| ABS SCH logo |
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| ABS SCH approval number |
| --- |
|  |
| Reference week: **XX** |
| Due date: **XX** |
| Online username: **XX** |
| Online password*:* **XX** |

# National Early Childhood Education and Care Workforce Census 2013

# Preschool 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.

The National Workforce Census comprises two surveys. The attached form relates to the Preschool Services Survey, and collects information on preschool programs and staff members who are involved in the management, delivery, and / or administration of your preschool service. 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 [**National Workforce Census webpage**](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?**

The National Workforce Census is not compulsory for preschool; however, you are encouraged to participate.

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 staff members – what if I have more?**

The online version of the survey accepts up to 400 staff members, so large services are encouraged to complete online. If you have more than 400 staff members, 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).
* 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **B2a** | **What is this staff member’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 – Preschool Programs

| **A1**  | During the reference week, was the preschool program that was delivered based on a specific curriculum or framework? |
| --- | --- |
|  | The reference week is printed in the top right hand corner of the front page. Select all that apply |
|  | Yes (Early Years Learning Framework) |
|  | Yes (State/Territory curriculum or framework) |
|  | Yes (other curriculum or framework) |
|  | No |
|  | Don’t know |
| **A2**  | During the reference week, was this preschool program delivered by a teacher with university qualifications in a **relevant** early childhood education and care field? |
|  | Yes  |
|  | No  |
| **A3**  | During the reference week, was this preschool program delivered by a teacher with university qualifications in a **relevant** early childhood education and care field? |
|  | Yes How many positions had an approval/exemption/other form of formal permission? |  | **Now Go to A3a** |
|  | No **Go to A4** |
|  | Not applicable **Go to A4** |
| **A3a** | Were any of the positions with an approval, exemption, or other form of formal permission occupied by staff members **without** early childhood teaching qualifications? |
|  | Yes  |
|  | No  |

| **A4** | Please record the number of children by age group **for each of the following**. **Note:** for A4d long-term means lasting for 6 months or more. |
| --- | --- |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **A4a** | **A4b** | **A4c** | **A4d** |
| **Child age in years** | How many children are **currently enrolled** at this preschool? | **During the reference week**, how many children **attended** this preschool? | Of the children enrolled at this preschool, how many do you anticipate **will go to school the following year?** | How many children at this preschool 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 B – Individual staff members

| **Question number** | **Question** | **Answer** |
| --- | --- | --- |
| **B1** | What is this staff member’s name? Please write in first name / surname / or other reference |  |
| **B2a** | What is this staff member’s age? Please write in age to the nearest whole year |  |
| **B2b** | What is this staff member’s gender? Please select the option that applies. Male, Female, Intersex or indeterminate |  |
| **B2c** | 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 |  |
| **B3** | Is the work of this staff member **paid** or **unpaid.** Please select the option that applies. Paid, Unpaid |  |
| **B4** | 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 |  |
| **B5** | During the reference week, what was the **main** **role** performed by this staff member? Principal/Director/coordinator/educational leader, Group leader/teacher, Assistant/aide, Other contact worker (e.g. dance teacher , music therapist, disability support worker, librarian or speech therapist), Non-contact worker |  |
| **B6** | During the reference week, how many **actual hours in total** did this staff member work for this service? Please round to the nearest hour |  |
| **B7** | 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 A1. **If staff member 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 |  |
| **B8** | In which of the following early childhood education and care related **fields** does this staff member hold their **highest** completed qualification? Please select the one option per staff member 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 |  |
| **B9** | What is the **highest** **level** **of relevant qualification** that this staff member has completed that is related to their early childhood education and care employment? Please select one option per staff member. 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 or II, Other certificate, No qualifications in relevant field, Qualification unknown |  |

# Section C – Time to complete Census

**C1** 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, invited 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 Nth 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 Nth 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

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