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ABS SCH approval number

Reference week: XX XXXX XXXX

Due date: XXXXXXXX

Online username: XXXXXXXXXX Online password: XXXXXXXXXX

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 <u>www.deewr.gov.au/nationalworkforcecensus</u> 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 \Rightarrow 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 \bigcirc please refer to the explanatory notes for definitions and clarifications.
- Please cross boxes like this:

 ☑ Yes
- Correct mistakes like this:

 ☑ No
- (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	
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• 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, did this preschool have approval(s), exemption(s), or other form(s) of formal permission that enabled a position to be occupied by a staff member 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 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 longterm 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							
	Staff member number					1	2
B1 ⇒	What is this staff member's name?	Please wr	ite in first name / su	rname / or other reference	Mary H.		
B2a	What is this staff member's age?	Please w	rite in age to the nea	arest whole year	38		
B2b	What is this staff member's			Male Female			
	gender?		Intorpov				
		Abori	iginal but not Torres Si	or indeterminate			
B2c	What is this staff member's		es Strait Islander but no				
-	Indigenous status?		poriginal and Torres St	-			
		Neither A	boriginal nor Torres St	rait Islander origin Not stated			
В3	Is the work of this staff			Paid	<u> </u>		
-	member paid or unpaid			Unpaid			
	During the reference week, what	Refer to		Primary contact	☑		
B4 ⇒	was the main type of work	Explanatory	Managamant/Ad	Other contact			
_	performed by this staff member?	Notes Management/Administration only Other work					
		Principal/Dire	ector/coordinator/ed		Ģ		
D.E.	During the reference week,		Grou	p leader/teacher	☑		
B5 ⇒	what was the main role performed by this staff	• Other contact work	ker (e.g. dance teache	Assistant/aide			
	member?	disability supp	ort worker, librarian or	speech therapist)			
				n contact worker			
	If unpaid (B3), or 'O' During the reference week, how many	ther work' (B4) or 'l	Non contact worke	r' (B5) go to nex	t staff membe	er →	
B6 ⇒	actual hours in total did this staff member work for this service?		Please round t	o the nearest hour	35		
					•		
		Hours spent delivering preschool		Monday Tuesday	6 0		
	During the reference week, how many	program in reference week does not include preparatory time Tuesday Wednesday			6		
B7	hours per day did this staff member	Ti			6		
-	spend in face-to-face delivery of the preschool program?	Refers to preschool from A1 Friday If staff member did not deliver face-to- Saturday			0		
	processor programs				0		
		face preschool pro	gram, mark as 'not	Sunday	0		
			applicable'	Not applicable			
			Teaching (early ch	,			
				aching (primary)			
	In which of the following early childhood education and care			Teaching (other)			
	related fields does this staff	Nin	rsing (including mot	Child care			
В8	member hold their highest		human welfare stud				
	completed qualification? Please select the one option per			avioural science			
	staff member that is most relevant	Other early childhood education and care related qualification					
	to their work in this service.	Ot	ther qualification no				
			2 ""	No qualification			
		Highest qualification		graduate degree			
		Graduate diploma or graduate certificate Bachelor degree honours					
	What is the highest level of	Bachel	or degree pass (4 y				
	relevant qualification that this		or degree pass (3 y				
	staff member has completed		Ac	lvanced diploma			
B9	that is related to their early childhood education and care			Diploma			
	employment?			ertificate level IV			
	Please select one option per staff	+		ertificate level III cate level I or II			
	member.	Lowest qualification		Other certificate			
		qaamoduc	No qualifications				

		Sec	tion B – Ir	ndividual s	taff memb	ers		
3	4	5	6	7	8	9	10	11
]]		
]] [10] [10	10]]
		(01)						
l l	r unpaid (B3),	or 'Other wor	K´ (B4) or 'No	n contact wo	rker' (B5) go t	o next statt m	nember 7	
_	_				_		_	_
]				

		Section B -	Individual staff m	embers			
				ber number	EXAMPLE	12	13
B1 ≎	What is this staff member's name?	Please wr	Mary H.				
B2a	What is this staff member's age?	Please w	38				
	What is this staff member's	1 10000 W	The in age to the hearest	Male			
B2b	gender?			Female	_ ☑		
			Intersex or in				
D 0 -	NATIONAL CONTRACTOR OF THE PROPERTY OF THE PRO		iginal but not Torres Strait I				
B2c	What is this staff member's Indigenous status?		es Strait Islander but not Ab				
	Indigenous status? Both Aboriginal and Torres Strait Islander oring Neither Aboriginal nor Torres Strait Islander oring						
			Not stated				
B3	Is the work of this staff	Paid					
•	member paid or unpaid		Duin	Unpaid			
В4	During the reference week, what	Refer to Primary contact Other contact					
3	was the main type of work	Explanatory Notes	Management/Adminis				
	performed by this staff member?	Notes		Other work			
		Principal/Dir	ector/coordinator/educat				
В5	During the reference week, what was the main role			ader/teacher	Ø		
9	performed by this staff	• Other contact	worker (e.g. dance teacher, r	ssistant/aide			
	member?		support worker, librarian or sp				
				ntact worker			
		Other work' (B4) or	'Non contact worker'	(B5) go to ne	ext staff memb	oer→	I
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	35		
		Hours spent delive	ring preschool program				
	During the reference week, how many hours did this staff member spend in face-to-face delivery of the		e week does not include	Monday	6		
			preparatory time	Tuesday	0		
B7 ⇒		Re	fers to preschool from A1	Wednesday	6		
_	preschool program?			Thursday	6 0		
				Friday	0		
			id not deliver face-to-face	Saturday Sunday	0		
		preschool program	n, mark as 'not applicable'	Not	-		
			Teaching (early childh	applicable			
			☑				
	In which of the following early childhood education and care		Teac	ching (other) Child care			
	related fields does this staff	Nu	rsing (including motherc				
В8	member hold their highest		human welfare studies a	•			
	completed qualification?	0.1.01		ural science			
	Please select the one option per staff member that is most relevant	Other early childho	ood education and care relate	ed qualification			
	to their work in this service.	0	ther qualification not in r	elevant field			
			No	qualification			
				on unknown			
		Highest qualificati		st graduate			
		Graduate diploma or graduate certificate					
	What is the highest level of		Bachelor deg				
	relevant qualification that this		lor degree pass (4 yrs or				
	g man is relation to men outly						
В9			Advanced diploma Diploma				
	childhood education and care employment?		Certific	cate level IV			
	Please select one option per staff			cate level III			
	member.	*		level I or II			
		Lowest qualification		er certificate			

			Qualification unknown					
		Section	on B – Ind	ividual sta				
14	15	16	17	18	19	20	21	22
	Euppoid (B2)	Or (Other way	le? (D4) or (Ne		ukowi (BE) mo			
li .	f unpaid (B3),	or 'Other wor	'K' (B4) or 'No	on contact wo	rker' (B5) go	to next staff n	nember→	
	П					П		

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.

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 77106 Barcode id panel HAWTHORN VIC 3122