

Guide: categorising roles using standardised occupational categories of managers and non-managers by organisation size for Group Training

The job titles categorised in the tables below were collated in consultation with Group Training organisations and are indicative only. Organisations should always categorise against the five occupational categories of managers that best reflect the responsibility of the employees' role, not their title. For occupational categories of manager definitions refer to the [Reference guide 2015-16](#) document.

Table 1: Example of job titles used for manager categories

Number of employees	CEO (or equivalent)	KMP (key management personnel)	Other executives/general managers	Senior managers	Other managers
100 to 499	<ul style="list-style-type: none"> → Chief executive officer → General manager 	<ul style="list-style-type: none"> → Company secretary → Head of commercial services 	<ul style="list-style-type: none"> → Head of commercial services 	<ul style="list-style-type: none"> → IR coordinator → Safety officer → Systems coordinator 	<ul style="list-style-type: none"> → Senior field officers
500 to 999	<ul style="list-style-type: none"> → Chief executive officer → General manager 	<ul style="list-style-type: none"> → Divisional general managers 		<ul style="list-style-type: none"> → State manager → Manager of business development and field services 	<ul style="list-style-type: none"> → Senior book keeper
1000+	<ul style="list-style-type: none"> → Chief executive officer → General manager 		<ul style="list-style-type: none"> → RTO manager → GTO manager 	<ul style="list-style-type: none"> → RTO manager → GTO manager 	

Table 2: Example of job titles used for non-managers

The job titles categorised in the table below are indicative only and organisations should always categorise against the occupational categories of non-managers that best reflect the responsibility of the employees' role, not their title. For occupational categories of non-manager definitions and roles within each of these categories refer to the [Guide: non-manager categories document](#).

Employee numbers	Professionals	Technicians & trade	Community & personal service	Clerical & administrative	Sales	Machinery operators & drivers Examples include:	Labourers	Other
100 to 499	<ul style="list-style-type: none"> → Employment Specialist (recruitment consultant - 223112) 	<ul style="list-style-type: none"> → Qualified trades employees → Apprentices → Trainees <p>Examples include: mechanics; panel beaters; carpenters; bricklayers; plumbers; cooks; chefs, gardeners; hairdressers etc</p>	<ul style="list-style-type: none"> → Employees → Apprentices → Trainees <p>Examples include: carers & aides; bar attendants; waiters; travel workers; beauty therapists; prison & security guards etc</p>	<ul style="list-style-type: none"> → Employees → Trainees → Support Network Officer (program or project administrators – 511112) 	<ul style="list-style-type: none"> → Employees → Trainees 	<ul style="list-style-type: none"> → Qualified trades employees → Apprentices → Trainees <p>Examples include: Machine operators for clay, concrete, glass, paper, wood, sewing, textiles, footwear; plant operators, forklift drivers; buses; trains etc</p>	<ul style="list-style-type: none"> → Qualified trades employees → Apprentices → Trainees <p>Examples include: car, commercial and domestic cleaners; building and concrete labourers; fencers; road and track workers; factory process workers etc</p>	NA
500 to 999		<ul style="list-style-type: none"> → Qualified trades employees → Apprentices → Trainees 	<ul style="list-style-type: none"> → Qualified trades employees → Apprentices → Trainees 	<ul style="list-style-type: none"> → Employees → Trainees 	<ul style="list-style-type: none"> → Employees → Trainees 	<ul style="list-style-type: none"> → Qualified trades employees → Apprentices → Trainees 	<ul style="list-style-type: none"> → Qualified trades employees → Apprentices → Trainees 	NA
1000+		<ul style="list-style-type: none"> → Qualified trades employees → Apprentices → Trainees 	<ul style="list-style-type: none"> → Qualified trades employees → Apprentices → Trainees 	<ul style="list-style-type: none"> → Employees → Trainees 	<ul style="list-style-type: none"> → Employees → Trainees 	<ul style="list-style-type: none"> → Qualified trades employees → Apprentices → Trainees 	<ul style="list-style-type: none"> → Qualified trades employees → Apprentices → Trainees 	NA