

# Appendix 3 Annual report template

1. Name of approved provider

2. Name of accredited course

3. Target group(s)

4. Period covered by this report: From  to

5. How many HSRs were trained in the period covered by this report?

6. Number of people trained, by gender:  Female  Male  Non-binary  
 Prefer not to disclose or not previously listed

7. Number of people trained, by age group

15-19	<input type="text"/>	20-24	<input type="text"/>	25-29	<input type="text"/>
30-34	<input type="text"/>	35-39	<input type="text"/>	40-44	<input type="text"/>
45-49	<input type="text"/>	50-54	<input type="text"/>	55-59	<input type="text"/>
60-64	<input type="text"/>	65+	<input type="text"/>		

8. How many HSRs were trained, from each of the following industry sectors?

Industry	Number
Accommodation and food services	<input type="text"/>
Administrative and support services	<input type="text"/>
Agriculture, forestry and fishing	<input type="text"/>
Arts and recreational services	<input type="text"/>
Construction	<input type="text"/>
Education and training	<input type="text"/>
Electricity, gas, water and waste services	<input type="text"/>
Financial and insurance services	<input type="text"/>
Health care and social assistance	<input type="text"/>
Information media and telecommunications	<input type="text"/>
Manufacturing	<input type="text"/>

Industry	Number
Mining – onshore	
NOPSEMA	
Other services	
Professional, scientific and technical services	
Public administration and safety	
Rental, hiring and real estate services	
Retail trade	
Seafarers	
Transport, postal and warehousing	
Wholesale trade	
Not stated	
<b>Total</b>	

9. How many HSRs were trained, in each of the following occupational categories?

Occupation category	Number
<b>Managers and Administrators</b> Including School Principals, Directors, Mine Managers, Farm Managers, Managing Supervisors, Commissioned Police Officers, Chief Executives, Trade Union Secretaries	
<b>Professionals</b> Including Chemists, Teachers, Architects, Accountants, Engineers, Registered Nurses, Geologists, Metallurgists, Journalists, Actors, Librarians, Public, Relations Officers	
<b>Para-Professionals</b> Including Technicians, Police Officers, Ships Captains, Welfare Officers, Safety Inspectors, Prison Officers	
<b>Tradespersons</b> Including Fitters, Welders, Tilers, Hairdressers, Chefs, Tailors, Mechanics, Gardeners, Apprentices	
<b>Clerks</b> Including Typists, Secretaries, Messengers, Computer Operators, Bookkeepers, Telephonists, Teachers Aids, Law Clerks	
<b>Salespersons and Personal Service Workers</b> Including Travel Agents, Enrolled Nurses, Dental Nurses, Waiters, Insurance Brokers, Sales Representatives, Tellers, Cashiers, Beauty Therapists	
<b>Plant and Machine Operators</b> Including Bus Drivers, Forklift Drivers, Crane Operators, Press Operators, Processing Machine Operators, Treatment Plant Operators, Mining Equipment Operators	

Occupation category	Number
<b>Labourers and Related Workers</b> Including Trades Assistants, Factory Hands, Cleaners, Farm Hands, Meat Packers, Process Workers, Scaffolders, Riggers, Security Officers, Fishing Workers, Deckhands, Labourers, Miners	
Not stated	
<b>Total</b>	

10. Of the HSRs trained, how many are from metropolitan or from non-metropolitan regions in the period covered in this report?

Regional area	Number
Metropolitan	
Non-metropolitan	
Not stated	
<b>Total</b>	

11. How many courses were conducted in the following regions in the period covered in this report?

Regional area	Number
Metropolitan	
Non-metropolitan	
Other	
<b>Total</b>	