Providing Your School’s Data

For the Nationally Consistent Collection of Data on Students with Disability (NCCD SWD): Non-Government Schools User Guide
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The document must be attributed as the Procedure Manual for the Nationally Consistent Collection of Data on School Students with Disability (NCCD SWD) 2015: Non-Government Schools
Individual School Profile

Uploading a CSV file through Schools Service Point (SSP)

Step 2: Go to the Nationally Consistent Collection of Data for School Students with Disability Collection

Step 3: Nationally Consistent Collection of Data on Students with Disability (NCCD SWD) Home

Step 4: Upload your CSV file
About this Document

Audience
The audience for this manual is:

- Staff and Principals at non-government schools
- Co-ordination staff within non-government education authorities such as Associations of Independent Schools and Catholic Education Offices in each state and territory

Purpose
The purpose of this manual is to provide the above audience with guidance to enable them to provide data for the 2015 Nationally Consistent Collection of Data on School Students with Disability either by:

- Manually entering an individual school’s data into the Schools Service Point (SSP) on the individual school’s record; or
- Completing a comma-separated value (CSV) file and uploading it into the Schools Service Point (SSP).

IMPORTANT!

1. Schools that have previously entered individual school data on the Schools Service Point (SSP) will continue to do so. If you are entering data for the first time in 2015 and are unsure how to submit your data, please contact either the Association of Independent Schools or Catholic Education Office in your state or territory.

2. If submitting data via the Schools Service Point please make sure you are a registered user for the Schools Service Point before 07 August 2015. See Appendix A: Accessing the Schools Service Point.

3. The Internet address for the Schools Service Point is https://ssp.education.gov.au

4. This document has been designed to enable easy use when reading online. Throughout this document hyperlinks have been used to make it easy for you to find the information. Hyperlinks are also used within the document to enable you to jump to related information contained within this document. You can also move around this document online by clicking on VIEW in the navigation tabs at the top of the screen and then choosing NAVIGATION PANE. This will show you the table of contents which you can click on to jump to the required part of the document.

5. It is highly recommended for individual schools to enter the NCCD SWD data through SSP. The manual process is a lot simple and quicker as detailed in Appendix B.

6. Use/read Appendix C only if you are going to complete a comma separated value (CSV) file.
Related Documents

Readers of this document may want to refer to the following related information:

- *Nationally Consistent Collection of Data – School Students with Disability; 2015 Guidelines* (Education Council)
- *Nationally Consistent Collection of Data – School Students with Disability; Data Specification* (for those using CSV files)
- *Nationally Consistent Collection of Data on School Students with Disability professional learning material and other related information*
- *Australian Department of Education Nationally Consistent Collection of Data for School Students with Disability Disability Standards for Education 2005 and accompanying guidance notes*
- *Australian Education Regulation 2013*

Meaning of the term ‘data’

For the purpose of this manual, the word ‘data’ means *the answers schools provide to the information sought.*
Collection Overview

The Nationally Consistent Collection of Data on School Students with Disability was established to capture, at a national level, the number of school students across Australian being provided with educational adjustments under the *Disability Discrimination Act 1992* and the *Disability Standards for Education 2005*. The program operates on an informed consent basis with due consideration to privacy and confidentiality consistent with Australian and State/Territory privacy legislation.

The implementation of the Nationally Consistent Collection of Data on School Students with Disability provides a nationally consistent picture of the number of school students with disability in Australia, and the level of educational adjustment with which they are provided.

Further detail about the Nationally Consistent Collection of Data on School Students with Disability can be found in the *Nationally Consistent Collection of Data – School Students with Disability; 2015 Guidelines*.

About the Data Collection

Counting Students

*Each identified student must be only counted ONCE* for the purpose of the data collection. Schools and/or their Education Authority should determine the most appropriate disability and level of adjustment category for each student.

*If a count of students for any part of the data collection is zero, please leave that part blank.* For example, if the number of students with a physical disability requiring a supplementary level of adjustment is zero, then leave the field (the part where you put in the number) blank.

Campus Data

Where a school has multiple campuses, student data will need to be collected from all campuses and aggregated at school level.

*For example:* School A has Campus 1, Campus 2, and Campus 3. Thus, School A’s completed response is the total of Campus 1 + Campus 2 + Campus 3 response.

Data Collection Date

The data collection relates to students enrolled on 07 August 2015 who have been assessed as having a disability according to the processes undertaken by schools as part of the implementation of the Nationally Consistent Collection of Data on School Students with Disability.

*Please note that while this is the same date as the *Census on the Internet*, the definition of student with disability for the two collections are not the same.*
Data Submission
Data for this collection must be entered in the Schools Service Point by Friday, 25 September 2015.

Required Data
For EACH school, the NUMBER of students identified at primary and/or secondary education level within a specific disability category requiring a specific level of adjustment is to be provided. In the Schools Service Point (SSP) this is presented as a table similar to Diagram 1 below. In a CSV file, it is represented by rows aligned to the 16 possible combinations of disability category and level of adjustment.

![Diagram 1: Example of Schools Service Point data entry matrix for a school with both primary and secondary school levels]
Providing Your School’s Data
for the Nationally Consistent Collection of Data on Students with Disability 2015

The required data names and their categories are shown in the table below.

<table>
<thead>
<tr>
<th>Required Data</th>
<th>Data Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>• Physical</td>
</tr>
<tr>
<td></td>
<td>• Cognitive</td>
</tr>
<tr>
<td></td>
<td>• Social/Emotional</td>
</tr>
<tr>
<td></td>
<td>• Sensory</td>
</tr>
<tr>
<td>Level of Adjustment</td>
<td>• Support provided within quality differentiated</td>
</tr>
<tr>
<td></td>
<td>teaching practices (QDTP)</td>
</tr>
<tr>
<td></td>
<td>• Supplementary</td>
</tr>
<tr>
<td></td>
<td>• Substantial</td>
</tr>
<tr>
<td></td>
<td>• Extensive</td>
</tr>
</tbody>
</table>

Options for Providing Data

IMPORTANT!
If you are entering data for the first time in 2015 and are unsure how to submit your data, please contact either the Association of Independent Schools or Catholic Education Office in your state or territory.

Data can be provided in one of two ways:

1. Manually entering an individual school’s data into the Schools Service Point (SSP) on the individual school’s record (see Appendix B for detailed instructions); or
2. Uploading a comma-separated value (CSV) file into the Schools Service Point (SSP) for one (see Appendix C for detailed instructions)
Appendix A: Accessing the Schools Service Point

Anyone using the Schools Service Point must be a registered user. This appendix provides instructions about:

1. How to check your user details if you are already registered as a user of the Schools Service Point; and
2. How to register as a user of the Schools Services Point.

Already Registered as a User

If you are ALREADY REGISTERED, you are encouraged to check your Log In Identifier (Login ID) and password are correct and current. You can do this by:

- Go to the Schools Service Point website.
- Enter your login ID and password into the respective fields under the ‘Existing Users’ Section and select the ‘Login’ button. If you have logged on successfully, you will be taken to the SSP Home Page.
- If you know your Login ID but have forgotten your password, click on the I’ve forgotten my password link which is highlighted in the image below the Existing Users login area of the Schools Service Point (SSP) Welcome Screen; OR
- If you cannot remember your Login ID and password, click on the I’ve forgotten my Login ID and Password link (circled in green in the picture below) located below the Existing Users login area of the Schools Service Point (SSP) Welcome Screen; OR
- Contact the School Service Point Helpdesk on 1800 677 027 (choose Option 1; Option 1); OR
- Email ssp@education.gov.au.
New User – need to register

If you are a NEW USER go to the Schools Service Point Internet site and click on the “Click Here to Register” link (near the middle top of the page; shown in a red circle in the image below). You will need:

- Your school’s AGEID (Australian Government Education ID number) which can be found of documents sent to your school or education authority (e.g. payment details, certificates or similar reports) and
- Your schools name, suburb, state and postcode which can be found on the Australian Government Department of Education and Training documentation and should be entered EXACTLY as they appear.

Please allow about 10 minutes to complete the registration. All fields on the registration form with an * (asterisk) must be completed.

Once you have completed the registration process and the registration request is confirmed (see notes on below), the Schools Service Point will send you a registration confirmation via email which will include your LogIn ID and an initial password that you must change when you log in for the first time. Follow the prompts to change your password.

**IMPORTANT!**

1. All new registrations are validated by the Schools Service Point Security Administrators. This means that the Australian Government Department of Education and Training may contact your school or education authority to confirm the registration request.

2. As part of Schools Service Point security controls, a user account will be locked if the log in attempt fails three times in a row. To unlock the account, use the I’ve forgotten my Password link located below the LogIn button on the Welcome to Schools Service Point screen.
Appendix B: Entering Your School’s Data using the Schools Service Point (SSP)

You can enter your school’s data directly into the Schools Service Point. The following pages explain how to do this. Each step contains a screen shot which is a picture of what you should see when you are on the identified screen.

**IMPORTANT!**

1. It is highly recommended for individual schools NOT providing their data through an Education Authority to use the method described in this Appendix to provide their data.

2. To move around in the Schools Service Point, use the buttons on screen or the navigation (the list) on the left hand side of the screen. **DO NOT USE THE BACK BUTTON** in your browser to go back.

3. Help information is available anywhere in the Schools Service Point by clicking on the Help item in the navigation (the list) on the left hand side of the screen. Specific help for the Nationally Consistent Collection of Data for Students with Disability is located at the bottom of the Help list.

4. The name of your school will appear at the top left of all screens.

5. You can change your school’s data provided you have not completed the Declaration.

6. The Declaration item in the navigation (the list) on the left hand side of the screen will appear once you have entered your response for the collection.

7. The status of your declaration will appear under the name of your school on the home screen. When you have completed this process, return to the SWD Home screen by clicking on SWD Home in the navigation on the left hand side of screen. You should see the word DECLARED under the name of your school at the top of the screen.

8. When the status for your school shows as DECLARED you cannot change any data on the Data Entry page. If you realise you have made an error, please contact the SSP Hotline on 1800 677 027.
Step 1: Log In to SSP

The first step is to log in to your Schools Service Point (SSP) account. Enter your Login ID and Password and click on the Login button. These fields are circled in red in the screen shot below.

Once you have logged in, you will see the SSP Home screen which looks like the screen shot below. Please note, what appears on the screen may be different for you, but you should see the NCCD Students With Disability icon (circled in red in the picture below). The NCCD Students with Disability icon is circled in red on the screen shot below.
Step 2: Access the Nationally Consistent Collection of Data for Students with Disability

Click on the NCCD Students With Disability icon on the SSP Home screen (shown in a red circle in the picture below). If you cannot see this icon, you will need to request access to it (see below).

[Image of SSP Home screen with NCCD Students With Disability icon circled]

Requesting Access to the Nationally Consistent Collection of Data for Students with Disability

If you cannot see the NCCD Students with Disability icon, you will need to request access to it by clicking on My Details in the navigation menu on the left of the screen (circled in green in the picture above).

On the My Details screen, choose Request New Access. This will open a form for you to choose to request access to the Nationally Consistent Collection of Data for Students with Disability.

Once you have chosen this, click on the SAVE button at the bottom right of the screen. You will see the New Access Request Acknowledgement screen.

The Australian Government Department of Education and Training, once your request for additional access has been accepted, will send you an email with your new access details. You will need to change the password sent to you when you log in to the Schools Service Point for the first time. You should then see the above icon on the SSP Home screen.
Step 3: Students with Disability Home

You will notice the screen colour has changed from blue to an aqua-green colour. This indicates you are now in the Nationally Consistent Collection of Data on Students With Disability (NCCD SWD) area of the Schools Service Point. You should see the Students with Disability Home screen similar to the one below.

On this screen you need to tell us whether you have Students with Disability to report by choosing yes or no to the question at the bottom of the page (circled in red).

Once you have chosen your answer click on the Save and Continue button on the bottom right of the screen (circled in red).

IMPORTANT!

The instructions from here split into two paths. If you chose NO to the question on the screen above meaning you have zero students to report with disabilities go to Step 5 on page xx.

If you chose YES to the question on the screen above, continue on the next page at Step 4.
Step 4: Report Students with Disability

If you chose YES (there are students with disability to report) at Step 3, you will be taken to the Data Entry screen (shown below). The screen will show you the table(s) for data entry for the type of school your school is registered as. In the example below, this school has both primary and secondary students.

On this screen enter your school's response in each box. To read and complete each box:

1. Look at the disability category in the first column (circled in red), then find the corresponding level of adjustments circled in green (Support within QDTP, Supplementary, Substantial and Extensive) See example below for primary school students.
2. Click in the corresponding box and type in the figure for your school.
3. If the figure for a specific box in the table is zero then leave it blank.
4. Repeat steps 1 to 3 for the remainder of the table(s).
5. Check your answers. If you are happy that it is all correct, click on the SAVE button.

Note:

1. You can change the figures anywhere in the table by using the RESET button (circled in red) to clear all data at any time, even after pressing SAVE.
2. Make sure to SAVE your changes again before going to the next step the Declaration process.
3. Where to find the Declaration page? You will notice that until you press SAVE there is no ability to choose ‘Declaration’ in the navigation menu on the left hand side of the screen. Once you have entered at least one figure greater than zero on the screen AND have pressed the SAVE button to indicate you have finished entering data, the Declaration option will appear in the navigation on the left of screen (see screen shot on next page with the Declaration circled in red).
Step 5: Completing Your School’s Declaration

The next, and final step, is to complete your school’s declaration. Click on the Declaration navigation item in the list on the left of the screen (see screen shot above). This will take you to the Declaration screen.

On the Declaration screen shown on the next page (in red circles):

1. The total number of students with disability (SWD) will show in a small table at the top of the screen. Schools Service Point automatically calculates this for you based on the information you put into the larger table.
2. Review the data you entered into the larger table to ensure it is correct.
3. You must click on the check box to certify the data provided as complete and correct.
4. Enter the time it took you to complete this data request. The time estimated should be the total of the time spent on reading the instructions, planning, consulting with parents, obtaining the information from parents, and providing the information to the Schools Service Point. This helps us to continually improve the way we collect data and the support tools we provide.
5. Print (if desired) and submit your declaration. (Click on PRINT and then/or click on SUBMIT DECLARATION).
Once you have submitted your declaration the screen will update to look like the below. You will see a similar message to that circled in red at the top of the screen telling you the data was declared. This means your data has been registered into the Schools Service Point. You can also print this screen by clicking on the PRINT button at the bottom right. **You have now completed the requirements for this request and can log off by choosing LOG OFF in the navigation (the list) at the left of screen.**
Appendix C: Providing Your School’s Data using CSV File Upload through the Schools Services Point

Education Authorities can upload their schools’ data using a comma-separated value (CSV) file through the Schools Service Point.

**IMPORTANT!**
Individual schools NOT providing their data to an Education Authority should use the data submission method described in Appendix B.

**CSV File Templates (Optional)**
Two CSV file templates are available for use (note, they are not mandatory but are recommended). They have been designed to be easy to use and to ensure the correct information is captured for the data collection. Each template contains a READ ME tab with instructions about how to use the template. The templates available are:

1. **Individual school data collection template.** This template is used by Education Authorities to request schools to provide their data to the Education Authority for submission.

2. **Multiple schools data provision template.** This template is used ONLY by Education Authorities to collate individual school data for submission. It is designed to submit two or more schools’ data in one csv file upload.

**CSV File Template Location**
The CSV file templates are available within the Schools Service Point in the Help section. To access the templates:

1. Log in to the Schools Service Point using your Logon ID and password. See Appendix A if you need to check your Logon ID and password.
2. Click on the Help item in the navigation menu at the left of screen. This will open the Help area of Schools Service Point in a new tab.
3. Click on Nationally Consistent Collection of Data on School Students with Disability (NCCD-SWD) to open the drop down menu within the help navigation related to this collection.
4. Click on NCCD-SWD – Data Entry. This will open the location of the CSV file template. Click on the link for the template you need:
   a. **CSV Template for Individual Schools Data Collection (2015).xlsx** is the template for individual school data collection
   b. **CSV Template for Multiple schools Data Provision (2015).xlsx** is the template for System Office/Education Authority use to collated data from their schools.
5. Save the template to a location within your system.
6. Follow the instructions for the template on the READ ME tab within the template.
Creating your own CSV file

If you decide not to use the available templates, you will need to ensure your file contains the same fields as shown in the table below.

**Individual School Profile**
Each School’s Profile provides information about the school to which the data relates. This information should be visible to you in the Schools Service Point at Client Details (CD). *It is most likely that you will only need to check that the information is still current.* This information helps us to correctly and accurately identify your school.

School-level data items to be provided are as follows:

<table>
<thead>
<tr>
<th>School Profile Item</th>
<th>What must be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>School ID (AGEID)</td>
<td>This is your school’s unique identifier known as the Australian Government Education ID (AGEID). It was formerly known as the DEEWR ID/number. You can find this number on most documents sent to your school or education authority (e.g. payment details, certificates, or similar reports). It is a NUMBER.</td>
</tr>
<tr>
<td>School Region</td>
<td>This is either METRO (metropolitan) or NON-METRO (non-metropolitan)</td>
</tr>
<tr>
<td>School Type</td>
<td>Schools can be one of four types. These are:</td>
</tr>
<tr>
<td></td>
<td>• Primary</td>
</tr>
<tr>
<td></td>
<td>• Secondary</td>
</tr>
<tr>
<td></td>
<td>• Combined</td>
</tr>
<tr>
<td></td>
<td>• Special</td>
</tr>
<tr>
<td>Student Level of Education</td>
<td>This is either PRIMARY or SECONDARY</td>
</tr>
<tr>
<td>Category of Disability</td>
<td>There are four categories of disability:</td>
</tr>
<tr>
<td></td>
<td>• Physical</td>
</tr>
<tr>
<td></td>
<td>• Cognitive</td>
</tr>
<tr>
<td></td>
<td>• Social-Emotional</td>
</tr>
<tr>
<td></td>
<td>• Sensory</td>
</tr>
<tr>
<td>Level of Adjustment</td>
<td>There are four levels of adjustment:</td>
</tr>
<tr>
<td></td>
<td>• Support provided within quality differentiated teaching practice</td>
</tr>
<tr>
<td></td>
<td>• Supplementary</td>
</tr>
<tr>
<td></td>
<td>• Substantial</td>
</tr>
<tr>
<td></td>
<td>• Extensive</td>
</tr>
<tr>
<td>Students within each possible combination of Category of Disability and Level of Adjustment</td>
<td>There are 16 (sixteen) possible combinations of Category of Disability and Level of Adjustment. <strong>Each student can only be counted once.</strong> The NUMBER of students should be provided for each combination. <strong>If the number of students within a specific category of disability and the associated level of adjustment is 0 (zero) then leave the field blank.</strong></td>
</tr>
<tr>
<td>IMPORTANT!</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>Education Authorities NOT using the provided templates <strong>should ensure each school’s data is provided using the format on the previous page.</strong> The file also contains the Education Authorities unique identifier known as the SYSTEM ID.</td>
<td></td>
</tr>
</tbody>
</table>
Uploading a CSV file through Schools Service Point (SSP)

The following steps describe how to upload a CSV file through the Schools Service Point.

**Step 1: Log in to the Schools Service Point (SSP)**

Log in to the Schools Service Point (SSP) using your unique Login ID and password.

**Step 2: Go to the Nationally Consistent Collection of Data for School Students with Disability Collection**

Once you have logged in, you will see the SSP Home screen which looks like the screen shot below. Please note, what appears on the screen may be different for you, but you should see the NCCD SWD Students With Disability icon (an icon is a little picture circled in red on the screen shot below)

Click on the icon to go to the NCCD SWD Home page.
Step 3: Nationally Consistent Collection of Data on Students with Disability (NCCD SWD) Home

You should now see the (NCCD SWD) Home screen similar to the figure below. You will notice the screen colour has changed from blue to an aqua-green colour. This indicates you are now in the Students with Disability area of the Schools Service Point. On this screen you need to select YES to the question at the bottom of the page by clicking the drop down box (circled in red). Once you have chosen your answer click on the Save and Continue button on the bottom right of the screen (circled in red).
Step 4: Upload your CSV file

The screen will now proceed to the Data Entry page and the Upload button will appear in the navigation menu in the left hand side of the screen.

1. Once you are in the Data Entry page, click on **Upload** located underneath **Data Entry** in the navigation list on the left.

2. The **Upload SWD Data** page will display and looks similar to the picture below.

3. Click the **Browse** button (circled in red in the picture above). Find your CSV file for uploading on system. Select and double click the CSV file, you wish to upload. The location and name of the file will now appearing the Selected File field (circled in green in the picture above).

   **NOTE:** If you wish to replace the chosen file in the Selected File field, highlight and delete and start the upload process again.
4. Click on the **Upload** (circled in red in the picture below). This will upload your file to the Schools Service Point.

5. Once the SWD CSV file data has been successfully uploaded the **Declaration** (circled in red in the picture below) button will appear in the navigation list on the left hand side of the screen.

6. Click on **Declaration** button to continue to the declaration process. On the Declaration screen (in red circles) you should see:
   
a. The total number of students with disability (SWD) will show in a small table at the top of the screen. **Schools Service Point** automatically calculates this for you based on the information you put into the larger table.

   b. Review the data you entered into the larger table to ensure it is correct.

   c. You must click on the check box to certify the data provided as complete and correct.

   d. Enter the time it took you to complete this data request. The time estimated should be the total of the time spent on reading the instructions, planning, consulting with parents, obtaining the information from parents, and providing the information to the **Schools Service Point**. This helps us to continually improve the way we collect data and the support tools we provide.

   e. Print (if desired) and submit your declaration. (Click on Print and then/or click on Submit Declaration).
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7. Once you have submitted your declaration the screen will update to look like the below. You will see a similar message to that circled telling you the data was declared. You can also print this screen by clicking on the Print button at the bottom right. **You have now completed the requirements for this request and can log off by choosing LOG OFF in the navigation (the list) at the left of screen.**