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| ABS SCH approval number |

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| Reference week: **XX XXXX XXXX** |
| Due date: **XXXXXXXX** |
| Online username: **XXXXXXXXXX**Online password: **XXXXXXXXXX** |

# National Early Childhood Education and Care Workforce Census 2013 Child Care Services

The National Workforce Census is being conducted by the Australian Government, and covers all early childhood education and approved child care providers in Australia. Your participation will inform planning for the early childhood education and care sector, helping to ensure that high quality early childhood services are provided to young children and their families.

It is important to complete the National Workforce Census even if you complete similar surveys for your state or territory government, as **nationally consistent** data on the early childhood education and care workforce is needed to inform policy in this area.

Your information is required under **Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000** and section 5.3 of the **Child Care Service Handbook 2012-13**.

The National Workforce Census comprises two surveys. The attached form relates to the Child Care Services Survey, and collects information on service usage, children with additional needs, access to preschool programs and staff details. The **explanatory notes** included in your census pack provide definitions and clarifications to assist with answering the questions.

The survey collects details about your service relating to a seven day period or **reference week** that is printed in the panel in the top right hand corner of this page.

You can complete the survey **online** at [**www.deewr.gov.au/nationalworkforcecensus**](http://www.deewr.gov.au/nationalworkforcecensus) using the **username** and **password** in the panel in the top right hand corner of this page. Alternatively, you can complete the attached hard copy survey form and return it in the reply paid envelope provided, by the **due date** in the panel in the top right hand corner of this page.

Your census pack also includes a set of Staff Surveys, which are to be distributed to all staff, so that they can provide information on their roles, qualifications, employment status, training activities, pay and conditions and career intentions. Please refer to the instructions in your census pack for full details.

Information collected as part of the National Workforce Census is **confidential**. No data will be publicly released in a way that enables individuals, services or providers to be identified.

If you have any questions about the National Workforce Census, please contact the Social Research Centre, the organisation contracted to conduct the census, on:

Telephone: **1800 639 098** (free call) Email: **nwc@srcentre.com.au**

## Frequently asked questions

**What will the National Workforce Census data be used for?**

Data from the National Workforce Census will be used for policy and planning, data analysis, and statistical and research purposes. Data may also be combined with information from other organisations to improve programs, policies and outcomes for the early childhood workforce and young children.

**Is the information collected confidential?**

All information collected as part of the National Workforce Census is confidential, in accordance with legislative requirements.

For more information about privacy issues, refer to www.srcentre.com.au/general/privacy

**Does this service have to participate?**

Your information is required under **Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000** and section 5.3 of the **Child Care Service Handbook 2012-13**.

Organisations that complete the Services Survey on time and achieve an 80 per cent participation rate for the Staff Survey component of the National Workforce Census will be entered into a draw to win a $750 voucher for educational materials and equipment. Two $750 vouchers will be provided in each state / territory.

**What should I do if I am unsure about how to answer a question, or the question (including any terms used) does not make sense?**

In the first instance, please refer to the explanatory notes that accompany all questions marked with this symbol for definitions and clarifications.

If the question does not have an accompanying explanatory note, or if you are still unsure about how to answer the question, please contact the National Workforce Census Helpline on:

Telephone:  **1800 639 098** (free call) or Email: **nwc@srcentre.com.au**

**I notice the form only allows me to record details for 22 workers – what if I have more?**

The online version of the survey accepts up to 400 workers, so large services are encouraged to complete online. If you have more than 400 workers, or if you do not wish to provide this information online, please contact the National Workforce Census Helpline on (free call) 1800 639 098.

## How to complete this form

* For questions with this symbol please refer to the explanatory notes for definitions and clarifications.
* Please cross boxes like this:
* Correct mistakes like this:
* (If you make a mistake, simply cross this out and mark the correct answer as shown above).
* Use a ballpoint blue or black pen (do not use a felt tipped pen).
* Some boxes have ‘Go to’ instructions that look like this
* Please follow the ‘Go to’ even if you miss out on some questions.
* Where exact information is not known, please give the best answer you can.
* Where a written answer is required, please write clearly in the boxes provided.

|  |  |  |  |
| --- | --- | --- | --- |
| **D2a** | **What is this worker’s age?** | **Please write in age to the nearest whole year** | **38** |

* At the end of this collection we will be asking you to estimate how long it took you to complete the form, excluding any breaks taken, so please keep this in mind as you begin.

# Section A – Service

|  |  |
| --- | --- |
| **A1** | Is this a Family Day Care service? **Note:** Includes Family Day Care, In Venue Care, where the FDC is delivered in a facility other than a family home (e.g. school or community hall). |

|  |  |
| --- | --- |
|  | **Yes Go to A5** |
|  | **No Go to A2** |
| **A2** | How **many places** is this service licensed to provide at any **one** time? **Note:** These are places that are licensed or regulated by your State/Territory Government. If your service is not licensed, please record 000 as your answer. |

|  |  |
| --- | --- |
|  | **Number of places** |
| **A3** | What is the **maximum** number of children to whom care is offered AT ANY ONE TIME? **Note:** This number may be the same as in A2, however, places may not be available for use due to operational factors such as staffing levels or available space. Please use grid A if the maximum number of children **does not vary** by day of the week. Please use grid B if the maximum number of children **varies** by day of the week. **Important**: if this service does not offer care to a child of a particular age range or on a particular day, use “-“. |

|  |  |
| --- | --- |
|  | Age ranges of children |
| Maximum number of children | 0 to 24 months | 25 to 36 months | 3 to 5 years | 6 years or older |
| Maximum number of children to whom care is offered **does not vary** by day of week |  |  |  |  |
| Maximum number of children to whom care is offered **varies** by day of week: |
| Monday |  |  |  |  |
| Tuesday |  |  |  |  |
| Wednesday |  |  |  |  |
| Thursday  |  |  |  |  |
| Friday |  |  |  |  |
| Saturday |  |  |  |  |
| Sunday |  |  |  |  |

|  |  |
| --- | --- |
| **A4** | For each day of the reference week on which child care was provided, please indicate the earliest time of day and the latest time of day that child care was available to children. The reference week is printed in the top right hand corner of the front page. **Note:** if the service opened and closed once a day during the reference week, please complete grid A only. If the service had multiple opening and closing times within a day, please complete grids A and B. |
| **Child Care provided on this day during the reference week?** | **First Session** | **Second Session** |
| **Opening time** | **Closing time** | **Opening time** | **Closing time** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |
| **A5** | During the reference week, did this service have approval(s), exemption(s), or other form(s) of formal permission that enabled a position to be occupied by a worker without holding the required early childhood education and care qualification(s)? |
|  | **Yes** How many positions had an approval/exemption/other form of formal permission? |  | **Now Go to A5a** |
|  | **No Go to A6** |
|  | **Not applicable** **Go to A6** |
| **A5a** | Did any of the positions with an approval, exemption, or other form of permission require early childhood teaching qualifications? |

|  |  |
| --- | --- |
|  | **Yes** |
|  | **No** |
| **A6** | How many **contact staff** have left this service in the past 12 months? |
|  | **Number of contact staff left service** |

 **Child details**

# Section B – Child details

|  |
| --- |
| *Please record the* ***number of children by age group*** *for each of the following in the table below.* |
| **B1** | **The number of children who attended this service during the reference week, at any time of day**. ***Note:*** *Each child should be counted only once throughout the week, even if they attended multiple times.* ***Important:*** *if no children of a particular age group attended this service during the reference week use “-“.* |
| **B2** | **The number of children who attended this service during the reference week who identify as Aboriginal or Torres Strait Islander origin. *Important:*** *if one or more children of a particular age group attended the service during reference week, but no children in this age group identify as Aboriginal or Torres Strait Islander origin, enter “O” for this age group at B2.* |
| **B3** | **The number of children who attended this service in the reference week who speak (or have parent(s)/guardian(s) who speak) a language other than English at home. *Important:*** *if one or more children of a particular age group attended the service during reference week, but no children in this age group speak (or have parent(s)/guardian(s) who speak) a language other than English at home, enter “0” for this age group in B3.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Child age in years** | **B1a** Number of children attending during reference week | **B2a** Number of children of Aboriginal or Torres Strait Islander origin | **B3a** Number of children who speak, or have parents/guardians who speak a language other than English at home |
| 0 to less than 1 year |  |  |  |
| 1 to less than 2 years |  |  |  |
| 2 to less than 3 years |  |  |  |
| 3 to less than 4 years |  |  |  |
| 4 to less than 5 years |  |  |  |
| 5 to less than 6 years |  |  |  |
| 6 to less than 7 years |  |  |  |
| 7 to less than 8 years |  |  |  |
| 8 to less than 9 years |  |  |  |
| 9 to less than 10 years |  |  |  |
| 10 to less than 11 years |  |  |  |
| 11 to less than 12 years |  |  |  |
| 12 years or over |  |  |  |

|  |  |
| --- | --- |
| **B4** | Please record the number of children by age group who need **additional assistance** that is related to an **underlying long-term health condition or disability** in each of the following areas*?* **Note:** long-term means lasting for 6 months or more. Please also include any children less than 6 months of age with a health condition or disability affecting everyday life, if it is expected to last 6 months or more. |
| **Child age in years** | Learning and applying knowledge | Commun-ication | Mobility | Self care | Inter-personal interactions and relationships | Other areas (including general tasks, domestic life and community, and social life) | **Total children needing assistance** |
| 0 to less than 1 year |  |  |  |  |  |  |  |
| 1 to less than 2 years |  |  |  |  |  |  |  |
| 2 to less than 3 years |  |  |  |  |  |  |  |
| 3 to less than 4 years |  |  |  |  |  |  |  |
| 4 to less than 5 years |  |  |  |  |  |  |  |
| 5 to less than 6 years |  |  |  |  |  |  |  |
| 6 to less than 7 years |  |  |  |  |  |  |  |
| 7 to less than 8 years |  |  |  |  |  |  |  |
| 8 to less than 9 years |  |  |  |  |  |  |  |
| 9 to less than 10 years |  |  |  |  |  |  |  |
| 10 to less than 11 years |  |  |  |  |  |  |  |
| 11 to less than 12 years |  |  |  |  |  |  |  |
| 12 years or over |  |  |  |  |  |  |  |

# Section C – Preschool Program

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| --- | --- |
| **C1** | During the reference week, how many children were taken to a preschool program delivered by a **different service**? The reference week is printed in the top right hand corner of the front page. Please count each child only once. |

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|  |
| **C2** | During the reference week, did any of the workers in this service, including yourself, deliver or assist in delivering an in-house preschool program? |

|  |  |
| --- | --- |
|  | Yes **Continue** |
|  | No **Go to Section D** |
| **C3** | During the reference week, was the in-house preschool program delivered based on a specific curriculum or framework? Select all that apply |
|  | Yes (Early Years Learning Framework) |
|  | Yes (State/Territory curriculum or framework) |
|  | Yes (other curriculum or framework) |
|  | No |
|  | Don’t know |
| **C4** | During the reference week,was the in-house preschool program delivered by a teacher with university qualifications in a **relevant** early childhood education and care field? |

|  |  |
| --- | --- |
|  | Yes |
|  | No |

|  |  |
| --- | --- |
| **C5** | Please record the number of children by age group **for each of the following**. **Note:** for C5d long-term means lasting for 6 months or more. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child age in years** | **C5a** How many children are **currently enrolled** in the in-house preschool program at this service? | **C5b During the reference week**, how many children **attended** the in-house preschool program? | **C5c** Of the children enrolled in the in-house preschool program, how many do you anticipate **will go to school the following year?** | **C5d** How many children enrolled in the in-house preschool program need **additional assistance** that is related to an **underlying long-term health condition or disability** (i.e. lasting 6 months or more)? |
| 3 to less than 4 years |  |  |  |  |
| 4 to less than 5 years |  |  |  |  |
| 5 to less than 6 years |  |  |  |  |
| 6 years or over |  |  |  |  |

# Section D – Individual workers (staff members and educators)

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| --- | --- | --- |
| **Question number** | **Question** | **Answer** |
| **D1** | What is this staff member’s name? Please write in first name / surname / or other reference |  |
| **D2a** | What is this staff member’s age? Please write in age to the nearest whole year |  |
| **D2b** | What is this staff member’s gender? Please select the option that applies. Male, Female, Intersex or indeterminate |  |
| **D2c** | What is this staff member’s Indigenous status? Please select the option that applies. Aboriginal but not Torres Strait Islander origin, Torres Strait Islander but not Aboriginal origin, Both Aboriginal and Torres Strait Islander origin, Neither Aboriginal nor Torres Strait Islander origin, Not stated |  |
| **D3** | Is the work of this staff member **paid** or **unpaid.** Please select the option that applies. Paid, Unpaid |  |
| **D4** | During the reference week, what was the **main** **type of work** performed by this staff member? **Refer to Explanatory Notes.** Primary contact, Other contact, Management/Administration only, Other work |  |
| **D5** | During the reference week, what was the **main** **role** performed by this worker? Principal/Director/coordinator/educational leader, Group leader/teacher, Family Day Care or In-Home Care educator/assistant, Assistant/aide, Other contact worker (e.g. dance teacher , music therapist, disability support worker, librarian or speech therapist), Non-contact worker |  |
| **D6** | During the reference week, did this worker deliver or assist in delivering an in-house preschool program? Refers to the in-house program at C2. Yes Continue to D7. No go to D8 |  |
| **D7** | During the reference week, how many hours per day did this staff member spend in **face-to-face delivery of the preschool program**? **Hours spent delivering preschool program in reference week does not include preparatory time.** Refers to preschool from C2. **If worker did not deliver face-to-face preschool program, mark as ‘not applicable’.** Please select hours for each day of the week. Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday |  |
| **D8** | During the reference week, what was the **employment status** of this worker in your service? Employee of this service, Employee of a government body/agency (other than this service), Employee of a private or independent body, Employee of an agency contracted to provide staff, Employee of another organization, Owner manager/self employed, Volunteer/student or other unpaid worker, Not stated |  |
| **D9** | During the reference week, what were the employment arrangements for this worker? **Please select one option per worker.** Permanent – full time, Permanent – part time, Fixed term contract, Casual – full time, Casual – part time, Not an employee |  |
| **D10** | During the reference week, how many **actual hours in total** did this worker work for this service? Please round to the nearest hour |  |
| **D11** | How many years of experience does this worker have in the early childhood education and care sector? Please answer to the nearest whole year and put ‘0’ if less than one year |  |
| **D12** | How many years of experience does this worker have with this service? Please round down to the nearest whole year and put ‘0’ if less than one year |  |
| **D13** | How many years has this worker been employed as a CONTACT worker with this service? Please round down to the nearest whole year, put ‘0’ if less than one year and ‘-‘ if not applicable |  |
| **D14** | In which of the following early childhood education and care related **fields** does this worker hold their **highest** completed qualification? Please select the one option per worker that is most relevant to their work in this service. Teaching (early childhood related), Teaching (primary), Teaching (other), Child care, Nursing (including mothercraft nursing), Other human welfare studies and services, Behavioural science, Other early childhood education and care related qualification, Other qualification not in relevant field, No qualification, Qualification unknown |  |
| **D15** | What is the **highest level of relevant qualification** that this worker has completed that is related to their early childhood education and care employment? Please select one option per worker. Post graduate degree, Graduate diploma or graduate certificate, Bachelor degree honours, Bachelor degree pass (4 yrs or equivalent), Bachelor degree pass (3 yrs or equivalent), Advanced diploma, Diploma, Certificate level IV, Certificate level III, Certificate level I and II, Other certificate, No qualifications in relevant field, Qualification unknown |  |
| **D16** | Is this worker currently enrolled and studying for a qualification in an early childhood education and care related field? **Note:** exclude anyone who has completed their course, has deferred their training , or who is currently enrolled in a course that is not in the area of early childhood services. Yes, No |  |
| **D17** | In which areas did this worker undertake professional development training in the previous 12 months? **Note:** ‘Professional Development’ involves formal training only. This may have been structured training sessions conducted in-house or externally, and may be in work time or own time. Please exclude any training undertaken towards a qualification. Management or financial training, Training for additional needs (e.g. disability, Aboriginal or Torres Strait Islander), Other child care related training, Other relevant training courses, No professional development training undertaken by this worker |  |

# Section E – Time to complete

**E1** About how long did it take to complete this questionnaire? Please indicate the time in hours and minutes.

Include any time spent searching for information in your records, and asking others for information. Exclude any breaks you took that did not relate to completing the questionnaire.

|  |  |
| --- | --- |
| **Hours** | **Minutes** |
|  |  |  |  |

# Thank you very much for your time

**National Workforce Census prize draw terms and conditions of entry**

**Method of entry:**  Entry open to organisations where an organisation level response is received and 80% of eligible staff respond to the National Workforce Census. To enter, services and staff must complete the survey online at www.deewr.gov.au/nationalworkforcecensus or return completed paper form to Reply Paid 77106 HAWTHORN VIC 3122.

**Duration of entry period:** The entry period for inclusion in the prize draw is from 20 May 2013 until 6pm AEST, 9 August 2013.

**Details of prizes and prize values:** The first two entries drawn in the prize draw for each state and territory will receive a $750 voucher for educational materials and equipment. In total, 16 x $750 vouchers will be drawn. The total value of prizes to be awarded in each state / territory is $1,500. The total national prize pool is valued at $12,000.

**Date, time and place of draw:** The draw will be conducted at 12 pm AEST on 16 August 2013 at The Social Research Centre, Level 1, 262 Victoria St North Melbourne, Victoria, 3051.

**Publication of winner details:** Winning organisations will be notified by telephone or email and in writing. The names and state or territory of operation of all winning organisations will be published in ‘The Australian’ newspaper on 23 August 2013.

**Traders name and address:** The trader is The Social Research Centre, Level 1, 262 Victoria St North Melbourne, Victoria, 3051. ABN: 91096153212.

**Unclaimed prize draw:** If the prizes are unclaimed by 14 November 2013 unclaimed prize draws will take place at 12pm on 15 November 2013 at the above address. The winning organisations will be notified by telephone or email and in writing. The names and state or territory of operation of all winning organisations will be published in ‘The Australian’ newspaper on 22 November 2013.

**Permit numbers:** **ACT** TP13/01109 **SA** T13/548 **NSW** LTPS/13/02138

|  |  |
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| **National Workforce Census Reply Paid 77106HAWTHORN VIC 3122** | **Barcode id panel** |