assistant

**341104 Clerk of Court**
Administers court registry services and performs administrative functions in support of judges and magistrates.

Alternative Titles and Specialisations:
Court Clerk
Judge's Clerk

**341105 Court Bailiff**
Implements court orders and serves legal orders and summonses as an officer of the court.

Alternative Titles and Specialisations:
Court Collections Officer
Sheriff's Officer

**341106 Court Orderly / Court Registry Officer**
Provides operational support to a court or registry.

Alternative Titles and Specialisations:
Court Attendant
Court Escort
Court Officer
Court Usher
Family / Local / High / Satellite Court Manager

**341107 Law Clerk**
Performs specialised clerical work associated with legal practice and law courts.

Alternative Titles and Specialisations:
Inland Revenue Technical Advisor
Legal Annotator / Associate
Legal Clerk
Litigation Support Officer
Prosecutions Clerk / Support Officer
Title Searcher

**341108 Trust Officer**
Administers trusts, estates and settlements on behalf of beneficiaries.

Alternative Titles and Specialisations:
Estate Officer Public Trust
Trust Clerk

**341109 Private Investigator**
Conducts investigations for clients and prepares evidence for court proceedings.

Alternative Titles and Specialisations:
Private Inquiry Agent
Commerce Investigating Officer
Commerce Investigator
Private Detective

**341110 Associate Legal Professional**
OFO Code | OFO Detail
---|---
Work within a legal environment, usually directly supporting one or more solicitors or legal executive by sharing caseload and providing legal advice and customer care within a law firm, a commercial company or in the public sector.

Alternative Titles and Specialisations:
- Judges Associate
- Legal Advisor
- Legal Analyst
- Legal Coordinator
- Legal Officer
- Revenue Fraud & Prosecutions Practitioner
- State Legal Advisor

### 341111 Court Bailiff / Court Collections Officer
Implements court orders and serves legal orders and summonses as an officer of the court.

### 341112 Labour Dispute Enforcement Agent
No descriptor

### 3412 Social Work Associate Professionals
Social work associate professionals administer and implement social assistance programs and community services and assist clients to deal with personal and social problems.

Tasks include:
- Collecting information relevant to clients’ needs and assessing their relevant skills, strengths and deficits
- Helping persons with disabilities or the elderly to obtain services and to improve their ability to function in society
- Assisting clients to identify options and develop plans of action while providing necessary support and assistance
- Assisting clients to identify and access community resources including legal, medical and financial assistance housing, employment, transportation, assistance with moves, day care and other referral services
- Counselling clients living in group homes and half-way houses, supervising their activities and assisting in pre-release and release planning
- Participating in the selection and admission of clients to appropriate programs
- Providing crisis intervention and emergency shelter services
- Implementing life skills workshops, substance abuse treatment programs, behaviour management programs, youth services programs and other community and social service programs under the supervision of social work or health care professionals
- Assisting in evaluating the effectiveness of interventions and programs by monitoring and reporting on clients’ progress
- Maintaining contact with other social service agencies, schools and health care providers involved with clients to provide information and obtain feedback on clients' overall situation and progress

### 341201 Community Worker
Facilitates community development initiatives and collective solutions within a community to address issues, needs and problems associated with recreational, health, housing, employment and other social services matters.

Alternative Titles and Specialisations:
- Auxiliary Community Development Worker
- Community Development Facilitator
- Community Development Officer
- Community Development Worker

### 341202 Disabilities Services Officer
OFO Code | OFO Detail
--- | ---
341203 | **Social Auxiliary Worker**

Assists the work of social services professionals by providing services and counselling support to individuals, families and communities.

**Alternative Titles and Specialisations:**
- Community Service Worker
- Crisis Intervention Worker
- Life Skills Instructor
- Family Service Worker
- Mental Health Worker
- Welfare Support Worker
- Women's Shelter Supervisor

341204 | **Auxiliary Child and Youth Care Worker**

Assists young people as individuals or groups to solve social, emotional, developmental, behavioural and financial problems in an agency framework.

3413 | **Religious Associate Professionals**

Religious associate professionals provide support to ministers of religion or to a religious community, undertake religious works, preach and propagate the teachings of a particular religion and endeavour to improve well-being through the power of faith and spiritual advice.

**Tasks include:**
- Undertaking religious works
- Preaching and propagating the teachings of a particular religious faith
- Assisting at services of public worship and religious rites
- Providing religious education, spiritual guidance and moral support to individuals and communities
- Administering and participating in programs to provide food, clothing and shelter to those in need
- Advising communities and individuals on proper behaviour and faith to preserve or improve well-being

341301 | **Religious Associate Professional**

Undertakes religious works, preach and propagate the teachings of a particular religion and endeavour to improve well-being through the power of faith and spiritual advice.

**Alternative Titles and Specialisations:**
- Faith Healer
- Lay Preacher
- Monk
- Nun

342 | **Sports and Fitness Workers**

Sports and fitness workers prepare for and compete in sporting events for financial gain, train amateur and professional sportsmen and women to enhance performance, promote participation and standards in sport, organize and officiate sporting events, and provide instruction, training and supervision for various forms of exercise and other recreational activities.

**Tasks include:**
- Participating in competitive sporting events;
- Conducting sports training to develop ability in and knowledge of the sport
**OFO Code** | **OFO Detail**
---|---
| Compiling rules concerning the conduct of sporting competitions, and controlling the progress of these events. Planning, organizing and conducting practice sessions. Developing and designing fitness programmes. Delivering group exercise classes and personal tuition in a variety of fitness activities; promoting sports and sports skills development, and overseeing the participation of young people in sport. | 3421 Athletes and Sports Players

Athletes and sport players participate in competitive sporting events. They train and compete, either individually or as part of a team, in their chosen sport. Tasks include:
- Participating in competitive sporting events
- Participating in regular practice and training sessions and undertaking private training to maintain the required standard of fitness and skill
- Undertaking sports promotional activities and media interviews
- Maintaining a high degree of expertise in a particular sport;
- Deciding on strategies in consultation with coaches
- Assessing other competitors and conditions at venues
- Competing in sporting events
- Adhering to the rules and regulations associated with a specific sport

**342101 Footballer**
Plays football professionally in competitions. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:
- Rugby Player
- Soccer Player

**342102 Golfer**
Plays golf professionally in tournaments or as a resident professional, organises golf related activities. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

**342103 Jockey**
Rides horses in competitive races, race trials, and in exercises. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

Alternative Titles and Specialisations:
- Steeplechase Jockey

**342104 Cricketer**
Plays cricket professionally in competitions. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

**342105 Athlete**
Competing professionally in athletics such as running, throwing and jumping. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

**342106 Boxer**
Boxes professionally in boxing matches. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

**342107 Cyclist**
OFO Code  | OFO Detail
--- | ---
342108  | **Racing Driver** Drives racing cars professionally on roads, tracks, or closed circuits. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.
342109  | **Surfer** Surfs professionally in surfing competitions. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.
342110  | **Swimmer** Participates professionally in swimming events. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.
342111  | **Tennis Player** Plays tennis professionally. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.
342112  | **Wrestler** Wrestles professionally in wrestling matches. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.
342113  | **Yachtsman** Sails a yacht professionally in yachting events. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.
342114  | **Other Sportsperson** Participates in extramural activities not Elsewhere classified. These occupations require high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.
3422  | **Sports Coaches, Instructors and Officials** Sports coaches, instructors and officials work with amateur and professional sportspersons to enhance performance, encourage greater participation in sport, and organize and officiate in sporting events according to established rules.

Tasks include:
- Identifying strengths and weaknesses of athletes or teams
- Planning, developing and implementing training and practice sessions
- Developing, planning and co-ordinating competitive schedules and programs
- Motivating and preparing athletes or teams for competitive events or games
- Formulating competitive strategy, developing game plans and directing athletes and players during games or athletic events
- Analysing and evaluating athletes' or teams' performances and modifying training programs
- Monitoring and analysing technique and performance, and determining how future improvements can be made
- Officiating at sporting events or athletic competitions to maintain standards of play and to ensure that game rules and safety regulations are observed
- Recording lapsed time and keeping scores during events or competitions;
- Judging the performance of competitors, awarding points, imposing penalties for infractions and determining results
- Compiling scores and other athletic records
OFO Code | OFO Detail
---|---
342201 | **Sports Development Officer**
Promotes sports and skills development, and oversees the participation of young people in sport.
342202 | **Sports Umpire**
Officiates at sporting events such as netball, hockey, football, basketball, cricket, boxing and wrestling matches.
Alternative Titles and Specialisations:
LINESPERSON
REFEREE
342203 | **Sports Official**
Coordinates and directs sporting activities, and liaises with other officials to interpret and enforce sporting rules and regulations.
Alternative Titles and Specialisations:
RACECOURSE TIMEKEEPER
TIMEKEEPER
DOG OR HORSE RACING OFFICIAL
HANDICAPPER (RACING)
RACECOURSE OFFICIAL
RACECOURSE STARTER
RACECOURSE STEWARD
STIPENDIARY STEWARD
342204 | **Sports Coach or Instructor**
Coaches, trains and instructs sportspersons by analysing their performances and developing their abilities.
Alternative Titles and Specialisations:
ATHLETIC COACH
BASKETBALL COACH
CALLISTHENICS INSTRUCTOR
CRICKET COACH
DIVING COACH
DIVING INSTRUCTOR (OPEN WATER)
DIVE MASTER
DRESSAGE INSTRUCTOR
EQUINE TUTOR / RIDING INSTRUCTOR
FOOTBALL COACH
GYMNASTICS COACH OR INSTRUCTOR
MARTIAL ARTS INSTRUCTOR
POLO COACH
SCUBA INSTRUCTOR
SNORKELLING INSTRUCTOR
SQUASH COACH
SURFACE SUPPLY BREATHING APPARATUS (SSBA) INSTRUCTOR
RYTHMIC GYMNASTICS COACH
SHOW JUMPING INSTRUCTOR
SNOWSPORT INSTRUCTOR
SKIING INSTRUCTOR
SNOWBOARDING INSTRUCTOR
SWIMMING COACH OR INSTRUCTOR
TENNIS COACH
WATER POLO COACH
3423 | **Fitness and Recreation Instructors and Program Leaders**
Fitness and recreation instructors and program leaders lead, guide and instruct groups and individuals in recreational, fitness or outdoor adventure activities.

Tasks include:
Planning and carrying out recreational and fitness activities
Monitoring recreational, sports or fitness activities to ensure safety and provide emergency or first aid assistance when required
Evaluating and monitoring clients’ abilities and fitness and recommending activities
Demonstrating and teaching body movements, concepts and skills used in fitness routines and recreational activities
Instructing in the use of equipment
Explaining and enforcing safety procedures, rules and regulations

342301 Fitness Instructor
Directs, instructs and guides an individual or group in the pursuit of physical fitness and well-being.

Alternative Titles and Specialisations:
- Aerobics Instructor
- Aquarobics Instructor
- Fitness Centre Worker
- Fitness Consultant / Trainer / Instructor
- Gym Instructor / Trainer
- Gymnasium Attendant
- Health and Fitness Instructor
- Personal Trainer
- Physical Activity Coordinator
- Physical Education Officer
- Physical Fitness Trainer
- Physical Training Instructor

342302 Outdoor Adventure Guide
Instructs and guides an individual or groups in the use of equipment and explaining and enforcing safety procedures, rules and regulations for outdoor adventure activities.

Alternative Titles and Specialisations:
- Horse Riding Instructor
- Adventure Tourism Operator
- Adventure Safari Guide
- Bungee Jump Master
- Cycle Touring Guides
- Diving Operator
- Dolphin Swimming Guide
- Fishing Guide
- Hiking Guide
- Horse Trekking Guides
- Hunting Guide
- Kayaking Guide
- Mountain Guide
- Outdoor Adventure Instructor
- Outdoor Adventure Leader
- Outdoor Recreation Guide
- River Kayaking Guide
- River Rafting Guide
- Sea Kayaking Guide
- Shark Swimming Guide
- Snorkelling Guide
OFO Code | OFO Detail
--- | ---
342303 | Caving Guide

Plans, organises and provides guided cave exploring experiences for individuals and groups.

**Artistic, Cultural and Culinary Associate Professionals**

Artistic cultural and culinary associate professionals combine creative skills and technical and cultural knowledge in taking and processing still photographs; design and decoration of theatre sets, shop displays and the interiors of homes; preparation of objects for display; maintenance of library and gallery collections, records and cataloguing systems; creation of menus and preparation and presentation of food; provision of support for stage, film and television production; and in other areas of artistic and cultural endeavour.

Tasks include:
- Operating still cameras to photograph people, events, scenes, materials, products and other subjects
- Applying artistic techniques to product design, interior decoration and sales promotion
- Mounting and preparing objects for display
- Designing and arranging exhibit furnishings, display cases and display areas
- Designing menus and overseeing the preparation of food
- Assisting directors and performers with the staging of theatrical, motion picture, television or commercial productions

**Photographers**

Photographers operate still cameras to photograph people, events, scenes, materials, products and other subjects.

Tasks include:
- Taking photographs for advertising, or other commercial, industrial or scientific purposes and to illustrate stories and articles in newspapers, magazines and other publications
- Taking portrait photographs of persons and groups of persons
- Studying requirements of a particular assignment and decide on type of camera, film, lighting and background accessories to be used
- Determining picture composition, making technical adjustments to equipment and photograph subject
- Operating scanners to transfer photographic images to computers
- Operating computers to manipulate photographic images
- Adapting existing photographic images to create new digitized images to be included in multimedia products
- Using airbrush, computer or other techniques to create the desired visual effect

**Photographer**

Operates a still camera to take photographs.

Alternative Titles and Specialisations:
- Aerial Photographer
- Documentary Photographer
- Fashion Photographer
- Landscape Photographer
- Medical Photographer
- News Photographer
- Photographer and Image Recording Equipment Operator
- Photojournalist
- Portrait Photographer
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>343102</td>
<td>Air Observer</td>
</tr>
<tr>
<td></td>
<td>Observes or takes photographs from an aircraft in order to obtain information.</td>
</tr>
<tr>
<td>3432</td>
<td>Interior Designers and Decorators</td>
</tr>
<tr>
<td></td>
<td>Interior designers and decorators plan and design commercial, industrial, public, retail and residential building interiors to produce an environment tailored to a purpose, taking into consideration factors that enhance living and working environments and sales promotion. They coordinate and participate in their construction and decoration. Tasks include:</td>
</tr>
<tr>
<td></td>
<td>Determining the objectives and constraints of the design brief by consulting with clients and stakeholders</td>
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<tr>
<td></td>
<td>Researching and analysing spatial, functional, efficiency, safety and aesthetic requirements</td>
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<tr>
<td></td>
<td>Formulating design concepts for the interiors of buildings</td>
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<tr>
<td></td>
<td>Preparing sketches, diagrams, illustrations and plans to communicate design concepts</td>
</tr>
<tr>
<td></td>
<td>Negotiating design solutions with clients, management, suppliers and construction staff</td>
</tr>
<tr>
<td></td>
<td>Selecting, specifying and recommending functional and aesthetic materials, furniture and products for interiors</td>
</tr>
<tr>
<td></td>
<td>Detailing and documenting selected design for construction</td>
</tr>
<tr>
<td></td>
<td>Coordinating the construction and the decoration of interior</td>
</tr>
<tr>
<td></td>
<td>Designing and painting stage scenery</td>
</tr>
<tr>
<td></td>
<td>Designing and decorating show windows and other display areas to promote products and services</td>
</tr>
<tr>
<td>343201</td>
<td>Interior Designer</td>
</tr>
<tr>
<td></td>
<td>Plans, designs, details and supervises the construction of commercial, industrial, retail and residential building interiors to produce an environment tailored to a purpose, with particular emphasis on space creation, space planning, and factors that enhance living and working environments. Alternative Titles and Specialisations: Commercial Interior Designer Environmental Designer Residential Interior Designer Retail Interior Designer Stage Scenery Designer Store Designer Tenant Installation Specialist</td>
</tr>
<tr>
<td>343202</td>
<td>Interior Decorator</td>
</tr>
<tr>
<td></td>
<td>Plans the interior design of commercial or residential premises and arranges for decorating work to be done. Alternative Titles and Specialisations: Draper Interior Consultant Kitchen Design Consultant</td>
</tr>
<tr>
<td>343203</td>
<td>Visual Merchandiser</td>
</tr>
<tr>
<td></td>
<td>Plans and installs internal, window and fixed displays to show goods to their best advantage. Alternative Titles and Specialisations: Display Decorator Window Dresser</td>
</tr>
</tbody>
</table>
**OFO Code** | **OFO Detail**
--- | ---
343204 | **Set Designer**
Designing and painting stage scenery.

3433 | **Gallery, Museum and Library Technicians**
Gallery, museum and library technicians prepare artworks, specimens and artefacts for collections, arrange and construct gallery exhibits, and assist librarians to organize and operate systems for handling recorded material and files.
Tasks include:
- Mounting and preparing objects for display
- Designing and arranging exhibit furnishings, display cases and display areas
- Assisting in setting up lighting and display equipment
- Receiving, shipping, packing and unpacking exhibits
- Ordering new library materials and maintaining library records and circulation systems
- Cataloguing printed and recorded material
- Entering data into databases and editing computer records
- Operating audiovisual and reprographic equipment
- Searching and verifying bibliographic data

343301 | **Gallery or Museum Technician**
Prepares artworks, specimens and artefacts artworks for collections, and arranges and constructs gallery exhibits.
Alternative Titles and Specialisations:
- Taxidermist

343302 | **Library Technician**
Assists librarians and other information managers in organising and operating systems for handling recorded material and files.

3434 | **Chefs**
Chefs design menus, create dishes and oversee the planning, organization preparation and cooking of meals in hotels, restaurants and other eating places, on board ships, on passenger trains and in private households.
Tasks include:
- Planning and developing recipes and menus, estimating food and labour costs, and ordering food supplies
- Monitoring quality of dishes at all stages of preparation and presentation
- Discussing food preparation issues with managers, dieticians, kitchen and waiting staff
- Supervising and coordinating the activities of cooks and other workers engaged in food preparation
- Inspecting supplies, equipment, and work areas to ensure conformance to established standards
- Determining how food should be presented, and creating decorative food displays
- Instructing cooks and other workers in the preparation, cooking, garnishing, and presentation of food
- Participating on the recruitment of kitchen staff and monitoring their performance
- Preparing, seasoning and cooking speciality foods and complex dishes
- Explaining and enforcing hygiene and food safety regulations

343401 | **Chef**
Plans and organises the preparation and cooking of food in dining or catering establishments.
Alternative Titles and Specialisations:
- Chef De Partie
- Commis Chef
- Demi Chef
- Executive Chef
- Head Chef
### Artistic and Cultural Associate Professionals not Elsewhere Classified

This unit group covers artistic and cultural associate professionals not classified elsewhere. For instance those who assist directors or actors with staging of theatrical, motion picture, television or commercial productions are classified here.

#### 343901 Tattoo Artist
Pricks skin of patrons, using a needled electric tool that inserts indelible non-toxic pigment into skin to form decorative or ornamental designs.

**Alternative Titles and Specialisations:**
- Body Artist

#### 343902 Light Technician
Positions and controls lighting equipment for stage performances or television, video or film productions.

**Alternative Titles and Specialisations:**
- Lighting Assistant
- Lighting Director
- Lighting Electrician
- Lighting Operator
- Lighting Technician

#### 343903 Stage Manager
Plans, organises, supervises and coordinates the activities of workers responsible for placing sets and properties, and operating lighting and sound equipment as part of dramatic productions.

**Alternative Titles and Specialisations:**
- Floor Manager (Broadcasting)
- Stage Technician
- Stunt Co-Ordinator
- Theatre Technician

#### 343904 Theatrical Dresser
No descriptor

#### 343905 Stunt Person
Conducts dangerous stunts on behalf of actors.

**Alternative Titles and Specialisations:**
- Stunt Coordinator
- Stuntman
- Stunt Artist

#### 343906 Special Effects Person
No descriptor

#### 343907 Continuity Person
No descriptor

#### 343908 Film Technician
No descriptor

#### 343909 Microphone Boom Operator
No descriptor

#### 343910 Performing Arts Road Manager
No descriptor

### Information and Communications Technicians
Information and communications technicians provide support for the day-to-day running of computer systems, communications systems and networks and perform technical tasks related to telecommunications, broadcast of image and sound as well as other types of telecommunications signals on land, sea or in aircraft.

Tasks include:
- Providing assistance to information and communications systems users
- Installing new programs and equipment; establishing, operating and maintaining network and other data communications systems
- Installing, monitoring and supporting Internet and Intranet websites or web server hardware or software
- Modifying web pages; and performing web server backup and recovery operations; controlling equipment to record sound, edit and mix image and sound recordings
- Controlling and maintaining transmitting and broadcast systems and satellite systems for radio and television programmes
- Controlling and maintaining radio communications systems, satellite services, and multiplex systems on land, sea or in aircraft; providing technical assistance connected with research and the development of computer systems and telecommunications equipment, or testing prototypes
- Designing and preparing blueprints of circuitry according to the specifications given; providing technical supervision of the manufacture, utilization, maintenance and repair of telecommunications systems

**Information and Communications Technology Operations and User Support Technicians**

Information and communications technology operations and user support technicians provide support for the day-to-day running of communications systems, computer systems and networks and provide technical assistance to users.

Tasks include:
- Operating and controlling peripheral and related computer equipment monitoring systems for equipment failure or errors in performance; loading peripheral equipment, such as printers, with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators
- Answering user inquiries regarding software or hardware operation to resolve problems
- Installing and performing minor repairs to hardware, software, or peripheral equipment, following design or installation specifications
- Overseeing the daily performance of systems; setting up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software
- Establishing, operating and maintaining network and other data communications systems
- Installing, monitoring and supporting the reliability and usability of Internet and Intranet websites or web server hardware or software modifying web pages
- Performing web server backup and recovery operations

**Information and Communications Technology Operations Technicians**

Information and communications technology operations technicians support the day-to-day processing, operation and monitoring of information and communications technology systems, peripherals, hardware, software and related computer equipment to ensure optimal performance, and identify any problems.

Tasks include:
- Operating and controlling peripheral and related computer equipment
- Entering commands, using computer terminal, and activating controls on computer and peripheral equipment to integrate and operate equipment
OFO Code

OFO Detail
Monitoring systems for equipment failure or errors in performance
Notifying supervisor or maintenance technician of equipment malfunctions
Responding to program error messages by finding and correcting problems, escalating the problem to other staff or terminating the program
Reading job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings
Retrieving, separating and sorting program output as needed, and sending data to specified users
Loading peripheral equipment, such as printers, with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators

351101 Computer Operator
Supports the day-to-day processing, operation and monitoring of information and communications technology systems, peripherals, hardware, software and related computer equipment and identify any problems.

Alternative Titles and Specialisations:
High-Speed Computer Printer Operator
Computer Peripheral Equipment Operator

3512 Information and Communications Technology User Support Technicians
Information and communications technology user support technicians provide technical assistance to users, either directly or by telephone, e-mail or other electronic means, including diagnosing and resolving issues and problems with software, hardware, computer peripheral equipment, networks, databases and the internet, and providing guidance and support in the deployment, installation and maintenance of systems.
Tasks include:
Answering user inquiries regarding software or hardware operation to resolve problems
Entering commands and observing system functioning to verify correct operations and detect errors
Installing and performing minor repairs to hardware, software, or peripheral equipment, following design or installation specifications
Overseeing the daily performance of communications and computer systems
Setting up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software
Maintaining records of daily data communication transactions, problems and remedial actions taken, or installation activities
Emulating or reproducing technical problems encountered by users
Consulting user guides, technical manuals and other documents to research and implement solutions

351201 ICT Communications Assistant
Provides technical assistance to users, including diagnosing and resolving issues and problems with software, hardware, computer peripheral equipment, networks, databases, systems and the internet.

Alternative Titles and Specialisations:
Computer Database Assistant
Computer Engineering Assistant
Computer Programming Assistant
Computer Help Desk Operator
ICT Systems Analysis Assistant

3513 Computer Network and Systems Technicians
Computer network and systems technicians establish, operate and maintain network and other data communications systems.
**OFO Code**  **OFO Detail**
Tasks include:
Operating, maintaining and troubleshooting network systems
Operating and maintaining data communications systems other than networks
Assisting users with network and data communications problems
Identifying areas needing upgraded equipment and software
Installing computer hardware, network software, operating system software and applications software
Performing start up and close down as well as backup and disaster recovery operations for computer networks

### 351301 Computer Network Technician
Establishes, operates and maintains network and other data communications systems.
Alternative Titles and Specialisations:
Network Support Technician

### 3514 Web Technicians
Web technicians maintain, monitor and support the optimal functioning of internet and intranet websites and web server hardware and software.
Tasks include:
Installing, monitoring and supporting the reliability and usability of Internet and Intranet websites or web server hardware or software
Developing and maintaining documentation, policies and instructions, recording operational procedures and system logs
Developing, coordinating, implementing and monitoring security measures
Analyzing and making recommendations to enhance performance, including upgrading and acquiring new systems
Liaising with, and providing guidance to, clients and users
Modifying web pages
Performing web server backup and recovery operations

### 351401 Web Technician
Maintains, monitors and supports the optimal functioning of internet and intranet websites and web server hardware and software.
Alternative Titles and Specialisations:
Multimedia Technician
Website Administrator
Website Technician
Webmaster
Web Editor

### 352 Telecommunications and Broadcasting Technicians
Telecommunications and broadcasting technicians control technical functioning of equipment to record and edit images and sound and for transmitting radio and television broadcasts of images and sounds, as well as other types of telecommunication signals on land, sea or in aircraft, perform technical tasks connected with telecommunications engineering research and with the design, manufacture, assembly, construction, operation, maintenance and repair of telecommunications systems.
Tasks include:
Controlling and maintaining transmitting and broadcast systems and satellite systems for radio and television programmes Controlling and maintaining radio communications systems, satellite services, and multiplex systems on land, sea or in aircraft
Providing technical assistance connected with research and the development of telecommunications equipment, or testing prototypes
Designing and preparing blueprints of circuitry according to the specifications given
Providing technical supervision of the manufacture, utilization, maintenance and repair of telecommunications systems

3521 Broadcasting and Audio-Visual Technicians

Broadcasting and audio-visual technicians control technical functioning of equipment to record and edit images and sound and for transmitting radio and television broadcasts of images and sounds, as well as other types of telecommunication signals on land, sea or in aircraft.

Tasks include:
- Controlling equipment to record sound
- Controlling equipment to edit and mix image and sound recordings to ensure satisfactory quality and to create special image and sound effects
- Applying knowledge of principles and practices of image and sound recording and editing in order to identify and solve problems
- Controlling transmitting and broadcast systems and satellite systems for radio and television programmes
- Controlling radio communications systems, satellite services, and multiplex systems on land, sea or in aircraft
- Applying knowledge of principles and practices of broadcasting, telecommunications terminals and transmissions systems, in order to identify and solve problems
- Making emergency repairs to equipment

352101 Broadcast Transmitter Operator
Operates consoles to control radio or television broadcast transmitters.
Alternative Titles and Specialisations:
- Broadcasting Technician
- Television Station Operator

352102 Camera Operator (Film, Television or Video)
Operates consoles to control radio or television broadcast transmitters.
Alternative Titles and Specialisations:
- Focus Puller (Film)
- Video Tape Operator
- Videographer

352103 Sound Technician
Operates audio equipment to record, enhance, mix and amplify sound in support of television, radio, film or video productions, or stage performances.
Alternative Titles and Specialisations:
- Audio Operator
- Audio Technician
- Dubbing Machine Operator
- Dubbing Projectionist (Sound Mixing)
- Re-Recording Mixer
- Sound Editor / Mixer / Recordist / Operator / Specialist
- Sound Effects Person
- Video and Sound Recorder

352104 Television Equipment Operator
Operates television equipment to record, edit, mix and prepare material for broadcast.
Alternative Titles and Specialisations:
- Television Broadcasting Sound Operator
- Television Control Room Technician
- Vision Controller
- Vision Mixer

352105 Radio Station Operator
No descriptor
### OFO Code OFO Detail

#### 352106 Production Assistant (Film, Television or Radio)
Provides technical, administrative and organisational support to producers or directors for film, television, radio or stage productions.

#### Alternative Titles and Specialisations:
- Production Runner (Radio and TV)

### 3522 Telecommunications Engineering Technicians

Telecommunications engineering technicians perform technical tasks connected with telecommunications engineering research, as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of telecommunications systems.

Tasks include:
- Providing technical assistance connected with research and the development of telecommunications equipment, or testing prototypes
- Studying technical material such as blue prints and sketches to determine the method of work to be adopted
- Preparing detailed estimates of quantities and costs of materials and labour required for the manufacture and installation of telecommunications equipment, according to the specifications given
- Providing technical supervision of the manufacture, utilization, maintenance and repair of telecommunications systems to ensure satisfactory performance and compliance with specifications and regulations
- Applying technical knowledge of telecommunications engineering principles and practices in order to identify and solve problems arising in the course of their work

#### Engineering technician (telecommunications)

### 352201 Telecommunications Technical Officer or Technologist

Carries out specialised design and support functions in telecommunications engineering including optimization and performance monitoring of telecommunications networks, diagnosis and repair of faults, and the selection and installation of equipment.

#### Alternative Titles and Specialisations:
- Engineering Technician (Telecommunications)

### 4 CLERICAL SUPPORT WORKERS

Clerical support workers record, organise, store, compute and retrieve information related, and perform a number of clerical duties in connection with money-handling operations, travel arrangements, requests for information, and appointments.

Tasks include:
- Stenography, typing, and operating word processors and other office machines
- Entering data into computers; carrying out secretarial duties; recording and computing numerical data
- Keeping records relating to stocks, production and transport
- Keeping records relating to passenger and freight transport
- Carrying out clerical duties in libraries
- Filing documents; carrying out duties in connection with mail services
- Preparing and checking material for printing; writing on behalf of illiterate persons
- Performing money-handling operations
- Dealing with travel arrangements; supplying information requested by clients and making appointments
- Operating a telephone switchboard

Supervision of other workers may be included.
OFO Code | OFO Detail
--- | ---
41 | General and Keyboard Clerks

General and keyboard clerks record, organize, store and retrieve information and perform a range of clerical and administrative tasks according to established procedures.

Tasks include:
- Operating personal computers
- Word processors or typewriters, recording, inputting and processing data using computers
- Record input and process text, calculating, bookkeeping and similar office machines to input and process text and data
- Performing a wide range of general clerical duties including preparing invoices, checking figures, filing, faxing or processing mail

411 | General Office Clerks

General office clerks perform a range of clerical and administrative tasks according to established procedures.

Tasks include:
- Recording, preparing, sorting, classifying and filing information
- Sorting, opening and sending mail
- Photocopying and faxing documents
- Preparing reports and correspondence of a routine nature
- Recording issue of equipment to staff
- Responding to telephone or electronic enquiries or forwarding to appropriate person
- Checking figures, preparing invoices and recording details of financial transactions made
- Transcribing information onto computers, and proofreading and correcting copy

4111 | General Office Clerks

General office clerks perform a range of clerical and administrative tasks according to established procedures.

Tasks include:
- Recording, preparing, sorting, classifying and filing information
- Sorting, opening and sending mail
- Photocopying and faxing documents
- Preparing reports and correspondence of a routine nature
- Recording issue of equipment to staff
- Responding to telephone or electronic enquiries or forwarding to appropriate person
- Checking figures, preparing invoices and recording details of financial transactions made
- Transcribing information onto computers, and proofreading and correcting copy

411101 | General Clerk

Performs a range of clerical and administrative tasks.

Alternative Titles and Specialisations:
- Accident / Committee / Fingerprint Clerk
- Administration Clerk / Officer
- Administrative Assistant
- Advisory Officer Clerical
- Clerical Assistant / Officer
- Client Services Administrator
- Community Services Clerk
- Counter / Licensing / Veterinary / Warrants Clerk
- Girl Friday
- Lab Administrator
- Office / Field Assistant
**OFO Code**

**OFO Detail**
- Operation Services / Support Officer
- Planning Support Officer
- Recording Clerk
- Social Security Administrator
- Survey Information Officer
- Tender Evaluation Coordinator
- Victims Court Assistant
- Visa / Fingerprint Officer
- Back Office Process Consultant

411102 Back Office Process Consultant
Processes back office transactions in order to fulfil business and client and/or customer requirements.

### 412 Secretaries (General)

Secretaries (general) use typewriters, personal computers or other word-processing equipment to transcribe correspondence and other documents, check and format documents prepared by other staff, deal with incoming and outgoing mail, screen requests for meetings or appointments, and perform a variety of administrative support tasks.

Tasks include:

- Checking, formatting and transcribing correspondence, minutes and reports from dictation, electronic documents or written drafts to conform to office standards, using typewriter, personal computer or other word processing equipment; using various computer software packages, including spreadsheets, to provide administrative support
- Dealing with incoming or outgoing mail; scanning, recording and distributing mail, correspondence and documents
- Screening requests for meetings or appointments and helping to organize meetings
- Screening and recording leave and other staff-members' entitlements
- Organizing and supervising filing systems; dealing with routine correspondence on their own initiative

4121 Secretaries (General)

Secretaries (general) use typewriters, personal computers or other word-processing equipment to transcribe correspondence and other documents, check and format documents prepared by other staff, deal with incoming and outgoing mail, screen requests for meetings or appointments, and perform a variety of administrative support tasks.

Tasks include:

- Checking, formatting and transcribing correspondence, minutes and reports from dictation, electronic documents or written drafts to conform to office standards, using typewriter, personal computer or other word processing equipment
- Using various computer software packages including spreadsheets to provide administrative support
- Dealing with incoming or outgoing mail
- Scanning, recording and distributing mail, correspondence and documents
- Screening requests for meetings or appointments and helping to organize meetings
- Screening and recording leave and other staff-members' entitlements
- Organizing and supervising filing systems
- Dealing with routine correspondence on their own initiative

412101 Secretary (General)

Performs secretarial, clerical and other administrative tasks in support of managers and professionals.

Alternative Titles and Specialisations:
- Advisory Officer Cabinet Office
### Keyboard Operators

Keyboard operators input and process text and data, and prepare, edit and generate documents for storage, processing, publication and transmission.

**Tasks include:**
- Entering data and codes required to process information; retrieving, confirming and updating data in storage and keeping records of data input
- Taking records of proceedings in rapid shorthand using computerized equipment and shorthand-writing machines
- Transcribing information recorded in shorthand and on sound recording equipment, and proofreading and correcting copy
- Reproducing the spoken word, environmental sounds and song lyrics as captions for cinema and television programming

### Typists and Word Processing Operators

Typists and word processing operators type, edit and print using typewriter, personal computer or other word processor, and record oral or written matter in shorthand.

**Tasks include:**
- Typing written material from rough drafts, corrected copies, voice recordings, or shorthand using a computer, word processor or typewriter
- Checking completed work for proper spelling, grammar, punctuation and formatting
- Gathering and arranging the material to be typed, following instructions
- Filing and storing completed documents on computer hard drive or disk, or maintain a computer filing system to store, retrieve or update documents
- Taking dictation and recording other matter in shorthand
- Reproducing the spoken word, environmental sounds and song lyrics as captions for cinema and television programming
- Transcribing information recorded in shorthand and on sound recording equipment

#### Word Processing Operator

Operates a computer to type, edit and generate a variety of documents and reports.

**Alternative Titles and Specialisations:**
- Computer Assisted Transcript Operator
- Typist
- Verbatim Reporter
- Word Processing Clerk

#### Machine Shorthand Reporter

Records and reproduces the spoken word in court and parliamentary proceedings, television programming and for the deaf and hearing impaired using handwritten shorthand, stenotype shorthand machines, computer-assisted transcription software and sound recording equipment.

**Alternative Titles and Specialisations:**
- Braille Transcriber
- Court Reporter / Taker
- Hansard Reporter
- Stenocaptioner

### Data Entry Clerks

Data entry clerks enter coded, statistical, financial and other numerical data into electronic equipment, computerized databases, spreadsheets or other data repositories using a keyboard, mouse, or optical scanner, speech recognition software or other data entry tools. They enter data into mechanical and electronic devices to perform mathematical calculations.

**Tasks include:**
Receiving and registering invoices, forms, records and other documents for data capture
Entering numerical data, codes and text from source material into computer-compatible storage and processing devices
Verifying accuracy and completeness of data and correcting entered data, if needed
Operating bookkeeping and calculating machines
Importing and exporting data between different database systems and softwares

413201 Data Entry Operator
Operates a keyboard to input and transfer data into a computer for storage, processing and transmission.
Alternative Titles and Specialisations:
Computer Clerk
Data Capturer
Data Compiler / Enterer / Officer / Operator
Data Control / Input Clerk
Data Processing Operator
Electronic Data Processor (EDP)
Flexowriter Printer
Internal Affairs Computing Officer
Punched Card Machine Operator
Visual Display Unit Operator
Data Specifier / Programmer / Cati Specialist

42 Customer Services Clerks
Customer service clerks deal with clients in connection with money-handling operations, travel arrangements, requests for information, making appointments, operating telephone switchboards, and interviewing for surveys or to complete applications for eligibility for services.
Tasks include:
Supplying information requested by clients and making appointments
Operating telephone switchboards
Greeting and receiving visitors
Interviewing survey respondents; interviewing applicants for services

421 Tellers, Money Collectors and Related Clerks
Tellers, money collectors and related clerks perform money-handling operations in establishments relating to banking, postal services, betting or gambling, pawning and debt-collecting.
Tasks include:
Dealing with clients of banks or post offices in connection with money operations or postal services
Receiving and paying off bets on results of sporting events
Conducting gambling games; lending money against articles deposited or other securities
Collecting debts and other payments

4211 Bank Tellers and Related Clerks
Bank tellers and related clerks deal directly with clients of banks or post offices in connection with receiving, changing and paying out money, or providing mail services.
Tasks include:
Process customer cash deposits and withdrawals, cheques, transfers, bills, credit card payments, money orders, certified cheques and other related banking transactions.
Crediting and debiting clients’ accounts
Paying bills and making money transfers on clients’ behalf
OFO Code | OFO Detail
--- | ---
 | Receiving mail, selling postage stamps and conducting other post office counter business such as bill payments, money transfers and related business
 | Changing money from one currency to another, as requested by clients
 | Making records of all transactions and reconciling them with cash balance
421101 | Bank Teller
 | Process customer cash deposits and withdrawals, cheques, transfers, bills, credit card payments, money orders, certified cheques and other related banking transactions.
 | Alternative Titles and Specialisations:
 | Teller
 | Bank Clerk / Officer
 | Settlements Clerk Banking
421102 | Bank Worker
 | Making records of all transactions and reconciling them with cash balance
 | Alternative titles and specialisations:
 | Administration and Superannuation Investment Officer
 | Atm Custodian
 | Bank Customer Services Clerk / Officer
 | Credit Support Officer
 | Personal Banking Consultant
 | Mortgage Banker
421103 | Currency Exchange Officer
 | Changing money from one currency to another, as requested by clients.
 | Alternative Titles and Specialisations:
421104 | Bank Notes Processor
 | Sorts used notes and processes the disposal of damaged and the issuing of new ones to maintain quality of notes in circulation.
421105 | Postal Frontline Service Worker
 | Renders frontline services to clients / customers at a retail postal services outlet.
 | Alternative Titles and Specialisations:
4212 | Bookmakers, Croupiers and Related Gaming Workers
 | Bookmakers and croupiers and related gambling workers determine odds and receive and pay off bets on results of sporting or other events, or conduct games of chance in gambling establishments.
 | Tasks include:
 | Determining risks to decide odds and to hedge or refuse bets
 | Preparing and issuing lists of approximate odds
 | Distributing cards, rolling dice or spinning a roulette wheel
 | Explaining and interpreting operating rules of a gambling establishment
 | Announcing winning numbers, paying winners and collecting payments from losers
421201 | Bookmaker
 | Determines risk, offers odds and accepts bets on the outcome of racing and other events.
 | Alternative Titles and Specialisations:
 | Bookmaking Clerk
 | Horse Racing Analyst
421202 | Gaming Worker
 | Provides gaming services within a casino or other gambling establishment.
 | Alternative Titles and Specialisations:
OFO Code | OFO Detail
--- | ---
421203 | **Betting Agency Counter Clerk**
Records and processes customer bets, payments and payouts over the counter at betting agencies for horse and dog racing, and other sports and events.
Alternative Titles and Specialisations:
Betting Operator
Tab Clerk
Tab Operator / Teller / Worker
Totalisator Agency Board Worker

421204 | **Bookmaker’s Clerk**
Assists bookmakers to provide on course betting services at race meetings.
Alternative Titles and Specialisations:
Bagman / Bagwoman
Penciller

421205 | **Telephone Betting Clerk**
Records and processes customer bets and account details over the telephone for horse and dog racing, and other sports events. May work in a call centre.
Alternative Titles and Specialisations:
Phonebet Operator

4213 | **Pawnbrokers and Money-Lenders**
Pawnbrokers and money-lenders lend money against articles deposited as pledges, or against property or other security.
Tasks include:
- Evaluating articles offered as pledges, calculating interest, and lending money
- Returning articles when the loan is paid or, in the event of non-payment, selling pledged articles
- Lending money as personal loans against success of future harvest and other similar undertakings
- Collecting loans when the pledge involved the success of future harvest and other similar undertakings
- Keeping a record of items received and money distributed and received

421301 | **Pawnbrokers and Money-Lenders**
Lends money against articles deposited as pledges, or against property or other security.
Alternative Titles and Specialisations:
Micro Financier
Money Launderer / Lender
### Debt-Collectors and Related Workers

OFO Code: 4214

Debt-collectors and related workers collect payments on overdue accounts and bad cheques and collect charity payments.

Tasks include:
- Tracing and locating debtors
- Telephoning, visiting, or writing to customers to collect money or arrange for later payments
- Preparing reports including amounts collected and maintain records and files related to collection work
- Recommending legal action or discontinuation of service when payment cannot be otherwise obtained
- Asking for and collecting charity payments

#### Debt Collector

- Collects payments for overdue accounts, overdue instalments or damage claims on behalf of creditors.

**Alternative Titles and Specialisations:**
- Collection Agent
- Debt Management Officer
- District Collections Manager
- Legal Recoveries Officer
- Payment Collector
- Rate Rent Collector
- Regional Manager Debt
- Repossession Agent
- Repossessor
- Collection Officer
- Debt Recovery Officer
- Mercantile Agent (AUS)

### Client Information Workers

OFO Code: 422

Client information clerks provide or obtain information in person, by telephone or electronic means such as e-mail in connection with making travel arrangements, describing the products or services of an organization, registering and greeting guests and visitors, making appointments, connecting telephone calls and collecting information from survey respondents or applicants for services.

Tasks include:
- Preparing itineraries and making travel and hotel reservations for clients
- Greeting and receiving clients and visitors
- Registering accommodation guests
- Providing information concerning the goods, services or policies of an organization
- Making appointments; operating a telephone switchboard
- Interviewing survey respondents and applicants for eligibility

### Travel Consultants and Clerks

OFO Code: 4221

Travel consultants and clerks supply information, arrange travel itineraries, obtain travel and accommodation reservations and organize group tours.

Tasks include:
- Obtaining information about the availability, cost and convenience of different types of transport and accommodation, ascertaining customer’s requirements and advising them on travel arrangements
- Preparing itineraries
- Making and confirming reservations
- Issuing tickets and vouchers
- Helping customers in obtaining necessary travel documents such as visas
Preparing bills and receiving payments

Organizing group tours for business or vacation travel and selling them to groups or individuals

**422101 Tourist Information Officer**
Provides travel and accommodation information to tourists. May work in a call centre.
Alternative Titles and Specialisations:
Tourist Advisor
Travel Reception Clerk

**422102 Travel Consultant**
Plans travel, accommodation and associated arrangements for clients, and makes travel bookings. May work in a call centre.
Alternative Titles and Specialisations:
Booking Travel Clerk
Domestic Travel Consultant
Inbound Tour Manager
International Travel Consultant
Travel Agent
Travel Agent Representative
Travel Arrangements Manager
Travel Clerk
Travel Consolidator
Travel Officer
Travel Reservation Clerk
Travel Wholesaler

**4222 Contact Centre Information Clerks**
Contact centre information clerks provide advice and information to clients, respond to queries regarding a company’s or an organization’s goods, services or policies, and process financial transactions using the telephone or electronic communications media, such as email. They are located in premises that may be remote from clients or other operations of the organizations or companies about whom information is provided.
Tasks include:
- Dealing with incoming calls and messages from clients, whether to answer queries, handle calls for service or sort out complaints
- Identifying requirements and entering events into a computer system
- Dispatching tasks to other units, when relevant
- Invoicing or handling payments, where necessary
- Sending letters, information sheets and other documents to clients
- Advising clients of additional products or services

**422201 Inbound Contact Centre Consultant**
Provides expert response to complex customer enquiries according to agreed key performance indicators.
Alternative Titles and Specialisations:
Inbound Contact Centre Team Leader
Inbound Call Centre Customer Service Representative

**422202 Outbound Contact Centre Consultant**
Initiates specialised contact with targeted and/or selected customers according to agreed key performance indicators or outcomes.
Alternative Titles and Specialisations:
Call Centre Customer Service Representative (Outbound)
Call or Contact Centre Sales Agent / Consultant
Collections Consultant (Contact Centre)
Outbound Contact Centre Team Leader
OFO Code  | OFO Detail
---|---
422203  | Contact Centre Real Time Advisor

Monitors customer service levels and schedules adherence at agreed intervals, escalates deviations to the relevant stakeholders and assists with implementing scheduled revisions.
Alternative Titles and Specialisations:
Bridge Controller
Real Time Administrator
Real Time Analyst
Real Time Monitor
Real Time Tracker
Resource Controller

422204  | Contact Centre Resource Planner

Develops human resource plans and schedules to meet customer service and employee wellbeing requirements.
Alternative Titles and Specialisations:
Contact Centre Shift Scheduler
Contact Centre Workforce Scheduler
Contact Centre Workforce Management Planner
Contact Centre Workforce Planner

422205  | Contact Centre Forecast Analyst

Projects future workload and capacity requirements for defined forecast horizons in order to meet customer service, financial and employee wellbeing objectives.
Alternative Titles and Specialisations:
Contact Centre Forecaster

422206  | Call or Contact Centre Agent

Conducts inbound and/or outbound calls, responds to, or communicates with customers on a variety of products or services.

4223  | Telephone Switchboard Operators

Telephone switchboard operators operate telephone communications switchboards and consoles to establish telephone connections, receive caller inquiries and service problem reports, and record and relay messages to staff or clients.
Tasks include:
Operating switchboards and consoles to connect, hold, transfer, and disconnect telephone calls
Making connections for outgoing calls
Dealing with telephone inquiries and recording messages
Forwarding messages to staff or clients
Investigating operating system problems and informing repair services

422301  | Switchboard Operator

Operates telecommunication switchboards and consoles to assist callers establish telephone connections, receive caller inquiries and fault reports.
Alternative Titles and Specialisations:
Pabx Operator
Phone Centre Operator
Shift Telephonist
Telephone Operator / Attendant
Telecom Operator

4224  | Hotel Receptionists

Hotel receptionists register guests, assign rooms, issue keys, provide information concerning the hotel services, make room reservations, keep a record of rooms available for occupancy and present statements of charges to departing guests and receive payment.
OFO Code | OFO Detail
--- | ---
Tasks include:
Maintaining an inventory of rooms available for occupancy, reservations and room assignments

Registering arriving guests, assigning rooms; verifying customer’s credit and issuing room keys
Providing information regarding hotel services and services available in the community

Providing information about availability of accommodation and making room reservations
Responding to guests’ requests for housekeeping and maintenance services as well as complaints
Contacting housekeeping or maintenance services when guests report problems

Compiling and checking guest accounts for charges using computerized or manual systems

Receiving and forwarding messages in person or using telephone or telephone switchboard
Reviewing statements of charges to departing guests and receiving payment

422401 | Hotel or Motel Receptionist
Greet guests, checks guests in, and looks after their needs on arrival and during their stay in a hotel or motel.

4225 | Enquiry Clerks
Enquiry clerks respond to personal, written, electronic mail, and telephone enquiries and complaints about the organization’s goods, services and policies, provide information and refer people to other sources. They are employed in locations which put them in direct contact with clients or with the production of the goods and services provided.

Tasks include:
Answering inquiries about goods services, and policy and providing information about their availability location, price and related issues
Responding to enquiries about problems and providing advice, information and assistance
Recording information about enquiries and complaints
Referring complex enquiries to team leaders or expert advisers
Issuing relevant forms, information kits and brochures to interested parties

422501 | Inquiry Clerk
Responds to personal, written and telephone inquiries and complaints about the organisation’s goods and services, provides information and refers people to other sources.
Alternative Titles and Specialisations:
Client Support Officer
Communications Assistant
Complaints Clerk
Consumer Safety Advisor
Corporate / Front Office Receptionist
Customer Centre Support Officer
Customer Services Clerk / Officer / Reception Officer
Helpline Advisor
Info Centre Administrator
Information Clerk / Officer / Advisor / Assistant
Information Express Officer
Inquiry Officer
Public Counter Assistant / Clerk / Receptionist
Public Foyer Attendant
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4226</td>
<td>Receptionists (General)</td>
<td>Receptionists (general) receive and welcome visitors, clients, or guests and respond to enquiries and requests including arranging for appointments. Tasks include: Receiving and welcoming visitors, guests or clients Making appointments for clients Dealing with telephone requests for information or appointments Directing clients to appropriate location or person Supplying information pamphlets, brochures or forms</td>
</tr>
<tr>
<td>422601</td>
<td>Receptionist (General)</td>
<td>Greets clients and visitors, and responds to personal, telephone, email and written inquiries and requests. Alternative Titles and Specialisations: Front Desk Coordinator Front Desk Support Officer Tenancy Officer</td>
</tr>
<tr>
<td>422602</td>
<td>Medical Receptionist</td>
<td>Greets patients and other clients in a health facility such as a clinic, practice, centre or surgery, and responds to personal, telephone and written inquiries and requests. Alternative Titles and Specialisations: Hospital Hostess Patient Information Officer</td>
</tr>
<tr>
<td>4227</td>
<td>Survey and Market Research Interviewers</td>
<td>Survey and market research interviewers interview people and record their responses to survey and market research questions on a range of topics. Tasks include: Contacting individuals by telephone or in person and explaining the purpose of the interview Asking questions following the outlines of questionnaires and surveys Recording responses on paper or entering responses directly into a computer database through computer-assisted interviewing systems Identifying and resolving inconsistencies in responses Providing feedback to survey sponsors concerning problems in obtaining valid data</td>
</tr>
<tr>
<td>422701</td>
<td>Survey Interviewer</td>
<td>Interviews people and records their responses to survey and market research questions on a range of topics. May work in a call centre. Alternative Titles and Specialisations: Clerical Field Officer Enumerator Field Worker Interviewer Market Research Reporter Research / Survey / Poll Interviewer Telephone Researcher / Surveyor Market Research Interviewer Field Assistant / Coordinator</td>
</tr>
<tr>
<td>4229</td>
<td>Client Information Workers not Elsewhere Classified</td>
<td>This unit group includes client information workers not included elsewhere in minor group 422. For instance, it includes workers who obtain and process information from clients needed to determine eligibility for services.</td>
</tr>
<tr>
<td>422901</td>
<td>Admissions Clerk</td>
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</tbody>
</table>
OFO Code | OFO Detail
---|---
| Records and processes information required for the admission and discharge of hospital patients and responds to telephone inquiries. Alternative Titles and Specialisations: Hospital Admitting Clerk Hospital Ward Clerk

422902 | Ship's Purser
Coordinates administrative and logistic processes on board a ship on behalf of ship's crew and passengers.

422903 | Account Clerk (Public Relations / Communication)
Performs a range of clerical and administrative tasks in support of public relations and communication management. Alternative Titles and Specialisations: Communication Clerk / Assistant

43 | Numerical and Material Recording Clerks
Numerical clerks and material recording clerks obtain, compile and compute accounting, bookkeeping, statistical, financial, and other numerical data, and take charge of cash transactions incidental to business matters. Some occupations classified here keep records of goods produced, purchased, stocked, dispatched, and of materials needed at specified production dates, or keep records of operational aspects and coordinate the timing of passenger and freight transport. Tasks include:

Helping with accounting and bookkeeping records and computations
Calculating unit production costs
Calculating wages and in some cases preparing wage packets and paying wages, taking charge of cash transactions incidental to the business
Obtaining, compiling and computing statistical or actuarial data
Performing clerical tasks relating to the financial transactions of an insurance establishment, bank or similar establishment
Recording produced, stocked, ordered and dispatched goods
Recording production materials received, put into stock or issued
Computing quantities of the production materials required at specified dates and helping with preparation and checking of production operation schedules
Keeping records of operational aspects and coordinating the timing of passenger and freight transport.

431 | Numerical Clerks
Numerical clerks obtain, compile and compute accounting, bookkeeping, statistical, financial, and other numerical data, and take charge of cash transactions incidental to business matters. Tasks include:

Helping with accounting and bookkeeping records and computations
Calculating unit production costs; calculating wages and in some cases preparing wage packets and paying wages
Taking charge of cash transactions incidental to the business
Obtaining, compiling and computing statistical or actuarial data
Performing clerical tasks relating to the financial transactions of an insurance establishment, bank or similar establishment

4311 | Accounting and Bookkeeping Clerks
Accounting and bookkeeping clerks compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. Tasks include:
Checking figures, postings, and documents for correct entry, mathematical accuracy, and proper codes

Operating computers programmed with accounting software to record, store, and analyze information

Classifying, recording, and summarizing numerical and financial data to compile and keep financial records using journals and ledgers or computers

Calculating, preparing, and issuing bills, invoices, account statements, and other financial statements according to established procedures

Compiling statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses

**Accounts Clerk**
Monitors creditor and debtor accounts, and undertakes related routine documentation. May work in a call centre.

Alternative Titles and Specialisations:
- Account Coordinator / Controller
- Accountancy Clerk / Officer / Technician
- Accounting Clerk
- Accounts Payable or Receivable Clerk
- Assets Clerk / Coordinator
- Audit Clerk
- Billing Administrator / Representative / Officer
- Budget and Remuneration Officer
- Bursar’s Clerk
- Invoicing Clerk
- Creditors Clerk
- Debtors Clerk
- Expenditure Clerk
- Investment Accounting Clerk
- Ledger Clerk
- Payments Clerk / Officer
- Reconciliation Officer
- Revenue Clerk / Officer
- Royalties Clerk
- Settlement Clerk / Officer
- Superannuation Clerk

**Cost Clerk**
Calculates and investigates the cost of wages, materials, overheads and other operating expenses.

Alternative Titles and Specialisations:
- Costing Claims Clerk
- Costing Clerk
- Costing Estimator
- Pricing Clerk / Analyst / Estimator
- Rates Clerk / Officer

**Taxation Clerk**
Prepares standard tax returns and provides administrative support to professional tax practitioners.

**Statistical, Finance and Insurance Clerks**
Statistical, finance and insurance clerks obtain, compile and compute statistical or actuarial data or perform clerical tasks relating to the transactions of insurance establishments, banks and other financial establishments.
Tasks include:
Processing insurance enrolments, cancellations, claims transactions, policy changes and payments
Obtaining and compiling statistical or actuarial data based on routine or special sources of information
Calculating totals, averages, percentages and other details and presenting them in the required tabular form
Preparing financial documents, and calculating interest or brokerage charges and stamp duties payable
Maintaining records of bonds, shares and other securities bought or sold on behalf of clients or employer

431201 Insurance Administrator
Prepares and checks documentation associated with insurance. May work in a call centre.
Alternative Titles and Specialisations:
Health Insurance Assessor
Insurance Brokering Clerk / Assistant
Insurance Clerk / Officer
Insurance Underwriting Clerk
Superannuation Fund Clerk

431202 Securities Services Administrative Officer
Handles the administrative work associated with the execution and finalisation of financial markets transactions.
Alternative Titles and Specialisations:
Settlement Officer
Settlement Manager
Securities Lending and Borrowing Officer
Corporate Action Officer
Entitlement Officer
Accounts Opening and Maintenance Officer
Client Take-On Officer
Cash Management Officer

431203 Statistical Clerk
Compiles data and undertakes statistical and actuarial computations.
Alternative Titles and Specialisations:
Actuarial Clerk
Census Clerk
Census Processing Manager
Census Mapping Monitor
Clerk Field Collections
Data Match Officer
Statistical Coordinator / Officer
Statistical Field Worker
Survey Statistician

431204 Insurance Claims Administrator
Determines liability and negotiates and audits insurance settlements.
Alternative Titles and Specialisations:
Insurance Claims Clerk
Insurance Claims Negotiator
Insurance Recovery Clerk

4313 Payroll Clerks
OFO Code | OFO Detail
--- | ---

Payroll clerks collect, verify and process payroll information and compute pay and benefit entitlements for employees within a department, company or other establishment. Tasks include:

- Maintaining records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems.
- Preparing and verifying statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans.
- Preparing employee payments and benefit payments by cheque or electronic transfer.
- Reviewing time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Verifying attendance, hours worked, and pay adjustments, and posting information onto designated records.

431301 Payroll Clerk
Prepares payroll and related records for employee salaries and statutory record keeping purposes.

Alternative Titles and Specialisations:
- Pay Clerk
- Payroll Assistant / Consultant / Coordinator
- Payroll Officer / Administrator / Advisor / Analyst
- Salaries Clerk / Officer / Administrator
- Wage Clerk

432 Material-Recording and Transport Clerks

Material-recording and transport clerks keep records of goods produced, purchased, stocked, dispatched, and of materials needed at specified production dates, or keep records of operational aspects and coordinate the timing of passenger and freight transport. Tasks include:

- Recording produced, stocked, ordered and dispatched goods.
- Recording production materials received, put into stock or issued.
- Computing quantities of the production materials required at specified dates and helping with preparation and checking of production operation schedules.
- Keeping records of operational aspects and coordinating the timing of passenger and freight transport.

4321 Stock Clerks

Stock clerks maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock. Tasks include:

- Arranging and controlling receipt and dispatch of goods and keeping relevant records.
- Maintaining stock records, verifying issue of goods, estimating needs and making requisitions of new stocks.
- Receiving, storing and issuing tools, spare parts, or various equipment and maintaining relevant records.
- Weighing goods received, issued, produced, or dispatched and maintaining relevant records.
- Compiling inventories of furniture and other items received for storage.

432101 Stock Clerk / Officer
Monitors stock levels and maintains stock, order and inventory records.

Alternative Titles and Specialisations:
- Aisle Controller
- Exhibits Clerk / Officer
OFO Code | OFO Detail
--- | ---
Feed Additives Stores Person | Inventory Clerk / Controller / Administrator
Lost and Found Property Clerk | Micro Nutrients Stores Persons
Packaging Material Stores Clerk | Perishable Produce
Purchasing and Inventory Officer | Quartermaster Ship
Ships Provider | Stock Control Clerk
Storekeeping Officer | Stores Clerk / Officer
Stores Controller | Stores Coordinator
Stores Maintenance Clerk | Stores Works Property Officer
Supply Clerk / Assistant / Officer / Scheduler

432102 **Dispatching and Receiving Clerk / Officer**
Verifies and maintains records of incoming and outgoing goods in a warehouse or distribution centre and prepares goods for dispatch.
Alternative Titles and Specialisations:
- Carton and Label Controller
- Dispatch Clerk / Officer / Operator / Assistant / Worker
- Distribution Officer
- Freight Clerk / Agent
- Goods Receiving Clerk
- Inwards Goods Clerk
- Packed Fresh Produce Dispatch Clerk
- Receiving Clerk
- Shipping and Receiving Clerk
- Workshop Clerk

432103 **Order Clerk / Officer**
Receives purchase requests for goods and services, checks requests against inventory records and stock, and processes orders.
Alternative Titles and Specialisations:
- Customer Orders Clerk
- Mail Order Clerk

432104 **Warehouse Administrator / Clerk**
Administers and coordinates storage and distribution operations within an organisation.
Alternative Titles and Specialisations:
- Ca / Ra Storage Manager / Controller (Perishable Produce)
- Seed Dispatch Manager
- Seed Receiving Manager
- Seed Warehouse Manager
- Wool Storage Controller / Manager

432105 **Lampman**
Issues and receives lamproom equipment, applies good housekeeping, charges, stores, maintains and repairs equipment.

4322 **Production Clerks**
Production clerks compute quantities of materials required at specified dates for manufacturing, construction and similar production programmes, and prepare and check production operation schedules.
**OFO Code**

**OFO Detail**

Tasks include:

- Computing quantities, qualities and types of materials required by production programme
- Preparing production requirements schedules, ensuring that materials are available when needed, and keeping relevant records
- Preparing or assisting in the preparation of production operation schedules on the basis of customers' orders and production capacity and performance
- Verifying stocks, arranging deliveries and investigating delays
- Recording and coordinating the flow of work and materials between departments

**432201 Production Coordinator**

Records and coordinates the flow of work and materials between departments or subsections, examines orders for goods and prepares production schedules for production units.

Alternative Titles and Specialisations:
- Delivery Clerk
- Distribution Controller
- Fresh Produce Dispatch Controller
- Fresh Produce Receiving Coordinator
- Logistics Clerk / Assistant / Controller / Coordinator / Planner / Officer
- Material and Production Planning Clerk
- Manufacturing Distributor
- Parts Warehouse Clerk
- Planning and Liaison Officer
- Printing Coordinator
- Production Clerk
- Production Recorder / Scheduler
- Production Leader
- Production Foreman
- Production Planning Officer
- Production Planner / Officer
- Quota Controller
- Schedule Clerk
- Seed Harvesting Leader
- Shift Controller

**4323 Transport Clerks**

Transport clerks keep records of operational aspects and coordinate the timing of train, road and air passenger and freight transport, and prepare reports for management.

Tasks include:

- Keeping records of operational aspects and coordinating the timing of passenger and freight transport
- Directing train routings within a division or zone of a railway system and keeping related records
- Directing, controlling and keeping records of freight handling at a railway yard
- Coordinating and keeping records of operational activities concerning road transport, such as allocation and scheduling of vehicles and drivers, loading and unloading of vehicles and storage of goods in transit
- Coordinating and keeping records of operational activities concerning air transport of passengers and freight, such as passenger lists and freight manifests
- Preparing reports for management

**432301 Transport Clerk**

Keeps records of operational aspects and coordinate the timing of train, road and air passenger and freight transport, and prepare reports for management.
Alternative Titles and Specialisations:
- Aircraft Load Controller
- Boat Dispatcher
- Clerical Controller (Transport Service)
- Clerical Dispatcher (Transport Service)
- Fleet Contracts Manager / Controller / Coordinator
- Fleet Maintainer / Supply Officer
- Railway Checker
- Railway Traffic Dispatcher
- Road Traffic Controller
- Transport Coordinator / Dispatcher
- Truck Dispatcher
- Wharfinger

### 44 Other Clerical Support Workers

Other clerks perform clerical duties in newspapers, courts, libraries and post offices, file documents, prepare information for processing, maintain personnel records, check material for consistency with original source material and write on behalf of illiterate persons.

Tasks include:
- Performed by workers in this sub-major group usually include:
  - Recording information regarding acquisition, issue and return of library books
  - Maintaining personnel records
  - Classifying and filing various documents and other records

- Sorting, recording and delivering mail from post offices, as well as from or within an enterprise
- Coding
- Correcting proofs
- Performing a number of miscellaneous clerical duties
- Writing on behalf of persons who are unable to read and write

#### 441 Other Clerical Support Workers

Other clerks perform clerical duties in newspapers, courts, libraries and post offices, file documents, prepare information for processing, maintain personnel records, check material for consistency with original source material and write on behalf of illiterate persons.

Tasks include:
- Performed by workers in this sub-major group usually include:
  - Recording information regarding acquisition, issue and return of library books
  - Maintaining personnel records
  - Classifying and filing various documents and other records

- Sorting, recording and delivering mail from post offices, as well as from or within an enterprise
- Coding
- Correcting proofs
- Performing a number of miscellaneous clerical duties
- Writing on behalf of persons who are unable to read and write

#### 4411 Library Clerks

Library clerks issue and receive library materials, sort and shelve books, sound and vision recordings, periodicals, journals, magazines and newspapers and provide general library information to library users.

Tasks include:
- Issuing and receiving library books and other materials
- Reshelve books and other library materials
Performing clerical activities such as manual and electronic filing, word processing and occasional typing
Maintaining journal subscriptions
Assisting library users in accessing basic library materials and making interlibrary loans
Maintaining library records relating to the acquisition, issue and return of books and other materials

**Library Assistant**
Issues, receives and shelves library items and maintains associated records.

**Mail Carriers and Sorting Clerks**
Mail carriers and sorting clerks perform sorting, recording, delivery and other duties in connection with mail services from post offices or related organizations, as well as from or within an establishment.

**Courier**
Delivers goods, documents, messages, samples, x-rays and test results.

**Postal Delivery Officer**
Delivers mail on foot, by bicycle or motorised transport over allocated delivery rounds.
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td></td>
<td>Postman / Postwoman</td>
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<tr>
<td>441203</td>
<td><strong>Mail Clerk</strong></td>
</tr>
<tr>
<td></td>
<td>Collects, sorts and dispatches mail within an organisation.</td>
</tr>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Mail Assistant</td>
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<td></td>
<td>Mail Centre Coordinator</td>
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<td>Mail Controller</td>
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<td></td>
<td>Mail Dispatch Clerk</td>
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<td></td>
<td>Mail Handler</td>
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<td></td>
<td>Mail Officer</td>
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<td></td>
<td>Mail Processing Officer</td>
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<td></td>
<td>Mail Sorting Clerk</td>
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<td></td>
<td>Mailroom Assistant / Clerk</td>
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<td>Postal Sorting Officer</td>
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<td>Parcel Post Officer</td>
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<tr>
<td></td>
<td>Post Office Mail Sorter</td>
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</tbody>
</table>

| 4413     | **Coding, Proof-Reading and Related Clerks** |
|          | Coding, proof-reading, and related clerks convert information into codes, verify and correct proofs, and perform a number of miscellaneous clerical duties. |
|          | Tasks include: |
|          | Converting information into codes and classifying information by codes for data-processing purposes |
|          | Comparing proofs of texts and related material prepared for printing with original material, correcting errors and marking texts for printer according to the established rules |
|          | Sorting forms and marking them with identification numbers |
|          | Sorting documents for filing or to collate sets of pages |
|          | Addressing circulars and envelopes by hand |

| 441301   | **Coding Clerk** |
|          | Translates narrative descriptions and numeric information into classification or record systems. |
|          | Alternative Titles and Specialisations: |
|          | Coding Data Processing Clerk |
|          | Medical Record Clerk |

| 441302   | **Proof Reader** |
|          | Reads draft copies and proofs, detects errors and marks corrections to grammar, typing and composition. |

| 4414     | **Scribes and Related Workers** |
|          | Scribes and related workers write letters and complete forms on behalf of illiterate persons. |
|          | Tasks include: |
|          | Reading letters and other written matter to persons who are unable to read or write and providing necessary interpretation and information |
|          | Writing letters and completing forms on behalf of others |
|          | Offering advice to individuals and interpreting and helping with the completion of government and other official forms |

| 441401   | **Scribe** |
|          | Writes letters and complete forms on behalf of illiterate persons. |

| 4415     | **Filing and Copying Clerks** |
Filing and copying clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. They locate and remove material from file when requested and photocopy, scan or fax documents.

Tasks include:
- Sorting or classifying materials according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order
- Filing material in drawers, cabinets and storage boxes
- Locating and removing materials from files when requested
- Keeping records of materials filed and removed
- Photocopying, scanning or faxing documents

**441501 Filing or Registry Clerk**
Processes and handles information and documents to maintain access to and security of database and record management systems.

Alternative Titles and Specialisations:
- Clerical Retrieval Assistant
- Directory Compiler
- Document Control Officer
- Documentation Clerk / Officer
- File Management Officer
- Index Clerk
- Information Centre Support Officer
- Information Services Assistant
- Information and Records Manager / Coordinator
- Listing Clerk
- Records Centre Advisor
- Records Clerk / Coordinator
- Registry Office Keeper

**441502 Office Machine Operator**
No descriptor

Alternative Titles and Specialisations:
- Addressing Machine Operator
- Copying Services Officer
- Duplicating Machinist
- Office Assistant Photocopying
- Office Machinist
- Photocopier Operator / Photocopyist / Record Officer
- Photographic Machine Operator
- Shredder Operator / Document Shredder
- Telex Operator
- Xerox Operator

**4416 Personnel Clerks**
Personnel clerks maintain and update personnel records such as information on transfers and promotions, performance evaluations, employee leave taken and accumulated, salaries, qualifications and training.

Tasks include:
- Updating information on, employment history, salaries, performance evaluations, qualifications and training and leave taken and accumulated
- Initiating records for newly appointed workers and checking records for completeness
- Processing applications for employment and promotions and advising applicants of results
- Receiving and answering inquiries about employment entitlements and conditions
OFO Code | OFO Detail
--- | ---
441601 | Human Resources Clerk
Maintains and updates personnel records such as information on promotions, employee leave taken and accumulated, salaries, superannuation and taxation, qualifications and training.
Alternative Titles and Specialisations:
Employment Office Clerk
Human Resources Planning Clerk
Human Resources Records Clerk
Human Resources Systems Administrator
Inland Revenue Pay and Personnel Officer
Overpayments Officer
Personnel Records Clerk
Recruiting / Recruitment Clerk
Roster Clerk

441602 | Skills Development Administrator
Maintains and updates organisational skills development plans, reports, programmes and projects.

441603 | Compensation and Benefits Clerk
Updates employee benefits data from source documents, reconciles and submits records / statements to third parties such as pension funds, medical aids and other benefit schemes.
Alternative Titles and Specialisations:
Compensation and Benefits Administrator
Benefits Administrator
Benefits Clerk
Remuneration and Benefits Clerk

441604 | Labour Relations Case Administrator
Provides administrative, screening and pre-conciliation services for referred labour disputes.

4419 | Clerical Support Workers not Elsewhere Classified
This unit group covers clerical support workers not classified elsewhere in major group 4. For instance, the group includes, correspondence clerks, press clippers and publication clerks.
Tasks include:
Receiving customers’ orders for classified advertising, writing and editing copy, calculating advertising rates and billing customers
Writing business and government correspondence such as replies to requests for information and assistance, damage claims, credit and billing enquiries and service complaints
Assisting in the preparation of periodicals, advertisements, catalogues, directories and other material for publication
Reading newspapers, magazines, press releases and other publications to locate and file articles of interest to staff and clients

441901 | Classified Advertising Clerk
Receives and records advertising copies for publication and broadcasting.

441902 | Contract Administrator
Prepares, interprets, maintains, reviews and negotiates variations to contracts on behalf of an organisation.
Alternative Titles and Specialisations:
Contract Coordinator
Contracts Officer

441903 Program or Project Administrators
Plans and undertakes administration of organisational programs, special projects and support services.
Alternative Titles and Specialisations:
Administration Officer
Administrator
Assistant Secretary of The Cabinet
Consents Officer / Clerk
Course Coordinator
Programme / Project Coordinator
Project Advisor / Leader
Project Controller
Project Coordinator
Project Corrections Operations Advisor / Coordinator
Project Planner
Project Programme Specialist
Senior Officer
Strategic Support Officer
Support Officer

441904 Sales Clerk / Officer
Receives and processes purchase and hire orders for goods and services, and provides information and advice about goods and services.
Alternative Titles and Specialisations:
Engineering Sales Clerk
Hire Coordinator
Internal Salesperson
Lay-By Clerk

441905 Property Lease Administrator
No descriptor
Alternative Titles and Specialisations:
Property Clerk

5 SERVICE and SALES WORKERS
Service and sales workers provide personal and protective services related to travel, housekeeping, catering, personal care, or protection against fire and unlawful acts, or demonstrate and sell goods in wholesale or retail shops and similar establishments, as well as at stalls and on markets.
Tasks include:
Organizing and providing services during travel
Housekeeping; preparing and serving of food and beverages
Caring for children; providing personal and basic health care at homes or in institutions, as well as hairdressing, beauty treatment and companionship
Telling fortunes; embalming and arranging funerals
Providing security services and protecting individuals and property against fire and unlawful acts
Enforcing of law and order
Posing as models for advertising, artistic creation and display of goods
Selling goods in wholesale or retail establishments as well as at stalls and on markets
Demonstrating goods to potential customers
Supervision of other workers may be included
51 Personal Service Workers

Personal service workers provide personal services related to travel, housekeeping, catering, child and personal care.

Tasks include:
- Organizing and providing of services during travel
- Organising and providing services related to housekeeping

- Organising and providing services related to preparing and serving of food and beverages
- Organising and providing services related to providing personal and basic health care at homes or in institutions, as well as hairdressing, beauty treatment and companionship
- Providing services related to telling fortunes
- Organising and providing services related to embalming and arranging funerals
- Supervision of other workers may be included.

511 Travel Attendants, Conductors and Guides

Travel attendants, conductors and guides provide various personal services in connection with travelling by aircraft, train, ship, bus or other vehicle, and escorting individuals and groups on travel tours, sightseeing visits and excursions.

Tasks include:
- Ensuring the comfort and safety of passengers
- Serving food and refreshments
- Providing information and answering questions in connection with travel
- Collecting or issuing tickets on board public transport
- Accompanying individuals or groups on sightseeing tours or excursions and describing points of interest

5111 Travel Attendants and Travel Stewards

Travel attendants and travel stewards ensure the comfort and safety of passengers, serve meals and beverages and render personal services, usually on aircraft and onboard ships. They may plan and coordinate housekeeping and social activities on ships.

Tasks include:
- Greeting passengers entering aircraft or ships, checking tickets or boarding passes, and directing them to their seats or berths
- Announcing, explaining and demonstrating safety and emergency procedures, such as the use of oxygen masks, seat belts, and life jackets
- Assembling and serving pre-prepared meals and beverages
- Selling duty-free and other goods
- Taking care of general needs and comfort of passengers, answering inquiries, and keeping cabins clean and tidy
- Directing and assisting passengers and following prescribed procedures in the event of an emergency, such as evacuating a plane following an emergency landing
- Verifying that first aid kits and other emergency equipment are in working order
- Administering first aid to passengers in distress
- Attending pre-flight briefings concerning weather, altitudes, routes, emergency procedures, crew coordination, lengths of flights, food and beverage services offered, and numbers of passengers
- Preparing passengers and aircraft for take-off and landing
- Determining special assistance needs of passengers such as small children, the elderly, or disabled persons

511101 Flight Attendant

Provides services for the safety and comfort of aircraft passengers.

Alternative Titles and Specialisations:
- Air Hostess
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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</thead>
<tbody>
<tr>
<td>511102</td>
<td><strong>Bus Hostess</strong>&lt;br&gt;Provides services for the safety and comfort of passengers travelling by bus.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Bus Escort&lt;br&gt;School Bus Warden&lt;br&gt;Travel Attendant Bus</td>
</tr>
<tr>
<td>511103</td>
<td><strong>Marine Steward</strong>&lt;br&gt;Provides services for the safety and comfort of passengers travelling by ship.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Ships Cabin Attendant&lt;br&gt;Ships Purser&lt;br&gt;Ships Steward / Stewardess</td>
</tr>
<tr>
<td>511104</td>
<td><strong>Railway Steward</strong>&lt;br&gt;Provides services for the safety and comfort of passengers travelling by train.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Rail Stewardess&lt;br&gt;Train Hostess&lt;br&gt;Travel Attendant Train</td>
</tr>
<tr>
<td>5112</td>
<td><strong>Transport Conductors</strong>&lt;br&gt;Transport conductors check and issue tickets and ensure the safety and comfort of passengers on trains, trams, buses and other public transport vehicles.&lt;br&gt;Tasks include:&lt;br&gt;Collecting and issuing tickets, passes or fares, and checking the validity of tickets issued previously&lt;br&gt;Attending to sleeping-cars and their occupants on passenger trains&lt;br&gt;Providing assistance with boarding, seating and luggage as required, especially to elderly, sick, or injured people&lt;br&gt;Opening and closing doors for passengers&lt;br&gt;Performing equipment safety checks prior to departure&lt;br&gt;Signalling to drivers to stop or proceed&lt;br&gt;Greeting passengers boarding transportation equipment, and announcing routes and stops&lt;br&gt;Ensuring that safety regulations are respected&lt;br&gt;Responding to passengers requests and complaints and providing information about stops and connections&lt;br&gt;Taking appropriate action in case of emergencies or accidents&lt;br&gt;<strong>Transport Conductor</strong>&lt;br&gt;Collects fares and issues tickets on a transport vehicle.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Bus / Train Ticket Inspector&lt;br&gt;Cable Car Conductor&lt;br&gt;Railway Sleeping Car Conductor&lt;br&gt;Taget Inspector (Public Transport)&lt;br&gt;Train Conductor&lt;br&gt;Tram Conductor</td>
</tr>
<tr>
<td>5113</td>
<td><strong>Travel Guides</strong></td>
</tr>
</tbody>
</table>
Travel guides accompany individuals or groups on trips, sightseeing tours and excursions and on tours of places of interest such as historical sites, industrial establishments and theme parks. They describe points of interest and provide background information on interesting features.

Tasks include:
- Escorting and guiding tourists on cruises and sightseeing tours
- Escorting visitors through places of interest such as museums, exhibitions, theme parks, factories and other industrial establishments
- Describing and providing information on points of interest and exhibits and responding to questions
- Conducting educational activities for school children
- Monitoring visitors' activities to ensure compliance with establishment or tour regulations and safety practices
- Greeting and registering visitors and tour participants, and issuing any required identification badges or safety devices
- Distributing brochures, showing audiovisual presentations, and explaining procedures and operations at tour sites
- Providing for physical safety of groups, and performing activities such as providing first aid and directing emergency evacuations
- Resolving any problems with tour itineraries, service, or accommodation

**511301 Gallery or Museum Guide**
Answers inquires and directs and guides visitors in galleries or museums.

**Alternative Titles and Specialisations:**
- Gallery Assistant
- Museum Host and Tour Coordinator
- Museum or Gallery Attendant

**511302 Tour Guide**
Escorts visitors on sightseeing, educational or other tours, and describes and explains points of interest.

**Alternative Titles and Specialisations:**
- Inbound Tour Operator
- Regional Guide
- Sightseeing Guide
- Tour Controller
- Tour Coordinator
- Tour Director
- Tour Escort
- Tour Leader

**512 Cooks**
Cooks plan, organize, prepare and cook meals in hotels, restaurants and other eating places, on board ships, on passenger trains and in private households.

Tasks include:
- Planning meals, preparing and cooking food stuffs; Planning, supervising and coordinating the work of kitchen helpers; Checking the quality of food; weighing, measuring and mixing ingredients according to recipes and personal judgement
- Regulating the temperature of ovens, grills, roasters and other cooking equipment
- Inspecting and cleaning the kitchen, kitchen equipment, serving areas, etc. to ensure safe and sanitary food handling practices
- Operating large–volume cooking equipment such as grills, deep-fat fryers, or griddles
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>512101</td>
<td><strong>Cook</strong></td>
</tr>
<tr>
<td></td>
<td>Prepares, seasons and cooks food in a dining or catering establishment.</td>
</tr>
</tbody>
</table>

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<tr>
<th>OFO Code</th>
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<tbody>
<tr>
<td>5131</td>
<td><strong>Waiters</strong></td>
</tr>
<tr>
<td></td>
<td>Waiters serve food and beverages at tables in dining and drinking places, clubs, institutions and canteens, on board ships and on passenger trains.</td>
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<tr>
<th>OFO Code</th>
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</thead>
<tbody>
<tr>
<td>513101</td>
<td><strong>Waiter</strong></td>
</tr>
<tr>
<td></td>
<td>Serves food and drinks in a hotel, restaurant, club or dining establishment.</td>
</tr>
</tbody>
</table>

**Tasks include:**
- Planning meals, preparing and cooking foodstuffs
- Planning, supervising and coordinating the work of kitchen helpers
- Checking the quality of food
- Weighing, measuring and mixing ingredients according to recipes and personal judgement
- Regulating the temperature of ovens, grills, roasters and other cooking equipment; inspecting and cleaning the kitchen, kitchen equipment, serving areas, etc. to ensure safe and sanitary food handling practices
- Operating large –volume cooking equipment such as grills, deep-fat fryers, or griddles

**Waiters and Bartenders**

- Assist in keeping bar properly stocked; Washing used glassware and cleaning bar area;
- Serving alcoholic and non-alcoholic drinks at a bar; setting tables with clean linen, cutlery, crockery and glassware;
- Serving food and beverages; advising on the choice of wines and serving them;
- Taking orders for food and/or drinks and passing order to kitchen; presenting bill and accepting payment.

**Waiters**

- Setting tables with clean linen, cutlery, crockery and glassware
- Greeting customers and presenting them with menus and beverage lists
- Advising on food and beverage choices
- Taking orders for food and drinks and passing order to kitchen or bar staff
- Serving food and beverages to clients at tables
- Clearing tables and returning dishes and cutlery to kitchen

**Waiter**

- Presenting bills, accepting payment and operating point of sales machines and cash registers

**Alternative Titles and Specialisations:**
- Dining Room Attendant
- Food and Beverage Attendant
- Formal Service Waiter
- Lounge Assistant
- Maitre D
- Night Club Hostess
- Restaurant Hostess
- Silver Service Waiter
- Sommelier
- Wine Attendant
- Wine Steward
- Drink Waiter
### Cafe Worker

**OFO Code:** 513102  
**OFO Detail:** Cafe Worker  
Sells and serves food and beverages for consumption on premises in a cafe or similar establishment.  
**Alternative Titles and Specialisations:**  
- Cafe Assistant  
- Cafe Attendant  
- Cafe Counter Staff  
- Cafeteria Assistant / Worker  
- Canteen Attendant / Worker  
- Catering Assistant  
- Catering Counter Assistant  
- Coffee Bar / Lounge / Shop Assistant  
- Fast Food Attendant  
- Fast Food Server  
- Food Counter Assistant  
- Lunch Bar Assistant  
- Snack Bar Attendant

### Bartenders

**OFO Code:** 5132  
**OFO Detail:** Bartenders  
Bartenders prepare, mix and serve alcoholic and non-alcoholic drinks directly to customers over a bar or counter, or through waiters.  
**Tasks include:**  
- Taking beverage orders from serving staff or directly from patrons  
- Preparing and serving alcoholic and non-alcoholic drinks at a bar  
- Washing used glassware, cleaning and maintaining bar service areas, tea and coffee-making areas and equipment such as espresso machines  
- Collecting payment for sales, operating cash registers and balancing cash receipts  
- Tapping kegs and attaching supply lines  
- Assisting in keeping bar properly stocked and arranging bottles and glasses  
- Checking identification of customers to verify age requirements for purchase of alcohol  
- Taking steps to limit problems related to excessive drinking such as persuading customers to stop drinking, declining further service and ordering transportation  
- Mixing ingredients to prepare cocktails and other drinks  
- Serving snacks or other food items to customers at the bar

#### Bar Attendant

**OFO Code:** 513201  
**OFO Detail:** Bar Attendant  
Prepares, mixes and serves alcoholic and non-alcoholic drinks to patrons in a bar in a licensed establishment.  
**Alternative Titles and Specialisations:**  
- Bar Hostess / Maid  
- Bar Operator  
- Bar Steward  
- Barperson Waiter  
- Bartender  
- Club Steward

#### Barista

**OFO Code:** 513202  
**OFO Detail:** Barista  
Prepares and serves espresso coffee and other hot beverages to patrons in a cafe, coffee shop, restaurant or dining establishment.  
**Alternative Titles and Specialisations:**  
- Coffee Maker

### Hairdressers, Beauticians and Related Workers

**OFO Code:** 514  
**OFO Detail:** Hairdressers, Beauticians and Related Workers
Hairdressers, beauticians and related workers cut and dress hair, shave and trim beards, give beauty treatment, apply cosmetics and make-up and give other kinds of treatment to individuals in order to improve their appearance.

Tasks include:
- Discussing customers’ requirements
- Cutting and dressing hair
- Shaving and trimming beards
- Giving beauty treatment; and applying cosmetics and make-up
- Shaping and polishing finger- and toe-nails and treating minor ailments of the human foot
- Attending clients taking baths and administering elementary massage

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<tbody>
<tr>
<td>5141</td>
<td>Hairdressers cut, style, colour, straighten and permanently wave hair, shave or trim facial hair and treat scalp conditions. Tasks include: Cutting, washing, tinting and waving hair Shaving or trimming beards and moustaches Giving scalp treatment Fitting wigs according to customers’ requirements Providing advice on hair care, beauty products and hairstyles Styling hair into dreadlocks and braids and adding hair extensions Arranging appointments and collecting payments Cleaning work areas and sanitizing instruments</td>
</tr>
</tbody>
</table>

| 514101   | Hairdresser Cuts, styles, colours, straightens and permanently wave hair, and treat hair and scalp conditions. Alternative Titles and Specialisations: Afro Hairdresser Barber Hair Dressing Technician Hair Stylist |

| 514102   | Hair or Beauty Salon Assistant Assists hairdressers and beauty therapists by performing routine tasks in a hairdressing or beauty salon. Alternative Titles and Specialisations: Dreadlock Specialist Electrolysis Assistant Hair Colour Technician Hairdresser’s Assistant Locktician Salon Operator Haidresser (Braiding) Haidresser (Weaving) |

| 5142     | Beauticians and Related Workers Beauticians and related workers, give facial and body beauty treatments, apply cosmetics and make-up and give other kinds of treatment to individuals in order to improve their appearance. Tasks include: Cleaning and applying creams, lotions and related products to face and parts of body Giving facial and body massage Applying make-up to clients of a beauty parlour or to actors and other performers |
Cleaning, shaping and polishing finger- and toe-nails and treating minor ailments of the human foot such as corns, calluses or deformed toe-nails
Attending to clients taking baths and administering elementary massage
Using waxing, sugaring and depilation techniques to remove unwanted bodily hair
Advising clients on diet and exercise to assist in weight loss and slimming
Arranging appointments and collecting payments

514201 Skin Care Therapist
Provides skin analyses, facial therapies and skin-care treatments to clients.
Alternative Titles and Specialisations:
Aesthetician
Beauty Therapist
Cosmetologist
Facial Therapist
Intense Pulsed Light (IPL / Laser) Skin Technician
Make-Up Artist
Permanent Make-Up Artist
Skin Peeling and Dermabrasion
Medical Aesthetician

514202 Body Therapist
Provides body therapy treatment services for health, relaxation and remedial purposes.
Alternative Titles and Specialisations:
Aroma Therapist
Body Massage Therapist
Intense Pulsed Light (IPL / Laser) Body Technician
Reflexologist
Sliming Therapist

514203 Hair Removal Technician
Provides hair removal services to clients.
Alternative Titles and Specialisations:
Electrologist
Eyelash and Brow Technician
Intense Pulsed Light (IPL / Laser) Hair Technician
Waxing Technician

514204 Nail Technician
Applies artificial nails and provides nail and skincare therapies to hands and feet.
Alternative Titles and Specialisations:
Pedicurist
Manicurist

514205 Make Up Artist
Designs and applies make up to actors, presenters and other performing artists.
Alternative Titles and Specialisations:
Make Up Consultant
Stage Beautician

514206 Weight Loss Consultant
No descriptor
Alternative Titles and Specialisations:
Slimming Consultant

514207 Somatologist
Assesses and treats a variety of skin and body problems in a holistic and health related manner.
Alternative Titles and Specialisations:
Beauty Technologist
<table>
<thead>
<tr>
<th>OFO Code</th>
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<tbody>
<tr>
<td>Health and Skin-Care Therapist</td>
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<tr>
<td>Spa Therapist</td>
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<tr>
<td><strong>515</strong> Building and Housekeeping Supervisors</td>
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</tr>
</tbody>
</table>

Building and housekeeping supervisors coordinate, schedule, and supervise the work of cleaners and other housekeeping staff in commercial, industrial and residential premises. They take responsibility for housekeeping and caretaking functions in hotels, offices, apartments, houses and private dwellings.

Tasks include:
- Assigning tasks and inspecting building areas to see that cleaning, housekeeping and maintenance work has been done properly
- Issuing of supplies and equipment and inventory stocks to ensure that the supplies on hand are adequate; screening and hiring job applicants
- Training both new and experienced employees
- Recommending promotions, transfers or dismissals; performing some cleaning, housekeeping and maintenance

Cleaning and housekeeping supervisors in offices, hotels and other establishments

| 5151 Cleaning and Housekeeping Supervisors |

Cleaning and housekeeping supervisors in offices, hotels and other establishments organize, supervise and carry out housekeeping functions in order to keep clean and tidy the interiors, fixtures and facilities in these establishments.

Tasks include:
- Engaging, training, discharging organizing and supervising helpers, cleaners and other housekeeping staff
- Purchasing or controlling the purchase of supplies
- Controlling storage and issue of supplies
- Supervising general welfare and conduct of individuals in institutions

Sweeping or vacuum-cleaning, washing and polishing floors, furniture and other fixtures
Making beds, cleaning bathrooms, supplying towels, soap and related items
Cleaning kitchens and generally helping with kitchen work, including dishwashing

Restocking minibars and replenishing items such as drinking glasses and writing equipment

| 515101 Hotel Service Manager |

Supervises and coordinates the activities of hotel service workers.
Alternative Titles and Specialisations:
- Accommodation Manager
- Bar Manager
- Commissionaire Porter
- Front Office Manager (Hotel)
- Head / Front Office Porter (Hotel)
- Head Housekeeper
- Hotel Chief Steward
- Hotel Concierge
- Hotel Office Manager

| 515102 Housekeeping Service Manager |

Supervises and coordinates the activities of service workers in private institutions and other institutions such as schools and prisons.
Alternative Titles and Specialisations:
- Boarding School Hostel Matron
- Camp Hostel Matron
- Dormitory Manager
- Residential Institution Housekeeping Matron
OFO Code | OFO Detail
--- | ---
515103 | Commercial Housekeeper
Prison Matron
Cleans, vacuum and mops floors, makes beds, and re-stocks mini bars and bathroom supplies in hotel rooms and other commercial premises.

5152 | Domestic Housekeepers
Domestic housekeepers organize, supervise and carry out housekeeping functions in private households with or without the support of subordinate staff.
Tasks include:
- Supervising workers employed in households as domestic staff
- Purchasing or controlling the purchase of supplies
- Controlling storage and issue of supplies
- Assisting in cases of minor injury or illness by performing tasks such as taking temperature, giving medicine, putting on bandages

Sweeping or vacuum-cleaning, washing and polishing floors, furniture and other fixtures
Making beds, cleaning bathrooms, supplying towels, soap and related items
Taking care of household pets and plants, receiving visitors, answering telephones, delivering messages and shopping for groceries
Preparing and cooking meals, setting and clearing tables and serving food and beverages
Cleaning kitchens and generally helping with kitchen work, including dishwashing

515201 | Domestic Housekeeper
Cleans, cooks and performs other housekeeping tasks in private residences.

515202 | Butler
Supervises and coordinates activities of household employees engaged in cooking, cleaning, and related domestic duties.

5153 | Building Caretakers
Building caretakers take care of apartment houses, hotels, offices, churches and other buildings and maintain them and associated grounds in a clean and orderly condition. They may supervise other workers and contractors depending on the size and nature of the building concerned.
Tasks include:
- Supervising the work of cleaning, housekeeping and building maintenance staff and contractors
- Participating in cleaning, simple repairs and maintenance of building interiors
- Tending furnaces and boilers to ensure provision of heat and hot water
- Regulating conduct of tenants and visitors in such matters as noise abatement or misuse of property
- Providing small services to absent tenants such as accepting deliveries on their behalf or providing requested information to callers
- Notifying management and owners of buildings of the need for major repairs
- Patrolling buildings to ensure security is maintained
- Filling out registration forms and providing tenants with copies of rules.
**OFO Code**: OFO Detail

Maintains and oversees the cleaning of a residential building, school, office, holiday camp or caravan park and associated grounds.

Alternative Titles and Specialisations:
- Building Superintendent
- Camp Warden
- Concierge (Building)
- Custodian
- Dormitory Warden
- Hut Warden Conservation
- Janitor
- Landlord / Landlady
- Maintenance Officer
- Property Officer
- Sexton
- Verger

515302 **Amusement, Fitness or Sport Centre Attendant**

No descriptor

Alternative Titles and Specialisations:
- Skating Rink Attendant
- Swimming Pool Attendant

516 **Other Personal Services Workers**

Other personal services workers recount past and predict future events in persons’ lives, provide companionship and other personal services, groom, train and care for animals, provide embalming and funeral services, train people to drive vehicles.

Tasks include:
- Casting horoscopes; providing companionship or valet services and other personal services to clients

Providing embalming and funeral services; feeding, handling, training and grooming animals

Instructing students under actual driving conditions

5161 **Astrologers, Fortune-Tellers and Related Workers**

Astrologers, fortune-tellers and related workers recount past and predict future events in persons’ lives by practicing astrology, on the basis of characteristics of the clients’ palms, samples of playing cards drawn or other techniques.

Tasks include:
- Casting horoscopes of individuals at birth or later to recount past and forecast future events and conditions of their lives;
- Interpreting characteristics of clients’ palms, samples of playing cards, position of tea leaves or coffee remnants in a cup, shapes and patterns of bones of dead animals, etc.;
- Forecasting future events on the basis of these interpretations;
- Determining auspicious times for various human activities such as inaugurations, marriages, journeys and religious and other ceremonies;
- Giving warnings and advice on possible courses of action;
- Advising individuals on precautions to be taken to avoid evil influences.

516101 **Astrologer**

No descriptor

Alternative Titles and Specialisations:
- Fortune Teller
- Numerologist
- Palmist

5162 **Companions and Valets**
Companions and valets provide companionship and attend to various needs of the employer. Tasks include:
Providing companionship to employer by accompanying him/her to various places, reading, conversing and participating in activities such as sports
Assisting in entertaining visitors in employer's home
Keeping wardrobe and personal effects of the employer in good order

516201 Escort
Provides clients with social companionship or sexual services.
Alternative Titles and Specialisations:
Companion
Prostitute
Sex Worker
Valet

5163 Undertakers and Embalmers

Undertakers and embalmers perform various tasks in the disposal of dead human bodies. Tasks include:
Making arrangements for, and conducting, funerals, cremations and burials
Embalming human bodies to retard or arrest the process of decay
Conforming to health and sanitation and ensuring that legal requirements concerning embalming are met
Incising and closing incisions on various parts of the body and reshaping or reconstructing disfigured or maimed bodies when necessary
Dressing bodies and placing them in caskets

Conducting interviews to arrange for preparation of obituary notices, to assist with the selection of caskets or urns, and to determine the location and time of burials or cremations

516301 Funeral Director
Plans and coordinates arrangements for funerals according to the wishes of the deceased or their relatives.
Alternative Titles and Specialisations:
Funeral Practitioner
Undertaker

516302 Chapel or Memorial Attendant
No descriptor

516303 Embalmer
Prepares bodies for interment in conformity with legal requirements.

516304 Mortician
Prepares bodies for viewing and internment.

516305 Mortuary Technician / Assistant
Prepares and maintains equipment in mortuaries and administers the reception, preparation and storage of bodies.

516306 Crematorium Operator
Prepare and perform cremation process.

5164 Pet Groomers and Animal Care Workers
Pet groomers and animal care workers feed, handle, train and groom animals and assist veterinarians, animal health technologists and technicians in veterinary facilities, animal shelters, breeding and boarding kennels, zoos, laboratories, retail pet shops, riding schools, dog training schools pet grooming and similar establishments.
Tasks include:
Bathing and feeding animals
**OFO Code** | **OFO Detail**
--- | ---
Leading or carrying animals to treatment room and holding them during treatment Cleaning and sterilising veterinary surgical instruments Labelling drugs, chemicals and other pharmaceutical preparations and replenishing stock Sterilising bottles, beakers and other equipment Cleaning, organizing, and disinfecting animal quarters such as pens, stables, cages, and yards, and animal equipment such as saddles and bridles Collecting and recording animal information such as weight, size, physical condition and, treatments received, medications given, and food intake Training animals to develop and maintain desired animal behaviors for competition, entertainment, obedience, security, riding and other activities Grooming animals by performing tasks such as washing, brushing, clipping, and trimming coats, cutting nails and cleaning ears

<table>
<thead>
<tr>
<th>516401</th>
<th>Animal Attendant / Groomer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feeds, grooms, shears and cares for animals.</td>
<td></td>
</tr>
<tr>
<td>Alternative Titles and Specialisations:</td>
<td></td>
</tr>
<tr>
<td>Animal Rescue Worker</td>
<td></td>
</tr>
<tr>
<td>Boarding Kennel Attendant</td>
<td></td>
</tr>
<tr>
<td>Horse Groomer</td>
<td></td>
</tr>
<tr>
<td>Kennel Assistant</td>
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<tr>
<td>Pound Keeper</td>
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<tr>
<td>Spca Worker</td>
<td></td>
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<tr>
<td>Shearer</td>
<td></td>
</tr>
<tr>
<td>Pet Groomer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>516402</th>
<th>Animal Trainer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaches animals to obey commands and undertake specific tasks.</td>
<td></td>
</tr>
<tr>
<td>Alternative Titles and Specialisations:</td>
<td></td>
</tr>
<tr>
<td>Dog Handler</td>
<td></td>
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<tr>
<td>Horse Trainer / Breaker</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>516403</th>
<th>Zookeeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feeds, provides water for and monitors the health of animals in zoos, aquaria and wildlife parks; cleans, fixes and maintains animal cages; and informs visitors about animals.</td>
<td></td>
</tr>
<tr>
<td>Alternative Titles and Specialisations:</td>
<td></td>
</tr>
<tr>
<td>Aquarist</td>
<td></td>
</tr>
<tr>
<td>Zoo Attendant</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>516404</th>
<th>Dog Walker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walks dogs for their owners.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>5165</th>
<th>Driving Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving instructors teach people how to drive motor vehicles.</td>
<td></td>
</tr>
<tr>
<td>Tasks include:</td>
<td></td>
</tr>
<tr>
<td>Instructing students under actual driving conditions, and explaining and demonstrating the operation of brakes, clutch, gear selection, automatic transmission, signals and lights</td>
<td></td>
</tr>
<tr>
<td>Teaching road traffic regulations</td>
<td></td>
</tr>
<tr>
<td>Teaching road craft and road safety</td>
<td></td>
</tr>
<tr>
<td>Advising students when they are ready to undergo driving examination</td>
<td></td>
</tr>
<tr>
<td>Advising on and teaching advanced driving techniques required for emergency situations Illustrating and explaining handling and mechanical operation of motor vehicles and driving techniques using blackboard diagrams and audiovisual aids</td>
<td></td>
</tr>
</tbody>
</table>

| 516501 | Driving Instructor |
OFO Code | OFO Detail
--- | ---
5169 | Personal Services Workers not Elsewhere Classified

This unit group covers personal service workers not classified elsewhere in sub-major group 51. For instance, those who provide services and companionship as dancing partners, social escorts, and night-club hostesses or hosts are classified here.

Tasks include:
- Accompanying clients to restaurants and other outings;
- Acting as a dancing partner;
- Welcoming clients to a night-club and ensuring that they are entertained well.

516901 | Refuge Worker
Provides services and support to people seeking assistance in refuges.

516902 | Civil Celebrant
Conducts civil marriage ceremonies, funerals, commitment ceremonies, namings and other ceremonies, and maintains appropriate records.

Alternative Titles and Specialisations:
- Marriage Celebrant

52 | Sales Workers

Sales workers sell and demonstrate goods in wholesale or retail shops, at stalls and markets, door-to-door, via telephone or customer contact centres. They may record and accept payment for goods and services purchased, and may operate small retail outlets.

Tasks include:
- Selling goods in wholesale or retail establishments or at street or market stalls, door-to-door, via telephone or customer contact centres;
- Demonstrating and displaying goods to potential customers;
- Selling and serving food for immediate consumption at counters and in the street; buying or contracting a regular supply of products to be sold;
- Stacking and displaying goods for sale, and wrapping and packing goods sold;
- Determining product mix, stock and price levels for goods to be sold; operating cash registers, optical price scanners, computers or other equipment to be sold;
- Operating cash registers, optical price scanners, computers or other equipment to record and accept payment for the purchase of goods and services.

Supervision of other workers may be required in some occupations classified here.

521 | Street and Market Salespersons

Street and market salesperson sell goods from stalls on markets or in streets and prepare and sell hot or cold foods and beverages ready for immediate consumption in streets and public places.

Tasks include:
- Obtaining permission to set up a stand at a particular place in streets, markets or other open spaces or to sell food and drinks on the street;
- Buying or contracting a regular supply of products to be sold;
- Erecting and dismantling stalls and stands;
- Transporting, storing, loading and unloading products for sale;
- Stacking, displaying and selling goods, food and drinks and accepting payment;
- Wrapping and packing goods sold;
- Preparing food and drinks for sale;
- Pushing, pedalling or carrying hand-cart, truck, tray or basket to bring food and drinks to the desired place in the street, or to public places such as stations or cinemas;
- Keeping accounts and maintaining a record of stock levels.
OFO Code  OFO Detail

Stall and market salespersons sell various goods from stalls on open-air or covered markets or from stalls in streets or other open spaces.

Tasks include:
- Obtaining permission to set up a stand at a particular place in streets, markets or other open spaces
- Determining product mix, stock and price levels for goods to be sold
- Buying or contracting a regular supply of goods to be sold from wholesale suppliers or directly from producers
- Erecting and dismantling stalls and stands, transporting, storing, loading and unloading goods for sale
- Demonstrating and selling goods and accepting payment
- Stacking and displaying goods for sale, and wrapping and packing goods sold
- Keeping accounts and maintaining a record of stock levels

521101  Street Market Vendor
Sells goods and services to customers at a street market location.
Alternative Titles and Specialisations:
- Ice Cream Vendor
- Market Stall Vendor

5212  Street Food Salespersons
Street food salespersons prepare and sell, or sell previously prepared, hot or cold foods and beverages ready for immediate consumption in streets and public places such as stations, cinemas, or theatres.

Tasks include:
- Obtaining permission or a licence, where required, to sell food and drinks on the street or in a public place;
- Obtaining food and drinks for sale;
- Preparing, either beforehand or on the spot, food and drinks for sale;
- Loading and unloading, pushing, pedalling or carrying hand-cart, truck, tray or basket to bring food and drinks to the desired place in the street, or to public places such as stations or cinemas;
- Displaying and selling food and drinks and accepting payment.

521201  Street Food Sales Person
Prepares and sell, or sell previously prepared, hot or cold foods and beverages ready for immediate consumption in streets and public places such as stations, cinemas, or theatres.

Alternative Titles and Specialisations:
- Street Food Vendor

521202  Cash Van Salesperson
Drives a van or light truck on established routes to sell goods and services.

Alternative Titles and Specialisations:
- Bread Contractor Vendor
- Milk Vendor
- Salesman Driver

522  Shop Salespersons
Shop salespersons sell a range of goods and services directly to the public or on behalf of retail and wholesale establishments. They explain functions and qualities of these goods and services, and may operate small shops or supervise the activities of shop sales assistants and cashiers.

Tasks include:
- Determining customer requirements and advising on product range, price, delivery, warranties and product use and care
- Demonstrating and explaining and selling goods and services to customers
### OFO Code | OFO Detail
--- | ---
5221 | **Shop Keepers**
Shopkeepers operate small retail shops either independently or with support from a small number of others.
Tasks include:
- Determining product mix, stock and price levels for goods to be sold
- Purchasing and ordering goods for sale from markets, wholesalers and other suppliers
- Budgeting and maintaining records of stock levels and financial transactions
- Determining prices and displaying goods for sale
- Selling goods to customers and advising them on product use
- Examining returned goods and deciding on appropriate action
- Taking inventory of goods in stock

522101 | **Antique Dealer**
Buys and sells antiques such as furniture, art, jewellery and china. May also clean, restore and value antiques.

522102 | **Salon Manager**
Organises and controls the operations of a hairdressing or beauty salon.
Alternative Titles and Specialisations:
- Beauty Salon Manager
- Hair Salon Manager
- Nail Salon Manager

5222 | **Shop Supervisors**
Shop supervisors supervise and coordinate the activities of shop sales assistants, checkout operators and other workers in retail and wholesale shops such as supermarkets and department stores.
Tasks include:
- Planning and preparing work schedules and assigning staff to specific duties
- Instructing staff on sales procedures, including how to handle difficult or complex cases
- Ensuring that customers receive prompt service
- Participating in and providing advice to managers on interviewing, hiring training, evaluating, promoting and dismissing staff, and resolving staff grievances
- Examining returned goods and deciding on appropriate action
- Taking inventory of goods for sale and ordering new stock
- Ensuring that goods and services are correctly priced and displayed
- Ensuring that safety procedures are enforced.

522201 | **Retail Supervisor**
Supervises and coordinates the activities of retail sales workers.
Alternative Titles and Specialisations:
- Checkout Supervisor
- Sales Counter Manager
- Sales Department Supervisor
- Sales Promotions Officer

5223 | **Shop Sales Assistants**
Shop sales assistants sell a range of goods and services directly to the public or on behalf of retail and wholesale establishments, and explain the functions and qualities of these goods and services.
Tasks include:
Determining customer requirements and advising on product range, price, delivery, warranties and product use and care
Demonstrating and explaining to customers the establishment's goods and services
Selling goods and services, accepting payment by a variety of payment methods, preparing sales invoices and recording sales using cash registers
Assisting with the ongoing management of stock such as product inventories and participating in stock takes
Stacking and displaying goods for sale, and wrapping and packing goods sold.

522301 Sales Assistant (General)
Sells goods and services such as food, clothing, hardware, household appliances, office supplies and cosmetics in a retail or wholesale establishment.
Alternative Titles and Specialisations:
Counterhand
Fast Food Assistant / Operator
Food Demonstrator
Foodmarket Worker
Pawnbroker
Perishable Sales Worker
Retail Assistant
Sales Person / Consultant
Shop Assistant
Supermarket Assistant / Worker
Telephone Salesperson
Clothing Sales Assistant
Cosmetic Sales Assistant
Hardware Sales Assistant
Swimming Pool Salesperson

522302 Motorised Vehicle or Caravan Salesperson
Sells new and used motor cars, motor cycles, trucks, boats, caravans and specialised motorised equipment in a retail or wholesale establishment.
Alternative Titles and Specialisations:
Fleet Salesperson
Licensed Motor Vehicle Dealer
Motor Vehicle Salesperson
Tractor Salesperson
Used Car Salesperson

522303 Automotive Parts Salesperson
Sells motor vehicle accessories and spare parts in a retail or wholesale establishment.
Alternative Titles and Specialisations:
Agricultural Equipment Parts Salesperson
Automotive Parts Interpreter
Parts Assistant Manager
Sales Representative (Motor Vehicle Parts and Accessories)
Spare Parts Salesman
Tyre Salesman
Tyre Sales Representative
Workshop Sales Person

522304 ICT Sales Assistant
Sells computing and telecommunications related goods and services in a retail or wholesale establishment.
Alternative Titles and Specialisations:
Communications Sales Assistant
Computer Retail Salesperson
IT Salesperson
Mobile Phone Salesperson

523 Cashiers and Ticket Clerks

Cashiers and ticket clerks operate cash registers, optical price scanners, computers or other equipment to record and accept payment for the purchase of goods, services and admissions in settings such as stores, restaurants and ticket offices.

Tasks include:
- Receiving and verifying payment by cash, cheque credit card or automatic debit in stores, ticket offices, or similar establishments
- Giving change and issuing receipts
- Issuing tickets at ticket offices, and taking corresponding payments
- Counting and recording money received or paid out and balancing against cash register sales records
- Receiving incoming cash, checking it against sales slips and other documents, and preparing it for deposit at bank
- Operating cash register to calculate total to be paid from or to clients
- Scanning, weighing and recording prices of goods
- Wrapping and placing merchandise in bags

5231 Cashiers and Ticket Clerks

Cashiers and ticket clerks operate cash registers, optical price scanners, computers or other equipment to record and accept payment for the purchase of goods, services and admissions in settings such as stores, restaurants and ticket offices.

Tasks include:
- Receiving and verifying payment by cash, cheque credit card or automatic debit in stores, ticket offices, or similar establishments
- Giving change and issuing receipts
- Issuing tickets for attendance at sporting and cultural events
- Counting and recording money received or paid out and balancing against cash register sales records
- Receiving incoming cash, checking it against sales slips and other documents, and preparing it for deposit at bank
- Operating cash register to calculate total to be paid from or to clients
- Scanning, weighing and recording prices of goods
- Wrapping and placing merchandise in bags

523101 Checkout Operator

Operates cash registers and receives payments for goods purchased by customers.

Alternative Titles and Specialisations:
- Cash Register Operator
- Grocery Checkout Operator
- Service Station Console Operator

523102 Office Cashier

Receives payments from customers, issues receipts, returns change due, and meets the public and explains charging and billing policy.

Alternative Titles and Specialisations:
- Cash Accounting Clerk
- Cash Receipting Clerk
- Cashier
- Driveway Cashier
- Service Station Cashier
- Toll Road Cashier
Other sales workers display, demonstrate, display and sell goods, food and services, usually to the general public, in contexts other than sales in markets, streets and shops. It includes sales workers not classified in minor groups 521 street and market salespersons, 522 shop salespersons and 523 cashiers and ticket clerks.

Tasks include:
- Displaying and demonstrating items for sale
- Posing for photographs, film and video, advertising, still photography or for artistic creation
- Answering questions and offering advice on the use of goods and services
- Taking orders and making arrangements for payment, delivery and collection of goods or for provision of services
- Selling goods and services and soliciting business by approaching potential customers by going from door to door or using the telephone or other electronic communications media
- Selling fuel, lubricants and other automotive products at service stations
- Providing services such as fuelling, cleaning, lubricating and performing minor repairs to motor vehicles.

Fashion and other models wear and display clothing and accessories and pose for photographs, film and video, advertising, still photography or for artistic creation.

Tasks include:
- Dressing in sample apparel of new or current styles or of type wanted by customer
- Walking, turning and posing to demonstrate style and characteristics of garments, fashion accessories and other merchandise to best advantage
- Posing as subject for sculpture, painting and other types of visual art
- Posing for still photography for magazines and other advertising media
- Posing for television, video and cinema commercials and other productions

Wears and displays clothing and accessories, and poses for photographs, paintings, sculptures and other types.

Alternative Titles and Specialisations:
- Modelling Instructor

Prepares special exhibits.

Sales demonstrators demonstrate goods at commercial premises, exhibitions and private homes.

Tasks include:
- Setting up displays and demonstrating articles for sale to inform customers about their characteristics and mode of use, as well as to stimulate buying interest
- Answering questions and offering advice on the use of goods
- Selling goods or directing customers to sales staff
- Taking orders and making arrangements for payment, delivery and collection of goods
- Offering sample goods and distributing catalogues and advertising material

Displays and demonstrates goods at commercial premises, exhibitions and private homes.

Alternative Titles and Specialisations:
- Merchandiser
- Promotion Salesperson

Sells special exhibits.
OFO Code | OFO Detail
--- | ---
Door to door salespersons sell goods and services and solicit business for an establishment, by approaching or visiting potential customers, usually residents in private homes, by going from door to door.
Tasks include:
Giving details of various goods or services and of terms of sale by visiting clients and potential clients door to door
Demonstrating or describing goods or services on offer
Recording orders and transactions and placing orders received with suppliers
Preparing invoices and sales contracts and accepting payment
Distributing letters, information sheets and other documents to clients
Compiling lists of prospective clients and calling on them to obtain new business
Travelling between sales areas and clients and transporting samples or goods for sale

**524301 Door-To-Door Salesperson**
Sells goods and services from door-to-door.
Alternative Titles and Specialisations:
Fund Raiser
Hawker
Telefunder
Door-To-Door Fundraising Collector
Party Plan Salesperson

**5244 Contact Centre Salespersons**
Contact centre salespersons contact existing and prospective customers, using the telephone or other electronic communications media, to promote goods and services, obtain sales and arrange sales visits. They may work from a customer contact centre or from non-centralised premises.
Tasks include:
Promoting goods and services by telephone or electronic mail, following scripts and working from lists of contacts
Creating interest in goods and services, and seeking a sale or agreement to see sales representatives
Arranging processing and despatch of goods and services, information kits and brochures to customers
Arranging appointments for sales representatives
Recording notes for follow-up action and updating marketing databases to reflect changes to the status of each customer
Reporting competitor activities and issues raised by contacts for attention by managers
Maintaining statistics of calls made and successes achieved
Submitting periodic reports on telemarketing activities and results.

**524401 Call Centre Salesperson**
Contact existing and prospective customers, using the telephone or other electronic communications media, to promote goods and services, obtain sales and arrange sales visits.
Alternative Titles and Specialisations:
Customer Contact Centre Salesperson
Internet Salesperson
Telemarketer
Telemarketing Salesperson
Telephone Sales Person
Contact Centre Agent (Interactive and Direct Marketing)

**5245 Service Station Attendants**
Service station attendants sell fuel, lubricants and other automotive products and provide services such as fuelling, cleaning, lubricating and performing minor repairs to motor vehicles. Tasks include:
- Filling fuel tanks and containers to level specified by customer
- Checking and replenishing air pressure in vehicle tyres, and oil and other vehicle fluid levels
- Washing vehicle windscreens and windows
- Performing minor repair work to vehicles such as replacing tyres, light bulbs and windscreen wiper blades
- Maintaining and operating automatic car wash facilities
- Collecting payments from customers for purchases
- Cleaning petrol pumps and surrounding driveway, shop and facilities

Undertaking stock control and preparing reports on fuel, oil, accessories and other items sold.

**Service Station Attendant**
Sells fuel, lubricants and other automotive accessories, and performs minor maintenance on motor vehicles at a service station.

**Alternative Titles and Specialisations:**
- Forecourt Attendant
- Petrol Station Attendant
- Petroleum Distribution Agent
- Petroleum Transfer Technician
- Service Station Salesperson
- Driveway Attendant

**Food Service Counter Attendants**
Food service counter attendants serve customers at food counters and finish preparation of simple food items in restaurants, cafes, hotels, fast food outlets, cafeterias, hospitals and other settings.

Tasks include:
- Serving food to customers at counters
- Ascertaining the products desired by the customer, assisting customer in making a choice and taking orders
- Cleaning, peeling, slicing and trimming foodstuffs using manual and electric appliances
- Preparing simple food items and reheating prepared meals
- Portioning and wrapping food or placing it directly on plates for service to patrons
- Packaging take-away food
- Stocking refrigerators, salad and buffet bars and keeping records of the quantities of food used
- Receiving payment for food items purchased

**Food Service Counter Attendant**
Serves customers at food counters and finish preparation of simple food items in restaurants, cafes, hotels, fast food outlets, cafeterias, hospitals and other settings.

**Alternative Titles and Specialisations:**
- Cafeteria Counter Attendant
- Salad Bar Attendant

**Materials Recycler**
Salvages materials from industrial, commercial and private establishments for resale.

**Alternative Titles and Specialisations:**
- Bottle Dealer
OFO Code | OFO Detail
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524902 | **Rental Salesperson**
Rents goods and equipment to individuals and businesses.
Alternative Titles and Specialisations:
- Rental Car Hirer
- Rental Clerk
- Car Rental Sales Assistant
- Industrial Hire Sales Assistant
- Video Library Assistant

524903 | **Ticket Seller**
Sells tickets and makes reservations for services such as travel and admission to sporting and entertainment venues. May work in a call centre.
Alternative Titles and Specialisations:
- Airline Clerk
- Booking Clerk
- Reservations Clerk

53 | **Personal Care Workers**
Personal care workers provide care, supervision and assistance for children, patients and elderly, convalescent or disabled persons in institutional and residential settings.
Tasks include:
- Assisting with mobility, washing and other personal needs
- Assisting children individually to learn social skills
- Supervising and participating in activities that enhance the child’s physical, social, emotional and intellectual development in schools and preschools
- Observing and reporting concerns to appropriate medical or social service worker

531 | **Child Care Workers and Teachers' Aides**
Child care workers and teachers' aides provide care and supervision for children in schools, residential homes and child care facilities.
Tasks include:
- Assisting children individually to learn social skills
- Demonstrating, supervising and participating in activities that enhance the physical, social, emotional and intellectual development of children in schools and preschools

Assisting in preparation of materials and equipment for children's education and recreational activities before-school, after-school, during vacation and in day care centres.

5311 | **Child Care Workers**
Child care workers provide care and supervision for children in residential homes and in before-school, after-school, vacation and day care centres.
Tasks include:
- Assisting children to wash, dress and feed themselves
- Taking children to and from school or outdoors for recreation
- Playing games with children, or entertaining them by reading or storytelling
- Assisting in the preparation of materials and equipment for children's education and recreational activities
- Managing children's behaviour and guiding their social development
- Disciplining children and recommending or initiating other measures to control behaviour, such as caring for own clothing and picking up toys and books
- Observing and monitoring children's play activities
<table>
<thead>
<tr>
<th>OFO Code</th>
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<tbody>
<tr>
<td>531101</td>
<td><strong>Child Care Worker</strong>&lt;br&gt;Provides care and supervision for children in programs such as long day care and occasional care in child care centres, hospitals and educational centres. &lt;br&gt;Alternative Titles and Specialisations: &lt;br&gt;Child Care Aide &lt;br&gt;Child Minder &lt;br&gt;Children's Nursery Assistant / Attendant &lt;br&gt;Creche Attendant &lt;br&gt;Daymother &lt;br&gt;Nursemaid &lt;br&gt;Nursery School Attendant &lt;br&gt;Play Centre or Playground Supervisor</td>
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<tr>
<td>531102</td>
<td><strong>Family Day Care Worker</strong>&lt;br&gt;Provides care and supervision for babies and children, usually in worker’s own home, under local government or community based schemes. &lt;br&gt;Alternative Titles and Specialisations: &lt;br&gt;Family Day Carer</td>
</tr>
<tr>
<td>531103</td>
<td><strong>Nanny</strong>&lt;br&gt;Assists parents in the provision of on-going care and supervision for babies and children, usually in the child’s home. &lt;br&gt;Alternative Titles and Specialisations: &lt;br&gt;Au Pair &lt;br&gt;Baby Sitter &lt;br&gt;Governess</td>
</tr>
<tr>
<td>531104</td>
<td><strong>Out of School Hours Care Worker</strong>&lt;br&gt;Provides care for school age children in an out of school hours care program. &lt;br&gt;Alternative Titles and Specialisations: &lt;br&gt;After School Care Attendant &lt;br&gt;Playleader &lt;br&gt;Schoolchildren Attendant</td>
</tr>
<tr>
<td>531105</td>
<td><strong>Child or Youth Residential Care Assistant</strong>&lt;br&gt;Provides care and supervision for children in correctional services institutions. &lt;br&gt;Alternative Titles and Specialisations: &lt;br&gt;Residential Care Worker</td>
</tr>
<tr>
<td>531106</td>
<td><strong>Hostel Parent</strong>&lt;br&gt;Operates a residential child care establishment which provides a home environment for children. &lt;br&gt;Alternative Titles and Specialisations: &lt;br&gt;House Parent &lt;br&gt;Housemaster &lt;br&gt;Housemother</td>
</tr>
<tr>
<td>5312</td>
<td><strong>Teachers’ Aides</strong>&lt;br&gt;Teachers’ aides perform non-teaching duties to assist teaching staff, and provide care and supervision for children in schools and pre-schools. &lt;br&gt;Tasks include: &lt;br&gt;Demonstrating, supervising and participating in activities that enhance the physical, social, emotional and intellectual development of children in schools and preschools &lt;br&gt;Preparing indoor and outdoor areas for learning and recreational activities &lt;br&gt;Assisting children with intellectual, physical, behavioural and other learning difficulties with their studies</td>
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<tr>
<td>OFO Code</td>
<td>OFO Detail</td>
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<tr>
<td></td>
<td>Assisting children individually to learn social skills</td>
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<td></td>
<td>Assisting with preparing teaching materials, and copying and collating written and printed material</td>
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<td></td>
<td>Operating audio-visual equipment, computers and other teaching aides</td>
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<td>Distributing and collecting lesson material.</td>
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</tbody>
</table>

**531201 Teachers’ Aide**
Assists teaching staff in the preparation of teaching materials and with general classroom tasks.

**Alternative Titles and Specialisations:**
School Services Officer
Student Liaison Officer
Teachers’ Assistant

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<thead>
<tr>
<th>532</th>
<th>Personal Care Workers In Health Services</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Personal care workers in health services provide personal care and assistance with mobility and activities of daily living to patients, and elderly, convalescent and disabled people in health care and residential settings.</td>
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<tr>
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<td>Tasks include:</td>
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<td>Assisting patients with mobility, personal care and communication needs; Sterilizing surgical and other instruments and equipment;</td>
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<td>Observing and reporting concerns to the appropriate medical or social service workers, preparing patients for examination and treatment and participating in planning the care of individuals.</td>
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<table>
<thead>
<tr>
<th>5321</th>
<th>Health Care Assistants</th>
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<tbody>
<tr>
<td></td>
<td>Health care assistants provide direct personal care and assistance with activities of daily living to patients and residents in a variety of health care settings such as hospitals, clinics, and residential nursing care facilities. They generally work in implementation of established care plans and practices, and under the direct supervision of medical, nursing or other health professionals or associate professionals.</td>
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<tr>
<td></td>
<td>Tasks include:</td>
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<tr>
<td></td>
<td>Providing care, support and treatment to patients and residents of medical, rehabilitative and residential care facilities as per treatment plans established by medical, nursing and other health professionals</td>
</tr>
<tr>
<td></td>
<td>Assisting patients with personal and therapeutic care needs such as personal hygiene, feeding, dressing, physical mobility and exercise, communication, taking oral medications and changing dressings</td>
</tr>
<tr>
<td></td>
<td>Positioning, lifting and turning patients and transporting them in wheelchairs or on movable beds</td>
</tr>
<tr>
<td></td>
<td>Maintaining patients’ environmental hygiene standards, such as cleaning patient rooms and changing bed-linen</td>
</tr>
<tr>
<td></td>
<td>Providing massage and other non-pharmacological pain relief measures, such as during pregnancy and labour</td>
</tr>
<tr>
<td></td>
<td>Observing patients’ condition, responses and behaviour and reporting changes to a health professional.</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>5322</th>
<th>Home-Based Personal Care Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home-based personal care workers provide routine personal care and assistance with activities of daily living to persons who are in need of such care due to effects of ageing, illness, injury, or other physical or mental condition in private homes and other independent residential settings.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
</tbody>
</table>
Assisting clients with personal and therapeutic care needs such as personal hygiene, feeding, dressing, physical mobility and exercise, communication, taking oral medications and changing dressings, usually as per care plans established by a health professional.

Maintaining records of client care, changes in condition and responses to care and treatment, and reporting concerns or providing referrals to a health or social services professional.

Positioning and lifting clients with physical mobility challenges, and helping transport them in wheelchairs and motor vehicles.

Providing clients and families with emotional support and information and advice on topics such as nutrition, hygiene, exercise, caring for infants, or adapting to disability or illness.

Maintaining clients' environmental hygiene standards, such as changing bed linen, washing clothes and dishes, and cleaning living quarters.

Providing psychological support to clients such as through conversation or reading aloud.

Planning, purchasing, preparing, or serving meals to meet nutritional requirements and prescribed diets.

Providing support to parents and care for newborns during the postpartum period.

Scheduling and accompanying clients for appointments with medical doctors and other health professionals or performing other errands.

**532201 Residential Care Officer**
Provides care and supervision for children or disabled persons in group housing or government institutions.

**532202 Aged or Disabled Carer**
Provides general household assistance, emotional support, care and companionship for aged or disabled people in their homes.

Alternative Titles and Specialisations:
- Care for Aged and Persons with Disabilities
- Geriatric Care Giver
- Home Support Worker (Aged or Disabled)
- Personal Care Worker (Aged or Disabled)
- Personal Carer (Aged or Disabled)
- Rest Home Worker

**5329 Personal Care Workers in Health Services not Elsewhere Classified**
This unit group covers personal care workers in health services not classified elsewhere in minor group 532. For instance the group includes occupations such as dental aid, sterilization aid, hospital orderly, medical imaging assistant, and pharmacy aid.

**532901 First Aid Attendant**
Renders immediate or temporary treatment of a victim of sudden injury/illness.

**532902 Hospital Orderly**
Assists with the provision of care to patients in hospitals by ensuring wards are neat and tidy, lifting and turning patients and transporting them in wheelchairs or on movable beds, and providing direct care and support.

Alternative Titles and Specialisations:
- Hospital Attendant
- Hospital Clothing Assistant
- Hospital Porter
- Hospital Ward Assistant
- Patient Services Assistant
- Wardsperson

**532903 Nursing Support Worker**
OFO Code | OFO Detail
--- | ---
532904 | Personal Care Assistant
Provides routine personal care services to people in a range of health care facilities or in a person's home.
Alternative Titles and Specialisations:
- Care Assistant
- Care Giver
- Health Assistant
- Home Aide
- Home Nurse
- Home-Based Personal Care Worker
- Night Attendant

532905 | Therapy Aide
Assists therapists in providing therapy programs and in the direct care of their patients in a variety of health, welfare and community settings.
Alternative Titles and Specialisations:
- Associate Professional (Health Therapy)
- Audiologist Assistant
- Chiropractic Assistant
- Diversional Therapist Assistant
- Occupational Therapist's Assistant
- Osteopath's Assistant
- Physiotherapist's Assistant
- Podiatrist Assistant
- Psychiatrist's Aide / Assistant

532906 | Natural Remedy Consultant
Uses traditional techniques or diagnostic methods for treatment, relaxation or health purposes.
Alternative Titles and Specialisations:
- Herbalist (Western)
- Holistic Pulsar
- Iridologist
- Kinesiologist
- Medical Herbalist
- Therapeutic Reflexologist

54 | Protective Services Workers
Protective services workers protect individuals and property against fire and other hazards, maintain law and order and enforce laws and regulations.
Tasks include:
- Preventing, fighting and extinguishing fires
- Rescuing people from burning buildings and accident sites and those trapped in dangerous situations
- Maintaining law and order, enforcing laws and regulations, patrolling public areas and arresting suspected offenders
- Directing traffic and assuming authority in the event of accidents
OFO Code | OFO Detail
---|---
541 | Protective Services Workers

Protective services workers protect individuals and property against fire and other hazards, maintain law and order and enforce laws and regulations.

Tasks include:
- Preventing, fighting and extinguishing fires
- Rescuing people from burning buildings and accident sites and those trapped in dangerous situations
- Maintaining law and order, enforcing laws and regulations, patrolling public areas and arresting suspected offenders
- Directing traffic and assuming authority in the event of accidents
- Watching over and maintaining order among inmates of prisons, reformatories or penitentiaries
- Patrolling or monitoring premises to guard property against theft and vandalism, controlling access to establishments and maintaining order and enforcing regulations at public events and within establishments.

5411 | Firefighters

Firefighters prevent, fight and extinguish fires and assist in other emergencies, protect life and property and conduct rescue efforts.

Tasks include:
- Responding to fire alarms and other calls for assistance, such as automobile and industrial accidents, bomb threats and other emergencies
- Controlling and extinguishing fires using manual and power equipment and fire-fighting chemicals
- Fighting special types of fires and using special equipment in industrial establishments
- Rescuing people from burning buildings and accident sites and those trapped in dangerous situations
- Preventing or limiting the spread of dangerous substances in case of fires or accidents
- Informing the public about fire prevention.

541101 | Fire Fighter

Responds to fire alarms and emergency calls, controls and extinguishes fires, and protects life and property.

Alternative Titles and Specialisations:
- Aircraft Fire Fighter
- Fire Brigade Officer
- Fire Engineer (Army)
- Fire Equipment Officer Forest
- Fire Prevention Officer
- Fire Protection Officer Forest
- Fire Safety Officer
- Fire Salvage Officer
- Forest Fire Patroller
- Rescue Fire Fighter

5412 | Police Officers

Police officers maintain law and order, patrolling public areas, enforcing laws and regulations and arresting suspected offenders.

Tasks include:
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Patrolling a specific area to maintain public order, respond to emergencies, protect people and property and enforce laws and regulations</td>
</tr>
<tr>
<td></td>
<td>Identifying, pursuing and arresting suspects and perpetrators of criminal acts</td>
</tr>
<tr>
<td></td>
<td>Directing traffic and assuming authority in the event of accidents</td>
</tr>
<tr>
<td></td>
<td>Providing emergency assistance to victims of accidents, crimes and natural disasters</td>
</tr>
</tbody>
</table>

### 541201 Traffic Officer
- Preserves safety on the roads through the enforcement of traffic rules. 
- Alternative Titles and Specialisations:
  - Constable City Traffic
  - Driver Testing Officer
  - Road Safety Officer
  - Traffic Coordinator
  - Traffic Constable
  - Traffic Enquiry Constable
  - Traffic Pointsman / Woman
  - Traffic Safety Coordinator / Officer
  - Traffic Sergeant
  - Police Patrol Officer

### 541202 Police Officer (Non-Commissioned)
- Maintains public order, and enforces laws by investigating crimes, patrolling public areas and arresting offenders. 
- Alternative Titles and Specialisations:
  - Bomb Squad Officer
  - Constable (SAPS)
  - Crime Services Manager
  - Crime Scene Coordinator / Officer
  - Gang Intelligence Officer
  - Incident Response Constable
  - Inquests Constable / Officer
  - Metro Police Officer
  - Motor Vehicle Crime Coordinator
  - Mounted Police Officer
  - Neighbourhood Support Coordinator
  - Police Community Officer
  - Police Dog Training Instructor
  - Police Patrolman / Woman
  - Police Station Sergeant
  - Police Station Control Manager
  - Police Surveillance Officer
  - Prosecutions Constable / Officer / Sergeant
  - Relief Sergeant
  - Rural Sergeant
  - Search and Rescue Officer
  - Services Desk Officer / Public Reception Constable
  - Tactical Response Group Officer
  - Threat Assessment Officer

### 541203 Military Police Official
- Provides a military policing support to the armed forces in peace time as well as during military operations. 
- Alternative Titles and Specialisations:
  - Military Policeman

### 5413 Prison Guards
Prison guards watch over and maintain order among inmates of prisons, reformatories or penitentiaries.

Tasks include:
- Searching arriving prisoners, putting their valuables in safekeeping, escorting prisoners to cells and locking them in
- Making periodic inspection tours of cells and inspecting and maintaining the security of locks, windows, doors and gates
- Supervising prisoners at work, meals, or during recreation periods
- Observing the conduct and behaviour of prisoners to prevent disturbances and escapes
- Patrolling prison areas to prevent escape
- Assisting with the implementation of rehabilitation programs
- Escorting prisoners in transit and during temporary leaves

**541301 Prison Officer**

Supervises and controls the activities of inmates in a prison or other correctional institution.

Alternative Titles and Specialisations:
- Cell Block Attendant
- Correction Facility Worker
- Correctional Officer
- Custodial Officer
- Custodial Services Officer
- Gaoler
- Prison Guard
- Prison Warden

**5414 Security Guards**

Security guards patrol or monitor premises to guard property against theft and vandalism. They control access to establishments and maintain order and enforce regulations at public events and within establishments.

Tasks include:
- Patrolling premises and checking doors, windows and gates to prevent and detect signs of unauthorised entry
- Controlling access to establishments, monitoring and authorizing the entrance or departure of employees and visitors, checking identification and issuing security passes
- Circulating among visitors, patrons, or employees to preserve order, protect property from theft or vandalism and enforce the regulations of the establishment
- Responding to alarms, investigating disturbances and contacting superiors, police or firefighters as appropriate
- Performing security checks of passengers and luggage at airports
- Picking up and ensuring the safe delivery of cash and valuables to banks, automated teller machines and retail establishments.

**541401 Security Officer**

Patrols and guards industrial and commercial property, railway yards, stations or other facilities.

Alternative Titles and Specialisations:
- Beach Patrol Officer / Beach Guard
- Bodyguard
- Coastguard
- Guard
- Mobile Patrol Officer
- Patrolman
- Security Guard
- Security Safety and Emergency Services Manager
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Security Services Coordinator</td>
</tr>
<tr>
<td></td>
<td>Watchman</td>
</tr>
<tr>
<td></td>
<td>Railway Patrol Officer</td>
</tr>
<tr>
<td>541402</td>
<td><strong>Alarm, Security or Surveillance Monitor</strong></td>
</tr>
<tr>
<td></td>
<td>Monitors security alarms and surveillance equipment, and contacts supervisors, fire brigades or police if security is breached.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Answering Service Operator</td>
</tr>
<tr>
<td></td>
<td>Security Monitor</td>
</tr>
<tr>
<td>541403</td>
<td><strong>Retail Loss Prevention Officer</strong></td>
</tr>
<tr>
<td></td>
<td>Detects and investigates shoplifting, fraud and other unlawful acts of employees or customers of a retail establishment.</td>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>End Controller</td>
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<tr>
<td></td>
<td>Shop Floor Walker</td>
</tr>
<tr>
<td></td>
<td>Store Detective</td>
</tr>
<tr>
<td>5415</td>
<td><strong>Intelligence Operators</strong></td>
</tr>
<tr>
<td></td>
<td>Intelligence operators collect information for the purpose of contributing to the safety and security intelligence process.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
<tr>
<td></td>
<td>Collecting information.</td>
</tr>
<tr>
<td></td>
<td>Liaising with relevant roleplayers in the process of information collection.</td>
</tr>
<tr>
<td></td>
<td>Controlling and distribution of information.</td>
</tr>
<tr>
<td></td>
<td>Managing database of relevant information.</td>
</tr>
<tr>
<td></td>
<td>Analysing information.</td>
</tr>
<tr>
<td></td>
<td>Contributing to the compilation intelligence products.</td>
</tr>
<tr>
<td>541501</td>
<td><strong>Intelligence Operator</strong></td>
</tr>
<tr>
<td></td>
<td>Collects information for the purpose of contributing to the intelligence process.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Intelligence Collector</td>
</tr>
<tr>
<td></td>
<td>Counter-Intelligence Operator</td>
</tr>
<tr>
<td></td>
<td>Intelligence Official</td>
</tr>
<tr>
<td></td>
<td>Intelligence Non-Commissioned Officers</td>
</tr>
<tr>
<td></td>
<td>Vetting Officials</td>
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<tr>
<td></td>
<td>Intelligence Administration Clerks</td>
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<tr>
<td></td>
<td>Defence Force Intelligence Operator (Functionary)</td>
</tr>
<tr>
<td></td>
<td>Police Intelligence Operators</td>
</tr>
<tr>
<td></td>
<td>National Safety &amp; Security Intelligence Operators</td>
</tr>
<tr>
<td>5419</td>
<td><strong>Protective Services Workers not Elsewhere Classiﬁed</strong></td>
</tr>
<tr>
<td></td>
<td>This unit group covers protective services workers not classiﬁed elsewhere in minor group 541. For instance, the group includes lifeguards, crossing guards and animal control officers.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
<tr>
<td></td>
<td>Patrolling beaches and swimming pools to prevent accidents and to rescue bathers from drowning.</td>
</tr>
<tr>
<td></td>
<td>Monitoring traffic flow to locate safe gaps through which pedestrians can cross streets.</td>
</tr>
<tr>
<td></td>
<td>Responding to citizen complaints concerning stray domestic animals, livestock and wildlife, issuing warnings and citations to owners and impounding lost, homeless and dangerous animals.</td>
</tr>
<tr>
<td></td>
<td>Patrolling an assigned area to enforce parking regulations.</td>
</tr>
<tr>
<td></td>
<td>Directing traffic.</td>
</tr>
<tr>
<td>541901</td>
<td><strong>Lifeguard</strong></td>
</tr>
</tbody>
</table>
**OFO Code** | **OFO Detail**
--- | ---
**541902** | **Emergency Service and Rescue Official**
Looks after the safety of people at beaches or swimming pools through public relations, public education, accident prevention and rescue.
Alternative Titles and Specialisations:
Surf Patrolman

**541903** | **Parking Inspector**
Attends the scene of reported emergencies to minimise risk to community and worker safety and security.
Alternative Titles and Specialisations:
Emergency Response Officer
Industrial Paramedic
Mine Rescue Service Worker
Rope Rescue Technician

**541904** | **Armoured Car Escort**
Patrols assigned areas and issues parking infringement notices to vehicles that are illegally parked.

**541905** | **Crowd Controller**
Provides armed escort services for transportation and delivery of cash and other valuables.

**541906** | **Security Consultant**
Carries out crowd control duties at entertainment, sporting or recreational venues.
Alternative Titles and Specialisations:
Bouncer

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**542** | **Commissioned and Non-Commissioned Armed Forces Officers**
Commissioned and non-commissioned armed forces officers provide leadership and management to organizational units in the armed forces, enforce discipline and supervise the activities of those employed in armed forces occupations. Armed forces officers performing similar tasks to those performed in civilian occupations outside the armed forces must be classified under the civilian occupation.

Tasks include:
- Administering first-aid treatment and life-support care to sick or injured soldiers in prehospital setting.
- Managing functional departments.
- Collecting, reporting and disseminating intelligence information.
- Employing weapons, sensors and communications resources.
- Directing deployment of land, air and sea defence weapons, vehicles, and equipment.
- Directing location, construction, and camouflage of defence positions and equipment.
- Managing combat communications operations.
- Coordinating defence support units.
- Performing strategic and tactical planning, including battle plan development; and leading basic reconnaissance operations.
- Instructing and teaching subordinates in dress, deportment, demeanour, behaviour, drill and devotion to duty to maintain military traditions, customs and standards.

**5421** | **Seaward Defence Members**
Seaward defence members provide specialised seaward combat related military services.
Tasks include:
Conducting amphibious and small boat operations.
Maintaining combat readiness state of vessels, personnel, weapons, explosives, sensors and communication equipment.

Employing and operating surface/subsurface-based defence systems, shipboard weapons and other advanced specialist military weapons and equipment.

Collection, reporting and dissemination of intelligence information.

Navigating ship and vessels.

Maintaining safety and security of personnel and equipment on board or attached to the ship.

Guarding and protecting naval institutions and other defence force bases.

Maintaining personal arms and ammunition.

Providing clearance diving, underwater repairs, ordnance disposal and demolition, and search and rescue services.

Collecting, correlating and disseminating sensor information to create an accurate and timely tactical pictures.

542101 Naval Combat Operator

Provides specialised seaward combat operator related military services to the south african national defence force.

Alternative Titles and Specialisations:
Combat Operator (Surface Control Operator)
Combat Operator (Surface Weapons Operator)
Combat Operator (Protection Services)
Combat Operator (Engine Room Attendant)
Combat Operator (Survey Recorder)
Combat Operator (Clearance Diver)
Combat Operator (Seaman)
Combat Operator (Telecommunication Operator)
Combat Operator (Telecommunication Operator Tactical)
Combat Operator (Telecommunication Operator Radio)
Combat Operator (Radar Operator Wet)
Combat Operator (Radar Operator Dry)
Combat Operator (Radar Operator Elint)
Combat Operator (Mine Counter Measures Operator)
Combat Operator (Weapons Operator Mine Counter Measures)
Combat Operator (Marine)

542102 Naval Combat Officer

Provides specialised seaward combat related military services to the south african national defence force.

Alternative Titles and Specialisations:
Combat Officer (Surface Ships)
Combat Officer (Subsurface Vessels)
Combat Officer (Marine)

5422 Special Forces Defence Members

Spec forces defence members liaise, exercise, practise, design, coordinate, command and guide the military use of spec forces personnel and capabilities (fighting power).

Tasks include:

Applying administrative, financial, logistical and military procedures, taking in account the Spec Forces' operating environment and national legislative, security and/or emergency policies and procedures.

Assessing, developing and maintaining individual and small unit proficiency in specialised combat related skills.

Collecting, analysing and interpreting information and data to develop possible Special Forces solutions to given "military" problems and challenges.
OFO Code | OFO Detail
--- | ---
542201 | **Special Forces Manager**
Collects and analyses intelligence, plan, coordinate, monitor and manage all aspects of special forces operations in the training, preparation and operational environments. They support and assist with joint and integrated spec forces operational and tactical requirements at all levels of training, preparation and execution.

542202 | **Special Forces Officer**
Liaises, exercises, practises, designs, coordinates, commands and guides the military use of special forces personnel and capabilities (fighting power) that are difficult or impossible to accomplish with conventional forces alone, during war and peace.

Alternative Titles and Specialisations:
- Spec Forces Operations Officer (Ops Off)
- Spec Forces Staff Officer Operations (SO Ops0)
- Spec Forces Warrant Officer/Sergeant Major
- Commando Warrant Officer (Comdo WO)
- Group Warrant Officer (Gp WO)
- Branch Warrant Officer (Branch Wo)
- Spec Forces Specialist
- Spec Forces Course Warrant Officer (Course Wo)

542203 | **Special Forces Operator**
Practises, exercises and employs special forces tactics, techniques and procedure during during war and peace operations.

Alternative Titles and Specialisations:
- Commando Officer Commanding (Comdo Oc)
- Commando Second In Command (Comdo 2ic)
- Group Commander (Gp Cmdr)
- Group Second In Command (Gp 2ic)
- Team Leader (Tm Ldr)
- Branch Commander (Branch Cmdr)
- Branch Second In Command (Branch 2ic)
- Wing Commander (Wing Cmdr)
- Wing Second In Command (Wing 2ic)

5423 | **Landward Defence Members**
Landward defence members direct, train, and lead landward defence related combat operations.

Tasks include:
- Directing deployment of land defence weapons, vehicles, and equipment.
- Directing location, construction, and camouflage of landward defence positions and equipment.
- Managing field communications operations.
- Coordinating armor, artillery, and air support units.
- Performing strategic and tactical planning, including battle plan development; and leading basic reconnaissance operations.
- Members in the Unit Group may be driving and operating “A” Vehicles and other specialised military vehicles designed for combat operations.

542301 | **Infantry Soldier**
Practise, exercise and employ infantry tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>542302</td>
<td><strong>Artillery Soldier</strong></td>
</tr>
<tr>
<td>542303</td>
<td><strong>Air Defence Artillery Soldier</strong></td>
</tr>
<tr>
<td>542304</td>
<td><strong>Armour Soldier</strong></td>
</tr>
<tr>
<td>542305</td>
<td><strong>Engineer Soldier</strong></td>
</tr>
<tr>
<td>542306</td>
<td><strong>Signal Soldier</strong></td>
</tr>
<tr>
<td>5424</td>
<td><strong>Defence Support Members</strong></td>
</tr>
</tbody>
</table>

**Infantry Officer**

Practise, exercise and employ artillery tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:

- Artillery Officer

**Air Defence Artillery Soldier**

Practise, exercise and employ artillery tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:

- Air Defence Artillery Officer

**Armour Soldier**

Practises, exercises and employs armour tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:

- Armour Officer

**Engineer Soldier**

Practise, exercise and employ military engineer tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:

- Engineer Officer

**Signal Soldier**

Practise, exercise and employ military signal tactics, techniques and procedures during military war and peace operations.

Alternative Titles and Specialisations:

- Signal Officer

**Defence Support Members**

Direct, train, and lead defence support related combat functions.

Tasks include:

- Directing deployment of land defence weapons, vehicles, and equipment.
- Administering first-aid treatment and life-support care to sick or injured soldiers in prehospital setting.
- Performing emergency diagnostic and treatment procedures, such as stomach suction, airway management or heart monitoring, during evacuations.
- Observing, recording, and reporting to physician the patient's condition or injury, the treatment provided, and reactions to drugs and treatment.
- Immobilising patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device.
- Maintaining vehicles and medical and communication equipment, and replenish first-aid equipment and supplies.
- Assessing nature and extent of illness or injury to establish and prioritize medical procedures, given combat situation.
- Communicating with dispatchers and treatment centre personnel to provide information about situation, to arrange evacuation and reception of patient, and to receive instructions for further treatment.

**Combat Medical Support Operator**

Practises, exercises and employs medical support techniques and procedures during military war and peace operations.

**Air Ward Defence Members**

Airward defence members directs, trains and leads airward defence related combat operations.

Tasks include:
OFO Code | OFO Detail
--- | ---
4567 | Creating flight plans.
 | Advising on flight safety.
 | Managing teams of Flight Operations Assistants.
 | Acting as a link between aircrew and the operations nerve centre and responsible for all aspects of the flying management of aircraft.

542501 | Air Operations Officer
--- | ---
Plans, coordinates, monitors and executes activities / projects / services related to air operations.

**SKILLED AGRICULTURAL, FORESTRY, FISHERY, CRAFT and RELATED TRADES WORKERS**

Skilled agricultural, forestry, fishery craft and related trades workers apply specific knowledge and skills to construct and maintain buildings, form metal, erect metal structures, set machine tools, or make, fit, maintain and repair machinery, equipment or tools, carry out printing work produce or process foodstuffs, textiles, or wooden, metal and other articles, including handicraft goods and grow and harvest field or tree and shrub crops, breed, tend or hunt animals, produce a variety of animal husbandry products, cultivate, conserve and exploit forests and breed or catch fish.

**Tasks include:**

- Sowing, planting, spraying, fertilising and harvesting field crops
- Growing fruit and other tree and shrub crops, garden vegetables and horticultural products
- Breeding, raising, tending or hunting animals mainly to obtain meat, milk, hair, fur, skin, sericultural, apiarian or other products
- Cultivating, conserving and exploiting forests; breeding or catching fish; cultivating or gathering other forms of aquatic life
- Storing and basic processing of produce
- Constructing, maintaining and repairing buildings and other structures; casting, welding and shaping metal
- Installing and erecting heavy metal structures, tackle and related equipment
- Making machinery, tools, equipment, and other metal articles
- Setting for operators, or setting and operating various machine tools
- Fitting, maintaining and repairing industrial machinery, including engines and vehicles, as well as electrical and electronic instruments and other equipment
- Making precision instruments, jewellery, household and other precious-metal articles, pottery, glass and related products
- Producing handicrafts
- Executing printing work; producing and processing foodstuffs and various articles made of wood, textiles, leather and related materials
- Supervision of other workers may be included.

**61 Market-Oriented Skilled Agricultural Workers**

Market-oriented skilled agricultural workers plan, organize and perform farming operations to grow and harvest field or tree and shrub crops and produce a variety of animals and animal products for sale or delivery on a regular basis to wholesale buyers, marketing organisations or at markets.

**Tasks include:**

- Preparing the soil
- Sowing, planting, spraying, fertilising and harvesting field crops
- Growing fruit and other tree and shrub crops
- Growing garden vegetables and horticultural products
- Raising, breeding and tending animals mainly to obtain meat, milk, hair, fur, skin, sericultural, apiarian or other products
Market Gardeners and Crop Growers

Market gardeners and crop growers plan, organize and perform operations to grow and harvest field crops, to grow fruit and other tree and shrub crops, to grow garden vegetables and medicinal and other plants, and to produce horticultural and horticultural nurseries products, for sale or delivery on a regular basis to wholesale buyers, marketing organisations or at markets.

Tasks include:
- Monitoring market activity and conditions, determining types and quantities of crops to be grown, and planning and coordinating production accordingly
- Purchasing seeds, bulbs and fertilizer
- Investing in land and land improvements
- Preparing land, sowing, planting, cultivating and harvesting various crops
- Tending working animals and maintaining farm buildings, machinery and equipment
- Producing saplings, bulbs and seeds
- Storing and carrying out some processing of produce
- Delivering or marketing farm products.

Supervision of other workers may be included

Field Crop and Vegetable Growers

Field crop and vegetable growers plan, organize and perform farming operations to grow and harvest various types of field crop such as wheat and other cereals, rice, beetroot, sugar-cane, ground-nuts, tobacco, reed or their field crops and potatoes, cabbages or other field vegetables, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

Tasks include:
- Monitoring market activity and conditions, determining types and quantities of crops to be grown, and planning and coordinating production accordingly
- Preparing soil by hand or machine, and spreading fertilizers and manure
- Selecting and sowing seeds, and planting seedlings
- Maintaining crops by cultivating soil, by transplanting, pruning or thinning plants, and by setting up and operating irrigation equipment
- Controlling weeds, pests and diseases, by applying herbicides and pesticides
- Harvesting crops and destroying diseased or superfluous crops
- Inspecting, cleaning, grading, packaging, storing and loading crops for sale or delivery to market
- Tending working animals and maintaining farm buildings, structures, equipment and water supply systems;
- Storing and carrying out some processing of produce
- Promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies and maintaining and evaluating records of farm activities and transactions
- Training and supervising workers in crop production, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors.

Agronomy Farmer

Plans, organises and performs farming operations to grow annual and perennial crop such as cotton, grain, maize etc.

Alternative Titles and Specialisations:
- Agronomy Farm Foreman
- Agronomy Production Supervisor
### Field Crop Farmer

**61102 Field Vegetable Farmer**

Plans, organizes and performs farming operations to grow field vegetables.

**Alternative Titles and Specializations:**
- Field Vegetable Farm Foreman
- Field Vegetable Production Supervisor

### Tree and Shrub Crop Growers

Tree and shrub crop growers plan organize and perform farming operations to grow and harvest trees and shrubs, such as fruit and nut trees, tea and coffee bushes, grape vines, berry-bearing bushes, cocoa trees and rubber trees and to collect sap, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

**Tasks include:**
- Monitoring market activity and conditions, determining types and quantities of crops to be grown, and planning and coordinating production accordingly
- Preparing soil by hand or machine, and spreading fertilizers and manure
- Selecting and sowing seeds, and planting seedlings
- Maintaining crops by cultivating soil, by transplanting, pruning or thinning trees and shrubs, and by setting up and operating irrigation equipment
- Controlling weeds, pests and diseases, by applying herbicides and pesticides
- Tending trees or bushes, collecting sap and harvesting crops
- Inspecting, cleaning, grading, packaging, storing and loading crops for sale or delivery to market
- Tending working animals and maintaining farm buildings, structures, equipment and water supply systems
- Storing and carrying out some processing of produce
- Promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies and maintaining and evaluating records of farm activities and transactions
- Training and supervising workers in crop production, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

### Arboricultural Farmer

**61201 Arboricultural Farmer**

Plans, organizes and performs farming operations to grow trees.

**Alternative Titles and Specializations:**
- Arboricultural Farm Foreman
- Arboricultural Production Supervisor

### Horticultural Farmer

**61202 Horticultural Farmer**

Plans, organizes and performs farming operations to grow crop such as fruit, nuts etc.

**Alternative Titles and Specializations:**
- Horticultural Farm Foreman
- Horticultural Production Supervisor

### Gardeners, Ornamental Horticultural and Nursery Growers

Gardeners, horticultural and nursery growers plan organize and perform operations to cultivate and maintain trees, shrubs, flowers and other plants in parks and private gardens, and to produce saplings, bulbs and seeds, or grow vegetables and flowers by intensive cultivation techniques, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

**Tasks include:**
- Monitoring market activity and conditions determining kinds and amounts of vegetables, horticultural and nursery products to be grown and planning and coordinating production accordingly
OFO Code  OFO Detail
Preparing land by conditioning soil, levelling ground and installing and operating irrigation and drainage systems
Planting trees, hedges, garden plants, grass
Pruning and trimming trees, shrubs and hedges, installing plant supports and protection, and rolling, mowing aerating and edging lawns
Constructing features and facilities within gardens, such as paths or paved areas, walls, rockeries, garden beds ponds and water features, sheds and fences
Checking the health of plants and trees, identifying and treating weeds, pests and diseases, and applying mulch and fertilizers
Producing saplings, bulbs and seeds and raising plants from seeds or cuttings
Harvesting crops inspecting, cleaning, grading, packaging, storing and loading products for sale or delivery to market
Maintaining buildings, greenhouses and other structures, equipment and water supply systems
Storing and carrying out some processing of produce
Promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies and maintaining and evaluating records of activities and transactions
Training and supervising workers in production, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

611301  Ornamental Horticultural Farmer
Plans, organises and performs farming operations to grow flowers and turf.
Alternative Titles and Specialisations:
- Ornamental Horticultural Farm Foreman
- Ornamental Horticultural Production Supervisor

611302  Landscape Gardener
Plans and constructs garden landscapes.
Alternative Titles and Specialisations:
- Agricultural Horticulture Worker
- Landscape Contractor
- Landscaper
- Arborist
- Parks Caretaker
- Turf Layer
- Gardener
- Groundsman / Woman
- Gardening Contractor

611303  Green Keeper
Establishes and maintains fine turf, grassed areas and synthetic surfaces used for sporting events.
Alternative Titles and Specialisations:
- Golf Course Superintendent
- Grounds Maintainer
- Groundskeeper
- Turf Curator
- Turf Keeper
- Turf Manager

611304  Nurseryperson
Propagates and cultivates trees, shrubs, and ornamental and flowering plants in plant nurseries.
Alternative Titles and Specialisations:
- Horticulturist
Mixed Crop Growers

Mixed crop growers plan organize and perform farming operations to grow and harvest specific combinations of field crops, field vegetables, tree and shrub crops, and garden, horticultural and nursery products, for sale or delivery to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

Tasks include:
- Monitoring market activity and conditions, determining types and quantities of crops to be grown, and planning and coordinating production accordingly
- Preparing soil by hand or machine, and spreading fertilizers and manure
- Selecting and sowing seeds, and planting seedlings
- Maintaining crops by cultivating soil, by transplanting, pruning or thinning crops trees and shrubs, and by setting up and operating irrigation equipment
- Growing flowers and vegetables by intensive cultivation
- Producing saplings, bulbs and seeds
- Harvesting crops inspecting, cleaning, grading, packaging, storing and loading products for sale or delivery to market
- Tending working animals and maintaining farm buildings, structures, equipment and water supply systems
- Storing and carrying out some processing of produce
- Promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies and maintaining and evaluating records of activities and transactions
- Training and supervising workers in production, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

Mixed Crop Farm Production Manager / Foreman

Oversees, coordinates and performs farming operations to grow a range of crop.

Alternative Titles and Specialisations:
- Mixed Crop Farm Foreman
- Mixed Crop Production Supervisor

Market-Oriented Animal Producers

Market-oriented animal producers plan, organize and perform farming operations to breed and raise domesticated animals, poultry, insects and non-domesticated animals for the production of meat, dairy products, honey, skins, textiles and other products or for use as working, sporting or recreational animals, for sale or delivery to wholesale buyers, marketing organizations or at markets. Workers who produce a combination of domestic livestock and other animals such as poultry, insects and non-domesticated animals should be classified according to their predominant activity. Those who produce and store hay and other fodder for later consumption, primarily by livestock for which they are responsible, are classified in unit group 6121, livestock and dairy producers. Farmers not involved in co-operatives are also classified under this minor group.

Tasks include:
- Monitoring market activity and conditions, determining kinds and amounts of products to produce, planning and coordinating production accordingly
OFO Code | OFO Detail
--- | ---
Raising, feeding and tending animals | Performing duties related to animal reproduction, such as breeding, artificial insemination, and helping with animal births; renting or investing in and maintaining and cleaning buildings, machinery, equipment, and structures; storing and carrying out some processing of produce
Preparing animals or animal products for market | Promoting and marketing products, arranging the sale, purchase and transportation of stock, produce and supplies and maintaining and evaluating records of activities and transactions
Monitoring and examining animals to detect illness, injury, or disease, and to check physical condition such as rate of weight gain | Training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

6121 | Livestock and Dairy Producers
Livestock and dairy producers plan, organize and perform farming operations to breed and raise domesticated animals (excluding poultry), such as cattle, sheep, pigs, goats, horses and camels, for the production of meat, milk and other dairy products, skins, and wool or for use as working, sporting or recreational animals for sale or delivery to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.
Tasks include:
Monitoring market activity and conditions, determining kinds and amounts of stock to produce, planning and coordinating production accordingly
Cultivating pastures and providing and monitoring fodder and water supplies to maintain appropriate nutritional levels and condition of livestock
Monitoring and examining animals to detect illness, injury, or disease, and to check physical condition such as rate of weight gain
Grooming, marking, clipping, trimming, drenching and/or castrating animals and shearing coats to collect hair or wool
Herding livestock to pastures for grazing or to scales, sheds, vehicles, or other enclosures
Milking animals by hand or using milking machines
Mixing feed, additives, and medicines in prescribed portions and distributing or hand-feeding to animals for consumption
Performing duties related to livestock reproduction, such as breeding, artificial insemination, and helping with animal births
Maintaining and cleaning farm buildings, machinery, equipment, and structures
Slaughtering and skinning animals and preparing them for market
Soring and carrying out some processing of animal and dairy produce
Promoting and marketing products, arranging the sale, purchase and transportation of livestock, produce and supplies and maintaining and evaluating records of farm activities and transactions
Training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors

612101 | Livestock Farmer
Plans, organises and performs farming operations to breed and raise livestock such as cattle, horses, pigs, sheep etc.

Alternative Titles and Specialisations:
Livestock Farm Foreman
Livestock Production Supervisor
Race Horse Stables Manager
Race Horse Transport Manager
Dairy Farmer

OFO Code: 612102

Plans, organizes and performs farming operations to produce milk and milk products.

Alternative Titles and Specialisations:
- Dairy Farm Foreman
- Dairy Production Supervisor

Poultry Producers

OFO Code: 6122

Poultry producers plan, organize and perform farming operations to breed and raise chickens, turkeys, geese, ducks and other poultry to produce meat, eggs and breeding stock for sale or delivery to wholesale buyers, marketing organizations or at markets. Workers who produce a combination of domestic livestock and other animals such as poultry, insects and non-domesticated animals should be classified according to their predominant activity. Farmers not involved in co-operatives are also classified under this unit group.

Tasks include:
- Monitoring market activity, planning and coordinating production accordingly, maintaining and evaluating records of farming activities
- Growing and purchasing feed and other supplies needed to maintain appropriate nutritional levels and condition of poultry
- Monitoring and examining poultry to detect illness, injury, or disease, and to check physical condition, such as rate of weight gain, and removing weak, ill and dead poultry from flock
- Mixing feed and feed additives and filling feed and water containers
- Vaccinating poultry via drinking water, injection, or dusting of air
- Collecting and storing eggs and packaging them for sale delivery to market
- Determining sex of chicks and facilitating breeding, artificial insemination, and hatching of eggs
- Renting or investing in and maintaining and cleaning farm buildings, machinery, equipment, and structures
- Slaughtering and dressing poultry for sale or delivery to market
- Storing and carrying out some processing of produce
- Arranging the sale, purchase and transportation stock, produce and supplies
- Training and supervising workers in poultry production procedures, maintenance duties, and health and safety precautions, and hiring and discharging workers and contractors

Poultry Farmer

OFO Code: 612201

Plans, organizes and performs farming operations to breed and raise poultry.

Alternative Titles and Specialisations:
- Poultry Farm Foreman
- Poultry Farm Production Supervisor

Ratites Farmer

OFO Code: 612202

Plans, organizes and performs farming operations to breed and raise ratidets.

Alternative Titles and Specialisations:
- Ratites Farm Foreman
- Ratites Production Supervisor

Apiarists and Sericulturists

OFO Code: 6123

Apiarists and sericulturists plan, organize and perform operations to breed, raise and tend insects such as honey bees, silkworms, and other species to produce honey, beeswax, silk and other products for sale or delivery to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

Tasks include:
MONITORING market activity, planning and coordinating production accordingly, monitoring market activity and conditions, determining kinds and amounts of insect products to produce, planning and coordinating production accordingly
Purchasing insects and growing or purchasing feed and other supplies
Breeding, raising and tending insects and collecting their products
Renting or investing in and maintaining and cleaning buildings, machinery, equipment, and structures
Storing and carrying out some processing of produce
Arranging the sale, purchase and transportation of stock, produce and supplies and maintaining and evaluating records of farming activities
Training and supervising workers in production procedures, maintenance duties, and health and safety precautions, and hiring and discharging workers and contractors

612301 Insect Farmer
Plans, organises and performs farming operations to breed and raise insects.

Alternative Titles and Specialisations:
Insect Farm Foreman
Insect Production Supervisor

6129 Other Animal Producers not Elsewhere Classified

This unit group covers market-oriented animal producers not classified elsewhere in minor group 612. For instance, this group includes those engaged in breeding, raising and tending non domesticated mammals, game and other birds (except poultry), snails, snakes and other reptiles, as well as various insects and animals used for laboratory tests, for sale or delivery on a regular basis to wholesale buyers, marketing organizations, zoos and circuses, or at markets.

Tasks include:
Monitoring market activity and conditions, determining kinds and amounts of products to produce, planning and coordinating production accordingly
Raising, feeding and tending animals
Killing and skinning animals, and preparing animals or animal products for market
Monitoring and examining animals to detect illness, injury, or disease, and to check physical condition such as rate of weight gain
Performing duties related to animal reproduction, such as breeding, artificial insemination, and helping with animal births
Renting or investing in and maintaining and cleaning buildings, machinery, equipment, and structures
Slaughtering and skinning animals and preparing them for market
Storing and carrying out some processing of produce

Promoting and marketing products, arranging the sale, purchase and transportation of stock, produce and supplies and maintaining and evaluating records of activities and transactions
Training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions

612901 Avian Farmer
Plans, organises and performs farming operations to breed and raise small birds.

Alternative Titles and Specialisations:
Avian Farm Foreman
Avian Production Supervisor

612902 Game Farmer
Plans, organises and performs farming operations to breed and raise game.

Alternative Titles and Specialisations:
Game Farm Foreman
Game Production Supervisor
Market-oriented mixed crop and animal producers plan, organize and perform farming operations to grow and harvest field, tree and various other crops, as well as to breed, raise and tend animals and to produce a variety of animal husbandry products, for sale or delivery to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this minor group.

Tasks include:

- Monitoring market activity, planning and coordinating production accordingly, monitoring market activity and conditions, determining kinds and amounts of crops to be grown and animals to be raised, and planning and coordinating production accordingly
- Purchasing seeds, fertilizer, and other supplies
- Performing operations such as land preparation, sowing, planting, cultivating and harvesting crops
- Producing or buying fodder and other food supplies; breeding, raising and tending animals
- Killing and skinning animals, and preparing animals or animal products for market
- Renting or investing in and maintaining and cleaning farm buildings, machinery, equipment, and structures
- Storing and carrying out some processing of produce
- Promoting and marketing products, arranging the sale, purchase and transportation of livestock, produce and supplies and maintaining and evaluating records of farm activities and transactions
- Training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors.

Mixed crop and animal producers plan, organize and perform farming operations to grow and harvest field, tree and various other crops, as well as to breed, raise and tend animals and to produce a variety of animal husbandry products, for sale or delivery to wholesale buyers, marketing organizations or at markets. Farmers not involved in co-operatives are also classified under this unit group.

Tasks include:

- Monitoring market activity and conditions, determining kinds and amounts of crops to be grown and animals to be raised, and planning and coordinating production accordingly
- Purchasing seeds, fertilizer, and other supplies
- Performing operations such as land preparation, sowing, planting, cultivating and harvesting crops
- Producing or buying fodder and other food supplies
- Breeding, raising and tending animals
- Killing and skinning animals, and preparing animals or animal products for market
- Renting or investing in and maintaining and cleaning farm buildings, machinery, equipment, and structures
- Storing and carrying out some processing of produce
- Promoting and marketing products, arranging the sale, purchase and transportation of livestock, produce and supplies and maintaining and evaluating records of farm activities and transactions
- Training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors.
621 Market-Oriented Forestry and Related Workers

Market-oriented forestry and related workers plan, organize and perform operations to cultivate, conserve and exploit natural and plantation forests.

Tasks include:
- Assessing sites for reforestation, selecting seedlings and planting trees using manual planting tools and establishing and caring for forest stands
- Locating trees to be felled and estimating volume of timber; operating chainsaw and other power saws to thin young forest stands, trim, top and fell trees and saw them into logs
- Shaping rough wooden products from logs at felling site
- Stacking logs and loading them in chutes or floating them down rivers
- Keeping watch to detect forest fires, participating in fire fighting operations complete fire fighting reports and maintaining fire fighting equipment
- Controlling weeds and undergrowth in regenerating forest stands using manual tools and chemicals
- Operating and maintaining a skidder, bulldozer or other prime mover to pull a variety of scarification or site preparation equipment over areas to be regenerated
- Collecting seed cones, pruning trees, assisting in planting surveys and marking trees for subsequent operations
- Training and supervising other workers in forestry procedures, including forestry labourers and plant operators

6211 Forestry and Related Workers

Forestry and related workers plan, organize and perform operations to cultivate, conserve and exploit natural and plantation forests.

Tasks include:
- Assessing sites for reforestation, selecting seedlings and planting trees using manual planting tools and establishing and caring for forest stands
- Locating trees to be felled and estimating volume of timber
- Operating chainsaw and other power saws to thin young forest stands, trim, top and fell trees and saw them into logs
- Shaping rough wooden products from logs at felling site
- Stacking logs and loading them in chutes or floating them down rivers
- Keeping watch to detect forest fires, participating in fire fighting operations, completing fire fighting reports and maintaining fire fighting equipment
- Controlling weeds and undergrowth in regenerating forest stands using manual tools and chemicals
- Operating and maintaining a skidder, bulldozer or other prime mover to pull a variety of scarification or site preparation equipment over areas to be regenerated
- Collecting seed cones, pruning trees, assisting in planting surveys and marking trees for subsequent operations
- Training and supervising other workers in forestry procedures, including forestry labourers and plant operators

621101 Tree Feller

Fells trees in forests, and trims and saws them into logs.

Alternative Titles and Specialisations:
### Market-Oriented Fishery Workers, Hunters and Trappers

Market-oriented fishery workers, hunters and trappers breed and raise fish, harvest and catch fish and hunt and trap animals, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks include:

- Monitoring environments to ensure maintenance of optimum conditions for aquatic life
- Cleaning, freezing, icing or salting catch on- or offshore and preparing fish and other products for shipment
- Renting or investing in and maintaining buildings, tanks, machinery, fishing vessels and other equipment
- Preparing and repairing nets and other fishing gear and equipment
- Operating fishing vessels to, from and at fishing grounds
- Baiting, setting, operating and hauling in fishing gear
- Setting traps to catch mammals, birds or reptiles
- Delivering or marketing products
- Supervising and training other workers.

### Skilled Aquaculture Workers

Skilled aquaculture workers breed and raise fish and cultivate mussels, oysters and other forms of aquatic life, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks include:

- Breeding, raising and cultivating fish, mussels, oysters and other forms of aquatic life as cash crops or for release into freshwater or saltwater
- Collecting and recording growth, production, and environmental data
- Conducting and supervising stock examinations in order to identify diseases or parasites
- Monitoring environments to ensure maintenance of optimum conditions for aquatic life
- Directing and monitoring trapping and spawning of fish, egg incubation, and fry rearing, applying knowledge of management and fish culturing techniques
- Cleaning, freezing, icing or salting catch on- or offshore and preparing fish and other products for shipment
- Maintaining buildings, tanks, machinery, boats and other equipment
- Delivering or marketing products
- Renting or investing in buildings, equipment and machinery and purchasing food and other supplies
- Supervising and training aquaculture and fish hatchery support workers

### Aquaculture Farmer

Plans, organises and performs farming operations to breed and raise fresh water fish and other aquatic stock.

Alternative Titles and Specialisations:
- Aquaculture Farm Foreman
- Aquaculture Production Supervisor
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td></td>
<td>Hatchery Manager (Fresh Water Fish)</td>
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<td></td>
<td>Hatchery Foreman</td>
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<td></td>
<td>Fish Production Foreman</td>
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<td>Netting Foreman</td>
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<td>622102</td>
<td>Mariculture Farmer</td>
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<tr>
<td></td>
<td>Plans, organises and performs farming operations to breed and raise salt water fish and other aquatic stock such as abalone, crayfish, mussels, oysters and prawns.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Hatchery Manager (Marine Fish / Aquatic Stock)</td>
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<td></td>
<td>Mariculture Farm Foreman</td>
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<td></td>
<td>Mariculture Production Supervisor</td>
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<tr>
<td>6222</td>
<td>Skilled Inland and Coastal Waters Fishery Workers</td>
</tr>
<tr>
<td></td>
<td>Skilled inland and coastal waters fishery workers, alone or as members of fishing-vessel crews, catch fish or gather other forms of aquatic life in inland or coastal waters, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.</td>
</tr>
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<td>Tasks include:</td>
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<td>Preparing and repairing nets and other fishing gear and equipment</td>
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<td></td>
<td>Selecting area for fishing, plotting courses and computing navigational positions using compass, charts and other aids</td>
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<td>Operating fishing vessels to, from and at fishing grounds</td>
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<td>Baiting, setting, operating and hauling in fishing gear by hand or using hoisting equipment</td>
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<td></td>
<td>Gathering various forms of aquatic life from shores and shallow waters</td>
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<td></td>
<td>Maintaining engine fishing gear and other on-board equipment</td>
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<td></td>
<td>Keeping records of transactions, fishing activities, weather and sea conditions and estimating costs and budgets</td>
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<td>Sorting, and storing catch in holds with salt and ice</td>
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<td>Removing catches from fishing equipment, measuring them to ensure compliance with legal size and returning undesirable or illegal catches to the water</td>
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<td>Direct fishing operations, and supervising fishing crew members</td>
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<tr>
<td>622201</td>
<td>Skipper (Fishing Boat)</td>
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<td></td>
<td>Controls fishing operations to catch fish, crustacea and molluscs for gather other forms of aquatic life in inland or coastal waters, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
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<td>Fishing Boat Skipper</td>
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<tr>
<td>6223</td>
<td>Skilled Deep-Sea Fishery Workers</td>
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<td></td>
<td>Skilled deep-sea fishery workers, as skippers or members of fishing vessel crews, catch deep-sea fish, for sale or delivery to wholesale buyers, marketing organizations or at markets.</td>
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<td>Tasks include:</td>
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<td>Preparing and repairing nets and other fishing gear and equipment</td>
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<td>Commanding and operating fishing vessels to from and at deep-sea fishing grounds</td>
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<td>Determining areas for fishing, plotting courses and computing navigational positions using compass, charts, tables and other aids</td>
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<td>Steering vessels and operating navigational instruments and electronic fishing aids</td>
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<td>Directing fishing operations and supervising crew activities</td>
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<tr>
<td></td>
<td>Recording fishing progress, activities, weather and sea conditions on ship's log</td>
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<tr>
<td></td>
<td>Baiting, setting and hauling in fishing gear</td>
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<tr>
<td></td>
<td>Cleaning, freezing, icing or salting catch on- or offshore</td>
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<td>Selecting and training vessel crews</td>
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</table>
**622301 Master Fisher**

Controls fishing operations from a trawller to catch and preserve fish for sale or delivery to wholesale buyers, marketing organizations or at markets.

Alternative Titles and Specialisations:
- Fishing Boat Captain
- Trawler Skipper
- Fishing Launch Proprietor

**6224 Hunters and Trappers**

Hunters and trappers catch and kill mammals, birds or reptiles mainly for meat, skin, feathers and other products, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks include:
- Setting traps to catch mammals, birds or reptiles
- Killing trapped or free mammals, birds or reptiles with firearms or other weapons
- Skinning and otherwise treating killed mammals, birds or reptiles to obtain desired products for sale or delivery
- Delivering or selling trapped live mammals, birds or reptiles
- Repairing and maintaining equipment

**622401 Hunter**

Hunts, traps or shoots animals for food, pelts, research or for pest control.

Alternative Titles and Specialisations:
- Game Tracker
- Shooter
- Trapper

**63 Subsistence Farmers, Fishers, Hunters and Gatherers**

Subsistence farmers, fishers, hunters and gatherers grow and harvest field or tree and shrub crops, vegetables and fruit, gather wild fruits, medicinal and other plants, tend or hunt animals, catch fish and gather various forms of aquatic life in order to provide food, shelter and a minimum of cash income for themselves and their households.

Tasks include:
- Preparing the soil
- Sowing, planting, tending and harvesting field crops
- Growing vegetables, fruit and other tree and shrub crops
- Gathering wild fruits, medicinal and other plants; breeding, tending and feeding animals and poultry mainly to obtain meat, eggs, milk, hair, skin or other products
- Hunting or trapping animals
- Catching fish and gathering other forms of aquatic life
- Fetching water and gathering firewood
- Storing produce for later use and carrying out some processing of produce
- Building and maintaining houses and other shelters
- Making tools, clothes and utensils for use by the household
- Selling or bartering some products at local markets.

**631 Subsistence Farmers**

Subsistence farmers grow and harvest field or tree and shrub crops, vegetables and fruit, in order to provide food, shelter and a minimum of cash income for themselves and their households.

Tasks include:
- Preparing the soil
- Sowing, planting, tending and harvesting field crops
- Growing vegetables, fruit and other tree and shrub crops
- Gathering wild fruits, medicinal and other plants; breeding, tending and feeding animals and poultry mainly to obtain meat, eggs, milk, hair, skin or other products
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<tr>
<th><strong>OFO Code</strong></th>
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<tbody>
<tr>
<td></td>
<td>Hunting or trapping animals</td>
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<td>Catching fish and gathering other forms of aquatic life</td>
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<td></td>
<td>Fetching water and gathering firewood</td>
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<td>Storing produce for later use and carrying out some processing of produce</td>
</tr>
<tr>
<td></td>
<td>Building and maintaining houses and other shelters</td>
</tr>
<tr>
<td></td>
<td>Making tools, clothes and utensils for use by the household</td>
</tr>
<tr>
<td></td>
<td>Selling or bartering some products at local markets.</td>
</tr>
<tr>
<td><strong>6311</strong></td>
<td><strong>Subsistence Crop Farmers</strong></td>
</tr>
<tr>
<td></td>
<td>Subsistence crop farmers grow and harvest field or tree and shrub crops, vegetables and fruit, in order to provide food, shelter and a minimum of cash income for themselves and their households.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
<tr>
<td></td>
<td>Preparing the soil</td>
</tr>
<tr>
<td></td>
<td>Sowing, planting, tending and harvesting field crops</td>
</tr>
<tr>
<td></td>
<td>Growing vegetables, fruit and other tree and shrub crops</td>
</tr>
<tr>
<td></td>
<td>Gathering wild fruits, medicinal and other plants; breeding, tending and feeding animals and poultry mainly to obtain meat, eggs, milk, hair, skin or other products</td>
</tr>
<tr>
<td></td>
<td>Hunting or trapping animals</td>
</tr>
<tr>
<td></td>
<td>Catching fish and gathering other forms of aquatic life</td>
</tr>
<tr>
<td></td>
<td>Fetching water and gathering firewood</td>
</tr>
<tr>
<td></td>
<td>Storing produce for later use and carrying out some processing of produce</td>
</tr>
<tr>
<td></td>
<td>Building and maintaining houses and other shelters</td>
</tr>
<tr>
<td></td>
<td>Making tools, clothes and utensils for use by the household</td>
</tr>
<tr>
<td></td>
<td>Selling or bartering some products at local markets.</td>
</tr>
<tr>
<td><strong>631101</strong></td>
<td><strong>Subsistence Crop Farmer</strong></td>
</tr>
<tr>
<td></td>
<td>Grows and harvests field or tree and shrub crops, vegetables and fruit, in order to provide food, shelter and a minimum of cash income for themselves and their households.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Market Gardener</td>
</tr>
<tr>
<td><strong>6312</strong></td>
<td><strong>Subsistence Livestock Farmer</strong></td>
</tr>
<tr>
<td></td>
<td>Subsistence livestock farmers breed, raise and tend livestock in order to provide food, shelter and a minimum of cash income for themselves and their households.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
<tr>
<td></td>
<td>Cultivating pastures, or managing grazing lands, and monitoring feed and water supplies needed to maintain condition of livestock</td>
</tr>
<tr>
<td></td>
<td>Monitoring and examining animals to detect illness, injury, or disease, and to check physical condition</td>
</tr>
<tr>
<td></td>
<td>Grooming and marking animals and shearing coats to collect hair or wool; herding or leading livestock to pastures, grazing land and water supplies</td>
</tr>
<tr>
<td></td>
<td>Raising, tending, feeding and milking animals or draining blood from them</td>
</tr>
<tr>
<td></td>
<td>Breeding animals and helping with animal births</td>
</tr>
<tr>
<td></td>
<td>Slaughtering and skinning animals and preparing them and their products for consumption or sale</td>
</tr>
<tr>
<td></td>
<td>Carrying out some processing of animal products</td>
</tr>
<tr>
<td></td>
<td>Building and maintaining houses and other shelters</td>
</tr>
<tr>
<td></td>
<td>Making tools, clothes and utensils for use by the household</td>
</tr>
<tr>
<td></td>
<td>Fetching water and gathering firewood; buying, bartering and selling animals and some products</td>
</tr>
<tr>
<td><strong>631201</strong></td>
<td><strong>Subsistence Livestock Farmer</strong></td>
</tr>
<tr>
<td></td>
<td>Breeds, raises and tends livestock in order to provide food, shelter and a minimum of cash income for themselves and their households.</td>
</tr>
</tbody>
</table>
Subsistence mixed crop and livestock farmers grow and harvest field or tree and shrub crops, vegetables and fruit, gather wild fruits, medicinal and other plants, tend or hunt animals, and/or catch fish and gather various forms of aquatic life in order to provide food, shelter and a minimum of cash income for themselves and their households.

Tasks include:
- Preparing the soil, sowing, planting, tending and harvesting field crops
- Growing vegetables, fruit and other tree and shrub crops
- Gathering wild fruits, medicinal and other plants
- Breeding, tending and feeding animals and poultry mainly to obtain meat, eggs, milk, hair, skin or other products
- Fetching water and gathering firewood
- Storing produce for later use and carrying out some processing of produce
- Building and maintaining houses and other shelters
- Making tools, clothes and utensils for use by the household
- Selling some products at local markets

Subsistence fishers, hunters, trappers and gatherers gather wild fruits, medicinal and other plants, hunt and trap animals, catch fish and gather various forms of aquatic life in order to provide food, shelter and a minimum of cash income for themselves and their households.

Tasks include:
- Gathering wild fruits, roots, medicinal and other plants
- Hunting or trapping animals mainly to obtain meat, milk, hair, skin or other products
- Fetching water and gathering firewood
- Catching fish and gathering other forms of aquatic life
- Storing or carrying out some processing of their produce
- Building and maintaining houses and other shelters
- Making tools, clothes and utensils for use by the household
- Selling some products at local market

Building and related trades workers construct, maintain and repair buildings, erect and repair foundations, walls and structures of brick, stone and similar materials, shape and finish stone for building and other purposes, and extract and work solid minerals from underground or surface mines or quarries. This sub-major group excludes electricians. The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organization, the materials and tools used, and the nature and purpose of the final product.

Tasks include:
- Constructing, maintaining and repairing buildings and other structures using traditional and/or modern building techniques
OFO Code | OFO Detail
--- | ---
641 | Building Frame and Related Trades Workers

Building frame and related trades workers construct, maintain and repair buildings, erect and repair foundations, walls and structures of brick, stone and similar materials, shape and finish stone for building and other purposes, and perform miscellaneous construction and building maintenance tasks.

Tasks include:
- Constructing, maintaining and repairing buildings and other structures by using traditional and/or modern building techniques
- Constructing and repairing foundations, walls and structures of brick, stone and similar materials
- Breaking quarried stone into slabs or blocks
- Cutting, shaping and finishing stone for building, ornamental, monumental and other purposes
- Erecting reinforced concrete frameworks and structures as well as finishing and repairing cement surfaces
- Cutting, shaping, assembling and maintaining wooden structures and fittings
- Performing miscellaneous construction and building maintenance tasks
- Supervision of other workers may be included

6411 | House Builders

House builders erect, maintain and repair houses and similar small buildings using either traditional or modern techniques and materials.

Tasks include:
- Preparing ground for erecting building or other structures
- Erecting structures to support roof, and building and covering walls with appropriate materials
- Fixing rafters to roof and covering with roofing material
- Levelling floor to make it smooth and serviceable
- Maintaining and repairing existing structures
- Arranging for specialised work such as bricklaying, painting, plumbing and electrical wiring to be done by subcontractors
- Coordinating and supervising the activities of subcontractors, labourers and other workers

641101 | House Builder

Erects, maintains and repairs houses and similar small buildings using either traditional or modern techniques and materials.

Alternative Titles and Specialisations:
- Civil Construction Worker

6412 | Bricklayers and Related Workers

Bricklayers and related workers lay bricks, pre-cut stones and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures.

Tasks include:
**OFO Code**  OFO Detail
Laying stone, brick and similar building blocks to construct or repair walls, partitions, fireplaces and other structures such as smokestacks, furnaces, converters, kilns and ovens, piers and abutments
Laying footpaths, kerbs and pavements

Laying bricks or other masonry to build patios, garden walls and other decorative installations

**641201**  Bricklayer
Lays bricks, pre-cut stone and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures.

Alternative Titles and Specialisations:
*Arch Builder*
*Blocklayer*
*Bricklayer and Plasterer*
*Bricklayer (Refractory)*
*Bricklayer (Refractory And/Or Chemical)*
*Bricklaying Contractor*
*Bricklaying Pointer*
*Bricklaying Stopper*
*Chimney Builder*
*Chimney Repairman*
*Kiln Builder*
*Retort Setter (Bricklaying)*
*Tuckpointer*

**6413**  Stonemasons, Stone Cutters, Splitters and Carvers
Stonemasons, stone cutters, splitters and carvers cut and shape hard and soft stone blocks and slabs for the construction and maintenance of stone structures and monumental masonry, and carve designs and figures in stone.

Tasks include:
*Driving wedges into quarried stone to break it into slabs or blocks*
*Selecting and grading slabs and blocks of granite, marble, and other stone*
*Cutting, shaping and finishing building and monumental stone such as granite or marble by using hand or hand-powered tools*
*Making patterns and marking shapes on stone for subsequent sawing, planing, drilling and other dressing and cutting operations*
*Cutting and carving characters, figures or designs on stone blocks used for monuments or memorials*
*Setting stone in the erection of monuments and memorials*
*Repairing and replacing stonework on old buildings, churches and monuments*

**641301**  Stonemason
Cuts and shapes hard and soft stone blocks and masonry slabs to construct and renovate stone structures and monumental masonry.

Alternative Titles and Specialisations:
*Construction Stonemason*
*Headstone Maker*
*Marble Mason*
*Masonry Carver / Cutter / Setter Monumental*
*Masonry Fixer*
*Monument Installer*
*Monumental Mason / Stonemason*
*Stone Masonry Setter*
*Terrazzo Worker*
*Refractory Mason*
OFO Code | OFO Detail
--- | ---
641302 | **Granite Cutter**
Cuts and shapes granite blocks.

6414 | **Concrete Placers, Concrete Finishers and Related Workers**
Concrete placers, concrete finishers and related workers erect reinforced concrete frameworks and structures, make forms for moulding concrete, reinforce concrete surfaces, cement openings in walls or casings for wells, finish and repair cement surfaces and carry out terrazzo work.
Tasks include:
Constructing and repairing reinforced concrete floors, walls, tanks, silos and other concrete structures
Making shuttering or assembling prefabricated forms for moulding concrete
Cementing openings in walls or casings for wells
Finishing and smoothing surfaces of concrete structures
Applying a durable, smooth surfacing composed of cement, sand pigment and marble particles to floors, known as a terrazzo finish

641401 | **Concreter**
Pours, spreads, smoothes and finishes concrete for structures such as floors, stairs, ramps, footpaths and bridges.
Alternative Titles and Specialisations:
Concrete Worker
Grouting/Shotcreting Assistant

641402 | **Fibre-Cement Moulder**
Operates machines to manufacture moulded fibre cement.

6415 | **Carpenters and Joiners**
Carpenters and joiners cut, shape, assemble, erect, maintain and repair various types of structures and fittings made from wood and other materials.
Tasks include:
Making, altering and repairing structural and other woodwork at a work-bench and on a construction site
Constructing, erecting and installing heavy-framed wooden structures on building sites
Fitting, assembling and altering internal and external fixtures of buildings, such as walls, doors, door and window frames, facings and panelling
Making, repairing and fitting scenic equipment for theatrical performances, motion picture or television productions
Constructing, assembling, altering and repairing wooden fixtures and fittings in train coaches, aircraft, ships, boats, floats, and other vehicles

641501 | **Carpenter and Joiner**
Constructs and installs structures and fixtures of wood, plywood, and wallboard and cuts, shapes and fits timber parts to form structures and fittings.
Alternative Titles and Specialisations:
Building Maintenance Repairman
Kitchen Maker and Installer
Kitchen Installer
Panel Erector
Prefabricated Buildings Maker and Erector
Shopfitter
Wood Caravan Builder
Woodworker

641502 | **Carpenter**
Constructs, erects, installs, renovates and repairs structures and fixtures of wood, plywood, wallboard and other materials.
Alternative Titles and Specialisations:
OFO Code 641503  
**Joiner**
Cuts, shapes and fits timber parts in workshops to form structures and fittings, ready for installation.

Alternative Titles and Specialisations:
- Door Joiner
- Joinery Machinist
- Joinery Patternmaker
- Joinery Setter-Out
- Ships Joiner
- Wood Joiner

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OFO Code 6419  
**Building Frame and Related Trades Workers not Elsewhere Classified**

This unit group covers building frame and related trades workers not classified elsewhere in minor group 641. For instance the group includes steeplejacks, scaffolders and demolition workers.

Tasks include:
- Climbing and performing miscellaneous construction and building maintenance work on tall structures such as towers, chimneys and spires.
- Erecting temporary metal or wooden scaffolding on building sites
- Demolishing buildings and other structures

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OFO Code 641901  
**Demolition Technician**
Places and detonates explosives to demolish structures, or to loosen, remove, or displace rock or other materials.

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OFO Code 641902  
**Scaffolder**
Erects and dismantles scaffolding to provide work platforms in building and industrial sites, and for temporary structures such as staging and seating.

Alternative Titles and Specialisations:
- Construction Bracer
- Steeplejack
- Climbs and Performs Miscellaneous Construction and Building Maintenance Work On Towers With Spires
- Scaffolding Inspector

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OFO Code 642  
**Building Finishers and Related Trades Workers**

Building finishers and related trades workers cover, apply or install, maintain and repair roofs, floors, walls, insulation systems, glass in windows or other frames, as well as plumbing, piping and electrical systems in buildings and other structures.

Tasks include:
- Covering roof frameworks with one or more kinds of material
- Installing parquet and other kinds of flooring or covering floors and walls with tiles or mosaic panels
- Applying plaster to walls and ceilings
- Applying insulating material to walls, floors and ceilings
- Cutting, fitting and setting glass in windows and similar openings; installing plumbing and pipeline systems
- Installing electrical wiring and related equipment
Roofers build and repair roofs on all types of buildings using one or more kinds of materials. Tasks include:

- Studying drawings, specifications and construction sites to determine materials required
- Covering roof frameworks with slate and pre-fabricated tiles to cover pitched roofs
- Laying a waterproof shield and fixing metallic or synthetic materials to a building’s frame
- Sizing and cutting roofing materials to fit around edges, corners and protuberances such as chimneys
- Using natural materials such as thatching to provide roof coverings
- Creating temporary structures such as scaffolding and ladders

Roof Tiler
Cover roofs with tiles, sheets and shingles to form a waterproof surface. Alternative Titles and Specialisations:
- Roof Shingler
- Roof Slater
- Roofer
- Roofing Contractor
- Roofing Installer
- Metal Roofer
- Roof Thatcher
- Covers Roof Using Natural Thatch.

Roof Plumber
Installs, maintains and repairs flashings, metallic roof and wall claddings and rainwater products such as gutters and down pipes. Alternative Titles and Specialisations:
- Industrial Roof Plumber

Floor Layers and Tile Setters
Floor layers and tile setters install, maintain and repair flooring, and cover floors, walls and other surfaces with tiles or mosaic panels for decorative or other purposes. Tasks include:

- Preparing floor areas for covering with a variety of materials
- Assembling carpet, tiles or other materials and laying them on floors according to design and other specifications
- Preparing wall areas for covering with tiles or other materials for decorative or other purposes such as acoustic insulation

Wall and Floor Tiler
Lays ceramic, clay, slate, marble and glass tiles on external and internal walls and floors to provide protective and decorative finishes. Alternative Titles and Specialisations:
- Ceramic / Mosaic / Slate / Stone Tiler
- Tile Installer / Layer / Setter
- Tiling Contractor

Floor Finisher
Measures, cuts, installs and repairs soft and resilient floor coverings. Alternative Titles and Specialisations:
- Carpet Installer
OFO Code | OFO Detail
--- | ---
Carpet Layer | 
Floor Installer | 
Floor Sander | 
Flooring Contractor / Installer / Layer / Specialist | 
Parquetry Layer | 

**6423** **Plasterers**
Plasterers install, maintain and repair plasterboard in buildings, and apply decorative and protective coverings of plaster, cement and similar material to the interiors and exteriors of structures.

Tasks include:
- Applying one or more coats of plaster to interior walls and ceilings of buildings to produce finished surface
- Measuring, marking and installing ornamental plaster panels, and casting and trimming ornamental plaster cornices
- Applying protective and decorative covering of cement, plaster and similar materials to exterior building surfaces
- Making and installing decorative plaster fixtures of fibrous plaster

**642301** **Fibrous Plasterer**
Applies and fixes plasterboard partitions, suspended ceilings, fire rating systems, acoustic tiles, and composite wall linings to buildings.

Alternative Titles and Specialisations:
- Ceiling Fixer
- Dry Wall Plasterer
- Exterior Plasterer
- Fibrous Plaster Wallboard Installer
- Plasterboard Fixer / Stopper

**642302** **Solid Plasterer**
Applies decorative and protective coverings of plaster, cement and similar materials to the interiors and exteriors of structures.

Alternative Titles and Specialisations:
- Concrete / Cement Plasterer
- Interior Plasterer
- Ornamental / Stucco Plasterer
- Plasterer
- Plastering Contractor
- Plasterer and Tiler

**6424** **Insulation Workers**
Insulation workers apply and repair insulating materials to buildings, boilers, pipes or refrigeration and air-conditioning equipment.

Tasks include:
- Cutting insulation material by size and shape
- Applying slabs and sheets of insulating or sound-absorbing materials to walls, floors and ceilings of buildings
- Blow and pack insulating or sound-absorbing materials into cavities between walls, floors and ceilings of buildings with power-driven machines
- Examining plans, specifications and work sites to determine the type, quality and quantity of insulation material required
- Applying insulating materials to exposed surfaces of equipment such as boilers, pipes and tanks
- Insulating refrigeration and air-conditioning equipment

**642401** **Building Insulation Installer**
Installs and applies insulating material such as foam, granules, foil, solar film, batts and blankets to walls, floors, windows and ceilings of buildings to insulate against heat, cold, air, sound and moisture.

Alternative Titles and Specialisations:
- Acoustic Insulation Worker
- Air-Conditioning and Refrigeration Equipment Insulation Worker
- Boiler and Pipe Insulation Worker
- Insulating Contractor
- Insulation Installer
- Window Tinter (Building)

Glaziers

Glaziers measure, cut, finish, fit and install flat glass and mirrors.

Tasks include:
- Determining type and dimensions of glass required
- Laying glass over patterns on padded tables and in jigs
- Measuring and marking glass for cutting
- Examining glass and marking defective areas
- Cutting along patterns and templates
- Breaking off sheets and excess glass with notched tools and glass pliers

Installing glass and mirrors in windows, skylights, display cases, interior walls and ceilings
Smoothing rough edges, using belt sanders and smoothing wheels
May coat, cut, etch, trim and treat glass to achieve special effects

Plumbers and pipe fitters assemble, install, repair and maintain pipe systems, fittings and fixtures for water, gas, drainage, sewerage systems, and hydraulic and pneumatic equipment.

Tasks include:
- Measuring, cutting, threading, bending, jointing, assembling, installing, maintaining and repairing pipes, fittings and fixtures of drainage, heating, water supply and sewerage systems;
- Installing gas appliances, dishwashers and water heaters, sinks and toilets using hand and power tools;
- Laying clay, concrete or cast-iron pipes in ditches to form sewers, drains or water mains, or for other purposes;
- Inspecting, examining and testing installed systems and pipes, using pressure gauge, hydrostatic testing, observation or other methods.

Plumber (General)
Installs and repairs water, drainage and sewerage pipes and systems.

Alternative Titles and Specialisations:
- Drainer / Drainlayer
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
</table>
| 642602   | **Solar Installer**  
Installs, tests and repairs solar water heating systems and equipment. |
| 642603   | **Gas Plumber**  
Installs, tests and repairs gas water heating systems and equipment.  
Alternative Titles and Specialisations:  
- Gasfitter  
- Gas Main and Line Fitter |
| 642604   | **Fire Services Plumber**  
Installs, tests and repairs fire services equipment. |
| 642605   | **Plumbing Inspector**  
Inspects plumbing work to ensure compliance with relevant standards and regulations.  
Alternative Titles and Specialisations:  
- Drainage Inspector  
- Gas Plumbing Inspector  
- Sanitary Plumbing and Water Supply Inspector |
| 6427     | **Air Conditioning and Refrigeration Mechanics**  
Air conditioning and refrigeration mechanics assemble, install, maintain and repair air conditioning and refrigeration systems and equipment.  
Tasks include:  
- Interpreting blueprints, drawings or other specifications  
- Assembling, installing and repairing components for air conditioning and refrigeration systems  
- Connecting piping and equipment by bolting, riveting, welding or brazing  
- Testing systems, diagnosing faults and performing routine maintenance or servicing |
| 642701   | **Air Conditioning and Mechanical Services Plumber**  
Installs, maintains and repairs piping, ducting and equipment for heating, cooling and ventilation of buildings or vessels.  
Alternative Titles and Specialisations:  
- Mechanical Services and Air Conditioning Plumber  
- Air Conditioning and Refrigeration Technician  
- Air Conditioning Technician  
- Air Conditioning Equipment Mechanic |
| 643      | **Painters, Building Structure Cleaners and Related Trades Workers**  
Painters, building structure cleaners and related trades workers prepare surfaces and apply paint and similar materials to buildings and other structures, vehicles or various manufactured articles. They cover interior walls and ceilings with wallpaper, clean chimneys and exterior surfaces of buildings and other structures.  
Tasks include:  
- Preparing surfaces and applying paint and similar materials to buildings and other structures  
- Applying paint or varnish to vehicles or various manufactured articles, usually with a hand spraying device |
OFO Code | OFO Detail
--- | ---
6431 | Painters and Related Workers

Painters and related workers prepare surfaces of buildings and other structures for painting, apply protective and decorative coats of paint or similar materials, or cover interior walls and ceilings of buildings with wallpaper other finishes.

Tasks include:

Cleaning and preparing walls and other surfaces of buildings for painting or wallpapering
Selecting and preparing paints to required colours by mixing pigments and additives
Applying or spraying paint, varnish, and similar materials to surfaces, fixtures and fittings of buildings
Measuring and hanging wallpaper or other fabrics on interior walls and ceilings
Applying paints, varnishes and stains to surfaces using brushes, rollers and sprays

643101 | Painting Trades Worker

Applies paint, varnish, wallpaper and other finishes to protect, maintain and decorate the surfaces of buildings and structures.

Alternative Titles and Specialisations:
Decorator
Painter
Painter and Decorator
Painting Contractor
Paperhanger
Structural Steel Painter

6432 | Spray Painters and Varnishers

Spray painters and varnishers operate spray painting and varnishing equipment to apply protective coatings to manufactured items or structures.

Tasks include:

Preparing surfaces to be coated using a variety of methods to remove grease, dirt and rust
Painting cars, buses, trucks and other vehicles, and applying varnish and other protective coatings
Applying paint as well as protective coatings of enamel or varnish on metal, wooden and other manufactured products, usually with a hand-spraying device

643201 | Industrial Spraypainter

Operates spray painting equipment to paint and apply other industrial coatings to manufactured items.

Alternative Titles and Specialisations:
Metal Coater
Powder Coater
Rust Proofer
Spray Booth Operator
Spraypainter

643202 | Vehicle Painter

Prepares surfaces of vehicles, matches and mixes colours and applies paint.

Alternative Titles and Specialisations:
Aircraft Painter / Aircraft Spray Painter
Automotive / Boat / Car / Coach / Ship Painter
Automotive / Car / Ship Spray Painter
Primer Sprayer
Vehicle Spray Painter

6433 Building Structure Cleaners

Building structure cleaners clean exterior surfaces of buildings and other structures, and remove soot from chimneys.

Tasks include:
- Cleaning exterior surfaces of stone, brick, metal or similar materials by means of chemicals, or a jet of steam or sand applied under high pressure
- Removing soot from flues, chimneys and connecting pipes
- Removing asbestos, mould and fire damaged surfaces from buildings
- Cleaning exterior surfaces of stone, brick, metal or similar materials by means of chemicals, or a jet of steam or sand applied under high pressure.

Chimney Cleaner

643302 Unblocks and cleans chimneys.

Metal, Machinery and Related Trades Workers

Metal, machinery and related trades workers cast, weld, forge and, by other methods, form metal, erect, maintain and repair heavy metal structures, engage in machine-tool setting as well as in fitting, maintaining and repairing machinery, including engines, vehicles, or they produce tools and various non-precious-metal articles. The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organisation, the materials and tools used, and the nature and purpose of the final product.

Tasks include:
- Making moulds and cores for casting metal
- Casting, welding and shaping metal
- Installing, erecting, maintaining and repairing heavy metal structures, tackle and related equipment
- Forging and forming steel and other non-precious metals to make and repair machinery, tools, equipment and other articles
- Setting for operators or setting and operating various machine tools
- Fitting, installing, maintaining and repairing industrial machinery, including engines and vehicles and similar mechanical equipment
- Supervision of other workers may be included

Sheet and Structural Metal Workers, Moulders and Welders

Sheet and structural metal workers, moulders and welders, and related workers, make moulds and cores for casting metal, weld and cut metal parts, make and repair articles of sheet metal, and install, erect, maintain and repair heavy metal structures, tackle, cable-cars and related equipment.

Tasks include:
- Making moulds and cores for casting metal; casting, welding and shaping metal parts
- Making and repairing articles of sheet metal such as sheet steel, copper, tin, or brass
- Installing, erecting, maintaining and repairing heavy metal structures, as well as tackle, cable cars and related equipment

Metal Moulders and Coremakers

Metal moulders and coremakers make moulds and cores for casting metal.

Tasks include:
- Making moulds by hand or using auxiliary machines on a bench for small metal castings, on the foundry floor, or in a pit for large castings
- Making cores for use in metal moulds
- Cleaning and smoothing moulds, core boxes, and repairing surface imperfections
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving and positioning work pieces such as mould sections, patterns, and bottom boards, using cranes, or signalling others to move work pieces.</td>
<td></td>
</tr>
<tr>
<td>Positioning patterns inside mould sections and clamping sections together</td>
<td></td>
</tr>
<tr>
<td>Cutting spouts, runner holes and sprue holes into moulds</td>
<td></td>
</tr>
<tr>
<td>Lifting upper mould sections from lower sections and remove moulded patterns</td>
<td></td>
</tr>
</tbody>
</table>

**651101 Moulder**

Cast metal into moulds and cores for the production of metal products.

Alternative Titles and Specialisations:

- Coremaker
- Foundry Moulder
- Metal Casting Moulder
- Metal Caster
- Metal Mould Maker

**6512 Welders and Flame Cutters**

Welders and flame cutters weld and cut metal parts using gas flame, electric arc and other sources of heat to melt and cut, or to melt and fuse metal.

Tasks include:

- Welding metal parts using gas flame, or an electric arc, thermite compound or other methods
- Operating resistance-welding machines
- Using blowtorch to make and repair lead linings, pipes, floors and other lead fixtures
- Brazing metal parts together
- Cutting metal pieces using gas flame or an electric arc
- Joining metal parts by hand soldering
- Monitoring the fitting, burning, and welding processes to avoid overheating of parts or warping, shrinking, distortion, or expansion of material
- Examining work pieces for defects and measuring work pieces with straight edges or templates to ensure conformance with specifications

**651201 Pressure Welder**

Assembles, welds and repairs pressure vessels and pipes to pressure test standards.

**651202 Welder**

Fabricates and repairs metal products using various welding techniques.

Alternative Titles and Specialisations:

- Arc Welder
- Aircraft Welder
- Automotive Acetylene and Electrical Welder
- Brazier
- Carbon Dioxide Welder
- Electric Arc Welder
- Plate Layer
- Plater-Welder
- Solderer and Brazer
- Special Class Welder
- Spot Welder Operator
- Flame Cutter
- Welding Inspector
- Welding Tradesperson

**651203 Fitter-Welder**

Fits, assembles and welds metal parts and sub-assemblies to fabricate production machines, other equipment and pipe systems.

Alternative Titles and Specialisations:

- Metal Pipe Fitter
OFO Code  | OFO Detail
---|---
651204 Gas Cutter | Cuts metal parts using gas flame.
6513 Sheet Metal Workers | Sheet metal workers make, install and repair articles and parts of articles made out of sheet metal such as sheet steel, copper, tin, brass, aluminium, zinc or galvanised iron.

Tasks include:
- Marking sheet metal for cutting and shaping
- Making and repairing household utensils and other articles in tin, copper and light alloys, or ornamental articles and fittings
- Making and repairing boilers, tanks, vats and similar containers
- Installing and repairing sheet-metal parts of vehicles and aircraft
- Converting blueprints into shop drawings to be followed in the construction and assembly of sheet metal products

Determining project requirements, including scope, assembly sequences, and required methods and materials, according to blueprints, drawings, and written or verbal instructions

Inspecting product quality and installation to ensure conformance to specifications

651301 Sheet Metal Trades Worker | Makes, installs and repairs articles and parts of articles made out of sheet metal such as sheet steel, copper, tin, brass, aluminium, zinc, galvanised iron or other substitutes.

Alternative Titles and Specialisations:
- Aircraft Body Maker
- Aluminium / Stainless Steel Fabricator
- Boilersmith
- Brassmith
- Coppersmith
- Duct Erector
- Machine Riveter
- Metal Spinner / Sheeter
- Sheet Metal Marker / Installer
- Sheet Metal Patternmaker
- Sheet Metal Plumber
- Tinsmith

6514 Structural Metal Preparers and Erectors | Structural metal preparers and erectors assemble, erect and dismantle structural metal frames of buildings and other structures.

Tasks include:
- Marking metal framework as a guide when drilling, cutting, and shaping them for use in buildings, ships and other structures
- Drilling, cutting and shaping structural steel in a workshop
- Erecting steel framework for buildings, bridges and other constructions
- Assembling and erecting the framework and other metal parts of ships' structures
- Shaping and fitting structural-steel plates of ships under construction or repair
- Riveting structural-metal members by hand, machine or pneumatic riveter
- Shaping and bending metal sections and pipes using hand and machine tools or by heating and hammering
- Aligning parts to be joined using hand tools and measuring instruments

651401 Metal Fabricator | Marks off and fabricates structural steel and other metal stock to make or repair metal products and structures including boilers and pressure vessels.

Alternative Titles and Specialisations:
- Boilermaker
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Boilermaker-Welder</td>
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<tr>
<td></td>
<td>Brass Finisher</td>
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<td></td>
<td>Metal Fabricator-Welder</td>
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<tr>
<td></td>
<td>Plater-Boilermaker</td>
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<tr>
<td></td>
<td>Structural Steel Tradesperson</td>
</tr>
<tr>
<td></td>
<td>Template Maker</td>
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<tr>
<td>651402</td>
<td><strong>Structural Steel Erector</strong></td>
</tr>
<tr>
<td></td>
<td>Erects and dismantles structural steel frames of buildings and other structures.</td>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Construction Steel Worker</td>
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<tr>
<td></td>
<td>Marker Structural Steel</td>
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<tr>
<td></td>
<td>Signal Erector</td>
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<tr>
<td></td>
<td>Structural Metal Preparers</td>
</tr>
<tr>
<td>651403</td>
<td><strong>Steel Fixer</strong></td>
</tr>
<tr>
<td></td>
<td>Positions and secures steel bars and steel mesh in concrete forms to reinforce concrete structures.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Concrete Reinforcing Steel Placer</td>
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<tr>
<td></td>
<td>Metal Plate Bender</td>
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<tr>
<td></td>
<td>Reinforcing Iron Worker Construction</td>
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<tr>
<td></td>
<td>Steel Bender</td>
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<tr>
<td>6515</td>
<td><strong>Riggers and Cable Splicers</strong></td>
</tr>
<tr>
<td></td>
<td>Riggers and cable splicers assemble rigging gear to move and position equipment and structural components, or install and maintain cables, ropes and wires on construction sites, buildings or other structures.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
<tr>
<td></td>
<td>Estimating the size, shape and weight of objects to be moved and deciding on the type of equipment to</td>
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<tr>
<td></td>
<td>Installing and repairing cables, ropes, wires, pulleys and other tackle</td>
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<tr>
<td></td>
<td>Joining, repairing and fitting attachments to wires, ropes and cables</td>
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<tr>
<td></td>
<td>Working as member of crew erecting and repairing derricks for drilling water, gas- and oil-wells</td>
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<tr>
<td></td>
<td>Lifting and monting scenery, lighting and other equipment in theatres and on film sets</td>
</tr>
<tr>
<td></td>
<td>Installing and maintaining communication towers, aerial cableways, funicular railways, ski lifts and similar infrastructure</td>
</tr>
<tr>
<td>651501</td>
<td><strong>Rigger</strong></td>
</tr>
<tr>
<td></td>
<td>Assembles and installs rigging gear such as cables, ropes, pulleys and winches to lift, lower, move and position equipment, structural steel and other heavy objects.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Construction Cable Layer / Puller</td>
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<tr>
<td></td>
<td>Construction Rigger</td>
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<td></td>
<td>Forest / Logging Rigger</td>
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<td></td>
<td>Hoisting Equipment Rigger</td>
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<td></td>
<td>Rigger Ropesman</td>
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<td></td>
<td>Rigger Scaffolder</td>
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<td></td>
<td>Rigger (Metal Engineering)</td>
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<tr>
<td></td>
<td>Scaffolding Rigger</td>
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<td>Ship Rigger</td>
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<td>Tower Rigger</td>
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<td></td>
<td>Theatrical Rigger</td>
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<tr>
<td></td>
<td>Winch Erector</td>
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<tr>
<td>651502</td>
<td><strong>Cable and Rope Splicer</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td>Maintain cables, ropes and wires on construction sites, buildings or other structures. Alternative Titles and Specialisations: Ropesman</td>
<td></td>
</tr>
<tr>
<td><strong>652</strong></td>
<td><strong>Blacksmiths, Toolmakers and Related Trades Workers</strong></td>
</tr>
<tr>
<td>Blacksmiths, toolmakers and related trades workers hammer and forge bars, rods or ingots of iron, steel and other metals to make and repair various kinds of tools, equipment and other articles, set machine tools for operators or set and operate various machine tools, and polish and sharpen surfaces. Tasks include: Hammering and forging iron, steel and other metals to make and repair various kinds of tools, equipment and other articles Setting machine tools for operators or setting and operating various machine tools working to fine tolerances Polishing and sharpening metal surfaces and tools.</td>
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</tr>
<tr>
<td><strong>6521</strong></td>
<td><strong>Blacksmiths, Hammersmiths and Forging Press Workers</strong></td>
</tr>
<tr>
<td>Blacksmiths, hammersmiths and forging press workers hammer and forge bars, rods, ingots and plates of iron, steel or other metals, and draw wire to make and repair various kinds of tools, metal articles, pieces of equipment, and agricultural and related implements. Tasks include: Heating metal in forge furnace and manufacturing and repairing articles by drawing, bending, cutting, hammering metal on an anvil, punching, shearing, joining and hardening or tempering Shaping heated metal into forgings on power hammer equipped with open dies Operating closed-die drop hammer to forge metal articles Operating a power-press machine equipped with closed dies to forge metal articles Drawing wire Reading work orders or blueprints to determine specified tolerances and sequences of operations for machine setup</td>
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<tr>
<td><strong>652101</strong></td>
<td><strong>Blacksmith</strong></td>
</tr>
<tr>
<td>Shapes bars, rods and blocks of metal by heating and hammering to produce or repair metal articles. Alternative Titles and Specialisations: Architectural Metal Worker Drop-Hammer Worker Hammer Smith Metalsmith Spring Maker Tool Smith</td>
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<tr>
<td><strong>652102</strong></td>
<td><strong>Forging Press Worker</strong></td>
</tr>
<tr>
<td>Forges bars, rods, ingots and plates of iron, steel or other metals. Alternative Titles and Specialisations: Metal Tempering</td>
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</tr>
<tr>
<td><strong>6522</strong></td>
<td><strong>Toolmakers and Related Workers</strong></td>
</tr>
<tr>
<td>Toolmakers and related workers make and repair custom made and specialised tools, sports guns, locks, dies, patterns machinery components and other metal articles using hand and machine tools to work metal to fine tolerances. Tasks include: Reading and interpreting engineering drawings and specifications of tools, dies, prototypes or models</td>
<td></td>
</tr>
</tbody>
</table>
Preparing templates and sketches, and determining work processes
Visualizing and computing dimensions, sizes, shapes, and tolerances of assemblies, based on specifications
Positioning, securing and measuring metal stock or castings to lay out for machining
Setting up, operating and maintaining conventional and computer numerically controlled machine tools to cut, turn, mill, plane, drill, bore, grind or otherwise shape workpiece to prescribed dimensions and finish
Fitting and assembling parts to make and repair jigs, fixtures and gauges
Repairing and modifying sports guns and other small arms
Making, fitting, assembling, repairing and installing lock parts and locks
Making and repairing metal patterns for preparation of foundry moulds
Laying out lines and reference points on metal stock to guide other workers who cut, turn, mill, grind or otherwise shape metal
Verifying dimensions, alignments, and clearances of finished parts for conformance to specifications, using precision measuring instruments and testing completed items for proper operation

652201 Toolmaker
Makes and repairs tools, dies, jigs, fixtures and other precision parts and equipment to fine tolerances for machine tools and other production machinery.
Alternative Titles and Specialisations:
Die Caster
Die Cutter
Die Model Maker
Die Sinker
Die Sinker and Engraver
Jigmaker (Metal)
Jig Mounter
Plastic Mould Maker
Roll, Tool and Template Maker
Die and Press Toolmaker
Press Toolmaker
Tool and Jigmaker
Tool Jig and Die Maker
Tool Die Maker

652202 Gunsmith
Modifies, services and repairs rifles, revolvers and other firearms.
Alternative Titles and Specialisations:
Light Weapon Fitter
Light Armament Fitter

652203 Locksmith
Installs and maintains locks and related security devices and systems.
Alternative Titles and Specialisations:
Safemaker

652204 Engineering Patternmaker
Constructs full size engineering models usually made out of timber, which are used in manufacturing to produce metal castings, copy models, vacuum form tooling and tooling for the automotive, aircraft or fibreglass industries.
Alternative Titles and Specialisations:
Patternmaker
Foundry Patternmaker
Metal Foundry Template Maker
Metal Profile Cutter
Metal working machine tool setters and operators set and/or operate, various machine tools working to fine tolerances.

Tasks include:
- Setting one or more types of machine tool for production of metal articles in standardised series
- Operating and monitoring metalworking machines, such as lathes, milling, planing, boring, drilling, grinding or honing machines, including multi-purpose numerically controlled metalworking machines
- Performing similar tasks when machining plastics and other metal substitutes
- Observing machine operations to detect work piece defects or machine malfunctions, adjusting machines as necessary
- Inspecting work pieces for defects, and measuring work pieces to determine accuracy of machine operation, using rules, templates, or other measuring instruments
- Changing worn machine accessories, such as cutting tools and brushes, using hand tools

**652301 Metal Machinist**
Sets up and operates machine tools to shape and form metal stock and castings to fine tolerances, using detailed drawings and specifications.

Alternative Titles and Specialisations:
- Aircraft Machinist
- Automotive Machinist
- Machinist and Fitter (Automotive)
- Fitter-Machinist
- Jig Borer
- Lathe Operator / Setter / Tradesperson
- Machine Tool Fitter
- Machine Tool Mechanician
- Machine Tool Operator
- Machine Tool Setter
- Machine Setter
- Metal Machine Setter
- Turner (Metal)
- Milling Machinist
- Turner Machinist
- Turner Machinist (Automotive)
- Vertical Borer
- Tooling Mechanician

**652302 Fitter and Turner**
Fits, assembles, grinds and shapes metal parts and sub-assemblies to fabricate production machines and other equipment.

Alternative Titles and Specialisations:
- Industrial Mechanician
- Printers' Mechanic

**6524 Metal Polishers, Wheel Grinders and Tool Sharpeners**
Metal polishers, wheel grinders and tool sharpeners polish and grind metal surfaces and sharpen tools.

Tasks include:
- Operating fixed or portable buffing and polishing machines
- Sharpening cutting tools and instruments using grinding wheels or mechanically operated grinding machines
- Repairing, adjusting and sharpening saw blades and metal teeth of cylinders in textile carding machines
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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</thead>
<tbody>
<tr>
<td>652401</td>
<td><strong>Metal Polisher</strong>&lt;br&gt;Polishes metal to impart smooth, reflective or other finishes.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Electro Polisher&lt;br&gt;MetaCleaner&lt;br&gt;MetaFinisher&lt;br&gt;Metal Working Burnisher</td>
</tr>
<tr>
<td>652402</td>
<td><strong>Tool Grinder and Sharpener</strong>&lt;br&gt;Sharpen cutting tools and instruments using grinding wheels or mechanically operated grinding machines.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Knife Sharpener</td>
</tr>
<tr>
<td>652403</td>
<td><strong>Saw Maker and Repairer</strong>&lt;br&gt;Makes, repairs, sets and sharpens blades for circular, band and other saws.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Saw Doctor&lt;br&gt;Saw Setter&lt;br&gt;Saw Sharpener</td>
</tr>
<tr>
<td>652404</td>
<td><strong>Grinder</strong>&lt;br&gt;Grinds metal surfaces.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Rough Grinder Metal Foundry</td>
</tr>
<tr>
<td>653</td>
<td><strong>Machinery Mechanics and Repairers</strong>&lt;br&gt;Machinery mechanics and repairers fit, install, maintain and repair engines, vehicles, agricultural or industrial machinery and similar mechanical equipment.&lt;br&gt;Tasks include:&lt;br&gt;Fitting, installing, maintaining and repairing engines, vehicles, agricultural or industrial machinery and similar mechanical equipment.</td>
</tr>
<tr>
<td>6531</td>
<td><strong>Motor Vehicle Mechanics and Repairers</strong>&lt;br&gt;Motor vehicle mechanics and repairers fit, install, maintain, service and repair engines and the mechanical and related equipment of passenger cars, delivery trucks, motorcycles and other motor vehicles.&lt;br&gt;Tasks include:&lt;br&gt;Detecting and diagnosing faults in engines and parts&lt;br&gt;Fitting, examining, testing and servicing motor vehicle and motorcycle engines&lt;br&gt;Fitting, examining, adjusting, dismantling, rebuilding and replacing defective parts of motor vehicles&lt;br&gt;Installing or adjusting motors and brakes, and adjusting steering or other parts of motor vehicles&lt;br&gt;Installing, adjusting, servicing and replacing mechatronics components of motor vehicles&lt;br&gt;Performing scheduled maintenance services, such as oil changes, lubrications and engine tune-ups, to achieve smoother running of vehicles and ensure compliance with pollution regulations&lt;br&gt;Reassembling engines and parts after being repaired</td>
</tr>
</tbody>
</table>
OFO Code 653101  **Automotive Motor Mechanic**
Maintains, tests and repairs diesel and petrol road vehicles (less than 8 tons) and the mechanical parts thereof including transmissions, suspension, steering and brakes.
Alternative Titles and Specialisations:
- Air Conditioning Technician (Automotive)
- Auto Engineer / Mechanic
- Automatic Transmission Mechanic
- Automotive Engine Fitter
- Automotive Fitter
- Automotive Mechanic
- Automotive Mechanician
- Automotive Surveyor
- Brake and Clutch Mechanic / Repairer / Fitter
- Fuel Injection Mechanic
- Fuel Injection Pump Mechanic
- Garage Mechanic
- Mechanical Service Advisor (Vehicles)
- Motor Mechanic
- Patrol Officer Automobile Association
- Service Mechanic
- Vehicle Mechanic
- Vehicle Radiator Mechanic

653102  **Diesel Mechanic**
Maintains, tests and repairs diesel motor vehicles and the mechanical parts of trucks, buses and other heavy vehicles including transmissions, suspension, steering and brakes.
Alternative Titles and Specialisations:
- Diesel Electrical Fitter
- Diesel Fitter
- Diesel Fitter-Mechanic
- Diesel Fuel Injection Technician
- Diesel Fuel Injection Mechanic
- Diesel Injector
- Earthmoving Equipment Mechanic
- Field Service Technician (Diesel)
- Tractor Mechanic
- Truck Mechanic
- Forklift Mechanic

653103  **Motorcycle (And Scooter) Mechanic**
Maintains, tests and repairs the mechanical parts of motorcycles.
Alternative Titles and Specialisations:
- Motorcycle Mechanic
- Motorcycle / Motorbike Technician
- Motorcycle and Scooter Mechanic
- Scooter Mechanic

653104  **Small Engine Mechanic**
Maintains, tests and repairs engines of chainsaws, lawn mowers, garden tractors and other equipment with small engines.
Alternative Titles and Specialisations:
- Chainsaw Mechanic
- Garden Machinery Repairer
- Lawnmower Mechanic
### Aircraft Engine Mechanics and Repairers

Aircraft engine repairers and mechanics fit, service, repair and overhaul aircraft engines and assemblies, such as airframes, hydraulic, and pneumatic systems.

Tasks include:

- Fitting, examining, testing and servicing aircraft engines
- Replacing engine components or complete engines
- Examining and inspecting airframes and aircraft components, including landing gear, hydraulic systems, and deicers to Detect wear, cracks, breaks, leaks, or other problems
- Maintaining, repairing, overhauling, modifying and testing aircraft structural, mechanical and hydraulic systems

Reading and interpreting manuals, service bulletins, and other specifications to determine the feasibility and method of repairing or replacing malfunctioning or damaged components

- Maintaining, repairing, and rebuilding aircraft structures, functional components, and parts such as wings and fuselage, rigging, hydraulic units, oxygen systems, fuel systems, electrical systems, gaskets, and seals
- Inspecting completed work to certify that maintenance meets standards and the aircraft is ready for operation

- Maintaining repair logs, documenting all preventive and corrective aircraft maintenance

- Installing and testing electrical and electronic components, assemblies, and systems in aircraft
- Connecting components to assemblies such as radio systems, instruments, magnetos, inverters, and in-flight refueling systems

### Aircraft Maintenance Mechanic

Inspects, tests, repairs and installs aircraft hydro mechanical, pneumatic, flight control system components and aircraft engines, sub-assemblies and components.

Alternative Titles and Specialisations:

- Aircraft Engine Maintenance Technician
- Aircraft Engineering Serviceman / Tradesperson
- Aircraft Engine Fitter
- Aircraft Examiner / Inspector
- Aircraft Maintenance Engineer (Engines)
- Aircraft Mechanic
- Aircraft Service Technician
- Aircraft Simulator Mechanic
- Aircraft Technician (Defence)
- Aviation Maintenance Technician
- Helicopter Mechanic
- Jet Engine Mechanic
- Pneudraulic Systems Mechanic (Aircraft)
- Powerplant Mechanic (Aircraft)
- Rocket Engine Component Mechanic

### Aircraft Maintenance Technician (Structures)

Inspects, dismantles and reassembles aircraft structures, and repairs and replaces components of aircraft frames. Works with both metal and carbon fibre composite materials.

Alternative Titles and Specialisations:

- Aircraft Composites Worker
- Aircraft Composites and Structures Worker
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td></td>
<td>Aircraft Composite Structure Worker</td>
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<tr>
<td></td>
<td>Aircraft Life Support Fitter</td>
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<td></td>
<td>Aircraft Maintenance Engineer (Airframes)</td>
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<td></td>
<td>Aircraft Maintenance Engineer (Mechanical)</td>
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<tr>
<td></td>
<td>Aircraft Maintenance Technicians (Mechanical)</td>
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<td></td>
<td>Aircraft Maintenance Engineer (Structural)</td>
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<td></td>
<td>Aircraft Sheetmetal Worker</td>
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<td></td>
<td>Aircraft Metal Worker</td>
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<td></td>
<td>Aircraft Plastics and Fiberglass Worker</td>
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<tr>
<td></td>
<td>Aircraft Restorer</td>
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<td></td>
<td>Aircraft Structure Worker</td>
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<td></td>
<td>Aircraft Structural Fitter</td>
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<tr>
<td></td>
<td>Airframe Mechanic</td>
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<tr>
<td></td>
<td>Aircraft Trimmer</td>
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<td>Airframe Fitter</td>
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<thead>
<tr>
<th>6533</th>
<th><strong>Agricultural and Industrial Machinery Mechanics and Repairers</strong></th>
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<tbody>
<tr>
<td></td>
<td>Agricultural and industrial machinery mechanics and repairers fit, install, examine, service and repair engines, agricultural and industrial machinery and mechanical equipment, except motor vehicle, aircraft and electric motors.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
<tr>
<td></td>
<td>Fitting, installing, examining, servicing and repairing engines, machinery and mechanical equipment</td>
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<tr>
<td></td>
<td>Oiling and greasing stationary engines and machinery</td>
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<tr>
<td></td>
<td>Inspecting and testing new machinery and mechanical equipment for conformity with standards and specifications</td>
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<tr>
<td></td>
<td>Disassembling machinery and equipment to remove parts and make repairs</td>
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<tr>
<td></td>
<td>Examining parts for defects such as breakage and excessive wear</td>
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<td></td>
<td>Operating newly repaired machinery and equipment to verify the adequacy of repairs</td>
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<tr>
<td></td>
<td>Recording repairs and maintenance performed</td>
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<thead>
<tr>
<th>653301</th>
<th><strong>Industrial Machinery Mechanic</strong></th>
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<tbody>
<tr>
<td></td>
<td>Fits, installs, examines, services and repairs engines, agricultural and industrial machinery and mechanical equipment (except motor vehicle, aircraft and electric motors).</td>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Agricultural Machinery Mechanic</td>
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<td></td>
<td>Construction Plant Mechanic</td>
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<td></td>
<td>Construction Machinery Mechanic</td>
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<td></td>
<td>Farm Machinery Repairer</td>
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<tr>
<td></td>
<td>Mechanical Service Advisor (Equipment)</td>
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<td></td>
<td>Mining Machinery Fitter</td>
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<td></td>
<td>Mining Machinery Repairer</td>
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<td>Plant Maintenance Mechanic</td>
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<td>Ships Engine Room / Marine Mechanic</td>
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<tr>
<td></td>
<td>Stationary Engine Fitter</td>
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<td></td>
<td>Stationary Engine Repairer</td>
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<td>Stationary Motor Mechanic</td>
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<tr>
<td></td>
<td>Tractor and Agricultural Machinery Mechanic</td>
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<tr>
<td></td>
<td>Train Engine Fitter</td>
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<tr>
<td></td>
<td>Train Engine Repairer</td>
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<thead>
<tr>
<th>653302</th>
<th><strong>Mechanic Equipment Repairer</strong></th>
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<tbody>
<tr>
<td></td>
<td>Fits installs, examines, services and repairs engines, machinery and mechanical equipment.</td>
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</tbody>
</table>
OFO Code  OFO Detail

Alternative Titles and Specialisations:
Autoteller Mechanic
Coin Machine Mechanic
Slot Machine Serviceman / Technician

**6534 Bicycle and Related Repairers**

Bicycle and related repairers fit, maintain, service and repair the mechanical and related equipment of bicycles, rickshaws, baby carriages, wheelchairs and similar non-motorized transport equipment.

Tasks include:

Examining, servicing and repairing bicycles and other non-motorized transport equipment
Cleaning and lubricating bearings and other moving parts
Replacing and repairing components and accessories, such as brakes, driving chain mechanism, wheels, handle bars etc.
Changing tyres and controlling air pressure
Spray painting frames
Assembling new bicycles, wheelchairs and similar non-motorized equipment

**653401 Bicycle Mechanic**

Fits, maintains, services and repairs the mechanical and related equipment of bicycles.

Alternative Titles and Specialisations:
Bicycle Repairer
Bicycle Technician

**653402 Non-Motorised Transport Equipment Repairer**

Fits, maintains, services and repairs the mechanical and related equipment of non-motorized transport equipment (excluding bicycles).

Alternative Titles and Specialisations:
Perambulator Repairer
Wheelchair Repairer

**66 Handicraft and Printing Workers**

Handicraft and printing workers combine artistic and manual skills to design, make, repair, adjust, maintain and decorate precision instruments, musical instruments, various articles such as jewellery, precious metalware, ceramics, porcelain ware and glassware, as well as handicrafts made of wood or textile, leather or related materials, or they perform printing or book-binding tasks. The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organisation, the materials and tools used, and the nature and purpose of the final product.

Tasks include:
Making and repairing nautical, meteorological, optical and other precision instruments and equipment
Making and repairing musical instruments; making jewellery and precious metalware
Making pottery, porcelain ware, ceramics and glassware
Painting and decorating various articles
Producing handicraft articles in wood or textile, leather and related materials
Performing printing or book-binding tasks
Supervision of other workers may be included

**661 Handicraft Workers**

Handicraft workers combine artistic and manual skills to design, make, repair, adjust, maintain and decorate precision instruments, musical instruments, jewellery and other precious-metals, pottery and porcelain ware. They apply traditional and/or recently developed techniques to carve, mould, assemble, weave and decorate various glass, ceramics, textile, straw, stone, wood and leather articles.
OFO Code  |  OFO Detail  
---|---
| Making, calibrating, repairing, maintaining and installing musical and precision instruments  
| Fabricating, adjusting, repairing, or appraising jewellery, ceremonial or religious items, gold, silver, other precious metals, or gems  
| Cutting, filing, polishing and setting precious and semi-precious stones including gems and diamonds and engraving designs on jewellery and precious metal articles  
| Preparing pottery, porcelain ware, sanitary ware, bricks, tiles and abrasive wheels by hand or by machine; blowing, moulding, pressing, cutting, trimming, grinding and polishing glass, shaping molten glass according to patterns  
| Decorating articles made of wood, metal, textiles, glass, ceramics and other materials, and planning, laying out and painting letters, figures, monograms and designs to make signs  
| Applying traditional techniques like seasoning, impregnation to prepare wood, straw, rattan, reeds, stone, clay, shells, and other materials, and carving, moulding, assembling, weaving, or painting and decorating various articles for personal or household use, or for decorative purposes  
| Preparing materials to make wicker furniture, brushes and brooms and weaving various kinds of baskets  
| Applying traditional techniques and patterns to produce woven fabrics, knitted, embroidered and other garments and household articles  

**6611**  | **Precision-Instrument Makers and Repairers**  
| Precision-instrument makers and repairers make, calibrate, repair, maintain, adjust and install mechanical watches, clocks, nautical, meteorological, optical, orthopaedic and other precision instruments and equipment and set them for correct performance.  
| Tasks include:  
| Repairing, cleaning, and adjusting mechanisms of timing instruments, such as watches and clocks  
| Adjusting timing regulators, using calipers, watch-rate recorders, and tweezers  
| Cleaning, rinsing, and drying timepiece parts, using solutions and ultrasonic or mechanical watch-cleaning machines  
| testing timepiece accuracy and performance, using meters and other electronic instruments  
| Testing accuracy of meters, gauges, indicators, or other recording or controlling instruments to locate defective components and for conformance to standards  
| Calibrating instruments or scales, using hand tools, computer, or electronic devices  
| Inspecting components, connections, and drive mechanisms to detect defects  
| Assembling instruments and devices, such as barometers, control valves, gyroscopes, hygrometers, speedometers, tachometers, and thermostats  
| Testing, calibrating, and adjusting electronic, mercurial, aneroid, and other types of meteorological instruments for compliance with printed specifications and schematic diagrams, using voltmeters, oscilloscopes, tube testers, and other test instruments  
| Adjusting and repairing masts, supporting structures, clearance lights, control panels, control cabling and wiring, and other electrical and mechanical devices  
| Repairing and setting optical instruments such as microscopes, telescopes, theodolities, sextants  
| Checking whether assembled units conform to specifications and ensuring stipulated performance and sensitivity by standard tests  

**661101**  | **Precision Instrument Maker and Repairer**  
| Assembles, calibrates, installs and overhauls mechanical precision instruments and equipment.
**OFO Code**  
**OFO Detail**  
Alternative Titles and Specialisations:  
Camera Repairer  

**661102 Watch and Clock Maker and Repairer**  
Makes, repairs, cleans and adjusts watches and clocks.  
Alternative Titles and Specialisations:  
Horologist  
Orthopaedic Appliance Maker  

**6612 Musical Instrument Makers and Tuners**  
Musical instrument makers and tuners make, assemble, repair, adjust, restore musical instruments and tune them to the required pitch with hand or power tools. They usually specialize in one type of instrument, such as string instruments, brass instruments pianos, reed instruments or percussion instruments.  
Tasks include:  
Fabricating and assembling musical instruments and instrument parts of wood, ebonite, metal, leather and other materials  
Repairing or replacing musical instrument parts and components, such as strings, bridges, felts, and keys, using hand and power tools  
Playing and inspecting instruments to evaluate their sound quality and to locate any defects  
Adjusting string tensions to achieve proper tone or pitch of stringed instruments  
Adjusting lips, reeds, or toe hole of organ pipes, using hand tools, to regulate airflow and loudness of sound  
Tuning and servicing pipe organs by adjusting pitch of organ A pipes to conform with pitch of tuning fork and adjusting pitch of other pipes with references to pitch of tuned pipes  
Installing new drumheads in percussion instruments  
Tuning accordions by aurally comparing pitch of reeds with master reeds and filing reeds to obtain standard pitch  
Aligning pads and keys on reed or wind instruments  
Tuning percussion instruments to required pitch by tightening or loosening cords holding leather pieces fixed at top or at both ends of instrument  
Assembling and installing new pipe organs and pianos in buildings  

**661201 Musical Instrument Maker or Repairer**  
Builds, repairs and restores musical instruments, and modifies and tunes them to owners' specifications.  
Alternative Titles and Specialisations:  
Musical Instrument Tuner  
Piano Tuner  

**6613 Jewellery and Precious Metal Workers**  
Jewellery and precious metal workers design, make and repair or appraise jewellery such as rings, brooches, chains and bracelets; craft objects out of precious metals; and cut, shape and polish rough gemstones to produce fashion and industrial jewels.  
Jewellery and precious metal workers design, fabricate, adjust, repair, or appraise jewellery, ceremonial or religious items, gold, silver, other precious metals, or gems. They cut, file, polish and set precious and semi-precious stones including gems and diamonds and engrave designs on jewellery and precious metal articles. They cut and polish diamonds for industrial purposes.  
Tasks include:  
Examining designs and specifications for jewellery and precious metal objects  
Shaping moulded metal by cutting, filing, beating, turning and bending, using specialised hand and power tools
OFO Code | OFO Detail
--- | ---
661301 | Goldsmith
Makes and repairs jewellery such as rings, brooches, chains and bracelets; crafts objects out of precious metals to produce jewellery and objects of art.

Alternative Titles and Specialisations:
- Platinumsmith
- Jewellery Modelmaker
- Jewellery Wax Carver
- Jewellery Chainmaker (Hand Made)
- Jeweller
- Jewellery Caster
- Jewellery Mouldmaker
- Jewellery Mouldcutter
- Jewellery Repairer
- Jewellery Quality Controller

661302 | Diamond and Gemstone Setter
Sets gemstones and diamonds to produce jewellery and objects of art.

661303 | Jewellery Evaluator
Evaluates gemstones and jewellery to determine their monitory value.

6614 | Potters and Related Workers
Potters and related workers prepare pottery, porcelain ware, sanitary ware, bricks, tiles and abrasive wheels by hand or by machine.
Tasks include:
- Making articles of pottery and porcelain
- Making clay or plaster of Paris moulds
- Reading technical drawings to know customer’s requirements
- Forming articles on potter's wheel by pressing thumbs into centres of revolving clay to form hollows, and press on the inside and outside of emerging clay cylinders with hands and fingers, gradually raising and shaping clay to desired forms and sizes
- Adjusting wheel speeds according to the feel of the clay as pieces enlarge and walls become thinner
- Operating jigger machines to form ceramic ware, such as bowls, cups, plates, and saucers
- Adjusting and setting controls of pug mill that mixes, extrudes, cuts, and deposits clay charges in or over moulds as specified
- Smoothening surfaces of finished pieces, using rubber scrapers and wet sponges
- Forming abrasive wheels by moulding and pressing an abrasive mixture by hand or by machine
- Examining finished ware for defects, verifying accuracy of shapes and sizes of objects, using callipers and templates
- Preparing work for sale or exhibition, and maintaining relationships with retail, pottery, art, and resource networks that can facilitate sale or exhibition of work
**OFO Code** | **OFO Detail**
--- | ---
661401 | **Potter or Ceramic Artist**
Conceives and creates functional or artistic articles by moulding clay, glass and other fusible materials using hand-building and wheel techniques. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

6615 | **Glass Makers, Cutters, Grinders and Finishers**
Glass makers, cutters, grinders and finishers blow, mould, press, cut, trim, grind and polish glass, shape molten glass according to patterns.
Tasks include:
- Heating glass to pliable stage, using gas flames or ovens, and rotating glass to heat it uniformly
- Blowing and bending glass tubing into specified shapes to form scientific apparatus like flasks, retorts, pipettes
- Grinding and polishing glass objects or parts to correct defects or to prepare surfaces for further Finishing and smoothening and polishing rough edges, using belt sander or polishing wheels
- Examining glass stock and finished products and marking or discarding items with defects such as spots, stains, scars, snags, chips, scratches, or unacceptable shapes or finishes
- Reading work orders to determine dimensions, cutting locations, and quantities to cut
- Observing gauges, computer printouts and video monitors to verify specified processing conditions and make adjustments as necessary
- Positioning pattern or drawing on glass, measuring dimensions, and marking cutting lines, using glass cutting tools and cutting glass along marked outlines or around pattern
- Setting up, operating and adjusting computerized or robotic glass cutting equipment
- Inspecting, weighing, and measuring products to verify conformance to specifications, using instruments such as micrometers, callipers, magnifiers, and rulers
- Regulating oven temperatures according to glass types to be processed
- Transferring pattern for individual stained glass parts from full size drawing to pattern paper, using stylus to trace drawings
- Spraying silver solution on glass to provide mirrored surface, using spray gun
- Laying out cutting and grinding optical and other glass to specified dimensions and weight for moulding into lens blanks and for use as watch crystals

661501 | **Glass Maker**
Blows, moulds, presses, cuts, trims, grinds and polishes and shape molten glass according to patterns.
Alternative Titles and Specialisations:
- Glass Blower
- Glass Finisher
- Glass Finisher or Bender
- Glass Grinder
- Glassware Maker
- Glaze Maker
- Leadlighter

661502 | **Optical Mechanic**
Operates machines to grind, polish and surface optical lenses to meet prescription requirements, and fits lenses to spectacle frames.
Alternative Titles and Specialisations:
- Contact Lens Technician
- Fine Optician
- Optical Glass Cutter
- Optical Glass Grinder
**Sign Writers, Decorative Painters, Engravers and Etchers**

Sign writers, decorative painters, engravers and etchers decorate articles made of wood, metal, textiles, glass, ceramics and other materials. They plan, lay out and paint letters, figures, monograms and designs to make signs and engrave and etch ornamental and floral designs on glass and other articles.

Tasks include:
- Painting decorative free-hand designs on objects, such as pottery, glass, cigarette cases, lampshades
- Transferring from paper transfers decorative or ornamental designs on articles
- Integrating and developing visual elements, such as line, space, mass, colour, and perspective, in order to produce desired effects such as the illustration of ideas, emotions, or moods
- Laying out and painting in one or more languages letters, figures, monograms and designs to make signs
- Sketching or tracing design or lettering onto work piece or pattern material to prepare pattern or stencil
- Designing pattern or lettering to paint work pieces, such as signs, glassware, pottery, or zinc plates
- Using software and routing equipment to produce 3D Carved images for application onto larger signage as well as engraved and inlaid signs
- Designing and producing normal flat cut lettering or lettering that is shadowed with applied vinyl or lettering that is ready cut for application
- Writing, painting, or printing signs or show cards used for display or other purposes
- Cutting out letters and signs for display purposes from wallboard or cardboard, by hand or machines, such as electrically powered jigsaw or bandsaw
- Examining sketches, diagrams, samples, blueprints, or photographs to decide how designs are to be etched, cut, or engraved onto work pieces
- Measuring and computing dimensions of lettering, designs, or patterns to be engraved
- Engraving and printing patterns, ornamental designs, etchings, trademarks, figures or lettering onto flat or curved surfaces of a wide variety of metal, glass, plastic, or ceramic items
- Etching decorative designs, calibration markings and other figures on glass articles

**Signwriter**

Designs, fabricates and paints signs for displays, buildings, hoardings, boats and structures.

**Engraver**

Inscribes letters, figures and designs on metal, glass, wood, rubber, plastic and other surfaces.
661701 Basket, Cane and Wicker Worker
Apply traditional techniques to weave baskets and other products from straw, rattan, reeds and cane and wicker.

661702 Carver
Make articles for personal or household use, or for decorative purposes by carving wood, stone and bone.
Alternative Titles and Specialisations:
Wood Carver
Carver (Bone / Stone / Wood)

661703 Cane Furniture Maker
Designs and makes furniture from cane.

6618 Handicraft Workers In Textile, Leather and Related Materials
Handicraft workers in textile, leather and related materials apply traditional techniques and patterns to produce woven fabrics, knitted, embroidered, woven and other garments and articles for household use, as well as traditional footwear, handbags, belts and other accessories.
Tasks include:
Spinning and dyeing with natural dyestuffs, wool, cotton and other fibres
Lace-making and weaving, knitting, or embroidering various garments and articles for household use
Preparing and dyeing hides with natural dyestuffs and making traditional footwear or handbags, belts and other accessories
OFO Code | OFO Detail
--- | ---
661801 | **Textile, Leather and Related Materials Handicraft Workers**

Applies traditional techniques and patterns to produce woven fabrics, knitted, embroidered, woven and other garments and articles for household use, as well as traditional footwear, handbags, belts and other accessories.

**Alternative Titles and Specialisations:**
- Carpets Handicraft Worker
- Carpet Weaver
- Cloth Weaver
- Hand Knitter
- Knitter
- Leather Handicraft Worker
- Loom Threader
- Tapestry Maker
- Textiles Handicraft Worker
- Textile Fibre Comber
- Textile Fibre Drawer
- Textile Fibre Rover
- Thread and Yarn Spinner

6619 | **Handicraft Workers not Elsewhere Classified**

This unit group covers handicraft workers who perform traditional handicrafts not classified elsewhere. For instance, the group includes traditional handicraft workers in non-precious metals and stone.

661901 | **Metal Toymaker**

Applies traditional techniques and patterns to produce non-precious metals and stone articles for household.

662 | **Printingtrades Workers**

Printing trades workers compose and set type prior to printing, set up and operate printing presses, bind and finish printed products, and prepare stencils and operate screen printing equipment.

**Tasks include:**
- Operating graphic cameras and other photographic equipment to reproduce camera-ready copy onto films, plates and digital output devices
- Operating computer screen-based equipment for scanning, colour separation and correction, retouching and other processes used to transfer copy to film and produce film for plate, cylinder and digital output productions
- Setting up, operating and monitoring machines used in typesetting, photographing copy, printing and cutting, folding, collating and binding printed material
- Performing routine finishing operations and machine maintenance
- Preparing stencils and operating screen printing equipment

6621 | **Pre-Press Technicians**
Pre-press technical and trades workers proof, format, set and compose text and graphics into a form suitable for use in various printing processes and representation in other visual media. Tasks include:

- Operating graphic cameras and other photographic equipment to reproduce camera-ready copy onto films, plates and digital output devices
- Using computer applications to generate images, text, layouts and impositions for print and other visual media displays
- Operating plate making equipment to reproduce images from film to printing plates, digital output devices and presses
- Operating computer screen-based equipment for scanning, colour separation, colour correction, masking, creative design, combining, imposing, retouching, and other processes used to transfer copy to film and produce film for plate, digital output and cylinder productions
- Carrying out digital and chemical proofing from digital systems, and negative and positive films
- Evaluating printed proofs, checking and correcting them for quality
- Preparing and exposing carbon tissue for laying on cylinders by transfer method, and developing images

**662101 Graphic Pre-Press Technical Worker**

Manipulates, sets and composes text and graphics into a format suitable for printing and other visual media.

Alternative Titles and Specialisations:

- Block Engraver
- Photogravure Cameraman
- Photogravure Engraver
- Compositor
- Compositor (Electronic)
- Compositor (Hand Jobbing)
- Compositor (Including Machine Minding)
- Compositor (Line Setting)
- Compositor (Machine Minding)
- Compositor (Monophot Keyboard)
- Compositor (Newshand)
- Electronic Originator
- Electronic Pre-Press Technician
- Electrotyper
- Gazette Officer
- Intertype Operator
- Lithographer
- Lithographic Plate Stone Maker Polisher
- Paste Up Artist
- Photo-Gravure Cylinder Processor
- Photo Lithographer
- Photo Lithography
- Plate Mounter (Screen Printing)
- Printing Photo Mechanical Cameraman
- Printing Photo Mounter Router
- Photo Restorer / Retoucher
- Photo Typesetting Machine Operator
- Photographic etcher
- Plate Maker (Printing)
OFO Code  OFO Detail
Printing Founder / Imposer
Process Engraver
Screen Maker
Stereo Typer
Type Operator / Typesetter / Typographer
Metal Typecaster

662102 Typcasting Machine Operator
No descriptor
Alternative Titles and Specialisations:
Electronic Publisher
Desktop Designer

662103 Textile Artist
Conceives and creates visual art forms such as pictures, abstract designs and similar compositions for the textile industry.
Alternative Titles and Specialisations:
Textiles Engraver

6622 Printers
Printers set up and operate letterpress, lithographic, flexographic, gravure, newspaper, instant, digital and offset printing presses.
Tasks include:
Setting, adjusting and monitoring substrate-feed mechanisms, delivery mechanisms, inking systems and other printing machine functions
Mixing ink and solvents to standard, and regulating paper and ink supply during print runs
Monitoring, evaluating and determining press to check print quality standards against proofs and detect malfunctions
Producing a variety of printed products using relief, lithographic, flexographic and gravure printing presses, and in-line finishing systems
Preparing plates, blankets and impression cylinders on small offset lithographic printing presses
Loading paper into feeding mechanisms
Monitoring machine operations and quality of printing
Maintaining, adjusting, repairing and cleaning machines
Producing digital print images, and transferring and outputting images

662201 Printing Machinist
Sets up and operates printing machines and presses to print artwork and text on a variety of substrates including paper, textiles, vinyl, metal, plastics and leather.
Alternative Titles and Specialisations:
Continuous Offset Machine Minder
Continuous Stationery Machine Minder
Flexography Printing Machine Minder
Gravure Machine Minder
Jobbing Printer
Label Printing Machinist
Letterpress Printing Machinist
Letterpress Machine Minder
Lithography Machine Minder (Metal)
Lithography Machine Minder (Monoblock)
Lithography Machine Minder (Paper)
Monotype Caster Minder Mechanic
Mini Lab Printer
Plastics Printer
**OFO Code** | **OFO Detail**
---|---
Print Inspection Machine Operator
Printer
Printing Machine Operator / Setter
Printers Wharehousing
Reel Fed
Roll Label Machine Minder
Roller Printer
Roll Winder
Rotary Machinist
Rotary Letterpress Machine Minder
Rotary Offset Machine Minder
Rotary Press Operator
Rotary Printing and Re-Reeling Machine Minder (Flexographic)
Rotary Printing and Re-Reeling Machine Minder (Gravure)
Sheet Fed
Stationery and Envelop Machine Adjuster
Technical Printer Finisher
Textiles Printer

**662202 Small Offset Printer**
Sets up and operates small offset printing presses used in instant print shops or for in-house printing.
Alternative Titles and Specialisations:
Digital Printer
Instant Printer Operator
Printer's Assistant

**662203 Screen Printer**
Prepares stencils, and sets up and operates power-driven or hand-operated screen print equipment.
Alternative Titles and Specialisations:
Screen Printing Stencil Preparer
Screen Printing Press Operator
Screener
Silk Screen Printer
Silkscreener
Fabric Printer
T Shirt Printer

**6623 Print Finishing and Binding Workers**
Print finishing and binding workers bind books and other publications, and finish printed products by hand or machine.
Tasks include:
Setting up and supervising the operation of automatic binding and finishing equipment
Binding full, half and limp-bound books, and repairing bindings
Folding, collating and sewing signatures by machine and hand
Operating paper guillotines for pre-press and post-press paper cutting and trimming, and programming electronically operated units
Operating systems to insert printed material into newspapers, magazines and envelopes
Embellishing printed products automatically and manually
Operating photographic and electronic reproduction devices

**662301 Binder and Finisher**
Binds books and other publications, and finishes printed products by hand or machine.
Alternative Titles and Specialisations:
662302 Printing Table Worker
Operates bindery machines and performs manual binding and finishing of books and printed products.

Alternative Titles and Specialisations:
- Printing Bindery Assistant
- Printing Table Hand
- Washer

67 Electrical and Electronics Trades Workers

Electrical, electromechanical and electronics trades workers install, fit and maintain electrical wiring systems and machinery and other electrical apparatus, electrical transmission and supply lines and cables, and electronic and telecommunications equipment and systems. The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organisation, the materials and tools used, and the nature and purpose of the final product.

Tasks include:
- Installing, maintaining, fitting and adjusting electrical and electronic wiring systems, machinery and equipment
- Examining blueprints, wiring diagrams and specifications to determine sequences and methods of operation
- Inspecting and testing electrical and electronic systems, equipment, cables and machinery to identify hazards, defects, and the need for adjustment or repair
- Installing maintaining and repairing electrical and telecommunication transmission lines
- Joining electrical, telecommunications and data cables
- Maintaining, troubleshooting, fitting, adjusting, testing and repairing electronic and electromechanical equipment such as commercial and office machines and electronic instruments and control systems, computers, airconditioning and refrigeration, telecommunications and data transmission equipment

671 Electrical Equipment Installers and Repairers

Electrical equipment installers and repairers install, fit and maintain electrical wiring systems and related equipment, electrical machinery and other electrical apparatus and electrical transmission and supply lines and cables.

Tasks include:
Installing, maintaining,fitting and adjusting electrical wiring systems, machinery and equipment.
Examining blueprints, wiring diagrams and specifications to determine sequences and methods of operation.
Inspecting and testing electrical systems, equipment, cables and machinery to identify hazards, defects, and the need for adjustment or repair.
Installing maintaining and repairing electrical transmission lines.

6711 Building and Related Electricians

Building and related electricians install, maintain and repair electrical wiring systems and related equipment and fixtures.

Tasks include:
Installing, maintaining and repairing electrical wiring systems and related equipment in various buildings such as schools, hospitals, commercial establishments, residential buildings and other structures.
Examining blueprints, wiring diagrams and specifications to determine sequences and methods of operation.
Planning layout and installation of electrical wiring, equipment and fixtures, based on job specifications and relevant standards.
Inspecting electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair.
Selecting, cutting and connecting wire and cable to terminals and connectors.
Measuring and laying out installation reference points.
Positioning and installing electrical switchboards.
Testing continuity of circuit.

671101 Electrician

Installs, tests, connects, commissions, maintains and modifies electrical equipment, wiring and control systems.

Alternative Titles and Specialisations:
Construction Electrician
Electrician (Engineering)
Electrician (General)
Electrical Contractor
Electrical Wireman
Electrical Fitter
Electrical Mechanic
Railway Signal Electrician
Electrician (Signals)

671102 Electrical Installation Inspector

Inspects electrical installations to ensure compliance with relevant standards and regulations.

Alternative Titles and Specialisations:
Electrical Inspector Construction

6712 Electrical Mechanics and Fitters

Electrical mechanics and fitters fit, adjust, install and repair electrical machinery and other electrical apparatus and equipment in buildings, factories, workshops, or other places.

Tasks include:
Fitting, adjusting and repairing various kinds of electrical machinery and motors, generators, switchgear and control apparatus, instruments, or electrical parts of elevators and related equipment.
Fitting, adjusting and repairing electrical parts in domestic appliances, industrial machines and other appliances
Inspecting and testing manufactured electrical products
Installing, testing, connecting, commissioning, maintaining and modifying electrical equipment, wiring and control systems
Designing, installing, maintaining, servicing and repairing electric and hydraulic passenger and freight lifts, escalators, moving walkways and other lift equipment
Connecting electrical systems to power supply
Replacing and repairing defective parts

**671201 Air-Conditioning and Refrigeration Mechanic**
Assembles, installs, maintains and repairs industrial, commercial and domestic air-conditioning and refrigeration systems and equipment.
Alternative Titles and Specialisations:
Air-Conditioning and Refrigeration Electrician
Air-Conditioning / Cooling / Heating / Ventilation Mechanic
Air-Conditioning / Cooling / Heating / Ventilation Systems Installer
Cold Storage Maintenance Serviceman
Hvac Control Technician / Fitter
Heating Control Mechanic
Refrigeration Fitter
Refrigeration Mechanic (Commercial)
Refrigeration Mechanic (Industrial)
Refrigeration Mechanic
Refrigeration Mechanician

**671202 Millwright**
Installs, maintains, troubleshoots and repairs stationary industrial machinery and electromechanical equipment.
Alternative Titles and Specialisations:
Electro Mechanician
Ground Electro Mechanician
Machine Tool Millwright
Millwright (Electromechanician)

**671203 Mechatronics Technician**
Repairs and maintains integrated industrial systems based on mechanical, electrical, electronic and information technology and advanced technology components.
Alternative Titles and Specialisations:
Mechatronics Trades Worker

**671204 Lift Mechanic**
Designs, installs, maintains, services and repairs electric and hydraulic passenger and freight lifts, escalators, moving walkways and other lift equipment.
Alternative Titles and Specialisations:
Elevator Fitter
Elevator Repair Person
Lift Electrician
Lift Fitter / Installer
Lift Service Technician

**671205 Weapon System Mechanic**
Designs, installs, maintains, services and repairs military weapon systems and related equipment.
Alternative Titles and Specialisations:
Armament Fitter
Weapons Specialist
67100 Electrical Equipment Mechanic
Services and repairs electrical equipment and household appliances.
Alternative Titles and Specialisations:
Domestic Appliance Mechanician
Armature Winder
Coil Winder
Electrician Armature Winder
Heavy Coil Winder
Motor Winder

671301 Electrical Linesworker / Electrical Line Mechanic
Installs, maintains, repairs and patrols electrical sub-transmission and distribution systems.
Alternative Titles and Specialisations:
Electric Cable Layer / Puller
Electric Power Lines Faultsman / Serviceman
Electrical Inspector Lines
Electrical Line Mechanic (Distribution)
Electrical Line Mechanic (Transmission)
Linesman
Lines Inspector
Railway Traction Line Worker
Signals and Electric Line Inspector

671206 Technical Cable Jointer
Joins insulated electric power cables installed in underground conduits and trenches and prepares cable terminations for connection to electrical equipment and overhead lines.
Alternative Titles and Specialisations:
Cable Jointer
Electric Cable Jointer
Mains Layer and Jointer

672 Electronics and Telecommunications Installers and Repairers
Electronics and telecommunications installers and repairers fit, maintain, adjust and repair
electronic equipment such as commercial and office machines and electronic instruments and
control systems and install, repair and maintain telecommunications equipment, data
transmission equipment, cables, antennae and repair, fit and maintain computers.
Tasks include:
Examining and testing machines, equipment, instruments and control systems to diagnose
faults
Adjusting, repairing, and replacing worn and defective parts and wiring, and maintaining
machines, equipment and instruments
Installing electronic instruments and control systems

Fitting and adjusting electronic equipment; maintaining, troubleshooting, fitting, adjusting,
testing and repairing computers, data transmission equipment and computer peripherals

Installing, maintaining, repairing, and diagnosing malfunctions of microwave, telemetry,
multiplexing, satellite and other radio and electromagnetic wave communications systems
Providing technical advice and information, and monitoring the performance of complex
telecommunications networks and equipment
Installing, joining and repairing cabling for computer, radio, telephone and television
transmission
Installing, maintaining and repairing antennae used in communications

Electronics mechanics and servicers fit, maintain, adjust and repair electronic equipment such
as commercial and office machines and electronic instruments and control systems.
Tasks include:
Examining and testing machines, instruments, components, other equipment, instruments and
control systems to identify faults
Adjusting, repairing, and replacing worn and defective parts and wiring, and maintaining
machines, equipment and instruments
Reassembling, test operating and adjusting equipment
Installing electronic instruments and control systems

Coordinating work with that of engineers, technicians, and other maintenance personnel
Interpreting test data to diagnose malfunctions and systemic performance problems
Installing, adjusting, repairing or replacing electrical and electronic components, assemblies,
and systems using hand tools, power tools, or soldering irons
Connecting components to assemblies such as radio systems, instruments, magnetos,
inverters, and in-flight refueling systems
Keeping records of maintenance and repair work

Aircraft Avionician

Inspects, tests, aligns, repairs and installs aircraft electrical and avionic system components.
Alternative Titles and Specialisations:
Aircraft Electrician
Aircraft Electronician
Aircraft Instrument Mechanic
Aircraft Maintenance Engineer (Electrical)
Aircraft Maintenance Engineer (Instruments)
Aircraft Maintenance Engineer (Radio)
Aircraft Maintenance Engineer (Avionics)
OFO Code  |  OFO Detail  
--- | ---  
Aircraft Maintenance Technicians (Avionics)  
Aircraft Radio Mechanic  
Avionics Technician  
Radio Mechanician (Aircraft)  
Radiotrician (Aircraft)  
Aircraft Reconnaissance Electro-Mechanician  
Aircraft Weaponselectro-Mechanician

**672102  |  Radar Mechanic**

Inspects, tests, aligns, repairs and installs aircraft electrical and avionic system components.  
Alternative Titles and Specialisations:  
Radar Mechanician (Aircraft)  
Radar / Radiotrician (Aircraft)  
Radartrician (Aircraft)  
Radar Technician (Aircraft)

**672103  |  Business Machine Mechanic**

Maintains, adjusts and repairs computers, photocopiers, fax machines, cash registers and other electronic commercial and office machines.  
Alternative Titles and Specialisations:  
Office Machinery Maintenance Tradesperson  
Office Machinery Mechanic  
Photocopier Technician  
Reprographic Machine Mechanic

**672104  |  Electronic Equipment Trades Worker**

Maintains, adjusts and repairs radio and television receivers, and related audio and visual reproduction equipment such as video cameras, digital versatile disc players, compact disc players and video cassette recorders.  
Alternative Titles and Specialisations:  
Aerial Installer / Technician  
Aircraft Mechanic (Radar)  
Electronic Adjuster / Fitter / Serviceman  
Electronic Equipment Mechanician  
Electronic Fitter  
Electronic Fitter (Machinery Ships)  
Electronic Fitter (Machinery Submarines)  
Electronic Fitter (Medical)  
Radar Fitter and Repairer  
Radio and Television Fitter / Repairer  
Security System Installer / Technician  
Electronic Fitter (Radio/Radar) Ships  
Electronic Fitter (Communication) Submarines  
Electronic Fitter (Radar)  
Electronic Fitter (Radio)  
Electronician (Communication)  
Electronician (Radar)  
Communication Radiotrician  
Domestic Radio and Television Mechanician  
Domestic Radio Mechanician  
Domestic Radio Serviceman  
Radartrician  
Radio (Cmi) Radiotrician  
Radio Andtelevision Mechanician
**OFO Code**  
**OFO Detail**  
Radio Communication Mechanic
Radio Communication Serviceman
Radiotrician
Radiotrician (Audio)
Radiotrician (Communication)
Radar Technician

**672105**  
**Electronic Instrument Trades Worker**  
Installs, modifies, maintains and repairs electronic instruments and control systems.  
Alternative Titles and Specialisations:  
Communication Electronic Technician (Air Force)
Electronic Repair Technician
Electronic Service Technician
Electronic Technician (Navy)
Industrial Instrument Maker / Repairer / Serviceman
Instrument and Control Service Person
Instrument Fitter
Instrument Mechanician (Industrial)
Instrument Maker
Instrument Mechanic
Instrument Mechanician
Instrument Mechanician (Process Control)
Instrument Mechanician (Process Control Systems)
Instrument Mechanician (Industrial Instrumentation & Process Control)
Medical Instrument Repairer
Meteorological Instrument Maker
Scale Mechanic Weights and Measures
Scalemaker
Scientific Instrument Maker and Repairer
Surgical Instrument Maker / Repairer
Survey Instrument / Maker / Repairer / Manufacturer

**672106**  
**Automotive Electrician**  
Installs, maintains and repairs electrical wiring and electronic components in motorised vehicles.  
Alternative Titles and Specialisations:  
Auto Electrician
Automotive Electrical Fitter
Autotronics Technician
Locomotive Electrician
Ships Electrician
Transport Electrician
Vehicle Electrician

**672107**  
**Special Class Electrician**  
Services and repairs intricate and complex electrical and electronic circuitry.  
Alternative Titles and Specialisations:  
Electrical and Electronic Cathodic Protection Electrician
Electrician (Power Electronics)
Electrician Rigger
Electromechanical Mechanical Fitter (Medical)
Printers' Electrician
Fire Alarm Technician
Fire Extinguisher System Technician
Information and communications technology (ICT) installers and servicers and related occupations install, repair and maintain telecommunications equipment, data transmission equipment, cables, antennae and conduits, and operate telecommunications equipment and data transmission equipment and repair, fit and maintain computers.

Tasks include:
- Maintaining, troubleshooting, testing and repairing computers, data transmission equipment and computer peripherals
- Fitting and adjusting computer hardware
- Installing, maintaining, repairing, and diagnosing malfunctions of microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communications systems
- Providing technical advice and information, and monitoring the performance of complex telecommunications networks and equipment
- Installing and repairing cabling for computer, radio, telephone and television transmission
- Joining telecommunications and data cables and sealing sheathes
- Installing, maintaining and repairing antennae used in communications

672201 **Cabler (Data and Telecommunications)**

Installs internal telecommunications and data cabling, equipment and peripherals for computer networks, telephony, cable television and monitored security and fire alarms.

672202 **Telecommunications Cable Jointer**

Joints, terminates and repairs copper and fibre optic telecommunications cables installed in underground pipes, trenches and overhead systems.

Alternative Titles and Specialisations:
- Fibre Optic Cable Splicer
- Fibre Optics Jointer

672203 **Computer Hardware Technician**

Supports and maintains computer systems and peripherals by installing, configuring, testing, troubleshooting, and repairing hardware.

Alternative Titles and Specialisations:
- Computer Equipment Fitter
- Computer Engineering Mechanic / Serviceperson

672204 **Telecommunications Line Mechanic**

Installs, maintains and repairs external telecommunication equipment, including aerial lines, conduits and underground cables, radio and mobile phone antennae, and limited items of terminal equipment.

Alternative Titles and Specialisations:
- Operator Bearer Systems (Army)
- Telecom Transmission Serviceman
- Telecommunications Line Installer
- Telecommunications Line Serviceman
- Telephone Linesperson and Installer
- Electrician (Telecommunication)
- Telecommunication Electrician

672205 **Telecommunications Technician**

Installs, maintains and repairs telecommunications equipment and appliances such as telephones, mobile telephones, switchboards and data transmission equipment, in homes, businesses, telephone exchanges and other network sites.
672206 Communications Operator

Transmits and receives radio messages by use of morse code, voice and radio teletype.

Alternative Titles and Specialisations:
- Communication and Information Systems Controller (Air Force)
- Communication Information Systems Sailor (Navy)
- Communications Instrument Officer
- Operator Specialist Communications (Army)
- Radio Officer Ship
- Radio Operator
- Radio Telephone (RT) Operator
- Telecommunication Equipment Operator

68 Food Processing, Wood Working, Garment and Other Craft and Related Trades Workers

The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organisation, the materials and tools used, and the nature and purpose of the final product.

Tasks include:
- Tasting and grading food products and beverages
- Treating and processing natural fibres, skins and hides
- Making and repairing furniture and other goods made of wood
- Preparing hides, skins and pelts for further use
- Making and repairing textiles, garments, hats, shoes and related products
- Supervision of other workers may be included

681 Food Processing and Related Trades Workers

Food processing and related trades workers slaughter animals, treat and prepare them and related food items for human and animal consumptions, make various kinds of bread, cakes and other flour products, process and preserve fruit, vegetables and related foods, taste and grade various food products and beverages, or prepare tobacco and make tobacco products.

Tasks include:
- Slaughtering animals
- Treating meat and fish and preparing them and related food items
- Making various kinds of bread, cakes and other flour products; processing and preserving fruit, vegetables and related foods
- Tasting and grading various food products and beverages
- Supervision of workers may be included
Butchers, fishmongers and related food preparers slaughter animals, clean, cut and dress meat and fish, remove bones and prepare related food items or preserve meat, fish and other foods and food products by drying, salting for smoking.

Tasks include:
- Slaughtering animals
- Flaying and trimming carcasses
- Boning, cutting and dressing meat and fish for sale or further processing
- Preparing ingredients and making sausages and similar products using chopping, mixing and shaping machines
- Curing meat, fish and other foods
- Operating smokehouses or ovens to smoke meat, fish and other foodstuffs
- Cooking or in other ways preparing meat, fish and related food items for sale
- Selling meat or fish to customers, including wrapping, weighing and labelling products, and receiving payment

### 681101 Slaughterer
Slaughters livestock in abattoirs.

**Alternative Titles and Specialisations:**
- Cattle Slaughterer
- Crocodile Slaughterer
- Equine Slaughterer
- Game Slaughterer
- Halaal Slaughter
- Pork Slaughterer
- Sheep Slaughterer

### 681102 Red Meat De-Boner
Prepares slaughtered livestock for further processing in abattoirs.

**Alternative Titles and Specialisations:**
- Abattoir Process Worker
- Meat Cutter / Trimmer

### 681103 Butcher or Smallgoods Maker
Selects, cuts, trims, prepares and arranges fresh meat for sale or supply; or manages the processes in the production of fresh meat products.

**Alternative Titles and Specialisations:**
- Biltong Maker
- Processed Meat Maker
- Sausage Maker
- Sosati Maker

### 681104 Fishmonger
Scales, cleans, fillets, cuts, shells, grades and packages fish and shellfish.

**Alternative Titles and Specialisations:**
- Abalone Sheller
- Fish Dehydrator
- Fish Boner / Cutter
- Fish Preserver
- Fish Filleteer
- Mussel Marinator
- Mussel Opener
- Oyster Opener / Canner

### 681105 Poultry Slaughterer
Stuns and kills, dresses, trims, cuts into portions, bones, fillets, weighs, grades and packages poultry.
6812 Bakers, Pastry-Cooks and Confectionery Makers

Bakers, pastry-cooks and confectionery makers make various kinds of bread, cakes, and other flour products, as well as handmade chocolate and sugar confectionery.

Tasks include:
- Making bread, cakes, biscuits, pastries, pies and other flour products
- Making handmade confectionery from mixtures of sugar, chocolate and other ingredients using hand tools and some machines
- Combining measured ingredients in bowls of mixing, blending, or cooking machinery
- Checking the quality of raw materials to ensure that standards and specifications are met
- Applying glazes, icings, or other toppings to baked goods, using spatulas or brushes
- Checking the cleanliness of equipment and operation of premises before production runs to ensure compliance with occupational health and safety regulations
- Monitoring oven temperatures and product appearance to determine baking times
- Coordinating the forming, loading, baking, unloading, de-panning and cooling of batches of bread, rolls, pastry and confectionary products.

681201 Confectionary Baker

Prepares and bakes bread loaves and rolls, including specialty breads.

Alternative Titles and Specialisations:
- Cake / Bread Baker
- Dough Maker

681202 Pastry Cook

Prepares and bakes buns, cakes, biscuits and pastry goods.

Alternative Titles and Specialisations:
- Cake Decorator
- Biscuit Baker

681203 Confectionery Maker

Operates machines and performs routine tasks to make and wrap confectionary.

Alternative Titles and Specialisations:
- Chocolate Maker

6813 Dairy Products Makers

Dairy products makers process butter and various types of cheese, cream or other dairy products.

Tasks include:
- Boiling or pasteurising milk to achieve specified butter fat content
- Separating cream from milk and churning cream into butter
- Dumping measured amounts of starter and other ingredients into milk
- Curdling milk, heating curd until it reaches desired firmness, draining curd and placing cheese into moulds to press it into shape
- Salting cheese and piercing or smearing cheese with cultured wash to develop mould growth
- Placing and turning cheese blocks on shelves to cure cheese
- Monitoring product quality before packaging by inspecting, taking samples and adjusting treatment conditions when necessary
- Recording amounts of ingredients used, test results, and time cycles
**OFO Code** | **OFO Detail**
--- | ---
681301 | **Dairyman**
Produces and processes milk to make milk products. 
Alternative Titles and Specialisations:
Butter Maker
Cheese Maker
Cottage Cheese Maker
Milk Producer
Yoghurt Maker

6814 | **Fruit, Vegetable and Related Preservers**
Fruit, vegetable and related preservers process or preserve fruit, nuts and related foods in various ways including cooking, drying, salting, or juice or oil extraction.
Tasks include:
- Extracting juices from various fruits
- Extracting oils from oil-bearing seeds, nuts or fruits
- Cooking, salting or drying fruit, vegetables and related foods
- Mixing and adding ingredients such as pectin, sugar, spices and vinegar to assist preservation and enhance texture, appearance and flavour
- Transferring preserved foods to sterile jars, bottles or other containers

681401 | **Fruit or Vegetable Preserver**
Preserves fruit and vegetables.
Alternative Titles and Specialisations:
Chutney Maker
Fruit / Vegetable Pickler
Dried Fruit Maker

681402 | **Oil Expeller**
Expells and mixes oil from different cultivars.

681403 | **Jam Maker**
Selects and mixes fruit and vegetables and cooks jam.

6815 | **Food and Beverage Tasters and Graders**
Food and beverage tasters and graders inspect, taste and grade various types of agricultural products, food and beverages.
Tasks include:
- Inspecting, testing, tasting and smelling agricultural products, food and beverages at various stages of processing
- Determining quality, acceptability to consumer tastes and approximate value of products and grading them into appropriate classes
- Discarding inferior products
- Recording the grade and/or identification numbers on tags, receiving, or sales sheets
- Weighing and measuring products

681501 | **Cheese Grader / Tester**
No descriptor

681502 | **Food Taster / Grader**
No descriptor

681503 | **Tea Taster / Grader**
No descriptor

681504 | **Wine Taster / Grader**
No descriptor

681505 | **Fruit and Vegetable Grader / Classer**
No descriptor
Alternative Titles and Specialisations:
Picker Grader

681506 | **Livestock Product Analyst**
Analyse livestock produce for quality and conformance with technical produce standards and regulatory provisions.

Alternative Titles and Specialisations:
Livestock Product Assessor
Meat Classifier
Meat Examiner
Meat Grader

6816 Tobacco Preparers and Tobacco Products Makers

Tobacco preparers and tobacco products makers prepare tobacco leaves and make various tobacco products.

Tasks include:
Grading cured tobacco leaves by type, quality and locality where grown
Mixing tobacco leaves according to formula to obtain a blend of distinct flavour
Tending vacuum container which moistens tobacco for further processing
Removing midribs and stalks from tobacco leaves and shredding tobacco

Making cigars, cigarettes, snuff and other tobacco products by hand or with simple machines

681601 Cigar Maker
Prepares and mixes tobacco leaves and make cigars by hand or simple machines.

681602 Green Tobacco Storage Controller / Manager
No descriptor

681603 Tobacco Processing Machine Operator
Sets operates and attends machinery used to blend and otherwise process tobacco.

Alternative Titles and Specialisations:
Cigar Production Machine Operator
Cigarette Production Machine Operator
Tobacco Products Manufacturing Equipment Operator
Tobacco Dryer Operator

682 Wood Treaters, Cabinet Makers and Related Trades Workers

Wood treaters, cabinet makers and related trades workers preserve and treat wood; produce waferboards, particleboards, hardboards, insulation boards, plywood, veneers and similar wood products; and make, decorate and repair wooden furniture, vehicles and other wooden products. They use specialised hand tools and set-up, operate and tend wood processing and woodworking equipment, machines and machine tools.

Tasks include:
Operating and tending treating and other equipment to dry lumber and other wood products, and to treat chemically and impregnate wood products with preservatives
Operating woodworking machines to cut, shape and form parts and components

Studying plans, verifying dimensions of articles to be made, fitting parts together to form complete units and checking the quality and fit of pieces to ensure adherence to specifications
Setting and adjusting various kinds of machines for operation by others

Setting-up, programming, operating and monitoring several types of woodworking machines to fabricate, repair or refinish wooden parts for furniture, fixtures and other wood products
Reading and interpreting specifications

6821 Wood Treaters

Wood treaters operate and tend wood treatment processing equipment and machines to remove bark from logs, produce wood chips, season, preserve and treat wood, and produce waferboards, particleboards, hardboards, insulation boards, plywood, veneers and similar wood products.

Tasks include:
OFO Code | OFO Detail
---|---
| Operating and tending kilns, treating tanks and other equipment to dry lumber, prepare and season wood and other wood products, and to treat chemically and impregnate wood products with preservatives
| Monitoring equipment operation, gauges, and panel lights in order to detect deviations from standards and to ensure that processes are operating according to specifications
| Assisting in maintaining processing equipment and machines as required
| Cleaning, lubricating and adjusting equipment
| Transporting materials and products to and from work areas, manually or using carts, hand trucks, or hoists
| Completing and maintaining production reports.

682101 Wood Preparer and Treater
- Operates and tends wood treatment processing equipment and machines to remove bark from logs, produce wood chips, season, preserve and treat wood.

Alternative Titles and Specialisations:
- Bark Stripper
- Debarker Operator
- Dry Kiln Operator
- Log Chipping Machine Operator
- Log Preparer
- Lumber Kiln Operator
- Timber Treatment Plant Operator
- Timber Treatment Worker
- Wood Seasoner
- Wood Treating Dipper

682102 Plywood and Veneer Maker and Repairer
- Controlling lathes and slicing machines to produce veneers, and laminating veneer using glue.

Alternative Titles and Specialisations:
- Veneer Dryer Tender
- Veneer Grader
- Veneer Machine Operator
- Veneerer

6822 Cabinet Makers and Related Workers
- Cabinet makers and related workers make, decorate and repair wooden furniture, carts and other vehicles, wheels, parts, fittings, patterns, models and other wooden products using woodworking machines, machine tools and specialised hand tools.

Tasks include:
- Operating woodworking machines, such as power saws, jointers, mortisers and shapers, and using hand tools to cut, shape and form parts and components
- Studying plans, verifying dimensions of articles to be made, or preparing specifications and checking the quality and fit of pieces in order to ensure adherence to specifications
- Trimming joints and fitting parts and subassemblies together to form complete units using glue and clamps, and reinforcing joints using nails, screws or other fasteners
- Making, restyling and repairing various wooden articles, such as cabinets, furniture, vehicles, scale models, sports equipment and other parts or products
- Decorating furniture and fixtures by inlaying wood, applying veneer and carving designs
- Finishing surfaces of wooden articles or furniture

682201 Cabinetmaker
- Fabricates or repairs wooden furniture, and fits and assembles prepared wooden parts to make furniture.

Alternative Titles and Specialisations:
- Antique Furniture Reproducer
Antique Furniture Restorer
Cabinetmaker (Including Chairmaking and Framemaking)
Cabinetmaker (Including Veneering)
Chair and Couch Maker
Frame Maker (Including Chairmaking)
Coffin Maker
Furniture Maker Wood
Wheelwright
Wood Bender

**682203 Wood Model Maker**
Constructs full-sized and scale wooden precision models of products.

**6823 Woodworking Machine Tool Setters and Operators**
Woodworking machine tool setters and operators set-up or operate and monitor automatic or semi-automatic woodworking machines, such as precision sawing, shaping, planning, boring, turning and woodcarving machines to fabricate or repair wooden parts for furniture, fixtures and other wooden products.

Tasks include:

- Setting-up, programming, operating and monitoring several types of woodworking machines for sawing, shaping, boring, drilling, planing, pressing, turning, sanding or carving to fabricate or repair wooden parts for furniture, fixtures and other wooden products.
- Operating preset special-purpose woodworking machines to fabricate wooden products such as coat hangers, mop handles, clothes pins and other products.
- Selecting knives, saws, blades, cutter heads, cams, bits, or belts according to workpiece, machine functions and product specifications.
- Installing and adjusting blades, cutterheads, boring-bits and sanding-belts, and using hand tools and rules.
- Setting and adjusting various kinds of woodworking machines for operation by others.
- Reading and interpreting specifications or following verbal instructions.

**682301 Furniture Finisher**
Applies finishes such as stain, lacquer, paint, oil and varnish to furniture, and polishes and waxes finished furniture surfaces.

Alternative Titles and Specialisations:
- French Polisher
- Furniture Polisher
- Furniture Production Machine Operator
- Furniture Restorer

**682302 Picture Framer**
Cuts out and assembles mouldings to make picture frames, and frames paintings, photographs, needlework and other artwork.

Alternative Titles and Specialisations:
- Frame Maker (Pictures)
- Framer (Picture)

**682303 Wood Machinist**
Cuts, planes, turns, shapes and sands wood stock to specifications.

Alternative Titles and Specialisations:
- Automatic Profile Sander Operator
- Cnc Machinist (Wood)
- Carving Machine Operator (Wood)
- Copy Lathe Operator
- Edge Bander Operator
- Furniture Machienest
OFO Code | OFO Detail
--- | ---
 | Jigmaker (Wood)
 | Panel Saw Operator
 | Tape Edge Machinist
 | Woodworking Machine Setter
 | Wood Products Machine Operator
 | Woodworking Machine Set-Up Operator

682304 | Wood Turner
--- | ---
Operates wood turning lathes to turn and shape wood stock.

Alternative Titles and Specialisations:
Wood Lathe Turning Operator
Woodworking Lathe Operator
Precision Woodworking Sawyer

682305 | Cooper
--- | ---
Replaces staves, heads, and hoops.

683 | Garment and Related Trades Workers
--- | ---
Garment and related trades workers fit, alter and repair tailored clothing; design, and make textile and fur garments, leather or fur products; repair, renovate and decorate garments, gloves and other products of textile; create patterns for garments; install, repair and replace upholstery of furniture, fixtures, orthopaedic appliances and furnishings of automobiles; trim, scrape, tan, buff and dye animal hides, pelts or skins; modify and repair footwear and leather articles.
Tasks include:
Fitting, altering, repairing tailored clothing
Designing and making made-to-measure clothing, from textile fabrics, light leather and other material, or make hats or wigs
Make garment style changes
Creating precision master patterns for production of garments, other textile, and leather or fur products
Sewing together, joining, darning, repairing, renovating and decorating garments, gloves and other products of textile, fur, light leather and other materials and fabricating and assembling sails, awnings and tarpaulins
Installing, repairing and replacing upholstery of furniture, fixtures, orthopaedic appliances; seats, panels, and other furnishings of automobiles, railway coaches, aircraft, ships and similar items
Trimming, scraping, cleaning, tanning, buffing and dyeing animal hides, pelts or skins to produce leather stock and finished furs for making garments and other products
Making, modifying and repairing standard, custom or orthopaedic footwear and natural or synthetic leather articles

6831 | Tailors, Dressmakers, Furriers and Hatters
--- | ---
Tailors, dressmakers, furriers and hatters fabricate, fit, alter and repair tailored or hand-made clothing; they produce made-to-measure clothing such as suits, overcoats, and dresses from textile fabrics, light leather, fur and other material, or make hats or wigs according to customer’s and clothing manufacturer’s specifications.
Tasks include:
Making overcoats, suits, skirts, shirts, blouses, lingerie, corsetry, hats, wigs and similar garments often to clients’ individual requirements
Selecting textile fabrics, leather or fur pelts matching the desired size, colour, texture, and quality of the garment; cutting to shape them to garment pattern and arranging them on pattern according to the design of the garment
Making garment style changes, such as tapering trouser legs, narrowing lapels, and adding or removing padding
OFO Code  OFO Detail
Selecting and modifying commercial patterns to customers' and clothing manufacturers' specifications and fit
Fitting, altering and repairing tailored clothing, dresses, coats and other made-to-measure garments according to customers' requests making and caring for costumes used in theatrical, television and motion picture productions
Folding, twisting, and draping material, such as satin or silk, or sewing ribbon or cloth in the form of artificial flowers or bows around crown and brim to shape and decorate hats sewing, and fastening together materials and hair strands to make wigs
Blending shades of hair to give natural appearance to wigs and arranging woven hair in specified position and sewing hair together to form hairpiece
Making, altering, restyling and repairing fur garments and other fur articles
Reclaiming furs or skins from old coats, gluing fabric to interior of fur coats and trimming fur garments

683101 Dressmaker or Tailor
Makes, alters and repairs women's and men's tailored garments, formal wear, couturier clothing, and special occasion wear, such as suits, dresses, coats, evening wear and bridal wear.
Alternative Titles and Specialisations:
Costume Maker
Garment Maker
Seamstress
Tailors Trimmer
Wardrobe Assistant
Wardrobe Coordinator

683102 Furrier
Designs, makes, alters, restyles, and repairs fur garments.
Alternative Titles and Specialisations:
Fur Cutter
Fur Grader
Fur Matcher
Fur Tailor

683103 Hat Maker
Makes, alters and repairs hats.
Alternative Titles and Specialisations:
Hat Blocker
Hat Finisher
Hat Trimmer
Hatter

683104 Milliner
No descriptor

683105 Wig Maker
No descriptor

6832 Garment and Related Patternmakers and Cutters

Textile, leather and related patternmakers and cutters create precision master patterns for production of garments, other textile, and leather or fur products. They mark, cut, shape and trim textile, light leather and other materials according to blueprints or specifications in the manufacture of garments, hats and caps, gloves and miscellaneous products.
Tasks include:
Creating a master pattern for each size within a range of garment sizes, using charts, drafting instruments, computers, and/or grading devices
Creating the “blueprint” or pattern pieces for a particular apparel design with the aid of a computer
Calculating dimensions of patterns according to sizes, considering stretching of material
Drawing details on outlined parts to indicate where parts are to be joined, as well as the positions of pleats, pockets, buttonholes on garments, decorative stitching on shoe parts or eyelets on canvas products, using computers or drafting instruments
Positioning templates or measuring materials to locate specified points of cuts or to obtain maximum yields and mark fabric accordingly
Laying out master pattern on fabric and cutting sample pattern
Testing patterns by making and fitting sample garments
Placing patterns on top of layers of fabric and cutting fabric following patterns, using electric or manual knives, cutters or computer numerically controlled cutting devices
Cutting fabric or fur pelts to make parts for garments and other fur articles
Trimming excess material or cutting threads off finished products, such as cutting loose ends of a finished product
Positioning leather on cutting bed of machine, maximizing usage according to skin grain, skin flaws and skin stretch
Performing pattern-making, marking and cutting tasks in the manufacture of other products such as soft furnishings and canvas goods

683201 Apparel Cutter
Lays out, marks and cuts fabric to form parts of garments.
Alternative Titles and Specialisations:
Clothing / Garment Cutter
Fabric Cutter
Garment Pattern Cutter
Textile Products Marker and Cutter

683202 Clothing, Footwear and Leather Patternmaker
Draws sets of master patterns following sketches, sample articles and design specifications, and cuts out patterns for garments, footwear and general goods.
Alternative Titles and Specialisations:
Garment Patternmaker
Leather Pattern Cutter
Marker Maker
Pattern Grader (Clothing, Leather)
Patternmaker-Grader
Textile Products Marker
Textile Products Marking Worker
Textile Products Patternmaker
Upholstery Patternmaker

6833 Sewing, Embroidery and Related Workers
Sewing, embroidery and related workers sew together, repair, renovate and decorate garments, gloves and other products of textile, fur, light leather and other materials and fabricate tents sails, awnings and tarpaulins. They work mainly by hand using a needle and thread but may perform some tasks using a sewing machine.
Tasks include:
Repairing defective or damaged portion of cloth or garment by hand, using matching thread and needle
Removing stitches from garments to be altered, using rippers or razor blades
Selecting thread according to specifications or colour of parts or dying thread to match colour and shade of cloth to be darned
Patching holes, sewing tears and ripped seams, or darning defects in items, using needles and thread
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| 683301   | **Canvas Goods Maker**  
Fabricates and repairs canvas and related products such as awnings, tents, tarpaulins, horse rugs and caravan annexes.  
Alternative Titles and Specialisations:  
- Awning Maker  
- Blind Maker and Installer Not Venetian  
- Tarpaulin Maker |
| 683302   | **Sail Maker**  
Fabricates and repairs sails and other articles from sail-cloth. |
| 683303   | **Textile Produce Mender and Embroiderer**  
No descriptor  
Alternative Titles and Specialisations:  
- Hand Embroiderer  
- Textile Produce Mender |
| 6834     | **Upholsterers and Related Workers**  
Upholsterers and related workers install, repair and replace upholstery of furniture, fixtures, orthopaedic appliances; seats, panels, convertible and vinyl tops and other furnishings of automobiles, railway coaches, aircraft, ships and similar items with fabric, leather, rexine or other upholstery material. They also make and repair cushions, quilts and mattresses.  
Tasks include:  
- Discussing upholstery fabric, colour, and style with customers and providing cost estimate for upholstering furniture or other items  
- Making upholstery patterns from sketches, customer descriptions or blueprints  
- Laying out, measuring and cutting upholstery materials following patterns, templates, sketches, or design specifications  
- Installing, arranging and securing springs, padding and covering material to furniture frames  
- Sewing upholstery materials by hand to seam cushions and joining sections of covering materials  
- Sewing rips or tears in material, or creating tufting, using needle and thread  
- Tacking, gluing or sewing ornamental trims, buckles, braids, buttons and other accessories to covers or frames on upholstered items  
- Laying out, cutting, fabricating and installing upholstery in aircrafts, motor vehicles, railway cars, boats and ships  
- Repairing raw hide covering of artificial limbs  
- Renovating antique furniture using a variety of tools including ripping chisels, magnetic hammers and long needles |
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<td>683401</td>
<td><strong>Upholsterer</strong></td>
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| Makes, rebuilds and repairs upholstered furniture such as chairs, sofas, beds and mattresses. | **Alternative Titles and Specialisations:**  
| Furniture Upholsterer |  
| Mattress Maker |  
| Upholsterer and Sail Maker |  
| 6835 | **Pelt Dressers, Tanners and Fellmongers** |
| Pelt dressers, tanners and fellmongers trim, scrape, clean, tan, buff and dye animal hides, pelts or skins to produce leather stock and finished furs for making garments and other products. | **Tasks include:**  
| Sorting and grading pelts, hides and skins according to colour, shading, size and density |  
| Scrapping particles of flesh, fat, or protective tissue from skins or pelts to clean and soften them |  
| Removing hair from skin or hides soaked in lime water |  
| Preparing hides by curing them with salt |  
| Removing long, coarse hair from pelts and trimming underlying hair to even length |  
| Tanning and dressing pelts to improve lustre and beauty or restore natural appearance of pelts |  
| Preparing bark and myrobalan liquor for treating hides or skins |  
| Treating hides and skins in tanning solution to convert them into leather |  
| Tinting or dyeing furs to enhance natural shades of fur |  
| Removing wrinkles and setting grains on wet hide or skin |  
| Dressing and applying dyes and stains to leather |  
| Stretching and smoothing dressed pelts |  
| Seasoning leather by applying chemical solution or oil evenly on surface by hand brush and allowing it to dry in open air |  
| 683501 | **Fellmonger** |
| No descriptor |  
| 683502 | **Tanner** |
| No descriptor |  
| 683503 | **Pelt Grader** |
| No descriptor | **Alternative Titles and Specialisations:**  
| Hide / Skin Grader |  
| Hide / Skin / Pelt Classer |  
| 6836 | **Shoemakers and Related Workers** |
| Shoemakers and related workers make, modify and repair standard, custom or orthopaedic footwear and natural or synthetic leather articles, such as luggage, handbags and belts, (except for leather garments, hats and gloves), or participate in the manufacture of shoes and related goods. They decorate, reinforce or finish shoes, luggage, handbags and belts. | **Tasks include:**  
<p>| Making, modifying and repairing standard footwear to meet individual requirements |<br />
| Making, modifying and repairing orthopaedic or therapeutic footwear according to doctors’ prescriptions, or modifying existing footwear for people with foot problems and special needs |<br />
| Repairing belts, luggage, purses and similar products |</p>
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>683601</td>
<td>Shoemaker</td>
</tr>
<tr>
<td></td>
<td>Makes and repairs boots or shoes.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Cobbler</td>
</tr>
<tr>
<td></td>
<td>Footwear Repairer</td>
</tr>
<tr>
<td></td>
<td>Medical Grade Shoemaker</td>
</tr>
<tr>
<td></td>
<td>Shoe / Boot Repairer</td>
</tr>
</tbody>
</table>

**684 Handicraft Workers**

Handicraft workers combine artistic and manual skills to design, make, repair, adjust, maintain and decorate precision instruments, musical instruments, jewellery and other precious-metals, pottery and porcelain ware. They apply traditional and/or recently developed techniques to carve, mould, assemble, weave and decorate various glass, ceramics, textile, straw, stone, wood and leather articles.

Tasks include:

- Making, calibrating, repairing, maintaining and installing musical and precision instruments
- Fabricating, adjusting, repairing, or appraising jewellery, ceremonial or religious items, gold, silver, other precious metals, or gems
- Cutting, filing, polishing and setting precious and semi-precious stones including gems and diamonds and engraving designs on jewellery and precious metal articles; preparing pottery, porcelain ware, sanitary ware, bricks, tiles and abrasive wheels by hand or by machine
- Blowing, moulding, pressing, cutting, trimming, grinding and polishing glass, shaping molten glass according to patterns
- Decorating articles made of wood, metal, textiles, glass, ceramics and other materials, and planning, laying out and painting letters, figures, monograms and designs to make signs
- Applying traditional techniques like seasoning, impregnation to prepare wood, straw, rattan, reeds, stone, clay, shells, and other materials, and carving, moulding, assembling, weaving, or painting and decorating various articles for personal or household use, or for decorative purposes
- Preparing materials to make wicker furniture, brushes and brooms and weaving various kinds of baskets;
- Applying traditional techniques and patterns to produce woven fabrics, knitted, embroidered and other garments and household articles

| 6841     | Underwater Divers |
OFO Code | OFO Detail
--- | ---
Underwater divers work under the surface of water, using underwater breathing apparatus to inspect, install, repair, and remove equipment and structures, conduct tests or experiments, rig explosives, photograph structures or marine life or find and recover missing items and persons.
Tasks include:
- Taking safety precautions, such as monitoring dive lengths and depths, and registering with authorities before diving expeditions begin
- Checking and maintaining diving equipment such as helmets, masks, air tanks, diving suits, harnesses and gauges
- Descending into water with the aid of diver helpers, using scuba gear or diving suits
- Working under water to lay and repair bridges, piers and harbour-wall foundations
- Inspecting for suspected damage and making minor repairs to ships' hulls and underwater installations
- Reporting on condition of wrecked ships
- Removing underwater obstructions
- Drilling holes for underwater blasting
- Performing various underwater tasks connected with salvage work or recovering dead bodies
- Communicating with workers on the surface while underwater, using signal lines or telephones
- Obtaining information about diving tasks and environmental conditions

684101 Diver
Swims underwater to undertake tasks such as seafood gathering, research, salvage and construction.
Alternative Titles and Specialisations:
Abalone Diver
Clearance Diver
Fisheries Diver
Hyperbaric Welder Diver
Mining Diver
Offshore Diver
Onshore Diver
Pearl Diver
Saturation Diver
Scientific Diver
Underwater Salvage Worker
Underwater Worker

6842 Shotfiers and Blasters
Shotfiers and blasters, position, assemble, and detonate explosives at mining, quarrying and demolition sites.
Tasks include:
- Ensuring workplace safety and explosives handling, storage and transport procedures and regulations are followed
- Planning and giving instructions for the lay out, depth and diameter of blast holes
- Checking depth and cleanliness of blast holes
- Determining quantity and type of explosives to be used
- Loading explosives into blast holes
- Assembling, or directing other workers to assemble, primer charges using detonators and explosive cartridges, and attaching electrical wires, fuses and detonating cords to primers
- Connecting wires, fuses and detonator cords into series, testing electrical circuits and repairing malfunctions, and connecting series to blasting machines
OFO Code | OFO Detail
---|---
| Covering charges, filling blast holes with rock dust, sand and other materials, and tamping material to compact charges
| Ensuring all explosives are detonated, and reporting and attending to misfires
| Declaring blast areas safe before and after detonation of explosives
| Compiling and maintaining records about usage of explosives in compliance with laws and regulations

684201 | Shotfirer
---|---
| Assembles, positions and detonates explosives for surface blasting.
| Alternative Titles and Specialisations:
| Seismograph Shooter

684202 | Blaster
---|---
| Fill blast holes with explosives and detonate explosives to dislodge coal, ore and rock or to demolish structures.
| Alternative Titles and Specialisations:
| Mining / Quarrying Blaster

6843 | Product Graders and Testers (Except Foods and Beverages)
---|---
| Product graders and testers (except foods and beverages) inspect, test, sort, sample, and weigh raw materials, manufactured components and non-comestible goods produced or sold, to ensure compliance with quality standards and to identify defects, wear, and deviations from specifications, and to grade and classify them according to their quality.
| Tasks include:
| Inspecting and testing products, parts and materials for conformity with specifications and standards
| Grading and classifying natural textile fibres for spinning and winding
| Discarding or rejecting products, materials, and equipment not meeting specifications
| Analyzing and interpreting blueprints, data, manuals, and other materials to determine specifications, inspection and testing procedures
| Notifying supervisors and other personnel of production problems, and assisting in identifying and correcting these problems
| Recording inspection or test data, such as weights, temperatures, grades, or moisture content, and quantities inspected or graded
| Marking items with details such as grade and acceptance or rejection status
| Measuring dimensions of products using instruments such as rulers, calipers, gauges, or micrometers
| Analyzing test data and making computations as necessary to determine test results

684301 | Crop Produce Analyst
---|---
| Analyse crop produce for quality and conformance with technical produce standards and regulatory provision.
| Alternative Titles and Specialisations:
| Crop Quality Inspector

684302 | Tobacco Grader
---|---
| Grades cured tobacco leaves by type, quality and locality where grown.

684303 | Cotton Grader
---|---
| No descriptor

684304 | Wool Classer / Grader
---|---
| No descriptor

6844 | Fumigators and Other Pest and Weed Controllers
---|---
| Fumigators and other pest and weed controllers use chemicals to remove harmful insects, small animals, wild plants and other unwanted organisms to prevent damage to crops and to buildings and other structures and their surroundings and to prevent health risks.
OFO Code | OFO Detail
--- | ---
Tasks include:
Operating and monitoring equipment for spraying pests and weeds
Mixing chemicals according to instructions
Covering areas to specified depths with pesticides, applying knowledge of weather conditions, droplet sizes, elevation-to-distance ratios, and obstructions
Spraying or releasing chemical solutions or toxic gases and setting traps to kill pests and vermin, such as mice, termites, and roaches
Lifting, pushing, and swinging nozzles, hoses, and tubes in order to direct spray over designated areas
Filling sprayer tanks with water and chemicals
Cleaning and servicing machinery to ensure operating efficiency

684401 Pest or Weed Controller
Applies pest or weed management techniques to kill and control pests or weeds in domestic, commercial and industrial areas, roadsides, private and public lands.
Alternative Titles and Specialisations:
Commodities Fumigator
Fumigator
Knapsack Spray Operator
Chemical Sprayer
Marine Vessel Fumigator
Seed Fumigator
Tea Fumigator

6849 Craft and Related Workers not Elsewhere Classified
This group covers craft and trade occupations not classified elsewhere in sub major groups 64-68. For instance, the group includes those who mould, slice, grind and polish optical lenses.
Tasks include:

684901 Textile, Clothing, Footwear and Leather Mechanic
Sets up, adjusts and maintains industrial or domestic sewing machines, or machines used in the production of yarn, textiles, footwear and in leather processing.
Alternative Titles and Specialisations:
Footwear Machine Mechanic / Fitter
Knitting Machine Mechanician
Loom Tuner / Fixer
Sewing Machine Mechanic
Spinning Machine Mechanician (Long Staple)
Spinning Machine Mechanician (Semi Worsted-Finishing)
Spinning Machine Mechanician-Semi Worsted-Roving and Spinning
Spinning Machine Mechanician -Semi Worsted-Preparation
Spinning Machine Mechanician -Semi Worsted-Winding and Twisting
Spinning Machine Mechanician -Short Staple: Blowroom and Cards
Spinning Machine Mechanician -Short Staple: Open End
Spinning Machine Mechanician -Short Staple: Preparation
Spinning Machine Mechanician -Short Staple: Rotor Spinning
Spinning Machine Mechanician -Short Staple: Winding
Spinning Machine Mechanician -Woollen System-Ringframe-Open End and Twisting
Spinning Machine Mechanician -Woollen System-Ringframe-Winding
Spinning Machine Mechanician -Woollen System-Ringframe-Dref and Twisting
Spinning Machine Mechanician -Woollen System-Blending-Carding and Drawing
Spinning Machine Mechanician -S/S Ringframe, Ringdoubling and 2/1 Uptwister
Spray Gun Mechanic (Leather)
Textile Machine Mechanic
**OFO Code** 684902  **Farrier**
Inspects, trims and shapes horses’ hooves, and forms, fits and nails horseshoes.
Alternative Titles and Specialisations:
- Melter
- Smelts Metal To Produce Metal Castings

**OFO Code** 684904  **Panelbeater**
Repairs damage to metal, fibreglass and plastic body work on vehicles and forms replacement vehicle panels.
Alternative Titles and Specialisations:
- Auto Body Repairer
- Automotive Body Repairer
- Automotive Sheetmetal Worker
- Automotive Trimmer
- Chassis Straightener
- Rust Repairer
- Panel Beater and Spraypainter
- Vehicle Body Repairman
- Vehicle Refinisher
- Panelbeater and Trimmer

**OFO Code** 684905  **Vehicle Body Builder**
Manufactures and repairs prototype production units and purpose-built vehicle bodies such as buses, trucks, fire engines and caravans.
Alternative Titles and Specialisations:
- Auto Body Assembler
- Bus Coach Builder
- Coach Builder
- Metal Caravan Builder
- Metal Coach and Carriage Builder
- Motor Body Builder
- Motor Vehicle Body Builder
- Vehicle Body Builder (Metal)
- Vehicle Body Builder (Composite)
- Truck Builder
- Vehicle Builder

**OFO Code** 684906  **Vehicle Trimmer**
Installs, repairs and replaces the interior trim of vehicles, such as seats, linings, floor coverings and door trims.
Alternative Titles and Specialisations:
- Auto Trimmer / Upholsterer
- Automotive Component Upholsterer
- Car Trimmer / Upholsterer
- Motor Trimmer / Upholsterer
- Vehicle Trimmer / Upholsterer

**OFO Code** 684907  **Boatbuilder and Repairer**
OFO Code | OFO Detail
--- | ---
Builds, repairs and modifies boats.
Alternative Titles and Specialisations:
Boat Assembler
Boat Builder
Ship Plater
Sparmaker
Yacht Builder
Marine Plumber

684908 | Shipwright
Constructs, fits out and repairs ships.
Alternative Titles and Specialisations:
Loftsman / Woman (Marine)
Metal Liner-Off
Ship Builder
Ship’s Carpenter

684909 | Survival Equipment Fitter
No descriptor
Alternative Titles and Specialisations:
Aircraft Survival Equipment Fitter

684910 | Ammunition Fitter
No descriptor

684911 | Florist
Prepares and sells floral arrangements and flowers.
Alternative Titles and Specialisations:
Floral Artist

684912 | Photographer’s Assistant
Assists photographers in taking and developing photographs.

PLANT and MACHINE OPERATORS and ASSEMBLERS

PLANT and MACHINE OPERATORS and ASSEMBLERS

Plant and machine operators and assemblers operate and monitor industrial and agricultural machinery and equipment on the spot or by remote control, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble products from component parts according to strict specifications and procedures. The work mainly calls for experience with and an understanding of industrial and agricultural machinery and equipment as well as an ability to cope with machine-paced operations and to adapt to technological innovations.

Tasks include:
Operating and monitoring mining or other industrial machinery and equipment for processing metal, minerals, glass, ceramics, wood, paper, or chemicals
Operating and monitoring machinery and equipment used to produce articles made of metal, minerals, chemicals, rubber, plastics, wood, paper, textiles, fur, or leather, and which process foodstuffs and related products
Driving and operating trains and motor vehicles
Driving, operating and monitoring mobile industrial and agricultural machinery and equipment; assembling products from component parts according to strict specifications and procedures

Supervision of other workers may be included

71 Stationary Plant and Machine Operators
Stationary plant and machine operators operate and monitor, on the spot or by remote control, industrial plant and machinery and equipment that are stationary, or for which mobility is not an integral part of operation. The work mainly calls for experience with and an understanding of the industrial plant, machinery or equipment being operated and monitored. Ability to cope with machine-paced operations and to adapt to innovations in machinery and equipment is often required.

Tasks include:
- Setting up, operating and monitoring a variety stationary plant and machinery
- Detecting malfunctions and taking corrective action
- Examining outputs for defects and conformity to specifications and adjusting machine settings accordingly
- Performing maintenance, repairs and cleaning
- Recording data and maintaining production records
- Supervision of other workers may be included

### 711 Mining and Mineral Processing Plant Operators

Mining and mineral processing plant operators operate and monitor plant and machinery which extract rock and minerals from the earth, process minerals and stone, drill wells and bores, and manufacture and finish cement and stone products.

Tasks include:
- Setting up, operating and monitoring a variety of mining and mineral processing plant and machinery such as drilling rigs and auxiliary machines and equipment, continuous mining machinery, and cutting, crushing, grinding, pumping and mixing plant and machinery
- Operating washing, separating, extracting and combining equipment to remove waste and recover minerals
- Operating plant and machinery to make cement, concrete, artificial stone, and precast concrete and stone products
- Monitoring the performance of a variety of plant and machinery, detecting malfunctions and taking corrective action
- Performing plant and machinery maintenance, repairs and cleaning
- Maintaining production records

### 7111 Miners and Quarriers

Miners and quarriers operate plant, machinery and hand tools to extract rock, minerals and non-metallic deposits from underground and surface mines and quarries.

Tasks include:
- Positioning, operating and monitoring the performance of a variety of underground and surface mining equipment including continuous mining, cutting and channelling plant
- Setting up and operating drilling equipment in underground and surface mines and quarries
- Operating machinery and using tools to remove loosened rock, ore, coal and other deposits
- Preparing, fitting and installing supports in underground workings including rock bolts
- Operating machinery to open new shafts, drives, air vents and rises
- Operating auxiliary plant such as pumps to expel air, water and mud
- Performing minor maintenance and repairs and lubricating and cleaning plant, machines and tools
- Completing records detailing operations completed during shifts
- Collecting mineral samples for laboratory analysis.

### 711101 Mining Operator

Operates equipment to break, excavate, load and transport minerals in an underground or open-cut mine.

**Alternative Titles and Specialisations:**
OFO Code | OFO Detail
--- | ---
Coal Cutter
Continuous Miner Operator
Crawler Pilot
Hydraulic Rock Breaker Operator (Mining)
Mining Plant Operator
Mining Team Leader
Quarrier
Rock Drill Operator
Roof Bolter (Mining)
Shuttle Car Operator (Mining)

Shotcreter
Performs shotcreting operations to provide support for unsafe or unstable excavations on surface or underground

Mineral and Stone Processing Plant Operators
Mineral and stone processing plant operators operate and monitor machinery and equipment for processing rocks, minerals and stone to recover refined products for immediate use or further processing.

Tasks include:
- Setting up and operating stationary plant and machinery which grind, crush, cut, saw and slice rocks, minerals and stones according to the specifications for the job
- Positioning blocks and slabs of stone onto machines for sawing, cutting and further working
- Monitoring and maintaining the flow of unprocessed rocks, minerals and stones from conveyors into machines
- Operating washing, separating, leaching, precipitating, filtering, extracting and combining equipment to remove waste material and recover minerals
- Combining mineral ores with solvents to facilitate further processing
- Separating metal and mineral concentrates from ore and alluvial deposits by thickening, flotation, gravity separation, filtration, and or magnetic and electrostatic separation
- Observing meters, gauges and control panels, and adjusting valves and controls to ensure the safe and efficient operation of equipment, and detecting malfunctions, and assisting with plant and machinery maintenance and repair
- Examining processed materials visually or with hands to ensure compliance with established standards and job specifications, and may collect samples for testing in laboratories
- Recording information about processing completed during shifts, such as quantities, types and dimensions of materials produced
- Sorting, stacking and moving processed minerals and stone for packaging, further processing or shipping

Mineral Processing Machine Operator
Operates machines to cut and finish mineral for tiles, building blocks and facings.

Alternative Titles and Specialisations:
- Coal Washer
- Conveyor Belt Operator (Mining)
- Crusher Operator
- Emery Press Operator
- Flotation Worker (Mineral Processing)
- Gold Precipitator
- Lime Miller
- Machine Operator (Stone Cutting or Processing)
- Marble Cutter / Polisher / Processor / Sawyer / Splitter
OFO Code | OFO Detail
--- | ---
711202 | Jewellery Processing and Finishing Machine Operator
Operates machines to plate or electroplate metals or coat materials
Alternative Titles and Specialisations:
- Jewellery Electroformer
- Jewellery Metal Plater
- Jewellery Die Stamper
- Machine Engraver
- Wax Injector (Jewellery)
- Chain Manufacturing Operator (Jewellery Manufacturing)
- Enameler

711203 | Diamond Cutter
Operates machines to cut and polish diamonds.
Alternative Titles and Specialisations:
- Diamond Cutting Setter
- Sawyer
- Bruter
- Crossworker
- Brilliateer
- Fancy Crossworker
- Blocker
- Fancy Brillianteer
- Automatic Polishers
- Top Polishers
- Bottom Polishers
- Prep Polishers
- Girdle Polishers
- Table Polishers
- Star Polishers
- Top half Polishers
- Top 8 side polishers
- Diamond Boilers
- Scourer
- Diamond Marker
- Polishers Graders
- Final Diamond Processing Controller
- Sawyer (laser)
- Sorter
- Rough Sorter
- Rough Evaluator
- Diamond Grader

711204 | Gemstone Cutter
Cuts, shapes and polishes gems
Alternative Titles and Specialisations:
- Gem Polisher
- Lapidary
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>711205</td>
<td><strong>Gemstone Machine Operator</strong>&lt;br&gt;Operates industrial machines to cut, polish and finish ornamental gemstones</td>
</tr>
<tr>
<td>7113</td>
<td><strong>Well Drillers and Borers and Related Workers</strong>&lt;br&gt;Well drillers and borers and related workers position, assemble and operate drilling machinery and related equipment to sink wells, extract ore, liquids and gases or for a variety of other purposes.&lt;br&gt;Tasks include:&lt;br&gt;Dismantling, moving and assembling drilling rigs and auxiliary equipment&lt;br&gt;Assembling and dismantling pipes, casings and drill heads, and replacing dysfunctional equipment&lt;br&gt;Operating controls to lower and raise drill pipes and casings in and out of wells, regulate pressure in the well and control the speed of tools&lt;br&gt;Preparing drilling fluid and checking the operation of pumps to ensure adequate circulation of fluid in drill pipe and well&lt;br&gt;Monitoring gauges and other indicators and listening to equipment to detect malfunctions and unusual well conditions, and determining the need to change drilling or equipment&lt;br&gt;Maintaining, adjusting, repairing and cleaning drilling rigs, hoisting and other machinery&lt;br&gt;Maintaining records of drilling and servicing operations&lt;br&gt;Operating machines and tools to extract dust, cuttings and lost and broken drilling equipment from holes and wells&lt;br&gt;Closing and sealing wells no longer in use; may supervise and train crew members</td>
</tr>
<tr>
<td>711301</td>
<td><strong>Driller</strong>&lt;br&gt;Positions, assembles and operates drilling machinery and related equipment to sink wells, extract ore, liquids and gases or for a variety of other purposes.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Blind Hole Borer Operator&lt;br&gt;Boring Equipment Operator&lt;br&gt;Bore Sinker&lt;br&gt;Contract Driller&lt;br&gt;Derrickman&lt;br&gt;Derrick Operator&lt;br&gt;Development Driller&lt;br&gt;Directional Driller&lt;br&gt;Drilling Plant Operator&lt;br&gt;Drill Rig Operator&lt;br&gt;Exploration Driller&lt;br&gt;Hydraulic Stope Rig Operator&lt;br&gt;Jumbo Operator&lt;br&gt;Power-Tong Operator&lt;br&gt;Radial Drill Operator&lt;br&gt;Raise Drill Operator&lt;br&gt;Tourpusher</td>
</tr>
<tr>
<td>7114</td>
<td><strong>Cement, Stone and Other Mineral Products Machine Operators</strong>&lt;br&gt;Cement, stone and other mineral products machine operators operate and monitor machines for manufacturing and finishing precast concrete, bitumen, and stone products, and making cast stone for building purposes.&lt;br&gt;Tasks include:&lt;br&gt;Operating extrusion, moulding, mixing, pumping, compacting, grinding and cutting machinery to manufacture and finish precast concrete and stone products</td>
</tr>
</tbody>
</table>
OFO Code  OFO Detail
Operating plant to produce cement, lime and clinker, including loading and unloading ingredients and operating continuous feed equipment such as pumps and conveyors
Operating plant and machines which weigh and mix sand, gravel, cement, water and other ingredients to make concrete
Operating plant and machinery which assembles and fills moulds with concrete and artificial stone mixtures, removes castings from moulds and finishes surfaces of precast products
Cutting, grinding, drilling, sandblasting and polishing concrete products and stone blocks, slabs and products to the specifications for the job
Checking production plans and specifications to determine and select materials, ingredients, procedures, components, settings and adjustments for extrusion, moulding, mixing and compacting machines
Monitoring plant and machines during operation by observing instruments such as temperature and pressure gauges, and adjusting controls and reporting malfunctions as necessary
Collecting and examining samples of mixtures and finished products for conformity to specifications and adjusting machine settings accordingly
Checking and maintaining production records, including information about quantities, dimensions and types of materials and goods produced
Arranging and assisting with plant and machinery maintenance and repair

711401  Concrete Products Machine Operator
Operates machines to manufacture moulded concrete products such as cement pipes and fittings, concrete railway sleepers, concrete bricks, tiles and paving blocks, structural beams, building panels and cast products.
Alternative Titles and Specialisations:
Artificial Stone Maker
Artificial Stone Setter
Cast-Concrete Products Machine Operator
Cast-Stone Products Machine Operator
Concrete Block Maker
Concrete Boom Operator
Concrete Pipe Machine Operator
Concrete Precast Moulder
Concrete Pump Operator
Concrete Tile Machine Operator
Kiln Operator (Cement Production)
Stone Polishing Machine Operator

711402  Glass, Clay and Stone Manufacturing Machine Setter and Minder
Prepares, sets up and runs and monitors glass, clay and stone manufacturing machinery and equipment.

711403  Plaster Machine Operator
Operates machines to manufacture plaster.
Alternative Titles and Specialisations:
Plaster Caster

711404  Cement Production Plant Operator
Operates plant to produce cement, lime and clinker.
Alternative Titles and Specialisations:
Cement Crusher Operator
Cement Despatch Operator
Cement Grinding Mill Operator
Cement Kiln Operator
Central Concrete Mixing Plant Operator
711405  Concrete Batching Plant Operator
Operates mixing plant to produce batches of concrete from cement, sand, aggregate, water and other ingredients.
Alternative Titles and Specialisations:
Premix Concrete Batcher

711406  Industrial Diamond Polishing Machine Operator
Operates machines to polish diamonds.

712  Metal Processing and Finishing Plant Operators

Metal processing and finishing plant operators, operate and monitor single function process control machinery and equipment to control the conversion, processing and finishing of mineral ores and metals.
Tasks include:
Setting up, preparing and adjusting metal and ore processing and finishing machinery
Co-coordinating and monitoring the operation of a particular aspect of metal processing production and finishing
Verifying equipment for malfunctions, monitoring gauges, carrying out routine operating tests and arranging for maintenance
Checking, testing and analyzing sample products;
Recording data and writing production logs

7121  Metal Processing Plant Operators

Metal processing plant operators, operate, monitor, adjust and maintain, single process machinery and equipment to process and convert mineral ores and refine, harden, roll and extrude metals.
Tasks include:
Setting up, preparing and adjusting mineral ore and metal processing machinery to carry out one step in the overall mineral ore or metal processing operation
Operating single-function machinery to grind, separate, filter, mix, treat, cast, roll, refine or otherwise process metals and mineral ores
Observing gauges, meters, computer printouts, video monitors and products to ensure correct operation of machine and verify specified processing conditions
Adjusting equipment, valves, pumps, controls and process equipment
Controlling the preparation, measuring and feeding of raw materials and processing agents into plant
Controlling process start-up and shut-down, troubleshooting and monitoring outside process equipment
Verifying equipment for malfunctions, carrying out routine operating tests and arranging for maintenance
Analyzing sample products, performing tests, recording data and writing production logs

712101  Metal Processing Plant Operator
Operates, monitors, adjusts and maintains, single process machinery and equipment to process and convert mineral ores and refine, harden, roll and extrude metals.
Alternative Titles and Specialisations:
Metal Drawer / Extruder
Ladle Pourer
Steel Roller
Metal Heat Treating Operator
Metal Extrusion Plant Operator

712102  Metal Manufacturing Machine Setter and Minder
Prepares, sets up and runs and monitors metal manufacturing machinery and equipment to produce metals.
Alternative Titles and Specialisations:
Chain Manufacturing Setter and Minder (Jewellery Manufacturing)
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td>712103</td>
<td>Abrasive Wheel Maker</td>
</tr>
<tr>
<td></td>
<td>Operates machines to manufacture moulded abrasive wheels.</td>
</tr>
<tr>
<td>712104</td>
<td>Brake Lining Maker</td>
</tr>
<tr>
<td></td>
<td>Operates machines to manufacture moulded brake linings.</td>
</tr>
<tr>
<td>7122</td>
<td>Metal Finishing, Plating and Coating Machine Operators</td>
</tr>
<tr>
<td></td>
<td>Metal finishing-, plating- and coating-machine operators operate and monitor equipment which finishes, plates and coats metal articles or parts, in order to give them improved resistance to corrosion and abrasion, for decorative purposes, or to impart electrical or magnetic properties.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
<tr>
<td></td>
<td>Operating and monitoring equipment which cleans metal articles in preparation for electroplating, galvanising, enamelling or similar processes</td>
</tr>
<tr>
<td></td>
<td>Operating and monitoring electroplating equipment</td>
</tr>
<tr>
<td></td>
<td>Operating and monitoring hot-dip equipment used to coat iron and steel products</td>
</tr>
<tr>
<td></td>
<td>Operating and monitoring machines which automatically coat wire with non ferrous metal</td>
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<tr>
<td></td>
<td>Operating and monitoring equipment used to spray molten metal or other substances on metal products to provide a protective or decorative coating or to build up worn or damaged surfaces</td>
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<td></td>
<td>Operating and monitoring equipment used to impart a rust-resistant finish to metal articles by treating them with chemicals and heating them</td>
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<tr>
<td></td>
<td>Checking proper thickness of plating using micrometers, callipers or other devices recording data and writing production logs</td>
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<tr>
<td></td>
<td>Preparing and mixing metalizing solutions according to formulas or specifications</td>
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<tr>
<td>712201</td>
<td>Electroplater</td>
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<tr>
<td></td>
<td>Controls plating processes and maintains solutions used to coat metal articles and other parts with non-ferrous metals.</td>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Aircraft Electroplater</td>
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<td></td>
<td>Anodiser</td>
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<td></td>
<td>Electroformer</td>
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<td>Enameller</td>
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<td>Galvaniser</td>
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<td>Hot Dip Plater</td>
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<td>Metal Plater</td>
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<td>Plater</td>
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<td></td>
<td>Structural Plater</td>
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<tr>
<td></td>
<td>Metal Coating Machine Operator</td>
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<td>Metal Finishing Machine Operator</td>
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<td>Metal Plating Machine Operator</td>
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<tr>
<td>713</td>
<td>Chemical and Photographic Products Plant and Machine Operators</td>
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<tr>
<td></td>
<td>Chemical and photographic products plant and machine operators operate and monitor machines which process a variety of chemicals and other ingredients to produce pharmaceuticals, toiletries, explosives and photographic or other chemical products.</td>
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<td>Tasks include:</td>
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<td>Operating and monitoring machines and equipment which blend, mix, package and otherwise process chemicals and chemical products to give them the desired properties for further industrial production, or to make finished products.</td>
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<td>Supervision of other workers may be included.</td>
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<tr>
<td>7131</td>
<td>Chemical Products Plant and Machine Operators</td>
</tr>
<tr>
<td></td>
<td>Chemical products plant and machine operators monitor and operate units and machinery to blend, mix, process and package a wide range of chemical products.</td>
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</tbody>
</table>
OFO Code  
OFO Detail  
Tasks include:  
Setting up, starting, controlling, adjusting and stopping machines and plant  
Monitoring reaction processes and transfers of products in conformance with safety procedures  
Monitoring meters, gauges and electronic instrumentation on one or more chemical or formulation units, such as mixers, kettles, blenders, dryers, tabletting, encapsulation, granulation and coating machines  
Measuring, weighing and loading chemical ingredients following formulation cards  
Taking samples and performing routine chemical and physical tests of products and recording production data  
Cleaning and performing minor repairs to machines and plant  

713101  
Chemical Production Machine Operator  

Monitors and operates machines to blend, mix, process and package a wide range of chemical products such as soaps, detergents, pharmaceuticals, toiletries and explosives.  
Alternative Titles and Specialisations:  
Abrasive Glass and Ceramics Mixer  
Battery Maker / Reconditioner  
Bullet / Ammunition / Explosives Maker  
Candle Production Machine Operator  
Chemical Crusher / Grinder  
Chemical Extractor / Reactor / Still Operator  
Cleaning Materials Machine Operator  
Cosmetics Machine Operator  
Distillation Operator  
Explosives Mixer Operator  
Explosive Products Machine Operator  
Nitrocellulose Maker  
Paint Tinter / Mixer  
Petroleum and Natural Gas Refining (Ethyl) Operator / Blender  
Pharmaceutical Products Machine Operator  
Radioactive Waste Material Treatment Operator  
Still / Petroleum and Natural Gas Refining Machine Operator  
Tablet Making Machine Operator  
Toiletry Products Machine Operators  

7132  
Photographic Products Machine Operators  

Photographic-products machine operators operate and monitor equipment which makes photographic film and paper, and which processes exposed photographic film and makes prints.  
Tasks include:  
Operating and monitoring equipment which makes photographic film and paper  
Operating, monitoring and testing photographic processing and printing equipment, and maintaining operational standards  
Preparing exposed film for different processing batches in dark rooms and dark chambers  
Inspecting images, films, prints and adjusting settings on print-making equipment to produce required colour, brightness, contrast, number, size and type of prints  
Adjusting settings and running automatic developing equipment  
Operating equipment to transfer film to video tape or other electronic media  
Performing photographic processing related tasks  
Operating automatic equipment (in retail establishments) to develop colour negatives, prints and slides
OFO Code | OFO Detail
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713201 | Photographic Developer and Printer
Edits and adjusts digital images, develops photographic film, and prints photographic images from digital media, negatives and positives using computer software, fully automatic equipment and by separate processes.
Alternative Titles and Specialisations:
Copy Camera Operator
Dark Room Attendant / Technician
Developing Machine Operator (Photography)
Digital Photographic Printer
Enlarging Machine Operator (Photography)
Film/Colour Developer
Film Printer / Processor
Film Process Operator
Minilab Operator
Photo Lab Operator
Photograph Enlarger
Photograph Printer
Photographic-Film Machine Operator
Photographic Technician
Printing/Photography (Colour) Machine Operator
Silver Recovery Operator
Slide Developer

714 | Rubber, Plastic and Paper Products Machine Operators
Rubber, plastic and paper products machine operators operate and monitor machines which knead and blend rubber and rubber compounds, and produce various components and products from natural and synthetic rubber and plastics or produce different paper products from paper, paperboard, cardboard and similar materials.
Tasks include:
Operating and monitoring machines which knead and blend rubber and rubber compounds, and produce various components and products from natural and synthetic rubber and plastics
Operating and monitoring machines which produce various paper products
Examining outputs for defects and conformity to specifications and adjusting machine settings accordingly

7141 | Rubber Products Machine Operators
Rubber-products machine operators operate and monitor machines which knead and blend rubber and rubber compounds, and produce various components and products from natural and synthetic rubber, such as moulded footwear, domestic articles, insulating materials, industrial accessories, or tyres.
Tasks include:
Operating and monitoring machines which knead, mix and blend rubber and rubber compounds for further processing
Operating and monitoring machines which produce sheets of rubber or rubberised fabric by a rolling process
Operating and monitoring machines which extrude compounded rubber or shape vulcanised rubber by moulding
Operating and monitoring machines which build up tires on a form, vulcanise tires and mould or rebuild used tires
Examining outputs for defects and conformity to specifications
Locating defects and repairing worn and faulty tyres by vulcanising or other processes

714101 | Rubber Production Machine Operator
Operates machines to manufacture rubber products such as tyres.
Alternative Titles and Specialisations:
- Latex Worker
- Rubber Belt Splicer
- Rubber Compounder
- Rubber Extrusion Machine Operator
- Rubber Knitting and Reinforcing Machine Operator
- Rubber Milling Machine Operator
- Rubber Millman
- Rubber Moulding Machine Operator
- Rubber Moulder
- Rubber Products Machine Operator
- Rubber Roller Grinder Operator
- Steel and Fabric Calendering Machine Operator
- Tyre Bead Creeler
- Tyre Finisher and Examiner
- Tyre Builder
- Tyre Maker
- Tyre Moulder
- Tyre Production Machine Operator
- Tyre Repairer
- Tyre Retreader
- Vulcaniser

**714102 Rubber Manufacturing Machine Setter and Minder**
Prepares, sets up and runs and monitors rubber manufacturing machinery and equipment to produce rubber products.

**7142 Plastic Products Machine Operators**
Plastic products machine operators operate and monitor machines which knead and blend compounds to obtain plastic materials and which make various plastic components and articles.
Tasks include:
- Operating and monitoring machines which knead and blend compounds to obtain plastic materials
- Operating and monitoring machines which shape plastic materials by moulding, extrusion, blowing, cutting and other means
- Operating and monitoring machines which laminate plastics and plastic impregnated materials or produce fibreglass
- Encasing uncoated wire, cord, cable and optic fibre in plastic
- Examining outputs for defects and conformity to specifications
- Recycling waste plastic materials
- Making artificial eyes and contact lens discs, making and repairing spectacle frames and plastic parts of orthopaedic appliances

**714201 Plastic Cablemaking Machine Operator**
Operates extruding machines to encase wire, cord, cable and optic fibre in rubber and plastic.
Alternative Titles and Specialisations:
- Insulation Extruder Operator
- Optic Fibre Drawer
- Wire Drawer (Plastics)

**714202 Plastic Compounding and Reclamation Machine Operator**
Operates mixing and grinding machines to prepare plastic powders, liquid blends and recycle waste plastic materials from factory operations.
Alternative Titles and Specialisations:
OFO Code | OFO Detail

Pelletising Extruder Operator
Plastics Mixing Plant Operator
Powder Hand (Plastics)
Shredder / Granulator Operator

714203 Plastics Fabricator or Welder
Operates machines to measure, cut, shape, fit and assemble plastics materials to produce plastic products.
Alternative Titles and Specialisations:
Acrylic Fabricator
Plastic Pipe Fabricator
Vinyl Welder and Fabricator

714204 Plastics Production Machine Operator (General)
Operates extruding, injection moulding and blow moulding machines to produce finished plastic products.
Alternative Titles and Specialisations:
Blow Moulding Machine Operator
Extruding Machine Operator
Footwear Injection Moulding Operator
Injection Moulding Machine Operator
Lamination Machine Operator
Plastics Laminator
Slitting Setter

714205 Reinforced Plastic and Composite Production Worker
Operates machines to apply gel coat, colouring and fibre reinforced plastic to moulds to produce fibreglass and laminated products.
Alternative Titles and Specialisations:
Fibreglass Gun-Hand
Fibreglass Hand Laminator
Resin Transfer Moulding Machine Operator

714206 Rotational Moulding Operator (Plastics)
Operates rotational moulding machines to produce plastic products.

714207 Thermoforming Machine Operator
Operates thermoforming machines to produce thermo plastic products.
Alternative Titles and Specialisations:
Vacuum Forming Machine Operator

714208 Plastics Manufacturing Machine Setter and Minder
Prepares, sets up and runs and monitors plastics manufacturing machinery and equipment to produce plastics products through moulding or extrusion processes.
Alternative Titles and Specialisations:
Plastic Production Machine Setter
Plastics Die Fitter
Plastics Die Setter
Plastics Fitter
Plastics Mould Setter

714209 Reinforced Plastics and Composite Trades Worker
Builds boats, canopies etc. Using composites and reinforced plastics.
Alternative Titles and Specialisations:
Canoe Maker
Canopy Builder
Kayak Maker
Surfboard Maker

7143 Paper Products Machine Operators
OFO Code | OFO Detail
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Paper products machine operators operate and monitor machines which produce boxes, envelopes, bags and other goods from paper, paperboard, cardboard and similar materials. Tasks include:
- Operating and monitoring machines which glue paper to cardboard, cut it to the required length or cut and crease cardboard or paperboard to form box blanks
- Operating and monitoring pressing machines which form drinking cups or other containers from paper, paperboard or cardboard
- Operating and monitoring machines which cut, fold and glue paper to make envelopes and paper bags, or which form bags from other similar materials

714301 Paper Products Machine Operator
Operates machines to manufacture paper packaging and other products from paper and fibreboard stock.
Alternative Titles and Specialisations:
- Carton Making Machinist
- Cutting Machine Operator
- Embosser
- Guillotine Operator
- Machine Operator (Cardboard Products)
- Machine Operator (Envelope and Paper Bag Production)
- Paper Bag Making Machinist
- Paper Mache Moulder

715 Textile, Fur and Leather Products Machine Operators
Textile, fur and leather products machine operators operate and monitor various types of machines which prepare, process and treat fibres, yarn, thread, leather, fur; produce, modify and repair footwear, garments and manufacture or dry clean textiles or fur and light leather articles.
Tasks include:
- Operating and monitoring weaving and knitting machines which process yarn or thread into woven, non-woven and knitted products
- Operating and monitoring machines which prepare fibres, and spin, double, twist and wind yarn and thread from natural textile fibres
- Operating and monitoring sewing machines to make, repair, darn and renovate textile, fur, synthetic or leather garments or embroider ornamental designs on garments or other materials
- Operating and monitoring machines which bleach, shrink, dye, and otherwise treat fibres, yarn, cloth or dry clean garments, fur, rugs, carpets
- Operating and monitoring various machines which prepare leather or treat fur- or wool-bearing pelts
- Operating and monitoring machines which produce, modify and repair standard, custom or orthopedic footwear and leather articles, such as luggage, brief cases, handbags

7151 Fibre Preparing, Spinning and Winding Machine Operators
Textile, fur and leather products machine operators operate and monitor machines which prepare fibres, and spin, double, twist and wind yarn and thread from natural textile fibres. They twist two or more strands of yarn to prepare single stronger, smoother, uniform and heavier strands and treat textiles to make them stiff and water resistant.
Tasks include:
- Operating and monitoring machines for tearing woollen rags into fibre
Operating and monitoring machines for cleaning and turning woollen yarn waste into fluffed wool.
Operating and monitoring machines which combine textile fibres into uniform blends.
Operating and monitoring machines which clean and fluff textile fibres, transform them into sliver, comb them into sliver for first drawing, combine slivers into sliver lap or sliver laps into ribbon lap.
Operating draw frame (machine) having number of drawing sets, each set combining several slivers into one of nearly same weight and thickness as any of original sliver.
Operating and monitoring machines which spin thread and yarn from roving, wind two or more threads onto bobbin, twist two or more strands of yarn or thread into single strands of yarn to increase strength, smoothness and/or uniformity of yarn, or wind yarn or thread from one package to another.
Operating and monitoring spinning frame that draws out and twists roving or sliver into yarn; operating and monitoring machines for drawing slivers received from drawing machine into loosely twisted strands.
Preparing sizing for use in stiffening and finishing cloth and yarn by mixing ingredients such as starch, tallow, resins, soaps and water and boiling mixture for specified time in steam.
Treating textiles with chemicals to make them water resistant.
Cleaning rollers and cylinders of carding machines to remove wool waste.
Operating and resurfacing metal drawing rolls of various spinning, combing and lapping machines with new rubber or leather covers.

715101  **Fibre Preparing, Spinning and Winding Machine Operator**
Operates and monitors machines which prepare fibres, and spin, double, twist and wind yarn and thread from natural textile fibres.
Alternative Titles and Specialisations:
- Spinning / Thread and Yarn Machine Operator
- Twisting / Thread and Yarn Machine Operator

715102  **Winding / Thread and Yarn Machine Operator**
Operates machines and equipment to manufacture textile products through dry process operations.
Alternative Titles and Specialisations:
- Carding Machine Operator
- Non-Woven / Tufting Machine Operator
- Yarn Spinning / Processing Machine Operator
- Spinning Preparation Machine Operator
- Textile Dry Process Finisher
- Weaving Preparation Machine Operator

7152  **Weaving and Knitting Machine Operators**
Weaving and knitting machine operators set up, operate and monitor weaving and knitting machines which process yarn or thread into woven, non-woven and knitted products such as cloth, lace, carpets, rope, industrial fabric, hosiery and knitted garments or to quilt and embroider fabric.
Tasks include:
- Setting up and operating batteries of automatic, link-type knitting machines to knit garments of specified pattern and design
- Threading yarn, thread, and fabric through guides, needles, and rollers of machines for weaving, knitting, or other processing
- Tending automatic looms that simultaneously weave pile yarn, filling yarn, and warp yarn material to produce carpets and rugs with various coloured designs
OFO Code  |  OFO Detail
--- | ---
 | Operating and monitoring loom on which yarn or twist is intersected and knotted at regular intervals to form mesh
 | Operating and monitoring large automatic multi-needle machines to embroider material or to sew lengths of several layers of material to make yard goods, quilts or mattress coverings
 | Tending circular knitting machines with automatic pattern controls that knit seamless hose
 | Operating and monitoring knitting machines to knit hosiery to shape of foot and leg
 | Operating and monitoring machine for knitting heel and toes of socks into ribs or tops cut from circular fabric
 | Operating and monitoring machine which seams openings in toes of socks
 | Operating and monitoring crocheter machine to knit lace, trimming etc. of desired pattern or design
 | Examining looms to determine causes of loom stoppage, such as warp filling, harness breaks, or mechanical defects
 | Repairing or replacing worn or defective needles and other components
 | Cleaning, oiling, and lubricating machines, using air hoses, cleaning solutions, rags, oil cans, and/or grease guns

**715201  Weaving and Knitting Machine Operator**
Sets up, operates and monitors weaving and knitting machines which process yarn or thread into woven, non-woven and knitted products such as cloth, lace, carpets, rope, industrial fabric, hosiery and knitted garments or to quilt and embroider fabric.

**Alternative Titles and Specialisations:**
- Knitting Machine Operator
- Net Production Machine Operator
- Weaving Machine Operator
- Weaving / Carpets Machine Operator

**7153  Sewing Machine Operators**
Sewing machine operators operate and monitor sewing machines to make, repair, darn and renovate textile, fur, synthetic or leather garments or embroidery ornamental designs on garments or other materials. They operate button hole making and eyelet holing machines to cut holes, stitch around holes, stitch buttons and fix eyelets to garments.

Tasks include:
- Operating or tending sewing machines to perform garment sewing operations, such as joining, reinforcing, seaming or decorating garments or garment parts
- Attaching buttons, hooks, zippers, fasteners, or other accessories to fabric, using feeding hoppers or clamp holders
- Tending semiautomatic sewing machines with multiple-sewing heads controlled by pattern chain that embroiders various designs on garments
- Operating machines, such as single or double needle serging and flat-bed felling machines, to automatically join, reinforce, or decorate material or articles
- Operating fur sewing machines to join fur pelt strips to required size and shape and join pelts into garment sections or shells
- Operating stitching machines to sew leather parts together for leather garments, handbags, gloves
- Monitoring machine operation to detect problems such as defective stitching, breaks in thread, or machine malfunctions
- Performing equipment maintenance tasks such as replacing needles

**715301  Sewing Machine Operator**
Operates and monitors sewing machines to make, repair, darn and renovate textile, fur, synthetic or leather garments or embroider ornamental designs on garments or other materials. They operate button hole making and eyelet holing machines to cut holes, stitch around holes, stitch buttons and fix eyelets to garments.

Alternative Titles and Specialisations:
Sewing Machine Attendant

715302 Cloathing, Textile and Leather Goods Production Operator
Operates industrial machines and equipment and perform preparatory tasks to sew, press and finish textile and leather products.

Alternative Titles and Specialisations:
Industrial Presser
Embroidery Machine Operator
Sewing Machinist
Textile / Leather / Material Cutting Machine Operator
Upholstery Machinist

7154 Bleaching, Dyeing and Fabric Cleaning Machine Operators

Bleaching, dyeing and fabric cleaning machine operators operate and monitor machines that bleach, shrink, dye, and otherwise treat fibres, yarn or cloth.

Tasks include:
Starting and controlling machines and equipment to bleach, dye, or otherwise process and finish fabric, yarn, thread, and/or other textile goods
Tending machines that shrink woven or knitted cloth to predetermined size or strengthen the weave by interlocking the fibres
Tending a variety of automatic machines that comb and polish furs
Operating and monitoring machines that treat silk to give it body and weight
Operating and monitoring machines that impregnate textiles with chemicals to render them waterproof
Dyeing articles to change or restore their colours
Operating and monitoring machines that stretch, or impart lustre, or other type of finish to textiles

Tending and regulating equipment that fumigates and removes foreign matter from furs
Operating machines that comb, dry and polish furs, clean, sterilize and fluff feathers and blankets
Keying in processing instructions to program electronic equipment
Observing display screens, control panels, equipment, and cloth entering or exiting processes to determine if equipment is operating correctly

715401 Textile Wet Process Production Operator
Operates wet process production machines to bleach, dye, print and finish fibre, yarn, knitted and woven fabrics, and garments.

Alternative Titles and Specialisations:
Fabric Bleaching Machine Operator
Textile Dyeing and Printing Preparation Machine Operator
Textile Dyeing Machine Operator / Textile Dyer
Textile Printing Machine Operator
Textile Wet Processes Finishing Machine Operator

7155 Fur and Leather Preparing Machine Operators

Fur and leather preparing machine operators operate and monitor various machines that prepare leather or treat fur- or wool-bearing pelts. They trim, scrape, clean, tan, buff and dye animal hides, pelts or skins to produce leather stock and finished furs.

Tasks include:
OFO Code | OFO Detail
---|---
| Operating and monitoring machines which remove flesh and fat from hides or pelts to clean and soften them
| Operating and monitoring machines which remove long coarse hair from fur pelts, trim hair to even length and dye, stretch and smooth dressed pelts
| Operating and monitoring machines to remove epidermis hair roots, pigment cells and lime salts from grain side of skin
| Operating and monitoring machines to reduce thickness of hide or skin to uniform size
| Operating and monitoring machines to polish or roughen hides or skins to specified finish
| Operating and monitoring machines which separate residual wool from skins, or flesh and hair from hides
| Operating and monitoring machines in which hides are split edgeway to form two or more pieces or to give uniform thickness
| Operating and monitoring machines which treat hides and skins in solutions to convert them into leather
| Treating surface of leather with oil and operating glazing machine to give glossy finish to leather
| Operating and monitoring machines which apply dyes and stains to leather
| Maintaining and repairing vats and other machinery

715501 **Leather Processing Machine Operator**
Operates machines and equipment to convert raw hides and skins into finished leather for use in clothing, footwear, upholstery and leather goods.
Alternative Titles and Specialisations:
Beam House Operator
Dehairing/Hide Machine Operator
Fellmongering Machine Operator
Leather Finishing Operator
Pelt Preparations Operator
Staining / Leather Machine Operator
Tanning Machine Operator

7156 **Shoemaking and Related Machine Operators**
Shoemaking and related machine operators operate and monitor machines which produce and repair standard or special footwear, handbags and other accessories, mainly made of leather.
Tasks include:
Operating and monitoring machines which mark patterns and cut shoe parts
Operating and monitoring machines which sew shoe parts together, or edge, polish, or apply ornaments and perform finishing tasks
Operating and monitoring machines which produce luggage, handbags, belts and other accessories, as well as other items such as saddles, collars or harnesses

715601 **Footwear Production Machine Operator**
Operates machines and equipment to manufacture ready-to-wear footwear.
Alternative Titles and Specialisations:
Bottom Stock Manufacturing Machine Operator
Clicker / Footwear Cutting Machine Operator
Footwear Finishing Machine Operator
Footwear Sewing / Closing Machine Operator
Lasting Room Machine Operator

7157 **Laundry Machine Operators**
Laundry machine operators operate laundry, dry cleaning, pressing and fabric treatment machines in laundries and drycleaning establishments.
Tasks include:
Sorting articles for cleaning according to the type, colour, fabric and cleaning treatment required. Placing sorted articles into receptacles and onto conveyor belts for moving to repair and cleaning areas.

Checking and removing stains from garments, and replacing buttons and making minor repairs. Loading and unloading washing machines, driers and extractors.

Adding cleaning agents and starches to articles; smoothing articles and guiding them through cleaning and pressing machines.

Stopping and starting machines to untangle, straighten and remove articles. Placing articles on shelves and hanging articles for delivery and collection.

Packaging articles and preparing orders for despatch.

**715701 Laundry Machine Operator**

 Sorts, cleans, irons, folds and packages linen, clothing and other garments in a commercial laundry.

 Alternative Titles and Specialisations:
- Folding Machine Operator
- Launderer
- Washing Machine Operator

**715702 Drycleaner**

 Cleans clothing, garments, upholstery and other fabrics using dry-cleaning agents and machines.

 Alternative Titles and Specialisations:
- Dry-Cleaning Machine Operator

**715703 Pressing Machine Operator (Laundry)**

 Irons or presses garments and other fabrics such as delicate and formal wear in a commercial laundry or private residence.

 Alternative Titles and Specialisations:
- Textile Press Operating Worker
- Textile Press Operator

**7159 Textile, Fur and Leather Products Machine Operators not Elsewhere Classified**

 This unit group covers textile, fur and leather products machine operators not classified elsewhere in minor group 715. For instance, the group includes those engaged in operating and monitoring machines which make hats, tents, mattresses or miscellaneous articles such as braids or other trimmings.

 Tasks include:

- Operating and monitoring machines which form and make hats out of textiles, fur or leather.
- Operating and monitoring machines which make miscellaneous articles such as braids or other trimmings.
- Operating and monitoring machines that fold cloth into measured length.
- Operating and monitoring machines that wind thread, twine, or yarn into balls preparatory to shipping or further processing.
- Operating and monitoring machines to measure size of pieces of leather.

**715901 Textile and Footwear Manufacturing Machine Setter and Minder**

 Prepares, sets up and runs and monitors textile and footwear manufacturing machinery and equipment.

 Alternative Titles and Specialisations:
- Embroidery Machine Minder

**716 Food and Related Products Machine Operators**
OFO Code  OFO Detail
Food and related machine operators set, operate and attend machinery used to slaughter animals, trim meat from carcasses; bake, freeze, heat, crush, mix, blend and otherwise process foodstuffs, beverages and tobacco leaves.
Tasks include:
- Operating and monitoring machinery used to restrain, stun, slaughter animals and trim carcasses into standard meat and fish cuts
- Setting, operating and attending machinery and ovens to mix, bake and otherwise prepare bread and flour confectionery products
- Operating machinery to crush, mix, malt, cook and ferment grains and fruits to produce beer, wines, malt liquors, vinegar, yeast and related products
- Attending equipment to make jam, toffee, cheese, processed cheese, margarine, syrup, ice, pasta, ice-cream, sausages, chocolate, maize starch, edible fats and dextrin
- Operating equipment to cool, heat, dry, roast, blanch, pasteurize, smoke, sterilize, freeze, evaporate and concentrate foodstuffs and liquids used in food processing
- Mixing, pulping, grinding, blending and separating foodstuffs and liquids with churning, pressing, sieving, grinding and filtering equipment
- Processing tobacco leaves by machine to make cigarettes, cigars, pipe and other tobacco products

7161  Food and Related Products Machine Operators
Food and related machine operators set, operate and attend machinery used to slaughter animals, trim meat from carcasses; bake, freeze, heat, crush, mix, blend and otherwise process foodstuffs, beverages and tobacco leaves.
Tasks include:
- Operating and monitoring machinery used to restrain, stun, slaughter animals and trim carcasses into standard meat and fish cuts
- Setting, operating and attending machinery and ovens to mix, bake and otherwise prepare bread and flour confectionery products
- Operating machinery to crush, mix, malt, cook and ferment grains and fruits to produce beer, wines, malt liquors, vinegar, yeast and related products
- Attending equipment to make jam, toffee, cheese, processed cheese, margarine, syrup, ice, pasta, ice-cream, sausages, chocolate, maize starch, edible fats and dextrin
- Operating equipment to cool, heat, dry, roast, blanch, pasteurize, smoke, sterilize, freeze, evaporate and concentrate foodstuffs and liquids used in food processing
- Mixing, pulping, grinding, blending and separating foodstuffs and liquids with churning, pressing, sieving, grinding and filtering equipment
- Processing tobacco leaves by machine to make cigarettes, cigars, pipe and other tobacco products

716101  Fruit and Vegetable Processing Machine Operator
Operates machines and performs routine tasks to prepare canned and frozen food and vegetables, and make and package sauces, jams and juices.
Alternative Titles and Specialisations:
Food Dehydration / Preserving Machine Operator
Food Freezing Machine Operator
Fruit Vegetable and Nut Processing Machine Operator
Food Preserving Machine Operator

716102  Distillery Process Machine Operator
Distils beverages containing alcohol from fruit, vegetables and grain.
Alternative Titles and Specialisations:
Alcoholic Beverage Processor
Distiller

716103  Juice Extraction and Blending Process Machine Operator
OFO Code  OFO Detail
Operates machines and performs routine tasks to extract and process juice from fresh agricultural produce and produce, store and package concentrated and formulated juice products.
Alternative Titles and Specialisations:
Fruit Juice Processing Operator
Non Alcoholic Beverage Processing Operator
Aerated Water Cordial Machine Operator
Vinegar Processing Machine Operator
Wine Making Machine Operator
Cordial Syrup Making Machine Operator

716104  Dairy Products Machine Operator
Operates machines and performs routine tasks to make and package milk, milk powder, yoghurt, butter, cheese and other dairy products.
Alternative Titles and Specialisations:
Cheese Factory Worker
Chocolate Production Machine Operator
Condensed Milk Maker Process Worker
Cooker Operator Dairy Products
Dairy Factory Worker
Dairy Plant / Process Operator
Dairy Products Processor
Diary Process Controller
Milk Pasteuriser
Milk Powder Maker
Milk Processing Machine Operator
Milk Treater
Milk Treatment Station Worker
Pasteuriser Operator

716105  Bakery and Confectionary Products Machine Operator
Sets operates and attends machinery used to mix, blend and otherwise process bread and confectionary.
Alternative Titles and Specialisations:
Bread Production Machine Operator
Plant Baker

716106  Sugar Processing Machine Operator
Operates machines and performs routine tasks to extract juice from sugar cane to make granular sugar and molasses.
Alternative Titles and Specialisations:
Sugar Front End Worker
Sugar Process Worker (Raw House)
Sugar Process Worker (Refinery)

716107  Coffee and Tea Processing Machine Operator
Operates machines and performs routine tasks to dry, mill, blend, roast and package coffee, chicory and tea.
Alternative Titles and Specialisations:
Coffee / Tea Taster
Coffee and Chicory Roaster and Grinder
Coffee and Tea Blender
Red Tea Maker

716108  Seed Processing Machine Operator
Operates machines and performs routine tasks to process and package seed.
Alternative Titles and Specialisations:
**OFO Code** | **OFO Detail**
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Seed Bagger  
Seed Conditioner  
Seed Grading Machine Operator  
Seed Sheller  

**716109 Milling Process Machine Operator**
Operates machines and performs routine tasks to mix, mill and treat grains and byproducts to make flour, meal and stock feed.
Alternative Titles and Specialisations:
Animal Feed Mill Worker  
Flourmill Kilnman  
Grain Cleaner / Dryer / Crusher  
Grain Mill Worker  
Lucerne Pellets Maker  
Millhand / Mill Worker

**716110 Tobacco Product Processing Machine Operator**
Operates machines and performs routine tasks to process and package tobacco products.
Alternative Titles and Specialisations:
Cigarette Maker Worker  
Tobacco Product Maker Worker

**716111 Meat Processing Machine Operator**
Sets, operates and attends machinery used to slaughter animals, trim meat from carcasses and otherwise process meat.
Alternative Titles and Specialisations:
Meat Smoker  
Meat Canning Process Worker  
Meat Dehydrator / Preserver / Processor / Worker  
Meat Processor  
Quality Controller of Meat Canning Process Workers  
Sausage Casing Maker

**716112 Seafood Processing Machine Operator**
Sets, operates and attends machinery used to process fish.
Alternative Titles and Specialisations:
Fish Canning Process Worker  
Fish Processing Machine Operator

**717 Wood Processing and Papermaking Plant Operators**
Wood processing and papermaking plant operators monitor, operate, and control automated lumber mill equipment sawing wood, cutting veneer and making plywood, and otherwise preparing wood for further use. Pulp mill machine operators operate and monitor various types of processing machinery and equipment to produce pulp.
Tasks include:
- Examining logs and rough lumber to determine size, condition, quality and other characteristics to decide best lumber cuts to carry out, or operating automated equipment to convey logs through laser scanners which determine the most productive and profitable cutting patterns
- Sorting, stacking and placing logs and wood billets onto conveyors and lathes from trucks for processing into chips, veneers and pulp
- Operating and monitoring screening equipment, bleaching equipment, digesters, mixing tanks, washers, and other pulp processing machinery and equipment to carry out one or more cellulose processing steps
OFO Code | OFO Detail
--- | ---
OFO Detail
Observing equipment and machinery panel indicators, gauges, level indicators and other equipment instruments to detect machinery and equipment malfunctions and ensure process steps are carried out according to specifications
Operating and monitoring plywood core-laying machines and hot-plate plywood presses and machines which cut veneer
Transporting processed wood products, such as plywood, chipboard sheets and panels to work areas

7171 | Pulp and Papermaking Plant Operators
Pulp and papermaking plant operators operate and monitor multi-function process control machinery and processing equipment to control the processing of wood, scrap pulp and other cellulose materials in the production of pulp.
Tasks include:
Co-ordinating and monitoring the operation of screening equipment, washing equipment, digesters, mixing tanks and other pulp processing equipment from automated panel boards in central control room to control the processing of wood, scrap pulp, recyclable paper and other cellulose materials
Operating and monitoring screening equipment, bleaching equipment, digesters, mixing tanks, washers and other pulp processing machinery and equipment to carry out one or more cellulose processing steps
Controlling start-up and shut-down of process machinery and equipment, and observing equipment and machinery panel indicators, gauges, level indicators and other equipment instruments to detect machinery and equipment malfunctions and ensure process steps are carried out according to specifications
Analyzing instrument readings and production test samples and making adjustments to pulp production process and equipment as required
Completing and maintaining production reports

717101 | Wood and Paper Manufacturing Machine Setter and Minder
Prepares, sets up and runs and monitors wood and paper manufacturing machinery and equipment.

717102 | Paper and Pulp Mill Operator
Operates plant to produce paper pulp from woodchips and to make paper sheets.
Alternative Titles and Specialisations:
Bleach Plant Operator
Cardboard / Paperboard Machine Operator
Carton Making Machine Operator
Dryerman (Paper Mill)
Fourdrinier Machine Operator
Inverform Machine Operator
Paper (Bag / Box / Envelope) Maker
Paper Folding Machine Operator
Paper Making Machine Operator
Paper Mill Machinist
Paper Rewinder Operator
Paperboard Machine Operator
Station Marshaller
Supercalender Operator (Papermaking)
Water Marking Operator

7172 | Wood Processing Plant Operators
Wood processing plant operators monitor, operate, and control automated lumber mill equipment for sawing.
Tasks include:
Examining logs and rough lumber to determine size, condition, quality and other characteristics to decide best lumber cuts to carry out, or operating automated equipment to convey logs through laser scanners which determine the most productive and profitable cutting patterns.

Operating and monitoring log in-feed and conveyor systems.

Operating and monitoring automated lumber mill equipment from control rooms or equipment consoles head saws, resaws and multiblade saws to saw logs, cants, flitches, slabs or wings and remove rough edges from sawn timber into dressed lumber of various sizes, and saw or split shingles and shakes.

Operating and monitoring plywood core-laying machines and hot-plate plywood presses and machines which cut veneer.

Cleaning and lubricating sawmill equipment.

Wood Processing Machine Operator

Operates sawing, rolling, pressing and other machines to manufacture logs, timber poles and pieces, plywood, particleboard, solid laminate and similar products.

Alternative Titles and Specialisations:
- Band Saw Operator
- Beam Saw Operator
- Cant Gang Sawyer
- Docking Saw Operator
- Ripsaw Operator
- Saw Operator
- Sawmill Machine Operator
- Sawmill Moulder Operator
- Sawmill Process Worker
- Sawyer (Wood)
- Timber Machinist
- Timber Stripper / Processor / Sorter / Grader
- Veneer Production Machine Operator
- Work Panel Production Worker

Other Stationary Plant and Machine Operators

This unit group includes stationary plant and machine operators not classified elsewhere. The group includes, for instance, operators of machines which make silicon chips and splice cables and ropes.

Tasks include:
- Monitor in kilns, furnaces and other machinery and equipment used in the manufacture of glass, ceramics, porcelain, tiles or bricks.
- Operating machines to anneal, harden or decorate glass and ceramics; maintaining and operating stationary steam engines, boilers, turbines and auxiliary equipment.
- Operating and monitoring machines which weigh, pack and label products, or fill containers with products.

Glass and Ceramics Plant Operators

Glass and ceramics plant operators operate and monitor kilns, furnaces and other machinery and equipment used in the manufacture of glass, ceramics, porcelain, tiles or bricks. They operate machines to anneal, harden or decorate glass and ceramics.

Tasks include:
- Operating and monitoring glass-making furnaces to make glass by melting and fusing pre-mixed ingredients.

Tending hot- or cold-end spray equipment used to coat glassware with surface hardener.

Operating and maintaining machines that press or blow molten glass in moulds to form or shape containers, such as bottles, jars and drinking glasses.
Operating hand press to mould glass into required shape
Operating drawing kiln to process molten glass into continuous sheet of flat glass
Operating and monitoring floating-glass production plant
Operating and maintaining finishing machines to grind, drill, sand, bevel, decorate, wash or polish glass or glass products
Setting and operating press machines to mould ceramic articles from moist clay
Operating machines to mix clay with water to knead it into a suitable plastic condition or semi-liquid form for making ceramic products

Operating and monitoring kilns which bake pottery, porcelain ware and bake bricks and tiles
Operating and monitoring machines for making glaze or abrasives
Operating and monitoring machines which extrude molten glass to form fibreglass filaments
Observing finished products to identify splits, cracks, breaks, colour and other imperfections

718101 Clay Production Machine Operator
Operates machines to manufacture clay products such as bricks, tiles, insulators, porcelain and pottery by shaping and firing the clay.
Alternative Titles and Specialisations:
Brick and Tile Kiln Man
Brick Extruder Operator
Brick Maker
Clay Mixing Machine Operator
Kiln Operator (Brick and Tile)
Kiln Operator (Pottery and Porcelain)
Porcelain Turner
Pottery / Porcelain Mould Maker
Slip Caster
Tile Maker

718102 Glass Production Machine Operator
Operates machines to manufacture molten glass and shape glassware products such as containers, sheet glass, structural and stained glass, glass lenses and prisms.
Alternative Titles and Specialisations:
Furnace Operator (Glass Production)
Glass Blowing Machine Operator
Glass Forming Operator
Glass Furnace Operator
Glass Laminating Operator
Glass Melt Operator
Glass Toughening Operator
Lens Grinding Machine Operator

7182 Steam Engine and Boiler Operators
Steam engine and boiler operators maintain and operate various types of steam engines, boilers, turbines and auxiliary equipment to provide power and other utility services for commercial, industrial and institutional buildings, at work sites and aboard ships or self-propelled vessels.
Tasks include:
Operating, cleaning, lubricating and monitoring steam engines, boilers and auxiliary equipment such as pumps, compressors and air-conditioning equipment to supply and maintain steam and power for buildings, marine vessels or pneumatic tools
Analyzing and recording instrument readings, troubleshooting and performing minor repairs to prevent equipment or system failure
Monitoring and inspecting performance of equipment for efficient operation and ensuring boiler water, chemical, and fuel levels are maintained at required levels.

Firing coal furnaces by hand or with stokers and gas- or oil-fed boilers, using automatic gas feeds or oil pumps.

Testing boiler water quality or arrange for testing, adjusting and taking necessary corrective action, such as adding chemicals to prevent corrosion and harmful deposits.

Monitoring ship’s engine, machinery and equipment indicators, recording variables and reporting abnormalities to ship engineer officer on watch.

Operating and maintaining off-loading liquid pumps and valves.

**Boiler or Engine Operator**

Operates and maintains stationary engines, boilers, refrigeration and air-conditioning systems, and associated mechanical plant.

Alternative Titles and Specialisations:
- Air Compressor Operator
- Air-Conditioning / Refrigeration Plant Operator
- Boiler Tender
- Marine Engine Driver
- Motorman / Motorwoman (Fluids Drilling)
- Ship’s Boiler Operator
- Steam Boilerman Fireman
- Steam Engine Operator
- Stoker
- Thermal Plant Operator

**Packing, Bottling and Labelling Machine Operators**

Packing, bottling and labelling machine operators operate and monitor machines which weigh, pack and label various products, or fill different containers with products.

Tasks include:
- Operating and monitoring machines that weigh, wrap, seal and pack various products.;
- Operating and monitoring machines that fill and seal tubes, bottles, cans, boxes, bags and other containers with products, such as food, beverages, paints, oils and lotions.;
- Operating and monitoring machines that, by gluing or other methods, label products, packages and various containers.

**Labelling Machine Operator**

Operates and monitors machines which label various products.

**Packing Machine Operator**

Operates and monitors machines which weigh and pack and wrap various products.

Alternative Titles and Specialisations:
- Wrapping Machine Operator

**Filling Line Operator**

Fills and seals containers with products such as food, beverages, paints, oils and lotions, and packages the filled containers.

Alternative Titles and Specialisations:
- Aseptic Filling Line Operator
- Automated Filling Line Operator
- Bottle Filler
- Bottling Attendant
- Can / Tin / Tube / Tray Filler
- Canister Viewer
- Cannery Worker
- Canning and Bottling Process Worker
- Container Filler
- Filling Machine Operator
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td></td>
<td>Jar or Bottle Filler</td>
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<tr>
<td></td>
<td>Milk Bottler</td>
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<td></td>
<td>Pressurised Container Filler</td>
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<td>Sack or Bag Filler</td>
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<td></td>
<td>Sealing and Capping Machine Operator</td>
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</table>

**718304 Packaging Manufacturing Machine Setter and Minder**

Prepares, sets up and runs and monitors packaging manufacturing machinery and equipment.

Alternative Titles and Specialisations:

- Bag / Sack Maker
- Can or End Maker
- Carton Maker
- Cigarette Manufacturing Machine Setter
- Cigarette Packaging Machine Setter
- Corrugated Board and Container Machine Minder
- Corrugated Board Manufacturing Machine Minder
- Corrugated Board Printing and Finishing Machine Minder
- Metalised Packaging Paper Machine Setter
- Packaging Machine Minder
- Stationery and Envelope Machine Adjuster
- Packaging Machine Operator

**This Unit Group Includes Stationary Plant and Machine Operators Not Classified Elsewhere In Sub-Major Group 711. For Instance The Group Includes Operators of Machines Which Make Silicon Chips and Splice Cables and Ropes.**

<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td></td>
<td>Silicon Chip Production Machine Operator</td>
</tr>
<tr>
<td></td>
<td>Operates machines which make silicon chips.</td>
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<tr>
<td></td>
<td>Cable and Rope Splicing Machine Operator</td>
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<tr>
<td></td>
<td>Operates machines which splice cables and ropes.</td>
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<tr>
<td></td>
<td>Cable Manufacturing Machine Setter and Minder</td>
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<tr>
<td></td>
<td>Prepares, sets up and runs and monitors cable manufacturing machinery and equipment to produce cables.</td>
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<tr>
<td></td>
<td>Integrated Manufacturing Line Machine Setter and Minder</td>
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<tr>
<td></td>
<td>Prepares, sets up and runs and monitors a range of machines and equipment in an integrated manufacturing line.</td>
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<tr>
<td></td>
<td>Engineering Production Systems Worker</td>
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<tr>
<td></td>
<td>Performs a range of production process tasks to refine and treat metals and mineral ore, fire ceramics, and operate plant to produce and finish metal products such as rods, tubing and structural shapes, and moulds for casting.</td>
</tr>
</tbody>
</table>

Alternative Titles and Specialisations:

- Alumina Refinery Operator
- Automated Machine Operator
- Ball Sorter
- Brake Press Operator
- Cnc (Computer Numeric Control) Machine Operator
- Die Setter
- Guillotine Operator Metal
- Hammer Hand
- Laser Cutting Operator
- Lead Worker
Assemblers assemble prefabricated parts or components to form subassemblies, products and equipment, according to strictly laid down procedures. The products worked on may be moved from one worker to the next along assembly lines. Tasks include:
Assemblers assemble prefabricated parts or components to form subassemblies, products and equipment, according to strictly laid down procedures. The products worked on may be moved from one worker to the next along assembly lines.

Tasks include:
- Assembling components into various types of products and equipment, according to strictly laid down procedures
- Reviewing work orders, specifications, diagrams and drawings to determine materials needed and assembly instructions
- Recording production and operational data on specified forms
- Inspecting and testing completed components and assemblies, wiring installations and circuits
- Rejecting faulty assemblies and components

Mechanical machinery assemblers assemble, according to strictly laid down procedures, component parts of mechanical machinery such as engines, motor vehicles, turbines and aircraft.

Tasks include:
- Assembling and installing prefabricated parts or components to form subassemblies, mechanical machinery, engines and finished motor vehicles
- Reviewing work orders, specifications, diagrams and drawings to determine materials needed and assembly instructions
- Recording production and operational data on specified forms
- Inspecting and testing completed components and assemblies
- Rejecting faulty assemblies and components

Fitter (General)
Fits and assembles metal parts and sub-assemblies to fabricate production machines and other equipment.

Alternative Titles and Specialisations:
- Mechanical Fitter (Machinery) Ships
- Mechanical Fitter (Machinery) Submarines
- Mechanical Fitter

Machine Fitter
No descriptor

Alternative Titles and Specialisations:
- Hydraulic Fitter
- Machine Fitter (Hydraulics)
- Machine Fitter (Including Hydraulics and Pneumatics)
- Maintenance Fitter

Carriage and Wagon Fitter
No descriptor

Alternative Titles and Specialisations:
- Wagon Fitter

Marine Fitter
No descriptor

Alternative Titles and Specialisations:
- Marine Pipe Fitter
- Battleship Machinery Fitter

Scale Fitter
No descriptor
Electrical and electronic equipment assemblers assemble or modify, according to strictly laid down procedures, components of electrical, electro-mechanical and electronic equipment. Tasks include:
- Assembling component parts and electrical and electronic systems and positioning, aligning and fastening units to assemblies, sub-assemblies, or frames using hand or power tools, soldering and micro-welding equipment
- Reviewing work orders, specifications, diagrams and drawings to determine materials needed and assembly instructions
- Recording production and operational data on specified forms
- Operating wire-coiling machines to wind wire coils used in electrical equipment and components such as registers, transformers, armature wires, electric motors and generators
- Inspecting and testing completed components and assemblies, wiring installations and circuits and rejecting faulty assembly components

**721201 Electrical and Electronic Equipment Assembler**

Assembles or modifies according to strictly laid down procedures, components of electrical, electro-mechanical and electronic equipment.

**Alternative Titles and Specialisations:**
- Armature Assembler
- Electrical Equipment Assembler
- Electromechanical Equipment Assembler
- Electronic Equipment Assembler
- Etcher (Printed Circuit Board)
- Telephone Assembler
- Television Assembler

**7219 Assemblers not Elsewhere Classified**

Assemblers not Elsewhere classified assemble, according to strictly laid down procedures various products that do not include electronic, electrical, or mechanical components.

Tasks include:
- Assembling component parts and positioning, aligning and fastening units to assemblies, sub-assemblies, or frames using hand or power tools, soldering and micro-welding equipment
- Reviewing work orders, specifications, diagrams and drawings to determine materials needed and assembly instructions
- Recording production and operational data on specified forms
- Inspecting and testing components and completed assemblies
- Rejecting faulty products

**721901 Product Assembler**

Assembles, according to strictly laid down procedures various products that do not include electronic, electrical, or mechanical components.

**Alternative Titles and Specialisations:**
- Ammunition Assembler
- Assembler, Metal Products (Except Mechanical)
- Assembler, Plastic Products
- Assembler, Rubber Products
- Assembler, Wood Products
- Box Builder
- Bicycle Assembler
- Door Assembler
Drivers and Mobile Plant Operators

Drivers and mobile plant operators drive and tend trains and motor vehicles, or drive, operate and monitor industrial and agricultural machinery and equipment, or execute deck duties on board ship and other water-borne craft.

Tasks include:
Driving and tending trains and motor vehicles
Driving, operating and monitoring mobile industrial and agricultural machinery and equipment
Carrying out deck duties on board ship and other water-borne craft

Locomotive Engine Drivers and Related Workers

Locomotive engine drivers and related workers drive, or assist in driving, locomotive engines to transport passengers and freight, take charge of and safeguard railway freight trains during runs, control the movement of railway traffic by operating signals, switch rolling stock and make up trains in railway yards, make up trains for hauling in mines and control their movement.

Tasks include:
Driving or assisting in driving railway engines, operating railway signals
Switching rolling stock and making up trains in railway yards
Making up trains in mines and controlling their movement

Locomotive Engine Drivers

Locomotive engine drivers drive, or assist in driving, locomotive engines to transport passengers and freight.

Tasks include:
Driving or assisting in driving a steam, electric or diesel-electric locomotive engine
Driving an underground or elevated passenger train

Driving a locomotive to haul carriages underground or on the surface of a mine or quarry
Watching for track hazards, observing signals and indicator gauges
Operating communications systems to communicate with train crews and traffic controllers to ensure safe operation and scheduling of trains

Train Driver

Drives a train to transport passengers and freight on railways.

Alternative Titles and Specialisations:
Electric Train Driver
Fireperson
Locomotive Driver
OFO Code | OFO Detail
---|---
Locomotive Observer
Mine and Quarry Engine Driver
Rail Car Driver
Railway Engine Driver
Steam Train Driver

731102 | Tram Driver
Drives a tram to transport passengers on urban light rail networks.

7312 | Railway Brake, Signal and Switch Operators

Railway brakers, signallers and shunters take charge of and safeguard railway freight trains during runs, control the movement of railway traffic by operating signals, switch rolling stock and make up trains in railway yards, make up trains for haul ing in mines and control their movement.

Tasks include:
- Taking charge of and safeguarding freight train during run
- Controlling flow of railway traffic over section of line by operating signals and switches from control panel or signal box
- Switching and coupling rolling stock in railway yards and sidings in accordance with orders about loading, unloading and make-up of trains
- Making up trains for hauling by locomotive or cable and directing their movement along haulage ways in a mine or quarry
- Checking train systems and equipment such as air conditioning and heating systems, brakes and brake hoses prior to train run

731201 | Railway Signal Operator

Controls the movement of trains, and assembles and disassembles trains within a marshalling yard.

Alternative Titles and Specialisations:
- Railway Shunter
- Railway Switching and Signalling Operator
- Railway Traffic Assistant / Operator
- Railway Yard Assistant

731202 | Train Controller
Oversees the safe movement of trains using a computerised train control signalling system.

Alternative Titles and Specialisations:
- Railways Yard Foreman

732 | Car, Van and Motorcycle Drivers

Car, van and motorcycle drivers drive and tend motor cycles, motorized tricycles, cars or vans to transport passengers, materials or goods.

Tasks include:
- Driving and tending motor cycles, motorised tricycles, cars or vans in order to transport materials, goods or passengers

7321 | Motorcycle Drivers

Motorcycle drivers drive and tend motor cycles or motorised tricycles equipped to transport materials, goods or passengers.

Tasks include:
- Driving and tending motor cycle or motorised tricycle to transport materials, goods and passengers;
- Observing traffic rules and signals;
- Cleaning and washing vehicle as well as performing maintenance and minor repairs;
- Keeping a record of journeys;
- Delivering messages.

732101 | Delivery Driver
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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</thead>
</table>
| 732102   | **Delivery Driver (Motorcycle)**  
Drives a motorcycle or scooter to deliver goods.  
Alternative Titles and Specialisations:  
Motorcycle Dispatch Driver  
Motorcyclist |
| 7322     | **Car, Taxi and Van Drivers**  
Car, taxi and van drivers drive and tend motor cars and vans to transport passengers, mail or goods.  
Tasks include:  
Driving and tending passenger, vans, cars or taxis;  
Driving and tending cars, vans or small trucks to deliver mail or goods  
Assisting passengers with handling of luggage;  
Collecting fares, payments for deliveries, or documents certifying deliveries  
Operating telecommunications equipment to report location and availability and follow directions of control centre  
Determining most appropriate route  
Assisting physically challenged passengers  
Operating equipment to facilitate the loading and unloading of physically challenged passengers |
| 732201   | **Chauffeur**  
Drives a limousine, van or private car to transport passengers to destinations on a fee-for-service basis, usually on a long-term hiring arrangement.  
Alternative Titles and Specialisations:  
Hire Car Driver  
Limousine Driver  
Shuttle Driver |
| 732202   | **Taxi Driver**  
Drives a taxi to transport passengers to destinations on a fee-for-service basis, usually on a short-term, metered fare hiring arrangement.  
Alternative Titles and Specialisations:  
Cab Driver  
Taxi Operator |
| 732203   | **Emergency Vehicle Drivers**  
Drives emergency vehicles.  
Alternative Titles and Specialisations:  
Ambulance Driver  
Fire Van Driver  
Security Driver |
| 732204   | **Oversize Load Pilot / Escort**  
Drives in front or at the back of a truck transporting an oversized load to warn other road users. |
| 733      | **Heavy Truck and Bus Drivers** |
### OFO Code | OFO Detail
---|---

#### 7331 **Bus and Tram Drivers**

Bus and tram drivers drive and tend buses or street tramcars to transport passengers, mail or goods.

**Tasks include:**
- Driving and tending motor bus, trolley bus or motor coach to transport local or long-distance passengers, mail or goods
- Driving and tending street tramcar transporting passengers
- Opening and closing doors before or after passengers board or alight
- Assisting passengers with luggage
- Controlling lighting, heating and ventilation on buses and trams
- Observing traffic to ensure safe progress
- Collecting fares or verifying passenger has necessary ticket

#### 733101 **Bus Driver**

Drives a bus to transport passengers short distances on scheduled intracity services over established routes.

**Alternative Titles and Specialisations:**
- Minibus Driver
- School Bus Driver

#### 733102 **Charter and Tour Bus Driver**

Drives a coach to transport passengers long distances on scheduled intercity services over established routes.

**Alternative Titles and Specialisations:**
- Tour Coach Operator

#### 733103 **Passenger Coach Driver**

Drives a coach to transport passengers long distances on scheduled intercity services over established routes.

#### 7332 **Heavy Truck and Lorry Drivers**

Heavy truck and lorry drivers drive and tend heavy motor vehicles to transport goods, liquids and heavy materials over short or long distances.

**Tasks include:**
- Driving and tending a heavy motor vehicle, such as a lorry with or without trailer or a dump-truck, to transport goods, liquids or heavy materials over short or long distances
- Determining the most appropriate routes
- Ensuring goods are stowed and securely covered, to prevent loss and damage
- Assisting with or carrying out loading or unloading operations, using various lifting or tipping devices
- Carrying out minor maintenance to vehicles, and arranges major maintenance and repairs
- Estimating weights to comply with load limitations, and ensuring the safe distribution of weights

#### 733201 **Truck Driver (General)**

Drives a heavy truck, requiring a specially endorsed class of licence, to transport bulky goods.

**Alternative Titles and Specialisations:**
- Cement Mixer Driver
- Compactor Driver (Rubbish Collection)
- Freight Operator
OFO Code | OFO Detail
Livestock Hauler
Lorry Driver
Remotely Operated Vehicle (ROV) Pilot
Tilt Tray Driver
Logging Truck Driver
Road Train Driver
Dumper Truck Driver

733202 Aircraft Refueller
Drives a truck filled with aviation fuel to a waiting aircraft, attaches a fuel hose to aircraft fuel tank and fills it with fuel.

733203 Furniture Removalist
Drives a removal van or truck to move household and office furniture and equipment between locations.
Alternative Titles and Specialisations:
Office Equipment Removalist
Piano Removalist

733204 Tanker Driver
Drives a tanker truck, requiring a specially endorsed class of licence, to transport bulk liquids.
Alternative Titles and Specialisations:
Milk Tanker Driver
Petrol Tanker Driver
Water Tanker Driver

733205 Tow Truck Driver
Drives a tow truck, requiring a specially endorsed class of licence, to transport broken down motor vehicles.
Alternative Titles and Specialisations:
Recovery Mechanic (Army)
Recovery Operator

733206 Armoured Personnel Carrier Operator
Drives vehicle to transport personnel in regions with weak or no road infrastructure.

733307 Snow Groomer
Manipulates snow for recreational uses.

733308 Mobile Mining Equipment Operator
Operates a drill rig.
Alternative Titles and Specialisations:
Hydrator Operator
Roofbolter Operator
Utility Vehicle Operator
Vacuum Sweeper Operator

733309 Linemaker
Operates plant to apply markings to roads and other surfaces such as car parks, airports and sports grounds.
Alternative Titles and Specialisations:
Road Marker

733310 Paving Plant Operator
Operates plant to spread and level hot bituminous paving materials and lay concrete on areas such as highways, streets and car parks.
Alternative Titles and Specialisations:
Asphalt Spreader Machine Operator
Bituminous Operator
Bitumen Plant Operator
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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<tbody>
<tr>
<td></td>
<td>Paving Machinery Operator</td>
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<tr>
<td></td>
<td>Road Making Machine Operator</td>
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<td></td>
<td>Sprayer Tar / Bitumen</td>
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<td></td>
<td>Spreading Machine Operator</td>
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<td></td>
<td>Surface Laying Machine Operator</td>
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<td></td>
<td>Tar Sealing Machine Operator</td>
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<tr>
<td>733311</td>
<td><strong>Railway Track Plant Operator</strong></td>
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<tr>
<td></td>
<td>Operates plant to lay, align, repair and maintain railway tracks.</td>
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<tr>
<td>733312</td>
<td><strong>Road Roller Operator</strong></td>
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<tr>
<td></td>
<td>Operates a power-driven roller to prepare surfaces for roads, runways and car parks.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Road Repairer</td>
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<tr>
<td></td>
<td>Road Roller Driver</td>
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<tr>
<td>733313</td>
<td><strong>Dump Truck Operator (Off-road)</strong></td>
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<tr>
<td></td>
<td>Operates dump drucks on surface or underground to haul ore and rock</td>
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<tr>
<td>734</td>
<td><strong>Mobile Plant Operators</strong></td>
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<td>Mobile plant operators drive, tend, operate and monitor special-purpose motorised, machinery or equipment used for clearing or preparing land; digging, moving, and spreading earth, rock and similar materials and lifting or moving heavy objects.</td>
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<td></td>
<td>Tasks include:</td>
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<td>Adjusting speed, height and depth of implements</td>
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<tr>
<td></td>
<td>Driving and operating mobile plant; Operating attachments to lift, swing and release trees, logs, earth and other heavy objects or materials</td>
</tr>
<tr>
<td></td>
<td>Operating and monitoring lifting trucks and stationary or mobile cranes in construction, transportation and storage operations</td>
</tr>
<tr>
<td></td>
<td>Servicing machinery and performing minor repairs</td>
</tr>
<tr>
<td>7341</td>
<td><strong>Mobile Farm and Forestry Plant Operators</strong></td>
</tr>
<tr>
<td></td>
<td>Mobile farm and forestry plant operators drive, tend, operate and monitor one or more types of special-purpose motorised, mobile machinery or equipment used in agricultural, horticultural and forestry operations.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
<tr>
<td></td>
<td>Driving and tending tractor-drawn or self-propelled special-purpose farm machinery to plough land and sow, fertilize, cultivate and harvest crops</td>
</tr>
<tr>
<td></td>
<td>Driving and tending tractor-drawn or self-propelled special-purpose forestry machinery to clear land, plant, harvest and carry trees and timber or perform other forestry operations</td>
</tr>
<tr>
<td></td>
<td>Preparing and positioning plant for operation</td>
</tr>
<tr>
<td></td>
<td>Adjusting speed, height and depth of implements</td>
</tr>
<tr>
<td></td>
<td>Operating plant to hold, lift and cut trees</td>
</tr>
<tr>
<td></td>
<td>Operating attachments to lift, swing, release and sort trees and logs, and operating auxiliary plant such as chipping machines and log splitting machines</td>
</tr>
<tr>
<td></td>
<td>Feeding felled trees into processors to strip limbs and cut into logs and loading logs onto stockpiles and into trucks</td>
</tr>
<tr>
<td></td>
<td>Servicing machinery and performing minor repairs</td>
</tr>
<tr>
<td>734101</td>
<td><strong>Agricultural Mobile Plant Operator</strong></td>
</tr>
<tr>
<td></td>
<td>Operates agricultural and horticultural equipment to clear and cultivate land, and sow and harvest crops.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Agrichemical Spraying / Dusting Operator</td>
</tr>
<tr>
<td></td>
<td>Agricultural Machine and Equipment Operator</td>
</tr>
<tr>
<td></td>
<td>Agricultural Mobile Equipment Operator</td>
</tr>
<tr>
<td></td>
<td>Chemical Applicator</td>
</tr>
<tr>
<td>OFO Code</td>
<td>OFO Detail</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| 734102   | **Logging Plant Operator**  
Operates plant to fell trees and drag, transport and load logs onto trucks.  
Alternative Titles and Specialisations:  
Forwarder Operator  
Skidder Operator  
Timber Carrier Driver  
Tree Feller Operator |
| 7342     | **Earthmoving and Related Plant Operators**  
Earthmoving and related plant operators operate machines to excavate, grade, level, smooth and compact earth or similar materials.  
Tasks include:  
Operating and monitoring excavating machinery equipped with moveable shovel, grab-bucket or dragline bucket, to excavate and move earth, rock, sand, gravel or similar materials  
Operating and monitoring machinery for digging trenches for sewers, drainage, water, oil, gas or similar pipelines  
Operating and monitoring machinery equipped with concave steel blade to move, distribute and level earth, sand, snow and other materials  
Operating and monitoring equipment to remove sand, gravel and mud from bottom of body of water  
Operating and monitoring machines for hammering wooden, concrete or steel piles into ground  
Operating and monitoring power roller to compact and smooth layers of materials in making roads, pavements and similar work  
Operating and monitoring machines which spread and smooth concrete or bituminous or tar preparations to construct roadways, roads or similar surfaces |
| 734201   | **Earthmoving Plant Operator (General)**  
Operates a range of earthmoving plant to assist with the building of roads, rail, water supply, dams, treatment plants and agricultural earthworks.  
Alternative Titles and Specialisations:  
Construction Plant Operator (General) |
| 734202   | **Backhoe Operator**  
Operates a backhoe and attachments to excavate, break, drill, level and compact earth, rock and other material.  
Alternative Titles and Specialisations:  
Backhoe Driver |
| 734203   | **Bulldozer Operator**  
Operates a bulldozer using blades and other attachments to gouge out, level and move materials in construction, forestry, mining and other projects.  
Alternative Titles and Specialisations:  
Bulldozer Driver  
Road Scraper Driver Operator  
Scraper Operator (Earthmoving) |
| 734204   | **Excavator Operator**  
Operates heavy excavation plant to excavate, move and load earth, rock and rubble.  
Alternative Titles and Specialisations:  
Digging Machine Operator |
OFO Code | OFO Detail
---|---
**Excavator Driver**

**Hydraulic Rock Breaker Operator**

**Shovel Operator**

**Trench Digging Machine Operator**

**Grader Operator**

Operates a grader to spread and level materials in construction projects.

**Loader Operator**

Operates a motorised loader to move and load soil, rock and other material.

**Mulcher Operator**

Operates mulchers to clear areas of bush and trees.

**Tunnelling Machine Operator**

Operates mobile equipment to produce, shape or dig tunnels.

**Mobile Explosives Manufacturing Unit (MEMU) Operator**

Operates Mobile Explosives Manufacturing Unit.

**Scraper Operator**

Operates mobile scrapers to remove soil and overburden.

**Dragline Operator**

Operates draglines for the removal of topsoil and overburden.

**Crane, Hoist and Related Plant Operators**

Crane, hoist and related plant operators operate and monitor stationary and mobile cranes and other hoisting equipment.

- Operating and monitoring stationary or mobile cranes by raising and lowering jibs and booms, to lift, move, position or place equipment and materials
- Operating and monitoring equipment for hoisting, lowering or raising workers and materials on construction sites or in mines
- Operating and monitoring ski-lifts and similar equipment
- Operating and monitoring machinery used to haul ferry or barge with goods, passengers and vehicles across short stretches of water
- Operating and monitoring machinery to open and close bridge for the passage of road and water traffic
- Operating and monitoring cranes equipped with dredging attachments to dredge waterways and other areas

**Crane or Hoist Operator**

Operates stationary and mobile cranes, hoists, lifts and winches to lift, move and place materials, equipment and people in areas such as building sites, factories, mines, sawmills, wharves and shipyards.

**Alternative Titles and Specialisations:**

- Banksman
- Braceperson
- Cherry Picker Operator
- Crane Driver
Cable Ferry Operator
Pulls a ferryboat transporting passengers through guided overhead cables.

Dredge Operator
Operates a power-driven dredge to excavate and maintain navigable channels in waterways and to mine sand and gravel at bottom of lakes, rivers and streams.
Alternative Titles and Specialisations:
Dredger

Lifting Truck Operators
Lifting truck operators drive, operate and monitor lifting-truck or similar vehicle to transport, lift and stack pallets with goods.
Tasks include:
Operating and monitoring lifting-truck and similar equipment to load and unload, transport, lift and stack goods and pallets in terminals, harbours, ware-houses, factories and other establishments
Positioning lifting devices under, over, or around loaded pallets, skids and boxes, and securing material or products for transport to designated areas
Inspecting equipment to identify wear and damage
Performing routine maintenance on vehicles and equipment
Keeping records of work undertaken and breakdowns of vehicles

Lift Operator
Operates stationary and mobile lifts to lift and place materials, equipment and people in areas such as building sites, factories, mines, sawmills, wharves and shipyards.
Alternative Titles and Specialisations:
Chairlift Operator
Onsetter

Forklift Driver
Operates a forklift to move bulk materials, containers, crates, palletised goods, cartons and bales.
Alternative Titles and Specialisations:
Fork Truck Operator
Forklift Operator
Hoist Truck Operator
Lumber / Timber Carrier Operator
Reach Truck Operator

Straddle Carrier Operator
Lowers a spreader at the required location on the wharf and draws a chalk line to provide a visual reference mark to be used by straddle carrier drivers.

Ships' Deck Crews and Related Workers
Ship’s deck crews and related workers carry out deck duties on board ship and similar duties on board other water-borne craft.
Tasks include:
Standing look-out watches at sea and when entering or leaving harbour or other narrow waters
Steering ship according to instructions
Handling ropes and wires, and operating mooring equipment
OFO Code | OFO Detail
--- | ---
8606 | Performing deck and hull cleaning, scraping, painting and other maintenance duties as required

Breaking out, rigging and stowing cargo-handling gear, stationary rigging and running gear

7351 | Ships’ Deck Crews and Related Workers

Ship’s deck crews and related workers carry out deck duties on board ship and similar duties on board other water-borne craft.
Tasks include:
- Standing look-out watches at sea and when entering or leaving harbour or other narrow waters
- Steering ship according to instructions
- Handling ropes and wires, and operates mooring equipment
- Maintaining and, in some cases, operating ship’s equipment, cargo gear, rigging, life-saving and fire-fighting appliances
- Performing deck and hull cleaning, scraping, painting and other maintenance duties as required

Breaking out, rigging and stowing cargo-handling gear, stationary rigging and running gear

735101 | Deck Hand

Performs maintenance and lookout tasks aboard a ship.
Alternative Titles and Specialisations:
- Barge Hand
- Able Seaman
- Boatswain / Bosun
- Ferry Hand
- Launchman
- Mariner
- Sailor
- Ordinary Seaman
- Ship Crew Member
- Tug Hand

8 ELEMENTARY OCCUPATIONS

Elementary occupations involve the performance of simple and routine tasks which may require the use of hand-held tools and considerable physical effort.
Tasks include:
- Cleaning, restocking supplies and performing basic maintenance in apartments, houses, kitchens, hotels, offices and other buildings
- Washing cars and windows
- Helping in kitchens and performing simple tasks in food preparation
- Delivering messages or goods
- Carrying luggage and handling baggage and freight
- Stocking vending machines or reading and emptying meters
- Collecting and sorting refuse
- Sweeping streets and similar places
- Performing various simple farming, fishing, hunting or trapping tasks
- Performing simple tasks connected with mining, construction and manufacturing including product-sorting
- Packing and unpacking produce by hand and filling shelves
- Providing various street services
- Pedalling or hand-guiding vehicles to transport passengers and goods
Cleaners and helpers perform various tasks in private households, hotels, offices, hospitals and other establishments, as well as in aircraft, trains, coaches, trams and similar vehicles, in order to keep the interiors and fixtures clean, and launder and press garments and textiles by hand.

Tasks include:
- Sweeping or vacuum cleaning, washing and polishing floors, furniture and other objects
- Taking care of linen and bed-making
- Helping with preparation of meals and cleaning in kitchens
- Washing and cleaning cars and windows
- Pressing or laundering garments and textiles by hand.

Domestic, hotel and office cleaners and helpers sweep, vacuum clean, wash, polish, take care of household linen, purchase household supplies, perform various tasks in order to keep clean and tidy the interiors and fixtures of hotels, offices and other establishments, as well as of aircraft, trains, buses and similar vehicles.

Tasks include:
- Sweeping or vacuum cleaning, washing and polishing floors, furniture and other objects in hotels, offices and other establishments
- Making beds, supplying towels, soap and related items
- Helping with preparation of meals and washing dishes
- Cleaning, disinfecting and deodorising kitchens, bathrooms and toilets.

Domestic cleaners and helpers sweep, vacuum clean, wash and polish, take care of household linen, purchase household supplies, prepare food, serve meals and perform various other domestic duties.

Tasks include:
- Sweeping, vacuum-cleaning, polishing and washing floors and furniture, or washing windows and other fixtures
- Washing, ironing and mending linen and other textiles
- Washing dishes
- Helping with preparation, cooking and serving of meals and refreshments
- Purchasing food and various other household supplies
- Cleaning, disinfecting and deodorising kitchens, bathrooms and toilets
- Cleaning windows and other glass surfaces.

Cleans and tidies private dwellings such as houses, units, flats, apartments and townhouses.

Alternative Titles and Specialisations:
- Char (Domestic)
- Home / House Cleaner

Cleaners and helpers in offices, hotels and other establishments perform various cleaning tasks in order to keep clean and tidy the interiors and fixtures of hotels, offices and other establishments, as well as of aircraft, trains, buses and similar vehicles.

Tasks include:
- Sweeping or vacuum-cleaning, washing and polishing floors, furniture and other fixtures in buildings, coaches, buses, trams, trains and aircraft
- Making beds, cleaning bathrooms, supplying towels, soap and related items
- Cleaning kitchens and generally helping with kitchen work, including dishwashing
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>811201</td>
<td><strong>Commercial Cleaner</strong></td>
</tr>
<tr>
<td></td>
<td>Picking up rubbish, emptying garbage containers and taking contents to waste areas to removal.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Building Exterior / Interior Cleaner</td>
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<tr>
<td></td>
<td>Factory Cleaner / Sweeper</td>
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<tr>
<td></td>
<td>Hotel / Motel Cleaner</td>
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<tr>
<td></td>
<td>Office Cleaner</td>
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<tr>
<td></td>
<td>School Cleaner</td>
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<tr>
<td></td>
<td>Waterblaster</td>
</tr>
<tr>
<td></td>
<td>Workshop Cleaner</td>
</tr>
<tr>
<td>811202</td>
<td><strong>Healthcare Cleaner</strong></td>
</tr>
<tr>
<td></td>
<td>Cleans floors and above the floors in all risk areas, disposes of hazardous waste, cares and cleans medical instruments and equipment in hospitals, clinics, frail care centres and other health related institutions.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>High Risk Area Cleaner</td>
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<tr>
<td></td>
<td>Low Risk Area Cleaner</td>
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<tr>
<td></td>
<td>Medium Risk Area Cleaner</td>
</tr>
<tr>
<td></td>
<td>Ward Cleaner</td>
</tr>
<tr>
<td>811203</td>
<td><strong>Tea Attendant</strong></td>
</tr>
<tr>
<td></td>
<td>Serves tea to guests.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Tea Lady</td>
</tr>
<tr>
<td></td>
<td>Tea Person</td>
</tr>
<tr>
<td></td>
<td>Tea Services</td>
</tr>
<tr>
<td></td>
<td>Teaperson</td>
</tr>
<tr>
<td>811204</td>
<td><strong>Caretaker / cleaner</strong></td>
</tr>
<tr>
<td></td>
<td>Maintains and cleans a residential building, school, office, holiday camp or caravan park and associated grounds.</td>
</tr>
</tbody>
</table>

### 812 Vehicle, Window, Laundry and Other Hand Cleaning Workers

Vehicle, window, laundry and other hand cleaning workers clean windows, showcases or other surfaces of buildings or vehicles and press, launder or dry-clean linen and other textiles by hand. 

Tasks include:

- Cleaning, washing and polishing cars
- Washing windows or other glass surfaces with water or various solutions, drying and polishing them
- Laundering and pressing linen, clothing, fabrics and similar articles by hand in a laundry or other establishments
- Cleaning by hand and with chemical solutions clothing, fabrics leather goods and similar articles in dry-cleaning or other establishments.

### 8121 Hand Launderers and Pressers

Hand launderers and pressers launder, press or dry-clean garments, linen and other textiles by hand. 

Tasks include:

- Laundering and pressing linen, clothing, fabrics and similar articles by hand in a laundry or other establishment
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>812101</td>
<td>Laundry Worker (General)</td>
</tr>
<tr>
<td></td>
<td>Sorts, cleans, irons, and folds linen, clothing and other garments by hand.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Garment Cleaner</td>
</tr>
<tr>
<td></td>
<td>Laundry Maid</td>
</tr>
<tr>
<td></td>
<td>Linen Sorter / Maid</td>
</tr>
<tr>
<td></td>
<td>Starcher</td>
</tr>
<tr>
<td>812103</td>
<td>Ironer or Presser</td>
</tr>
<tr>
<td></td>
<td>Irons or presses garments and other fabrics such as delicate and formal wear in a commercial laundry or private residence.</td>
</tr>
<tr>
<td>812104</td>
<td>Carpet Cleaner</td>
</tr>
<tr>
<td></td>
<td>Cleans carpets, rugs and furniture upholstery using powder, liquid and steam cleaning methods, and applies soil-repellent chemicals and deodorants.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Carpet Cleaning Contractor</td>
</tr>
<tr>
<td></td>
<td>Steam Cleaner</td>
</tr>
<tr>
<td>8122</td>
<td>Vehicle Cleaners</td>
</tr>
<tr>
<td></td>
<td>Vehicle cleaners, wash, clean and polish vehicles.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
<tr>
<td></td>
<td>Cleaning, washing and polishing cars and other vehicles, by hand or using hand-held power tools</td>
</tr>
<tr>
<td></td>
<td>Vacuuming vehicle interiors and dry cleaning carpets and upholstery</td>
</tr>
<tr>
<td></td>
<td>Applying cleaning agents to remove stains from vehicle exteriors and interiors</td>
</tr>
<tr>
<td></td>
<td>Washing tyres and wheel arches and blackening tyres</td>
</tr>
<tr>
<td></td>
<td>Washing and polishing vehicle windows</td>
</tr>
<tr>
<td></td>
<td>Emptying and cleaning compartments in vehicles.</td>
</tr>
<tr>
<td>812201</td>
<td>Vehicle Detailer (Valet Servicer)</td>
</tr>
<tr>
<td></td>
<td>Washes and cleans exteriors and interiors of cars and other means of transport and touches up paint work, glass and upholstery to prepare them for sale, rent or re-use.</td>
</tr>
<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
</tr>
<tr>
<td></td>
<td>Aircraft Cabin / Interior Cleaner</td>
</tr>
<tr>
<td></td>
<td>Aircraft Cleaner</td>
</tr>
<tr>
<td></td>
<td>Bus / Coach Cleaner</td>
</tr>
<tr>
<td></td>
<td>Car Cleaner</td>
</tr>
<tr>
<td></td>
<td>Car Detailer</td>
</tr>
<tr>
<td></td>
<td>Car Polisher</td>
</tr>
<tr>
<td></td>
<td>Car Valet</td>
</tr>
<tr>
<td></td>
<td>Car Wash Attendant</td>
</tr>
<tr>
<td></td>
<td>Car Washer</td>
</tr>
<tr>
<td></td>
<td>Locomotive and Train Cleaner</td>
</tr>
<tr>
<td></td>
<td>Uv Appearance Reconditioner</td>
</tr>
<tr>
<td></td>
<td>Washbay Attendant</td>
</tr>
<tr>
<td>8123</td>
<td>Window Cleaners</td>
</tr>
<tr>
<td></td>
<td>Window cleaners wash and polish windows and other glass fittings.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
<tr>
<td></td>
<td>Washing windows or other glass surfaces with water or various solutions, drying and polishing them</td>
</tr>
<tr>
<td>OFO Code</td>
<td>OFO Detail</td>
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<tr>
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</tr>
<tr>
<td>812301</td>
<td><strong>Window Cleaner</strong>&lt;br&gt; Cleans interior and exterior window surfaces using heavy duty cleaning equipment. Alternative Titles and Specialisations:&lt;br&gt; Window Cleaning Contractor&lt;br&gt; Window Washer</td>
</tr>
</tbody>
</table>
| 8129     | **Other Cleaning Workers**

Other cleaning workers clean surface, materials and objects, such as carpets, walls, swimming pools and cooling towers, using specialised cleaning equipment and chemicals.<br>Tasks include:

- Cleaning carpets and upholstered furniture using cleaning machines and their attachments.
- Selecting and applying cleaning agents to remove stains from carpets.
- Treating carpets with soil-repellent chemicals and deodorants, and treating for pests.
- Cleaning stone walls, metal surfaces and fascias using high pressure water cleaners and solvents.
- Applying chemicals and high pressure cleaning methods to remove micro-organisms from water and filtration systems and using wet vacuums and other suction equipment to remove scale, accumulated dirt and other deposits from swimming pools, cooling tower components and drains.

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>812901</td>
<td>Septic Tank Cleaner&lt;br&gt;Cleans any type of septic tank.</td>
</tr>
<tr>
<td>812902</td>
<td>Swimming Pool Cleaner&lt;br&gt;Cleans and keeps swimming pools in good condition.</td>
</tr>
<tr>
<td>812903</td>
<td>Washroom Attendant&lt;br&gt;No descriptor&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Restroom Attendant</td>
</tr>
<tr>
<td>812904</td>
<td>Sterilisation Technician&lt;br&gt;Cleans, sterilises and packages surgical instruments and other hospital equipment, soft goods and linen in a sterilisation service department.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
</tr>
</thead>
</table>
| 82        | **Agricultural, Forestry and Fishery Labourers**

Agricultural, forestry and fishery labourers perform simple and routine tasks in the production of crops and livestock, cultivation and maintenance of gardens and parks, exploitation and conservation of forests, and conduct of aquaculture and fisheries operations.<br>Tasks include:<br>- Digging, raking and shovelling using hand tools.<br>- Loading, unloading and stacking supplies, produce and other materials.<br>- Watering, thinning, weeding and tending crops by hand or using hand tools.<br>- Planting, harvesting, picking and collecting produce by hand.<br>- Feeding, watering, and cleaning animals and keeping their quarters clean.<br>- Monitoring livestock, reporting on their condition.<br>- Preparing and operating nets, lines and other fishing tackle and deck equipment.<br>- Grading, sorting, bunching and packing produce into containers.<br>- Performing minor repairs on fixtures, buildings equipment, vessels and fences.
Agricultural, forestry and fishery labourers perform simple and routine tasks in the production of crops and livestock, cultivation and maintenance of gardens and parks, exploitation and conservation of forests, and conduct of aquaculture and fisheries operations.

Tasks include:
- Digging, raking and shovelling using hand tools
- Loading unloading and stacking supplies, produce and other materials
- Watering, thinning, weeding and tending crops by hand or using hand tools
- Planting, harvesting picking and collecting produce by hand
- Feeding, watering, and cleaning animals and keeping their quarters clean
- Monitoring livestock, reporting on their condition
- Preparing and operating nets, lines and other fishing tackle and deck equipment
- Grading, sorting, bunching and packing produce into containers
- Performing minor repairs on fixtures, buildings equipment, vessels and fences.

**8211 Crop Farm Labourers**

Crop farm labourers perform simple and routine tasks in the production of crops such as fruit, nuts, grains and vegetables on farms.

Tasks include:
- Digging and shovelling to clear ditches or for other purposes
- Loading and unloading supplies, produce and other materials
- Raking, pitching and stacking straw, hay and similar material
- Watering, thinning, and weeding crops by hand or using hand tools
- Picking fruit, nuts, vegetables and other crops
- Planting and harvesting field crops, such as rice, by hand
- Grading, sorting, bunching and packing produce into containers
- Performing minor repairs on fixtures, buildings and fences.

**821101 Crop Production Farm Worker / Assistant**

No descriptor

**Alternative Titles and Specialisations:**
- Agronomy Farm Worker / Practitioner
- Crop Farm Assistant
- Crop Farm Worker (Any Commodity)
- Crop Worker
- Horticultural Farm Worker / Practitioner
- Mixed Crop Worker
- Ornamental Horticultural Farm Worker

**821102 Irrigationist**

Installs and maintains irrigation systems to ensure optimum soil moisture levels for the production of fruit, crop, flowers or trees. May work on a farm.

**Alternative Titles and Specialisations:**
- Farm Irrigator
- Waterman

**821103 Scout**

Identifies, monitors and reports on weeds, pests and diseases in orchards, fields and nurseries.

**821104 Harvester / Picker**

Assists in the harvesting process of the crop from the orchard / field ensuring that quality is not compromised during the handling process.

**Alternative Titles and Specialisations:**
- Flower Buncher or Picker
- Fruit Picker
- Grape Picker
**OFO Code**  
**OFO Detail**
- Haymaker
- Hops or Tea Picker
- Mushroom Harvester / Picker
- Nut Picker
- Picker Quality Controller
- Vegetable Picker

**821105 Pruner**

Prunes trees or shrubs.

**8212 Livestock Farm Labourers**

Livestock farm labourers perform simple and routine tasks in farm production of animals, including poultry and insects.

Tasks include:
- Digging and shovelling to clear ditches or for other purposes
- Loading and unloading supplies, produce and other materials
- Feeding, watering, and cleaning animals and keeping their quarters clean
- Monitoring livestock and reporting on their condition
- Assisting with maintaining the health and welfare of livestock
- Assisting with herding, droving and separating livestock for milking, shearing transportation or slaughter and between pastures
- Collecting eggs and placing in incubators

Raking, pitching, stacking and storing hay, straw and other types of animal feed and bedding
- Grading, sorting, packing produce into containers
- Performing minor repairs on fixtures, buildings and fences.

**821201 Livestock Farm Worker / Assistant**

Performs routine tasks on a livestock farm such as feeding, mustering, counting and moving livestock, and assisting with animal husbandry.

Alternative Titles and Specialisations:
- Abattoir Livestock Attendant
- Animal Attendant Farm
- Beef Cattle Farm Worker
- Dairy Cattle Farm Worker
- Feedlot Worker
- Livestock Drafter
- Milking Equipment Operator
- Sheep Farm Worker
- Shepherd
- Stablehand

**821202 Insect Farm Worker / Assistant**

Performs routine tasks on an insect farm such as feeding, catching, moving and harvesting insects.

**821203 Game Farm Worker / Assistant**

Performs routine tasks on a game farm such as feeding, catching, counting and moving game.

**821204 Poultry, Ratites or Avian Farm Worker / Assistant**

Performs routine tasks on a poultry farm such as collecting eggs and placing them in incubators, providing poultry with feed and water, and disinfecting hatcheries to prevent disease.

Alternative Titles and Specialisations:
- Bird Sexer
- Egg Collector
- Hatchery Assistant
821205 Wool Handler
Regulates the flow of sheep to be shorn, keeps the shearing shed clean and tidy, and assists
with wool preparation, packing and storage.
Alternative Titles and Specialisations:
Shearing Shed Worker / Hand
Wool Baler
Wool Packer

8213 Mixed Crop and Livestock Farm Labourers
Mixed crop and livestock farm labourers perform simple and routine tasks in farm production
of both crops and animals.
Tasks include:
Digging and shovelling to clear ditches or for other purposes
Loading and unloading supplies, produce and other materials
Raking, pitching and stacking straw, hay and similar material
Watering, thinning, and weeding crops by hand or using hand tools
Picking fruit, nuts, vegetables and other crops and collecting eggs
Planting and harvesting field crops, such as rice, by hand
Feeding, watering, and cleaning animals and keeping their quarters clean
Monitoring livestock, reporting on their condition
Assisting with herding, droving and separating livestock for milking, shearing transportation or
slaughter and between pastures
Grading, sorting, bunching and packing produce into containers
Performing minor repairs on fixtures, buildings and fences.

821401 Mixed Crop and Livestock Farm Worker / Assistant
Performs routine tasks in crop cultivation and animal production.
Alternative Titles and Specialisations:
General Farm Worker

8214 Garden and Horticultural Labourers
Garden and horticultural labourers perform simple and routine tasks in operations to cultivate
and maintain trees, shrubs, flowers and other plants in parks and private gardens, to produce
saplings, bulbs and seeds, or grow vegetables and flowers by intensive cultivation techniques.
Tasks include:
Loading, unloading and moving supplies, produce and equipment
Preparing garden sites and plots using hand tools and simple machines
Assisting with planting and transplanting flowers, shrubs, trees and lawns
Maintaining gardens by watering, weeding and mowing lawns
Cleaning gardens and removing rubbish
Assisting with propagating, planting and potting seeds, bulbs and cuttings
Tending plants by hand watering and weeding
Harvesting and packaging plants for sale and transport
Performing minor repairs on fixtures, buildings and fences.

821401 Garden Workers
Assists in cultivating and maintaining gardens.
Alternative Titles and Specialisations:
Garden Services Worker
Lawn Mower

821402 Ornamental Horticultural or Nursery Assistant
Assists with the planting, cultivation and harvesting of trees and plants in a plant nursery.
Alternative Titles and Specialisations:
Compost Maker
OFO Code | OFO Detail
---|---
821403 | Indoor Plant Worker
| Assist with the planting and care of indoor plants.

8215 | Forestry Labourers

Forestry labourers perform simple and routine tasks to cultivate and maintain natural and plantation forests, and logging, felling and sawing trees.
Tasks include:
- Digging holes for tree planting
- Stacking and loading logs and timber
- Clearing undergrowth in forest stands and thinning young plantations
- Maintaining look-out for fires in forests
- Removing major branches and tree tops, trimming branches and sawing trunks into logs
- Operating and maintaining manual and hand held machine saws to fell trees and cut felled trees and branches into logs
- Collecting seeds, and planting seedlings
- Performing minor repairs and maintenance of forest roads, buildings, facilities, and equipment.

821501 | Forestry Worker

Assists with cultivating, maintaining and protecting forests.
Alternative Titles and Specialisations:
- Bush Clearing Contractor
- Fire Lookout
- Firewood Cutter
- Forest Labourer / Hand / Pruner
- Forestry Contractor
- Forestry Protection Officer
- Quality Controller of Forestry Contractors
- Skiddy Forest
- Sniper Forest
- Timber Getter
- Tree Planter

821502 | Logging Assistant

Assists with logging, felling and sawing of trees in forests.
Alternative Titles and Specialisations:
- Axeman Forest
- Bush Clearer Cutter
- Chokerman / Chokerwoman
- Hauling Engine Contractor Logging
- Log Assessor
- Log Hauler Bush
- Log Raft Maker
- Log Scaler
- Prop Cutter
- Sleeper Cutter
- Stump Grabber
- Swampy
- Topper Logging
- Woodman

8216 | Fishery and Aquaculture Labourers
Fishery and aquaculture labourers, perform simple and routine tasks to cultivate, catch and harvest fish and seafood in aquaculture and inland, coastal and deep sea fishing operations. Tasks include:
- Cleaning the sea-bed and feeding fish and molluscs that are being cultivated
- Gathering seaweed, sea mosses, clams and other molluscs
- Preparing nets, lines and other fishing tackle and other deck equipment
- Operating fishing gear to catch fish and other marine life
- Cleaning, sorting and packing fish and seafood in ice and salt and stowing catch in hold
- Cleaning deck surfaces and fish hold
- Handling mooring lines during docking.

**821601 Fishing Hand**
Catches fish and shellfish using nets, pots, lines and traps in ocean and inland waters.
Alternative Titles and Specialisations:
- Cray Fishing Hand
- Deep Sea Fisherman
- Fish Baiter
- Fisherman
- Fishing Boat Mate
- Greaser
- Prawn Trawler Hand
- Purse Seining Hand
- Trawler Hand
- Trawlerman

**821602 Aquaculture Farm Worker / Assistant**
Performs routine tasks in breeding and raising fresh water fish.
Alternative Titles and Specialisations:
- Fresh Fish Farm / Hatchery Worker
- Fresh Fish Hatchery Worker

**83 Labourers In Mining, Construction, Manufacturing and Transport**

Labourers in mining, construction, manufacturing and transport perform simple and routine manual tasks in mining, quarrying, civil engineering, building, manufacturing, transport and storage operations, and operate human powered and animal drawn vehicles and machinery.
Tasks include:
- Digging holes and spreading excavated materials, sand, soil, and gravel using hand-held tools
- Sorting, loading, unloading, moving stacking and storing materials, equipment, products, supplies, baggage and cargo by hand
- Cleaning machinery, equipment, tools and work sites
- Packing and unpacking material and products and filling containers and shelves with products by hand
- Operating human powered and animal drawn vehicles and machinery.

**831 Mining and Construction Labourers**
Mining and construction labourers perform simple and routine manual tasks in mining, quarrying, civil engineering and building operations.
Tasks include:
- Digging and filling holes and trenches using hand held tools
- Shovelling and spreading excavated materials, sand, soil, and gravel
Mining and quarrying labourers perform routine tasks in mining and quarrying operations. Tasks include:
- Assisting miners and quarriers in maintaining machinery, equipment, and mine and quarry installations
- Assembling and dismantling mining equipment
- Removing tunnel supports from disused workings in mines and quarries
- Removing dangerous projections from mine and quarry workings
- Removing waste and serviceable materials and equipment from work areas after extraction activities have been completed, and clearing rock and mineral spills
- Cleaning machinery, equipment, tools, roadways and haulage tracks
- Sorting, loading, unloading, stacking and storing tools, materials and supplies used by other mine workers.

**Mining Support Worker**
Performs routine tasks in mining and mineral ore treating operations such as assembling, operating and dismantling mining equipment, taking ore, rock and dust samples, and mixing ore treating chemicals and catalysts.

Alternative Titles and Specialisations:
- Acclimatisation Chamber Operator/ Heat Tolerance Screening (HTS) Attendant
- Battery Bay Attendant/ Battery and Lamp Repairer
- Belt Attendant
- Centrifuge Pump Operator/ Pump Attendant
- Coal Hewer
- Gravel Worker
- Lamproom Attendant
- Mine Sampler / Worker
- Mineral Ore Processing Labourer
- Mining Surfaceman
- Onsetter Helper
- Pit Crew Support Worker
- Quarry Hand / Worker
- Sand Pit Worker
- Shaft Assistant
- Shaft Sinking Helper
- Sorter (Mining)
- Strata Control Obseover/ Assistant Strata Control Observer
- Timber Helper
- Ventilation observer

**Driller's Assistant**
Performs routine tasks in setting up, operating and dismantling a drilling site for extracting oil, gas, mineral ore and water.

Alternative Titles and Specialisations:
- Oil and Gas Caser / Cementer / Derrickman
- Derrick Hand / Worker
- Driller's Offsider
- Oil Rig Floorman
- Roughneck
- Roustabout (Oil and Gas)
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>831103</td>
<td><strong>Mineral Beneficiation Plant Worker</strong> &lt;br&gt;Performs routine tasks in setting up and operating a mineral benefication plant. &lt;br&gt;Alternative Titles and Specialisations: &lt;br&gt;Mineral Wash Plant Attendant &lt;br&gt;DMS Helper</td>
</tr>
<tr>
<td>8312</td>
<td><strong>Civil Engineering Labourers</strong> &lt;br&gt;Civil engineering labourers perform routine tasks in connection with the building and maintenance of roads, railways, dams and other civil engineering projects. &lt;br&gt;Tasks include: &lt;br&gt;Digging and filling holes and trenches using hand held tools &lt;br&gt;Shovelling and spreading gravel and related materials &lt;br&gt;Trimming and cutting rocks and concrete and bitumen surfaces using jack-hammers &lt;br&gt;Loading and unloading construction materials, excavated material and equipment and transporting them around construction sites using wheelbarrows and hand trucks &lt;br&gt;Cleaning worksites and removing obstructions.</td>
</tr>
<tr>
<td>8313</td>
<td><strong>Building Construction Labourers</strong> &lt;br&gt;Building construction labourers perform routine tasks in connection with building construction and demolition work. &lt;br&gt;Tasks include: &lt;br&gt;Cleaning used building bricks and doing other simple work on demolition sites &lt;br&gt;Mixing pouring and spreading materials such as concrete, plaster and mortar &lt;br&gt;Digging and filling holes and trenches using hand held tools &lt;br&gt;Spreading sand, soil, gravel and similar materials &lt;br&gt;Loading and unloading construction materials, excavated material and equipment and transporting them around construction sites using wheelbarrows, hods and hand trucks &lt;br&gt;Cleaning work sites and removing obstructions.</td>
</tr>
<tr>
<td>831301</td>
<td><strong>Builder's Worker</strong> &lt;br&gt;Performs routine tasks in erecting and repairing structures and facilities on building and construction sites and in factories producing prefabricated building components. &lt;br&gt;Alternative Titles and Specialisations: &lt;br&gt;Bricklayer’s Assistant &lt;br&gt;Carpenter’s Assistant &lt;br&gt;Demolition Contractor / Labourer &lt;br&gt;Joinery Worker &lt;br&gt;Kitchen Assembler &lt;br&gt;Maintenance Person / Coordinator &lt;br&gt;Pipe Layer &lt;br&gt;Road Construction / Maintenance Labourer &lt;br&gt;Road Surfaceman &lt;br&gt;Tiler’s Assistant &lt;br&gt;Artisan Aide Building Trade</td>
</tr>
<tr>
<td>831302</td>
<td><strong>Drainage, Sewerage and Storm Water Worker</strong> &lt;br&gt;Performs routine tasks in maintaining drainage, sewerage and storm water systems. &lt;br&gt;Alternative Titles and Specialisations: &lt;br&gt;Hydro Contract Worker</td>
</tr>
<tr>
<td>831303</td>
<td><strong>Earthmoving Worker</strong> &lt;br&gt;Performs routine tasks in excavating earth, clearing and levelling sites, and digging irrigation channels. &lt;br&gt;Alternative Titles and Specialisations:</td>
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<td>OFO Code</td>
<td>OFO Detail</td>
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<tr>
<td>831304</td>
<td><strong>OFO Code</strong></td>
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<td><strong>Detail</strong></td>
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<tr>
<td></td>
<td>Ditch Digging Worker</td>
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<td>Grave Digger</td>
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<td></td>
<td><strong>831304 Plumber's Assistant</strong></td>
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<tr>
<td></td>
<td>Performs routine tasks in fabricating, laying,</td>
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<td></td>
<td>installing and maintaining pipes, fixtures,</td>
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<td></td>
<td>water meters and regulators.</td>
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<td></td>
<td><strong>831305 Cement and Concrete Plant Worker</strong></td>
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<tr>
<td></td>
<td>Performs routine tasks in manufacturing cement</td>
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<tr>
<td></td>
<td>and concrete products such as greasing and</td>
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<td></td>
<td>assembling concrete moulds, holding reinforcing</td>
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<td></td>
<td>steel in position during concrete pours,</td>
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<td></td>
<td>striping mould from dried concrete products,</td>
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<tr>
<td></td>
<td>and finishing products.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Cement Finisher Worker</td>
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<tr>
<td></td>
<td>Concrete Finisher</td>
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<td></td>
<td>Concrete Layer / Placer</td>
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<tr>
<td></td>
<td>Concrete Processing Worker</td>
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<tr>
<td></td>
<td><strong>831306 Paving and Surfacing Worker</strong></td>
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<tr>
<td></td>
<td>Performs routine tasks associated in laying</td>
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<tr>
<td></td>
<td>bituminous and other paving materials on roads,</td>
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<td></td>
<td>runways, parking areas and other surfaces to be</td>
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<tr>
<td></td>
<td>paved.</td>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Kerb Setter</td>
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<tr>
<td></td>
<td>Road Worker</td>
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<tr>
<td></td>
<td>Roading Construction Worker</td>
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<td></td>
<td><strong>831307 Railway Track Worker</strong></td>
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<tr>
<td></td>
<td>Lays and repairs tracks for railways, tramways,</td>
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<tr>
<td></td>
<td>quarries and mines, and installs and repairs</td>
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<tr>
<td></td>
<td>signals and other equipment.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Track Inspector</td>
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<tr>
<td></td>
<td>Tracklayer</td>
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<tr>
<td></td>
<td>Railway Fettler</td>
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<td></td>
<td>Railway Ganger</td>
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<td>Railway Trackman</td>
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<td></td>
<td><strong>831308 Crane Chaser</strong></td>
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<tr>
<td></td>
<td>Slings cranes and winches, and directs the</td>
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<tr>
<td></td>
<td>movement of loads ensuring loads do not exceed</td>
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<tr>
<td></td>
<td>lifting capacities.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Dogman / Dogwoman</td>
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<tr>
<td></td>
<td>Slinger</td>
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<td></td>
<td><strong>831309 Lagger</strong></td>
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<tr>
<td></td>
<td>Applies insulating materials such as felt,</td>
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<tr>
<td></td>
<td>fibreglass, polyurethane and cork to pipes,</td>
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<tr>
<td></td>
<td>steam generators, process vats and ducting, and</td>
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<td></td>
<td>secures insulation with wire, wire netting,</td>
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<tr>
<td></td>
<td>staples, metal strapping and using welding</td>
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<tr>
<td></td>
<td>torches.</td>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Heating Ventilation Air Conditioning Lagger</td>
</tr>
<tr>
<td></td>
<td>Pipe Lagger</td>
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<tr>
<td></td>
<td><strong>831310 Surveyor's Assistant</strong></td>
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<tr>
<td></td>
<td>Performs routine tasks to assist surveyors and</td>
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<tr>
<td></td>
<td>geologists by transporting, assembling,</td>
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<tr>
<td></td>
<td>maintaining and laying out prospecting and</td>
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<td></td>
<td>surveying equipment, and collecting and</td>
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<tr>
<td></td>
<td>labelling samples.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Geological Survey Field Assistant</td>
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<td></td>
<td>Seismic Survey Assistant</td>
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<td></td>
<td>Survey Recorder</td>
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<td></td>
<td>Mineral Resource Assistant</td>
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</tbody>
</table>
### Manufacturing Labourers

Manufacturing labourers perform a variety of manual tasks in manufacturing, assist the work of machine operators and assemblers, and undertake product-sorting and hand-assembling of components.

Tasks include:
- Packing material and various products by hand
- Filling bottles, boxes, bags and other containers with products by hand
- Labelling products and containers by hand
- Conveying goods, material, equipment to work area
- Cleaning machinery, equipment and tools
- Carrying out manual sorting of products or components
- Carrying out simple hand-assembling of components.

#### Hand Packers

Hand packers weigh, pack and label materials and products by hand.

Tasks include:
- Weighing, wrapping, sealing and packing material and various products by hand
- Filling bottles, cans, boxes, bags and other containers with products by hand
- Labelling products, packages and various containers by hand.

##### 832101 Packer (Non Perishable Products)

Weighs, wraps, seals and labels non perishable products.

Alternative Titles and Specialisations:
- Chocolate Packer

##### 832102 Meat Packer

Weighs, wraps, seals and labels meat and meat products.

Alternative Titles and Specialisations:
- Meat Preparer and Packer Freezing Works
- Shrinkwrap Operator

##### 832103 Fish or Seafood Packer

Weighs, wraps, seals and labels fish and other seafood products.

##### 832104 Cheese Packer

Weighs, cuts, wraps, seals and labels the different kinds of cheeses.

### Manufacturing Labourers not Elsewhere Classified

Manufacturing labourers not Elsewhere classified assist the work of machine operators and assemblers and perform a variety of manual tasks in manufacturing, excluding packing and labelling finished products.

Tasks include:
- Conveying goods, material, equipment, etc. To work area, removing finished pieces
- Loading and unloading vehicles, trucks and trolleys
- Clearing machine blockages, cleaning machinery, equipment and tools
- Carrying out manual sorting of products or components.

### Transport and Storage Labourers

Transport and storage labourers propel cycles and similar vehicles and drive animal-drawn vehicles to transport passengers or goods, drive animal-drawn machinery, handle freight and baggage and stock shelves.

Tasks include:
- Propelling cycles and similar vehicles to transport passengers or goods, driving animal-drawn vehicles to transport passengers or goods, driving animal-drawn machinery, carrying out freight handling by hand, and stocking shelves and display areas in stores.
Hand and Pedal Vehicle Drivers

Hand or pedal vehicle drivers propel cycles and similar vehicles to transport passengers or goods.
Tasks include:
- Loading or unloading goods, or assisting passengers in getting on or off a vehicle
- Moving vehicle in the desired direction with due regard to other traffic and traffic regulations
- Inspecting vehicle components to identify wear and damage
- Maintaining vehicle, making minor repairs and installing replacement parts
- Collecting fares or charges.

Drivers of Animal-Drawn Vehicles and Machinery

Drivers of animal-drawn vehicles and machinery drive animal-drawn vehicles to transport passengers or goods, as well as animal-drawn machinery usually in connection with farming.
Tasks include:
- Harnessing animals and hitching them to vehicles or machinery
- Loading or unloading goods, or assisting passengers in getting on or off a vehicle
- Driving animals in the desired direction with due regard to other traffic and traffic regulations
- Collecting fares or charges
- Driving animals to haul wagons in mines or quarries
- Driving animals hitched to farm or other machinery
- Driving working elephants
- Maintaining vehicle or machinery, making minor repairs and installing replacement parts
- Grooming and feeding animals.

Freight Handlers

Freight handlers carry out tasks such as packing, carrying, loading and unloading furniture and other household items, or loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.
Tasks include:
- Packing office or household furniture, machines, appliances and related goods to be transported from one place to another
- Carrying goods to be loaded on or unloaded from vans, trucks, wagons, ships, or aircraft
- Loading and unloading grain, coal, sand and similar goods by placing them on conveyor-belts, pipes, etc.
- Connecting hoses between main shore installation pipes and tanks of barges, tankers and other ships to load and unload petroleum, liquefied gases and other liquids
- Carrying and stacking goods in warehouses and similar establishments
- Sorting cargo prior to loading and unloading

Freight Handler (Rail or Road)

Loads and unloads freight trucks, containers and rail cars.
Alternative Titles and Specialisations:
- Checker and Loader Transport Vehicle
- Freight Loader
- Rail and Road Transport Vehicle Loader
- Yard Attendant
- Yard Cleanup Man
- Yardman

Truck Driver's Offsider

Loads and unloads trucks and containers.
Alternative Titles and Specialisations:
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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</thead>
<tbody>
<tr>
<td>833303</td>
<td><strong>Waterside Worker</strong></td>
</tr>
<tr>
<td></td>
<td>Transfers cargo between ships and other forms of transport or storage facilities.</td>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Boat and Ship Cargo Loader</td>
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<td></td>
<td>Cargo Handler / Worker</td>
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<td></td>
<td>Docker Wharf</td>
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<td>Harbour Board Worker</td>
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<td>Longshoreman</td>
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<td></td>
<td>Stevedore</td>
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<tr>
<td></td>
<td>Wharf Labourer</td>
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<tr>
<td>833304</td>
<td><strong>Airline Ground Crew</strong></td>
</tr>
<tr>
<td></td>
<td>Loads and unloads baggage, directs planes, positions stair cases, fills aircraft fuel tanks and performs other aircraft ground services to ensure aircraft run efficiently.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Aircraft Baggage Handler</td>
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<tr>
<td></td>
<td>Aircraft Handler</td>
</tr>
<tr>
<td></td>
<td>Aircraft Loader</td>
</tr>
<tr>
<td>8334</td>
<td><strong>Shelf Fillers</strong></td>
</tr>
<tr>
<td></td>
<td>Shelf fillers stock shelves and display areas and keep stock clean and in order in supermarkets and other retail and wholesale shops.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
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<tr>
<td></td>
<td>Placing goods neatly in bins and on racks, and stacking bulky goods on floors</td>
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<tr>
<td></td>
<td>Filling shelves with goods ensuring goods with the earliest use-by dates are at the front of shelves</td>
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<tr>
<td></td>
<td>Removing goods with past due use-by dates</td>
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<tr>
<td></td>
<td>Maintaining shelf order by removing stock belonging in a different location</td>
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<tr>
<td></td>
<td>Noting what has been sold and collecting goods needed from the stockroom</td>
</tr>
<tr>
<td></td>
<td>Obtaining articles for customers from shelf or stockroom</td>
</tr>
<tr>
<td></td>
<td>Directing customers to location of articles sought</td>
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<tr>
<td></td>
<td>Receiving, opening, unpacking, and inspecting for damage merchandise from manufacturer or distributor.</td>
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<tr>
<td>833401</td>
<td><strong>Shelf Filler</strong></td>
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<tr>
<td></td>
<td>Fills up shelves and display areas in a store or supermarket.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Shelf Stacker</td>
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<td></td>
<td>Storeperson Packer / Shelver</td>
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<td>Stacker Textiles</td>
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<td></td>
<td>Warehouse Worker / Shelver</td>
</tr>
<tr>
<td>833402</td>
<td><strong>Store Person</strong></td>
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<tr>
<td></td>
<td>Receives, handles and dispatches goods in stores and warehouses.</td>
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<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Chiller Hand</td>
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<td></td>
<td>Manufacturing Storeperson</td>
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<td>Order Picker / Assembler</td>
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<td></td>
<td>Stores Assistant</td>
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<tr>
<td></td>
<td>Supply Operator (Army)</td>
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<tr>
<td></td>
<td>Warehouse Assistant</td>
</tr>
<tr>
<td>84</td>
<td><strong>Food Preparation Assistants</strong></td>
</tr>
<tr>
<td></td>
<td>Food preparation assistants prepare and cook to order a small variety of pre-cooked food or beverages, clear tables, clean kitchen areas and wash dishes.</td>
</tr>
<tr>
<td></td>
<td>Tasks include:</td>
</tr>
</tbody>
</table>
OFO Code  OFO Detail
Preparing simple or pre-prepared foods and beverages such as sandwiches, pizzas, fish and chips, salads, and coffee
Washing, cutting, measuring and mixing foods for cooking
Operating cooking equipment such as grills, microwaves and deep-fat fryers
Cleaning kitchens, food preparation areas and service areas
Cleaning cooking and general utensils used in kitchens and restaurants

841  Food Preparation Assistants
Food preparation assistants prepare and cook to order small variety of pre-cooked food or beverages, clear tables, clean kitchen areas and wash dishes.
Tasks include:
Preparing simple or pre-prepared foods and beverages such as sandwiches, pizzas, fish and chips, salads, and coffee
Washing, cutting, measuring and mixing foods for cooking
Operating cooking equipment such as grills, microwaves and deep-fat fryers
Cleaning kitchens, food preparation areas and service areas
Cleaning cooking and general utensils used in kitchens and restaurants.

8411  Fast Food Preparers
Fast food preparers prepare and cook to order a limited range of foods or beverages that involve simple preparation processes and a small number of ingredients. They may take orders from customers and serve at counters or tables.
Tasks include:
Preparing simple or pre-prepared foods and beverages such as sandwiches, hamburgers, pizzas, fish and chips, salads, and coffee
Washing, cutting, measuring and mixing foods for cooking
Operating large-volume single-process cooking equipment such as grills, deep-fat fryers or griddles
Re-heating pre-prepared food
Cleaning food preparation areas, cooking surfaces and utensils
Taking and serving food and beverage orders in eating places that specialize in fast service and carry-out food
Ordering and taking delivery of fast food ingredients
Maintaining sanitation, health, and safety standards in work areas.
Operating large-volume cooking equipment such as grills, deep-fat fryers, or griddles.
Verifying that prepared food meets requirements for quality and quantity.

841101  Fast Food Cook
Prepares a restricted range of foods in fast food establishments.
Alternative Titles and Specialisations:
Burger Maker
Chicken / Fish Fryer
Chips Maker
Fast Food Assistant
Grill Cook
Pizza Maker
Spasa Shop Cook
Takeaway Cook
Short Order Cook

8412  Kitchen Helpers
Kitchen helpers clear tables, clean kitchen areas, wash dishes, preparing ingredients and perform other duties to assist workers who prepare or serve food and beverages.
Tasks include:
Cleaning kitchens, food preparation areas and service areas
OFO Code       OFO Detail
Assisting cooks and chefs in preparation of food by washing, peeling, chopping, cutting up
measuring and mixing ingredients,
Assembling dishes for service.
Unpacking and storing supplies in refrigerators, cupboards and other storage areas.
Washing dishes and cooking utensils and putting them away
Checking, transferring, weighing and storing supplies in refrigerators, cupboards and other
storage areas
Preparing, cooking, toasting and heating simple food items.

841201 Kitchenhand
Assists kitchen and service staff prepare and serve food, and cleans food preparation and
service areas.
Alternative Titles and Specialisations:
Dishwasher
Kitchen Assistant (Non-Domestic)
Kitchen Steward
Pantry Attendant
Sandwich / Salad Preparer

85 Street and Related Sales and Service Workers
Street and related sales and service workers provide goods, excluding food for immediate
consumptions, and provide a variety of services on streets and in other public places such as
stations.
Tasks include:
Buying or making various items for sale
Loading and unloading items for sale and transporting them
Obtaining the materials necessary to perform services
Approaching people on the street to offer goods or services
Cleaning and polishing shoes
Cleaning and polishing car windows
Running errands
Assisting drivers to find a parking place and ensuring car is not damaged during driver’s
absence
Handing out leaflets and free newspapers receiving immediate payment.

851 Street and Related Service Workers
Street and related service workers provide a variety of services on streets and in other public
places, including cleaning shoes, washing car windows, running errands, looking after property,
and providing other on-the-spot street services.
Tasks include:
Obtaining the materials necessary to perform services
Approaching people on the street to offer services
Cleaning and polishing shoes
Cleaning and polishing car windows
Running errands
Assisting drivers to find a parking place and ensuring car is not damaged during driver’s
absence
Handing out leaflets and free newspapers
Receiving immediate payment.
Obtaining the materials necessary to perform services
Approaching people on the street to offer services
Cleaning and polishing shoes
Cleaning and polishing car windows
Running errands
### Street and Related Service Workers

Street and related service workers provide a variety of services on streets and in other public places, including cleaning shoes, washing car windows, running errands, handing out leaflets, looking after property, and providing other on-the-spot street services.

Tasks include:
- Obtaining the materials necessary to perform services
- Approaching people on the street to offer services
- Cleaning and polishing shoes
- Cleaning and polishing car windows
- Running errands
- Assisting drivers to find a parking place and ensuring car is not damaged during driver’s absence
- Handing out leaflets and free newspapers
- Receiving immediate payment.

#### 851101 Car Park Attendant

Operates and maintains a car parking facility by guarding cars in parking areas and collecting fees at car park entry or exit points. May drive and park cars, and operate boom gates.

#### 851102 Leaflet or Newspaper Deliverer

Collects leaflets or newspapers from a collection point and delivers them to homes in a specified area.

Alternative Titles and Specialisations:
- Circular / Pamphlet Deliverer

#### 852 Street Vendors (Excluding Food)

Street vendors (excluding food) sell a usually limited range of goods (excluding food for immediate consumption) in streets and public places such as stations, cinemas or theatres.

Tasks include:
- Buying or receiving items for sale, or making simple items
- Loading and unloading basket, tray, push-cart, bicycle, hand truck or other vehicle, to transport goods to the streets or public places such as stations or cinemas
- Displaying goods or calling out to attract customer’s attention
- Approaching potential customers on street and offering goods for sale
- Receiving immediate payment.

Buying or receiving items for sale, or making simple items
- Loading and unloading basket, tray, push-cart, bicycle, hand truck or other vehicle, to transport goods to the streets or public places such as stations or cinemas
- Displaying goods or calling out to attract customer’s attention
- Approaching potential customers on street and offering goods for sale
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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</thead>
<tbody>
<tr>
<td><strong>8521</strong></td>
<td><strong>Street Vendors</strong></td>
</tr>
<tr>
<td></td>
<td>Receiving immediate payment.</td>
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<tr>
<td></td>
<td>Street vendors sell a usually limited range of goods in public places.</td>
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<td>Tasks include:</td>
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<tr>
<td></td>
<td>Buying or receiving items for sale, or making simple items</td>
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<tr>
<td></td>
<td>Loading and unloading basket, tray, push-cart, bicycle, hand truck or other vehicle, to transport goods to the streets or public places such as stations or cinemas</td>
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<td>Displaying goods or calling out to attract customer’s attention</td>
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<td>Approaching potential customers on street and offering goods for sale</td>
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<td></td>
<td>Receiving immediate payment.</td>
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<td></td>
<td>Buying or receiving items for sale, or making simple items</td>
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<td></td>
<td>Loading and unloading basket, tray, push-cart, bicycle, hand truck or other vehicle, to transport goods to the streets or public places such as stations or cinemas</td>
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<td>Displaying goods or calling out to attract customer’s attention</td>
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<tr>
<td></td>
<td>Approaching potential customers on street and offering goods for sale</td>
</tr>
<tr>
<td></td>
<td>Receiving immediate payment.</td>
</tr>
</tbody>
</table>

| **852101** | **Street Vendor** |
|            | Sells goods and services to customers in public locations. |

| **86** | **Refuse Workers and Other Elementary Workers** |
|        | Refuse workers and other elementary workers collect garbage from buildings, yards, streets and other public places or keep streets and other public places or perform odd jobs for private households or establishments. |
|        | Tasks include: |
|        | Collecting, loading and unloading garbage |
|        | Sweeping streets, parks and other public places |
|        | Chopping firewood |
|        | Carrying water |
|        | Beating dust out of carpets and performing other odd-job tasks. |

| **861** | **Refuse Workers** |
|         | Refuse workers collect, process and recycle garbage from buildings, yards, streets and other public places, or keep streets and other public places clean. |
|         | Tasks include: |
|         | Collecting, loading and unloading garbage |
|         | Sweeping streets, parks and other public places |
|         | Sorting and recycling garbage such as paper, glass, plastic or aluminium. |

| **8611** | **Garbage and Recycling Collectors** |
|          | Garbage collectors collect and remove rubbish and items for recycling from buildings, yards, streets and other places. |
|          | Tasks include: |
|          | Collecting rubbish and recyclable materials and locating it into bins and garbage and recycling trucks |
|          | Riding on or in garbage and recycling trucks |
|          | Lifting garbage bins and emptying contents into trucks and larger containers |
|          | Unloading garbage and recycling trucks. |

| **861101** | **Recycling or Rubbish Collector** |
|            | Collects household, commercial and industrial waste for recycling and disposal. |
|            | Alternative Titles and Specialisations: |
|            | Garbage Collector |
|            | Garbage Depot Hand |
|            | Garden Rubbish Collector |
|            | Refuse Collector |
Refuse sorters identify, collect and sort discarded items suitable for recycling at dump sites and recycling enterprises or in buildings, streets and other public places.

Tasks include:
- Searching through refuse and collecting items for recycling from dump sites, domestic, commercial and industrial premises or from public places such as streets
- Sorting cardboard, paper, glass, plastic, aluminium or other recyclable materials by type
- Placing recyclable items and materials in designated compartments and containers for storage or transportation
- Identifying and setting aside items of furniture, equipment, machinery, or components that are suitable for repair or re-use
- Transporting recyclable items by hand or using non-motorized vehicles
- Selling recyclable or reusable materials.

Sweepers and related labourers sweep and clean streets, parks, airports, stations and other public places.

Tasks include:
- Sweeping streets, parks, airports, stations and similar public places
- Shovelling snow
- Beating dust out of carpets by using a carpet-beater
- Cleaning rubbish, leaves and snow from driveways and grounds.

Street Sweeper Operator

Operates plant to clean streets and gutters of litter and debris.

Alternative Titles and Specialisations:
- Park / Gardens Cleaner
- Road Sweeper

Other elementary workers deliver and carry messages and packages, collect money and stock vending machines, read meters, collect water and firewood, collect and issue tickets for parking or events.

Tasks include:
- Chopping wood, collecting water and firewood
- Delivering messages, packages and other items within or between establishments, or elsewhere
- Performing duties as a post-runner
- Issuing and collecting tickets and passes
- Calculating parking charges
- Filling storage areas of vending machines and collecting money from containers
- Reading electricity, gas or water meters and recording consumption.

Messengers, package deliverers and luggage porters carry and deliver messages, packages and other items within an establishment or between establishments, to households and elsewhere, or carry luggage especially at hotels, stations and airports.

Tasks include:
- Delivering messages, packages and other items within an establishment or between establishments, or elsewhere
- Performing the duties of a post-runner
- Delivering various goods to and from enterprises, shops, households and other places
- Carrying and delivering luggage at hotels, stations, airports, and elsewhere
- Receiving and marking baggage by completing attaching claim checks
<table>
<thead>
<tr>
<th>OFO Code</th>
<th>OFO Detail</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Planning and following the most efficient route</td>
</tr>
<tr>
<td></td>
<td>Sorting items to be delivered according to the delivery route.</td>
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<tr>
<td>862101</td>
<td><strong>Busser</strong></td>
</tr>
<tr>
<td></td>
<td>Cleans and maintains public areas in a bar, club or dining establishment by collecting and returning dishes, cutlery and glasses to the kitchen or bar, wiping tables and bars, mopping spillages, and emptying bins and ashtrays.</td>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Bar Back</td>
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<tr>
<td></td>
<td>Bar Useful</td>
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<tr>
<td></td>
<td>Glassie</td>
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<tr>
<td>862102</td>
<td><strong>Luggage Porter</strong></td>
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<td></td>
<td>Assists guests in an accommodation establishment or passengers in a transport terminal by attending to and carrying luggage, welcoming and escorting guests, and attending to their general needs on arrival and departure.</td>
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<tr>
<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Baggage Checker</td>
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<td></td>
<td>Baggage Handler</td>
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<tr>
<td></td>
<td>Doorperson</td>
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<td></td>
<td>Hotel Bell Boy</td>
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<tr>
<td></td>
<td>Lift Attendant</td>
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<tr>
<td></td>
<td>Night Porter</td>
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<tr>
<td>862103</td>
<td><strong>Cloak Room Attendant</strong></td>
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<td></td>
<td>No descriptor</td>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Uniform Room Attendant</td>
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<tr>
<td>862104</td>
<td><strong>Hotel Cellar Hand</strong></td>
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<td></td>
<td>No descriptor</td>
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<tr>
<td>8622</td>
<td><strong>Odd Job Persons</strong></td>
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<tr>
<td></td>
<td>Odd job persons clean, paint and maintain buildings, grounds and facilities, and undertake simple repairs.</td>
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<td></td>
<td>Tasks include:</td>
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<tr>
<td></td>
<td>Repairing broken windows, screens, doors, fences, barbecues, picnic tables, shelves, cupboards and other items</td>
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<tr>
<td></td>
<td>Replacing defective items such as light bulbs</td>
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<td></td>
<td>Repairing and painting interior and exterior surfaces such as walls, ceilings and fences</td>
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<td></td>
<td>Adjusting doors and windows</td>
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<td></td>
<td>Replacing tap washers</td>
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<td></td>
<td>Putting up handrails and grab rails</td>
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<tr>
<td></td>
<td>Unloading coal or wood and putting it into cellars of private households or establishments.</td>
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<tr>
<td>862201</td>
<td><strong>Home Improvement Installer</strong></td>
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<tr>
<td></td>
<td>Installs functional and decorative home improvements such as awnings, curtains, blinds, security screens, garage doors, exterior cladding, shower screens and prefabricated windows and doors.</td>
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<td></td>
<td>Alternative Titles and Specialisations:</td>
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<tr>
<td></td>
<td>Awning Installer</td>
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<tr>
<td></td>
<td>Blinds Installer</td>
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<td></td>
<td>Carport Erector</td>
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<td></td>
<td>Curtain Fitter</td>
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<td></td>
<td>Home Renovator</td>
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<td></td>
<td>Security Door Installer</td>
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<td>Shower Screen Installer</td>
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<td>OFO Code</td>
<td>OFO Detail</td>
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<tr>
<td>862202</td>
<td><strong>Handyperson</strong>&lt;br&gt;Cleans, paints, repairs and maintains buildings, grounds and facilities.&lt;br&gt;Alternative Titles and Specialisations:&lt;br&gt;Handy Man&lt;br&gt;Handy Person&lt;br&gt;Hotel Useful&lt;br&gt;Hotel Yardperson</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>8623</th>
<th><strong>Meter Readers and Vending-Machine Collectors</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meter readers and vending-machine collectors stock vending machines and collect money from them or from parking meters and other coin-boxes, or read electricity, gas or water meters.&lt;br&gt;Tasks include:&lt;br&gt;Filling storage areas of vending machines and collecting money from their containers&lt;br&gt;Collecting money from parking meters and similar coin-boxes&lt;br&gt;Reading electricity, gas or water meters and recording consumption&lt;br&gt;Keeping records of merchandise distributed and money collected&lt;br&gt;Proceeding along established routes to take readings of meter dials&lt;br&gt;Verifying readings in cases where consumption appears to be abnormal, and record possible reasons for fluctuations&lt;br&gt;Inspecting meters for unauthorized connections, defects, and damage such as broken seals.</td>
</tr>
</tbody>
</table>

| 862301 | **Meter Reader**<br>Reads electric, gas and water meters, records usage, inspects meters and connections for defects and damage, and reports irregularities.<br>Alternative Titles and Specialisations:<br>Electric Meter Reader<br>Parking Meter Reader<br>Water Meter Reader |

| 862302 | **Vending Machine Attendant**<br>Stocks and maintains vending and amusement machines and collects money from coin boxes.<br>Alternative Titles and Specialisations:<br>Coin Collector<br>Gambling Machine Attendant<br>Poker Machine Attendant<br>Vending Machine Refiller |

| 8624 | **Water and Firewood Collectors**<br>Water and firewood collectors collect water and firewood and transport them on foot or using hand or animal carts.<br>Tasks include:<br>Cutting and collecting wood from forests for sale in market or as fuel or for own consumption<br>Visiting forests or fields to pick pieces of dried wood from ground and arranging them in heaps<br>Cutting decayed branches and trunks of trees using axe and hand-saw<br>Tying collected wood into small faggots and carrying them or transporting them on a cart to the market for sale or to village or household for use<br>Drawing water from wells, rivers or ponds etc. For domestic use<br>Collecting water in leather bags, buckets or other containers from taps, rivers, ponds or wells and delivering the water to work sites, the houses of clients or to own household for drinking, cleaning of drains or storage in tanks. |
This unit group covers elementary workers not classified elsewhere in major group 8. For instance, the group includes those who issue and collect parking or admission tickets, provide personal items to patrons or customers in cloak rooms and assist patrons at entertainment events.

Tasks include:
- Selling and collecting admission tickets and passes from patrons at entertainment events or collecting tags from patrons
- Examining tickets or passes to verify authenticity, using criteria such as colour and date issued
- Guiding patrons to exits or providing other instructions or assistance in case of emergency
- Directing patrons to restroom, concession stands and telephones
- Directing vehicle drivers to parking spaces
- Patrolling parking areas in order to prevent vehicle damage and vehicle property thefts
- Calculating parking charges, and collecting fees from customers
- Assigning dressing room facilities, locker space, or clothing containers to patrons of athletic or bathing establishments.

**862901 Fencer**
- Erects and repairs fences and gates.
- Alternative Titles and Specialisations:
  - Fence Erector
  - Fencing Contractor

**862902 Metal Engineering Process Worker**
- Performs routine tasks in manufacturing metal products.
- Alternative Titles and Specialisations:
  - Blacksmith's Striker
  - Boilermaker's Assistant / Aide
  - Fettler
  - Fitter's Assistant
  - Foundry Worker
  - Metal Forger's Assistant
  - Metal Moulder's Assistant
  - Wrought Iron Worker

**862903 Plastics, Composites and Rubber Factory Worker**
- Performs routine tasks in manufacturing plastic, fibreglass and rubber goods.
- Alternative Titles and Specialisations:
  - Cellular Plastics Cutter Hand
  - Fibreglass Laminating Process Worker
  - Fibreglass Lay Up Hand
  - Fibreglass Pattern Maker
  - Formica Worker
  - Latex Foam Hand
  - Plastic Toy Maker
  - Plastics and Composite Shot Peeners
  - Plastics Finisher
  - Plastics Mixing Plant Worker
  - Plastics Packer
  - Plastics Process Worker
  - Plastics Trimmer
  - Poly Coiler
  - Rubber Factory Worker
**OFO Code** | **OFO Detail**
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862904 | **Timber and Wood Process Worker**
Performs routine tasks in paper and pulp mills, sawmills, timber yards, and wood processing and timber products factories.
Alternative Titles and Specialisations:
- Chipboard Block Setter
- Fibreboard Maker
- Furniture Manufacturing Labourer
- Gang Nail Process Worker
- Hardboard Factory Hand
- Joinery Factory Hand
- Match Making Machine Operator
- Panel Production Worker
- Paper and Pulp Mill Worker (General)
- Particleboard Factory Hand
- Plywood Factory Hand
- Process Worker Furniture / Wooden Toys
- Pulp, Paper Making and Paper Products Labourer
- Quality Controller of Sawmill Labourers
- Sawmill Bullock Horseman
- Sawmill or Timber Yard Worker
- Sawmill Yardman
- Strawboard Maker
- Tailer-Out
- Timber Filleter
- Timber Process Worker
- Timber Stacker Hand
- Timber Mill Worker
- Timber Worker
- Timber Yard Worker
- Wallboard Worker
- Wood Finisher
- Wood Processing Worker
- Wood and Wood Products Factory Worker
- Furniture Maker's Assistant

862905 | **Food and Beverage Factory Worker**
Performs routine tasks in manufacturing food and beverages.
Alternative Titles and Specialisations:
- Baking Factory Worker
- Biscuit Factory Hand
- Bread Room Hand
- Brewer
- Beer Brewer
- Beer Production Worker
- Brewery Worker
- Grain Dryer Attendant
- Perishable Produce Packhouse Worker
- Line Attendant
- Silo Worker
- Valve Controller
- Winery Cellar Hand
- Winery Worker
Footwear and Leather Factory Worker

Performs routine tasks in manufacturing footwear such as basic hand cutting of shoe components, delivering materials to machines, and inspecting and finishing completed footwear; tanning and finishing leather, hide and skin such as fleshing hides by cutting out pieces of flesh and fat, laying out hides and skins for classing and drying and arranging heaters to dry them, spraying dried hides with preservatives, and treating, pressing and securing hides and skins.

Alternative Titles and Specialisations:
- Leather Processing Factory Worker
- Fellmongery Hand
- Flesher Hand
- Footwear Bench Worker
- Footwear General Worker
- Footwear Machine Attendant
- Footwear Production Chargehand
- Footwear Skiver / Rounder / Sorter / Laster
- Footwear Table Hand
- Soles Channeller / Fitter / Grader / Preparer
- Tannery Hand / Assistant / Worker
- Toggler
- Upper Burnisher / Cementer / Fitter / Folder

Glass Processing Worker

Performs routine tasks in manufacturing glass fibre and glassware such as setting up, adjusting and repairing automatic machines and equipment, and checking weight of glassware.

Alternative Titles and Specialisations:
- Factory Hand Fibreglass Moulding
- Glass Fibre Maker
- Glass Fibre Process Worker
- Glass Making Process Worker
- Glass Mould Cleaner
- Glass Processor / Worker

Chemical Plant Worker

Performs routine tasks in a chemical processing plant such as delivering materials to processing areas, dumping ingredients into hoppers, operating machines to heat, cool and agitate chemical solutions, filling and fastening covers on containers, and attaching labels and information on products.

Alternative Titles and Specialisations:
- Charcoal Burner
- Gas Plant Labourer
- Grease Press Hand
- Munitions Factory Hand
- Paint Factory Hand
- Chemical Tester (Physical/ Routine)

Clay Processing Factory Worker

Performs routine tasks in manufacturing clay and ceramic products such as loading clay into machines, stacking products on kiln cars, pallets and trolleys, and moving kiln cars and trolleys to and from kilns, dryers, sorting, storage and shipping areas.

Alternative Titles and Specialisations:
- Brick and Tile Drawer and Setter
- Brick Handler
- Carousel Minder
OFO Code  |  OFO Detail
---|---
Ceramics Worker  |  Clay Mixer
Clay Mould Plant Operator  |  Clay Processing Labourer
Kiln Labourer  |  Porcelain Factory Worker
Pottery and Porcelain Cutter  |  Pottery and Porcelain Modeller
Pottery Process Worker  |  
862910  |  Fabric and Textile Factory Worker  
Performs routine tasks in a fabric and textile factory such as the manual cutting of canvas, upholstery and curtain fabrics, delivering materials to machines, operating automatic machines using computerised patterns, pressing partially completed and finished garments, and inspecting and finishing completed garments.  
Alternative Titles and Specialisations:  
Bundler  
Canvas Upholstery Cutter  
Cloth Burler  
Clothing and Textile Factory Worker  
Clothing or Textile Production Chargehand  
Counting and Packaging Textile Process Worker  
Counting and Packaging Clothng Process Worker  
Crochet Worker  
Textile Machine Attendant  
Textile Production Chargehand  
Textiles General Worker  
Textiles Table Hand  
Thread and Yarn Piecer  
Tying Machine Operator Woollen Mill  
Service Hand / Runner  
862911  |  Food Trade Assistant  
Performs routine tasks in support of cooks, chefs and butchers.  
Alternative Titles and Specialisations:  
Pastry Cook's Assistant  
Bakery Assistant  
Chef's Assistant  
Butcher's Assistant  
Confectioner's Assistant  
Cook's Assistant  
Assists A Cook By Performing Routine Tasks In The Kitchen Such As Preparing Ingredients, and Cleaning and Storing Equipment.  
862912  |  Component Fitter  
Fits components to specifications.  
Alternative Titles and Specialisations:  
Autoglazier  
Car Alarm Installer  
Exhaust and Muffler Fitter  
Motor Vehicle Parts and Accessories Fitter (General)  
Radiator Fitter  
Radiator Repairer  
Tyre Fitter and Aligner  
Tyre Serviceman / Serviceperson
862913 **Event Assistant**
Assist with the implementing of an event's design, activities and production.
Alternative Titles and Specialisations:
- Event Volunteer
- Event Support Assistant

862914 **Sheltered Workshop Worker**
Performs routine tasks in sheltered workshops.

862915 **Chemical Mixer**
Mixes chemicals as per prescription.

862916 **Farm Maintenance Worker**
No descriptor

862917 **Crossing Supervisor**
Assists children, disabled and other pedestrians to cross roads by stopping traffic and ensuring all pedestrians have crossed safely before allowing traffic to flow through the crossing.

862918 **Electrical or Telecommunications Trades Assistant**
Assists electrical and telecommunications trades workers to install and maintain electrical and telecommunications systems.
Alternative Titles and Specialisations:
- Auto Electrician’s Assistant
- Measurement, Control and Instrumentation (MC&I) Assistant
- Instrument Artisan Assistant
- Artisan Aide Electrical
- Electrical Helper

862919 **Mechanic’s Assistant**
Assists motor mechanics to replace and repair worn and defective parts, re-assemble mechanical components, change oil and filters, and perform other routine mechanical tasks.
Alternative Titles and Specialisations:
- Lube Attendant
- Lubrication Attendant
- Repair Shop Assistant
- Stripper / Assembler
- Grease Room Attendant

862920 **Railways Assistant**
Assists with operating and maintaining facilities at a railway station by updating platform indicators showing train times and destinations, collecting and checking passenger tickets, giving signals for train departures, and cleaning station facilities.
Alternative Titles and Specialisations:
- Railway Guard / Porter
- Railway Surfaceman
- Railway Washout Man
- Railways Traffic Foreman
- Railways Yard Master

862921 **Sign Erector**
Erects and installs signs, and cleans signs and their sites after installation.

862922 **Electronics and Telecommunications Trades Assistant**
No descriptor

862923 **Trolley Collector**
**OFO Code**  **OFO Detail**

Collects supermarket trolleys from car parks and other areas, and returns them to the supermarket by hand or trailer. May drive a small tractor to tow the trolleys.

862924 **Stage or Studio Hand**

No descriptor

862925 **Caddie**

Assists a golfer by carrying his golf bag on the golf course.

862926 **Ticket Collector**

Collects tickets or admission passes and ushers patrons to their seats at an entertainment, sporting or recreational venue, prepares the venue before an event and locks up premises afterwards.

Alternative Titles and Specialisations:

- Cinema Attendant
- Entertainment Usher
- Gatekeeper
- Ticket Collector Railway
- Ticket Taker
- Turnstile Attendant
- Usher
- Venue Attendant