



# MANDATORY GRANTS

## Annual Training Report (ATR08/09) Workplace Skill Plan (WSP09/10)

### INFORMATION MANUAL & STEP-BY-STEP GUIDELINES

AgriSETA

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# MANDATORY GRANTS

## INTRODUCTION

The Agricultural Sector Education Training Authority (AgriSETA) was established by the Minister of Labour with the purpose to facilitate skills development within the Agri sector in South Africa. The National Skills Development Strategy (NSDS) targets, forms the framework within which this delivery is achieved, and it is the task of the AgriSETA to interact with its total stakeholder spectrum (which includes relevant government departments such as the Department of Agriculture) to ensure that these NSDS objectives are achieved to maximum benefit of the sector.

AgriSETA offers support to employers and employees for training and development programs such as Learnerships, Skills programs, ABET, Internships, Workplace Experience and Apprenticeships. Skills development is crucial for improving basic needs in the workplace and is imperative for economic progress in terms of increasing both productivity and the ability to compete internationally in an export market.

The Workplace Skills Plan (WSP) Grant application combined with the Annual Training Report (ATR) Grant application (per annum) is fixed as a percentage of levies paid by an employer per year.

An employer who makes an application on time and in the proper manner will receive 50% of the total of the levies paid over to the South African Revenue Service (SARS) (per annum). This grant application has been prepared in terms of Annexure 2, Skills Development Act, 1998, SETA Grant Regulations, Application for Mandatory Grant by Employer [Regulation 6(1) (A)].

The Workplace Skills Planning (WSP) Grant and the Annual Training Report (ATR) Grant are central to skills development system, which is responsive to the economic and social needs of South Africa. The ATR allows employers to monitor the achievement of the skills priorities and skills development objectives that were outlined in the WSP. Where there are variations between the WSP and the ATR, the ATR provides employers and Skills Development Facilitator's (SDF's) with an opportunity to analyse reasons for non-completion of planned training.

As government is focusing on the eradication of skills in which a shortage exist, employers and SDF's are advised to, in as far as possible, align their WSP's to the Agri-sector's scarce and critical skills as recorded in Chapter 4 of the Sector Skills Plan which can be accessed on our website [www.agriseta.co.za](http://www.agriseta.co.za) under the Skills Planning menu.

## CONFIDENTIALITY

AgriSETA recognises the need for absolute discretion in respect of the information requested in the grant application and employers are assured that all information received will be treated with the highest regard for confidentiality. Information received in the grant applications are aggregated for the purposes of the Sector Skills Plan (SSP), research and strategic directives.

## SDL EXEMPTION

An employer is exempted from paying Skills Development levy if the total leviable amount of all its employees over the next 12 months are less than R500 000.00. Employers who are exempted from paying SDL are also exempted from submitting an Annual Training Report or Workplace skills plan. For more information on SDL exemption please contact your closest SARS office.

# MANDATORY GRANTS

## SUBMISSION GUIDELINES

**NOTE:** As government is focusing on the eradication of skills in which a shortage exist, employers and SDF's are advised to, in as far as possible, align their WSP's to the Agri-sector's scarce and critical skills as recorded in Chapter 4 of the Sector Skills Plan. The Sector Skills Plan can be downloaded from our website.

If the employer does not claim a mandatory grant by the deadline date, the Seta must immediately (in terms of the relevant regulations) transfer the employer's unclaimed mandatory grant funds to the discretionary grant fund. In terms of the relevant regulations, requests for extensions and late grant submissions will **NOT BE ACCEPTED** by the Seta. The penalty for submitting mandatory grant applications late is losing the grant in full. The only exception to this is where an application for the WSP is submitted within 6 months of registration in the case of an employer who has registered for the first time in terms of section 5(1) of the Skills Development Levies (SDL) Act.

A Seta may not pay any grant to an employer who is liable to pay the SDL in terms of section 3(1) of the SDL Act unless the employer:

- has registered with the Commissioner in terms of the SDL Act
- has paid the levies directly to the Commissioner in the manner and within the period determined in the SDL Act
- is up to date with the levy payments to the Commissioner at the time of approval and in respect of the period for which an application is made
- has submitted a WSP & ATR within the timeframes prescribed
- is registered with AgriSETA and the levy contributions are up-to-date.
- Employers who fail to meet the prescribed criteria will forfeit the grant.
- The WSP and the ATR completed correctly and submitted in the required format.
- The WSP and ATR must be submitted to AgriSETA by no later than **30 JUNE 2009** in terms of the Department of Labour deadline.
- In terms of Section 10(2) of the Grant regulations, a SETA may not pay a Mandatory Grant to an employer unless the employer has submitted a Training Report in respect of the implementation of the previous year's Workplace Skills Plan.

## AGRISETA (SMS) SYSTEM ACCESS

All registered SDF's have access to AgriSETA's SMS System, where they are able complete and submit the WSP's and ATR's online, check Levies received, Grant Payments and update organisation information. To access this system please go to our website at [www.agriseta.co.za](http://www.agriseta.co.za) under Levies and Grants, click on the link "SDF Logon" or go to <http://196.4.89.14/cdas/agriseta.asp>. For username and Password queries please contact Racquel Bergman on 012-301-5619 or Lulu Engelbrecht on 012-301-5637

## DOCUMENTATION

**TAKE NOTE:** The AgriSETA DOES NOT require any ORIGINAL documentation. **E-mail, Scan or Fax copies will be sufficient.**

This includes:

- ❖ ATR/WSP Application
- ❖ Signed Authority Pages
- ❖ Proof of Training
- ❖ Banking Details

# MANDATORY GRANTS

## TERMS USED

AgriSETA	Agricultural Sector Education and Training Authority
SETA	Sector Education and Training Authority
ATR	Annual Training Report
WSP	Workplace Skills Plan
SDF	Skills Development Facilitator
SDL	Skills Development Levy
SIC Codes	Standard Industrial Classification Codes
OFO	Organized Framework of Occupations
SAQA	The South African Qualification Authority
Employed (18.1)	All employees permanently employed
Unemployed (18.2)	Temporary / Season / Contract workers
GET	General Education and Training
FET	Further Education and Training
HET	Higher Education and Training
50 or more	Employers employing 50 or more PERMANENT employees
Less than 50	Employers employing Less than 50 PERMANENT employees
Financial year / Scheme Year	1 April to 31 March
M	Male
F	Female
D	People with a disability
ABET	Adult Basic Education Training (Numeracy & Literacy)
Learning Programs	Any formal learning program
SMS	Seta Management System (Deloitte)

## QUALITY CONTROL

- ✓ All fields in the application must be comprehensively completed
- ✓ The appropriate persons must sign the authorization page
- ✓ Proof of training has to be submitted with mandatory grant application
- ✓ The latest banking details, if not previously submitted, or changes thereto must be submitted to AgriSETA (including: Copy of cheque, or original cancelled cheque; or confirmation letter from bank)

## INCOMPLETE/INCORRECT ATR OR WSP

If any part of the document is incomplete or incorrect we will notify the SDF/Employer at our earliest convenience. Insufficient detail or errors on these applications needs to be corrected and resubmitted to AgriSETA before application can be approved for payment. **THE SOONER AGRISETA RECEIVES THE RESUBMISSION THE SOONER THE EMPLOYER WILL BE PAID.**

**If resubmission is not received by latest 29 January 2010 the application will be regarded as a late submission, rejected and the employer will forfeit their grant payment.**

# MANDATORY GRANTS

## GRANT PAYMENTS

Mandatory Grants are being disbursed quarterly. The prospective dates for grant payments are: March, June, September, December. Take note that these dates may change

## CORRESPONDENCE FROM AGRISETA

All SDF's & Employers will receive the following correspondence from AgriSETA:

➤ **Notice of availability of NEW format**

All SDF's & Employers will be notified via e-mail/fax when the new formats are available on our website.

➤ **Reminders of ATR/WSP Submission**

All SDF's & Employers will receive 2 to 3 reminders during months/weeks prior to the due date.

➤ **Confirmation of Receipt of ATR/WSP**

All SDF's & Employers will receive a Confirmation of Receipt of the ATR/WSP once received by AgriSETA. (PS: Confirmation will not be given telephonically)

➤ **Notice of Incomplete/Incorrect Applications: (If applicable)**

SDF's & Employers will be informed of any insufficient details or errors on the Application.

➤ **Approval Letter:**

SDF's & Employers will receive an Approval Letter once the complete application has been captured and Approved for payment by AgriSETA. The Grant Payment dates will also be included on this letter.

➤ **Grants paid letter:**

This letter will automatically be sent via the SMS system once an employer has been paid. This letter will be sent to the SDF. It is the SDF's responsibility to inform the Employer of the grant payment.

The following correspondence may be sent to specific employers/SDF:

➤ **On-Hold Letter**

This letter will only be sent to SDF's & Employers if:

- 1) First time participation (excluding newly registered employers)
- 2) No WSP submission for previous scheme year
- 3) No training completed / ATR rejected/ No proof of training provided

➤ **Bank details request/confirmation**

This letter will only be sent to SDF's & Employers if:

- 1) No Banking details submitted to AgriSETA (copy of cheque/bank letter)
- 2) Banking details changed
- 3) Organisation names on banking details and SARS registration differs

➤ **Rejected Letter**

This letter will only be sent to SDF's & Employers if:

- 1) No response with regard to resubmission
- 2) ATR/WSP not completed in full
- 3) Employers have been exempted from paying SDL

# Skills Development Facilitator (SDF)

## Appointment/nomination of Skills Development Facilitator

- Every employer must appoint/nominate an employee or any other person who is formally contracted to the employer as a Skills Development Facilitator.
- Employees with fewer than 50 employees or with a turnover less than that specified in Schedule 4 to the Employment Equity Act, 1998 (Act 55 of 1998) may jointly appoint a Skills Development Facilitator.
- The employer must submit to the Seta the name and contact details of the person who is to serve as Skills Development Facilitator.
- If the Skills Development Facilitator leaves the employer's service, the employer must forthwith:
  - o Appoint/nominate a new Skills Development Facilitator; and
  - o Submit the name and contact details of the new facilitator to the Seta via SMS
- A Seta may publish criteria for the appointment/nomination of Skills Development Facilitators.

## Functions to be performed by the Skills Development Facilitator

The functions of a Skills Development Facilitator are to:

- assist the employer and employees to develop a Workplace Skills Plan which complies with the requirements of the Seta;
- submit the Workplace Skills Plan to the relevant Seta;
- advise the employer on the implementation of the Workplace Skills Plan;
- assist the employer to draft an annual training report on the implementation of the Workplace Skills Plan which complies with the Seta's requirements;
- advise the employer on the quality assurance requirements set by the Seta;
- act as a contact person between the employer and the sector Seta; and
- serve as a resource with regard to all aspects of skills development.

The employer must provide the Skills Development Facilitator with the resources, facilities and training necessary to perform the functions set out in sub-item (1).

## Consultation with employees

An employer with more than 50 employees must take reasonable steps to consult and attempt to reach agreement on the appointment/nomination of a Skills Development Facilitator, the Workplace Skills Plan and the Annual Training Report:

- with a representative trade union representing members at the workplace and its employees or representatives nominated by them; or
- if no representative trade union represents members at the workplace, with its employees or representatives nominated by them.
- The employees or their nominated representative with whom an employer consults in terms of sub-item (1), taken as a whole, must reflect the interests of employees from across all occupational categories and levels of the employer's workforce.
- Sub-items (1) and (2) do not apply if an employer and a registered trade union have concluded a collective agreement in terms of section 86(1) of the Labour Relations Act, conferring joint decision-making on a workplace forum in respect of the matters contemplated by sub-item (1).

## Register of new Skills Development facilitator

Go to [www.agriseta.co.za](http://www.agriseta.co.za), Levies & Grants, SDF Logon & Registration

- Remember to include the SDL number(s) by selection "Register an Employer"
- SDF will only be granted access on SMS once AgriSETA receives a confirmation of appointment from employer.

# PROOF OF TRAINING COMPLETED

According to the New Grant Regulations employers who complete and submit an Annual Training Report are required to submit proof of training as stated on the ATR in order for AgriSETA to approve the Mandatory Grant Application for payment.

## TAKE NOTE:

- ❖ We request **only a SAMPLE** of some of the training stated as completed on the ATR
- ❖ We request **only a MAXIMUM** of 5 (Five) pages of proof of training **per SDL** number.
- ❖ Only send proof of training from 1 April 2008 up to 31 March 2009.
- ❖ Ensure that your company name, date of training, type of training is clearly stated on all proof of training sent to AgriSETA
- ❖ We do not request any original documentation. Clear copies via e-mail (scan) or fax will be sufficient.

## DON'TS:

- **Do not** send more than 5 pages per SDL number.  
(If we need more we will send you a written request)
- **Do not** send more than 1 page per course/learning program  
*(In other words: Do not send a certificate + invoice + attendance register for example tractor training)*
- **Do not** send proof of training for **each employee** who received training, only send proof per course/learning program completed  
*(In other words: If 20 employees completed tractor training, only sent 1 of the certificates NOT all twenty or even five certificates)*
- **Do not** send any petrol/tollgate slips, catering/refreshment invoices or airline tickets. (Not sufficient)
- **Do not** send any registration forms, quotation or booking forms. (Not sufficient)

## Proof of training may consist of the following:

TYPE OF PROOF:	<b>IMPORTANT INFO WITH REGARD TO PROOF: (Dates &amp; company name must be clear on all proof)</b>
1. <b>Copies of Invoices:</b> <b>(Preferred proof)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure invoice dates are clear and for the correct scheme year (1 April 2008 to 31 March 2009)</li> <li><input type="checkbox"/> Ensure the company name is clearly stated on the invoice</li> <li><input type="checkbox"/> Ensure type of training is clearly stated on the invoices</li> </ul>
2. <b>Copies of Certificates:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> If company name is not stated (printed) on certificate the company stamp must be on the certificate</li> <li><input type="checkbox"/> Or state SDL number, company name on page &amp; initial it.</li> </ul>
3. <b>Copies of Attendance Registers</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure the company name is clearly stated on attendance registered (Company stamp may also be used or state SDL number, company name on page &amp; initial it)</li> <li><input type="checkbox"/> Ensure the period of training and/or date is clearly stated</li> <li><input type="checkbox"/> Ensure type of training is clearly stated</li> </ul>
4. <b>Summary of Training:</b> <b>(For In-house training only)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> This is only for In-house or On-the-Job training!</li> <li><input type="checkbox"/> Summary of training must be confirmed on company letterhead</li> <li><input type="checkbox"/> Date/Period of training must be clearly stated</li> <li><input type="checkbox"/> Type of training completed must be clearly stated</li> <li><input type="checkbox"/> Must be signed by owner/managing partner/trustee</li> </ul>

Remember: NO Proof of Training = No payment

# MANDATORY GRANTS

## WHERE TO GET THE APPLICATION FORMS

The Mandatory Grant Applications (ATR & WSP) are available for download from our website: [www.agriseta.co.za](http://www.agriseta.co.za), Levies & Grants, Mandatory Grants.

## WHAT TO COMPLETE

The Mandatory Grant Application (ATR08/09 & WSP09/10) can be submitted either per "HARD COPY" or "ON-LINE" via the Seta Management System (SMS)

**NOTE: SELECT ONLY ONE OPTION: EITHER Hard Copy OR on-line**

### 1. HARD COPY: Download or Print version:

SDF's/Employers can e-mail or fax or post or hand deliver the fully completed ATR & WSP, Signed Authority Page and Proof of Training to AgriSETA

There are two Hard Copy applications available for both Template A & Template B:

**Download (Excel)**

**TEMPLATE A  
(Less than 50)**

**Download (Excel)**

**TEMPLATE B  
(50 & more)**

Select one of the DOWNLOAD versions to SAVE and COMPLETE the application on your computer

**Print (PDF)**

**TEMPLATE A  
(Less than 50)**

**Print (PDF)**

**TEMPLATE B  
(50 & more)**

Select one of the PRINT (PDF) versions to PRINT and COMPLETE the application by hand (in pen)

### 2. ON LINE: Via internet – SDF: Username & Password

All registered SDF's have access to AgriSETA's SMS System. ATR & WSP can be completed and SUBMITTED on line. ONLY signed Authority page and proof of training need to be send to AgriSETA via e-mail (scanned) or fax or post or hand delivery.

## **IMPORTANT INFO BEFORE COMPLETING THE ATR08/09 & WSP09/10 TEMPLATES**

**TIP:** COMPLETE THE TEMPLATE **DIRECTLY** ON YOUR COMPUTER/PC/LAPTOP/NOTEBOOK

**Reason:** Special features have been included in the new improved excel formats including automatic calculations, automatic error pop-ups, automatic data validations etc. etc. etc...

**IT'S BEEN TESTED AND WORKS EXCELLENT!**

**Another TIP:** Keep these guidelines close by while completing the ATR08/09 & WSP09/10 templates.

*It will help you a lot!*

## **Do's and Don'ts – PLEASE READ**

### **DO'S**

- Only make use of the latest/new templates available;
- Select and complete **only ONE** of the 2 templates;
- Either complete a Hard Copy **OR** the On Line Version;
- Ensure document is completed/signed in FULL before sending it to AgriSETA with proof of training

### **DON'TS**

- Do not make use of any old/previous formats
- Do not change/delete any information on any of the templates
- Do not complete a Hard Copy Template **AND** the On-Line Version.
- Do not send application to AgriSETA if not fully completed

**SUBMISSION DEADLINE:**

**30 JUNE 2009**

**NO EXTENSION OR EXCEPTIONS**

## Selecting correct ATR08/09 & WSP09/10 HARD COPY Template

The new Annual Training Reports (ATR) and Workplace Skills Plans (WSP) are now on Microsoft Excel format. There are 2 Templates to choose from – ONLY SELECT AND COMPLETE ONE OF THE FOLLOWING TEMPLATES:

TEMPLATE  
A

**ATR08/09 & WSP09/10:**  
Less than 50 PERMANENT employees

**Only select this template (A) IF:**

- Employer is employing LESS than 50 **PERMANENT** employees.  
(As on 1 April 2009)

TEMPLATE  
B

**ATR08/09 & WSP09/10:**  
50 or more PERMANENT employees:

**Only select this template (B) IF:**

- Employer is employing 50 or more **PERMANENT** employees.  
(As on 1 April 2009)

### **Other scenarios:**

*If you have completed a Less than 50 format (WSP08/09) last year but this year you have more than 50 employees, complete Template B (50 or More) but complete the Annual Training Report part (ATR08/09) on the Less than 50 format (Template A)*

*If you have completed the 50 and more format (WSP08/09) last year but this year you have less than 50 employees complete Template A (Less than 50) but complete the Annual Training Report part (ATR08/09) on Template B.*

## Contents of ATR08/09 & WSP09/10 HARD COPY Templates

### TEMPLATE A

LESS THAN 50

**TAB:** !Important!

**TAB:** Cover

**TAB:** Section A & B

- Section: A: Org Info
- Section: B: SDF Info

#### **Annual Training Report 08/09**

**TAB:** Section C

- Section C1: Training Profile for 08/09
- Section C2: Learning Programs Completed 08/09
- Section C3: ABET Completed 08/09
- Section C4: Amount spend on training 08/09

#### **Workplace Skills Plan 09/10**

**TAB:** Section D (a)

- Section D1: Employment profile
- Section D2: Planned Training profile 09/10
- Section D3: Planned Learning Programs 09/10
- Section D4: Budget amount for training 09/10

**TAB:** Section D (b)

- Section B5: Planned ABET for 09/10
- Section B6: Planned Scarce Skills for 09/10

**TAB:** Section E & F

- Section E: Authorization
- Section F: Bank Details

--- END ---

### TEMPLATE B

50 AND MORE

**TAB:** !Important!

**TAB:** Cover

**TAB:** Section A: Org Info

**TAB:** Section B & C

- Section: B: SDF Info

#### **Annual Training Report 08/09**

- Section C: ABET Completed 08/09

**TAB:** Section D:

- Section D1: Learning Programs Completed 08/09
- Section D2: Amount spend on training 08/09

**TAB:** Section E: **(ONLY IF NORMAL FORMAT WAS USED LAST YEAR)**

- Section E: Report on all employees trained 08/09

**OR**

**TAB:** Section E (18.1): **(ONLY IF OFO FORMAT WAS USED LAST YEAR)**

- Section E (18.1): Report on employees trained 08/09 – EMPLOYED

**TAB:** Section E (18.2): **(ONLY IF OFO FORMAT WAS USED LAST YEAR)**

- Section E (18.2): Report on employees trained 08/09 – UNEMPLOYED

#### **Workplace Skills Plan 09/10**

**TAB:** Section F: Employees per province

**TAB:** Section G (18.1): Current employment profile – EMPLOYED

**TAB:** Section: G (18.2): Current employment profile – UNEMPLOYED

**TAB:** Section H:

- Section H1: Planned Learning Programs for 09/10
- Section H2: Budget amount for training for 09/10

**TAB:** Section I (18.1) Employees to be trained 09/10 - EMPLOYED

**TAB:** Section I (18.2) Employees to be trained 09/10 – UNEMPLOYED

**TAB:** Section J

- Section J1: Planned ABET for 09/10
- Section J2: Scarce Skills for 09/10

**TAB:** Section K:

- Section K1: Authorisation
- Section K2: Bank Details

--- END ---

# STEP-BY-STEP GUIDELINES FOR COMPLETION OF HARD COPIES

## TEMPLATE A

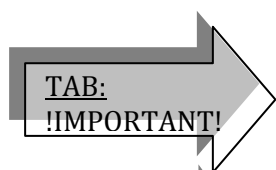


**ATR08/09 & WSP09/10:**  
Less than 50 PERMANENT employees

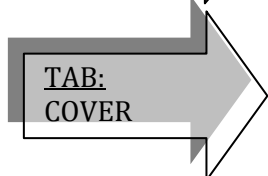
**Only select this template (A) IF:**

- Employer is employing LESS than 50 **PERMANENT** employees. (As on 1 April 2009)

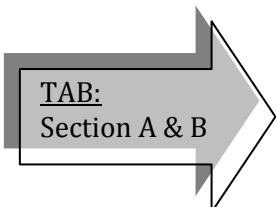
Open the template on your computer. You will notice there are 7 (seven) tabs at the bottom of the screen. Each Tab will now be explained.



- Nothing has to be completed on this tab
- This tab is to ensure you have selected the correct template and printed this Step-by-Step guidelines
- If you cannot send this template electronically (via e-mail) in other words you will only print this application, please do not send this tab to AgriSETA



- This is the cover page of the complete application
- Complete the SDL number.
- Complete organisation's registered and trading name



### Section A: ORGANISATION INFORMATION:

- **A1:** Complete organisation's registered and trading name as registered with the receiver of revenue (SARS) ) (*Example: A Roux t/a Apple Farm*)
- **A2:** Complete SDL number. Only one digit per block.

**NOTE:** You will find your SDL number on the EMP201 form that you complete & sent to SARS each month

- **A3 to A7:** Complete physical address, postal address, telephone number, fax number and e-mail address of organisation.
- **A8-A11:** Complete full name, position in org, telephone or cell number and e-mail address of contact person in organisation (Other than SDF)
- **A12:** Complete the number of PERMANENT employees (as on 1 April 2009). Complete the number of TEMPORARY/SEASONAL/CONTRACT workers (as on 1 April 2009)

**NOTE:** Only include employees/workers for whom SDL is paid over to SARS

- **A13:** Select the SIC Code (only one) that describes your business activity the best and complete it in the provided blocks.

**NOTE:** Turn to page 24 for list of SIC Codes

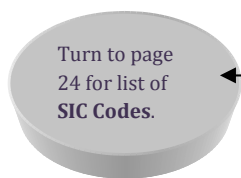
- **A14:** Complete total payroll (amount) for the previous financial year.)

**NOTE:** Financial year means from 1 April 2008 to 31 March 2009

### Section B: SKILLS DEVELOPMENT FACILITATOR (SDF) INFORMATION

- **B1-B7:** Complete full name, ID No, address, telephone number, fax number and e-mail address of SDF.

**NOTE:** Turn to page 7 for more information about SDF's



**Annual Training Report for 2008/2009**

**Section C1: Training profile report for 2008/2009**

- Complete the number of all employees who received training since 1 April 2008 up to 31 March 2009 (This includes all permanent, temporary, seasonal and or contract workers for whom SDL is paid over to SARS)

**Section C2: Learning programs completed during 2008/2009**

- Complete the 3 most important (according to the organisation) learning programs that have been completed in 2008/2009 (From 1 April 2008 up to 31 March 2009)
- **Do not** complete/state any ABET training on this section. ABET should only be completed on Section C3
- Proof of these Learning Programs completed and listed here have to be attached to you application and send to AgriSETA.

**NOTE: For more information regarding Proof of Training turn to page 8**

**Section C3: ABET completed during 2008/2009**

- Complete if any ABET (Adult Basic Education Training) – namely LITERACY and NUMERACY programs have been completed during 2008/2009 (From 1 April 2008 up to 31 March 2009)

**Section C4: Amount spend on training during 2008/2009**

- Complete the estimated cost of all training completed during 2008/2009 (From 1 April 2008 up to 31 March 2009)

**TAB:**  
Section C

Turn to page  
8 for Proof of  
Training info

**WORKPLACE SKILLS PLAN FOR 2009/2010**

**Section D1: Employment profile as on 1 April 2009**

- Complete all employees as on 1 April 2009. This includes all permanent, temporary, seasonal and contract workers for whom SDL is paid over to SARS
- Complete the total number of employees per age group
- These two totals should add up to the same number as well as to the total on Tab A & B no A12.

**Section D2: Planned training profile**

- Complete all employees who you plan to train during 2009/2010 from 1 April 2009 up to 31 March 2010. This includes all permanent, temporary, seasonal and contract workers for whom SDL is paid over to SARS.

**Section D3: Planned Learning Programs for 2009/2010**

- **A List of Learning Programs are available on our website** Select & complete only the 3 most important Learning Programs.
- **Do not** complete/state any ABET training on this section. ABET should only be completed on Section D5

**Section D4: Budget amount of Training for 2009/2010**

- Complete the estimated amount that you plan to spend on training during 2009/2010 (From 1 April 2009 up to 31 March 2010)

**TAB:**  
Section D (a)

List of Learning  
Programs:  
[www.agriseta.co.za](http://www.agriseta.co.za)  
Mandatory Grants

**WORKPLACE SKILLS PLAN FOR 2009/2010**

**Section D5: Planned ABET for 2009/2010**

- If you plan to expose any of your employees to ABET (Adult Basic Education Training) programs namely LITERACY & NUMERACY, complete the total number of employees per ABET level.

**Section D6: Planned Scarce Skills for 2009/2010**

- AgriSETA is currently in the process of determining priority Scarce Skills in the sector. To assist up, please list a maximum of 3 (three) scarce skills in your sector

**NOTE: A scarce skill refers to that skill which you consistently have difficulties in finding**

For assistance please refer to the scarce skills guide which contains a provisional list of scare skills. You may add any other scarce skill not appearing on the list. This list is available on our website @ [www.agriseta.co.za](http://www.agriseta.co.za), Skills Planning, Scarce & Critical Skills. Or you can obtain a copy from [caren@agriseta.co.za](mailto:caren@agriseta.co.za). Tel: 012-325-1655

**TAB:  
Section D (b)**

**Section E: Authorisation**

This is the most important page. Please complete and sign in full.

- Complete the full name of Owner/Managing Partner or Trustee. Also complete a direct contact telephone number for verifications.
- Complete the full name of the SDF (Skills Development Facilitator). Also complete a direct contact telephone number for verification.

**NOTE: Only an original signature is valid. In other words you cannot paste a scanned copy of the signatures on this page. You need to print this page in order for the relevant persons to sign this document.**

**Section F: Bank details**

- Complete all information relevant to bank details in full
- Attach at least one of the following to this application for confirmation of bank details:
  - Copy of cheque
  - Original cancelled cheque
  - Letter from bank confirming bank details
- Bank details have to be confirmed by the organisation. Complete the full name and position of persons confirming these bank details. They also need to sign.

**TAB:  
Section E & F**

**YOU ARE NOW DONE!!**

Now send completed application & Proof of Training to AgriSETA

E-mail: [amandie@agriseta.co.za](mailto:amandie@agriseta.co.za)  
Fax: 0123255845 or 0865327041

**IMPORTANT NOTE:**

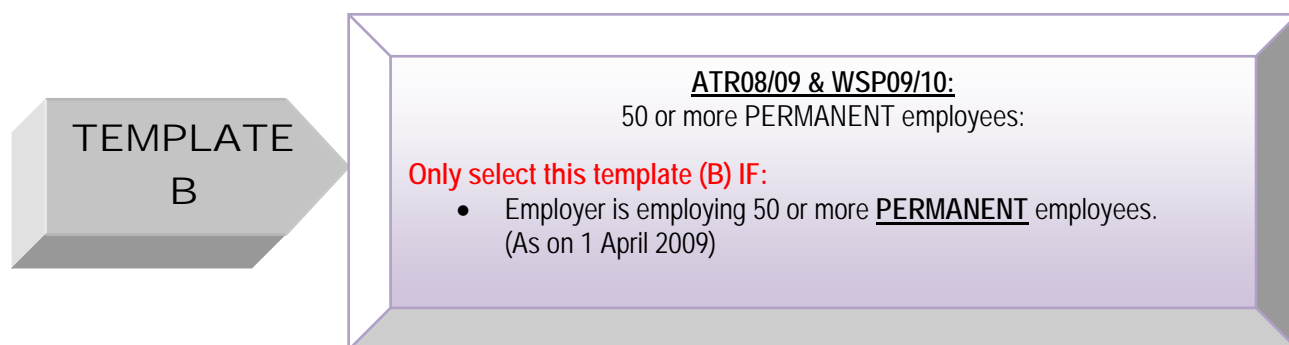
**We DO NOT request any original documents.**

ATR08/09 & WSP09/010: E-mail versions or faxed copies are sufficient  
Authority page: E-mail version (In other words scanned) or faxed copies are sufficient.  
Proof of training: E-mail version (in other words scanned) or faxed copies are sufficient.

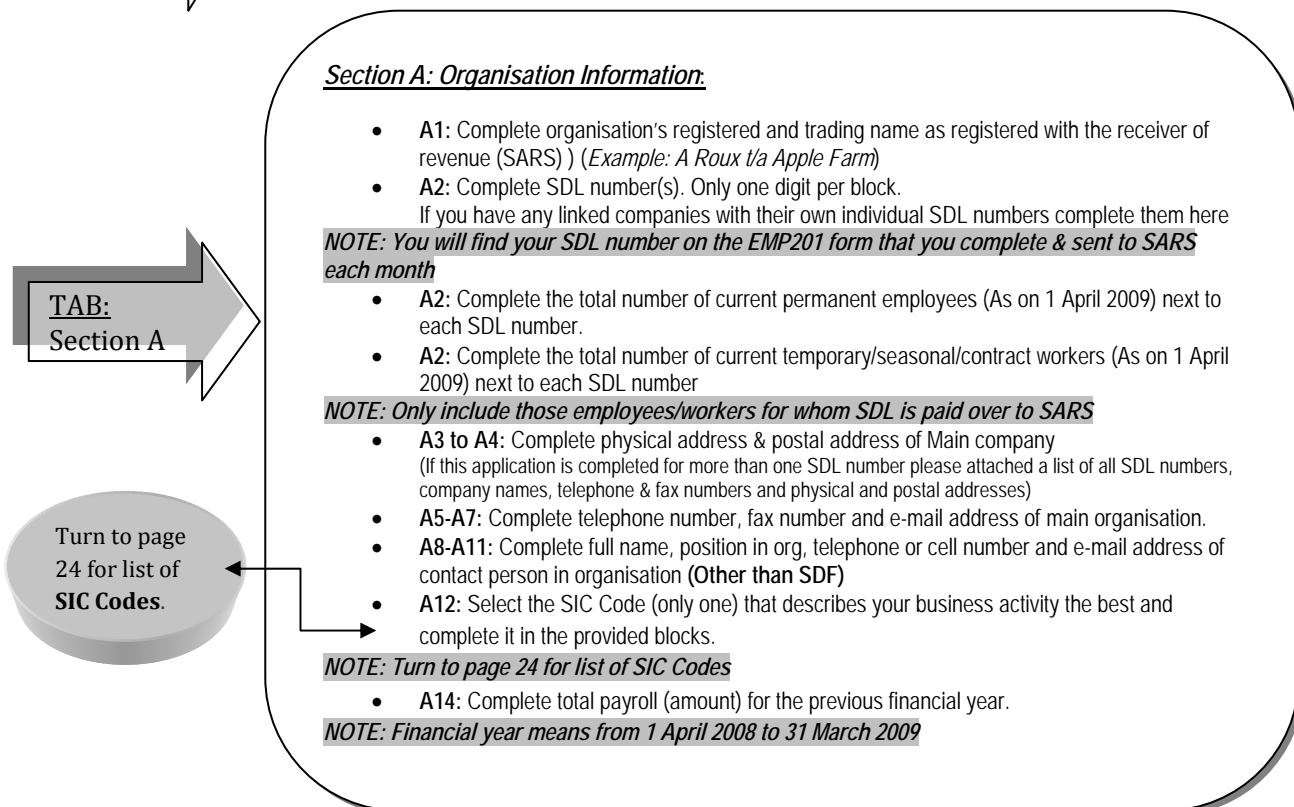
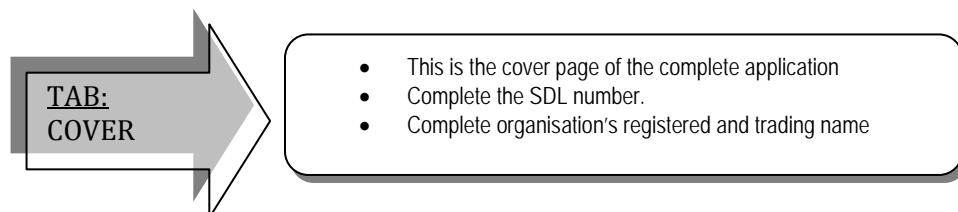
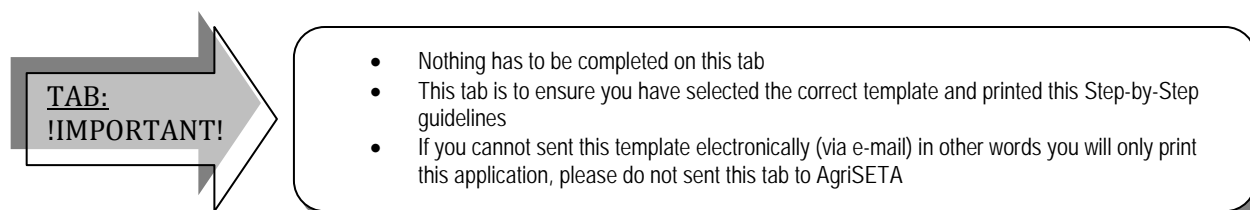
**PLEASE DO NOT SEND DOCUMENTATION MORE THAN ONCE**  
(In other words please DON'T fax **AND** e-mail **AND** post **AND** deliver documentation to AgriSETA)

# STEP-BY-STEP GUIDELINES FOR COMPLETION OF HARD COPIES

## TEMPLATE B



Open Template B on your computer. You will notice on this Template there are 16 (sixteen) tabs at the bottom of the screen. Each Tab will now be explained.



Turn to page 7 for SDF Info

TAB: Section B & C

**Section B: SKILLS DEVELOPMENT FACILITATOR (SDF) INFORMATION**

- B1-B7: Complete full name, ID No, address, telephone number, fax number and e-mail address of SDF.

**NOTE: Turn to page 7 for more information regarding SDF's**

**Annual Training Report for 2008/2009**

**Section C: ABET completed during 2008/2009**

- Complete this section if any ABET (Adult Basic Education Training) – namely LITERACY and NUMERACY programs have been completed during 2008/2009 (From 1 April 2008 up to 31 March 2009)

**ANNUAL TRAINING REPORT 2008/2009**

**Section D1: Report on Learning Programs completed during 2008/2009**

- List all Learning Programs that have been addressed or completed during 2008/2009
- Do not complete/state any ABET training on this section. ABET should only be completed on Section C

**Important Info:**

List **ALL** learning programs completed even if it has not been indicated last year on the WSP08/09. Try to group some of the training together. E.g. **Driver & Operator training** includes Tractor Driver, Forklift operator, Drivers license etc.

**NOTE: See List of Learning Program on our website for more information**

- Once the Learning Programs have been listed, complete (with a X in the appropriate box) at which education level it was completed
- PLEASE DO NOT COMPLETE ANY ABET TRAINING ON THIS SECTION. ABET should only be completed on Tab B & C, Section C.

**IMPORTANT NOTE:**

**PROOF OF THESE LEARNING PROGRAMS COMPLETED HAVE TO BE SUBMITTED TO AGRISETA**

**Section D2: Amount spend on training during 2008/2009**

- Complete the estimated amount that you spend on training during 2008/2009 (From 1 April 2008 up to 31 March 2009)

TAB: Section D

List of Learning Programs:  
[www.agriseta.co.za](http://www.agriseta.co.za)  
Mandatory Grants

Turn to page 8 for Proof of Training info

**!! IMPORTANT INFO!!!**

SELECT AND COMPLETE **ONLY (1) ONE** OF THE FOLLOWING SECTIONS:

**EITHER**

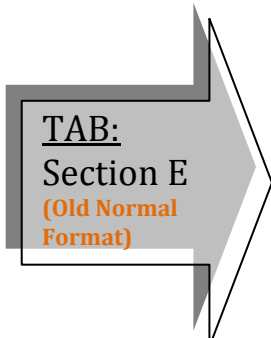
**Option 1: SECTION E:**

SELECT AND COMPLETE ONLY THIS SECTION IF THE **NORMAL FORMAT** WAS COMPLETED LAST YEAR (In other words the OFO WSP08/09 format was NOT completed)

**OR**

**Option 2: SECTION E (18.1 & 18.2)**

SELECT & COMPLETE ONLY THIS SECTION IF THE **OFO FORMAT** WAS COMPLETED LAST YEAR (In other words the NORMAL WSP08/09 was NOT completed)



**ANNUAL TRAINING REPORT 2008/2009**

**Section E: Report on Beneficiaries who received training during 2008/2009**

- Complete beneficiaries who received/completed learning programs as Stated on Section B
- Please indicate the number of beneficiaries who received training and NOT the number of programs complete. (In other words count each recipient of training only once)
- Complete all beneficiaries per main occupational group.
- Complete all beneficiaries of training per EMPLOYED (Permanent) and UNEMPLOYED (Temporary/Season/Contract workers)
- **VERY IMPORTANT:** Remember to complete the learning programs numbers next to the number of beneficiaries.

**Example:** If there were 5 permanently employed managers who completed training and 2 of them completed learning program number 1 and three of them completed learning programs number 2&3 complete as:

<b>!!! REMEMBER TO INDICATE THE L/PROGRAM NUMBER(S) TO BE ATTENDED OR COMPLETED AS LISTED ON PREVIOUS TABLE (A2) NEXT TO THE BENEFICIARIES!</b>			Number of beneficiaries per population group														
			African			Coloured			Indians			Whites			Total		
Occupation Categories	EMPLOYEES TRAINED IN 2008-2009	L/Program number as listed on C: E.g.: 1; 2; 4 & 5	M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
MANAGERS	TRAINED: EMPLOYED	1,2,3	4										1		4	1	0
	TRAINED: UNEMPLOYED (Temps/Seasonal/Contract workers)														0	0	0

# STEP-BY-STEP GUIDELINES FOR COMPLETION OF HARD COPIES

## TEMPLATE B

**TAB:**  
Section E (18.1)  
(OFO Format)

Turn to Page 25  
for the AgriOFO  
list

### ANNUAL TRAINING REPORT 2008/2009

#### Section E (18.1) Report on Beneficiaries who received training in 2008/2009 – EMPLOYED ONLY

- Complete the number of beneficiaries (**PERMANENT – EMPLOYED**) who received training during 2008/2009 (from 1 April 2008 up to 31 March 2009) per:
  - OFO: Digit Code
  - OFO: Occupational group or Alternative Title or Job Title or Specialization
  - Race
  - Gender
- Complete the learning program numbers as stated on Section D, next to number of employees who received training.

**NOTE:** Turn to page 25 for the AgriOFO list

**Example:** If there were 1 permanent employed financial manager who completed learning program number 1 and 3 complete as:

OFO Digit code						Occupational Group or Alternative Title/ Job Title/ Specialisations <i>Example: Financial Manager</i>	L/Program number as listed on D1: <i>E.g.: 1; 2; &amp; 5</i>	AFRICAN			COLOURED			ASIAN/ INDIAN			WHITES			TOTAL					
1	2	3	4	5	6			M	F	D	M	F	D	M	F	D	M	F	D	M	F	D			
1	3	2	2	0	1	Finance Manager	1,3													1			0	1	0

**TAB:**  
Section E (18.2)  
(OFO Format)

Turn to Page 25  
for the AgriOFO  
list

### ANNUAL TRAINING REPORT 2008/2009

#### Section E (18.2) Report on Beneficiaries who received training in 2008/2009 – UNEMPLOYED ONLY

- Complete the number of beneficiaries (**TEMPORARY/SEASONAL/CONTRACT WORKERS – UNEMPLOYED**) who received training during 2008/2009 (from 1 April 2008 up to 31 March 2009) per:
  - OFO: Digit Code
  - OFO: Occupational group or Alternative Title or Job Title or Specialization
  - Race
  - Gender
- Complete the learning program numbers as stated on Section D1, next to number of employees who received training.

**NOTE:** Turn to page 25 for the AgriOFO list

**Example:** If there were two temporary mill workers who completed learning program number 1 and 3 complete as:

OFO Digit code						Occupational Group or Alternative Title or Job Title or Specialisations <i>Example: Financial Manager</i>	L/Program number as listed on D1: <i>E.g.: 1; 2; &amp; 5</i>	AFRICAN			COLOURED			ASIAN/ INDIAN			WHITES			TOTAL		
1	2	3	4	5	6			M	F	D	M	F	D	M	F	D	M	F	D	M	F	D
8	3	1	1	0	6	Mill Workers	1,3	2												2	0	0

# STEP-BY-STEP GUIDELINES FOR COMPLETION OF HARD COPIES

## TEMPLATE B

**TAB:**  
Section F

### WORKPLACE SKILLS PLAN 2009/2010

#### Section F: Employees per province (As on 1 April 2009)

- Complete all employees (including all permanent, temporary, seasonal, contract workers as on 1 April 2009) per province.
- This total should add up to the Grant total on Tab: Section A, no A2.

**TAB:**  
Section G (18.1)

### WORKPLACE SKILLS PLAN 2009/2010

#### Section G (18.1) Current employment profile as on 1 April 2009 - EMPLOYED ONLY

OFO INFORMATION COMPLETED ON THIS SECTION WILL AUTOMATICALLY PULL TROUGH TO SECTION I (18.1)

- Complete the number of employees (PERMANENT – EMPLOYED) as on 1 April 2009 per;
  - OFO: Digit Code
  - OFO: Occupational group or Alternative Title or Job Title or Specialization
  - Race
  - Gender
  - Total per age group
- The total per race and total per age should add up to the same number.
- Totals in this table should add up to Tab: Section A, no A2 and Tab: Section F

Turn to Page 25  
for the AgriOFO  
list

**NOTE: Turn to page 25 for the AgriOFO list**

**Example:** If there are 10 (Permanent) Agricultural mobile Equipment operators (OFO: 721101) complete them as:

OFO Digit code						Occupational Group or Alternative Title or Job Title or Specialisations <i>Example: Financial Manager</i>	AFRICAN			COLOURED			ASIAN/ INDIAN			WHITES			TOTAL			TOTAL per age group		
1	2	3	4	5	6		M	F	D	M	F	D	M	F	D	M	F	D	M	F	D	<35	35-55	>55
7	2	1	1	0	1		3	2			4					1			4	6	0	6	3	1

# STEP-BY-STEP GUIDELINES FOR COMPLETION OF HARD COPIES

## TEMPLATE B

### WORKPLACE SKILLS PLAN 2009/2010

#### Section G (18.2) Current employment profile as on 1 April 2009 - UNEMPLOYED ONLY

OFO INFORMATION COMPLETED ON THIS SECTION WILL AUTOMATICALLY GO THROUGH TO SECTION I (18.2)

- Complete the number of employees (TEMPORARY/SEASONAL/CONTRACT WORKERS – UNEMPLOYED) as on 1 April 2009 per;
  - OFO: Digit Code
  - OFO: Occupational group or Alternative Title or Job Title or Specialization
  - Race
  - Gender
  - Total per age group
- The total per race and total per age should add up to the same number
- Totals in this table should add up to Tab: Section A, no A2 and Tab: Section F

**NOTE: Turn to page 25 for the AgriOFO list**

**TAB:**  
Section G (18.2)

Turn to Page 25  
for the AgriOFO  
list

**Example:** If there are 5 (Temporary/Seasonal/contract) Agricultural mobile Equipment operators (OFO: 721101) complete them as:

OFO Digit code						Occupational Group or Alternative Title or Job Title or Specialisations <i>Example: Financial Manager</i>	AFRICAN			COLOURED			ASIAN/ INDIAN			WHITES			TOTAL			TOTAL per age group			
1	2	3	4	5	6		M	F	D	M	F	D	M	F	D	M	F	D	M	F	D	<35	35-55	>55	
7	2	1	1	0	1		3	1		1									4	1	0	0	3	2	0

### WORKPLACE SKILLS PLAN 2009/2010

#### Section H1: Planned Learning Programs for 2009/2010

- A List of Learning Programs are available on our website
- Select the most important Learning Programs and complete them here.
- Once the Learning Programs have been listed, complete (with an X in the appropriate box) at which education level it will be completed.
- PLEASE DO NOT COMPLETE ANY ABET TRAINING ON THIS SECTION. ABET should only be completed on the Section J.

**NOTE: AgriSETA requires only the three most important learning programs. Should you wish to add more learning programs, please feel free to do so.**

#### Section H2: Budget amount of Training for 2009/2010

- Complete the estimated amount that you plan to spend on training during 2009/2010 (From 1 April 2009 up to 31 March 2010)

**TAB:**  
Section H

List of Learning Programs:  
[www.agriseta.co.za](http://www.agriseta.co.za)  
Mandatory Grants

# STEP-BY-STEP GUIDELINES FOR COMPLETION OF HARD COPIES

## TEMPLATE B

**TAB:**  
Section I (18.1)

Turn to Page 25  
for the AgriOFO  
list

### WORKPLACE SKILLS PLAN 2009/2010

#### Section I (18.1) Employees to be trained during 2009/2010 - EMPLOYED ONLY

OFO INFORMATION COMPLETED ON SECTION G (18.1) HAS AUTOMATICALLY BEEN PULLED THROUGH TO THIS SECTION I (18.1)

- Complete the number of employees to be trained during 2009/2010 (1 April 2009 – 31 March 2010) (PERMANENT – EMPLOYED) per;
  - OFO: Digit Code
  - OFO: Occupational group or Alternative Title or Job Title or Specialization
  - Race
  - Gender
- Complete the learning program numbers as stated on Section H1, next to number of employees who are planned to receive that training.

**NOTE:** Turn to page 25 for the AgriOFO list

*Example: If you plan to train 1 financial manager (permanent worker) in learning program number 1 and 3 complete as:*

OFO Digit code						Occupational Group or Alternative Title or Job Title or Specialisations	L/Program number as listed on H1: E.g.: 1; 2; & 5	AFRICAN			COLOURED			ASIAN/ INDIAN			WHITES			TOTAL					
1	2	3	4	5	6			M	F	D	M	F	D	M	F	D	M	F	D	M	F	D			
1	3	2	2	0	1	Finance Manager	1,3													1			0	1	0

*Example: If you plan to train 1 financial manager in learning program number 1 and 3 complete as:*

OFO Digit code						Occupational Group or Alternative Title or Job Title or Specialisations	L/Program number as listed on D1: E.g.: 1; 2; & 5	AFRICAN			COLOURED			ASIAN/ INDIAN			WHITES			TOTAL					
1	2	3	4	5	6			M	F	D	M	F	D	M	F	D	M	F	D	M	F	D			
1	3	2	2	0	1	Finance Manager	1,3													1			0	1	0

**TAB:**  
Section I (18.2)

Turn to Page 25  
for the AgriOFO  
list

### WORKPLACE SKILLS PLAN 2009/2010

#### Section I (18.2) Employees to be trained during 2009/2010 - UNEMPLOYED ONLY

OFO INFORMATION COMPLETED ON SECTION G (18.2) HAS AUTOMATICALLY BEEN PULL THROUGH TO THIS SECTION I (18.2)

- Complete the number of employees to be trained during 2009/2010 (1 April 2009 – 31 March 2010) (TEMPORARY/SEASONAL/CONTRACT WORKERS – EMPLOYED) per;
  - OFO: Digit Code
  - OFO: Occupational group or Alternative Title or Job Title or Specialization
  - Race
  - Gender

**NOTE:** Turn to page 25 for the AgriOFO list

**WORKPLACE SKILLS PLAN FOR 2009/2010**

**TAB:**  
Section J

**Section J1: Planned ABET for 2009/2010**

- If you plan to expose any of your employees to ABET (Adult Basic Education Training) programs namely LITERACY & NUMERACY, complete the total number of employees per ABET level.

**Section J2: Planned Scarce Skills for 2009/2010**

- AgriSETA is currently in the process of determining priority Scarce Skills in the sector. To assist up, please list a maximum of 3 (three) scarce skills in your sector

**NOTE: A scarce skill refers to that skill which you consistently have difficulties in finding**

For assistance please refer to the scarce skills guide which contains a provisional list of scarce skills. You may add any other scarce skill not appearing on the list. This list is available on our website @ [www.agriseta.co.za](http://www.agriseta.co.za), Skills Planning, Scarce & Critical Skills. Or you can obtain a copy from [caren@agriseta.co.za](mailto:caren@agriseta.co.za). Tel: 012-325-1655

**Section K1: Authorisation**

This is the most important page. Please complete and sign in full.

1. Complete the full name of **Owner/Managing Partner or Trustee**.
  - o Complete a direct contact telephone number of Owner/Managing Partner or Trustee for verification.
  - o Owner/Managing Partner or Trustee must sign and complete date.
2. Complete the full name of the **SDF (Skills Development Facilitator)**.
  - o Complete a direct contact telephone number of SDF for verification.
  - o SDF must sign and complete date.
3. Complete the full name of **Employer Representative: On behalf of Training Committee**
  - o Complete a direct contact telephone number of Employer Representative for verification.
  - o Employer Representative must sign and complete date.
4. Complete the full name of **Employee Representative: On behalf of Training Committee**
  - o Complete a direct contact telephone number of Employee Representative for verification.
  - o Employee Representative must sign and complete date.

**!NOTE: We require 4 DIFFERENT PEOPLE to sign the above!**

**NOTE: Only original signature is valid. In other words you cannot paste a scanned copy of the signatures on this page. You need to print this page in order for the relevant persons to sign this document.**

**Section K2: Bank details**

- Complete all information relevant to bank details in full
- Attach at least one of the following to this application for confirmation of bank details:
  - o Copy of cheque
  - o Original cancelled cheque
  - o Letter from bank confirming bank details
- Bank details have to be confirmed by the organisation. Complete the full name and position of persons confirming these bank details. **They also need to sign.**

**TAB:**  
Section K

**YOU ARE NOW DONE!!**

Now send completed application & Proof of Training to AgriSETA

E-mail: [amandie@agriseta.co.za](mailto:amandie@agriseta.co.za)  
Fax: 0123255845 or 0865327041

**IMPORTANT NOTE:**

**We DO NOT request any original documents.**

ATR08/09 & WSP09/010: E-mail versions or faxed copies are sufficient  
Authority page: E-mail version (In other words scanned) or faxed copies are sufficient.  
Proof of training: E-mail version (in other words scanned) or faxed copies are sufficient.

PLEASE DO NOT SEND DOCUMENTATION MORE THAN ONCE  
(In other words please DON'T fax AND e-mail AND post AND deliver documentation to AagriSETA)

# STANDARD INDUSTRY CODES (SIC CODES)

## Standard Industry Codes: (SIC Codes)

Please select the SIC Code (only one) that describes your business activity the best and complete it on:

- Template A: Tab Section A & B, No. A13
- Template B: Tab Section A, No. A12

AGRI SECTOR EDUCATION AND TRAINING AUTHORITY – (AgriSETA)		
Seta Code:	SIC Code:	SIC Code Description:
20	11110	Growing of Cereals and other crops (not elsewhere classified)
20	11120	Growing of Vegetables, Horticultural specialities and nursery products
20	11121	Growing of Vegetables, Horticultural specialities (Including Ornamental Horticulture) and nursery products.
20	11122	Sugar plantation including sugar cane and sugar beet etc.
20	11130	Growing of fruit, nuts, beverage, and spice crops.
20	11221	Ostrich farming.
20	11222	Game farming.
20	11210	Farming of cattle, sheep, goats, horses, asses, mules, and hinnies: Dairy farming.
20	11300	Growing of crops combined with farming of animals (Mixed farming).
20	11301	Growing of coffee and tea including coconuts, cocoa, nuts, olives, dates, etc.
20	11400	Agricultural and animal husbandry services, except veterinary activities.
20	11402	Other animal farming (not elsewhere classified)
20	12109	Growing of trees as second crop by farmers.
20	13000	Fishing, operation of fish hatcheries and fish farm.
20	11140	Seed production and marketing.
20	11141	Production and animal products (not elsewhere classified)
20	11142	Manufacture of tobacco products.
20	11220	Other animal farming, production of animal products (not elsewhere classified)
20	30111	Slaughtering, dressing and packing of livestock, including poultry and small game for meat.
20	30114	Poultry and egg production including the slaughtering, dressing and packing of poultry.
20	30115	Production, sale & marketing of Agricultural by products (E.G. bones, hides).
20	30117	Slaughtering, dressing and packing of livestock, including small game for meat and processing of ostrich products.
20	30118	Grading, ginning and packing of wool and cotton raw material.
20	30132	Fruit packed in cartons, fruit juice concentrate drummed and fruit juice in container ready for consumption.
20	30133	Fruit exporters and importers.
20	30300	Manufacture of grain mill products, starches and starch.
20	30311	Manufacture of flour and grain mill products, including rice and vegetable milling, grain mill residues.
20	30313	Handling and storage of grain.
20	30330	Manufacture of prepared animal feeds.
20	30331	Manufacture of pet foods.
20	30332	Manufacture of starches and starch products.
20	30420	Manufacture of sugar including golden syrup and castor sugar.
20	30493	Processing and marketing of coffee and tea including coconuts, cocoa, nuts, olives, dates, etc.
20	61210	Wholesale trade in Agricultural raw materials and livestock.
20	61502	Wholesale & retail trade in Agricultural machinery.
20	62111	Sale and distribution of Agricultural raw materials & other farming inputs.
20	62112	Service for nut farmers and companies.
20	62208	Processing and dispatching of tobacco.
20	74136	Transport of livestock as supporting activity.
20	87120	Agricultural and livestock research.
20	99003	Pest Control.

# AgriOFO - Secondary and Primary Agriculture

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>1</b>	<b>MANAGERS</b>			
<b>Managers</b>	111101	Chief Executive Officer / Managing Director (Enterprise / Organisation) (Skill Level 5)	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.	Company Director; Executive Director
<b>Managers</b>	111201	Corporate General Manager (Skill Level 5)	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.	Assistant General Manager; Business Operations Manager; Chief Operating Officer; Company Manager; Deputy General Manager; Executive Manager; General Manager; Divisional Manager; Group Manager;
<b>Managers</b>	121101	Aquaculture Farmer / Farm Manager (Skill Level 5)	Plans, directs and controls farming operations to breed and raise fresh water fish and other aquatic stock.	Fish Breeder (Fresh Water); Fish Farmer (Fresh Water); Hatchery Manager (Fresh Water Fish);
<b>Managers</b>	121102	Mariculture Farmer / Farm Manager (Skill Level 5)	Plans, directs, and controls farming operations to breed and raise salt water fish and other aquatic stock.	Abalone Farmer; Crayfish Farmer; Fish Breeder (Marine); Fish Farmer (Marine); Mussel Farmer; Hatchery Manager (Salt Water Fish); Oyster Farmer; Prawn Farmer;
<b>Managers</b>	121201	Agronomy Farmer / Farm Manager (Skill Level 5)	Plans, organises and controls farming operations to grow agronomy crops.	Barley Grower; Canola Grower; Cotton Grower; Dry Bean Grower; Flax and Sisal Grower; Fodder Grower; Grain, Oilseed or Pasture Grower; Ground Nuts Grower; Hemp Grower; Hops Grower; Maize Grower; Oats grower; Sorghum Grower; Sugar Cane Grower; Sunflower Grower; Tea Grower; Tobacco Grower; Wheat Grower;
<b>Managers</b>	121202	Ornamental Horticultural Farmer / Farm Manager (Skill Level 5)	Plans, organises and controls farming operations to grow flowers and turf.	Bulb Grower; Flower Grower / Floriculturist; Turf Grower; Fynbos Grower;
<b>Managers</b>	121203	Arboricultural Farmer / Farm Manager (Skill Level 5)	Plans, organises and controls farming operations to grow trees.	Tree Farmer
<b>Managers</b>	121204	Horticultural Farmer / Farm Manager (Skill Level 5)	Plans, organises and controls farming operations to grow crop such as fruit, nuts, vegetables, etc.	Avocado Grower; Banana Grower; Coffee Grower; Chicory Grower; Citrus Grower; Deciduous Fruit Grower; Grape Grower / Viticulturalist; Herb Grower; Indigenous Medicinal Plants Grower; Mango Grower; Mushroom Grower; Nut Grower; Olive Grower; Onion Grower; Paprika Grower; Potato Grower; Sub-Tropical Fruit Grower; Tomato Grower; Vegetable Grower
<b>Managers</b>	121205	Mixed Crop Farmer / Farm Manager (Skill Level 5)	Plans, organises and controls farming operations to grow a range of crop.	
<b>Managers</b>	121301	Livestock Farmer / Farm Manager (Skill Level 5)	Plans and directs farming operations to breed and raise livestock such as cattle, horses, pigs, sheep etc.	Alpaca Farmer; Beef Cattle Breeder / Farmer; Dairy Cattle Breeder / Farmer; Donkey Farmer; Goat Farmer; Horse Breeder; Pig Breeder / Farmer; Rabbit Farmer; Sheep Breeder / Farmer
<b>Managers</b>	121302	Avian Farmer / Farm Manager (Skill Level 5)	Plans and directs farming operations to breed and raise small birds.	

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Managers</b>	121303	Game Farmer / Farm Manager (Skill Level 5)	Plans and directs farming operations to breed and raise game.	Crocodile Breeder / Farmer
<b>Managers</b>	121304	Insect Farmer / Farm Manager (Skill Level 5)	Plans and directs farming operations to breed and raise insects.	Apiarist / Beekeeper; Snail Producer
<b>Managers</b>	121305	Poultry Farmer / Farm Manager (Skill Level 5)	Plans and directs farming operations to breed and raise poultry.	Broiler Producer; Egg Producer ; Poultry Breeder; Hatchery Manager;
<b>Managers</b>	121306	Ratites Farmer / Farm Manager (Skill Level 5)	Plans and directs farming operations to breed and raise ratites.	Emu Farmer; Ostrich Farmer
<b>Managers</b>	121307	Mixed Livestock Farmer / Farm Manager (Skill Level 5)	Plans and directs farming operations to breed a variety of livestock.	
<b>Managers</b>	121401	Mixed Crop and Livestock Farmer / Farm Manager (Skill Level 5)	Plans, organises, and controls farming operations to breed and raise livestock and to grow crops.	Farmer and Grazier
<b>Managers</b>	122101	Aquaculture Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to breed and raise fresh water fish and other aquatic stock.	Hatchery Manager (Fresh Water Fish);
<b>Managers</b>	122102	Mariculture Farm Production Manager/ Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to breed and raise salt water fish and other aquatic stock such as Abalone, Crayfish, Mussels, Oysters and Prawns.	Hatchery Manager (Marine Fish / Aquatic stock)
<b>Managers</b>	122201	Agronomy Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to grow annual and perennial crop such as cotton, grain, maize etc.	
<b>Managers</b>	122202	Ornamental Horticultural Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to grow flowers and turf.	
<b>Managers</b>	122203	Arboricultural Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to grow trees.	
<b>Managers</b>	122204	Horticultural Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to grow crop such as fruit, nuts, vegetables, etc.	
<b>Managers</b>	122205	Mixed Crop Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to grow a range of crop.	
<b>Managers</b>	122301	Livestock Farm Production Manager / Foreman (Skill Level 4)	Oversees, co-ordinates and performs farming operations to breed and raise livestock such as bees, cattle, horses, pigs, sheep etc.	
<b>Managers</b>	122302	Avian Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to breed and raise small birds.	
<b>Managers</b>	122303	Game Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to breed and raise game.	

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Managers</b>	122304	Insect Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to breed and raise insects.	
<b>Managers</b>	122305	Poultry Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to breed and raise poultry.	
<b>Managers</b>	122306	Ratites Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to breed and raise ratites.	
<b>Managers</b>	122307	Mixed Livestock Farm Production Manager / Foreman (Skill Level 4)	Oversees, coordinates and performs farming operations to breed a variety of livestock.	
<b>Managers</b>	122401	Mixed Crop and Livestock Farm Production Manager / Foreman (Skill Level 4)	Supervises, coordinates and performs farming operations to breed and raise livestock and to grow crops.	
<b>Managers</b>	131102	Sales and Marketing Manager (Skill Level 5)	Plans, organises, directs, controls and coordinates the sales and marketing activities of an organisation.	Business Development Manager; Key Account Manager; Market Research Manager
<b>Managers</b>	132101	Corporate Services Manager (Skill Level 5)	Plans, organises, directs, controls and coordinates the overall administration of an organisation.	Administration Manager; Business Services Manager
<b>Managers</b>	132102	Resources Manager (Skill Level 5)	Analyses complex resource management issues and initiatives that will affect the organisation.	Raw Materials Manager; Technical Services Manager
<b>Managers</b>	132201	Finance Manager (Skill Level 5)	Plans, organises, directs, controls and coordinates the financial and accounting activities within an organisation.	Account Systems Manager; Budgeting Manager; Chief Accountant; Chief Financial Officer (CFO); Finance Director; Financial Administrator; Financial Controller
<b>Managers</b>	132301	Personnel / Human Resource Manager (Skill Level 5)	Plans, organises, directs, controls and coordinates human resource and workplace relations activities within an organisation.	Education Training and Skills Development Manager; Employee Relations Manager; Human Resources Development Manager; Labour Relations Manager; Technical Training Manager; Training & Development Manager; Training Manager
<b>Managers</b>	132501	Research and Development Manager (Skill Level 5)	Plans, organises, directs, controls and coordinate research and development activities within organisations.	
<b>Managers</b>	133202	Engineering Maintenance Manager (Skill Level 5)	Plans, organises, directs, controls and coordinates the engineering maintenance functions of an organisation.	Engineering Manager
<b>Managers</b>	133301	Importer or Exporter (Skill Level 5)	Plans, organises, directs, controls and coordinates the operations of an importing or exporting establishment.	Export Manager; Import Manager
<b>Managers</b>	133302	Wholesaler (Skill Level 5)	Plans, organises, directs, controls and coordinates the operations of a wholesale trading establishment.	Wholesale Merchant
<b>Managers</b>	133502	Production / Operations Manager (Manufacturing) (Skill Level 5)	Plans, organises, directs, controls and coordinates the manufacturing activities of an organisation including physical and human resources.	Cereal Grain Mill Manager; Factory Manager/Sugar Mill Manager; Mill Manager; Operations Manager (Production); Plant Manager (Manufacturing); Processing Manager/Sugar Processing Manager; Works / Workshop Manager (Manufacturing); Manufacturing Foreman

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Managers</b>	133504	Operations Manager (Non Manufacturing) (Skill Level 5)	Plans, organises, directs, controls and coordinates the operations activities of a non-manufacturing organisation including physical and human resources.	Abattoir Manager; Abattoir Veterinarian; Field Production Manager (Seed); Fruit Packhouse Manager; Seed Processing Plant Manager; Feedlot Manager
<b>Managers</b>	133601	Supply and Distribution Manager (Skill Level 5)	Plans, administers and reviews the supply, storage and distribution of equipment, materials and goods used and produced by an organisation, enterprise or business.	Acquisitions Manager; Coolstore / Packhouse / Stockroom / Storeroom Manager; Dispatch Logistics Manager; Logistics Manager; Procurement Manager; Purchase Manager; Storage and Warehousing Manager; Supply Chain Manager; Supply Lead Manager
<b>Managers</b>	139903	Laboratory Manager (Skill Level 5)	Plans, organises, directs, controls and coordinates the operations of a research or production laboratory.	
<b>Managers</b>	139906	Quality Assurance Manager (Skill Level 5)	Plans, organises, directs, controls and coordinates the deployment of quality systems and certification processes within an organisation.	Agriculture & Forestry Quality Controller; Quality Certification Manager; Quality Control Manager
<b>Managers</b>	139908	Office Manager (Skill Level 4)	Organises and controls the functions and resources of offices such as administrative systems and office personnel.	
<b>Managers</b>	141901	Guest House Operator (Skill Level 4)	Organises and controls the operation of a bed and breakfast or Guest House in providing accommodation and leisure services.	
<b>Managers</b>	142101	Retail Manager (General) (Skill Level 4)	Organises and controls the operations of a retail trading establishment.	Retail Store Manager; Shop Manager
<b>Managers</b>	149401	Fleet Manager (Skill Level 4)		
<b>2</b>	<b>PROFESSIONALS</b>			
<b>Professionals</b>	221101	Accountant (General) (Skill Level 5)	Plans and provides systems and services relating to the financial dealings of organisations and individuals, and advises on associated record-keeping and compliance requirements.	Budgeting Accountant; Business Group Accountant; Chartered Accountant; Company Accountant; Financial Analyst; Group Accountant
<b>Professionals</b>	221102	Management Accountant (Skill Level 5)	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.	Cost Accountant; Financial Accountant
<b>Professionals</b>	221201	Company Secretary (Skill Level 5)	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.	Board Secretary

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
Professionals	221204	Internal Auditor (Skill Level 5)	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.	Audit Administrator; Audit Officer; Business Information Manager; Business Risk & Planning Manager
Professionals	222101	Commodities Trader (Skill Level 5)	Operates as an independent agent to bring together buyers and sellers of commodities, negotiates private sales and arranges sales through established market places.	Agricultural Procurer; Agricultural Produce Buyer; Commodities Broker; Grain Buyer; Livestock Trader; SAFEX Trader; Tobacco Trader / Valuator; Wool Broker / Buyer / Trader
Professionals	222301	Financial Investment Advisor (Skill Level 5)	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.	Financial Advisor; Financial Business Analyst; Insurance Manager
Professionals	223103	Workplace / Industrial Relations Advisor (Skill Level 5)	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.	Industrial Relations Officer; Shop Steward
Professionals	223301	Training and Development Professional (Skill Level 5)	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.	Skills Development Practitioner; Training Officer
Professionals	223302	Technical Instructor / Trainer (Skill Level 5)	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.	
Professionals	224101	Actuary (Skill Level 5)	Analyses mathematical, statistical, demographic, financial or economic data to predict and assess the long-term risk involved in financial decisions and planning.	
Professionals	224301	Economist (Skill Level 5)	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.	Agricultural Economist; Economic Analyst
Professionals	224703	Skills Development Facilitator (Skill Level 5)	Analyses the skills requirements in an organisation, advises on Human Capital Development, co-ordinates, executes Personal Development Plans of employees and monitors the implementation of the Workplace Skills Plan.	
Professionals	225103	Marketing Practitioner (Skill Level 5)	Identifies market opportunities and advises on the development, coordination and implementation of plans for pricing and promoting an organisation's goods and services.	Brand Manager; Product Manager; Sales Account Manager

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Professionals</b>	225301	Communication Coordinator (Skill Level 5)	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.	Customer Relations Officer; Public Relations (PR) Coordinator / Practitioner
<b>Professionals</b>	225401	Sales Representative / Salesman (Industrial Products) (Skill Level 5)	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.	
<b>Professionals</b>	231101	Aeroplane Pilot (Skill Level 5)	Flies aeroplanes to transport passengers, mail and freight, or provide agricultural, aviation or aerial surveillance services.	
<b>Professionals</b>	232102	Landscape Architect (Skill Level 5)	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.	Garden Designer; Landscape Designer; Landscape Planner
<b>Professionals</b>	233101	Chemical Engineer (Skill Level 5)	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.	
<b>Professionals</b>	233501	Industrial Engineer (Skill Level 5)	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.	Agri Produce Process Engineer; Process Engineer
<b>Professionals</b>	233502	Mechanical Engineer (Skill Level 5)	Plans, designs, organises and oversees the assembly, erection, operation and maintenance of mechanical and process plant and installations.	
<b>Professionals</b>	233504	Industrial Engineering Technologist (Skill Level 5)	Analyses and modifies new and existing industrial engineering technologies and applies them in the testing and implementation of industrial engineering projects.	Agri Produce Process Technologist; Process Technologist
<b>Professionals</b>	233505	Mechanical Engineering Technologist (Skill Level 5)	Analyses and modifies new and existing mechanical engineering technologies and applies them in the testing and implementation of mechanical engineering projects.	Air conditioning, Heating and Ventilation (incl. Fire) Technologist; Maintenance Technologist; Power Generation Technologist
<b>Professionals</b>	233902	Agricultural Engineer (Skill Level 5)	Performs and supervises engineering work related to the use and development of agricultural land, buildings, machines and equipment.	Agricultural Energy (bio-energy) Engineer; Agricultural Product Processing Engineer; Agricultural Structures and Facilities Engineer; Aqua Culture Engineer; Crop Production Mechanisation Engineer; Irrigation Engineer

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
Professionals	234101	Agricultural Consultant (Skill Level 5)	Advises farmers, agricultural businesses, rural industries and government on the production, processing and distribution of farm products.	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
Professionals	234102	Agricultural Scientist (Skill Level 5)	Studies commercial plants, animals and cultivation techniques to enhance the productivity of farms and agricultural industries.	Agricultural Immunologist; Agronomist; Agrostologist; Farming Scientist; Horticultural Scientist; Pomologist; Quarantine Scientist; Seed Production Horticulturist; Seed Production Agronomist; Plant/Seed Breeder; Companion Animal Nutritionist; Animal Nutritionist; Animal Scientist
Professionals	234202	Food Technologist (Skill Level 5)	Develops new and improves existing food products, and sets standards for producing, packaging and marketing food.	Food Scientist; Food Safety Standards Auditor; Food Safety Standards Manager; Food and Drink Technologist; Milling Nutritionist
Professionals	234203	Wine Maker (Skill Level 5)	Plans, supervises and coordinates the production of wine or spirits from selected varieties of grapes.	Oenologist; Wine Blender
Professionals	234301	Conservation Officer	Develops and implements programs and regulations for the protection of fish, wildlife and other natural resources.	Environmental Officer; Environmental Waste Officer; Fish and Games Officer; Forestry Conservationist; Landcare Facilitator; Species Protection Officer
Professionals	234303	Environmental Research Scientist (Skill Level 5)	Studies and develops policies and plans for the control of factors which may produce pollution, imbalance or degradation of the environment.	
Professionals	234403	Earth and Soil Scientist (Skill Level 5)	Studies the composition, structure and other physical attributes of soil.	
Professionals	234501	Biologist (General) (Skill Level 5)	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.	Life Scientist (General); Phytotomist
Professionals	234503	Biochemist (Skill Level 5)	Studies the biochemistry of living organisms and the molecular structure and function of related components.	
Professionals	234504	Biotechnologist (Skill Level 5)	Studies the anatomy, physiology and characteristics of living organisms and isolated biological molecules, and develops new materials for applying to a range of purposes.	Cell Geneticist; Crop Research Scientist; Fruit Research Scientist; Molecular Biologist; Molecular Geneticist
Professionals	234505	Botanist (Skill Level 5)	Studies the anatomy, physiology, biochemistry and ecology of plants.	Plant Breeding Physiologist; Plant Pathologist; Plant Pathology Manager; Plant Physiologist
Professionals	234507	Microbiologist (Skill Level 5)	Studies microscopic forms of life such as bacteria, viruses and protozoa.	Bacteriologist

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
Professionals	234508	Zoologist (Skill Level 5)	Studies the anatomy, physiology, characteristics, ecology, behaviour and environments of animals.	Apicultural Scientist; Entomologist; Mammologist; Nematologist; Ornithologist; Osteologist; Parasitologist
Professionals	234701	Veterinarian (Skill Level 5)	Diagnoses, treats and prevents animal diseases, ailments and injuries.	
Professionals	234905	Materials Scientist (Skill Level 5)	Studies the properties and uses of non-metallic materials and advises on the technical aspects of their manufacture and processing.	Fibre Technologist
Professionals	241101	Early Childhood Development Practitioners (Skill Level 5)	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.	Early Childcare Teacher; Nursery Teacher; Playschool Teacher
Professionals	241505	Adult Education Teacher (Skill Level 5)	Teaches adults life skills as well as to read and write.	ABET Trainer
Professionals	251301	Environmental Health Officer (Skill Level 5)	Develops, enforces and evaluates environmental health policies, programs and strategies to improve health outcomes and oversees the implementation and monitoring of environmental health legislation.	Veterinary Public Health Practitioner
Professionals	251302	Occupational Health and Safety Advisor (Skill Level 5)	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.	Health and Safety Officer / Coordinator / Professional; Occupational Health and Safety Manager
Professionals	251901	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.	AIDS Educator; Community Health Worker
Professionals	253101	General Medical Practitioner (Skill Level 5)	Diagnoses, treats and prevents human physical and mental disorders and injuries.	
Professionals	254404	Registered Nurse (Community Health) (Skill Level 5)	Provides nursing care, health counseling, screening and education to individuals, families and groups in the wider community with a focus on patient independence and health promotion.	Clinic Nurse; Industrial / Factory Nurse; Occupational Health Nurse; Primary Health Care Nurse; Public Health Nurse
Professionals	262103	Systems Administrator (Skill Level 5)	Plans, develops, installs, troubleshoots, maintains and supports an operating system and associated server hardware, software and databases ensuring optimum system integrity, security, backup and performance.	Network / Computer System Coordinator; Web Production Manager
Professionals	272102	Drug and Alcohol Counselor (Skill Level 5)	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. May work in a call centre.	Social Detoxification Worker

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
Professionals	272108	HIV / AIDS Counselor (Skill Level 5)		
Professionals	272501	Social Worker (Skill Level 5)	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.	Child & Adolescent Mental Health Worker
<b>3</b>	<b>TECHNICIANS AND TRADES WORKERS</b>			
Technicians & Trade	311101	Agricultural Technician (Skill Level 4)	Performs tests and experiments, and provides technical support to assist Agricultural Scientists and Technologists in areas such as research, production, servicing and marketing.	Agricultural Laboratory Technician; Agricultural Research Technician; Agricultural Technical Officer; Agricultural Technical Advisor; Agriculture Technical Assistant; Agronomy Technician; Field Crop Technical Officer; Field Production Officer; Field Supervisor; Horticultural Technical Officer; Irrigation Technician; Seed Production Technician; Seed Research Technician; Wool Testing Technician
Technicians & Trade	311302	Livestock Inspector (Skill Level 4)	Inspects livestock for disease to ensure compliance with laws and regulations to prevent the spread of exotic pests and diseases.	Agricultural Veterinary Inspector; SPCA Inspector; Animal Health Officer
Technicians & Trade	311304	Agricultural / Horticultural Produce Inspector (Skill Level 4)	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.	Perishable Produce Export Assessor; Plant Inspector; Produce Inspector; Seed Inspector/Potato Seed Tuber Inspector; Abattoir Meat Safety and Quality Controller; Wine Inspector
Technicians & Trade	311402	Food Technician (Skill Level 4)	Performs laboratory tests on agricultural or food products, analyses test data and carries out technical functions in support of Food echnologists.	Food Laboratory Technician; Food Science Technician; Gas Chromatographer; Milling Laboratory Technician; Sugar Laboratory Technician
Technicians & Trade	311403	Beverages Technician (Skill Level 4)	Performs laboratory tests on beverages products, analyses test data and carries out technical functions in support of Beverages Technologists.	Fermentation Technician
Technicians & Trade	311501	Aquaculture Produce Analyst (Level 3)	Analyse aquaculture produce for quality and conformance with technical produce standards and regulatory provisions.	
Technicians & Trade	311502	Crop Produce Analyst (Level 3)	Analyse crop produce for quality and conformance with technical produce standards and regulatory provision.	Seed Analyst; Grain Grader; Cotton Grader; Tea Grader / Tester; Tobacco Grader
Technicians & Trade	311503	Livestock Product Analyst (Level 3)	Analyse livestock produce for quality and conformance with technical produce standards and regulatory provisions.	Hide / Skin / Pelt Classifier; Meat Examiner; Meat Classifier; Poultry Meat Inspector; Wool Classifier / Grader
Technicians & Trade	311901	Earth and Atmospheric Science Technician (Skill Level 4)	Collects and tests earth, water and air samples, records observations and analyses data in support of Geologists, Geophysicists or Earth Scientists.	Soil Science Technical Officer; Water Resources Technical Officer

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Technicians &amp; Trade</b>	311902	Life Science Technician (Skill Level 4)	Identifies and collects living organisms and conducts field and laboratory studies in support of Life Scientists and Technologists.	Biochemistry Technician; Biological Technical Officer; Botanical Technical Officer; Entomology Technician; Marine Biology Technician; Microbiology Technician; Physiology Technologist
<b>Technicians &amp; Trade</b>	311906	Veterinary Technician (Skill Level 4)		
<b>Technicians &amp; Trade</b>	311907	Textile or Fabrics Technical Officer (Skill Level 4)		
<b>Technicians &amp; Trade</b>	314201	Fossil Power Plant Process Technician (Skill Level 4)	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.	Bagase Boiler Plant Controller; Turbine Plant Controller
<b>Technicians &amp; Trade</b>	313103	Web Administrator (Skill Level 4)	Designs, builds and maintains web sites, and provides web technology solutions and services.	Web Master
<b>Technicians &amp; Trade</b>	321101	Automotive Electrician (Skill Level 3)	Installs, maintains and repairs electrical wiring and electronic components in motorised vehicles.	
<b>Technicians &amp; Trade</b>	321201	Automotive Motor Mechanic (Skill Level 3)	Maintains, tests and repairs petrol engines and the mechanical parts of light weight motor vehicles such as transmissions, suspension, steering and brakes.	Mechanical Service Advisor (Vehicles)
<b>Technicians &amp; Trade</b>	321202	Diesel Motor Mechanic (Skill Level 3)	Maintains, tests and repairs diesel motors and the mechanical parts of trucks, buses and other heavy vehicles such as transmissions, suspension, steering and brakes.	Agricultural Equipment Technician; Mechanical Service Advisor (Equipment); Tractor Mechanic
<b>Technicians &amp; Trade</b>	321204	Small Engine Mechanic (Skill Level 3)	Maintains, tests and repairs engines of chainsaws, lawn mowers, garden tractors and other equipment with small engines.	Chainsaw Mechanic; Garden Machinery Repairer; Lawnmower Mechanic
<b>Technicians &amp; Trade</b>	321205	Motor Mechanic (General) (Skill Level 3)	Maintains, tests and repairs engines and the mechanical parts thereof. This excludes vehicles.	Mechanical Service Advisor (Equipment); Mechanic (Agricultural / Construction / Earthmoving / Mine Machinery); Plant Mechanic / Plant Maintenance Mechanic
<b>Technicians &amp; Trade</b>	322103	Farrier (Skill Level 3)	Inspects trims and shapes horses' hooves, and forms, fits and nails horseshoes.	
<b>Technicians &amp; Trade</b>	322301	Metal Fabricator (Skill Level 3)	Marks off and fabricates structural steel and other metal stock to make or repair metal products and structures including boilers and pressure vessels.	Boilermaker
<b>Technicians &amp; Trade</b>	322302	Pressure Welder (Skill Level 3)	Assembles, welds and repairs pressure vessels and pipes to pressure test standards.	
<b>Technicians &amp; Trade</b>	322303	Welder / Welder (First Class) (Skill Level 3)	Fabricates and repairs metal products using various welding techniques.	

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Technicians &amp; Trade</b>	323201	Fitter (General) (Skill Level 3)	Fits and assembles metal parts and sub-assemblies to fabricate production machines and other equipment.	Maintenance Fitter
<b>Technicians &amp; Trade</b>	323202	Fitter and Turner (Skill Level 3)	Fits, assembles, grinds and shapes metal parts and sub-assemblies to fabricate production machines and other equipment.	
<b>Technicians &amp; Trade</b>	323501	Millwright (Skill Level 3)	Installs, maintains, troubleshoots and repairs stationary industrial machinery and mechanical equipment.	Electrical Mechanic Fitter
<b>Technicians &amp; Trade</b>	331101	Bricklayer (Skill Level 3)	Lays bricks, pre-cut stone and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures.	
<b>Technicians &amp; Trade</b>	331202	Carpenter (Skill Level 3)	Constructs, erects, installs, renovates and repairs structures and fixtures of wood, plywood, wallboard and other materials.	
<b>Technicians &amp; Trade</b>	334101	Plumber (General) (Skill Level 3)	Installs and repairs water, drainage, gas and sewerage pipes and systems.	
<b>Technicians &amp; Trade</b>	341101	Electrician (General) (Skill Level 3)	Installs, tests, connects, commissions, maintains and modifies electrical equipment, wiring and control systems.	
<b>Technicians &amp; Trade</b>	342101	Air-conditioning and Refrigeration Mechanic (Skill Level 3)	Assembles, installs, maintains and repairs industrial, commercial and domestic air-conditioning and refrigeration systems and equipment.	
<b>Technicians &amp; Trade</b>	342304	Electronic Instrument Trades Worker (General) (Skill Level 3)	Installs, modifies, maintains and repairs electronic instruments and control systems.	
<b>Technicians &amp; Trade</b>	351301	Chef	Plans and organises the preparation and cooking of food in dining or catering establishments.	Head Chef; Second Chef
<b>Technicians &amp; Trade</b>	361101	Animal Attendant / Groomer (Skill Level 3)	Feeds, grooms, shears and cares for animals.	Horse Groomer; Shearer
<b>Technicians &amp; Trade</b>	361102	Animal Trainer (Skill Level 3)	Teaches animals to obey commands and undertake specific tasks.	Horse Trainer / Breaker
<b>Technicians &amp; Trade</b>	361201	Veterinary Nurse (Skill Level 3)	Cares for animals under treatment or in temporary residence at veterinary facilities and assists Veterinarians to perform procedures and operations.	
<b>Technicians &amp; Trade</b>	362101	Florist (Skill Level 3)	Prepares and sells floral arrangements and flowers.	
<b>Technicians &amp; Trade</b>	362201	Gardener (Skill Level 3)	Plants, cultivates and maintains parks and gardens and constructs garden landscapes.	Gardening Contractor; Turf Layer
<b>Technicians &amp; Trade</b>	362202	Arborist (Skill Level 3)	Maintains and cares for trees and shrubs by lopping limbs and shaping branches, treating trees with fertilizers and insecticides, removing dead or decaying trees, and advising on general tree care.	

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Technicians &amp; Trade</b>	362203	Landscape Gardener (Skill Level 3)	Plans and constructs garden landscapes.	Agricultural Horticulture Worker; Landscape Contractor; Landscaper
<b>Technicians &amp; Trade</b>	362204	Nurseryperson (Skill Level 3)	Propagates and cultivates trees, shrubs, and ornamental and flowering plants in plant nurseries.	Nursery Manager; Seed Grower
<b>Technicians &amp; Trade</b>	362205	Green Keeper (Skill Level 3)	Establishes and maintains fine turf, grassed areas and synthetic surfaces used for sporting events.	Turf Manager; Sports turf contractor/ designer
<b>Technicians &amp; Trade</b>	393102	Leather Goods Maker	Fabricates and repairs leather articles such as wallets, cases, harnesses and saddlery.	Leather Factory Worker; Leather Goods Cutter; Leather Product Maker; Leather Sewing Machine Operator; Leather Worker; Saddler and Harness Maker; Whip Maker
<b>Technicians &amp; Trade</b>	399703	Integrated Manufacturing Line Machine Setter and Minder (Skill Level 3)	Prepares, sets up and runs and monitors a range of machines and equipment in an integrated manufacturing line.	Cigarette Manufacturing Machine Setter and Minder
<b>Technicians &amp; Trade</b>	399709	Packaging Manufacturing Machine Setter and Minder (Skill Level 3)	Prepares, sets up and runs and monitors packaging manufacturing machinery and equipment.	Cigarette Packaging Material Machine Setter; Metallised Packaging Paper Machine Setter
<b>Technicians &amp; Trade</b>	399801	Juice Extraction Process Controller (Skill Level 3)	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.	Citrus Juice Process Controller; Deciduous Fruit Juice Process Controller; Formulations Controller; Vegetable Juice Process Controller
<b>Technicians &amp; Trade</b>	399802	Sugar Process Controller (Skill Level 3)	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.	Sugar Recovery Process Controller (Manufacturing Forman); Front End Process Controller; Back End Process Controller
<b>Technicians &amp; Trade</b>	399803	Miller (Skill Level 3)	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.	Maize Miller; Wheat Miller; Oats Miller; Rice Miller; Wet Grain Miller; Mill Silo Operations Controller / Manager
<b>Technicians &amp; Trade</b>	399804	Grain Handling Controller (Skill Level 3)	Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in the storage and distribution of cereals.	Grain Depot Controller
<b>Technicians &amp; Trade</b>	399805	Cotton Ginning Controller (Skill Level 3)	Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in ginning of cotton.	
<b>Technicians &amp; Trade</b>	399806	Tea Products Maker (Skill Level 3)	Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in tea production.	Red Tea Maker
<b>Technicians &amp; Trade</b>	399807	Seed Processing Controller (Skill Level 3)	Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in seed processing operations.	
<b>Technicians &amp; Trade</b>	399808	Perishable Produce Packing Controller (Skill Level 3)	Monitors and controls mechanical and operational efficiency of production facilities, equipment, plant and related resources in perishable produce sorting and packing operations.	Packhouse Unit Controller/Manager; Fruit Quality Manipulator - De-greening; Fruit Quality Manipulator - Smart Fresh; Fruit Quality Manipulator - Vegetable Curing

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>4</b>	<b>COMMUNITY AND PERSONAL SERVICE WORKERS</b>			
<b>Community &amp; Personal Service</b>	411701	Community Worker (Skill Level 4)	Facilitates community development initiatives and collective solutions within a community to address issues, needs and problems associated with recreational, health, housing, employment and other welfare matters.	
<b>Community &amp; Personal Service</b>	421101	Child Care Worker (Skill Level 2)	Provides care and supervision for children in programs such as long day care and occasional care in child care centers, hospitals and educational centers.	Children's Nursery Assistant / Attendant; Crèche Attendant; Nursery School Supervisor; Play Centre or Playground Supervisor
<b>Community &amp; Personal Service</b>	421102	Family Day Care Worker (Skill Level 2)	Provides care and supervision for babies and children, usually in worker's own home, under local government or community based schemes.	Family Day Career
<b>Community &amp; Personal Service</b>	423302	Nursing Support Worker (Skill Level 2)	Provides limited patient care under the direction of nursing staff.	Nurses' Aide
<b>Community &amp; Personal Service</b>	431101	Bar Attendant	Prepares, mixes and serves alcoholic and non-alcoholic drinks to patrons in a bar in a licensed establishment.	Bar Hostess / Maid; Bar Operator; Bar Supervisor; Barperson Waiter; Bartender; Club Steward
<b>Community &amp; Personal Service</b>	431501	Waiter or Bartender	Serves food and drinks in a hotel, restaurant, club or dining establishment.	Bistro Staff; Dining Room Supervisor; Food and Beverage Attendant; Formal Service Waiter; Lounge Assistant; Maitre d; Night Club Hostess; Restaurant Hostess / Supervisor; Silver Service Waiter; Sommelier; Steward / Stewardess ; Waitress; Wine Attendant; Wine Steward
<b>Community &amp; Personal Service</b>	441202	Fire Fighter (Skill Level 3)	Responds to fire alarms and emergency calls, controls and extinguishes fires, and protects life and property.	Fire Prevention Officer; Fire Safety Officer
<b>Community &amp; Personal Service</b>	442207	Security Officer (Skill Level 2)	Patrols and guards industrial and commercial property, railway yards, stations or other facilities.	Security Guard
<b>Community &amp; Personal Service</b>	452203	Hunting Guide	Plans, organises and provides guided hunting trips for individuals and groups.	Professional Hunter
<b>Community &amp; Personal Service</b>	452210	Horse Trekking Guides	Plans, organises and provides guided horse riding trips for individuals and groups.	
<b>Community &amp; Personal Service</b>	452303	Horse Riding Coach or Instructor	Coaches, trains and instructs horse riders by analysing their performances and developing their abilities.	Dressage Instructor; Equine Tutor / Riding Instructor; Polo Coach; Riding Instructor; Show Jumping Instructor
<b>Community &amp; Personal Service</b>	452403	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.	Apprentice Jockey; Steeplechase Jockey

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>5</b>	<b>CLERICAL AND ADMINISTRATIVE WORKERS</b>			
<b>Clerical &amp; Admin</b>	511101	Contract Administrator/ Coordinator (Skill Level 3)	Prepares, interprets, maintains, reviews and negotiates variations to contracts on behalf of an organisation.	
<b>Clerical &amp; Admin</b>	511102	Contract, Program and Project Administrators (Skill Level 3)	Plans and undertakes administration of organisational programs, special projects and support services.	
<b>Clerical &amp; Admin</b>	511201	Office Administrator (Skill Level 3)	Coordinates the activities of an office including administrative systems and office personnel.	
<b>Clerical &amp; Admin</b>	521101	Personal Assistant (Skill Level 3)	Performs liaison, coordination and organisational tasks in support of managers and professionals.	Executive Assistant
<b>Clerical &amp; Admin</b>	521201	Secretary (General) (Skill Level 3)	Performs secretarial, clerical and other administrative tasks in support of managers and professionals.	
<b>Clerical &amp; Admin</b>	531101	General Clerk (Skill Level 2)	Performs a range of clerical and administrative tasks.	Administration Clerk / Officer; Lab Administrator; Recording Clerk
<b>Clerical &amp; Admin</b>	532101	Data Entry Operator (Skill Level 2)	Operates a keyboard to input and transfer data into a computer for storage, processing and transmission.	Computer Clerk; Data Capturer; Data Processing Operator
<b>Clerical &amp; Admin</b>	542101	Receptionist (General) (Skill Level 2)	Greets clients and visitors, and responds to personal, telephone, email and written inquiries and requests.	
<b>Clerical &amp; Admin</b>	551101	Accounts Clerk (Skill Level 2)	Monitors creditor and debtor accounts, and undertakes related routine documentation. May work in a call centre.	
<b>Clerical &amp; Admin</b>	551102	Cost Clerk (Skill Level 2)	Calculates and investigates the cost of wages, materials, overheads and other operating expenses.	
<b>Clerical &amp; Admin</b>	551201	Bookkeeper (Skill Level 2)	Maintains and evaluates records of financial transactions in account books and computerised accounting systems.	
<b>Clerical &amp; Admin</b>	551301	Payroll Clerk (Skill Level 2)	Prepares payroll and related records for employee salaries and statutory record keeping purposes.	
<b>Clerical &amp; Admin</b>	552201	Credit or Loans Officer (Skill Level 2)	Analyses, evaluates and processes credit and loan applications. May work in a call centre.	
<b>Clerical &amp; Admin</b>	552302	Insurance Consultant (Skill Level 2)	Prepares and checks documentation associated with insurance. May work in a call centre.	Insurance Administrator; Insurance Brokers Clerk; Insurance Brokers Clerk; Insurance Claims Officer
<b>Clerical &amp; Admin</b>	561601	Switchboard Operator (Skill Level 1)	Operates telecommunication switchboards and consoles to assist callers establish telephone connections, receive caller inquiries and fault reports.	
<b>Clerical &amp; Admin</b>	591101	Order Clerk / Officer (Skill Level 3)	Receives purchase requests for goods and services, checks requests against inventory records and stock, and processes orders.	Despatch Clerk; Order Tracking System Support Supervisor

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Clerical &amp; Admin</b>	591102	Production Administrator (Skill Level 3)	Records and coordinates the flow of work and materials between departments, examines orders for goods and prepares production schedules.	CA/RA Storage Controller (Perishable Produce); Fresh Produce Dispatch Controller; Fresh Produce Receiving Coordinator; Logistics Clerk / Assistant / Controller / Coordinator / Planner / Officer; Material and Production Planning Clerk; Production Recorder / Scheduler; Production Planning Officer
<b>Clerical &amp; Admin</b>	591103	Purchasing Officer (Skill Level 3)	Prepares purchase orders, monitors supply sources and negotiates contracts with suppliers.	Feed Ingredient Buyer; Procurement Administrator / Coordinator / Officer; Procurement Officer (Consumer Sensitive Consumables)
<b>Clerical &amp; Admin</b>	591104	Sales Clerk / Officer (Skill Level 3)	Receives and processes purchase orders for goods and services, and provides information and advice about goods and services.	Engineering Sales Clerk
<b>Clerical &amp; Admin</b>	591105	Stock Clerk / Officer (Skill Level 3)	Monitors stock levels and maintains stock, order and inventory records.	Feed Additives Stores Person; Inventory Clerk / Controller / Administrator; Micro Nutrients Stores Persons; Packaging Material Stores Clerk-Perishable Produce; Stock Control Clerk
<b>Clerical &amp; Admin</b>	591106	Warehouse Administrator / Clerk (Skill Level 3)	Administers and coordinates storage and distribution operations within an organisation.	CA/RA Storage Manager (Perishable Produce); Green Tobacco Storage Controller/Manager; Seed Dispatch Manager; Seed Receiving Manager; Seed Warehouse Manager; Wool Storage Controller/Manager
<b>Clerical &amp; Admin</b>	591201	Despatching and Receiving Clerk / Officer (Skill Level 3)	Verifies and maintains records of incoming and outgoing goods in a warehouse or distribution centre and prepares goods for dispatch.	Despatch Clerk / Officer / Operator / Assistant / Worker; Packed Fresh Produce Dispatch Clerk; Receiving Clerk
<b>Clerical &amp; Admin</b>	591202	Import-Export Administrator (Skill Level 3)	Arranges the clearance and collection of imported cargo from customs and bond stores, and the shipment of cargo for export.	Export Documentation Officer
<b>Clerical &amp; Admin</b>	599401	Human Resources Clerk (Skill Level 2)	Maintains and updates personnel records such as information on promotions, employee leave taken and accumulated, salaries, superannuation and taxation, qualifications and training.	
<b>Clerical &amp; Admin</b>	599402	Skills Development Administrator /Coordinator (Skill Level 2)	Maintains and updates organisational skills development plans, reports, programmes and projects.	
<b>Clerical &amp; Admin</b>	599504	Pest Control Operator (Skill Level 2)	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.	Commodities Fumigator; Health and Nuisance Pest Controller; Marine Vessel Fumigator; Noxious Plants Officer; Pest and Weed Control Officer; Vermin Inspector; Wood Preservation Operator; Supervising Pest Control Operator; Soil Fumigation Operator; Wood Destroying Organisms Inspector; Bio security Officer (Weeds and Pests)
<b>6</b>	<b>SALES WORKERS</b>			

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
Sales	611101	Auctioneer (Skill Level 3)	Conducts sales of real estate, goods and livestock by taking offers from buyers and accepting the highest purchase price. Registration or licensing is required.	
Sales	611102	Stock and Station Agent (Skill Level 3)	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. Registration or licensing may be required.	Livestock Agent / Buyer
Sales	611201	Insurance Agent (Skill Level 3)	Represents insurance companies in selling insurance to clients. Registration or licensing is required.	Insurance Rep / Salesman / Advisor / Canvasser; Insurance Sales Consultant
Sales	611308	Agricultural Chemical Sales Representative	Represents companies selling chemical goods such as pesticides and veterinary products to wholesale, retail and farming establishments. May require registration or licensing	Crop Protection Products Sales Representative; Veterinary Products Sales Representative
Sales	621101	Sales Assistant (General) (Skill Level 1)	Sells goods and services such as food, clothing, hardware, household appliances, office supplies and cosmetics in a retail or wholesale establishment.	Shop Assistant
Sales	621301	Vehicle, Equipment or Caravan Salesperson (Skill Level 2)	Sells new and used motor cars, motor cycles, trucks, boats, caravans and earthmoving equipment in a retail or wholesale establishment.	Agricultural Equipment Sales Person; Tractor Sales Person
Sales	621302	Automotive Parts Salesperson (Skill Level 2)	Sells motor vehicle accessories and spare parts in a retail or wholesale establishment.	Agricultural Equipment Parts Salesperson; Parts Assistant Manager
Sales	621501	Retail Supervisor (Skill Level 2)	Supervises and coordinates the activities of retail sales workers.	Checkout Supervisor; Retail Team Leader; Sales Assistant / Promotions Supervisor; Sales Department Supervisor; Sales Supervisor
Sales	621601	Service Station Attendant (Skill Level 1)	Sells fuel, lubricants and other automotive accessories, and performs minor maintenance on motor vehicles at a service station.	Forecourt Assistant; Forecourt Shift Supervisor; Petrol Station Attendant; Petroleum Distribution Agent
Sales	631101	Checkout Operator (Skill Level 1)	Operates cash registers and receives payments for goods purchased by customers.	Cash Register Operator
Sales	631102	Office Cashier (Skill Level 1)	Receives payments from customers, issues receipts, returns change due, and meets the public and explains charging and billing policy.	Cashier
Sales	639201	Retail Buyer (Skill Level 3)	Selects and buys goods for resale in a retail establishment.	Assistant / General / Company Buyer
<b>7</b>	<b>MACHINERY OPERATORS AND DRIVERS</b>			
<b>Machinery Operators &amp; Drivers</b>	711301	Paper Products Machine Operator (Skill Level 2)	Operates machines to manufacture paper packaging and other products from paper and fibreboard stock.	Carton Making Machinist; Cutting Machine Operator; Guillotine Operator
<b>Machinery Operators &amp; Drivers</b>	711702	Hide and Skin Processing Machine Operator (Skill Level 2)	Operates machines to convert raw hides and skins into finished leather for use in clothing, footwear and upholstery.	Hide and Skin Fleshing Machine Operator; Tanner

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Machinery Operators &amp; Drivers</b>	711706	Yarn Carding and Spinning Machine Operator (Skill Level 2)	Operates machines to convert raw textile fibres into continuous untwisted and twisted strands of yarn for use in clothing, carpet, curtains and other fabrics.	Cotton Ginner; Fibre Blender / Carder / Classer / Comber; Gill Box Operator; Ginning Machine Operator; Yarn Comber; Yarn Texture Machine Operator
<b>Machinery Operators &amp; Drivers</b>	711909	Food and Beverage Process Machine Operator nec (Skill Level 2)		Aseptic Filling Line Operator; Automated Filling Line Operator
<b>Machinery Operators &amp; Drivers</b>	711911	Agricultural Produce Processing and Handling Plant Operator (Skill Level 2)	Operates machines and equipment in agricultural produce handling and processing operations.	Feed Milling Operator; Packhouse Equipment Operator; Pellet Press Operator; Seed Processing Equipment Operator; Grain Handling Equipment Operator; Sugar Pan Boiler; Tobacco Dryer Operator; Tobacco Products Manufacturing Equipment Operator; Tobacco Products Manufacturing Equipment Operator; Fresh Fruit Juice Extraction and Processing Operator; Fresh Fruit Milling Operator; Tea Shredding Operator; Pet Food Extrusion Operator
<b>Machinery Operators &amp; Drivers</b>	712901	Boiler or Engine Operator (Skill Level 2)	Operates and maintains stationary engines, boilers, refrigeration and air-conditioning systems, and associated mechanical plant.	Air-Conditioning / Refrigeration Plant Operator; Steam Boilerman Fireman
<b>Machinery Operators &amp; Drivers</b>	712902	Bulk Materials Handling Plant Operator (Skill Level 2)	Operates plant to load, unload, move, store and stack bulk materials such as grain, sugar and mineral ore.	Bulk Fluids Handler; Conveyor Belt Operator; Palletiser Operator
<b>Machinery Operators &amp; Drivers</b>	712907	Railway Signal Operator (Skill Level 2)	Controls the movement of trains, and assembles and disassembles trains within a marshalling yard.	Railway Shunter; Railway Yard Assistant
<b>Machinery Operators &amp; Drivers</b>	712909	Water Plant Operator (Skill Level 2)	Operates plant to store, distribute and treat water including purifying water for human consumption and removing wastes from sewerage.	Irrigation Supervisor; Sewerage Plant Operator; Waste Water Plant Operator; Water Treatment Plant Operator
<b>Machinery Operators &amp; Drivers</b>	712910	Weighbridge Operator (Skill Level 2)	Operates weighing plant and issues measurement tickets which provide readings of vehicle and livestock weight.	
<b>Machinery Operators &amp; Drivers</b>	712911	Waste Materials Plant Operator (Skill Level 2)	Operates machinery which disposes of waste.	
<b>Machinery Operators &amp; Drivers</b>	721101	Agricultural Mobile Equipment Operator (Skill Level 2)	Operates mobile agricultural equipment plant to clear and cultivate land, and sow and harvest crops.	Agrichemical Spraying / Dusting Operator; Agricultural Machine and Equipment Operator; Chemical Applicator; Contractor Topdressing on Land; Cotton Picking Machine Operator; Farm Equipment / Machinery Operator; Harvester Operator; Rotary Hoe Operator; <b>Tractor Driver</b>
<b>Machinery Operators &amp; Drivers</b>	721201	Earthmoving Plant Operator (General) (Skill Level 2)	Operates a range of earthmoving plant to assist with the building of roads, rail, water supply, dams, treatment plants and agricultural earthworks.	Construction Plant Operator (General)

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Machinery Operators &amp; Drivers</b>	721205	Grader Operator (Skill Level 2)	Operates a grader to spread and level materials in construction projects.	Grader Driver
<b>Machinery Operators &amp; Drivers</b>	721206	Loader Operator (Skill Level 2)	Operates a motorised loader to move and load soil, rock and other material.	Bobcat Operator; Front-end Loader Driver; Loader Driver; Lorry Loader
<b>Machinery Operators &amp; Drivers</b>	721301	Forklift Driver (Skill Level 2)	Operates a forklift to move bulk materials, containers, crates, palletised goods, cartons and bales.	Fork Truck Operator; Forklift Operator; Hoist Truck Operator; Reach Truck Operator
<b>Machinery Operators &amp; Drivers</b>	731201	Bus Driver (Skill Level 2)	Drives a bus to transport passengers short distances on scheduled intracity services over established routes.	
<b>Machinery Operators &amp; Drivers</b>	732101	Delivery Driver (Vehicle) (Skill Level 2)	Drives a van or car to deliver goods.	
<b>Machinery Operators &amp; Drivers</b>	733101	Truck Driver (General) (Skill Level 2)	Drives a heavy truck, requiring a specially endorsed class of licence, to transport bulky goods or live animals	Livestock Hauler
<b>Machinery Operators &amp; Drivers</b>	741101	Store Person (Skill Level 2)	Receives, handles and dispatches goods in stores and warehouses.	Stores Assistant; Warehouse Assistant; Warehouse Worker / Shelver
<b>8</b>	<b>ELEMENTARY WORKERS</b>			
<b>Elementary</b>	811201	Commercial Cleaner (Skill Level 1)	Cleans offices, residential complexes, industrial work areas, industrial machines, construction sites and other commercial premises using heavy duty cleaning equipment.	Building Exterior / Interior Cleaner; Factory Cleaner / Sweeper; Office Cleaner
<b>Elementary</b>	821101	Builder's Worker (Skill Level 1)	Performs routine tasks in erecting and repairing structures and facilities on building and construction sites and in factories producing prefabricated building components.	Bricklayer's Assistant; Carpenter's Assistant
<b>Elementary</b>	821104	Plumber's Assistant (Skill Level 1)	Performs routine tasks in fabricating, laying, installing and maintaining pipes, fixtures, water meters and regulators.	
<b>Elementary</b>	821301	Fencer (Skill Level 2)	Erects and repairs fences and gates.	
<b>Elementary</b>	831104	Dairy Products Maker (Skill Level 1)	Operates machines and performs routine tasks to make and package milk, milk powder, yoghurt, butter, cheese and other dairy products.	Butter Maker; Cheese Maker / Salter; Yogurt Maker
<b>Elementary</b>	831105	Fruit and Vegetable Factory Worker (Skill Level 1)	Operates machines and performs routine tasks to prepare canned and frozen food and vegetables, and make and package sauces, jams and juices.	Beverage Processor Non Alcoholic; Canning and Bottling Process Worker; Fruit Vegetable and Nut Processing Machine Operator; Wine Making Machine Operator
<b>Elementary</b>	831106	Mill Worker (Skill Level 1)	Operates machines and performs routine tasks to mix, mill and treat grains and byproducts to make flour, meal and stockfeed.	Animal Feed Mill Worker; Flourmill Kilnman; Grain Cleaner / Dryer / Crusher; Grain Mill Worker; Lucerne Pellets Maker; Millhand / Mill Worker; Stockfeed Miller; Spice Miller

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Elementary</b>	831107	Sugar Mill Worker (Skill Level 1)	Operates machines and performs routine tasks to extract juice from sugar cane to make granular sugar and molasses.	Sugar Front End Worker; Sugar Process Worker (Raw House); Sugar Process Worker (Refinery); Winery Worker
<b>Elementary</b>	831108	Winery Cellar Hand (Skill Level 1)	Operates machines and performs routine tasks to make and bottle wine.	
<b>Elementary</b>	831109	Coffee and Tea Process Worker (Skill Level 1)	Operates machines and performs routine tasks to dry, mill blend, roast and package coffee, chicory and tea.	Coffee / Tea Taster; Coffee and Chicory Roaster and Grinder; Coffee and Tea Blender
<b>Elementary</b>	831110	Seed Processing Worker (Skill Level 1)	Operates machines and performs routine tasks to process and package seed.	Seed Grading Machine Operator; Seed Sheller; Seed Conditioner; Seed Bagger
<b>Elementary</b>	831111	Silo Worker (Skill Level 1)	Operates machines and performs routine tasks to receive, handle and store grain.	Grain Dryer Attendant; Valve Controller
<b>Elementary</b>	831112	Juice Extraction and Blending Process Worker (Skill Level 1)	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.	Fruit Juice Processing Operator
<b>Elementary</b>	831113	Tobacco Product Process Worker (Skill Level 1)	Operates machines and performs routine tasks to process and package tobacco products.	Cigarette Maker Worker; Tobacco Product Maker Worker
<b>Elementary</b>	831114	Perishable Produce Packhouse Worker (Skill Level 1)	Sorts, treats, weighs, wraps, labels and pack perishable produce.	Sorter; Packer; Line Attendant; Sampler; Pocket Filler;
<b>Elementary</b>	831201	Red Meat De-Boner (Skill Level 2)	Prepares slaughtered livestock for further processing in abattoirs	Abattoir Process Worker; Meat Cutter / Trimmer
<b>Elementary</b>	831202	Slaughterer (Skill Level 2)	Slaughters livestock in abattoirs	Halaal Slaughter; Slaughtering Assistant; Cattle Slaughterer; Sheep Slaughterer; Pork Slaughterer; Game Slaughterer; Equine Slaughterer; Crocodile Slaughterer; Slaughter Supervisor/Foreman
<b>Elementary</b>	831302	Poultry Process Worker (Skill Level 1)	Stuns and kills, dresses, trims, cuts into portions, bones, fillets, weighs, grades and packages poultry.	Chicken Processor; Poultry Boner; Poultry Factory Worker; Poultry Processing Plant Worker; Poultry Slaughterer; Poultry Worker Abattoir Freezing Works; Poultry Spotter;
<b>Elementary</b>	831303	Seafood Process Worker (Skill Level 1)	Scales, cleans, fillets, cuts, shells, grades and packages fish and shellfish.	Abalone Sheller; Fish Process Worker; Fish Process Worker Supervisor
<b>Elementary</b>	832105	Container Filler (Skill Level 1)	Fills and seals containers with products such as food, beverages, paints, oils and lotions, and packages the filled containers.	Bottling Attendant; Cannery Worker; Filling / Packing Machine Operator; Jar or Bottle Filler; Labelling Machine Operator; Sack or Bag Filler; Sealing and Capping Machine Operator
<b>Elementary</b>	839301	Product Examiner (Skill Level 2)	Examines manufactured products to ensure conformity to specifications and standards of presentation and quality.	Fruit Quality Evaluator; Inline Quality Controllers; Quality Assurance Assessor (Product); Quality Control Assessor (Product)

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Elementary</b>	841101	Aquaculture Farm Worker / Assistant (Skill Level 2)	Performs routine tasks in breeding and raising fresh water fish.	Fresh Fish Farm / Hatchery Worker; Fresh Fish Hatchery Worker
<b>Elementary</b>	841102	Mariculture Farm Worker / Assistant (Skill Level 1)	Performs routine tasks in breeding and raising salt water fish and other aquatic stock.	Mussel / Oyster / Shellfish Farm Worker
<b>Elementary</b>	841201	Crop Production Farm Worker / Assistant (Skill Level 2)	Assists in the production of crops	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
<b>Elementary</b>	841401	Garden Workers (Skill Level 2)	Assists in cultivating and maintaining gardens.	Garden Services Worker; Lawn Mower
<b>Elementary</b>	841402	Ornamental Horticultural or Nursery Assistant (Skill Level 2)	Assists with the planting, cultivation and harvesting of trees and plants in a plant nursery.	Compost Maker; Greenhouse Worker Nursery; Horticultural / Nursery Worker; Nursery Hand (Horticulture); Nursery Production Person
<b>Elementary</b>	841403	Indoor Plant Worker/Assistant (Skill Level 1)	Assist with the planting and care of indoor plants	
<b>Elementary</b>	841501	Livestock Farm Worker / Assistant (Skill Level 2)	Performs routine tasks on a livestock farm such as feeding, mustering, counting and moving livestock, and assisting with animal husbandry.	Beef Cattle Farm Worker; Dairy Cattle Farm Worker; Sheep Farm Worker; Animal Attendant Farm; Herd Supervisor; Livestock Drafter; Shepherd; Milking Equipment Operator; Stablehand; Feedlot Worker; Abattoir Livestock Attendant/Worker
<b>Elementary</b>	841502	Insect Farm Worker / Assistant (Skill Level 2)	Performs routine tasks on an insect farm such as feeding, catching, moving and harvesting insects.	
<b>Elementary</b>	841503	Game Farm Worker / Assistant (Skill Level 2)	Performs routine tasks on a game farm such as feeding, catching, counting and moving game.	
<b>Elementary</b>	841504	Poultry, Ratites or Avian Farm Worker / Assistant (Skill Level 2)	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.	Bird Sexer; Egg Collector; Hatchery Assistant
<b>Elementary</b>	841601	Mixed Crop and Livestock Farm Worker / Assistant (Skill Level 2)	Performs routine tasks in crop cultivation and animal production.	<b>General Farm Worker</b>
<b>Elementary</b>	841901	Hunter (Skill Level 1)	Hunts, traps or shoots animals for food, pelts, research or for pest control.	Game Tracker; Shooter; Trapper
<b>Elementary</b>	841902	Pest or Weed Controller (Skill Level 2)	Applies pest or weed management techniques to kill and control pests or weeds in domestic, commercial and industrial areas, roadsides, private and public lands.	Grain Fumigator; Knapsack Spray Operator; Chemical Sprayer / Sprayer Supervisor; Seed Fumigator; Tea Fumigator
<b>Elementary</b>	841903	Irrigationist (Skill Level 2)	Installs and maintains irrigation systems to ensure optimum soil moisture levels for the production of seedlings, fruit, crop, flowers or trees. May work on a farm.	Farm Irrigator; Waterman; Irrigation Supervisor

Main Occupation	OFO CODE	OCCUPATION	Description	Alternative Title/Specializations:
<b>Elementary</b>	841904	Scout (Skill Level 1)	Identifies, monitors and reports on weeds, pests and diseases in orchards, fields and nurseries.	
<b>Elementary</b>	841905	Chemical Mixer (Skill Level 1)	Mixes chemicals as per prescription.	
<b>Elementary</b>	841906	Harvester / Picker (Skill Level 1)	Assists in the harvesting process of the crop from the orchard / field ensuring that quality is not compromised during the handling process.	Flower Buncher or Picker; Fruit Picker; Grape Picker; Haymaker; Hops or Tea Picker/Cutter; Mushroom Harvester / Picker; Nut Picker; Picker Quality Controller ; Picker Grader; Vegetable Picker ; Farm and Workshop Supervisor
<b>Elementary</b>	841907	Farm Maintenance Worker (Skill Level 1)		
<b>Elementary</b>	841908	Market Gardener (Skill Level 2)		
<b>Elementary</b>	841909	Pruner (Skill Level 1)	Prunes trees or shrubs.	
<b>Elementary</b>	841910	Wool Handler (Skill Level 1)	Regulates the flow of sheep to be shorn, keeps the shearing shed clean and tidy, and assists with wool preparation.	Shearing Shed Worker / Hand; Wool Baler
<b>Elementary</b>	851203	Tea Attendant (Skill Level 1)	Serves tea to guests and staff	Tea Lady
<b>Elementary</b>	851301	Kitchenhand	Assists kitchen and service staff prepares and serve food, and cleans food preparation and service areas.	Dishwasher; Kitchen Assistant (non-domestic); Kitchen Steward; Pantry Attendant; Sandwich / Salad Preparer
<b>Elementary</b>	891101	Freight Handler (Rail or Road) (Skill Level 1)	Loads and unloads freight trucks, containers and rail cars.	
<b>Elementary</b>	891102	Truck Driver's Offsider (Skill Level 1)	Loads and unloads trucks and containers.	
<b>Elementary</b>	891201	Shelf Filler (Skill Level 1)	Fills up shelves and display areas in a store or supermarket.	Shelf Stacker
<b>Elementary</b>	899301	Handyperson (Skill Level 1)	Cleans, paints, repairs and maintains buildings, grounds and facilities.	Handy Man
<b>Elementary</b>	899601	Recycling or Rubbish Collector (Skill Level 1)	Collects household, commercial and industrial waste for recycling and disposal.	Refuse Collector
<b>Elementary</b>	899906	Mechanic's Assistant (Skill Level 1)	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.	Lube Attendant