

UNIT GROUP 4117 WELFARE SUPPORT WORKERS

WELFARE SUPPORT WORKERS provide support, information and advice to clients on emotional, financial, recreational, health, housing and other social welfare matters, and evaluate and coordinate the services of welfare and community service agencies.

Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma (ANZSCO Skill Level 2)

In New Zealand:

NZ Register Diploma (ANZSCO Skill Level 2)

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Tasks Include:

- assessing clients' needs and planning, developing and implementing educational, training and support programs
- interviewing clients and assessing the nature and extent of difficulties
- monitoring and reporting on the progress of clients
- referring clients to agencies that can provide additional help
- assessing community need and resources for health, welfare, housing, employment, training and other facilities and services
- liaising with community groups, welfare agencies, government bodies and private businesses about community issues and promoting awareness of community resources and services
- supporting families and providing education and care for children and disabled persons in adult service units, group housing and government institutions
- supervising offenders on probation and parole
- assisting young people to solve social, emotional and financial problems
- preparing submissions for funding and resources, and reports to government bodies and other agencies

Occupations:

- 411711 Community Worker
- 411712 Disabilities Services Officer
- 411713 Family Support Worker
- 411714 Parole or Probation Officer
- 411715 Residential Care Officer
- 411716 Youth Worker

SUB-MAJOR GROUP 42 CARERS AND AIDES

CARERS AND AIDES provide basic care, supervision and other support services to individuals for the enhancement of their education, health, welfare and comfort.

Indicative Skill Level:

Most occupations in this sub-major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Tasks Include:

- planning, conducting and participating in educational and recreational activities to encourage the physical, social, emotional and intellectual development of children
- supervising children in recreational activities
- preparing and distributing educational aids
- assisting children with intellectual, physical and behavioural difficulties with their academic studies
- assisting Professionals in the provision of care and support to aged and disabled persons, patients in hospitals, clinics and nursing homes, and children in residential care establishments
- assisting patients and clients with personal care needs, rehabilitative exercises and providing emotional support

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

- 421 Child Carers
- 422 Education Aides
- 423 Personal Carers and Assistants

MINOR GROUP 421 CHILD CARERS

CHILD CARERS provide care and supervision for children in residential homes and non-residential childcare centres.

Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Tasks Include:

- assisting in the preparation of materials and equipment for children's education and recreational activities
- managing children's behaviour and guiding children's social development
- preparing and conducting activities for children
- entertaining children by reading and playing games
- supervising children in recreational activities
- supervising the daily routine of children
- supervising the hygiene of children

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

4211 Child Carers

MAJOR GROUP 4 *continued*

UNIT GROUP 4211 CHILD CARERS *continued*

421112 FAMILY DAY CARE WORKER

Alternative Title:

Family Day Carer

Provides care and supervision for babies and children, usually in the carer's own home and under local government or community-based schemes. Registration or licensing may be required.

Skill Level: 4

421113 NANNY

Assists parents in the provision of ongoing care and supervision for babies and children, usually in the child's home.

Skill Level: 4

Specialisation:

Governess

421114 OUT OF SCHOOL HOURS CARE WORKER

Provides care for school age children in an out of school hours care program. Registration or licensing may be required.

Skill Level: 4

MINOR GROUP 422 EDUCATION AIDES

EDUCATION AIDES perform non-teaching duties to assist teaching staff in schools, provide care and supervision for children in preschools, and provide assistance to Aboriginal, Torres Strait Islander and Māori students and their teachers.

Indicative Skill Level:

Most occupations in this minor group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Tasks Include:

- demonstrating, supervising and participating in activities which enhance the physical, social, emotional and intellectual development of children in schools and preschool centres
- preparing indoor and outdoor areas for learning and recreational activities
- assisting children with intellectual, physical and behavioural difficulties with their academic studies
- assisting children individually to learn social skills
- assisting with preparing teaching aids, and copying and collating written and printed material
- distributing and collecting lesson material
- providing assistance to small groups of Aboriginal, Torres Strait Islander and Māori students
- providing home-school liaison and counselling for Aboriginal, Torres Strait Islander and Māori students and their families

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

4221 Education Aides

UNIT GROUP 4221 EDUCATION AIDES

EDUCATION AIDES perform non-teaching duties to assist teaching staff in schools, provide care and supervision for children in preschools, and provide assistance to Aboriginal, Torres Strait Islander and Māori students and their teachers.

Indicative Skill Level:

Most occupations in this unit group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Tasks Include:

- demonstrating, supervising and participating in activities which enhance the physical, social, emotional and intellectual development of children in schools and preschool centres
- preparing indoor and outdoor areas for learning and recreational activities
- assisting children with intellectual, physical and behavioural difficulties with their academic studies
- assisting children individually to learn social skills
- assisting with preparing teaching aids, and copying and collating written and printed material
- distributing and collecting lesson material
- providing assistance to small groups of Aboriginal, Torres Strait Islander and Māori students
- providing home-school liaison and counselling for Aboriginal, Torres Strait Islander and Māori students and their families

Occupations:

- 422111 Aboriginal and Torres Strait Islander Education Worker
- 422112 Integration Aide
- 422113 Kaiāwhina Kōhanga Reo (Māori Language Nest Assistant)
- 422114 Kaiāwhina Kura Kaupapa Māori (Māori-medium School Assistant)
- 422115 Preschool Aide
- 422116 Teachers' Aide

422111 ABORIGINAL AND TORRES STRAIT ISLANDER EDUCATION WORKER

Assists Aboriginal and Torres Strait Islander students in their education, provides feedback to parents or guardians and teachers about students' progress, and liaises with educational bodies, government agencies and committees.

Skill Level: 4

Specialisations:

- Aboriginal Education Worker Coordinator
- Aboriginal Home-School Liaison Officer

MAJOR GROUP 4 *continued*

UNIT GROUP 4221 EDUCATION AIDES *continued*

422112 INTEGRATION AIDE

Assists children with developmental disabilities in mainstream schools

Skill Level: 4

422113 KAIĀWHINA KŌHANGA REO (MĀORI LANGUAGE NEST ASSISTANT)

Assists Kaiako Kōhanga Reo (Māori Language Nest Teachers) with teaching duties and activities in the Māori language for children at pre-primary or early childhood level with emphasis given to Tikanga Māori (Māori custom).

Skill Level: 4

422114 KAIĀWHINA KURA KAUPAPA MĀORI (MĀORI-MEDIUM SCHOOL ASSISTANT)

Assists Kaiako Kura Kaupapa Māori (Māori-medium Primary School Teachers) with teaching duties and activities in the Māori language for children at primary school level with emphasis given to Tikanga Māori (Māori custom).

Skill Level: 4

422115 PRESCHOOL AIDE

Provides care and supervision for children at preschool centres under the direction of Early Childhood (Pre-primary School) Teachers.

Skill Level: 4

Specialisation:

Kindergarten Assistant

422116 TEACHERS' AIDE

Assists teaching staff in preparing teaching materials and with general classroom tasks.

Skill Level: 4

Specialisations:

School Services Officer

Student Liaison Officer

Teachers' Assistant