Data Collection Manual

This collection manual supports the provision of data for the Early Childhood Education and Care Services Census 2023.

Scope of the collection

This survey is to be completed by services approved under the *Education and Care Services Act 2013* or under the *Education and Care Services National Law (Queensland) Act 2011*.

Information collected in this survey will enable the Department of Education to:

- report on the performance of the Early Childhood Education and Care (ECEC) sector in Queensland to the Australian and Queensland Governments
- inform planning and program development
- monitor outcomes of early childhood initiatives such as the department's Workforce Action Plan and the implementation of the Education and Care Services National Law.

Data Requirements

For funded Kindergarten and Long Day Care services
For services that have received funding this calendar year to provide an approved kindergarten program (under the Queensland Kindergarten Funding Scheme), the collection of information on this form is authorised by the *Education and Care Services National Law (Queensland) Act 2011* and must be provided either as a condition of your Service Agreement with the Department of Education or in accordance with the requirements imposed by your Central Governing Body.

For non-funded Kindergarten and Long Day Care services
Services that are not funded under Queensland Kindergarten Funding Scheme will be asked to provide summary data on the numbers of children enrolled and attending kindergarten programs.

Other child care services

Outside School Hours Care, Family Day Care and unfunded Limited Hours Care services will be asked to provide summary data on the numbers of children enrolled at their service.

All services

The Census contains questions relating to individual staff members in your service. **It is recommended that you obtain consent from staff members before providing personally identifying information relating to them and keep a copy of the consent on file.** You can download a sample consent form from the Department of Education's website.

Information handling and privacy practices

The Department will ensure the security of personal information in accordance with the following:

- Data collected will be managed in accordance with the requirements imposed on the Department under the *Education and Care Services National Law (Queensland) Act 2011* and the *Information Privacy Act 2009*, for example, the information will be stored securely, only accessed by authorised staff and will only be used and disclosed where authorised or required by law or the individual has provided consent.

- De-identified information obtained from the survey may be published publicly by the department, or shared with other Queensland Government agencies.

- Information obtained from the survey will be provided to the Australian Bureau of Statistics (ABS) and the Australian Institute of Health and Welfare (AIHW) for statistical purposes. The ABS and AIHW are required by law to protect personal information provided to them but may publish non-identifiable data.

ECEC services Census ready reckoner

Instructions – please read carefully

The survey is divided into sections. You will access different sets of questions, depending on your service type and whether or not you are funded to provide a kindergarten program through Queensland Kindergarten Funding Scheme (QKFS) or a Central Governing Body (CGB).

Sections to complete	Which services complete each section			
	Queensland Government funded long day care, kindergarten services and occasional/limited hours care	Unfunded long day care and kindergarten services and occasional/limited hours care	Queensland state government services#	All other childcare services (e.g. OSHC and FDC)
1. Service details *Presents general information about your service and contact information.*	✓	✓	✓	✓
2. Service enrolments *Asks for summary information on children enrolled and vacancies.*	✓	✓	✓	✓
3. Kindergarten program funding and fees *Asks for information on kindergarten funding and fees charged.*	✓	✓	✗	✗
4. Staff information *Asks for a count of staff at the service and information about individual staff such as workforce details and qualifications.*	✓	✓	✓	✓
5. Kindergarten program details *Asks questions about kindergarten programs, such as hours of delivery and child places.* <u>*Services which did not receive government funding to run an approved kindergarten program*</u> *are also asked to provide summary information on the children enrolled.*	✓	✓	✗	✗
6. Child Details *Asks questions about each child enrolled in a kindergarten program in a* <u>**funded services**</u> *such as hours of attendance and demographics.*	✓	✗	✗	✗
7. Confirmation page – *Asks for confirmation that all of the information you have provided in this form is correct.*	✓	✓	✓	✓

#ekindy, kindergarten services for Indigenous children living in discrete communities, remote kindy.

It is important that you complete all questions within each section relating to your service.

The table below identifies the questions that will be asked of your service within the 2023 census.

Table 1: Questions contained within your ECEC services census

Section	Questions asked
Service details	Service details, Contact person, Early Childhood Teacher indicator#
Service enrolments	Number of children enrolled, Number of vacancies
Kindergarten program funding and fees	Queensland Kindergarten Funding scheme funding# Kindergarten program delivery (unfunded services)# Average daily fee, Average daily hours##
Staff information	Number of staff at service Staff details: Name, Sex, Indigenous status, NESB status, Age group, Position type, Employment status, Actual hours worked, Kindergarten program delivery##, Type of work performed, Years worked in sector, Years worked in service, Field of highest ECEC qualification completed, Level of highest ECEC qualification completed, QCT registration, Field of highest ECEC qualification currently studied, Level of highest qualification currently studied, Study completion date, In-service training, In-service training focus. FDC Educators (FDC only) Number of FDC educators registered, Number of new FDC educators joining, FDC educator qualifications completed or studying, Number of FDC educators not qualified or studying, Number of FDC educators providing care, Number of FDC educators providing overnight or weekend care, Number of FDC assistants.
Kindergarten program details##	Kindergarten teacher indicator, Number of enrolments in program, Kindergarten program weeks operating, Kindergarten program hours of operation (unfunded programs only). Kindergarten program child questions (*Unfunded services only*): Summary information is collected on: Number of children with a Health Care Card (*includes Department of Veterans' Affairs Gold Card or White Card, or Australian Government Concession Card)*, Number of children enrolled by demographic groups, Number of children attending by demographic groups.
Child details – required for children enrolled in a kindergarten program in a funded service##	Child name, Date of birth, Sex, Indigenous status, Disability status, Non-English Speaking Background status, Residential address, Hours enrolled in typical week, Hours attended in reference week, Kindergarten repeater indicator, Health Care Card (*includes Department of Veterans' Affairs Gold Card or White Card, or Australian Government Concession Card*).

\# this information is not required for Family Day Care services.

\## this information is only required for services which run a kindergarten program.

Notes for Questions

1. Service details

1.1 Service information

Please review your service details to confirm the information contained in the survey is correct. Please refer to your current service approval issued by the Department of Education to confirm details as shown on the document.

If you need assistance please speak further with the owner of your service or contact the Census Support Team on 1300 613 188.

Explanation of terms

Service Name refers to the name as shown on the Service Approval. Service Address refers to the physical address of the service as shown on the Service Approval. Phone number must apply to the service.

Kindergarten funding status

For the purpose of the Census, services that received Queensland Government funding during the calendar year to run a kindergarten program are considered to be "Funded".

Primary service type refers to the main type of activity provided by your service. Eligible responses are:

Long Day Care

Long Day Care is a centre-based early childhood education and care service providing all-day or part-time care for children in the general community (services may cater to specific groups within the general community). For-profit and not-for-profit organisations, local councils, community organisations and employers may run these services. Long day care primarily provides services for children aged 0-5 years. Some long day care services may also provide kindergarten programs and care for school aged children before and after school and during school holidays. The service may operate from stand-alone or shared premises, including those on school grounds.

Kindergarten

Services that provide structured educational programs to children in the year prior to Prep.

Occasional/Limited Hours Care

Occasional care comprises services usually provided at a centre on an hourly or sessional basis for short periods or at irregular intervals for parents who need time to attend appointments, take care of personal matters, undertake casual and part time employment, study or have temporary respite from full time parenting. These services provide developmental activities for children and are aimed primarily at 0–5 year olds. Centres providing these services usually employ a mix of qualified and other staff.

Outside School Hours Care

Outside school hours care comprises services that provide care for school aged children before school, after school, during school holidays and on pupil free days. Outside school hours care may use stand-alone facilities, share school buildings and grounds and/or share facilities such as community halls.

Family Day Care

Family day care comprises services providing small group care for children in the home environment of a registered or engaged family day care educator. Care is primarily aimed at 0–5 year olds, but primary school children may also receive care before and after school, and during school holidays. Educators work in partnership with scheme management and co-ordination unit staff.

1.2 Contact person

Please confirm the name of someone in this service who will be our primary contact for Census communications. We will use these details if we have any questions on the information provided or if you experience difficulties in census completion.

1.3 Is there a qualified early childhood teacher working at or with your service?

This question is asked of Long Day Care, Kindergarten, Limited Hours Care, Pre-prep and Remote Kindergarten services

Please select whether the service meets the requirement for a qualified Early Childhood Teacher.

Explanation of terms

An Early Childhood Teacher is a person with an approved early childhood teaching qualification (or equivalent).

Please refer to the ACECQA [website](#) *for further information.*

In Attendance means a qualified ECT is working at your service by being in attendance (physically present) at the service.

Access to means a qualified ECT is working with your service, not by being physically present at the service, but the service has access to a qualified early childhood teacher by means of information communication technology for at least 20 per cent of the time the service provides education and care.

2. Service enrolments

2.1 Number of children enrolled by age group and category for reference period

Please ensure you:

- indicate the actual number of children enrolled in each of the categories

- enter a number in each box in the table. **If there are no children in a particular category, please enter "0" (zero)**

- **do not** provide the number of places or capacity of the service.

  - IMPORTANT: A child may belong to more than one category (Aboriginal and/or Torres Strait Islander origin, diagnosed disability or non-English speaking background).

  - Information about these child demographics should be drawn from the child's enrolment form or obtained directly from the child's parent/carer.

Explanation of terms

Age refers to the child's age in years as at **1 July 2023**. If the child's age is not known, an estimate may be used.

Children enrolled refers to all children for whom an enrolment form has been completed and whose enrolment is current. Include children who are not currently in attendance but are expected to return, but exclude children on waiting lists or for whom a place is not available.

- **Aboriginal and/or Torres Strait Islander children** refers to children who identify (or their parents/guardians identify) as being of Aboriginal origin, Torres Strait Islander origin, or Aboriginal and Torres Strait Islander origin as reported on the child's enrolment form or as identified by the child's parent/carer.

- **Diagnosed or suspected disability (including ASD)** refers to children who have a need for additional assistance in any of the following areas (learning and applying knowledge, education; communication; mobility; self-care; interpersonal interactions and relationships; other - including general tasks, domestic life, community and social life) compared to children of a similar age, that is related to underlying long term health condition or disability (long term is longer than six months). Disability refers to a condition attributable to a physical, intellectual, hearing, vision or speech-language impairment, or a developmental delay; or an autistic spectrum disorder (ASD); or a combination of these.

- **Children from non-English speaking background(s)** refers to children who speak (or their parents/guardians speak) a language other than English at home on a regular basis as identified on the child's enrolment form or as identified by the child's parent/carer.

2.2 Vacancies

Please indicate the number of vacancies at your service each day.

Explanation of terms

Vacancies refer to the number of unused/unoccupied child care places on any given day, based on your service policy, current staffing and room configurations. Vacancy

numbers should reflect the difference between actual number of places filled against the total number of places that your service could physically offer to children.

For Outside School Hours Care services, only include After School vacancies.

3. Kindergarten program funding and fees

The following questions are to be completed by Long Day Care, Kindergarten and Occasional/Limited Hours Care Services.

3.1 Kindergarten program funding

These questions are used to help determine whether a service is required to submit individual records for children who are enrolled in an approved kindergarten program.

For services receiving funding under the Queensland Kindergarten Funding Scheme (QKFS) to provide an approved kindergarten program, Section 34 of the Education and Care Services National Law (Queensland) Act 2011 authorises the collection of identifying information about individual children from funded services. Information must be provided either as a condition of the Service Agreement with the Department of Education or in accordance with the requirements of the service's Central Governing Body.

Explanation of terms

Funded services are those services which have received funding through QKFS to deliver one or more approved kindergarten programs this calendar year – regardless of whether the funding is currently pending the commencement of an Early Childhood Teacher.

Unfunded services are those services that do not receive QKFS.

Queensland Kindergarten Funding Scheme refers to a state funded initiative to promote the delivery and universal access to quality early childhood education in the year prior to Prep. If you are unsure of the funding status of your kindergarten programs you may need to speak further with the owner of your service or contact the Census Support Team on 1300 613 188.

3.2 Kindergarten program delivery (unfunded services)

Please indicate whether your service runs an approved kindergarten program

Unfunded services which run an approved kindergarten program are asked to provide summary information about their kindergarten program(s) and enrolled children.

3.3 Daily fee for 4-year-old child at service

Please provide the daily fee for a 4-year-old child at your service. This question is used to calculate the average hourly fee for kindergarten programs.

3.4 Hours of care are covered by this daily fee

Please provide the number of hours of care covered by the daily fee. This question is used to calculate the average hourly fee for kindergarten programs.

4. Staff information

To be completed by all service types

4.1 Staff numbers

Please indicate the number of staff members within your organisation.

Staff members include people employed at this service in either a paid or unpaid capacity, who provide care and education for children or who provide administrative support in the day to day management of the service.

Include

- All staff who undertake duties that mainly involve direct contact with children
- Principals, executives, directors or administration workers involved in the day to day management of the service
- Any worker providing food preparation tasks
- All staff on paid or unpaid leave,
- Staff employed at the service through a relief agency and
- Other unpaid staff members (volunteers) engaged to work with children (excluding parent helpers).

Exclude

- Workers involved in maintaining the physical environment e.g. cleaners, gardeners and maintenance workers.
- Executives, directors or administration workers of organisations who have no involvement in the day to day management of the service.
- Parent helpers

4.2 Staff Details

The following information is reported for each in scope staff member in the service. For Family Day Care services, this information is only collected for staff employed in head office. Summary information is collected for Family Day Care educators (see section 4.3).

Personal details

4.2.1 Staff name

The staff name is collected to assist in the completion of this Census form and will **not** be used for any reporting purposes.

4.2.2 Sex

Please select the staff member's sex from the list.

4.2.3 Aboriginal and Torres Strait Islander status

Please indicate whether the staff member identifies as being of Aboriginal and/or Torres Strait Islander origin.

Responses should be obtained directly from the staff member or drawn from their administrative records. This should occur even if the staff member does or does not 'appear' to belong to one of these groups.

4.2.4 Non-English speaking background

Please select the box that best describes the staff member's background. If the staff member speaks a language other than English at home on a regular basis, please select 'Yes'.

4.2.5 Age group

Please choose an age category reflective of the current age of the staff member.

4.2.6 Position type of staff member during reference period

Please select the position held by the staff member during the census reference period using the fields in the list. If the staff member worked in more than one position, please select the position in which they worked the most hours during the census reference period.

Explanation of terms

Administration Assistant - a person whose job is to support an executive, group, department, or organisation especially by handling administrative tasks (such as data entry, correspondence, filing, and scheduling appointments).

Director (not the Early Childhood Teacher) - May also be referred to as principal, director, nominated supervisor or manager is the person with overall responsibility for managing the service.

Director and the Early Childhood Teacher - A degree qualified early childhood teacher who provides education and care for a group of young children who is also responsible for the overall management of the service.

Early Childhood Teacher (not the director) - A degree qualified early childhood teacher who provides education and care for a group of young children.

Group Leader/Educator – Diploma level - A diploma qualified (or working towards) educator who provides education and care for a group of young children.

Assistant/Aid/Educator – Certificate level - A qualified certificate III level (or working towards) educator who provides education and care for a group of young children.

Other worker- A worker who may have direct contact with children in a support role or contributes to the running of the service with no direct contact.

Qualified Assistant /Educator (Outside School Hours Care response only) - A qualified educator who provides education and care for a group of young children.

Assistant /Educator (Outside School Hours Care response only) - An educator who assists qualified educators.

Coordinator / Group Leader (Family Day Care or Outside School Hours Care response only) - A qualified person generally responsible for the operation of the service including monitoring, supporting and developing educators. OSHC coordinators may also deliver educational programs.

Manager / Senior Co-ordinator (Family Day Care response only) - The person who generally has responsibility for overseeing the management of the service.

Workforce Data

4.2.7 Employment status of staff member

Please indicate the employment status of the staff member using the fields in the list.

Explanation of terms

- *Paid full-time*

  Refers to staff who receive wages or salary for a position which is of a regular and ongoing nature, and who normally work the agreed or award hours for a full-time employee in their occupation. If agreed or award hours do not apply, staff are regarded as full-time if they ordinarily work for 35 hours a week or more. These staff may include contract workers or relief workers.

- *Paid part-time*

  Refers to staff who receive wages or salary for a position which is of a regular and ongoing nature, and who normally work for less than the agreed or award hours for a full-time employee in their occupation. If agreed or award hours do not apply, staff are regarded as part-time if they ordinarily work for less than 35 hours a week. These staff may include contract workers or relief workers.

- *Paid casual*

  Refers to staff who receive wages or salary for a position which is not of a regular or ongoing nature. These staff may work for more or less than 35 hours a week. These staff usually receive a higher rate of pay than

permanent staff to compensate for lack of permanency, regular hours and leave entitlements.

- *Volunteer/unpaid worker*

  Refers to staff who do not receive wages or salary from the service. Unpaid workers may include volunteers, unpaid work trainees and students on work experience. Parent helpers should be excluded.

4.2.8 Actual hours worked by staff member

Please enter the number of paid and unpaid hours that this staff member worked at this service during the reference week.

Include

Overtime or hours additional to those rostered (paid or unpaid) time corresponding to short rest breaks.

Exclude

Time spent working for another service, hours paid but not worked, such as paid annual leave, public holidays or paid sick leave, time taken in lieu or flex time, meal breaks and time spent on travel from work.

4.2.9 Type of work performed

Please indicate the type of work the staff member performed.

Explanation of terms

Primary contact with children

A primary contact worker mainly has direct contact with children.

Other child contact

An "other child contact" worker has some duties involving direct contact with children but deals mainly with staffing or management issues such as supervising staff and handling queries from parents or designing the education program. This may include but is not limited to principals, duty principals, centre managers and coordinators.

Management/administration work with no child contact

A staff member who mainly performed management or administration work that contributed to the running of the early childhood education and care services and had no direct contact with children. Work may include clerical or receptionist duties, filing, keeping financial records, staffing and management issues.

Other work with no child contact

Any worker who provides support services such as cooking/food preparation.

4.2.10 Whether staff member delivered a kindergarten program

To be completed by services delivering kindergarten programs only.

Please indicate whether this staff member delivered a kindergarten program (face to face) during the reference period.

4.2.11 Hours worked delivering a kindergarten program

To be completed by services delivering kindergarten programs only.

Of the total hours listed in the previous question, please enter the number of hours that this staff member spent delivering a kindergarten program (face to face).

Include the amount of time spent supervising kindergarten children and delivering the kindergarten program. Hours spent with the children including eating and resting are to be included. Preparation time and time spent supervising children outside of the delivery of the kindergarten program are to be excluded.

4.2.12 Years worked in sector by staff member

Please enter the number of years that this staff member has been employed in the early education and care sector. Include number of years employed to work with children in child care services, regardless of whether this was full-time or part-time work. Total length of experience does not have to reflect continuous years of service. Exclude absences of more than 3 months from the total length of experience. Experience gained as an employee of a children's

service or children's services agency should be counted. Time spent as a private babysitter or carer of a person's own children is not to be included.

Please round up to the nearest whole year, e.g. if the staff member has worked at your service for 2 years and 11 months this should be entered as 3 years. However, if the staff member has worked at your service for 2 years and 5 months this should be entered as 2 years.

4.2.13 Years worked at service by staff member

Please enter the number of years that this staff member has worked at this service, regardless of whether their work was full-time or part-time.

Please round up to the nearest whole year, e.g. if the staff member has worked at your service for 2 years and 11 months this should be entered as 3 years. However, if the staff member worked less than 12 months please enter 0.

Qualifications

4.2.14 Staff member field of study for highest level of sector qualifications

The Education and Care Services National Law sets out minimum requirements for educators working in early childhood education and care services. A list of approved qualifications can be found by following the prompts on the Australian Children's Education & Care Authority (ACECQA) website https://www.acecqa.gov.au/qualifications/nqf-approved

For qualifications this worker has completed, please select the highest ECEC qualification from the fields provided.   If the worker does not have a completed ECEC related qualification, please select 'No qualification or no relevant qualification'. Eligible responses are:

Teaching (early childhood related)	A teaching qualification with a focus on children under the age of 8 years
Teaching (primary)	A teaching qualification with a focus on children aged 5 to 12 years
Teaching (secondary)	A teaching qualification with a focus on children aged 13 to 18 years
Teaching (other)	Other teaching qualification that includes a focus on children aged 5 to 8 years old.

Other early childhood related, including child care and children's services	A qualification with a focus on children under the age of 8 years that relates to the education and care of children but does not reference 'teaching'
Other qualifications (OSHC)	For outside school hours care services other fields of qualification may be relevant under the National Law. • Teaching (Other) • Nursing, physiotherapy, occupational therapy, diversional therapy or speech pathology • Community services • Other human welfare studies and services • Behavioural science • Sport and recreation • Creative arts, fine arts, drama or music Please refer to https://www.acecqa.gov.au/qualifications/requirements/working-with-school-age-children

4.2.15 Staff member highest level of sector qualifications

For qualifications this staff member has completed, please select the highest level of ECEC qualifications completed by the staff member. For the purpose of the Census please choose the field closest to the top of the list for which the person holds the highest level of qualification.

Post graduate ECEC qualifications	AQF levels 8 and above	A grouping of consecutive academic qualifications, which follow the completion of a Bachelor degree program
Graduate diploma or graduate certificate level	AQF level 8	A consecutive academic qualification, which follows the completion of a Bachelor degree program to apply advanced knowledge and skills in one or more disciplines
Bachelor degree (Honours)	AQF level 8	An academic degree with honours earned for an undergraduate course of study to apply advanced knowledge and skills in one or more disciplines for professional or highly skilled work
Bachelor degree pass (4 years or equivalent)	AQF level 7	An academic degree earned for an undergraduate course of study to apply broad and coherent theoretical and

		technical knowledge with depth in one or more disciplines or areas of practice
Bachelor degree pass (3 years or equivalent)	AQF level 7	An academic degree earned for an undergraduate course of study to apply broad and coherent theoretical and technical knowledge with depth in one or more disciplines or areas of practice
Diploma (3 year equivalent obtained prior to 1995)	AQF does not apply	This can refer to older or international qualifications or when certain employment and educational experience is deemed by the government to be comparable to a certain level of qualification. For example, a teacher may have a 3 year Diploma of Teaching (Early Childhood).
Advanced diploma	AQF level 6	Level of qualification to apply specialised knowledge in a range of contexts to undertake skilled or paraprofessional work
Diploma	AQF level 5	Level of qualification to apply technical and theoretical concepts to undertake advanced skilled or paraprofessional work
Certificate level 3 or 4	AQF level 3 or 4	Level of qualification to apply a broad range of specialised knowledge and skills to undertake skilled work
Certificate level 1 or 2	AQF level 1 or 2	Level of qualification to undertake routine work

Related terms/definitions/resources

Equivalent

'Equivalent' can refer to older or international qualifications or when certain employment and educational experience is deemed by the government to be comparable to a certain level of qualification. For example, a teacher may have a three-year Diploma of Teaching (Early Childhood), practical experience and registration with the Queensland College of Teachers but the government department or regulatory agency has recognised the individual's, or group of individuals' qualifications as equivalent to a four-year early childhood university degree.

4.2.16 Staff member QCT registration indicator

Please indicate whether this staff member is currently registered with the Queensland College of Teachers (QCT) by selecting the Yes - full or Yes - provisional QCT registration or No fields.

Explanation of terms

Queensland College of Teachers registration refers to an established system of mandatory registration for teachers in both public and private schools. Teacher registration is only mandatory for teaching in schools. To obtain teacher registration a person is required to have met the professional practice requirements, including the prescribed qualifications and experience, and also meet suitability requirements, as determined by the QCT.

4.2.17 Whether Staff member also holds an ECEC Certificate III or higher qualification

This question is only asked of Staff for whom a field of ECEC qualification of Teaching (Primary) or Teaching (Secondary) or Teaching (Other) is reported.

Explanation of terms

ECEC Certificate 3 or higher qualification refers to qualification with a focus on children under the age of 8 years that relates to the education and care of children but does not reference 'teaching'.

4.2.18 Staff member field of ECEC currently studying to attain

Please indicate which field of ECEC this staff member is currently studying?

If more than one, please select the field of study closest to the top of the list. If not currently studying please select the box 'Not Studying'. Eligible responses are outlined above under field of study completed.

4.2.19 Staff member level of qualifications currently studying to attain

Please select the level of ECEC qualifications that this staff member is currently studying to attain.

Explanation of terms

Currently studying refers to a course in which the staff member is enrolled, where the course has started and the staff member is undertaking the course.

4.2.20 Staff member estimated year of completion of qualification studying to attain

Please enter the year that the staff member expects to complete the course of study towards the qualification referred to above. The year entered here is the anticipated year of completion.

4.2.21 Staff member in-service training or professional development in past year

Please indicate whether the staff member has undertaken any in-service training or professional development within the previous 12 months, other than any qualifications they are currently studying.

Explanation of terms

In-service training or professional development refers to professional activities and opportunities designed to enhance the skills and abilities of individuals in their current areas of employment. This may include on-the-job training or outside training.

Exclude any formal qualifications that the staff member is currently studying.

4.2.22 Focus of in-service training or professional development in past year

Please indicate the focus of the in-service training or professional development that this staff member undertook in the previous 12 months.

Family Day Care educators

Family Day Care Services only

4.3.1 Number of Family Day Care educators registered with service during reference period

During the reference period, how many Family Day Care educators were registered with your scheme overall?

- Do not include Family Day Care educator assistants.

- Do not include emergency/backup Family Day Care educators.

4.3.2 Number of new Family Day Care educators joining

During the last 12 months to 31 July 2023, please indicate how many new Family Day Care educators registered with your scheme?

Please indicate "0" if there were no new Family Day Care educators registered in the last 12 months.

- Do not include Family Day Care educator assistants.

- Do not include emergency/backup Family Day Care educators.

4.3.3 Qualifications

Please indicate below how many of these Family Day Care educators have completed the qualification types listed, according to their highest and most relevant qualification completed; and also indicate which are studying toward any of the following qualifications.

- Post-graduate qualifications relating to early childhood education

- Bachelor degree or Diploma (3 years) specific to early childhood education or child care

- Advanced Diploma specific to early childhood education or child care

- Diploma (2 years) or Associate Diploma (2 years) specific to early childhood education or child care

- Certificate III or IV (1 year) related to early childhood

4.3.4 Number of Family Day Care educators not qualified or studying

Of the total Family Day Care educators registered with your service, please report the number that do not hold and are not studying a relevant qualification.

4.3.5 Number of Family Day Care educators in service providing care for reference period

Please indicate how many Family Day Care educators in your service provided care during the reference period.

- Do not include Family Day Care educator assistants.

- Do not include emergency/backup Family Day Care educators.

4.3.6 Number of Family Day Care educators providing overnight or weekend care during reference period

Please indicate how many Family Day Care educators provided overnight and weekend care between Monday 31 July and Sunday 6 August 2023 and for how many children?

Please enter the <u>number of Family Day Care educators</u> who provided any <u>overnight care</u> between 12:00am Monday 31 July and 11:59pm Sunday 6 August 2023

Please enter the <u>number of children</u> receiving <u>overnight care</u> from these Family Day Care educators between 12:00am Monday 31 July and 11:59pm Sunday 6 August 2023

Please enter the <u>number of Family Day Care educators</u> who provided any <u>weekend care</u> between 12:00am Saturday 5 August and 11:59pm Sunday 6 August 2023.

Please enter the <u>number of children</u> receiving weekend care from these Family Day Care educators between Saturday 5 August and Sunday 6 August 2023

Please enter a number in each box in the table.

If no overnight or weekend care was provided please enter "0" (zero) for the "number of family day care educators providing care" and for the "number of children receiving care".

Overnight care refers to care provided to a child between 10pm and 5am.

4.3.7 Number of Family Day Care educator assistants registered with your service

For the week beginning 31 July 2023 and ending 6 August 2023 how many <u>Family Day Care educator assistants</u> were registered with your service overall?

Explanation of terms:

An Educator Assistant has been approved by an approved provider to support the Educator to provide education and care to children as part of a family day care service.

5. Kindergarten program details

To be completed by services which provide kindergarten programs

5.1 Kindergarten teacher indicator

Please indicate whether the kindergarten program(s) were delivered by a qualified Early Childhood Teacher.

Explanation of terms

An Early Childhood Teacher is a person with an approved early childhood teaching qualification (or equivalent).

If a service operates more than one program, please report at the service level. For example, if your service has multiple kindergarten programs but only one qualified ECT, then report "Yes".

Please refer to the ACECQA website *for further information.*

5.2 Weeks of program operation - typical year

Please enter the number of weeks kindergarten program(s) will be offered in a typical year. New services should count the number of weeks that the service plans to offer the kindergarten program in a full year. Valid responses are 1 to 52.

If a service runs more than 1 program, please report the program which runs for the greatest number of weeks.

Explanation of terms

A week is measured from 12:00am (midnight) Monday morning to 11:59pm the following Sunday.

5.3 Two week cycle (Funded kindergarten services only)

Please indicate whether your service runs programs over a two week cycle.

5.4 Hours of program operation - typical week (Unfunded services only)

Across a typical week please select the usual program hours of operation.

If your kindergarten program operates on a two-week cycle then please divide your fortnightly program hours by two.

If a service runs more than one program, please report the program with the greatest number of hours.

Summary child details

To be completed by services which did not receive QKFS funding to run an approved kindergarten program(s)

5.5 Children enrolled in a kindergarten program (Unfunded services only)

Please enter the number of children enrolled in the kindergarten program during the census reference period.

5.6 Children with a healthcare card (Unfunded services only)

Please enter the number of children enrolled in the kindergarten program during the census reference period who have a Health Care Card. Also includes Department of Veterans' Affairs Gold Card or White Card, or Australian Government Concession Card.

5.7 Total numbers of children enrolled and attending by age for kindergarten programs in the reference period by key demographics (Unfunded services only)

Please enter the number of children enrolled and the number of children attending the kindergarten program during the census reference period, by age. Please enter a number in each box in the table. If there are no children in a particular category please enter "0" (zero).

Explanation of terms

Age is as at 1 July 2023. If the child's age is not known, an estimate should be used.

Children enrolled refers to all children for whom an enrolment form has been completed and whose enrolment is current. It includes children who are not currently in attendance but are expected to return. It does not include children on waiting lists or for whom a place is not available.

Children attending refers to all children actually attending your service during the reference period. If a child attends the service on more than one day, the child should be counted only once.

A child may belong to more than one demographic group.

Information about whether a child is of Aboriginal and/or Torres Strait Islander descent, has a diagnosed or suspected disability, or is from a non-English speaking background(s) should be drawn from the child's enrolment form or obtained directly from the child's parent/carer.

Child's Aboriginal and/or Torres Strait Islander status refers to children who identify (or their parents/guardians identify) as being in either of the following categories: Aboriginal but not Torres Strait Islander; Torres Strait Islander but not Aboriginal; Both Aboriginal and Torres Strait Islander; Neither Aboriginal or Torres Strait Islander. Where recorded, this should be obtained from enrolment records.

Diagnosed or suspected disability refers to a child that has a need for additional assistance in any of the following areas (learning and applying knowledge, education; communication; mobility; self-care; interpersonal interactions and relationships; other - including general tasks, domestic life, community and social life) compared to children of a similar age, that is related to underlying long term health condition or disability (long term is longer than six months). Disability refers to a condition attributable to a physical, intellectual, hearing, vision or speech-language impairment, or a developmental delay; or an autistic spectrum disorder (ASD); or a combination of these.

Children from non-English speaking background(s) refers to children who speak (or their parents/guardians speak) a language other than English at home on a regular basis as identified on the child's enrolment form or as identified by the child's parent/carer.

6. Child Details

To be completed for all children enrolled in a kindergarten program run by services which received QKFS funding.

6.1 Child's name

Please enter the first and last name of the child enrolled in a kindergarten program at your service during the census reference period. Note:

- Each child's name is only used to create an anonymous identifier called a Statistical Linkage Key (SLK). The SLK uses letters of the first and last name plus the date of birth to create a unique anonymous identifier.

- Individual child data is NOT shared across multiple departments without using this anonymous method.

Explanation of terms

Children enrolled refers to all children for whom an enrolment form has been completed and whose enrolment is current at your service during the census reference period. It includes children who are not currently in attendance but

are expected to return. It does not include children on waiting lists or for whom a place is not available.

Please enter the child's first and last name from the child's birth certificate or other suitable documentation, typically reflecting the child's legal name.

6.2 Child's date of birth

Please enter the date of birth of the child enrolled in a kindergarten program at your service in a numerical **day/month/year format**.

6.3 Child's sex

Please enter the sex of the child enrolled in a kindergarten program at your service during the census reference period.

Explanation of terms

Children enrolments refer to all children for whom an enrolment form has been completed and whose enrolment is current during the reference period.

6.4 Child Aboriginal and Torres Strait Islander status

Please indicate whether the child or the parent/guardian of the child enrolled in a kindergarten program at your service during the census reference period identifies as being of Aboriginal and/or Torres Strait Islander descent.

Explanation of terms

This question refers to children who identify (or their parents/guardians identify) as being in either of the following categories: Aboriginal but not Torres Strait Islander; Torres Strait Islander but not Aboriginal; Both Aboriginal and Torres Strait Islander; Neither Aboriginal or Torres Strait Islander. Where recorded, this should be obtained from enrolment records.

6.5 Child - diagnosed or suspected disability

Please advise whether the child enrolled in a kindergarten program at your service during the census reference period has a diagnosed or suspected disability requiring assistance.

Explanation of terms

Diagnosed or suspected disability refers to a child that has a need for additional assistance in any of the following areas (learning and applying knowledge, education; communication; mobility; self-care; interpersonal interactions and relationships; other - including general tasks, domestic life, community and social life) compared to children of a similar age, that is related to underlying long term health condition or disability (long term is longer than six months).

Disability refers to a condition attributable to a physical, intellectual, hearing, vision or speech-language impairment, or a developmental delay; or an autistic spectrum disorder (ASD); or a combination of these.

6.6 Child – Non-English speaking background (NESB)

Please advise whether the child enrolled in a kindergarten program at your service during the census reference period, is from a non-English speaking background.

Explanation of terms

Children from non-English speaking background(s) refers to children who speak (or their parents/guardians speak) a language other than English at home on a regular basis as identified on the child's enrolment form or as identified by the child's parent/guardian.

6.7 Residential address

Please provide the primary residential location details for parent/guardians of each child enrolled in a kindergarten program at your service during the census reference period. Where a child resides in more than one location, please choose the address where the child has spent the majority of time during the reference week.

Address refers to the first part of the residential address of the child's parent/guardians. Where applicable, please include any numbers first, for example 15 Phillip Street.

For unit or apartment complexes, the Unit number is not required, therefore Unit 4, 15 Philip Street should be represented as 15 Philip Street.

Explanation of terms

Suburb or locality refers to the common name of the city or township for the residential address. E.g. East Mackay

Postcode refers to the 4 digit number of the residential address of the child, used for postal purposes

6.8 *Kindergarten program – hours enrolled in a typical week*

Please enter the number of hours enrolled in the funded kindergarten program in a typical week for each child enrolled in the kindergarten program during the census reference period.

Note: If your kindergarten program operates on a two week cycle then please divide the child's fortnightly enrolment hours by two.

The purpose of this question is to report the number of hours of enrolment in a kindergarten program.

Program hours exclude before and after kindergarten program hours care

Explanation of terms

Hours enrolled refers to the sum of the hours of enrolled in the kindergarten program in a typical week for each child enrolled in the program during the census reference period (sum of enrolled attendance hours each day). Please **exclude** any hours attending the service outside of the child's participation in the kindergarten program (e.g. before and after kindergarten program care).

6.9 Kindergarten program attendance in reference period

Please enter the number of hours of actual attendance in the funded kindergarten program in the reference period for each child enrolled in the kindergarten program during the census reference period.

Note: If your service runs a two-week cycle, e.g. 5 days per fortnight, then please use the week before or after the reference week which best reflects your usual pattern of attendance in addition to the nominated reference week above and then divide the fortnightly hours by two.

Explanation of terms

Hours attended refers to the sum of the hours of <u>actual attendance</u> in the kindergarten program during the census reference period. Please report hours attended for each child attending the program in the census reference period (sum of actual attendance hours each day of census reference period).

Please advise whether the child enrolled in a kindergarten program at your service was enrolled in a kindergarten program in this or another service in a prior year if known.

Explanation of terms

Prior enrolment in a kindergarten refers to whether the child is known to have previously been enrolled in a kindergarten program in the previous year. If this information is unknown, please indicate 'No'.

6.11 Health Care Card

To the best of your knowledge is there a Health Care Card related to this child. Also includes Department of Veterans' Affairs Gold Card or White Card, or Australian Government Concession Card.

7. Consent

To be completed by all services

Confirmation of Census completion

Please enter the person's name and their position in the organisation. The person authorised to approve and submit the information contained in the Census on behalf of this service would typically be the Service Director/Coordinator or a person delegated by the Service Director/Coordinator.

Links to useful documents

The Department of Education has prepared various supporting documentation to assist the completion of this census. Copies of these documents can be downloaded from the following link from the department's website: https://earlychildhood.qld.gov.au/about-us/publications-and-research/early-childhood-education-and-care-services-census

Documents	Purpose
How to prepare guide	Provides a checklist to help services to prepare for the Census. The checklist covers what is required of services by key dates.
Frequently asked questions	Answers key questions associated with the Census.
Parent privacy notice	An optional template for services to use if they wish, to notify parents of the collection and the relevant legislation for the data collection and usage.
Staff privacy notice and consent form	A form for staff to give legal consent for the collection of personal information. Also includes an all the information collected on individual staff members, which can be completed by staff to assist with data entry.
Glossary	Provides in depth definitions for words used in the Census to improve understanding of terms and categories
CRC upload	Provides detailed instructions on how to automatically upload your children data into the census collection tool.