Non-government Schools Census

INSTRUCTIONS FOR SCHOOLS

2015
2015 Non-Government Schools Census

Approved by the Branch Manager
Schools Funding Branch
Department of Education
Canberra ACT 2601

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Privacy Contact Officer
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Location C12MT1
Department of Education
GPO Box 9980
Canberra ACT 2601

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These Instructions must be read in conjunction with the Non-government Schools Census – Guidelines for Schools – 2015.

Data reported in the Census MUST be in accordance with the Census Guidelines and Instructions.

HOW TO REGISTER FOR CENSUS ON THE INTERNET (COI)

How to register on Schools Service Point (SSP) as a first time user

- Go to https://ssp.education.gov.au
- Click on ‘Register’ in the top left hand corner and follow the prompts;
- Request access for COI;
- Submit the application;
- A Login and password will be emailed to you on approval of your application.

How to apply for additional access for current SSP users

If you don’t have access to COI but are a registered user of Schools Service Point (SSP) for one of the following you should not attempt to register again but request additional access:

- Financial Questionnaire;
- Financial Accountability;
- Compliance Certification;
- Student Attendance;
- Socioeconomic Status (SES) Funding.

Process to apply for additional access

- Login to https://ssp.education.gov.au
- Click on ‘My details’;
- Click on “Request new access” (COI);
- Submit application;
- You will be notified by email when your access has been updated.

What to do if your Password or Login has expired

- Login to https://ssp.education.gov.au
- Go to the blue box under the login “I cannot access my account because”;
- Click on “I’ve forgotten my Password”; or
- Click on “I’ve forgotten my Login and Password”
- A new login or password will be emailed to you.

If you need assistance regarding Login and passwords email schools@education.gov.au
HOW TO REPORT AND DECLARE THE CENSUS

1. **Login to SSP** [https://ssp.education.gov.au/Controller.aspx](https://ssp.education.gov.au/Controller.aspx). Click on **COI** (purple box);

   **Tips**
   - Once you confirm the year levels approved by the Department and acknowledge that you have read and understood the Census Guidelines and Instructions you can access any screen by clicking on the relevant sections located on the left hand side of the screen;
   - Save after reporting data for each screen;
   - Do not use the back button as data is entered in real time;
   - You can print a report of the data you have reported you do not have to print every screen.

2. **If you have access to more than one school**, click on ‘Select Client’ and choose a location by entering the AGEID. Multi-campus schools can select each location by clicking on ‘Select campuses’.

3. Click on **Data Entry** from the list on the left of the screen, then go to;

4. **Client Details** – Data in the Client Detail fields is pre-populated from the Department's records.
   - Check the data and update if necessary.
   - Click on **Save** or **Save/Continue**. The 'Characteristics' page will appear;

5. **Characteristics** – The only characteristic pre-selected is Students on Visas, to display the relevant characteristic boxes under the "All Students" age/grade tables:
   - Select the characteristics particular to your location and the schools' population;
   - Click **Save** or **Save/Continue**, the contact page will appear.

6. **Contacts** - Check the names and change if applicable or add a new contact person, click on **Save/Continue**, the confirmation page will appear;

   **Note**: Updates to contacts in COI does not update signatories in SSP.

   Adding/Updating/Deleting a Contact:
   - To **add** a new Contact, click +ADD. Enter the new Contact’s details.
   - To **update** an existing contact - click on the name/hyperlink to change the details (eg; phone and email address).
   - To **delete** a person, click on the name/hyperlink to view their data then click delete. You cannot delete an existing record that has missing or incomplete information (e.g. first name, last name or phone number), re-enter the person’s details in the fields marked with an asterisk and then save the record before clicking on the ‘Delete’ button.

   For non-systemic schools - If you want to add an Approved Authority signatory (AA sig) in SSP you must submit an Approved Authority Application (AAA) form via School Entry Point (SEP).
If you are from a system office and want to add an AA sig you must submit an AAA form via SEP, if you want to change a principal or CenSig, email grantsanddata.help@education.gov.au

- Click on save and continue the Confirmation page will appear.

7. **Confirmation** - You must confirm the year levels approved by the Department and acknowledge that you have read and understood the Census Guidelines and Instructions.
   - **Year Level Approval** – the current year levels your school/campus is approved for by the Department will be ticked.
   - **Selecting new years of approval** – You cannot select new grades in the table in the confirmation tab. To change the school’s level of education:
     - Click on Client Detail;
     - Click on the Name and address tab;
     - Click on education level;
     - Select the appropriate level for that particular location;
     - Click on save and continue.

Funding will not be considered for a grade that is not ticked in the Year level table unless an Approved Authority Application [AAA form] form has been submitted to the department.

- Tick that **you have read and understood** the Census Guidelines and Instructions;
- Click confirmed. Once confirmed [and only when confirmed] you will now be able to enter student and staff data.

Tabs 8 to 12 are located in the left hand margin:

8. **Click on staff** – and Report:
   - The number and FTE of teaching full-time or part-time;
   - The number and FTE of teaching Indigenous
   - The number and FTE of non-teaching full-time or part-time;
   - The number and FTE of non-teaching Indigenous.
   - Click on save and continue.

Indigenous staff must only be reported in the Indigenous staff tables.

9. **Click on full-time student** – report the number of students by age/grade/gender and if applicable characteristics, save and continue.

10. **Click on part-time student** - report the number (head count) and Full-Time Equivalent (FTE) of part-time students by age/grade/gender and if applicable characteristics, save and continue.

11. **Click on Indigenous non-stated (if applicable)** - report the number of male or female students in primary or secondary, save and continue.
12. **Click on online Dec** (data for a non-systemic school can only be declared by an AA signatory. Data for a system/diocesan office or systemic school can only be declared by an AA signatory or person authorised by the system authority).

- Provide a detailed explanation against the warnings where the box allows free text, or if necessary, change the data if incorrect;
- All boxes with an asterisk must be completed if you have verified the data is accurate;
- Click **Save & Continue**. This will change the status of your Census from ‘Initial’ to ‘Confirmed’ and allow you to proceed to the next step of Declaring your data;
- Check that the total student and staff data on the Online Declaration agrees with your total student and staff numbers.
- If required, print the Online Declaration (for your records) by using your browser’s print options or click on the ‘Print’ button;
- Submit Declaration (will only display if you are either an AA Signatory or a person authorised by a system authority);
- Once submitted, the status of your census form will change to ‘Declared’;
- No further action required.

**How to make changes if there is an error**

- Until the data is declared you can make changes at any time;
- If the data has been declared, email grantsanddata.help@education.gov.au with an explanation on why the data needs to be changed. If the change is deemed appropriate the status of your Census return will be re-set to ‘Confirmed’ by the Department.
- Log on to SSP. Select the Census on the Internet application, amend the incorrect data and save.
- Ensure these data are accurate before re-declaring.

**How to log off before completing census**

- Save the data reported;
- Click on ‘Log off’ from left hand menu list.

**How to view and print Reports**

- Click on Reports from the left hand menu list; then
- Click on the hyperlink of the report you want to view then print.

**How to view Screen Templates**

The templates are provided so you can report and review your data before transferring it to COI.

- Click on COI overview;
- Click on Screen Templates;
- Click on the required page(s) and print.
SYSTEM OFFICE INSTRUCTIONS

Systemic schools will be given specific instructions by their System Office on registering for and completion of Census on the Internet.

Systemic schools must follow the instructions from their System/Diocesan Office.

How to access schools in your System/Diocese

- Leave the AGEID number blank;
- Click on 'Search' this will show you all schools in your System/Diocese;
- You can access each school here by clicking on the AGEID number or you can type in the number of each school in the search fields on the previous screen.

For NSW and QLD Catholic Systems only: To access a Diocese and their schools:

- Click on 'Select Client' - select the relevant Diocese from the 'Diocese' Drop down box. This will give you all schools and the Diocesan Office; or
- Proceed through the steps above for a System.

Tips

- You can access any screen by clicking on the relevant sections located on the left hand side of the screen;
- Save after reporting data for each screen;
- Do not use the back button as data is entered in real time;
- You can print a report of the data you have reported you do not have to print every screen.

Data upload

Please note that this process has changed.

Prior to uploading these data, all schools/campuses must check and confirm the following information in Client Details:

- Name and address details;
- Characteristics;
- Contact details;
- Confirmation;

Select the 'Upload' function on the left hand side menu list;

- When uploading data, Systems will be able to view a list of the schools/campuses who have not yet confirmed their Client Details information. This list displays in the Upload page;

- Only schools/campuses that have not yet confirmed their information will display in this list. Once all schools/campuses have confirmed their own information, the System will be able to complete the upload process;

- The upload template must be uploaded in the same format as previous years.
**QUICK REFERENCE GUIDE FOR SCHOOL STAFF REPORTING STUDENT CENSUS DATA**

This is a reminder that students may be reported in more than one table and more than one characteristic box. This table must be read in conjunction with the student definitions in the 2015 Census Guidelines.

All eligible students must be reported in either the “All Students” full-time age/grade tables or part-time tables and if applicable (see definitions) against their characteristic.

<table>
<thead>
<tr>
<th>Student type</th>
<th>Full-time “All Student” table or Part-time student table</th>
<th>Full-time Indigenous Students only table</th>
<th>Student with a Disability</th>
<th>Overseas students</th>
<th>Students on Visas</th>
<th>Distance Education students*</th>
<th>Boarding students</th>
<th>Non-stated indigenous students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indigenous student</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Student with a Disability</td>
<td>✓</td>
<td>If applicable</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Overseas student</td>
<td>✓</td>
<td>X</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Students on Visas</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Distance Education student*</td>
<td>✓</td>
<td>If applicable</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>X</td>
</tr>
</tbody>
</table>

*Only schools who have approval from the State to provide Distance Education should report Distance Education students. See the definition of a Distance Education student in the 2015 Census Guidelines.

✓ = must report in this table
✓ If applicable = only report if a student type meets the definition of the particular characteristic
X = cannot report a student type against this particular characteristic
HOW TO REPORT STUDENTS

How to report a student in a multi-campus school
• Report the student as full-time or part-time including characteristics (if applicable) at ONE CAMPUS ONLY.

How to report a full-time student in a regular or Special Assistance School
• Click on full-time student on the left hand side menu list.
• Click on the relevant grade then report the number of ALL eligible students by:
  ▪ Grade;
  ▪ Age (as at 1 July);
  ▪ Gender;
  ▪ Characteristic(s).

Full-time indigenous students must be reported in the age/grade table AND the Indigenous age/grade table.
Save the screen before moving to the next screen or exiting.

How to report a student in a Special School
• Click on full-time student on the left hand side menu list;
• Select 11 Years and Younger or 12 years and older;
• Report all eligible students by:
  ▪ Age (as at 1 July);
  ▪ Gender;
  ▪ Characteristic(s).

Save the screen before moving to the next screen or exiting.

How to Report a part-time student
• Click on part-time student on the left hand side menu list;
• click on the Add+ button to add a student or a group of students by;
  ▪ Year
  ▪ Age (as at 1 July)
  ▪ Grade
  ▪ Gender
  ▪ Their FTE to one decimal place e.g. 0.5;
  ▪ The FTE of each characteristic applicable to the student(s);
• Click on Save Continue to take you to another part-time screen or
• Click on return to part-time list to view the students you have entered.
If there is no part-time student screen, check that you have selected 'part-time student' in the Client Details, Characteristics screen.

Save the screen before moving to the next screen or exiting.

How to report a Student with a disability (SWD)

- Report the number of male or female students for each grade in the SWD box below the age/grade tables.
- These students must have already been reported in the 'All Students' age/grade tables.

Note: There are two 'Student with a Disability' collections in 2015;
1. Non-Government Schools Census; and
2. Nationally Consistent Collection of Data (NCCD) - on Students with Disability.

Only those students who satisfy the SWD definition in the Non-government Schools Census – Guidelines for Schools – 2015 are to be reported in the school census.

If there is no SWD screen, check that you have selected 'SWD' in the Client Details, Characteristics screen.

Save each screen before moving to the next screen or exiting.

How to report a student on a visa (including an overseas student)

- Report the number of male or female students on a visa for each grade in the Students on Visa box below the age/grade tables;
- The 'Students on Visas' fields automatically appear on the screens for data entry and cannot be removed.
- These students must have already been reported in the 'All Students' age/grade tables.

Save the screen before moving to the next screen or exiting.

Overseas students must be reported in:

- The overseas student box
- These students must have already been reported in the 'All Students' age/grade tables and the Students on Visas box below the age/grade tables.

If there is no overseas student screen, check that you have selected 'overseas student' in the Client Details, Characteristics screen.

Save the screen before moving to the next screen or exiting.

How to report an exchange student in the Students on Visa box

- Report the number of male or female students on a visa for each grade in the Students on Visa box below the age/grade tables
- These students must have already been reported in the 'All Students' age/grade tables.

Save the screen before moving to the next screen or exiting.
How to report an indigenous non-stated student

- Click on Indigenous non-stated in the left hand side menu list
- Report the number of male and female students in primary or secondary in Indigenous non-stated box.

- These students must have already been reported in the 'All Students' age/grade tables.

If there is no Indigenous Non-stated screen, check that you have selected 'Indigenous Non-stated' in the Client Details, Characteristics screen.

Save the screen before moving to the next screen or exiting.

How to report an indigenous boarding student

- Report the number of male or female Indigenous students in the Indigenous age/grade table; and
- The number of male or female Indigenous students in the boarding box below age/grade table.

- These students must have already been reported in the 'All Students' age/grade tables.

If there is no Indigenous Students or Boarding screens, check that you have selected 'Indigenous Students' and 'Boarding' in the Client Details, Characteristics screen.

Save the screen before moving to the next screen or exiting.

How to report a boarding student

- Report the number of male or female students in the Boarding box below the age/grade table.

- These students must have already been reported in the 'All Students' age/grade tables.

If there is no Boarding screen, check that you have selected 'Boarding' in the Client Details, Characteristics screen.

Save the screen before moving to the next screen or exiting.

How to report a Distance Education student

Full-time

- Report the number of male or female students in the Distance Education box below the age/grade tables.

- These students must have already been reported in the 'All Students' age/grade tables.

Part-time

- Report the FTE of the student in the part-time age/grade table. The FTE relating to Distance Education will be pre-populated against Distance Education once you click on Distance Education. These fields can be changed if incorrect.
For example:

- You may have 1 male part-time student aged 7 in grade 2 with an FTE of 0.6.
- If this student is also a Distance Education student, the DE FTE would pre-populate a proportion as 0.4,
- If the Distance Education student was also home schooled for 0.1 part of the time you would amend the DE FTE to be 0.3.

You can report an eligible Distance Education student as a Student with a Disability (SWD) if they meet the definition of a Student with a Disability.

You can report eligible Distance Education students as Indigenous if the student has been identified as being from Aboriginal or Torres Strait Islander decent.

*If there is no Distance Education screen, check that you have selected ‘Distance Education’ in the Client Details, Characteristics screen.*

Save each screen before moving to the next screen or exiting.
HOW TO REPORT STAFF

- Click on ‘Staff’ on the left of the screen;
- Report by number and by workload FTE against one major function in full-time or part-time.
- Indigenous staff are reported in the Indigenous full-time or part-time tables ONLY;

*If there is no ‘Self-Identified Indigenous Staff’ screen, check that you have selected 'Self-Identified Indigenous Staff' in the Client Details, Characteristics screen.*

Save each screen before moving to the next screen or exiting

How to report full time staff working across campuses

- Click on part-time in each campus;
- Report the FTE against **one function only**
- Report the FTE the person works in each campus
- Total FTE across campuses should equal 1.0

Save each screen before moving to the next screen or exiting

How to report part-time staff working across campuses

- Click on part-time in each campus;
- Report the FTE against **one function only**
- Report the FTE the person works in each campus
- Total FTE across campuses should be less than 1.0

Save each screen before moving to the next screen or exiting

How to calculate the FTE for part-time staff

For each category of part-time staff you will need to calculate the FTE for each individual then add them together to get a total FTE.

- Report the total headcount in the corresponding staff box. The total FTE should be reported into the corresponding FTE box.

For example you have three primary teachers, two of whom work four days per week and the other works for one day per week. In this case the headcount would be 3 and the FTE would be 1.8 (Calculated as 0.8 x 2 plus 0.2 x 1 = 1.8 FTE).

The FTE of a part-time staff member is **A/B**.

Where

\[
A = \text{Number of hours during the Reference Period for Staff the staff member works.}
\]

\[
B = \text{Number of hours the school requires a full-time staff member to work in a week. Refer to the relevant State award for further clarification of required hours for full-time staff.}
\]
E.g. Ms Smith worked 18 hours in the Reference Period, whereas a full-time teacher at the same school is required to work 32 hours per week.

FTE for Ms Smith is \( \frac{18}{32} = 0.56 = 0.6 \)

**Notes**
- *Round FTE to one decimal place only (as above)*
- *Do not include lunch breaks.*

A part-time staff member with an FTE of less than 0.1, after rounding, is **NOT** to be included in the Census.