



Australian Government
**Department of Education, Employment
and Workplace Relations**



Reference week:

Due date:

Online username:

Online password:

National Early Childhood Education and Care Workforce Census 2010 Preschool Services

The National Workforce Census is being conducted in partnership with state and territory governments, 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 components. This form relates to the **first component**, which collects information on preschool programs and staff details. The second component, which will take place in July 2010, involves the distribution of census forms to all staff, so that they can provide information on their roles, qualifications, employment status, training activities, pay and conditions and career intentions.

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

This component of the National Workforce Census collects details about your preschool service relating to a seven day period or '**reference week**'. The reference week is printed in the panel in the top right hand corner of this letter.

The census collects information for all staff members directly involved in the management, delivery, and/or administration of your preschool service. The **explanatory notes** included in this census pack provide definitions and clarifications to assist with answering the questions.

This component of the census can be **completed online** at www.deewr.gov.au/earlychildhood using the **username** and **password** in the panel in the top right hand corner of this letter. Alternatively, you can complete this 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 letter.

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?

The census will provide key, nationally consistent data on the early childhood workforce and service providers in Australia. All Australian Governments have committed to making early childhood education and care an area of national reform. High quality early childhood services improve children's outcomes. The Australian Government recognises that a well trained early childhood workforce is essential for achieving the best outcomes for children.

Is the information collected confidential?

All information collected as part of the census is completely confidential, in accordance with legislative requirements.

For more information about privacy issues, refer www.srcentre.com.au/privacy_policy.html

Which staff members are included in the census?

For full details of staff members to be included in the census, please refer to the Explanatory Notes provided as part of the census pack.

Does this service have to participate?

The National Workforce Census is not compulsory for preschools and kindergartens; however, you are strongly encouraged to participate.

Preschools and kindergartens that complete the census forms on time and achieve an 80 per cent participation rate for the staff component of the 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.

Where can I get more information about the census?

If you have any queries regarding the arrangements for the census, please email nwc@srcentre.com.au, visit www.srcentre.com.au/ecec_preschool.html or call the census hotline on (free call) 1800 639 098.

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 90 staff members, so large services are encouraged to complete online. If you have more than 90 staff members, or if you do not wish to provide this information online, please contact the National Workforce Census hotline on (free call) 1800 639 098.

How to complete this form

- Please cross boxes like this: Yes
- Correct mistakes like this:
(If you make a mistake, simply scribble it out and mark the correct answer with a cross).
- Use a ballpoint blue or black pen (do not use a felt tipped pen).
- Some boxes have 'Go to' instructions that look like this → Go to A2
Please follow the 'Go to' even if you miss out on some questions.
- Where exact information is not known, please give the best answer you can
- For questions with this symbol ↪ please refer to the explanatory notes for definitions and clarifications.
- Where a written answer is required, please write clearly in the boxes provided.

B2a	What is the staff member's age?	Please write in age to the nearest whole year →	3 8
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Section A - Preschool programs

A1 During the reference week, did any of the staff members in this preschool service including yourself, deliver or assist in delivering a **preschool program**?

- Yes → [Go to A2](#)
 No → [Go to A5](#)

A2 During the reference week, was the preschool program that was delivered based on a specific curriculum or framework?
Please mark all that apply

- Yes (*State/Territory curriculum or framework*)
 Yes (*National Early Years Learning Framework*)
 Yes (*Other*)
 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
 No

A4 What was the maximum number of hours that a child could participate in this preschool program during the reference week?

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 hrs

A5 During the reference week, did this preschool service 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?

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 No

Section B – Individual staff members

		Staff member number →	EXAMPLE	1	2
B1 ↻	What is the staff member's name?	<i>Please write in first name / surname / or other reference →</i>	Mary H.		
B2a	What is the staff member's age?	<i>Please write in age to the nearest whole year →</i>	38		
B2b	Is the staff member male or female?	Male	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Female	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2c ↻	What is the staff member's Indigenous status?	Aboriginal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Torres Strait Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Both Aboriginal and Torres Strait Islander origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Neither Aboriginal nor Torres Strait Islander origin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Not stated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3 ↻	Is the work of this staff member paid or unpaid ?	Paid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Unpaid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4 ↻	What was the main type of work performed by this staff member during the reference week?	Primary contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Management/Administration only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5 ↻	What was the main role performed by this staff member during the reference week?	Principal/Director/coordinator/teacher in charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Group leader/teacher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Assistant/aide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other contact worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Non contact worker	<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 ↻	How many hours did the staff member spend in face-to-face delivery of a preschool program in the reference week?	Hours spent delivering preschool program in reference week <i>Refers to preschool program from A1</i>	12		
B7 ↻	How many actual hours did the staff member work for this service during the reference week?	Hours worked <i>Please round to the nearest hour</i>	18		
B8 ↻	At the reference week, was the staff member registered with a state and/or territory specific teachers registration board?	<i>E.g. Queensland College of Teachers or the Teachers Registration Board of Tasmania?</i> Registered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Provisional/Partial registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Not registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B9	In which of the following early childhood education and care related fields does the staff member hold their highest completed qualification? <i>Please select the one option per staff member that is most relevant to their work in this service.</i>	Teaching (early childhood related)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Teaching (primary)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Teaching (other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Child care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Nursing (including mothercraft nursing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other human welfare studies and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Behavioural science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other early childhood education and care related qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other qualification not related to early childhood education and care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		No qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualification unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
B10	What is the highest level of relevant qualification that the staff member has completed that is related to their early childhood education and care employment? <i>Please select one option per staff member.</i>	Highest qualification Post graduate degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Graduate diploma or graduate certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Bachelor degree honours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Bachelor degree pass (4 yrs or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Bachelor degree pass (3 yrs or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Advanced diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Certificate level III or IV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Certificate level I or II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Lowest qualification Other certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		No qualifications in relevant field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualification unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Section B – Individual staff members

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← If unpaid (B3), or 'Other work' (B4) or 'Non contact worker' (B5) go to next staff member →

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Section B – Individual staff members

		Staff member number →	EXAMPLE	12	13
B1 ↻	What is the staff member's name?	<i>Please write in first name / surname / or other reference →</i>	<i>Mary H.</i>		
B2a	What is the staff member's age?	<i>Please write in age to the nearest whole year →</i>	<i>3 8</i>		
B2b	Is the staff member male or female?	Male	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Female	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2c ↻	What is the staff member's Indigenous status?	Aboriginal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Torres Strait Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Both Aboriginal and Torres Strait Islander origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Neither Aboriginal nor Torres Strait Islander origin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Not stated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3 ↻	Is the work of this staff member paid or unpaid ?	Paid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Unpaid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B4 ↻	What was the main type of work performed by this staff member during the reference week?	Primary contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Management/Administration only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B5 ↻	What was the main role performed by this staff member during the reference week?	Principal/Director/coordinator/teacher in charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Group leader/teacher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Assistant/aide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other contact worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Non contact worker	<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 ↻	How many hours did the staff member spend in face-to-face delivery of a preschool program in the reference week?	Hours spent delivering preschool program in reference week <i>Refers to preschool program from A1</i>	<i>1 2</i>		
B7 ↻	How many actual hours did the staff member work for this service during the reference week?	Hours worked <i>Please round to the nearest hour</i>	<i>1 8</i>		
B8 ↻	At the reference week, was the staff member registered with a state and/or territory specific teachers registration board?	<i>E.g. Queensland College of Teachers or the Teachers Registration Board of Tasmania?</i> Registered	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Provisional/Partial registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Not registered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B9	In which of the following early childhood education and care related fields does the staff member hold their highest completed qualification? <i>Please select the one option per staff member that is most relevant to their work in this service.</i>	Teaching (early childhood related)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Teaching (primary)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Teaching (other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Child care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Nursing (including mothercraft nursing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other human welfare studies and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Behavioural science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other early childhood education and care related qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Other qualification not related to early childhood education and care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		No qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B10	What is the highest level of relevant qualification that the staff member has completed that is related to their early childhood education and care employment? <i>Please select one option per staff member.</i>	Highest qualification Post graduate degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Graduate diploma or graduate certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Bachelor degree honours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Bachelor degree pass (4 yrs or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Bachelor degree pass (3 yrs or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Advanced diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Certificate level III or IV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Certificate level I or II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Lowest qualification Other certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No qualifications in relevant field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Qualification unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Section B – Individual staff members

14	15	16	17	18	19	20	21	22
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← If unpaid (B3), or 'Other work' (B4) or 'Non contact worker' (B5) go to next staff member →

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Section C – Time to complete census

- C1** About how long did it take to complete this questionnaire? Please indicate the total 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 didn't relate to completing the questionnaire.

Hours	Minutes
<input type="text"/>	<input type="text"/>

- C2** Would you like a copy of your responses to the census for your records and/or for state/territory-based collection/s?
- Yes
- No

Thank you very much for your time.

NATIONAL WORKFORCE CENSUS PRIZE DRAW TERMS AND CONDITIONS OF ENTRY

Method of entry: Entry open to organizations for whom an organization level response and 80% eligible staff response to the National Workforce Census is received. To enter, invited sample members must complete the survey online at www.deewr.gov.au/earlychildhood or return it to Reply Paid 84564 HAWTHORN VIC 3122.

Duration of entry period: The entry period for inclusion in the prize draw is from 25 May 2010 until 6pm AEST, 30 July 2010.

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 4 August 2010 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 10 August 2010.

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 4 November 2010 unclaimed prize draws will take place at 12pm on 8 November 2010 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 10 November 2010.

Permit numbers: ACT TP 10/01846.1 SA T10/989 NSW LTPS/10/04162

**National Workforce Census
Reply Paid 84564
HAWTHORN VIC 3122**