

## Archangel® Job Markets Australia Profile and Query Wizard – Tutorial One


The aim of this tutorial is to help you to use the JMA-O\*NET®<sup>in-it</sup> Advanced Analysis Toolkit. Some of the important functions of the Profile Wizard and Query Wizard are explained through a worked example. By following this example, you will gain a better understanding of the powerful new functions and how to use them effectively Query to extend and document your vocational assessment and job match projects and to produce reports to. All of the JMA searchable fields and more than 120 fields with O\*NET® data can be engaged in those tasks, depending on what the assessor's objectives and the requirements of the particular client or individual to be assessed or needing a comprehensive job match.

Before beginning this tutorial, we suggest you read the User Guide for the JMA-O\*NET®<sup>in-it</sup> Advanced Analysis Toolkit. This is saved as a separate electronic file, and you may want to print out a hardcopy of this tutorial and the User Guide for ease of reference.

The worked example in the tutorial assumes the following.

- The client is a 40 year old male Truck Driver.
- He has had previous experience as a Storeman.
- His highest educational attainment is HSC/Senior Secondary.
- After a workplace accident, the main residual impact is a mild lower back condition, and he is unable to return to his old job, even with modified duties.

### Launching the Profile Manager

To begin, double click the  ASCO Profile Manager icon from the JobMarkets Explorer Tree. Enter **Truck Driver** into the Profile Textbox. This is the name we will give our profile. Now click **Add**, this will launch the Profile Wizard.

A screen shot of this section of the database is on the next page. All of the technical terms and functions treated in the example are identified.

### The Profile Composer

The profile composer is the first screen in the Profile Wizard. For our profile called **Truck Driver** we will him some employment history. To do this, we will check the *Select ASCO Jobs to base the Profile on* checkbox.

We will also check the following fields so the reduced physical functioning caused by a lower back injury can be taken into account.

- Check the *Use Abilities Questionnaires* checkbox. This tells the wizard we are going to use one or more fields in the Abilities Questionnaire.
- Check the *Physical Abilities* checkbox. This tells the Wizard we want to use the Questionnaire to modify one or more of the ratings for the profile.

We are now ready to proceed to the next steps, which are the *ASCO Jobs selector* and then the *Physical Abilities* Questionnaire. Click **Next>** from either the top or bottom toolbar.

**Profile Wizard**

**Profile Composer:**

**Profile Templates**

Select ASCO Jobs to base the Profile on

**O\*NET Skills Questionnaires**

Use Skills Questionnaires

Basic Skills
  Process
  Social Skills
  Complex Problem Solving Skills

Technical Skills
  Systems Skills
  Resource Management Skills

**O\*NET Abilities Questionnaires**

Use Abilities Questionnaires

Cognitive Abilities
  Psychomotor Abilities
  Physical Abilities
  Sensory Abilities

**O\*NET Knowledge Questionnaires**

Use Knowledge Questionnaires

Business and Management
  Manufacturing and Production
  Engineering and Technology
  Mathematics and Science

Health Services
  Education and Training
  Arts and Humanities
  Law and Public Safety

Communications

## Selecting ASCO Jobs using Job Finder

In the **Truck Driver** example, the main, most recent occupations in the job history are Truck Driver and Storeman. We thus need to select Truck Driver and Storeman using the Job Finder.

A screen shot of Job Finder is on the next page. All of the technical terms and functions treated in this part of the worked example are identified in the screen shot.

To add Truck driver and Storeman to the list, we do the following:

### 1. Enter a name or partial name or number

It doesn't matter if you are not sure of the exact ASCO code of the job. You only need to enter part of the name or ASCO code for the job. In this case we simply enter 'truck', although you could have entered 'driver' and had similar results.

### 2. Click Find Job to list matching Jobs

Clicking Find Job retrieves a list of all the matching jobs with Truck in the title. In this example 5 ASCO jobs have been turned up by the search.

### 3. Select matching Jobs to add

From this list, 7311-11 Heavy Truck Drivers is the most appropriate match. We select it by checking its checkbox. If there is more than one job in the list we want to add, we could select them by checking their checkbox. In this way we can add more than one job at a time from a single search. However, a maximum of three jobs may be included in the profile at any one time. If that number of jobs is already in the profile, additional jobs cannot be added.

### 4. Click Add Selected Jobs to add to list

Now click **Add Selected Jobs** button to add the checked job to the profile. After clicking **Add Selected Jobs**, you will see 7311-11 Heavy Truck Drivers in the selection list.

Repeat steps 1 through to 4 to include 7993-11 Storepersons in the profile. The screen shot for those steps is shown on the next page.

So that's it. We have found and added the relevant ASCO occupations to the selected jobs list. We are ready to move to the next stage and, if necessary, make any modifications to the benchmark values that the system assigns automatically to those two occupations.

To move to the next section of the wizard, we click the **Next >** button in the top or bottom toolbar.

The screenshot shows the 'Profile Wizard' interface. At the top, there is a toolbar with buttons: 'Reset All', '<< Start', '< Previous', 'Next >', and 'Finish'. Below this is a section titled 'Jobs to Include in the Profile:' with a text box containing '7311-11 Heavy Truck Drivers'. Below the text box are two buttons: 'Add Selected Job(s)' and 'Delete Selected Job'. A callout box labeled '1. Enter a name or partial name or number' points to the text box. Below this is a section titled 'Find Job:' with a text input field containing 'truck' and a 'Find Job' button. A callout box labeled '2. Click Find Job to list matching Jobs' points to the 'Find Job' button. Below this is a section titled 'Search Results:' with a list of jobs and checkboxes: 

- 7311-11 Heavy Truck Drivers
- 7311-11-1 Concrete Truck Drivers
- 7311-11-2 Garbage Truck Drivers
- 7311-11-3 Tow Truck Drivers
- 9992-15 Truck Driver's Offsiders

A callout box labeled '3. Select matching Jobs to add' points to the checked checkbox for '7311-11 Heavy Truck Drivers'. Below the list are two buttons: 'Add Selected Job(s)' and 'Delete Selected Job'. A callout box labeled '4. Click Add Selected Jobs to add to list' points to the 'Add Selected Job(s)' button. At the bottom, there is another toolbar with buttons: 'Reset All', '<< Start', '< Previous', 'Next >', and 'Finish'.

## Editing the Profile using Questionnaires

After clicking the **Next >** button, we are taken to the *Physical Abilities* screen, which is shown on the next page. As noted earlier, the **Truck Driver** example assumes there are continuing adverse effects of a mild lower back condition. We need to take these effects into account, and we do this by selecting and then varying the appropriate *Physical Abilities* ratings of the Profile.

Of the different attributes in the *Physical Abilities* questionnaire, there are many that are or may be applicable to our example.

Consider the first attribute, *Static Strength - The ability to exert maximum muscle force to lift, push, pull, or carry objects*. This is clearly an attribute that would be impacted by a mild lower back condition. The current Profile rating of 5.5 relates to the usual physical demands for employment in truck driving or stores work. The 5.5 rating is an industry-wide benchmark for such employment. On a scale of 0 to 7, a 5.5 rating is high and implies physical demands that, on average, are close to lifting 75-pound bags of cement onto a truck, which is the prompt given to a rating of 6 – see screen shot on the next page. In our present example, those physical demands could not be met safely or without the possibility of further injury.

Using the information on the person in our Profile example and our knowledge of physical demands, and also drawing on the guidance of the other prompts, we consider it would be reasonable to set a rating of 3 for static strength. In all instances, the assessor's professional judgement finally determines (or assumes) the rating for reduced physical functioning.

Once the adjusted rating of 3 has been clicked, we may move to the next attribute. However, in our worked example we are only considering one attribute, so we click **Next >**

## Profile Wizard

Reset All

<< Start

< Previous

Next >

Finish

### Abilities : Physical

#### Abilities:

##### 1. Static Strength

The ability to exert maximum muscle force to lift, push, pull, or carry objects.

Current Profile : 5.5



Use default (profile) value



0



1 <- Push an empty shopping cart



2



3



4 <- Pull a 40-pound sack of fertilizer across the lawn



5



6 <- Lift 75-pound bags of cement onto a truck



7

##### 2. Explosive Strength

The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.

## Finishing the Profile Wizard

We are now at the Finished screen (shown below) because there are no further steps to take in the Profile Wizard. Click the **Finish** button.

## Profile Wizard

Reset All

<< Start

< Previous

Next >

Finish

**FINISHED!**



Click FINISH to update the ASCO Occupational Profile

Reset All

<< Start

< Previous

Next >

Finish

## Preview the Profile

After you have completed the Profile and clicked the Finish button, you are taken to the Profile Manager, where you can review the Profile you just created. By clicking Finish, the created Profile is automatically saved in the Profile Manager. To view the Profile just click on the Profile Name and click **View**. If you cannot see the **Truck Driver** profile, open the folder in which you created it. You do this by selecting the folder and clicking **Open** from the folders toolbar. **Truck Driver** should now appear. Once you select the Profile and click **View**, you will see the Profile Report.

As shown below, the Profile Report documents:

- The ASCO Jobs selected.
- The attribute we modified using the Profile Wizard.
- The final attributes and attribute values of the modified Profile.

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## PROFILE REPORT

### Profile Definition:

#### ASCO Jobs selected in profile

- 7311-11 Heavy Truck Drivers
- 7993-11 Storepersons

Selected ASCO Jobs




#### Attributes modified from the ASCO Profile benchmarks

- 1.A.3.a.1 Static Strength ( 5.5 to 3 )

Modified Attributes


### Profiled Levels:

#### Skills:

	3.5	Operation and Control	Controlling operations of equipment or systems.
	3.0	Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
	2.83	Equipment Maintenance	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Profile Attribute Levels

## Starting the Query Wizard

Now we have created a profile we can open the Query Wizard. The Query Wizard is started by clicking the  Query Wizard icon from the JobMarkets Explorer Tree.

## Making the Query Composer Selections

This brings us to the QueryComposer. In the Query Composer, we will select a number of JMA and O\*NET® in it fields, in order to compose the pathway for the Query Wizard.

- Check - *Create ASCO Occupational Profile*
- Check *JMA Standard Query Components*
  - Check *Qualification Level*
  - Check *Gender*
- Check *JMA Physical Demands*
  - Check *Physical Demands*
- Check *Use Abilities Query Components*
  - Check *Physical Abilities*

### Query Wizard : *New Query*

**Query Composer:**

ASCO Occupational Profile with O\*NET® Skills, Abilities and Knowledge

**ASCO**  Create ASCO Occupational Profile

**JMA Standard Query Components**

<input checked="" type="checkbox"/> JMA Standard	<input type="checkbox"/> Competition for training and education courses	<input type="checkbox"/> Job Competition for new entrants and trainees	<input type="checkbox"/> Job Competition for newly qualified tradespersons
<input type="checkbox"/> Qualification Level	<input type="checkbox"/> Employment outlook	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Older workers' job share
<input type="checkbox"/> Job Competition for experienced workers	<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Part-time	
<input type="checkbox"/> Young workers' job share			

**JMA Advanced Query Components**

<input checked="" type="checkbox"/> JMA Physical Demands	<input type="checkbox"/> Minimum English Speaking Competency	<input type="checkbox"/> Minimum English Listening Competency	<input type="checkbox"/> Minimum English Reading Competency	<input type="checkbox"/> Minimum English Writing Competency
<input checked="" type="checkbox"/> Physical Demands	<input type="checkbox"/> Job Orientation			

**O\*NET Skills Query Components**

Use Skills Query Components

<input type="checkbox"/> Basic Skills	<input type="checkbox"/> Process	<input type="checkbox"/> Social Skills	<input type="checkbox"/> Complex Problem Solving Skills
<input type="checkbox"/> Technical Skills	<input type="checkbox"/> Systems Skills	<input type="checkbox"/> Resource Management Skills	
<b>O*NET Abilities Query Components</b>			
<input checked="" type="checkbox"/> Use Abilities Query Components			
<input type="checkbox"/> Cognitive Abilities	<input type="checkbox"/> Psychomotor Abilities	<input checked="" type="checkbox"/> Physical Abilities	<input type="checkbox"/> Sensory Abilities
<b>O*NET Knowledge Query Components</b>			
<input type="checkbox"/> Use Knowledge Query Components			
<input type="checkbox"/> Business and Management	<input type="checkbox"/> Manufacturing and Production	<input type="checkbox"/> Engineering and Technology	<input type="checkbox"/> Mathematics and Science
<input type="checkbox"/> Health Services	<input type="checkbox"/> Education and Training	<input type="checkbox"/> Arts and Humanities	<input type="checkbox"/> Law and Public Safety
<input type="checkbox"/> Communications			
<input type="button" value="Reset All"/>	<input type="button" value=" &lt;&lt; Start"/>		<input type="button" value=" &lt; Previous"/>
	<input type="button" value=" Next &gt;"/>		<input type="button" value=" Finish"/>

When the Query Composer has been set, click **Next >**, which takes us to the Profile Manager.

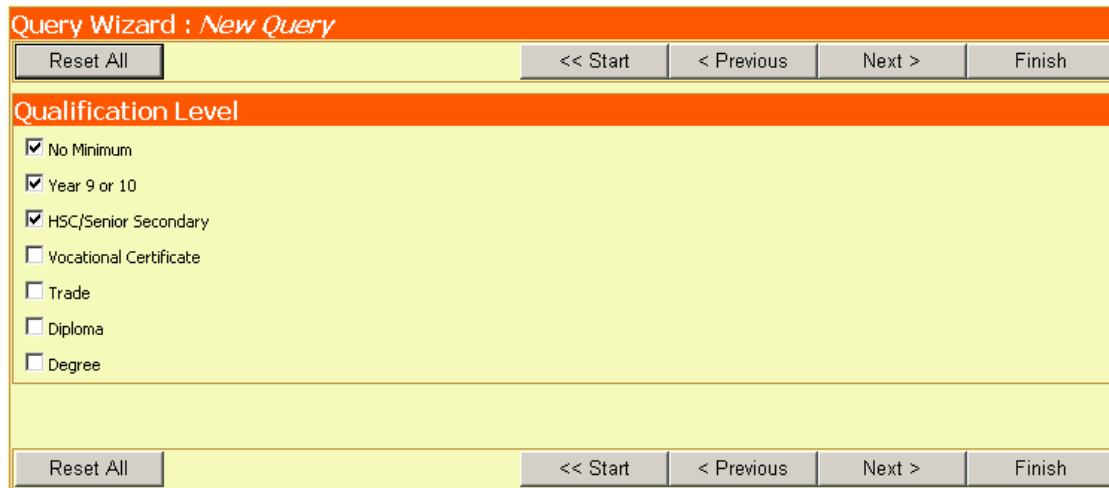
### Using the Profile Manager to export our profile to the Query Wizard

In the Profile Manager, click on **Truck Driver**. Then click **Next>** We have now picked up the Profile we created and have exported it to the Query Wizard. This will show the Qualification Level Query section, followed by Gender, Physical Demands and Physical Abilities Queries.

<b>Query Wizard : New Query</b>			
<input type="button" value="Reset All"/>	<input type="button" value=" &lt;&lt; Start"/>		<input type="button" value=" &lt; Previous"/>
	<input type="button" value=" Next &gt;"/>		<input type="button" value=" Finish"/>
<b>Advanced Options</b>			
<b>Profile Manager</b>			
 <b>Folders</b>	<b>ASCO Occupational Profiles</b>		
<input type="text"/>	<input type="text" value="New Profile"/>		
<input type="button" value="Open"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Rename"/>	<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Copy"/> <input type="button" value="Move"/> <input type="button" value="Rename"/>		
 <b>Default</b>	 <b>Default</b>		
<input type="text" value="Default"/>	<input type="text" value="Truck Driver"/>		
<b>Query Options Default</b>			
<input checked="" type="checkbox"/> Use Profile level as default value for search queries			
<input type="button" value="Reset All"/>	<input type="button" value=" &lt;&lt; Start"/>		<input type="button" value=" &lt; Previous"/>
	<input type="button" value=" Next &gt;"/>		<input type="button" value=" Finish"/>

## JMA Standard – Qualification Level Query

We are going to restrict the occupational space to include only jobs that have a Qualification Level of HSC/Senior Secondary or less. To do this, we uncheck the other checkboxes – see screen shot below. All occupations stated to have a higher qualification level are excluded, and all those with the same or a lesser level are included in the occupational space. We then click **Next >**



Query Wizard : *New Query*

Reset All    << Start    < Previous    Next >    Finish

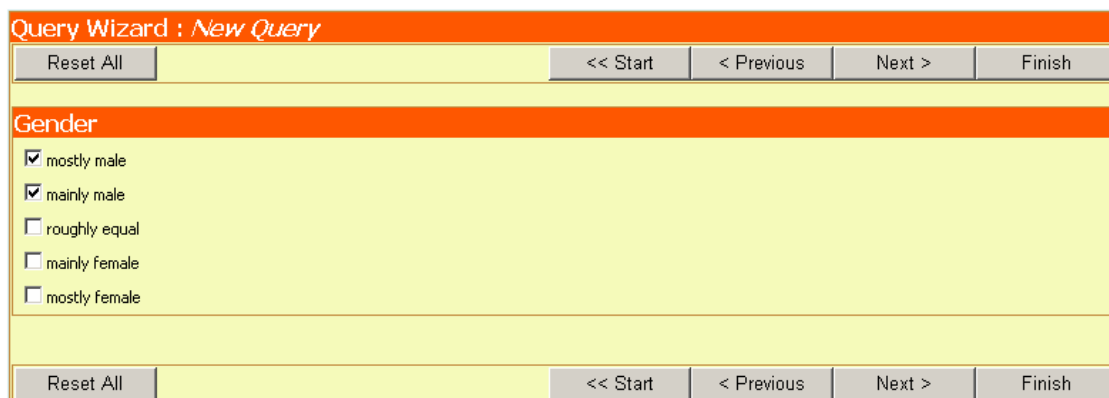
**Qualification Level**

- No Minimum
- Year 9 or 10
- HSC/Senior Secondary
- Vocational Certificate
- Trade
- Diploma
- Degree

Reset All    << Start    < Previous    Next >    Finish

## JMA Standard – Gender Query

Because we accept that the person in this **Truck Driver** example prefers to work in occupations where males hold most or many jobs, we will uncheck the roughly equal, mainly female and mostly female checkboxes – see screen shot. Then we click **Next >**



Query Wizard : *New Query*

Reset All    << Start    < Previous    Next >    Finish

**Gender**

- mostly male
- mainly male
- roughly equal
- mainly female
- mostly female

Reset All    << Start    < Previous    Next >    Finish

## JMA Advanced – Physical Demands

In the **Truck Driver** example, we restrict the Physical Demands to occupations having sedentary or light duties by unchecking the medium, heavy and very heavy checkboxes. Then click **Next>**

Query Wizard : *New Query*

Reset All    << Start    < Previous    Next >    Finish

**Physical Demands**

sedentary  
 light  
 medium  
 heavy  
 very heavy

Reset All    << Start    < Previous    Next >    Finish

## O\*NET Physical Abilities

In the Profile we created we modified the *Static Strength* attribute to reflect the mild lower back condition. Here we will further modify Static Strength as well as three other strength ratings. We change all of them to <3.0 by pulling down the menu for each attribute and selecting the required setting. We accept the other default settings for this Query page and click **Next >**

Query Wizard : *New Query*

Reset All    << Start    < Previous    Next >    Finish

**Abilities :**  
**Physical Abilities:**

Static Strength	[ < 3.0 ]	The ability to exert maximum muscle force to lift, push, pull, or carry objects.
Explosive Strength	[ < 3.0 ]	The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.
Dynamic Strength	[ < 3.0 ]	The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
Trunk Strength	[ < 3.0 ]	The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
Stamina	Profile or less	The ability to exert yourself physically over long periods of time without getting winded or out of breath.
Extent Flexibility	Profile or less	The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
Dynamic Flexibility	Profile or less	The ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.
Gross Body Coordination	Profile or less	The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.
Gross Body Equilibrium	Profile or less	The ability to keep or regain your body balance or stay upright when in an unstable position.

## Finish the Query and view the results

That's the end of the Query section, and the finish page appears. We again click **Next>**, and that takes us the *Results* screen.

The screen shot for the *Results* screen has three information areas: Profile summary, Query summary and JMA Report summary. As you can see, the JMA Report summary in our **Truck Driver** example is quite long. Or to use the technical term, the occupational space is large, denoting there are potentially many jobs within the present capabilities of the person being assessed.

Below are short descriptions of the three information areas.

- The Profile summary consists of the ASCO jobs that were selected in the Profile and the settings of the modified ASCO profile benchmarks.
- The Query summary consists of the O\*Net® in it Query setting and the JMA Query settings. This is a summary of all the selections we made to create our Query settings.
- The third section lists all the possible occupations (called jobs, for short) our search has produced. Each of them has three report components, which can be opened by double clicking, and a JobMatch Index, as listed below.
  - The *JMA report* is the standard JMA ASCO Job report
  - The *O\*Net report* shows separately all of the attribute levels for each selected job.
  - The *Job Match Report* gives a very detailed analysis of the suitability of a Profile to a specific job in the list. The red bar shows that the Profile is lacking in a particular area (under-skilling). The green bar shows the opposite (over-skilling). If an attribute rating is very high, then it needs to be considered as a reason the job may not be suitable or it could be an area where further training is required to achieve the necessary skills etc.
  - The *Job Match Index* is a measure of how well the person's Profile matches a particular job. The lower the number, the closer the match between that profile and a specific job.

The screen shot on the next page illustrates the *JMA report* and the *O\*Net report* described above. On the following page there is a screen shot of the *Job Match Report*.

## Query Wizard : *New Query*

Reset All

<< Start

< Previous

Next >

Finish

### Results

#### Profile Summary

Profile Name : Truck Driver

#### ASCO Jobs selected in profile

- 7311-11 Heavy Truck Drivers
- 7993-11 Storepersons

#### Attributes modified from the ASCO Profile benchmarks

- 1.A.3.a.1 Static Strength ( 5.5 to 3 )

#### Query Summary

##### ONET Query Settings

- 1.A.3.a.1 Static Strength ( [ < 3.0 ] )
- 1.A.3.a.2 Explosive Strength ( [ < 3.0 ] )
- 1.A.3.a.3 Dynamic Strength ( [ < 3.0 ] )
- 1.A.3.a.4 Trunk Strength ( [ < 3.0 ] )
- 1.A.3.b.1 Stamina ( Profile or less )
- 1.A.3.c.1 Extent Flexibility ( Profile or less )
- 1.A.3.c.2 Dynamic Flexibility ( Profile or less )
- 1.A.3.c.3 Gross Body Coordination ( Profile or less )
- 1.A.3.c.4 Gross Body Equilibrium ( Profile or less )

##### JMA Query Settings

- Qualification Level
  - No Minimum
  - Year 9 or 10
  - HSC/Senior Secondary
- Gender
  - mostly male
  - mainly male
- Physical Demands
  - sedentary
  - light

Query Name to Save As :

TruckDriverMidB

Save As

View Report

	JMA Report	ONET Report	Job Match Report	JobMatch Index
<input type="checkbox"/>	<a href="#">Dairy Factory Hands</a>	<a href="#">ONET</a>	<a href="#">JobMatch</a>	201
<input type="checkbox"/>	<a href="#">Vehicle Cleaners</a>	<a href="#">ONET</a>	<a href="#">JobMatch</a>	211
<input checked="" type="checkbox"/>	<a href="#">Car Wash Attendants</a>	<a href="#">ONET</a>	<a href="#">JobMatch</a>	211
<input type="checkbox"/>	<a href="#">Glass Production Machine Operators</a>	<a href="#">ONET</a>	<a href="#">JobMatch</a>	212
<input checked="" type="checkbox"/>	<a href="#">Bus Drivers( Mini-bus Drivers)</a>	<a href="#">ONET</a>	<a href="#">JobMatch</a>	212
<input type="checkbox"/>	<a href="#">Tram Drivers</a>	<a href="#">ONET</a>	<a href="#">JobMatch</a>	216
<input type="checkbox"/>	<a href="#">Train Drivers</a>	<a href="#">ONET</a>	<a href="#">JobMatch</a>	216

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## Job Match Report:

### Matched Occupation:

Bus Drivers

### Profile Definition:








ASCO Jobs selected in profile

- 7311-11 Heavy Truck Drivers
- 7993-11 Storepersons

### Attributes modified from the ASCO Profile benchmarks

- 1.A.3.a.1 Static Strength ( 5.5 to 3 )

### Skills:

	1.67 Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.
	1.21 Operation Monitoring	Watching gauges, dials, or other indicators to make sure a machine is working properly.
	0.78 Persuasion	Persuading others to change their minds or behavior.
	0.45 Repairing	Repairing machines or systems using the needed tools.
	0.33 Negotiation	Bringing others together and trying to reconcile differences.
	0.00 Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
	0.00 Operations Analysis	Analyzing needs and product requirements to create a design.

## Saving the Query and Viewing the Report

There is a checkbox next to each of the possible jobs listed. When you click a job, it will be included in the Final Report after you have pressed the **View Report** button. Before doing so, type **TruckDriverMildBack** in the *Query Name to Save As* textbox and click **Save As**. This returns us to the Query Manager, where we can save the Query as named in a suitable folder.

Once the Query has been saved, select it and click the **View** button from the *Queries Toolbar*. This then takes us to the *JMA Final Report*, as illustrated on the next page.

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## JMA Final Report

### Profile Definition:

#### ASCO Jobs selected in profile

- 7311-11 Heavy Truck Drivers
- 7993-11 Storepersons

#### Attributes modified from the ASCO Profile benchmarks

- 1.A.3.a.1 Static Strength ( 5.5 to 3 )

### Query Definition

#### ONET Query Settings

- 1.A.3.a.1 Static Strength ( [ < 3.0 ] )
- 1.A.3.a.2 Explosive Strength ( [ < 3.0 ] )
- 1.A.3.a.3 Dynamic Strength ( [ < 3.0 ] )
- 1.A.3.a.4 Trunk Strength ( [ < 3.0 ] )
- 1.A.3.b.1 Stamina ( **Profile or less** )
- 1.A.3.c.1 Extent Flexibility ( **Profile or less** )
- 1.A.3.c.2 Dynamic Flexibility ( **Profile or less** )
- 1.A.3.c.3 Gross Body Coordination ( **Profile or less** )
- 1.A.3.c.4 Gross Body Equilibrium ( **Profile or less** )

#### JMA Query Settings

- Qualification Level
  - **No Minimum**
  - **Year 9 or 10**
  - **HSC/Senior Secondary**
- Gender
  - **mostly male**
  - **mainly male**
- Physical Demands
  - **sedentary**
  - **light**

### Selected Jobs

- [Bus Drivers\( Mini-bus Drivers\)](#)
- [Service Station Attendants](#)
- [Car Wash Attendants](#)

## Viewing the ASCO Report

To view the ASCO report for each of the jobs included in the Final Report, double click on the job of interest. Clicking on Bus Drivers produces the report below.

### Bus Drivers

<i>ASCO Code</i>	7312-11
<i>Job Duties</i>	Drive buses to transport passengers over established or special routes.
<i>Physical Demands</i>	sedentary
<i>English Competency</i>	Speaking : average - upper range Listening : average - lower range Reading : average - lower range Writing : average - lower range
<i>Job Orientation</i>	Most Important : Things Important : Ideas
<i>Number of Jobs</i>	33770 Note: this figure includes drivers of mini-buses carrying 12 or more passengers.
<i>Capital City/State Share of Jobs</i>	NSW 36.7% Sydney 22.1% Vic 18% Melbourne 11.1% Qld 20.3% Brisbane 8% SA 7.4% Adelaide 5.2% WA 10.4% Perth 7% Tas 3.3% Hobart 1.4% NT 1.6% ACT 2.3%. Capital Cities have 55.7% of jobs (workforce average is 64.1%).
<i>Qualification Level</i>	no minimum education required [The ASCO Dictionary overstates the entry qualification required by trainees and new entrants.]
<i>Job Competition for new Entrants/Trainees</i>	hard  There are more suitable applicants than jobs, and a high proportion of job-seekers will have problems finding work, in their preferred location or at all. Note: previous driving experience is required.
<i>Job Competition for Experienced Workers</i>	easy  Suitable applicants can expect to start work quite soon.
<i>Employment Outlook</i>	good  Brief reasons: Demand for this occupation tends to be stable, chiefly because of school and commuter use of bus services. It can vary with changes in the fare levels and government funding. The job-stock rose by 19% between 1996 and 2004 [viz. national jobs growth of 15.8%]. The mid-term prospects for new jobs are basically average, and a reasonable number of vacancies arise from turnover in existing positions.
<i>Industries with Jobs</i>	89% of jobs are in transport. Education has 3%, health and community services 2%, accommodation 1%, and government administration and defence 1%.
<i>Job-Search Methods</i>	Network industry contacts, friends and others about possible openings. Approach prospective employers before they advertise vacancies. Respond to vacancies in newspapers and use employment services.
<i>Self-Employment</i>	Relatively few workers in this occupation are self-employed.
<i>Older Workers' Job Share</i>	Those over 45 hold about 64% of jobs (workforce average is 33%). Over 55s hold 28% of jobs (workforce average is 10%).
<i>Young Workers' Job Share</i>	Workers under 25 hold about 1% of jobs (workforce average is 17.1%).

<i>Gender</i>	Females hold about 13% of jobs in this occupation, which is unchanged from the mid 1990s.
<i>Part-time</i>	About 34% of jobs are part-time.
<i>Average Weekly Full-time Income</i>	15-19 \$552 20-24 \$645 25-29 \$720 30-34 \$740 35-39 \$724 40-44 \$732 45 Plus \$712 All Ages \$717 As at August 2003