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## ✓ Latest release

Sub-major Group

# 25 Education Professionals

## OSCA - Occupation Standard Classification for Australia

Reference period: 2024, Version 1.0

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### 25 Education Professionals

Teach in educational institutions or through private tuition, conduct educational research, develop course curricula and associated teaching materials, and review and examine the work of teachers.

#### OSCA skill level

The occupations in this sub-major group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

Minor Group

## 251 Early Childhood, School and Specialist Education Teachers

Teach students in early childhood (pre-primary), primary and secondary institutions by teaching a range of subjects within a prescribed curriculum, and promote students' social, emotional, intellectual and physical development.

#### OSCA skill level

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

#### Unit Group

## 2511 Early Childhood (Pre-primary School) Teachers

Design, plan, teach and evaluate educational programs and practices for young children, including following and implementing an approved learning framework in an early childhood setting.

Early Childhood Educators and Room Leaders, preschool directors and Special Education Teachers are excluded from this unit group. Early Childhood Educators and Room Leaders are included in Unit Group 4311 Early Childhood Educators and Room Leaders. Preschool directors are included in Occupation 141231 Children's Education and Care Service Director. Special Education Teachers are included in Occupation 251431 Special Education Teachers.

### OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

#### Occupation

## 251131 Early Childhood (Pre-primary School) Teacher

Designs, plans, teaches and evaluates educational programs and practices for young children, including following and implementing an approved learning framework in an early childhood setting.

Registration or licensing is required.

Early Childhood Educators and Room Leaders, preschool directors and Special Education Teachers are excluded from this occupation. Early Childhood Educators and Room Leaders are included in Unit Group 4311 Early Childhood Educators and Room Leaders. Preschool directors are included in Occupation 141231 Children's Education and Care Service Director. Special Education Teachers are included in Occupation 251431 Special Education Teacher.

## Alternative titles

- Kindergarten (Pre-primary School) Teacher
- Preschool Teacher

## Skill level: 1

## Main tasks

- Develops and delivers educational programs based on an approved learning framework
- Promotes the safety, health, wellbeing, learning and development of young children
- Provides pedagogical leadership
- Coaches, mentors and supervises staff
- Builds and maintains strong reciprocal relationships with young children and their families
- Complies with service policies and national and/or state-based education legislation
- Works in partnership with families, community members and external agencies to promote the education, care and wellbeing of children
- Maintains records of each child's learning, wellbeing, development, participation and progress, and communicates this with families

### Unit Group

## 2512 Primary School Teachers

Teach a range of subjects within a prescribed curriculum to primary school students and promote students' social, emotional, intellectual and physical development.

Special Education Teachers are excluded from this unit group. Special Education Teachers are included in Occupation 251431 Special Education Teacher.

## OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Occupation

## 251231 Primary School Teacher

Teaches a range of subjects within a prescribed curriculum to primary school students, and promotes students' social, emotional, intellectual and physical development.

Registration or licensing is required.

Special Education Teachers are excluded from this occupation. Special Education Teachers are included in Occupation 251431 Special Education Teacher.

### Skill level: 1

### Main tasks

- Delivers differentiated learning programs in literacy, numeracy, the humanities, arts, science, technology and physical education to primary school students
- Guides discussions and supervises students' work in class
- Employs effective classroom management skills to maintain a safe, supportive and positive learning environment
- Prepares, administers and reviews assessment tasks to evaluate students' progress
- Maintains records of students' progress
- Discusses students' progress with parents and students, and prepares written reports on a regular basis
- Participates in staff meetings, educational conferences and workshops
- Contributes to the development of curriculum programs and resources
- Performs extra-curricular tasks, such as assisting with sport, concerts, excursions and special interest programs

### Unit Group

## 2513 Secondary School Teachers

Teach one or more subjects within a prescribed curriculum to secondary school students and promote students' social, emotional, intellectual and physical development.

Special Education Teachers are excluded from this unit group. Special Education Teachers are included in Occupation 251431 Special Education Teacher.

### OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Occupation

## 251331 Secondary School Teacher

Teaches one or more subjects within a prescribed curriculum to secondary school students, and promotes students' social, emotional, intellectual and physical development.

Registration or licensing is required.

Special Education Teachers are excluded from this occupation. Special Education Teachers are included in Occupation 251431 Special Education Teacher.

### **Skill level: 1**

### **Main tasks**

- Delivers differentiated learning programs in one or more subjects to secondary school students
- Employs effective classroom management skills to maintain a safe, supportive and positive learning environment
- Develops students' interests, abilities and coordination by way of creative activities
- Guides discussions and supervises work in class
- Prepares, administers and marks tests, projects and assignments to evaluate students' progress, and records the results
- Discusses individuals' progress with students and parents, and prepares written reports on a regular basis
- Seeks advice from School Counsellors and senior teachers
- Participates in staff meetings, educational conferences and workshops
- Liaises with parents, the community and business groups
- Participates in extra-curricular activities such as sport, school concerts, excursions and special interest programs

### **Unit Group**

## **2514 Specialist Education Teachers**

Teach academic and living skills to children and adults with learning difficulties, who are blind or have low vision, or are deaf or hard of hearing, and promote students' social, emotional, intellectual and physical development.

Social educators are excluded from this unit group. Social educators are included in Occupation 422231 Disability Support Worker.

### **OSCA skill level**

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

#### Occupation

## 251431 Special Education Teacher

Teaches academic and living skills to early childhood, primary and secondary school students with particular learning difficulties using various techniques, and promotes students' social, emotional, intellectual and physical development.

Registration or licensing is required.

Specialist Teachers (Vision Impairment) and Teachers of the Deaf are excluded from this occupation. Specialist Teachers (Vision Impairment) are included in Occupation 251432 Specialist Teacher (Vision Impairment). Teachers of the Deaf are included in Occupation 251433 Teacher of the Deaf.

### Skill level: 1

### Main tasks

- Assesses students' abilities and limitations with regard to intellectual, sensory, physical, social and emotional disabilities, or specific problems of language and culture
- Develops and implements individualised learning, behaviour and wellbeing plans to maximise students' growth
- Teaches students with physical, social, intellectual, emotional and linguistic needs
- Enhances student engagement through enriched differentiated and individualised learning programs
- Administers various forms of assessment and interprets the results
- Prepares and maintains students' data, and records and submits reports as required
- Advises, instructs and counsels parents and teachers on the availability and use of special techniques and therapies that benefit students' growth

#### Occupation

## 251432 Specialist Teacher (Vision Impairment)

Promotes and supports equity, inclusion, learning and wellbeing of students who are blind or have low vision, deaf-blindness or multiple disability, by building teacher capacity and student strengths, and by promoting evidence-based practices across all aspects of the curriculum and learning environment.

Registration or licensing is required.

### **Skill level: 1**

#### **Main tasks**

- Supports and promotes inclusion and equitable access, participation and engagement of vision impaired students in education and learning
- Works in a multidisciplinary team with students, parents and carers, teachers, school learning and support staff, eye health and allied health professionals, and other stakeholders
- Supports teachers to develop learning plans, and provides reasonable adjustments to the curriculum, teaching and learning strategies, assessment, educational materials and the learning environment for vision impaired students
- Supports student acquisition of vision-specific skills, including skills in compensatory access to information, communication and literacy, sensory efficiency, technology, orientation and mobility, independent living, social interaction, recreation and leisure, career education and self-determination
- Provides information and professional learning for school staff on evidence-based best practices in education for students with blindness and low vision
- Supports school staff in interpreting assessments and recommendations for clinical and functional eye health, literacy and learning media, and optical and assistive technology for learning
- Facilitates the timely provision of textbooks and instructional materials in alternative formats, including braille, large print and digital/audio
- Contributes to school documentation of vision impaired student information

Occupation

## **251433 Teacher of the Deaf**

Teaches academic and living skills to deaf and hard of hearing students, and promotes students' social, emotional, intellectual and physical development. Supports students with equitable access to communication, learning and socialisation opportunities in a range of educational settings.

Registration or licensing is required.

### **Skill level: 1**

#### **Main tasks**

- Uses teaching strategies based on knowledge of the implications of hearing loss on students' physical, social, emotional and cognitive development to improve student learning

- Develops teaching activities that incorporate reasonable adjustments based on individual language levels, spoken and signed language modes, communication systems, and multimedia technology such as captions
- Develops modifications to the curriculum and assessment needs to support the full participation of students who are deaf or hard of hearing, and those with additional disability
- Applies knowledge and understanding of the expanded core curriculum for students who are deaf or hard of hearing, which may include managing personal audiological devices, and working with educational Interpreters and note takers

#### Unit Group

## 2519 Other Early Childhood, School and Specialist Education Teachers

This unit group covers Early Childhood, School and Specialist Education Teachers not elsewhere classified. It includes Teacher Librarians.

### OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

#### Occupation

## 251931 Teacher Librarian

Builds and delivers library and information management services in schools, works collaboratively with teachers to select appropriate resources that support the curriculum, and teaches students to access and use quality information and recreational reading material.

Registration or licensing is required.

### Skill level: 1

### Main tasks

- Provides activities that focus on literature, the promotion of reading and literacy development to meet the interests and needs of school students
- Delivers programs on digital and information literacy that support curriculum knowledge, understanding and skills



- Provides activities that promote enquiry-based learning, critical and creative thinking, digital literacy and ethical understanding in curriculum areas
- Provides physical and intellectual access to information and ideas, including library facilities, material resources and pedagogical programs and services (physical and digital), for school teachers and students
- Manages schools' physical and digital learning spaces where reading, enquiry, research, critical thinking, imagination and creativity are central to learning and teaching
- Resources the curriculum and leads services and programs that are developed collaboratively with school staff
- Undertakes programming, collection development and outreach to support students across a full range of abilities, and welcomes diverse cultural, linguistic, religious and other unique groups into the school libraries
- Liaises with other library groups in the broader community

### Minor Group

## 252 Tertiary Educators

Educate tertiary students in one or more subjects within a prescribed course of study at universities, TAFE institutes, RTOs and other vocational training institutes, and teach adult and community education courses.

### OSCA skill level

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Unit Group

## 2521 University Lecturers and Tutors

Prepare and deliver lectures and conduct tutorials in one or more subjects within a prescribed course of study at a university and conduct research in a particular field of knowledge.

Private Tutors are excluded from this unit group. Private Tutors are included in Minor Group 259 Miscellaneous Education Professionals.

### OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Occupation

## 252131 University Lecturer

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

### Alternative title

- Senior Lecturer

### Specialisations

- Associate Professor
- Professor

### Skill level: 1

### Main tasks

- Prepares and delivers lectures
- Prepares and marks essays, assignments and examinations
- Advises students on academic and related matters
- Attends departmental and faculty meetings, conferences and seminars
- Supervises work programs of postgraduate and honours students and tutorial staff
- Participates in setting course and degree requirements, curriculum revision and academic planning
- Serves on council, senate, faculty and other committees and professional boards
- Conducts research and undertakes consultancies in a particular field of knowledge
- Compiles bibliographies of specialised materials for reading assignments
- May conduct tutorials, seminars and laboratory sessions

### Occupation

## 252132 University Tutor

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

### Alternative title

- Teaching Associate

## Specialisations

- Laboratory Demonstrator
- University Demonstrator

## Skill level: 1

## Main tasks

- Prepares and conducts tutorials, seminars and laboratory sessions
- Marks essays, assignments and examinations
- Advises students on academic and related matters
- Attends departmental and faculty meetings, conferences and seminars
- Serves on committees and professional boards
- Conducts research in a particular field of knowledge
- Stimulates and guides class discussions
- Compiles bibliographies of specialised materials for reading assignments

### Unit Group

## 2522 Vocational Education Teachers

Teach one or more vocational subjects within a prescribed course of study to students at TAFE institutes, RTOs or other training institutes for vocational education and training purposes.

Adult Literacy / Numeracy Teachers and Workplace Trainers and Assessors are excluded from this occupation. Adult Literacy / Numeracy Teachers are included in Occupation 259931 Adult Literacy / Numeracy Teacher. Workplace Trainers and Assessors are included in Occupation 222431 Training and Development Professional

## OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Occupation

## 252231 Vocational Education Teacher

Teaches one or more vocational subjects within a prescribed course of study at a TAFE institute, RTO or other training institute to students for vocational education and training purposes.

Registration or licensing may be required.

Adult Literacy / Numeracy Teachers and workplace trainers and assessors are excluded from this occupation. Adult Literacy / Numeracy Teachers are included in Occupation 259931 Adult Literacy / Numeracy Teacher. Workplace trainers and assessors are included in Occupation 222431 Training and Development Professional.

### Alternative titles

- TAFE Lecturer
- TAFE Teacher
- VET Trainer and Assessor

### Skill level: 1

### Main tasks

- Identifies the various requirements of students and creates effective learning options to meet these needs
- Liaises with individuals, industry and education sectors to ensure the provision of relevant programs and services
- Plans, designs and develops course curriculum and method of instruction
- Advises students on courses and related matters
- Teaches students using teaching aids, including presentation of lesson materials, discussions, workshops, laboratory sessions, multimedia aids and computer tutorials
- Marks and grades students' assessment tasks, and provides feedback to students about their progress
- Maintains records of students' progress, attendance and training activities
- Consults with education managers, Librarians, School Counsellors and other support staff

Minor Group

## 259 Miscellaneous Education Professionals

This minor group covers Education Professionals not elsewhere classified. It includes Academic Tutors (Private Tuition), Arts and Personal Enrichment Teachers (Private Tuition), Education Advisers and Reviewers, Music Teachers (Private Tuition) and Teachers of English to Speakers of Other Languages.

## OSCA skill level

The occupations in this minor group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Unit Group

## 2591 Academic Tutors (Private Tuition)

Provide tuition to students in academic subjects and prepare students for formal assessment tasks.

University Tutors are excluded from this unit group. University Tutors are included in Occupation 252132 University Tutor.

## OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Occupation

## 259131 Academic Tutor (Private Tuition)

Provides tuition to students in academic subjects and prepares students for formal assessment tasks.

University Tutors are excluded from this occupation. University Tutors are included in Occupation 252132 University Tutor.

## Skill level: 1

## Main tasks

- Assists students with homework, projects, exam preparation, research and other academic tasks
- Revises various curricula of one or more subject areas, and plans programs of study for individual students and groups
- Prepares and presents learning material that explains the principles, conventions and theories of one or more subject areas
- Instructs and demonstrates practical aspects of one or more subject areas

- Prepares students for examinations and other formal assessments
- Customises learning to students' needs and strengths
- Assesses students and offers advice, criticism and encouragement
- Revises course content, materials and methods of instruction
- Undertakes regular professional learning in effective teaching of one or more subject areas

### Unit Group

## 2592 Arts and Personal Enrichment Teachers (Private Tuition)

Teach students in the practice, theory and performance of art, dance, speech and drama in private training establishments.

Music Tutors are excluded from this unit group. Music Tutors are included in Occupation 259431 Music Teacher (Private Tuition).

### OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

### Occupation

## 259231 Art Teacher (Private Tuition)

Teaches students in the practice and theory of art in private training establishments.

### Alternative title

- Art Tutor (Private Tuition)

### Skill level: 1

### Main tasks

- Plans, prepares and delivers effective learning programs in art theory and practice
- Assesses students' learning, maintains students' records and reports on students' performance to students, parents and other stakeholders
- Undertakes regular professional learning in effective art teaching
- Prepares students for exhibitions and assessments

- Arranges visits and tours to professional exhibitions and performances
- Organises exhibitions or performances of students' work

**Occupation**

## 259232 Dance Teacher (Private Tuition)

Teaches students in the practice, theory and performance of dance in private training establishments.

### Alternative title

- Dance Instructor (Private Tuition)

### Skill level: 1

### Main tasks

- Plans programs of study in dance theory and practice for individual students and groups
- Prepares and presents material on the theory of dance
- Instructs fundamental dance techniques and choreography to students in group or individual settings, and selects music for dance recitals or concerts
- Assigns exercises relative to students' training needs and talents
- Assesses students and offers advice, criticism and encouragement
- Revises curricula, course content, course materials and methods of instruction
- Prepares students for examinations, performances and assessments

**Occupation**

## 259233 Speech and Drama Teacher (Private Tuition)

Teaches students in the practice, theory and performance of speech and drama in private training establishments.

### Skill level: 1

### Main tasks

- Plans programs of study in the theory and practice of speech and drama for individual students and groups
- Prepares and presents material within the area of voice and communication, drama, public speaking and presentation techniques
- Instructs and demonstrates practical aspects of speech and drama

- Assists students to improve listening and communication skills associated with public speaking through speech and drama
- Assigns exercises relative to students' training needs and talents
- Assesses students and offers advice, criticism and encouragement
- Revises curricula, course content, course materials and methods of instruction
- Prepares students for examinations, performances and assessments

### Occupation

## 259299 Arts and Personal Enrichment Teachers (Private Tuition) nec

This occupation group covers Arts and Personal Enrichment Teachers (Private Tuition) not elsewhere classified.

Academic Tutors (Private Tuition) and Fitness Instructors are excluded from this occupation. Academic Tutors (Private Tuition) are included in Occupation 259131 Academic Tutor (Private Tuition). Fitness Instructors are included in Occupation 462131 Fitness Instructor (General).

### Skill level: 1

### Occupations in this group include:

- Bridge Teacher
- Craft Teacher (Private Tuition)
- Dressmaking Teacher (Private Tuition)

### Unit Group

## 2593 Education Advisers and Reviewers

Enhance quality of education by providing support and guidance to educational institutes, teachers and students, and review and examine the work of teachers and the results from curriculum programs in school settings.

### OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience



**Occupation**

## 259331 Education Adviser

Conducts educational research and develops course curricula and associated teaching materials for use by educational institutions.

### Alternative title

- Education Consultant (Curriculum)

### Specialisations

- Curriculum Advisory Teacher
- Education Officer
- Home-School Liaison Officer
- Instructional Designer (Education)
- Learning Designer
- Learning Technologist
- Preschool Field Officer

### Skill level: 1

### Main tasks

- Identifies and evaluates developments in education by conducting research into educational systems
- Prepares and delivers specialist learning materials, training programs and workshops that aim to address and resolve immediate educational concerns
- Works with teachers and educational administrators to determine areas of research focus
- Documents subjects and courses developed, evaluates new courses, and reports on the effectiveness of current academic systems
- Devises strategies to improve educational quality and help implement new policies
- Serves as an adviser for teachers, parents, school administrators, and other Education Professionals
- May assist with training on the use of education programs, tools and technologies

**Occupation**

## 259332 Education Reviewer

Reviews and examines the work of teachers in classrooms and schools, and observes the results of the application of curriculum programs in primary or secondary educational institutions.

**Skill level: 1**

### Main tasks

- Visits schools and observes teachers in the classroom, noting pupil response, motivation and teaching techniques
- Discusses programs, records and teachers with School Principals to record academic performance of schools, welfare of pupils and performance of individual teachers
- Makes suggestions to officials about improvements to educational facilities, equipment, buildings, and staff to ensure continued standards of education

#### Unit Group

## 2594 Music Teachers (Private Tuition)

Teach students in the practice, theory and performance of music in private training establishments.

### OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

#### Occupation

## 259431 Music Teacher (Private Tuition)

Teaches students in the practice, theory and performance of music in private training establishments.

**Skill level: 1**

### Main tasks

- Plans, prepares and delivers effective learning programs in singing, instrumental performance and music theory
- Assesses students' learning, maintains students' records and reports on students' performance to students, parents and other stakeholders
- Undertakes regular professional learning in effective music teaching
- Prepares students for musical performances, competitions and examinations

**Unit Group**

## 2595 Teachers of English to Speakers of Other Languages

Teach English to students whose first language is a language other than English.

### OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

**Occupation**

## 259531 Teacher of English to Speakers of Other Languages

Teaches English to students whose first language is a language other than English.

### Alternative title

- English as a Second Language Teacher

### Skill level: 1

### Main tasks

- Assesses the needs of individual students in the context of English language acquisition
- Teaches students in a range of settings, either individually or in groups
- Teaches students English language skills using a variety of methods, including lecture and visual demonstration
- Provides assistance and advice to other teachers of students for whom English is an additional language
- Designs and produces teaching materials, and adapts existing materials
- Prepares course outlines and goals
- Assigns lessons, corrects homework, and prepares and grades exams
- Analyses, provides feedback and reports on student outcomes

**Unit Group**

# 2599 Other Education Professionals

This unit group covers Education Professionals not elsewhere classified. It includes Adult Literacy / Numeracy Teachers, Careers Advisers and Student Services Advisers.

## OSCA skill level

The occupations in this unit group have a skill level corresponding to the qualifications and experience below.

- Skill Level 1: Bachelor Degree, higher qualification, or at least five years of relevant experience

Occupation
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## 259931 Adult Literacy / Numeracy Teacher

Teaches literacy, numeracy and digital literacy to adults in a range of settings, including adult education facilities, workplaces, libraries, community organisations, correctional facilities and homes.

RTO teachers and trainers, TAFE lecturers and teachers, VET trainers and assessors, and workplace trainers and assessors are excluded from this occupation. RTO teachers and trainers, TAFE lecturers and teachers, and VET trainers and assessors are included in Occupation 252231 Vocational Education Teacher. Workplace trainers and assessors are included in Occupation 222431 Training and Development Professional.

### Skill level: 1

### Main tasks

- Assesses learners' needs, develops personalised learning plans and goals, and identifies barriers to learning
- Identifies core literacy, numeracy and digital skills that underpin vocational courses and workplace tasks
- Customises teaching methodologies to suit different types of learners and correspond to their learning goals
- Delivers contextualised teaching and learning programs and resources
- Conducts classes, tutorials, presentations and practical activities to teach literacy, numeracy and digital skills to individuals and small groups
- Ensures interactions with learners and the learning programs being delivered are respectful, culturally appropriate and trauma informed
- Assesses learners' progress and adapts programs and resources to improve outcomes
- Informs learners of their progress, and prepares reports for Managers and leaders of organisations, institutions and communities

- Provides advice to other parts of learners' networks such as vocational teachers, work supervisors and/or case managers as required
- Conducts audits of literacy, numeracy and digital skills within organisations, institutions and communities

### Occupation

## 259932 Careers Adviser

Assists individuals and groups in managing their careers, making occupational and educational decisions, and skill development.

Student Services Advisers are excluded from this occupation. Student Services Advisers are included in Occupation 259933 Student Services Adviser.

### Alternative titles

- Career Coach
- Career Development Practitioner
- Career Practitioner
- Careers Consultant
- Careers Counsellor

### Skill level: 1

### Main tasks

- Advises individuals with educational, occupational, employment and career options
- Assists individuals in developing job-seeking strategies, resumes, applications, interviewing skills and career portfolios
- Utilises career assessment instruments where appropriate to assist individuals in identifying their interests, skills, values, aptitudes and abilities
- Advises students with career planning and assists them to make informed decisions for pathways following school completion
- Facilitates and delivers workshops and programs to a diverse range of individuals and groups
- Develops and facilitates programs for career education and occupational training
- Consults with educators, training providers, community organisations, government agencies, businesses and employers
- Assists individuals in navigating career transitions and locating industry immersion placements
- Liaises with employers to identify job opportunities and help jobseekers to connect with potential employers

- Prepares reports and maintains client records

### Occupation

## 259933 Student Services Adviser

Assists post-secondary education students to achieve their academic and personal goals by providing a wide range of services and support.

Careers Advisers and School Counsellors are excluded from this occupation. Careers Advisers are included in Occupation 259932 Careers Adviser. School Counsellors are included in Occupation 261136 School Counsellor.

### Alternative titles

- Student Adviser
- Student Services Officer

### Skill level: 1

### Main tasks

- Provides guidance and support to post-secondary education students on a range of issues, including academic and personal issues
- Provides information and guidance on financial aid and scholarship opportunities
- Assists students with administrative procedures such as registration, enrolment, withdrawal and academic appeals
- Coordinates student accommodation services and student support programs, such as peer mentoring
- Organises and facilitates orientation programs to help new students become acclimated to campus life
- May support international students with visa requirements, cultural adjustments and academic advising

### Occupation

## 259999 Education Professionals nec

This occupation group covers Education Professionals not elsewhere classified.

### Skill level: 1

### Occupations in this group include:

- Aboriginal and Torres Strait Islander Education Teacher
- Distance Education Teacher

- Literacy Intervention Coordinator
- Teacher of Gifted Students