



Australian Government

Department of Education, Employment and Workplace Relations

ABS SCH logo

ABS SCH approval number

Reference week: XX XXXX XXXX

Due date: XXXXXXXX

Online username: XXXXXXXXXXXX

Online password: XXXXXXXXXXXX

National Early Childhood Education and Care Workforce Census 2013 Kindergarten 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 Kindergarten Services Survey, and collects information on programs and staff members who are involved in the management, delivery, and / or administration of your kindergarten 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 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 kindergarten 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: ☒ 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 – Kindergarten Programs

A1 During the reference week, was the kindergarten 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 kindergarten 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 kindergarten 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?
- ☐ No → Go to A4
- ☐ Not applicable → Go to A4


→ Now
Go to
A3a

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 kindergarten?	During the reference week , how many children attended this kindergarten?	Of the children enrolled at this kindergarten, how many do you anticipate will go to school the following year ?	How many children at this kindergarten 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

Section B – Individual staff members						
		Staff member number		EXAMPLE	1	2
B1 ➡	What is this staff member's name?	Please write in first name / surname / or other reference		Mary H.		
B2a	What is this staff member's age?	Please write in age to the nearest whole year		38		
B2b	What is this staff member's gender?	<div style="text-align: right; padding-right: 10px;">Male</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Female</div> <input checked="" type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Intersex or indeterminate</div> <input type="checkbox"/>		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
B2c ➡	What is this staff member's Indigenous status?	<div style="text-align: right; padding-right: 10px;">Aboriginal but not Torres Strait Islander origin</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Torres Strait Islander but not Aboriginal origin</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Both Aboriginal and Torres Strait Islander origin</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Neither Aboriginal nor Torres Strait Islander origin</div> <input checked="" type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Not stated</div> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
B3 ➡	Is the work of this staff member paid or unpaid ?	<div style="text-align: right; padding-right: 10px;">Paid</div> <input checked="" type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Unpaid</div> <input type="checkbox"/>		<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
B4 ➡	During the reference week, what was the main type of work performed by this staff member?	Refer to Explanatory Notes	<div style="text-align: right; padding-right: 10px;">Primary contact</div> <input checked="" type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Other contact</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Management/Administration only</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Other work</div> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
B5 ➡	During the reference week, what was the main role performed by this staff member?	<div style="text-align: right; padding-right: 10px;">Principal/Director/coordinator/educational leader</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Group leader/teacher</div> <input checked="" type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Assistant/aide</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">➡ Other contact worker (e.g. dance teacher, music therapist, disability support worker, librarian or speech therapist)</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Non contact worker</div> <input type="checkbox"/>		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If unpaid (B3), or 'Other work' (B4) or 'Non contact worker' (B5) go to next staff member➔						
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		
B7 ➡	During the reference week, how many hours per day did this staff member spend in face-to-face delivery of the kindergarten program ?	Hours spent delivering kindergarten program in reference week does not include preparatory time Refers to kindergarten from A1 If staff member did not deliver face-to-face kindergarten program, mark as 'not applicable'		<div style="text-align: right; padding-right: 10px;">Monday</div> <div style="text-align: right; padding-right: 10px;">Tuesday</div> <div style="text-align: right; padding-right: 10px;">Wednesday</div> <div style="text-align: right; padding-right: 10px;">Thursday</div> <div style="text-align: right; padding-right: 10px;">Friday</div> <div style="text-align: right; padding-right: 10px;">Saturday</div> <div style="text-align: right; padding-right: 10px;">Sunday</div> <div style="text-align: right; padding-right: 10px;">Not applicable</div>	6 0 6 6 0 0 0 <input type="checkbox"/>	
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.	<div style="text-align: right; padding-right: 10px;">Teaching (early childhood related)</div> <div style="text-align: right; padding-right: 10px;">Teaching (primary)</div> <input checked="" type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Teaching (other)</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Child care</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Nursing (including mothercraft nursing)</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Other human welfare studies and services</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Behavioural science</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Other early childhood education and care related qualification</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Other qualification not in relevant field</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">No qualification</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Qualification unknown</div> <input type="checkbox"/>		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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.	<div style="text-align: right; padding-right: 10px;">Highest qualification</div> <div style="text-align: right; padding-right: 10px;">Post graduate degree</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Graduate diploma or graduate certificate</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Bachelor degree honours</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Bachelor degree pass (4 yrs or equivalent)</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Bachelor degree pass (3 yrs or equivalent)</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Advanced diploma</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Diploma</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Certificate level IV</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Certificate level III</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Certificate level I or II</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Other certificate</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">No qualifications in relevant field</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Qualification unknown</div> <input type="checkbox"/> <div style="text-align: right; padding-right: 10px;">Lowest qualification</div>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

[illegible]

Section B – Individual staff members

Section B – Individual staff members							
		Staff member number		EXAMPLE	12	13	
B1 ➡	What is this staff member's name?	Please write in first name / surname / or other reference		Mary H.			
B2a	What is this staff member's age?	Please write in age to the nearest whole year		38			
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	Other contact		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Management/Administration only		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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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 77106
HAWTHORN VIC 3122

Barcode id panel