



National Early Childhood Education and Care Collection

Data Collection Guide

2012



National Early Childhood Education and Care Collection: Data Collection Guide

Australia

2012

4240.0.55.002

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AUSTRALIAN BUREAU OF STATISTICS

ABS Catalogue No. 4240.0.55.002

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ABBREVIATIONS

AIHW	Australian Institute of Health and Welfare
ARIA	Accessibility/Remoteness Index of Australia
ASGC	Australian Standard Geographical Classification
ASGS	Australian Statistical Geography Standard
CCB	Child Care Benefit
CCMS	Child Care Management System
CCR	Child Care Rebate (formerly known as Child Care Tax Rebate: CCTR)
CD	Collection District
CSWG	Children's Services Working Group
DOB	Date of birth
ECE	Early childhood education
ECEC	Early childhood education and care
ERP	Estimated Resident Population
IRSD	Index of Relative Socio-economic Disadvantage
LDC	Long day care
MB	Mesh Block
METeOR	Metadata Online Registry
NMDS	National Minimum Data Set
NP ECE	National Partnership Agreement on Early Childhood Education
NSSC	National Schools Statistics Collection
ROGS	Report on Government Services
SA1	Statistical Area Level 1
SEIFA	Socio-economic Indexes for Areas
SLK	Statistical Linkage Key
UA	Universal Access
URL	Unit record level
YBFS	Year before full-time schooling

INTRODUCTION

PURPOSE OF THE COLLECTION

The National Early Childhood Education and Care (ECEC) Collection has been established to provide nationally comparable statistics on early childhood education and care. ECEC statistics published by the ABS represent considerable improvements in the quality and accessibility of national ECEC data and assists in the progress reporting for the National Partnership Agreement on Early Childhood Education.

The collection is underpinned by standards specified within the Early Childhood Education and Care National Minimum Data Set (ECEC NMDS). Further information on the ECEC NMDS is available on the Australian Institute of Health and Welfare website: <http://meteor.aihw.gov.au/content/index.phtml/itemId/466519>

Data collected through the National ECEC Collection is published annually, with the third iteration being *Preschool Education, Australia, 2012 (cat. no. 4240.0)*.

PURPOSE OF THIS PUBLICATION

The *National Early Childhood Education and Care Collection: Data Collection Guide* provides detailed guidelines, instructions and definitions to assist in the collection and reporting of early childhood education and care (ECEC) data collected using both unit record level and aggregate level data collection methodologies. The guide is intended to be used in conjunction with the 2012 ABS National ECEC data request and the 2012 ECEC National Minimum Data Set (NMDS). The guidelines contained within the Data Collection Guide will facilitate the delivery of nationally comparable ECEC statistics.

The *National Early Childhood Education and Care Collection: Concepts, Sources and Methods* (cat. no. 4240.0.55.001) publication will be released on the ABS website in early 2013 in conjunction with the *Data Collection Guide* (cat. no. 4240.0.55.002). The *Concepts, Sources and Methods* publication details information for data users relating to the 2012 National ECEC Collection. It will include an overview of the 2012 collection and discussions on collection scope and coverage, key concepts and definitions, data quality, the availability of data, and background and governance information.

USE AND MAINTENANCE OF THIS PUBLICATION

The *Data Collection Guide* has been developed by the National Centre for Education and Training Statistics within the ABS. Further collection improvements are planned, and changes in collection standards will necessitate updates to this publication on an annual basis.

For further assistance or information, please contact the ABS by emailing education.statistics@abs.gov.au

CHAPTER 1: COLLECTION SPECIFICATIONS

INTRODUCTION

A key requirement of the National Early Childhood Education and Care (ECEC) Collection is that jurisdictions are required to provide data to the ABS which has been collected using a unit record level (URL) data collection methodology. Where this is not possible, data by way of an aggregate level data collection methodology is accepted, however jurisdictions are encouraged to continue to work towards the collection and provision of data using a URL methodology for all sectors. The collection of data using a URL methodology for the National ECEC Collection is required to enable accurate reporting on the number of children who are enrolled in or attending preschool (as well as enabling reporting of episodes of enrolments and attendances). Aggregate collection methodologies only enable reporting on episodes of enrolment or attendance, not numbers of children enrolled or attending, due to a limited capacity for identifying children enrolled in or attending multiple preschools programs. These concepts are further outlined within the publication *National Early Childhood Education and Care Collection: Concepts, Sources and Methods, 2012* (cat. no. 4240.0.55.001).

This chapter provides instructions for the provision of data to the ABS using both URL and aggregate data collection methodologies.

UNIT RECORD LEVEL DATA INSTRUCTIONS

The 2012 URL data request templates for the National ECEC Collection are provided in Microsoft Excel spreadsheet format. The spreadsheet includes a tab titled "Metadata dictionary" which contains a complete listing of the 2012 data elements requested in the 2012 National ECEC collection. The ECEC entities of Child and Workers are in separate spreadsheet files, both of which also require Service provider data. As in previous annual collections, URL data for child records require the use of a statistical linkage key. In 2012, URL Worker records do not require a statistical linkage key.

Where jurisdictions are unable to collect all child level URL data for their jurisdiction, Aggregate data should also be supplied for service providers who cannot report URL level data. Jurisdictions should not report both URL and Aggregate data for any given service provider but ensure they are mutually exclusive. Refer to [Chapter 2, Data Element Collection Instructions](#) for further information on Aggregate template specifications. URL data and Aggregate data should be provided in separate files.

NEW GEOGRAPHY STANDARD

With the implementation of the new Australian Statistical Geography Standard (ASGS) from 1 July 2011, an additional column is included in the data template for the ASGS geographical area Mesh Block (MB), for both child and service provider. The ASGS Mesh Block classification is not included in the 2012 ECEC NMDS and is an additional requested data element. For information to assist with the move from the Australian Standard Geographical Classification (ASGC) to the ASGS refer to the ABS website at www.abs.gov.au/geography or email the ABS at education.statistics@abs.gov.au.

NEW DATA ELEMENTS INCLUDED IN THE ECEC NMDS

Two new data elements have been included in the URL ECEC National Minimum Data Set (ECEC NMDS) for 2012.

CHAPTER 1: COLLECTION SPECIFICATIONS

Service provider organisation data elements:

- [Statistical Area level 1 \(SA1\) ASGS 2011](#)
- [Government funding type](#)

Statistical Area level 1 (SA1) was included in the ABS data request in 2011 as a late addition due to impending phase out of Collection District (CD) codes as part of the change over from the ASGC Geography standard to the ASGS Geography standard. This data element has since been ratified for use in the 2012 ECEC NMDS.

Government funding type was included for testing in the 2011 ABS data request as an additional item. This data item has since been refined for the 2012 collection and included in the endorsed National Minimum Data Set (NMDS) for ECEC, with the aim of utilising the ABS 2012 National ECEC Collection for Productivity Commission reporting of preschool information within the Report on Government Services (RoGS), dependent on the outcomes on the investigations of the Children's services working group (CSWG) sub-group, and its recommendations to the RoGS steering committee.

ADDITIONAL REQUESTED DATA ELEMENTS

Statistical linkage key match code (Child)

A statistical linkage key match code was included in the ABS data request in 2011 and has undergone significant refinement and testing.

To assist the identification of episodes of preschool to an individual child in 2012, the ABS requests that jurisdictions identify matching Statistical Linkage Key (SLK) records in their datasets and determine if the same SLK is coincidental or a valid match of a single child having multiple episodes of preschool. The SLK Match Code will identify the replicated SLKs that are valid episodes for one child, and link them using a numbering system. Where multiple episodes of preschool are identified, each child will have a unique SLK Match Code allocated to all their episodes. Collection of this information will allow more accurate calculation of the number of children attending preschool. [Chapter 2, Data Element Collection Instructions](#), includes further detail on how to collect and report data for 'Statistical linkage key match code'.

Address line (Child)

The 2012 ECEC NMDS does not include a Child level data element for address line. To enable derivation of an accurate geographic location for each child, the ABS requests that jurisdictions include the child's full street address with the data element [Suburb/town/locality name](#). Refer to the example provided in the URL data request template (URL_Child_Service provider tab) for further information. If jurisdictions are unable to provide this information, the CD and the SA1/MB, need to be provided to ensure that geographical dissemination of the data can be undertaken. [Chapter 2, Data Element Collection Instructions](#), includes further detail on how to collect and report data for the child's address.

Area of usual residence, geographical location (Meshblock code, 2011 ASGS)

To align with the new geography standard, the Australian Statistical Geography Standard (ASGS) is progressively being implemented from July 2011. The ABS requests that Meshblock be provided (where possible), in addition to Statistical Area level 1 (SA1) and Collection District (CD), for Child data. The collection of these geography standards will allow comparability of 2011 and 2012 data to future year's collections.

CHAPTER 1: COLLECTION SPECIFICATIONS

Australian State/Territory identifier (Service provider organisation)

An additional Service provider organisation data element, the [Australian state/territory identifier](#), is also requested. This data element is not currently part of the 2012 ECEC NMDS but is required to complete the address information already specified within the 2012 NMDS.

Geographic location of organisation (Meshblock code, 2011 ASGS)

To align with the new geography standard, the Australian Statistical Geography Standard (ASGS) is progressively being implemented from July 2011. The ABS requests that Meshblock be provided (where possible), in addition to Statistical Area level 1 (SA1) and Collection District (CD), for the Service provider organisation. The collection of these geography standards will allow comparability of 2011 and 2012 data to future year's collections.

All data elements are described in the 'metadata dictionary' sheet within the URL data request template. More detailed descriptions are provided in [Chapter 2, Data Element Collection Instructions](#), and the 2012 URL ECEC NMDS.

OTHER CHANGES TO ECEC NMDS DATA ELEMENTS

Care should be taken to ensure correct classification codes are recorded for each data element as new categories and changes to categories have occurred in the 2012 ECEC NMDS. For more information on these changes and other definitional or wording changes, see [Appendix 1: Overview of Changes to the ECEC NMDS](#).

OTHER CHANGES TO ECEC DATA REQUEST TEMPLATE

Where possible, the ABS has maintained a similar format to the 2012 data template compared to the 2011 data templates. [Appendix 2: Changes to the ECEC Data Template](#) outlines changes between 2011 and 2012 to assist jurisdictions who may be using established processes to supply data in 2012.

URL DATA REQUEST

Statistical entity: Child

- Statistical linkage key
- Statistical linkage key match code
- Date of birth
- Indigenous status
- Letters of family name
- Letters of given name
- Sex
- Maximum preschool program hours available
- Preschool program attendance indicator
- Preschool program received from a qualified teacher indicator
- Preschool program enrolment indicator
- Preschool program fees charged
- Preschool program hours attended
- Preschool program hours enrolled
- Preschool program repeater indicator
- Address line (additional data element)

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- Suburb/town/locality name
- Australian Postcode
- Australian state/territory identifier
- Area of usual residence - ASGC 2011 (Collection District)
- Statistical Area level 1 (SA1)
- Area of usual residence – ASGS 2011 (Mesh Block) (additional data element)

Statistical entity: Service provider organisation

- Organisation identifier
- Organisation name
- Address line
- Suburb/town/locality name
- Australian Postcode
- Australian state/territory identifier (additional data element)
- Geographic location - ASGC 2011 (Collection District)
- Statistical Area level 1 (SA1)
- Geographic location - ASGS 2011 (Mesh Block) (additional data element)
- Government funding type
- Management type
- Service activity type
- Service delivery setting
- Preschool program service operation weeks

Statistical entity: Worker

- Paid employment indicator
- Type of work activity
- Role of early childhood education and care worker
- Field of highest qualification relevant to early childhood education and care
- Level of highest qualification relevant to early childhood education and care
- Delivery of preschool program indicator
- Hours worked in preschool program delivery

CHAPTER 1: COLLECTION SPECIFICATIONS

AGGREGATE DATA INSTRUCTIONS

The 2012 aggregate data request template is provided in a continuous flat-file Excel spread-sheet format. The spreadsheet includes a sheet titled "Metadata dictionary" which contains a complete listing of the 2012 data elements requested in the 2012 National ECEC collection.

NEW GEOGRAPHY STANDARD

With the implementation of the new Australian Statistical Geography Standard (ASGS) from 1 July 2011, an additional column is included in the data template for the ASGS geographical area Mesh Block (MB), for both child and service provider. The ASGS Mesh Block classification is not included in the 2012 ECEC NMDS and is an additional requested data element. For information to assist with the move from the Australian Standard Geographical Classification (ASGC) to the ASGS refer to the ABS website at www.abs.gov.au/geography or email the ABS at education.statistics@abs.gov.au.

NEW DATA ELEMENTS INCLUDED IN THE ECEC NMDS

One new data element has been included in the Aggregate ECEC NMDS for 2012, which is:

Service provider organisation:

- [*Government funding type*](#)

Government funding type was included for testing in the 2011 ABS data request as an additional item. This data item has since been refined for the 2012 collection and included in the endorsed National Minimum Data Set (NMDS) for ECEC, with the aim of utilising the ABS 2012 National ECEC Collection for Productivity Commission reporting of preschool information within RoGS, dependent on the outcomes on the investigations of the CSWG sub-group, and its recommendations to the RoGS steering committee.

Together with existing data elements, the new elements are described in the 'metadata dictionary' sheet within the aggregate data request template. More detailed descriptions are provided in [Chapter 2, Data Element Collection Instructions](#), and the 2012 aggregate ECEC NMDS.

ADDITIONAL REQUESTED DATA ELEMENTS

Geographic location of organisation (Meshblock code, 2011 ASGS)

To align with the new geography standard, the Australian Statistical Geography Standard (ASGS) is progressively being implemented from July 2011. The ABS requests that Meshblock be provided, in addition to Statistical Area level 1 (SA1) and Collection District (CD), for the Service provider organisation. The collection of these geography standards will allow comparability of 2011 and 2012 data to future year's collections.

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OTHER CHANGES TO ECEC NMDS DATA ELEMENTS

Care should be taken to ensure aggregate counts are supplied in the correct classification field. New categories and changes to categories have occurred in the 2012 ECEC NMDS. Where applicable, the ABS has incorporated the changes into the 2012 Aggregate data template. For more information on these changes and other definitional or wording changes, see [Appendix 1: Overview of Changes to the ECEC NMDS](#).

EPIISODE COUNTS

Enrolment and attendance episode counts are required to be disaggregated by *Indigenous status* and *Age*. Amalgamated counts of children by age and Indigenous status codes 1 to 9 inclusive will be output as 'Total Episodes'. Ages of children must reflect a single year of age, in completed years, as at 1 July 2012. If data are collected over a 2 week (or longer) reference period, jurisdictions must derive data to a representative week. Refer to [Chapter 2, Data Element Collection Instructions](#), for further information on the collection and reporting of aggregate data.

AGGREGATE DATA REQUEST

Statistical entity: Service provider organisation

- Organisation identifier
- Organisation name
- Address line
- Suburb/town/locality name
- Australian Postcode
- Australian state/territory identifier
- Geographic location - ASGC 2011 (Collection District)
- Statistical Area level 1 (SA1)
- Geographic location - ASGS 2011 (Mesh Block) (additional data element)
- Government funding type
- Management type
- Service activity type
- Service delivery setting
- Maximum preschool program hours available
- Preschool program service operation weeks
- Weekly tuition fee schedule amount
- Number of Indigenous children enrolled in a preschool program
- Number of preschool program enrolments
- Number of Indigenous children attending a preschool program
- Number of children attending a preschool program
- Number of preschool program hours enrolled
- Total hours of preschool program attended

CHAPTER 1: COLLECTION SPECIFICATIONS

Statistical entity: Child

The following two classifications are sought in conjunction with [Number of preschool program enrolments](#) and [Number of children attending a preschool program](#), to produce the 32 combinations of child episodes listed further below.

- Age
- Indigenous status

Episodes of enrolment (Aggregate)

- Enrolled: Indigenous 3 yo children
- Enrolled: Non-indigenous 3 yo children
- Enrolled: Not stated Indigenous status , 3 yo children
- Enrolled: Total 3 yo children
- Enrolled: Indigenous 4 yo children
- Enrolled: Non-indigenous 4 yo children
- Enrolled: Not stated Indigenous status , 4 yo children
- Enrolled: Total 4 yo children
- Enrolled: Indigenous 5 yo children
- Enrolled: Non-indigenous 5 yo children
- Enrolled: Not stated Indigenous status , 5 yo children
- Enrolled: Total 5 yo children
- Enrolled: Indigenous 6 yo children
- Enrolled: Non-indigenous 6 yo children
- Enrolled: Not stated Indigenous status , 6 yo children
- Enrolled: Total 6 yo children

Episodes of attendance (Aggregate)

- Attending: Indigenous 3 yo children
- Attending: Non-indigenous 3 yo children
- Attending: Not stated Indigenous status , 3 yo children
- Attending: Total 3 yo children
- Attending: Indigenous 4 yo children
- Attending: Non-indigenous 4 yo children
- Attending: Not stated Indigenous status , 4 yo children
- Attending: Total 4 yo children
- Attending: Indigenous 5 yo children
- Attending: Non-indigenous 5 yo children
- Attending: Not stated Indigenous status , 5 yo children
- Attending: Total 5 yo children
- Attending: Indigenous 6 yo children
- Attending: Non-indigenous 6 yo children
- Attending: Not stated Indigenous status , 6 yo children
- Attending: Total 6 yo children

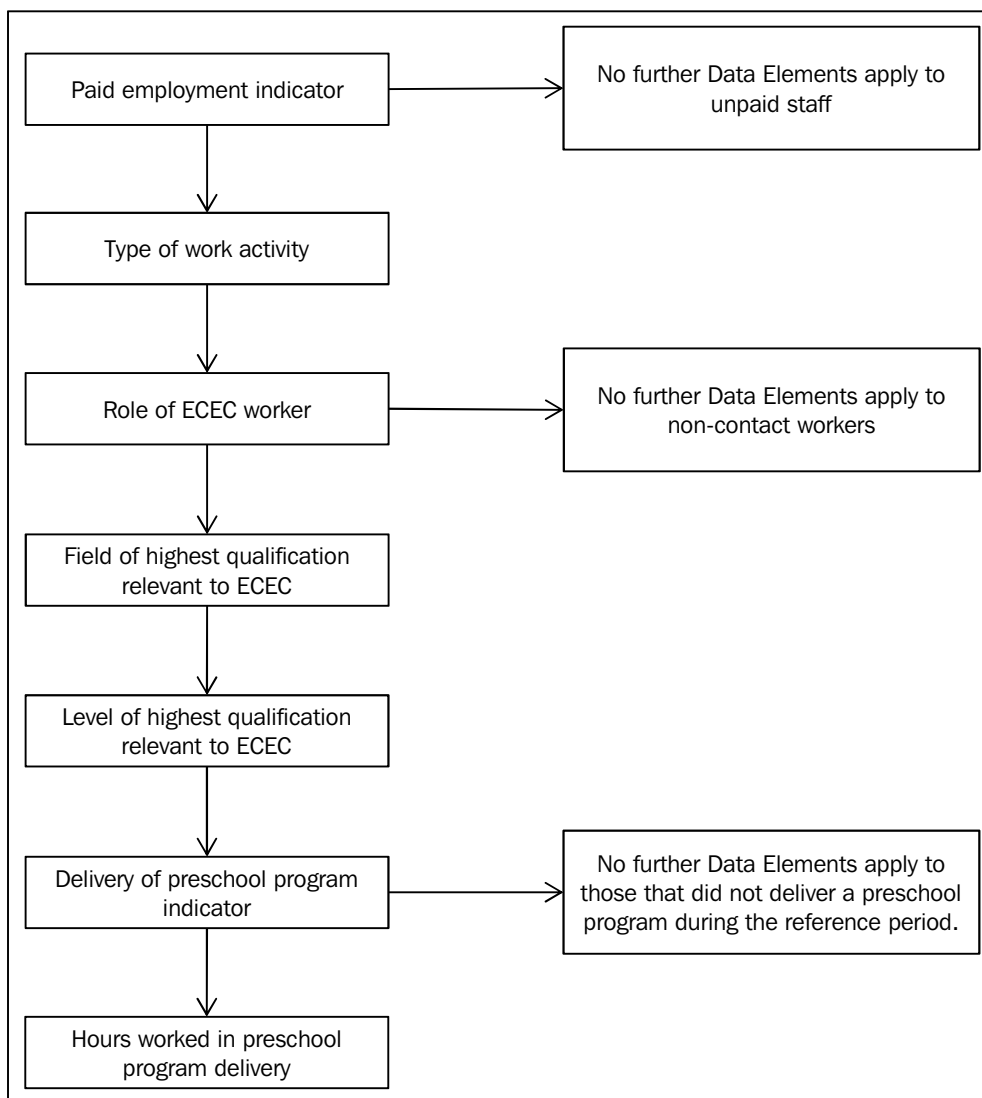
Refer to [Chapter 2, Data Element Collection Instructions](#), for further information on the collection and reporting of aggregate data.

CHAPTER 1: COLLECTION SPECIFICATIONS

WORKER (TEACHER) DATA

The 2012 worker data elements are used to describe the ECEC workforce and to provide information to assess Performance Indicator 2 under the National Partnership Agreement on Early Childhood Education (The number of teachers delivering a preschool program who are four-year university trained and early childhood qualified). At the broadest level, the scope includes all persons working within an ECEC service, irrespective of whether they deliver a preschool program, or whether they are paid or unpaid. The diagram below shows the sequencing of data elements in order to capture the necessary information for workers who are within the collection scope.

Figure 1.0 Early Childhood Education and Care worker population



It is important for jurisdictions to follow the hierarchy of this table when reporting worker related data for the National ECEC Collection, as it will assist in defining when data elements apply to a particular worker. Jurisdictions are advised to consult the NP ECEC performance indicator specifications to understand how input data feeds into the presentation of output data. This information also assists in understanding the implications due to data quality issues. All jurisdictions are requested to supply URL format worker data.

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URL AND AGGREGATE LEGAL VALUE CHECKS

The 2012 aggregate and URL data request templates include a worksheet titled 'legal value checks' which aims to assist jurisdictions to compile data according to ECEC NMDS requirements. Adherence to the edit checks in these tables will assist ABS to ensure comparability of statistics across the states and territories. Prior to submitting 2012 ECEC data, the ABS request that jurisdictions address each of the edit specifications listed in the 'legal values check' table to ensure strong validation of data being supplied.

In 2012 the ABS will be working with all jurisdictions to further develop useful tools to assist jurisdictions in the preparation of data for the 2012 National ECEC Collection.

TRANSFER OF DATA TO THE ABS

In October, the ABS contacts jurisdictions to prepare for transmission of completed data templates via the Secure Deposit Box (SDB) facility. This involves updating the list of authorised SDB users and arranging establishment of SDB accounts and instructions.

SECURITY ARRANGEMENTS

Completed national ECEC data are transferred from each jurisdiction to the ABS under secure arrangements. Comprehensive security arrangements are implemented in the ABS information technology environment. These include the use of regularly changed passwords, access control and audit trails. On lodging statistical files into the SDB, the files are encrypted and immediately moved into a secure location where its content is automatically scanned for viruses and filed in the National ECEC Collection.

Respecting privacy and confidentiality is fundamental to the way in which the ABS conducts its business. Therefore, it is important to emphasise safeguards that are used for the National ECEC Collection process to ensure the anonymity of individuals.

RETURN OF DATA TO SOURCE

The ABS is committed to returning jurisdictional data sets and the method of 'returning to source' involves returning to each jurisdiction:

- Jurisdiction-specific ECEC data sets,
- Information about processes used to reconcile data and
- Quality issues such as 'flagging edits', and any apparent data discrepancies and duplicates.

Although Section 19 of the *Census and Statistics Act 1905* prohibits the ABS from disclosing information held under the Act, returning information to the person from whom it was obtained (return to source) is an exception to that prohibition. It is ABS policy that in the case of administrative datasets or register-based information, the source is regarded as the organisation (often a government agency) that provided the information to the ABS, not the person or business who originally provided the information to the government agency.

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Accordingly, jurisdictions will receive their own data sets under the return to source provisions for the National ECEC Collection. The ABS will return to a jurisdiction, information that has been coded or edited for internal consistency using information already supplied by the same agency, such as calculating age from date of birth. The ABS will also derive additional data elements from jurisdictional data sets in order to produce the outputs required for the publication of *Preschool Education, Australia, 2012* (cat. no. 4240.0). All ABS-derived data elements will be included in the 'return to source files' for each jurisdiction.

When multiple sources of data have been used by the ABS to obtain full data coverage, jurisdictions will not receive the resultant data. In this situation, jurisdictions will not be able to calculate complete derivations based on their own data sets. Under the return to source provisions of Subsection 19(1) of the *Census and Statistics Act*, jurisdictions will only receive their own data sets from the ABS and these data sets will not include any derivations or edits that were the result of combining other sources of data.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS

OVERVIEW

This chapter provides detailed collection instructions, guidelines and definitions for each data element in the 2012 National ECEC Collection. These are ABS recommended guidelines of the ideal data collection framework, based on the 2012 ECEC National Minimum Data Set (ECEC NMDS). This guide is a key document to assist jurisdictions involved in the National ECEC Collection.

DEFINITIONS

Technical name: A succinct title of the data element, briefly describing the object class, the data concept and the data format, e.g. Child - preschool program hours attended per week, total hours N[N]. This is the same name that is used in the ECEC NMDS technical name attribute.

METeOR identifier: The code assigned to the data element in the AIHW Metadata Online Registry (METeOR), e.g. 390310. If there is no METeOR identifier assigned, the data element was not included in the 2012 ECEC NMDS and was an additional data element requested by ABS for 2012.

METeOR link: A web link to the data element in METeOR. If there is no METeOR link, the data element was not included in the 2012 ECEC NMDS and was an additional data element requested by ABS for 2012.

METeOR definition: A description of the meaning of the data element as outlined in METeOR for the 2012 ECEC NMDS, e.g. 'The total number of hours of a preschool program that a child has attended per week'.

Scope

Inclusions: Provides information on the population to be included within a data element.

Exclusions: Provides information on the population not to be included within a data element (e.g. exclude all unpaid workers).

Underlying Concepts

This section outlines the key concept of the data element as it relates to the National ECEC Collection. The conceptual basis of the standard arises from the analytical requirements it is intended to support. The specific details required for this section are listed below.

Nominal definition: Explains the concept as it would ideally be collected. For aggregate child data elements collected at the service provider level, this section outlines the concept as it would be collected at the unit record level.

Operational definition: This section specifies the concept as it is actually collected. The operational definition can differ from the nominal definition, because operational constraints may prevent collecting the concept exactly as it is defined in the nominal definition. For aggregate child data elements collected at the service provider level, this section states the concept as it should be reported, given the aggregate methodological restrictions.

Supporting data elements: This is a list of supporting data elements which are required to ascertain values for the standard, required for an editing process, or combined with the data element to derive additional values.

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Conceptual issues: Outlines issues that are specific to the data element, such as how the data element is derived, or related definitions. This section will also explain why the operational definition varies from the nominal definition.

Standard Jurisdictional Output Categories

This section specifies the output required to be produced by the jurisdiction, which includes information on the format and classification structure of the data and the legal value checks required to be undertaken prior to submission to the ABS. The jurisdictional output categories directly align with the ABS input categories. In the majority of instances, the information contained in this section aligns with the format presented in METeOR in the 'Value domain attributes' section. Some aggregate data element output categories differ from the METeOR 'Value domain attributes', due to the aggregate collection methodology.

Representation class: Specifies the representation class of data such as date, text, code, identifier or numeric total. Data element values can be enumerated (e.g. total hours) or non-numerical (e.g. Sex, M/F).

Data type: Summarises the permissible data types, e.g. Date, Number, String.

Format: Specifies the presentation structure of the data value, e.g. for Date of birth, DDMMYYYY, for *Letters of family name*, text X[X(40)], for *Preschool program attendance indicator*, yes/no, code N.

Maximum character length: Details the maximum character length that is valid for the data field.

Unit of measure: Specifies the unit of measure attributed to the data value, e.g. for *Preschool program hours enrolled*, Hour (h).

Classification structure: Includes the classification and supplementary values for the data element. Jurisdictions should undertake mapping of their data from local values to the format presented in this section prior to outputting the data to the ABS. These classifications in most cases align directly with the values presented in METeOR. There may be cases where supplementary value codes are missing from METeOR or the ABS requires alternative values, and therefore these values may differ. The ABS requests that jurisdictions use the codes as stated within this manual.

Legal value checks: Details the edit checks that the ABS recommends jurisdictions undertake on their data sets prior to submission. Adherence to the edit checks in these tables will assist the ABS to ensure that jurisdictional data are compiled according to national standards and classifications, and to ensure comparability of statistics.

Guide for Use

This section provides instructions to assist with the collection of the data element.

Counting rules: Collection standards that ensure the correct properties and related attributes for the data element are obtained. Counting rules aim to ensure consistency and comparability of data, e.g. 'enrolment hours in non-instructional activities such as recess, tea breaks and lunch breaks should be included if the child was under the supervision of the service provider organisation'.

Classification definitions

Outlines the definitions for each of the classifications and supplementary values.

Other information

Provides any other relevant information.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS

UNIT RECORD LEVEL DATA

Data elements to be collected by jurisdictions using a unit record level (URL) methodology in the 2012 National ECEC Collection are as follows:

Statistical entity: Child

	<i>page</i>
Statistical linkage key	23
Statistical linkage key match code (additional data element)	25
Date of birth	27
Indigenous status	29
Letters of family name	32
Letters of given name	35
Sex	38
Maximum preschool program hours available	40
Preschool program attendance indicator	42
Preschool program received from qualified teacher indicator	44
Preschool program enrolment indicator	47
Preschool program fees charged	49
Preschool program hours attended	51
Preschool program hours enrolled	53
Preschool program repeater indicator	55
Address line (additional data element)	57
Suburb/town/locality name	60
Australian Postcode	63
Australian state/territory identifier	66
Area of usual residence – ASGC 2011 (Collection District)	69
Statistical Area level 1 (SA1) ASGS 2011	72
Area of usual residence – ASGS 2011 (Mesh Block) (additional data element)	75

Statistical entity: Service provider organisation

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Organisation identifier	78
Organisation name	80
Address line	82
Suburb/town/locality name	85
Australian state/territory identifier (additional data element)	87
Australian Postcode	89
Geographic location or organisation – ASGC 2010 (Collection District)	91
Statistical Area level 1 (SA1) ASGS 2011	93
Geographic location of organisation – ASGS 2011 (Mesh Block) (additional data element)	95
Government funding type	98
Management type	101
Service activity type	104
Service delivery setting	107
Preschool program service operation weeks	110

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS

Statistical entity: Worker

	<i>page</i>
Paid employment indicator	112
Type of work activity	114
Role of early childhood education and care worker	116
Field of highest qualification relevant to early childhood education and care	119
Level of highest qualification relevant to early childhood education and care	122
Delivery of preschool program indicator	126
Hours worked in preschool program delivery	128

Further information on the 2012 ECEC URL NMDS is available on the AIHW website:

[<http://meteor.aihw.gov.au/content/index.phtml/itemId/466523>](http://meteor.aihw.gov.au/content/index.phtml/itemId/466523)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS

AGGREGATE LEVEL DATA

Due to the nature of aggregate data, a combination of multiple aggregate data elements is requested for the 2012 National ECEC Collection. The complete aggregate data request can be found within [Chapter 1, Collection Specifications](#). The descriptions within each data element also acknowledge the disaggregations and cross-classifications required at a broader level.

Data elements to be collected by jurisdictions using an aggregate methodology in the 2012 National ECEC Collection are as follows:

Statistical entity: Service provider organisation

	<i>page</i>
Organisation identifier	130
Organisation name	132
Address line	134
Suburb/town/locality name	136
Australian state/territory identifier	138
Australian Postcode	140
Geographic location of organisation – ASGC 2010 (Collection District)	142
Statistical Area level 1 (SA1) ASGS 2011	144
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Total hours of preschool program attended	175

Statistical entity: Child

The following 2 classifications are sought in conjunction with *Number of preschool program enrolments* and *Number of children attending a preschool program*:

	<i>page</i>
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Indigenous status	179

Further information on the 2012 ECEC Aggregate NMDS is available on the AIHW website:

<http://meteor.aihw.gov.au/content/index.phtml/itemId/466521>

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

UNIT RECORD LEVEL DATA ELEMENT COLLECTION INSTRUCTIONS

For the 2012 National ECEC Collection, a unit record level (URL) data collection method supports the collection of information at the individual child and worker level, and at the service provider organisation level.

STATISTICAL ENTITY: CHILD

A child is considered in scope of the National ECEC Collection if they are enrolled in a preschool program at an in scope service provider, are aged between 3 and 6 years old (inclusive), and have been actively attending a preschool program.

The following descriptions outline the 2012 URL child level data element collection instructions.

STATISTICAL LINKAGE KEY

Technical name: Record - linkage key, code 581 XXXXXDDMMYYYYN

METeOR identifier: 349895

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/349895>>

METeOR definition: A key that enables two or more records belonging to the same individual to be brought together. It is represented by a code consisting of the second, third and fifth characters of a person's family name, the second and third letters of the persons' given name, the day, month and year when the person was born and the sex of the person, concatenated in that order.

Scope

Inclusions: For all children enrolled in a preschool program, include in the following order:

- the second, third and fifth letters of the child's family name.
- the second and third letters of the child's given name.
- the day, month and year of birth of the child, concatenated in that order to form the child's date of birth.
- the sex of the child.

Exclusions:

- Children not enrolled in a preschool program.
- Exclude the following components:
 - the first, fourth, sixth, and any subsequent letters of the child's family name.
 - the first, fourth, and subsequent characters of the child's given name.
 - hyphens, apostrophes or spaces which may form part of a child's family name or given name.

Underlying Concepts

Concept: Statistical Linkage Key 581.

Nominal definition: Consistent with METeOR definition.

Operational definition: Consistent with METeOR definition.

Supporting data elements: The following data elements are used to develop the statistical linkage key:

- [Date of birth](#)
- [Letters of family name](#)
- [Letters of given name](#)
- [Sex](#)

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Conceptual issues:

- The statistical linkage key enables counting the number of children and the preschool programs they received, without counting the same child more than once. The intention of this data element is to create a unique key for each child; however in practice it is possible for a derived SLK to exactly match the derived SLK of another child or children. In this small percentage of cases, additional available data can be used to confirm the validity of a match. For more information on matching SLKs and how the ABS recommends they are flagged, see [Chapter 1, Collection Specifications](#).

Standard Jurisdictional Output Categories

Representation class: Code

Data type: String

Format: XXXXXDDMMYYYYN, for example BGRUK021120072

Maximum character length: 14

2.1.0 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid SLK.
2.	If character length is greater than 14.	Provide a valid SLK.

Guide for Use

Counting rules:

- Ensure that each associated data element is collected using the appropriate collection instructions. Refer to the individual data element summaries for further information:
 - [Date of birth](#)
 - [Letters of family name](#)
 - [Letters of given name](#)
 - [Sex](#)

Other Information

Related aggregate data elements: No related aggregate data element.

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CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

STATISTICAL LINKAGE KEY MATCH CODE

Technical name: *Matching instance of Statistical Linkage Key indicator (Child)*

METeOR identifier: N/A

METeOR link: N/A

METeOR definition: N/A

Note: This is an additional data element, requested for the following purpose:

To accurately connect episodes of preschool to a child record.

Scope

Inclusions: All children enrolled in a preschool program that have multiple episode records.

Exclusions: Child records that have only one discrete episode record.

Underlying Concepts

Concept: The Statistical Linkage Key Match Code identifies where two or more episode records are related to a child record.

Nominal definition: N/A.

Operational definition: N/A

Supporting data elements: The following data element is used to support the matching statistical linkage keys:

- [Statistical linkage key](#)

Conceptual issues:

- This data element facilitates correct handling of complex scenarios where several duplicate SLKs belong to two or more children.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: NNNNN, for example 2

Maximum character length: 5

Classification values:

Blank	Non matching SLK
1 to 99,999	Matching SLK record (sequential numbering depending on the number of children that have multiple episode records)

2.1.1.1. Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If SLK Match is not numeric or Blank	Provide a valid SLK Match.
2.	If character length is greater than 5.	Provide a valid SLK Match.

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Guide for Use

Counting rules:

Refer to the table below for further detail regarding correct use of matching SLK codes.

Matching Statistical Linking Key, Scenarios and instructions

<i>Matching scenario</i>	<i>Observation</i>	<i>Validity status</i>	<i>Jurisdiction action</i>	<i>Matching SLK code</i>
1. Child record has no matching SLK.	All records that do not have a matching SLK.	Unique SLK	No action	Blank: Non Matching SLK
2. Coincidental match of SLKs produced for 2 discrete children in the same dataset.	Confirm that matched SLKs represent different children . This may entail cross-checking other characteristics of the child such as address, indigenous status etc.	Matching SLK but valid multiple children – physically distinct children, twins etc	No action	Blank: Non Matching SLK
3. Same child with more than one episode in the reference period in the same dataset.	Confirm that matched SLKs represent the same child . This may entail cross-checking other characteristics of the child such as address, indigenous status etc.	Matching SLK for the same child	Set SLK Match Code Note: Each child will have a unique SLK Match Code to enable grouping of his/her episodes across multiple service providers within the dataset.	Set sequential SLK Match Code against all episodes for that child, to indicate that they are linked, i.e. Assign ' 1 ' – to all episodes of the first matched child. Assign ' 2 ' – to all episodes of the 2 nd matched child. Assign ' nn ' – to all episodes of the nn th matched child. Operationally this will necessitate two or more occurrences of the same SLK Match code (one for each episode) within the dataset.

Other Information

Related aggregate data elements: No related aggregate data element.

[Back to URL data elements](#)

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

DATE OF BIRTH

Technical name: Person - date of birth, DDMMYYYY

METeOR identifier: 287007

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/287007>>

METeOR definition: The date of birth of the person.

Scope

Inclusions: The day, month and year of birth of the child, concatenated in that order to form the child's date of birth, for all children enrolled in a preschool program.

Exclusions: Children not enrolled in a preschool program.

Underlying Concepts

Concept: Date of birth.

Nominal definition: The day, month and year on which the child was born.

Operational definition: The day, month and year on which the child was born, as identified by the child's parent or guardian and as recorded on the child's enrolment record.

Supporting data elements: *Date of birth* is used in conjunction with the following data elements to develop the

[Statistical linkage key:](#)

- [Letters of family name](#)
- [Letters of given name](#)
- [Sex](#)

Conceptual issues:

- Operationally, the child's parent or guardian must be asked to identify the child's date of birth on the child's enrolment form.
- *Date of birth* can be used to derive the child's age as at 1 July of the collection year.
- Where the day or month of birth of the child is unknown, the section of the date of birth that the jurisdiction sets it to '00' will be imputed to '01' by the ABS to calculate an age. In the situation that an incomplete date of birth is provided to the ABS, the SLK cannot be used for linking purposes.

Standard Jurisdictional Output Categories

Representation class: Date

Data type: Date/time

Format: DDMMYYYY, for example: 21012005

Maximum character length: 8

Supplementary values:

00 Unknown response

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.1.2 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid date of birth, otherwise default to '00' for unknown component of DOB.
2.	If field is not in the format DDMMYYYY.	Provide a valid date of birth.
3.	If field contains text or character length is greater than 8.	Provide a valid date of birth.

Guide for Use

Counting rules:

- In instances where the jurisdiction can provide the month and year of birth but are unable to provide the day of birth for the child, the day of birth should be coded to '00' (i.e. 00122007).
- In instances where only year of birth is available, but day and month of birth is unavailable, only year should be supplied, with '00' imputed for day and month components (i.e. 00002007).
- The jurisdiction should clearly indicate in supporting documentation, any estimated or imputed dates of birth.

Classification Definitions

CODE 00 - Unknown

For use as a response in instances where the date of birth of the child is unknown. Where the date of birth is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow up processes undertaken.

Other Information

Related aggregate data elements: No related aggregate data element.

[Back to URL data elements](#)

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

INDIGENOUS STATUS

Technical name: Person - Indigenous status, code N

METeOR identifier: 291036

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/291036>>

METeOR definition: Whether a person identifies as being of Aboriginal or Torres Strait Islander origin, as represented by a code. This is in accord with the first two of three components of the Commonwealth definition.

Scope

Inclusions: The Indigenous status of the child, for all children enrolled in a preschool program.

Exclusions: Children not enrolled in a preschool program.

Underlying Concepts

Concept: Indigenous status.

Nominal definition: According to the 'The Commonwealth Definition', 'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives'.

There are three components to the Commonwealth definition:

- descent;
- self-identification; and
- community acceptance.

The 'Commonwealth Definition' was given in a High Court judgement in the case of *Commonwealth v Tasmania* (1983) 46 ALR 625.

Operational definition: The Indigenous status of the child, as identified by the child's parent or guardian and recorded on the child's enrolment record.

Conceptual issues:

- Nominal and operational definitions of Indigenous status differ because it is infeasible for children in-scope of this collection to self-report. Operationally therefore, the child's parent or guardian must be asked to identify the child's Indigenous status on the child's behalf.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N, for example: 3

Maximum character length: 1

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Classification values:

- 1 Aboriginal, but not Torres Strait Islander origin
- 2 Torres Strait Islander, but not Aboriginal origin
- 3 Both Aboriginal and Torres Strait Islander origin
- 4 Neither Aboriginal nor Torres Strait Islander origin

Supplementary values:

- 8 Aboriginal or Torres Strait Islander – not further defined
- 9 Not stated/inadequately described

2.1.3 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid Indigenous code otherwise amend to code '9'.
2.	If Indigenous code is not 1, 2, 3, 4, 8 or 9.	Provide a valid Indigenous code.
3.	If field contains text or character length is greater than 1.	Provide a valid Indigenous code.

Guide for Use

Counting rules:

- Enter data as recorded on the child's enrolment record, as identified by the child's parent or guardian.
- The value 'Aboriginal or Torres Strait Islander, not further defined' should only to be used in instances where breakdown by Aboriginal or Torres Strait Islander origins are not available. If Indigenous status is only able to be collected at this level for the 2012 collection, the ABS recommends that changes to enrolment forms be made for future cycles to allow collection of this information in accordance with the agreed standards set out in the ECEC NMDS.

Classification Definitions

CODE 1 - Aboriginal, but not Torres Strait Islander origin

This code should be used when the child's parent or guardian identifies the child as being of Aboriginal, but not Torres Strait Islander origin.

CODE 2 - Torres Strait Islander, but not Aboriginal origin

This code should be used when the child's parent or guardian identifies the child as being of Torres Strait Islander, but not Aboriginal origin.

CODE 3 - Both Aboriginal and Torres Strait Islander origin

This code should be used when the child's parent or guardian identifies the child as being of both Aboriginal and Torres Strait Islander origin.

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

CODE 4 - Neither Aboriginal nor Torres Strait Islander origin

This code should be used when the child's parent or guardian identifies the child as being of neither Aboriginal nor Torres Strait Islander origin.

CODE 8 – Aboriginal or Torres Strait Islander – not further defined

This code should only be used in instances where breakdown by Aboriginal or Torres Strait Islander origin are not available.

CODE 9 - Not stated/inadequately described

For use where the child's Indigenous Status is not stated or inadequately described.

Other Information

Related aggregate data elements: [*Number of Indigenous children attending a preschool program*](#) and [*Number of Indigenous children enrolled in a preschool program*](#).

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CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

LETTERS OF FAMILY NAME

Technical name: Person - letters of family name, text XXX

METeOR identifier: 349481

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/349481>>

METeOR definition: The combination of the 2nd, 3rd and 5th letters of a person's family name.

Scope

Inclusions: The 2nd, 3rd, and 5th letters of the child's family name, for all children enrolled in a preschool program.

Exclusions:

- The 1st, 4th, 6th, and any subsequent letters of the child's family name.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Family name.

Nominal definition: The child's legal family name, also referred to as 'last name' or 'surname'.

Operational definition: The child's legal family name, also referred to as 'last name' or 'surname', as identified by the child's parent or guardian and recorded on the child's enrolment record.

Supporting data elements: *Letters of family name* is used in conjunction with the following data elements to develop the [Statistical linkage key](#):

- [Letters of given name](#)
- [Date of birth](#)
- [Sex](#)

Conceptual issues:

- Nominal and operational definitions of *Family name* differ as operationally, it is infeasible for children in-scope of this collection to self-report. Therefore, the child's parent or guardian must be asked to identify the child's family name on the child's behalf.

Standard Jurisdictional Output Categories

Representation class: Text

Data type: String

Format: XXX, for example if the family name is Thompson, the reported string should be 'HOP'

Maximum character length: 3

Supplementary values:

- | | |
|-----|--|
| 2 | For insufficient character lengths in family name (i.e. a family name of less than five letters) |
| 999 | Family name not stated/inadequately described |

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.1.4 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide valid letters of family name, otherwise amend to code '999'.
2.	If character length is greater than 3.	Provide valid letters of family name.

Guide for Use

Counting rules:

- Enter the 2nd, 3rd, and 5th letters of the child's family name consecutively. For example, if the child's family name is Thompson, the reported value should be HOP. If the child's family name is Brown, the reported value should be RON.
- If the child's family name includes non-alphabetic characters such as hyphens (as in Lee-Archer), apostrophes (as in O'Mara), or blank spaces (as in De Vries), these should be ignored when counting the position of each character.
- Regardless of the length of a person's family name, the reported value should always contain three characters. If the legal family name is not long enough to supply the requested letters (i.e. a legal family name of less than five letters) then agencies should substitute the number '2' to reflect the missing letters.
- The placement of a number '2' should always correspond to the same space that the missing letter would have been positioned within the 3-digit field. A number (rather than a letter) is used for such a substitution in order to indicate clearly that an appropriate corresponding letter from the child's name is not available. For example: If a child's family name is Farr, the value reported would be AR2 because the 2 is substituting for a missing 5th letter of the family name. Similarly, if the person's family name was Hua, then the value reported would be UA2 because the 2 is substituting for the missing 5th letter of the family name.
- The placement of a number '2' should always correspond to the same space that the missing letter would have been positioned within the 3-digit field. A number (rather than a letter) is used for such a substitution in order to indicate clearly that an appropriate corresponding letter from the child's name is not available. For example: If a child's family name is Ly, the value reported would be Y22 because the 2 is substituting for the missing 3rd and 5th letter of the family name. Similarly, if the person's family name was Hu, then the value reported would be U22 because the 2 is substituting for the missing 3rd and 5th letter of the family name.
- If special characters or symbols form part of the name they should be included as English Alphabet letters. i.e. â, ë, ü should be listed as a, e, u. Mixed case should be used rather than upper case only.
- In some cultures, it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the child's parent/guardian to specify their legal first name and their legal family name separately. These should then be recorded as first given name and family name, regardless of the order in which they are traditionally given.
- If the child's family name is missing altogether, record the number 999 for all three spaces associated with the family name (not the number 2).
- This data element should be reported for the child only, i.e. this information is not required for teachers.

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Classification Definitions

CODE 2 - Missing letters

For use when the legal family name is not long enough to supply the requested letters (i.e. a legal family name of less than five letters).

CODE 999 – Family name not stated/inadequately described

For use where the child's family name is not stated or inadequately described. Where the family name is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow up processes undertaken.

Other Information

Related aggregate data elements: No related aggregate data element.

[Back to URL data elements](#)

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

LETTERS OF GIVEN NAME

Technical name: Person - letters of given name, text XX

METeOR identifier: 349483

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/349483>>

METeOR definition: The combination of the 2nd and 3rd letters of a person's given name.

Scope

Inclusions: The 2nd and 3rd letters of the child's given name, for all children enrolled in a preschool program.

Exclusions:

- The 1st, 4th, and any subsequent letters of the child's given name.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Given name.

Nominal definition: The child's legal given name, also referred to as 'first name'.

Operational definition: The child's legal given name, also referred to as 'first name', as identified by the child's parent or guardian and recorded on the child's enrolment record.

Supporting data elements: *Letters of given name* is used in conjunction with the following data elements to develop the [Statistical linkage key](#):

- [Letters of family name](#)
- [Date of birth](#)
- [Sex](#)

Conceptual issues:

- Nominal and operational definitions of *Given name* differ as operationally, it is infeasible for children in-scope of this collection to self-report. Therefore, the child's parent or guardian must be asked to identify the child's given names on the child's behalf.

Standard Jurisdictional Output Categories

Representation class: Text

Data type: String

Format: XX

Maximum character length: 2

Supplementary values:

- | | |
|----|--|
| 2 | For insufficient character length in given name (i.e. a given name of less than three letters) |
| 99 | Given name not stated/inadequately described |

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.1.5 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide valid letters of given name, otherwise amend to code '99'.
2.	If character length is greater than 2.	Provide valid letters of given name.

Guide for Use

Counting rules:

- Enter the 2nd and 3rd letters of the child's given name or first name consecutively. For example, if the child's given name is Elizabeth, the reported value should be LI. If the child's given name is Robert the reported value should be OB. If the child's given name includes non-alphabetic characters such as hyphens (as in Jo-Anne) or apostrophes (as in D'Arcy), these non-alphabetic characters should be ignored when counting the position of each character.
- Regardless of the length of a person's given name, the reported value should always be two characters long. If the given name of the person is not long enough to supply the requested letters (i.e. a name of less than three letters) then agencies should substitute the number '2' to reflect the missing letters.
- The placement of a number '2' should always correspond to the same space that the missing letter would have within the 2-digit field. A number (rather than a letter) is used for such substitutions in order to clearly indicate that an appropriate corresponding letter from the person's name is not available. For example: If the person's legal name was Jo then the value reported would be O2 because the 2 is substituting for the missing 3rd letter of the given name.
- If special characters or symbols form part of the name they should be included as English Alphabet letters. i.e. â, ë, ü should be listed as a, e, u. Mixed case should be used rather than upper case only.
- In some cultures, it is traditional to state the family name first. To overcome discrepancies in recording/reporting that may arise as a result of this practice, agencies should always ask the person to specify their given name and their family name separately. These should then be recorded as first given name and family name as appropriate, regardless of the order in which they may be traditionally given.
- If the person's given name is missing altogether, record 99 for the two spaces associated with the given name (not the number 2).
- This data element should be reported for the child only, i.e. this information is not required for teachers.

Classification Definitions

CODE 2 - Missing letters

For use when the given name of the person is not long enough to supply the requested letters (i.e. a name of less than three letters).

CODE 99 – Given name not stated/inadequately described

For use where the child's given name is not stated or inadequately described. Where the given name is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow up processes undertaken.

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Other Information

Related aggregate data elements: No related aggregate data element.

[Back to URL data elements](#)

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

SEX

Technical name: Person - sex, code N

MEteOR identifier: 287316

MEteOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/287316>>

MEteOR definition: The biological distinction between male and female, as represented by a code.

Scope

Inclusions: The sex of the child, for all children enrolled in a preschool program.

Exclusions: Children not enrolled in a preschool program.

Underlying Concepts

Concept: Sex.

Nominal definition: The sex of the child.

Operational definition: The sex of the child, as identified by the child's parent or guardian and recorded on the child's enrolment record.

Supporting data elements: Sex is used in conjunction with the following data elements to develop the [Statistical linkage key](#):

- [Letters of family name](#)
- [Letters of given name](#)
- [Date of birth](#)

Conceptual issues:

- Nominal and operational definitions of Sex differ, as operationally it is infeasible for children in-scope of this collection to self-report. Therefore, the child's parent or guardian must be asked to identify the child's sex on the child's behalf.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N, for example: 2

Maximum character length: 1

Classification values:

- | | |
|---|---------------------------|
| 1 | Male |
| 2 | Female |
| 3 | Intersex or indeterminate |

Supplementary values:

- | | |
|---|-----------------------------------|
| 9 | Not stated/inadequately described |
|---|-----------------------------------|

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.1.6 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid sex code, otherwise amend to code '9'.
2.	If field is not code 1, 2, 3 or 9	Provide a valid sex code.
3.	If field contains text or character length is greater than 2.	Provide a valid sex code.

Guide for Use

Counting rules:

- Record the sex of the child as reported by the child's parent or guardian on the child's enrolment record.
- This data element should be reported for the child only (i.e. this information is not required for teachers).

Classification Definitions

CODE 3 - Intersex or indeterminate

Refers to a person, who because of a genetic condition, was born with reproductive organs or sex chromosomes that are not exclusively male or female or whose sex has not yet been determined for whatever reason. The definition for Intersex in the Guide for use is sourced from the ACT Legislation (Gay, Lesbian and Transgender) Amendment Act 2003. Code 3 Intersex or indeterminate - Is normally used for babies for whom sex has not been determined for whatever reason.

CODE 9 - Not stated/inadequately described

For use in administrative collections when transferring data from data sets where the item has not been collected.

Other Information

Related aggregate data elements: No related aggregate data element.

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CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

MAXIMUM PRESCHOOL PROGRAM HOURS AVAILABLE

Technical name: Child - maximum preschool program hours available total hours N[N]

METeOR identifier: 436113

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436113>>

METeOR definition: The maximum number of hours of preschool program available to the child at this service, in total hours.

Scope

Inclusions: The maximum number of hours of the preschool program that was made available to the child, for all children enrolled in a preschool program.

Exclusions:

- Hours available in non-preschool programs offered by the service provider.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Maximum preschool program hours available.

Nominal definition: The maximum number of hours of the preschool program that was made available to the child.

Operational definition: The total hours enrolled in a preschool program for the child with the highest enrolment hours during the reference period, recorded against each preschool enrolled episode at the service provider. Where this data element is not able to be reported accurately at an individual child level.

Supporting data elements: [Preschool program hours enrolled](#)

Conceptual issues:

- Identifying and recording the maximum hours available per week for the child to attend the preschool program enables calculation of the proportion of children enrolled in preschool programs that are available at least 15 hours per week.
- The data element *Maximum preschool program hours available* may be less than or equal to the opening hours of the service.
- *Maximum preschool program hours available* may be greater than or equal to the data element [Preschool program hours enrolled](#).
- The maximum preschool program hours available to the child are the maximum hours for which the child could enrol in the reference period at that service.
- The operational definition differs from the nominal definition because maximum hours available to each child may not be recorded by service providers.

Standard Jurisdictional Output Categories

Representation class: Total

Data type: Number

Format: N[N], for example: 15

Maximum character length: 2

Unit of measure: Hour (h)

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Supplementary values:

99 Not stated/inadequately described

2.1.7 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of hours available, otherwise amend to code '99'.
2.	If character length is greater than 2.	Provide a valid number of hours available.

Guide for Use

Counting rules:

- Count the maximum hours available that the child is able to attend the preschool program at the service.
- Where this data element is not able to be reported accurately at an individual child level, for each preschool program, count the total hours enrolled for the child with the highest enrolment hours during the reference period, and record this total for all children enrolled in that preschool program.
- Non-instructional times such as recess, tea breaks and lunch breaks should be included if the child was under the supervision of the service provider organisation.
- Where the service provider offers other integrated child care services, the hours associated with these services should be excluded from this data element.
- Jurisdictions which adopt a two week reference period are required to derive their data to a representative reference week.

Classification Definitions

CODE 99 – Not stated/Unknown

For use when the maximum hours available to the child is unknown, not stated or inadequately described. Where the maximum hours available are unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: [Maximum preschool program hours available](#).

[Back to URL data elements](#)

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

PRESCHOOL PROGRAM ATTENDANCE INDICATOR

Technical name: Child - preschool program attendance indicator, yes/no code N

METeOR identifier: 436120

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436120>>

METeOR definition: An indicator of whether the child attended a preschool program, as represented by a code.

Scope

Inclusions: All children enrolled in a preschool program.

Exclusions: Children not enrolled in a preschool program.

Underlying Concepts

Concepts: Preschool program attendance.

Nominal definition: A child who is enrolled in a preschool program and has attended the preschool program for at least one hour during the reference period.

Operational definition: Consistent with nominal definition.

Supporting data elements:

- [Preschool program enrolment indicator](#)
- [Preschool program hours attended](#)

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Boolean

Format: N, for example: 1

Maximum character length: 1

Classification values:

- | | |
|---|-----|
| 1 | Yes |
| 2 | No |

2.1.8 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid preschool program attendance indicator.
2.	If field contains text or character length is greater than 1.	Provide a valid preschool program attendance indicator.
3.	If attendance indicator is not code 1, or 2.	Provide a valid preschool program attendance indicator.

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Classification Definitions

CODE 1 - Yes

Record if the child:

- has attended a preschool program for at least one hour during the reference period.

CODE 2 - No

Record if the child:

- did not attend a preschool program in the reference period, OR
- was absent during the reference period due to illness or extended holiday leave.

Other Information

Related aggregate data elements: [*Number of children attending a preschool program.*](#)

[Back to URL data elements](#)

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

PRESCHOOL PROGRAM RECEIVED FROM QUALIFIED TEACHER INDICATOR

Technical name: Child - preschool program received from a qualified teacher indicator, yes/no/not stated/inadequately described code N

METeOR identifier: 436683

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436683>>

METeOR definition: An indicator that the child has received a structured, play-based, educational preschool program delivered by a teacher with university qualifications in early childhood education, as represented by a code.

Scope

Inclusions: Children that attended a preschool program for at least one hour during the reference period.

Exclusions:

- Attendance in non-preschool programs offered by the service provider.
- Children who were enrolled but did not attend a preschool program in the reference period.
- Children who were absent during the reference period due to illness or extended holiday leave.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Preschool program received from qualified teacher.

Nominal definition: A child that has received a structured, play-based, educational preschool program for at least one hour in the reference period, which has been delivered face to face by a teacher with university qualifications in early childhood education.

Operational definition: Consistent with nominal definition.

Supporting data elements:

- [Preschool program attendance indicator](#)
- [Field of highest qualification relevant to early childhood education and care](#)
- [Level of highest qualification relevant to early childhood education and care](#)
- [Delivery of preschool program indicator](#)

Conceptual issues:

- *Teacher:* refers to the primary contact worker(s) delivering the preschool program who have a university qualification in early childhood education.
- *Delivery of a preschool program:* refers to face to face delivery of a preschool program for at least one hour during the reference period by an early childhood education and care contact worker.
- *University qualification in early childhood education:* refers to a university qualification (or equivalent) in Teaching (early childhood related), Teaching (primary) or Teaching (other).
- *Equivalent:* is where certain employment and educational experience is deemed to be comparable to a certain level of qualification. For example, an individual, or group of individuals, may have an early childhood diploma and 10 years of experience, 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.

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N, for example: 1

Maximum character length: 1

Classification values:

- 1 Yes
- 2 No

Supplementary values:

- 7 Not applicable
- 8 Unknown
- 9 Not stated/inadequately described

2.1.9 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid indicator code, otherwise amend to code '9'.
2.	If indicator is not code 1, 2, 7, 8 or 9	Provide a valid indicator code.

Guide for Use

Counting rules:

- A child is counted as having received a preschool program from a qualified teacher if the teacher had face to face contact with the child at least once during the reference period and the teacher had a university qualification in early childhood education and care.
- For example, in a long day care setting, if a care worker delivers a 'preschool program' to the child, but the care worker does not hold a university qualification in early childhood education and care, this would result in a 'No' response. Alternatively, a 'Yes' response would be inputted if a teacher with a university qualification in early childhood education and care was delivering the preschool program to the child.
- Face to face delivery includes preschool programs delivered by distance education services to children in remote locations (e.g. 'School of the air' programs delivered using two way video and/or audio links), by a teacher with a qualification in early childhood education and care.
- This item should not be used for children who were enrolled but did not attend (or receive) a preschool program in the reference period.

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Classification Definitions

CODE 1 - Yes

Record if the child has received a preschool program during the reference period that was being delivered by a teacher with a university qualification in early childhood education.

CODE 2 - No

Record if the child has received a preschool program during the reference period that was not being delivered by a teacher with a university qualification in early childhood education.

CODE 7 - Not applicable

Record only if the child has not received a preschool program from a qualified teacher because the service provider received an approved exemption, for example, the usual qualified teacher was unavailable and no suitably qualified staff could be found to deliver the program in the reference period.

CODE 8 - Unknown

For use when it is unknown if the child received a preschool program during the reference period that was being delivered by a teacher with a university qualification in early childhood education. Where this data element is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

CODE 9 - Not stated/inadequately described

For use when it is not stated if the child has received a preschool program during the reference period that was being delivered by a teacher with university qualifications in early childhood education. Where this data element is not stated or inadequately described, the ABS requests that jurisdictions identify the reason for the response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: No related aggregate data element.

[Back to URL data elements](#)

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

PRESCHOOL PROGRAM ENROLMENT INDICATOR

Technical name: Child - preschool program enrolment indicator, yes/no code N

METeOR identifier: 436126

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436126>>

METeOR definition: An indicator of whether the child was enrolled in a preschool program, as represented by a code.

Scope

Inclusions: All children enrolled in a preschool program.

Exclusions: Children not enrolled in a preschool program.

Underlying Concepts

Concept: Preschool program enrolment.

Nominal definition: A child that has been offered a place in a preschool program and is actively attending.

Operational definition: Consistent with nominal definition.

Supporting data elements:

- [Preschool program hours attended](#)
- [Preschool program hours enrolled](#)

Conceptual issues:

- A child is considered to be actively attending if they have been enrolled in a preschool program for at least one hour in the reference period or were absent during the reference period due to illness or extended holiday leave, but were expected to return.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Boolean

Format: N, for example: 1

Maximum character length: 1

Classification values:

- | | |
|---|-----|
| 1 | Yes |
| 2 | No |

2.1.10 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid preschool program enrolment indicator.
2.	If field contains text or character length is greater than 1.	Provide a valid preschool program enrolment indicator.
3.	If indicator is not code 1 or 2.	Provide a valid preschool program enrolment indicator.

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Classification Definitions

CODE 1 - Yes

Record if the child

- has attended a preschool program for at least one hour during the reference period, OR
- was absent during the reference period due to illness or extended holiday leave but was expected to return.

CODE 2 - No

Record if the child:

- was not enrolled in a preschool program, OR
- was absent during the reference period and not expected to return to the preschool program.

Other Information

Related aggregate data elements: [*Number of preschool program enrolments.*](#)

[Back to URL data elements](#)

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

PRESCHOOL PROGRAM FEES CHARGED

Technical name: Child - preschool program fees charged per week, total Australian currency N[N(8)]

METeOR identifier: 436106

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436106>>

METeOR definition: The actual tuition fees charged for the child to attend the preschool program at this service per week, measured in Australian dollars.

Scope

Inclusions: Fees charged based on the number of hours the child is enrolled to receive a preschool program in the reference week, for all children enrolled in a preschool program.

Exclusions:

- Fees charged for the child to attend non-preschool programs with the service provider, such as out of school hours care.
- Voluntary contributions, donations or additional charges (e.g. levies or meals) for service components.
- Discounts or fee relief available to parents/guardians.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Fees charged.

Nominal definition: The tuition fees charged for the child's enrolment in a preschool program.

Operational definition: Consistent with nominal definition.

Supporting data elements: Fees reported should be based on the number of hours the child is enrolled to receive the preschool program. Therefore the following is a supporting data element:

- [*Preschool program hours enrolled*](#)

Conceptual issues:

Fees charged will provide information to identify and record the affordability of preschool programs by identifying out of pocket costs to the parent or guardian towards the payment of tuition fees for the child to attend the preschool program.

Standard Jurisdictional Output Categories

Representation class: Total

Data type: Currency

Format: N[NNNNNN].NN, for example: 12.55

Maximum character length: 9

Unit of measure: Australian currency (AU\$)

Supplementary values:

- | | |
|------|-----------------------------------|
| 0.00 | No fees charged |
| 9999 | Not stated/inadequately described |

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.1.11 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid preschool fee, otherwise amend to '0.00' for nil fee charged or code '9999' for unknown.
2.	If character length is greater than 9.	Provide a valid preschool fee.
3.	If field does not include a cent value.	Provide a valid preschool fee.

Guide for Use

Counting rules:

- Fees reported should be based on the number of hours the child is enrolled to receive the preschool program.
- If fees are charged on a per term or per year basis, the pro-rata equivalent weekly fee should be derived by taking into account the weeks per term and/or weeks per year of the preschool program the child is enrolled to receive.
- If subsidies are included in the calculation of the fees charged to the child, report the fees charged after deducting subsidies.
- If the child is eligible for additional fee discount, report the fees after the additional discount.
- Only count the fees charged for the child to attend the preschool program. Do not count fees charged for the child to attend other programs with the service provider, such as out of school hours care.
- Voluntary contributions should be excluded, as should donations or additional charges for service components such as nappy supplies, meals or transportation.
- Jurisdictions which adopt a two week reference period are required to derive their data to a representative week.

Classification Definitions

CODE 0.00 - No fees charged

For use when there are no fees charged for the child's attendance at the preschool program.

CODE 9999 - Not stated/inadequately described

For use when the tuition fees are unknown, not stated or inadequately described. Where the tuition fees are not stated or inadequately described, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: [Weekly tuition fee schedule amount](#).

[Back to URL data elements](#)

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

PRESCHOOL PROGRAM HOURS ATTENDED

Technical name: Child - preschool program hours attended (per week), total hours N[N]

METeOR identifier: 436128

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436128>>

METeOR definition: The total number of hours of a preschool program that a child has attended per week.

Scope

Inclusions: Total hours that the child attended the preschool program in the reference period, for:

- Children that have attended for at least one hour during the reference period.

Exclusions:

- Hours that the child has attended in non-preschool programs offered by the service provider.
- Children who were enrolled but did not attend a preschool program in the reference period.
- Children who were absent during the reference period due to illness or extended holiday leave.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Preschool program hours attended.

Nominal definition: Consistent with METeOR definition.

Operational definition:

- *For LDCs:* consistent with METeOR definition.
- *For stand-alone or school-based preschools:* the total number of hours of a preschool program that a child has attended derived from preschool program sessions attended per week.

Supporting data elements: [Preschool program attendance indicator](#)

Conceptual issues:

- The operational definition differs from the nominal definition for stand-alone or school-based preschools as due to the preschool program delivery methods used in these services, it may not be possible or practical to record actual hours of attendance. Therefore, hours attended may be derived from preschool program sessions attended, which may result in over-reporting or under-reporting of the actual hours attended by the child.
- A child is defined as having attended a preschool program if they attended for at least one hour during the reference period. Children who were absent during the reference period due to illness or extended holiday leave should be excluded.
- *Preschool program hours attended* may be less than or equal to the data elements [Maximum preschool program hours available](#) and [Preschool program hours enrolled](#).

Standard Jurisdictional Output Categories

Representation class: Total

Data type: Number

Format: N[N], for example: 15

Maximum character length: 2

Unit of measure: Hour (h)

Supplementary values:

- | | |
|----|-----------------------------------|
| 0 | Nil |
| 99 | Not stated/inadequately described |

CHAPTER 2 DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.1.12 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of attending hours; otherwise amend to '0' for nil hours or code '99' for unknown.
2.	If character length is greater than 2.	Provide a valid number of attending hours.
3.	If total number of hours attended is greater than the total number of hours enrolled in a preschool program.	Provide a valid number of enrolled and attending hours and verify that enrolment hours are equal to or greater than attendance hours.

Guide for Use

Counting rules:

- Record the total number of whole hours that the child is in attendance at the preschool program, i.e. minutes should be rounded to the nearest whole hour.
- Attendance hours for stand-alone preschools or preschools attached to a school should be derived by recording the number of whole sessions attended by the child and deriving hours from the usual length of each session. When a child attends part of a session, this should be recorded and counted as a half session if possible. Alternatively, if recording part session attendances are not possible, a part session attendance should be recorded as an absence for the whole session, with zero attendance hours recorded for this session.
- Attendance hours for a preschool program delivered in a Long Day Care (LDC) should be calculated by recording the child's arrival and departure times from the preschool program. Hours should then be derived from these times.
- Include hours attended in non-instructional activities such as recess, tea breaks and lunch breaks if the child remained under the supervision of the service provider for these activities.
- If the child attends more than one preschool program in a given day, non-instructional or waiting times between programs should be excluded in the count of hours.
- Where the service provider offers other integrated child care services, the hours associated with these services should be excluded from this data element.
- Jurisdictions which adopt a two week reference period are required to derive their data to a representative reference week.

Classification Definitions

CODE 99 - Not stated/inadequately described

For use when the number of hours a child is attending the preschool program is unknown, not stated or inadequately described. Where the number of hours the child is attending is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: [Total hours of preschool program attended.](#)

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

PRESCHOOL PROGRAM HOURS ENROLLED

Technical name: Child - preschool program hours enrolled per week, total hours N[N]

METeOR identifier: 436130

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436130>>

METeOR definition: The total number of hours of a preschool program that a child is enrolled to receive per week.

Scope

Inclusions: Total hours that the child is enrolled in a preschool program in the reference period, for:

- children enrolled in a preschool program, AND
- children that have attended for at least one hour during the reference period, OR
- children who were absent during the reference period due to illness or extended holiday leave, but are expected to return.

Exclusions:

- Hours that the child is enrolled in non-preschool programs offered by the service provider.
- Children who were absent during the reference period and were not expected to return.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Preschool program hours enrolled.

Nominal definition: Consistent with METeOR definition.

Operational definition: Consistent with METeOR definition.

Supporting data elements: [Preschool program enrolment indicator](#)

Conceptual issues:

- The child must have been offered a place in a preschool program and be actively attending to be counted as enrolled.
- A child is considered to be actively attending if they attended a preschool program for at least one hour in the reference period or was absent during the reference period due to illness or extended holiday leave but was expected to return.
- Preschool program hours enrolled per week may be less than or equal to the data element [Maximum preschool program hours available](#), but may be greater than or equal to the data element [Preschool program hours attended](#).

Standard Jurisdictional Output Categories

Representation class: Total

Data type: Number

Format: N[N], for example: 15

Maximum character length: 2

Unit of measure: Hour (h)

Supplementary values:

- | | |
|----|-----------------------------------|
| 0 | Nil |
| 99 | Not stated/inadequately described |

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.1.13 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide valid number of enrolled hours, otherwise amend to '0' for nil hours or code '99' for unknown.
2.	If character length is greater than 2.	Provide a valid number of enrolled hours.
3.	If total number of hours enrolled is less than the total number of hours attended in a preschool program.	Provide a valid number of enrolled and attending hours and verify that enrolment hours are equal to or greater than attendance hours.

Guide for Use

Counting rules:

- Record the total number of whole hours that the child is enrolled in the preschool program, i.e. minutes should be rounded to the nearest whole hour.
- Enrolment hours can be derived by recording the number of sessions the child is enrolled and deriving total hours from the usual length of each session.
- Include hours enrolled in non-instructional activities such as recess, tea breaks and lunch breaks if the child will remain under the supervision of the service provider for these activities.
- Where the facility provides other integrated child care services, the hours the child is enrolled with these services should be excluded.
- Jurisdictions which adopt a two week reference period are required to derive their data to a representative reference week.

Classification Definitions

CODE 99 - Not stated/inadequately described

For use when the number of hours a child is enrolled to attend the preschool program is unknown, not stated or inadequately described. Where the number of hours a child is enrolled is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: [Number of preschool program hours enrolled](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

PRESCHOOL PROGRAM REPEATER INDICATOR

Technical name: Child - preschool program repeater indicator, yes/no/unknown/not stated/inadequately described code N

METeOR identifier: 436651

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436651>>

METeOR definition: An indicator of whether the child was enrolled in their second or third year of a preschool program, as represented by a code.

Scope

Inclusions: All children enrolled in a preschool program.

Exclusions: Children not enrolled in a preschool program.

Underlying Concepts

Concept: Preschool program repeater.

Nominal definition: A child who is enrolled in their second (or third) year of a preschool program that is intended for children in the year before they commence full-time schooling.

Operational definition: Consistent with nominal definition.

Supporting data elements:

- [Preschool program enrolment indicator](#)
- [Preschool program attendance indicator](#)

Conceptual issues:

- To be considered as repeating, the child must be enrolled in a preschool program intended for children in the year before they commence full-time schooling, for their second or third year.
- A child is considered to be enrolled if they have attended a preschool program for at least one hour in the reference period or were absent during the reference period due to illness or extended holiday leave but were expected to return.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N

Maximum character length: 1

Classification values:

- | | |
|---|---------|
| 1 | Yes |
| 2 | No |
| 3 | Unknown |

Supplementary values:

- | | |
|---|-----------------------------------|
| 9 | Not stated/inadequately described |
|---|-----------------------------------|

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.1.14 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid repeater indicator code, otherwise amend to code '9'.

Guide for Use

Counting rules:

- Repeat enrolments are to be identified at a jurisdictional level. This will enable the identification of second or third year enrolments across service providers.

Classification Definitions

CODE 1 - Yes

Record if the child is enrolled in a preschool program for their second or subsequent year (i.e. the child is repeating the preschool program intended for children in the year before they commence full-time schooling).

CODE 2 - No

Record if the child was not enrolled in a preschool program for their second or subsequent year (i.e. this is the first year the child has been enrolled in a preschool program intended for children in the year before they commence full-time schooling).

CODE 3 - Unknown

Record if it cannot be determined whether the child is enrolled in their second or third year of a preschool program intended for children in the year before they commence full-time schooling. Where the response is unknown, the ABS requests that jurisdictions identify the reason for the response and document any follow-up processes undertaken.

CODE 9 - Not stated/inadequately described

For use when it is not stated whether the child is repeating a preschool program during the reference period. Where the response is not stated or is inadequately described, the ABS requests that jurisdictions identify the reason for the response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: No related aggregate data element.

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

ADDRESS LINE

Technical name: N/A

METeOR identifier: N/A

METeOR definition: N/A

Note: This is an additional data element, requested for the following purposes:

- geo-coding to ASGC 2011 (Collection District), Statistical area level 1 (SA1) ASGS 2011 and Mesh Block (MB) ASGS 2011 if jurisdictions are unable to undertake coding,
- validating jurisdictional geo-coding,
- validating matched SLKs, and
- validating other address components.

Scope

Inclusions: For all children enrolled in a preschool program include:

- The address line of the child's parent or guardian, with whom the child spends the majority of their time, which may include:
 - Apartment/Flat/Unit number (if any).
 - House/property number.
 - Street name.

Exclusions:

- The post office box address of the child's parent or guardian.
- The address line of any other parent or guardian of the child that is not the parent or guardian with whom the child spends the majority of their time.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Address line.

Nominal definition: The complete street address component of a child's address that identifies the child's place of usual residence.

Operational definition: The street address component of a child's parent or guardian's address, that identifies where the child's parent or guardian lives, reported for the parent or guardian with whom the child spends the majority of their time.

Supporting data elements: The following data elements are used in conjunction with *Address line* to geo-code an address to Collection District (CD), Statistical area level 1 (SA1) and Mesh Block (MB) for the data elements [Area of usual residence - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Area of usual residence \(Mesh Block\) ASGS 2011](#).

- [Suburb/ town/ locality name](#) (Child)
- [Australian Postcode](#) (Child)
- [Australian state/territory identifier](#) (Child)

Address line can also be used to validate CD codes, SA1 codes or other supplied address data elements.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Conceptual issues:

- The *Address line* for the child should be reported using the concept of 'usual residence', which is nominally defined as 'the place where the person has or intends to live for 6 months or more'.
- Operationally, the address details of the child's parent or guardian are recorded as it is assumed that the child lives with the parent or guardian and it is infeasible for children in scope of this collection to self-report. It is also not operationally possible to confirm whether the address provided on the service provider records is the place that the parent or guardian has or intends to live for 6 months or more, in accordance with the nominal definition of 'usual residence'.
- Operationally, the *Address line* should reflect that of the parent or guardian with whom the child spends the majority of their time.

Standard Jurisdictional Output Categories

Representation class: Text

Data type: String

Format: [x(180)] 0 -180 characters, for example: Unit 1, 10 High Street.

Maximum character length: 180

Supplementary values:

UNKNOWN Not stated/inadequately described
CONCEALED Concealed Record

2.1.15 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid address line, otherwise amend to 'UNKNOWN'.
2.	If field is a post office address.	Provide a valid geographic address.

Guide for Use

If a jurisdiction is able to accurately code complete address information for CD, SA1 and MB, for the data elements [Area of usual residence - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Area of usual residence \(Mesh Block\) ASGS 2011](#) there is no requirement to provide this data element. However, if jurisdictions do not provide Address line in addition to CD, SA1 and MB codes, detailed information on jurisdictional geo-coding processes and validations should be provided to the ABS.

Counting rules:

- Collect the place of usual residence of the child's parent or guardian, obtained from the child's enrolment record.
 - Record the address line of the place of usual residence of the parent or guardian with whom the child spends the majority of their time. If the child spends 50% with one parent/guardian and 50% with the other, record the 1st address recorded.
 - Include those children who are living outside of the jurisdiction's borders, if the child attends preschool within the jurisdiction. For example, a child living in Queanbeyan that attends a preschool within Canberra, would be recorded within the ACT jurisdictional data set, not the NSW data set.
 - For children boarding at a boarding school, report the address of the child's parent or guardian, not the boarding school.
-

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Classification Definitions

UNKNOWN – Not stated/inadequately described

For use when the address of the child’s parent or guardian is unknown, not stated, or inadequately described. Where the address is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up process undertaken.

CONCEALED – Concealed Record

For use when the address of the child’s parent or guardian is concealed/withheld to protect the child’s identity.

Other Information

Related aggregate data elements: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

SUBURB/TOWN/LOCALITY NAME

Technical name: Address – suburb/town/locality name, text X[46]

METeOR identifier: 429889

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/429889>>

METeOR definition: The name of the locality/suburb of the address, as represented by text.

Scope

Inclusions: For all children enrolled in a preschool program include:

- The suburb/town/locality name of the child's parent or guardian, with whom the child spends the majority of their time.

Exclusions:

- The suburb/town/locality name for a post office box of the child's parent or guardian.
- The suburb/town/locality name of any other parent or guardian of the child that is not the parent or guardian with whom the child spends the majority of their time.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Suburb/town/locality name.

Nominal definition: The suburb, town or locality name component of a child's address that identifies the child's place of usual residence.

Operational definition: The suburb, town or locality name component of a child's parent or guardian's address, that identifies where the child's parent or guardian lives, reported for the parent or guardian with whom the child spends the majority of their time. The child's parent or guardian must be asked to identify the suburb, town or locality name on the child's behalf.

Supporting data elements: The following data elements are used in conjunction with *Suburb/town/locality name* to geo-code an address to Collection District (CD), Statistical area level 1 (SA1) and Mesh Block (MB) for the data elements [Area of usual residence - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Area of usual residence \(Mesh Block\) ASGS 2011](#).

- [Address line](#) (Child)
- [Australian Postcode](#) (Child)
- [Australian state/territory identifier](#) (Child)

Suburb/town/locality name can also be used to validate CD codes and SA1 codes or other supplied address data elements.

Conceptual issues:

- The *Suburb/town/locality name* for the child should be reported using the concept of 'usual residence', which is nominally defined as 'the place where the person has or intends to live for 6 months or more'.
- Operationally, the address details of the child's parent or guardian are recorded as it is assumed that the child lives with the parent or guardian and it is infeasible for children in scope of this collection to self-report. It is also not operationally possible to confirm whether or not the address provided on the service provider records is the place that the parent or guardian has or intends to live for 6 months or more, in accordance with the nominal definition of 'usual residence'.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Standard Jurisdictional Output Categories

Representation class: Text

Data type: String

Format: X(46), for example, Gawler

Maximum character length: 46

Supplementary values:

UNKNOWN	Not stated/inadequately described
CONCEALED	Concealed Record

2.1.16 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid Suburb/town/locality name, otherwise amend to appropriate supplementary value.

Guide of Use

If a jurisdiction is able to accurately code complete address information for CD, SA1 and MB, for the data elements [Area of usual residence - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Area of usual residence \(Mesh Block\) ASGS 2011](#) there is no requirement to provide this data element. However, if jurisdictions do not provide Address line in addition to CD, SA1 and MB codes, detailed information on jurisdictional geo-coding processes and validations should be provided to the ABS.

Counting rules:

- The *Suburb/town/locality name* should reflect the place of usual residence of the child's parent or guardian with whom the child spends the majority of their time.
- *Suburb/town/locality name* should be obtained from the child's enrolment record.
- If the child spends 50% with one parent/guardian and 50% with the other, record the 1st suburb/town/locality name recorded.
- The locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.
- Include those children who are living outside of the jurisdiction's borders, if the child attends preschool within the jurisdiction. For example, a child living in Queanbeyan that attends a preschool within Canberra, would be recorded within the ACT jurisdictional data set, not the NSW data set.
- For children boarding at a boarding school, report the suburb/town/locality name of the child's parent or guardian, not the boarding school.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Classification Definitions

UNKNOWN – Not stated/inadequately described

For use when the address of the child’s parent or guardian is unknown, not stated, or inadequately described. Where the address is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up process undertaken.

CONCEALED – Concealed Record

For use when the address of the child’s parent or guardian is concealed/withheld to protect the child’s identity.

Other Information

Related aggregate data elements: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

AUSTRALIAN POSTCODE

Technical name: Address - Australian Postcode, code (Postcode datafile) {NNNN}

METeOR identifier: 429894

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/429894>>

METeOR definition: The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of a person.

Scope

Inclusions: For all children enrolled in a preschool program include:

- The postcode of the child's parent or guardian, with whom the child spends the majority of their time.

Exclusions:

- The postcode for a post office box of the child's parent or guardian.
- The postcode of any other parent or guardian of the child that is not the parent or guardian with whom the child spends the majority of their time.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Postcode.

Nominal definition: The postcode component of a child's address that identifies the child's place of usual residence.

Operational definition: The postcode component of a child's parent or guardian's address, that identifies where the child's parent or guardian lives, reported for the parent or guardian with whom the child spends the majority of their time.

Supporting data elements: The following data elements are used in conjunction with Australian Postcode to geo-code an address to Collection District (CD) Statistical area level 1 (SA1) and Mesh Block (MB) for the data elements [Area of usual residence - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Area of usual residence \(Mesh Block\) ASGS 2011](#). This data element can also be used to validate CD codes, SA1 and MB codes or other supplied address data elements.

- [Suburb/ town/ locality name](#) (Child)
- [Address line](#) (Child)
- [Australian state/ territory identifier](#) (Child)
- *Australian Postcode* can also be used to validate CD codes, SA1 and MB codes or other supplied address data elements.

Conceptual issues:

- The *Postcode* for the child should be reported using the concept of 'usual residence', which is nominally defined as 'the place where the person has or intends to live for 6 months or more'.
- Operationally, the address details of the child's parent or guardian are recorded as it is assumed that the child lives with the parent or guardian and it is infeasible for children in scope of this collection to self-report. It is also not operationally possible to confirm whether or not the address provided on the service provider records is the place that the parent or guardian has or intends to live for 6 months or more, in accordance with the nominal definition of 'usual residence'.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Standard Jurisdictional Output Categories

Classification scheme: Postcode datafile

Representation class: Code

Data type: Number

Format: {NNNN}, for example: 5118

Maximum character length: 4

Supplementary values:

9999	Not stated/inadequately described
0	Concealed Record

2.1.17 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid Australian postcode, otherwise amend to code '9999'
2.	If field contains text of character length is greater than 4.	Provide a valid Australian postcode.

Guide for Use

If a jurisdiction is able to accurately code complete address information for CD, SA1 and MB, for the data elements [Area of usual residence - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Area of usual residence \(Mesh Block\) ASGS 2011](#) there is no requirement to provide this data element. However, if jurisdictions do not provide Address line in addition to CD, SA1 and MB codes, detailed information on jurisdictional geo-coding processes and validations should be provided to the ABS.

Counting rules:

- *Postcode* should reflect the place of usual residence of the parent or guardian with whom the child spends the majority of their time, as specified on the child's enrolment form.
- If the child spends 50% with one parent/guardian and 50% with the other, record the 1st postcode recorded.
- Include those children who are living outside of the jurisdiction's borders, if the child attends preschool within the jurisdiction. For example, a child living in Queanbeyan that attends a preschool in Canberra would be recorded within the ACT jurisdictional data set, not the NSW data set.
- For children boarding at a boarding school, report the postcode of the child's parent or guardian, not the boarding school.

Classification Definitions

CODE 9999 Not stated/inadequately described

For use when the postcode of the child's parent or guardian is unknown, not stated or inadequately described. Where the postcode is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

CODE 0 – Concealed Record

For use when the address of the child's parent or guardian is concealed/withheld to protect the child's identity.

Other Information

Related aggregate data elements: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

AUSTRALIAN STATE/TERRITORY IDENTIFIER

Technical name: Person - Australian state/territory identifier, code N

METeOR identifier: 286919

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/286919>>

METeOR definition: The Australian state or territory where a person can be located, as represented by a code.

Scope

Inclusions: For all children enrolled in a preschool program include:

- The Australian state or territory, including Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory, of the child's parent or guardian, with whom the child spends the majority of their time.

Exclusions:

- The Australian state or territory of any other parent or guardian of the child that is not the parent or guardian with whom the child spends the majority of their time.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Australian state/territory.

Nominal definition: The state or territory component of a child's address that identifies the child's place of usual residence.

Operational definition: The state or territory component of a child's parent or guardian's address, that identifies where the child's parent or guardian lives, reported for the parent or guardian with whom the child spends the majority of their time.

Supporting data elements: The following data elements are used in conjunction with *Australian state/territory identifier* to geo-code an address to Collection District (CD), Statistical area level 1 (SA1) and Mesh Block (MB) for the data elements [Area of usual residence - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Area of usual residence \(Mesh Block\) ASGS 2011](#).

- [Address line](#) (Child)
- [Suburb/ town/ locality name](#) (Child)
- [Australian Postcode](#) (Child)
- *Australian state/territory identifier* can also be used to validate CD codes, SA1 codes or other supplied address data elements.

Conceptual issues:

- The *Australian state/territory identifier* for the child should be reported using the concept of 'usual residence', which is nominally defined as 'the place where the person has or intends to live for 6 months or more'.
- Operationally, the address details of the child's parent or guardian are recorded as it is assumed that the child lives with the parent or guardian and it is infeasible for children in scope of this collection to self-report. It is also not operationally possible to confirm whether or not the address provided on the service provider records is the place that the parent or guardian has or intends to live for 6 months or more, in accordance with the nominal definition of 'usual residence'.
- Operationally, the *Australian state/territory identifier* should reflect that of the parent or guardian with whom the child spends the majority of their time.
- The State/territory is the largest spatial unit in the Australian Statistical Geographical Standard (ASGS 2012). In aggregate, states and territories cover Australia without gaps or overlaps.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N, for example: 2

Maximum character length: 1

Classification values:

- | | |
|---|--|
| 1 | New South Wales |
| 2 | Victoria |
| 3 | Queensland |
| 4 | South Australia |
| 5 | Western Australia |
| 6 | Tasmania |
| 7 | Northern Territory |
| 8 | Australian Capital Territory |
| 9 | Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory) |

Supplementary values:

- | | |
|---|------------------|
| 0 | Concealed Record |
|---|------------------|

2.1.18 Legal Value Checks

<i>Edit specifications</i>	<i>Edit resolution</i>
1. If field is blank.	Provide a valid state/territory identifier.

Guide for Use

Counting rules:

- Collect the place of usual residence of the child's parent or guardian, obtained from the child's enrolment record.
- Record the Australian state or territory of the place of usual residence of the parent or guardian with whom the child spends the majority of their time. If the child spends 50% with one parent/guardian and 50% with the other, record the 1st Australian state or territory recorded.
- Include those children who are living outside of the jurisdiction's borders, if the child attends preschool within the jurisdiction. For example, a child living in Queanbeyan that attends a preschool within Canberra would be recorded within the ACT jurisdictional data set, not the NSW data set.
- For children boarding at a boarding school, report the Australian state or territory of the child's parent or guardian, not the boarding school.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Classification Definitions

CODE 0 – Concealed Record

For use when the address of the child’s parent or guardian is concealed/withheld to protect the child’s identity.

Other Information

Related aggregate data elements: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

AREA OF USUAL RESIDENCE - ASGC 2011 (COLLECTION DISTRICT)

Technical name: Person - area of usual residence, geographical location CD code, (ASGC 2011) NNNNNNN

METeOR identifier: 455512

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/455512>>

METeOR definition: The geographical location of the usual residence of the person, using a seven digit numerical code which indicates the Collection District (CD) within the state or territory of Australia.

Scope

Inclusions: For all children enrolled in a preschool program include:

- The area of usual residence of the child's parent or guardian, with whom the child spends the majority of their time.

Exclusions:

- The collection district of the post office box of the child's parent or guardian.
- The area of usual residence for any other parent or guardian of the child that is not the parent or guardian with whom the child spends the majority of their time.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Area of usual residence - ASGC 2011 (Collection District).

Nominal definition: Area of usual residence is the place where the child has lived or intends to live for six months or more from the reference date of the data collection, as represented by a geographical area code (Collection District).

Operational definition: Area of usual residence is the place where the child's parent or guardian lives, as represented by a geographical area code (Collection District). The address should be reported for the parent or guardian with whom the child spends the majority of their time.

Supporting data elements: The following data elements are used to ascertain the child's area of usual residence and to geo-code an address to Collection District (CD) for this data element:

- [Address line](#) (Child)
- [Suburb/ town/ locality name](#) (Child)
- [Australian Postcode](#) (Child)
- [Australian state/territory identifier](#) (Child)

Conceptual issues:

- By recording the geographic location of the child's 'area of usual residence', this information can be used to determine the socio-economic status of the area in which the child's parent or guardian lives. This information assists in the derivation of disadvantage status and the disaggregation of Indigenous children by geographic location. *Area of usual residence - ASGC 2011* also enables disaggregation of data by Remoteness Area.
- *Area of usual residence - ASGC 2011 (Collection District)* is derived from the data elements outlined above. Jurisdictions wishing to undertake their own coding should contact the ABS for further information about the correct use of geography correspondences.
- Operationally, the area of usual residence of the child's parent or guardian are recorded as it is assumed that the child lives with the parent or guardian and it is infeasible for children in scope of this collection to self-report. It is also not operationally possible to confirm whether or not the address provided on the service provider records is the place that the parent or guardian has or intends to live for 6 months or more, in accordance with the nominal definition of 'usual residence'. Operationally, the *Area of usual residence - ASGC 2011 (Collection District)* should reflect that of the parent or guardian with whom the child spends the majority of their time.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Australian Standard Geographical Classification (ASGC):

- The Australian Standard Geographical Classification (ASGC) has now been replaced with the Australian Statistical Geography Standard (ASGS). For 2012, the ABS requests that both ASGC (CD) and ASGS Statistical Area level 1 (SA1) and where available ASGS Mesh Block (MB) codes be provided in jurisdictional data sets, and that they are clearly distinguished.

Collection District (CD):

- The CD was the smallest geographic area defined in the Australian Standard Geographical Classification (ASGC). CDs served as the basic building block in the ASGC and were used for the aggregation of statistics to larger ASGC areas, and some non-ASGC areas, such as Commonwealth and State electoral divisions. CDs are represented by a seven digit code. CDs have now been replaced by Statistical Areas level 1 (SA1s), within the new geographic standard, the Australian Statistical Geographic Standard (ASGS).

Standard Jurisdictional Output Categories

Classification Scheme: Australian Standard Geographical Classification 2011

Representation class: Code

Data type: Number

Format: NNNNNNN, for example: 4052030

Maximum character length: 7

Supplementary values:

1999899	New South Wales: undefined CD
2999899	Victoria: undefined CD
3999899	Queensland: undefined CD
4999899	South Australia: undefined CD
5999899	Western Australia: undefined CD
6999899	Tasmania: undefined CD
7999899	Northern Territory: undefined CD
8999899	Australian Capital Territory: undefined CD
9999899	Other Territories: undefined CD

2.1.19 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid CD code, otherwise default to state/territory specific CD undefined code.
2.	If field contains text or if character length is greater than 7.	Provide a valid CD code.

Guide for Use

Counting rules:

- Code the area of usual residence to CD using the child's parent or guardian's address line, postcode, suburb/town/locality name and state/territory, as obtained from the child's enrolment record.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

- The place of usual residence of the parent or guardian with whom the child spends the majority of their time should be used for coding to CD. If the child spends 50% with one parent/guardian and 50% with the other, use the 1st residential address recorded.
- Include those children who are living outside of the jurisdiction's borders, if the child attends preschool within the jurisdiction. For example, a child living in Queanbeyan that attends a preschool within Canberra would be recorded within the ACT jurisdictional data set, not the NSW data set.
- For children boarding at a boarding school, report the CD code for the area of usual residence of the child's parent or guardian, not the boarding school.

Classification Definitions

Undefined CD codes

For use when the address of the child's parent or guardian is not known or incomplete, or where the jurisdiction is unable to accurately code to CD. Where address information is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

STATISTICAL AREA LEVEL 1 (SA1)

Technical name: Address – statistical area, level 1 (SA1) code (ASGS 2011 N(11))

METeOR identifier: 457287

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/457287>>

METeOR definition: A designated region representing the smallest unit for the release of Census data used for describing a location, as represented by a code.

Scope

Inclusions: For all children enrolled in a preschool program:

- The area of usual residence of the child's parent or guardian, with whom the child spends the majority of their time.

Exclusions:

- The Statistical Area level 1 (SA1) of the post office box of the child's parent or guardian.
- The area of usual residence for any other parent or guardian of the child that is not the parent or guardian with whom the child spends the majority of their time.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Statistical Area level 1 (SA1) ASGS 2011.

Nominal definition: Area of usual residence is the place where the child has lived or intends to live for six months or more from the reference date of the data collection, as represented by a geographical area code (SA1).

Operational definition: Area of usual residence is the place where the child's parent or guardian lives, as represented by a geographical area code (SA1). The address should be reported for the parent or guardian with whom the child spends the majority of their time. The child's parent or guardian must be asked to identify the address on the child's behalf and the service provider should record this on the child's enrolment record.

Supporting data elements: The following data elements are used to ascertain the child's area of usual residence and to geo-code an address to SA1 for this data element:

- [Address line](#) (Child)
- [Suburb/ town/ locality name](#) (Child)
- [Australian Postcode](#) (Child)
- [Australian state/territory identifier](#) (Child)

Conceptual issues:

- By recording the geographic location of the child's 'area of usual residence', this information can be used to determine the socio-economic status of the area in which the child's parent or guardian lives. This information assists in the derivation of disadvantage status and the disaggregation of Indigenous children by geographic location.
- *Statistical Area level 1 (SA1) ASGS 2011* also enables disaggregation of data by remoteness area.
- *Statistical Area level 1 (SA1) ASGS 2011* is derived from the data elements outlined above. Jurisdictions wishing to undertake their own coding should contact the ABS for further information about the correct use of geography correspondences.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

- Operationally, the area of usual residence of the child's parent or guardian are recorded as it is assumed that the child lives with the parent or guardian and it is infeasible for children in scope of this collection to self-report. It is also not operationally possible to confirm whether or not the address provided on the service provider records is the place that the parent or guardian has or intends to live for 6 months or more, in accordance with the nominal definition of 'usual residence'. Operationally, the *Statistical Area level 1 (SA1)* - *ASGS 2011* should reflect that of the parent or guardian with whom the child spends the majority of their time.

The Australian Statistical Geography Standard (ASGS)

- The Australian Statistical Geography Standard (ASGS) has replaced the Australian Standard Geographical Classification (ASGC). For further information to assist you to move from the ASGC to the ASGS please refer to the ABS website at <http://www.abs.gov.au/geography>.

Statistical Area Level 1 (SA1)

- The SA1s have been designed as the smallest unit for the release of Census data. SA1s are built from whole Mesh Blocks. Whole SA1s aggregate directly to SA2s in the Main Structure, as well as all of the Non-ABS Structures except Local Government Areas (LGAs) and Tourism Regions. SA1s do not cross state or territory borders. There are approximately 55,000 SA1s. In aggregate, they cover the whole of Australia without gaps or overlaps.

Standard Jurisdictional Output Categories

Classification Scheme: Australian Statistical Geography Standard 2011

Representation class: Code

Statistical Area Level 1

Data type: Number

Format: N(11), for example: 40520301234

Maximum character length: 11

Supplementary values:

19999998999	New South Wales: unknown SA1
29999998999	Victoria: unknown SA1
39999998999	Queensland: unknown SA1
49999998999	South Australia: unknown SA1
59999998999	Western Australia: unknown SA1
69999998999	Tasmania: unknown SA1
79999998999	Northern Territory: unknown SA1
89999998999	Australian Capital Territory: unknown SA1
99999998999	Other Territories: unknown SA1

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.1.20 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field contains text.	Provide a valid SA1 code, otherwise amend to state/territory SA1 supplementary value.
2.	If character length of SA1 field is greater than 7.	Provide a valid SA1 code, otherwise amend to state/territory SA1 unknown code.

Guide for Use

Counting rules:

- Code the area of usual residence to SA1, using the child's parent or guardian's address line, postcode, suburb/town/locality name and state/territory, as obtained from the child's enrolment record.
- The place of usual residence of the parent or guardian with whom the child spends the majority of their time should be used for coding to SA1. If the child spends 50% with one parent/guardian and 50% with the other, use the 1st residential address recorded.
- Include those children who are living outside of the jurisdiction's borders, if the child attends preschool within the jurisdiction. For example, a child living in Queanbeyan that attends a preschool within Canberra would be recorded within the ACT jurisdictional data set, not the NSW data set.
- For children boarding at a boarding school, report the SA1 code for the area of usual residence of the child's parent or guardian, not the boarding school.

Classification Definitions

Unknown SA1 codes

For use when the address of the child's parent or guardian is not known or incomplete, or where the jurisdiction is unable to accurately code to SA1. Where address information is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

AREA OF USUAL RESIDENCE – ASGS 2011 (MESH BLOCK)

Technical name: N/A

METeOR identifier: N/A

METeOR link: N/A

METeOR definition: N/A

Note: This is an additional data element. The Australian Statistical Geographic Standard (ASGS) is the new geographic standard that has replaced the Australian Standard Geographical Classification (ASGC). The ABS requests this data element to better report on geographic locations.

Scope

Inclusions: For all children enrolled in a preschool program:

- The area of usual residence of the child's parent or guardian, with whom the child spends the majority of their time.

Exclusions:

- The Mesh Block (MB) of the post office box of the child's parent or guardian.
- The area of usual residence for any other parent or guardian of the child that is not the parent or guardian with whom the child spends the majority of their time.
- Children not enrolled in a preschool program.

Underlying Concepts

Concept: Area of usual residence – ASGS 2011 (Mesh Block).

Nominal definition: Area of usual residence is the place where the child has lived or intends to live for six months or more from the reference date of the data collection, as represented by a geographical area code Mesh Block (MB).

Operational definition: Area of usual residence is the place where the child's parent or guardian lives, as represented by a geographical area code MB. The address should be reported for the parent or guardian with whom the child spends the majority of their time. The child's parent or guardian must be asked to identify the address on the child's behalf and the service provider should record this on the child's enrolment record.

Supporting data elements: The following data elements are used to ascertain the child's area of usual residence and to geo-code an address to MB for this data element:

- [Address line](#) (Child)
- [Suburb/ town/ locality name](#) (Child)
- [Australian Postcode](#) (Child)
- [Australian state/territory identifier](#) (Child)

Conceptual issues:

- By recording the geographic location of the child's 'area of usual residence', this information can be used to determine the socio-economic status of the area in which the child's parent or guardian lives. This information assists in the derivation of disadvantage status and the disaggregation of Indigenous children by geographic location.
- *Area of usual residence- ASGS 2011 (Mesh Block)* also enables disaggregation of data by remoteness area.
- *Area of usual residence- ASGS 2011 (Mesh Block)* is derived from the data elements outlined above. Jurisdictions wishing to undertake their own coding should contact the ABS for further information about the correct use of geography correspondences.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

- Operationally, the area of usual residence of the child's parent or guardian are recorded as it is assumed that the child lives with the parent or guardian and it is infeasible for children in scope of this collection to self-report. It is also not operationally possible to confirm whether or not the address provided on the service provider records is the place that the parent or guardian has or intends to live for 6 months or more, in accordance with the nominal definition of 'usual residence'. Operationally, the *Area of usual residence - ASGS 2011 (Mesh Block)* should reflect that of the parent or guardian with whom the child spends the majority of their time.

The Australian Statistical Geography Standard (ASGS)

- The Australian Statistical Geography Standard (ASGS) has replaced the Australian Standard Geographical Classification (ASGC). For further information to assist you to move from the ASGC to the ASGS please refer to the ABS website at <http://www.abs.gov.au/geography>.

Mesh Block (MB)

- Mesh Blocks (MBs) are the smallest geographic region in the ASGS and form the basis for the larger regions of the ASGS. There are approximately 347,000 MBs covering the whole of Australia without gaps or overlaps. They broadly identify land use such as residential, commercial, agricultural and parks etc. MBs are the building blocks for all the larger regions of the ASGS. As MBs are very small they can be combined together to accurately approximate a large range of other statistical regions.

Mesh Block

Classification Scheme: Australian Statistical Geography Standard 2011

Representation class: Code

Data type: String

Format: N(11), for example: 40520305768

Maximum character length: 11

Supplementary values:

1999998999	New South Wales: undefined MB
2999998999	Victoria: undefined MB
3999998999	Queensland: undefined MB
4999998999	South Australia: undefined MB
5999998999	Western Australia: undefined MB
6999998999	Tasmania: undefined MB
7999998999	Northern Territory: undefined MB
8999998999	Australian Capital Territory: undefined MB
9999998999	Other Territories: undefined MB

2.1.21 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field contains text.	Provide a valid MB code, otherwise amend to state/territory MB supplementary value.
2.	If character length of MB field is greater than 11.	Provide a valid MB code, otherwise amend to state/territory MB undefined code.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Guide for Use

Counting rules:

- Code the area of usual residence to MB, using the child's parent or guardian's address line, postcode, suburb/town/locality name and state/territory, as obtained from the child's enrolment record.
- The place of usual residence of the parent or guardian with whom the child spends the majority of their time should be used for coding to MB. If the child spends 50% with one parent/guardian and 50% with the other, use the 1st residential address recorded.
- Include those children who are living outside of the jurisdiction's borders, if the child attends preschool within the jurisdiction. For example, a child living in Queanbeyan that attends a preschool within Canberra would be recorded within the ACT jurisdictional data set, not the NSW data set.
- For children boarding at a boarding school, report the MB code for the area of usual residence of the child's parent or guardian, not the boarding school.

Classification Definitions

Undefined MB codes

For use when the address of the child's parent or guardian is not known or incomplete, or where the jurisdiction is unable to accurately code to MB. Where address information is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

STATISTICAL ENTITY: SERVICE PROVIDER ORGANISATION

An early childhood education and care provider is considered in scope if it is delivering a preschool program intended for children in the year before they commence full-time schooling.

The following descriptions outline the 2012 URL service provider level data element collection instructions.

ORGANISATION IDENTIFIER

Technical name: Service provider organisation - organisation identifier, X(15)

METeOR identifier: 397155

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/397155>>

METeOR definition: A unique identifier assigned to each service which delivers child care or preschool services to children.

Scope

Inclusions: A unique identifier for each service provider, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- Identifiers assigned to the registered business or the organisation operating the service, if different from the preschool program provider.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Organisation identifier.

Nominal definition: A unique identifier at the national level, assigned to each service that delivers a preschool program.

Operational definition: A unique identifier at the state or territory level, assigned to each service that delivers a preschool program.

Supporting data elements: [Organisation name](#)

Conceptual issues:

- The organisation identifier is used to enable accurate identification of the service provider.
- The organisation identifier may be used to identify records that require follow-up with service providers to resolve data queries.
- The nominal and operational definitions differ as there is currently no uniform method for assigning the organisation identifier. States and territories are advised to adopt a consistent approach to assigning identifiers within their jurisdiction.
- Further information on the collection of this data element is provided prior to the 2012 National ECEC Collection.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Standard Jurisdictional Output Categories

Representation class: Identifier

Data type: String

Format: X(15), for example: N112233

Maximum character length: 15

Supplementary values:

CONCEALED Concealed Record

2.2.1 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid organisation identifier.
2.	If character length is greater than 15.	Provide a valid organisation identifier.

Guide for Use

Counting rules:

- The identifier should include components that identify the main service type, state/territory and an individual number for each service.
- The identifier should be reported for the location at which the preschool program is delivered. A discrete identifier should be supplied for each preschool program operated as a separate campus or 'satellite' of a parent service provider organisation.
- All individual caregivers working for family day care/in-home care services should be provided with the same service identifier as the service in which they work.

Classification Definitions

CONCEALED – Concealed Record

For use when the organisation identifier of a Service Provider Organisation of an enrolled child is concealed/withheld to protect the child's identity.

Other Information

Related aggregate data elements: [Organisation identifier](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

ORGANISATION NAME

Technical name: Organisation – organisation name, text [X(200)]

METeOR identifier: 453823

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/453823>>

METeOR definition: The full title of an organisation's name by which it trades or is recognised, as represented by text.

Scope

Inclusions: The service provider's full operating or trading name, including a campus name or satellite school name where relevant, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The registered business name, where materially different from the name of the service delivering the preschool program that it manages or owns.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Organisation name.

Nominal definition: The operating or trading name, including the campus name or satellite school name, of the early childhood education and care service.

Operational definition: Consistent with nominal definition.

Supporting data elements: [Organisation identifier](#)

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Representation class: Text

Data type: String

Format: [X(200)], for example: Lavender Gardens Preschool

Maximum character length: 200

Supplementary values:

CONCEALED Concealed Record

Guide for Use

This item should be used to report the operating or trading name of the early childhood education and care service which delivers a preschool program to children. Generally, the complete establishment, agency or organisation name should be used to avoid any ambiguity in identification.

Counting rules:

- This item should be used to report the operating or trading name of the early childhood education and care service which delivers a preschool program.
- The registered business name should not be used if it is different from the name of the early childhood education and care service that it manages or owns.
- The name of the institution may or may not include a Pty Ltd business name.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

- A campus name or satellite school name (e.g. where the service provider organisation operates preschool programs at multiple geographical locations using the same service provider name) may also be used. For example, St Joseph's Kindergarten may operate two separate preschool programs at centres located in different geographical areas so each centre should be listed with a distinguishable name, such as 'St Joseph's Kindergarten - Brighton' and 'St Joseph's Kindergarten - Gawler'.
- If special characters or symbols form part of the name they should be included. This includes characters such as the letters A-Z, hyphens, commas, apostrophes, @, # etc. Mixed case should be used rather than upper case only.

Classification Definitions

CONCEALED – Concealed Record

For use when the organisation name of a Service Provider Organisation of an enrolled child is concealed/withheld to protect the child's identity.

Other Information

Related aggregate data elements: [Organisation name](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

ADDRESS LINE

Technical name: Service provider organisation (address) - address line, text [X(180)]

METeOR identifier: 290315

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/290315>>

METeOR definition: A composite of one or more standard address components, as represented by text.

Scope

Inclusions: For all early childhood education and care services that deliver a preschool program include:

- The physical location at which the preschool program is being delivered, which may include:
 - Building/complex sub-unit type
 - Building/complex sub-unit number
 - Building/property name
 - Floor/level number
 - Floor/level type
 - House/property number
 - Lot/section number
 - Street name
 - Street type code
 - Street suffix code

Exclusions:

- The post office box address of the service provider.
- The address of the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Address line.

Nominal definition: The complete street address component of a service provider address which identifies the specific geographical location at which the preschool program is delivered.

Operational definition: Consistent with nominal definition.

Supporting data elements: The following data elements are used in conjunction with *Address line* to geo-code an address to Collection District (CD), Statistical area level 1 (SA1) and Mesh Block (MB) for the data elements [Geographic location of organisation - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Geographic Location of Organisation - ASGS 2011 \(Mesh Block\)](#).

- [Australian Postcode](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)
- [Australian state/territory identifier](#) (Service provider)

Address line can also be used to validate CD codes, SA1 codes or other supplied address data elements.

Conceptual issues: N/A

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Standard Jurisdictional Output Categories

Representation class: Text

Data type: String

Format: [X(180)], for example: 50 Tulip Avenue

Maximum character length: 180

Supplementary values:

CONCEALED Concealed Record

2.2.2 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid address line, otherwise amend to 'UNKNOWN'.
2.	If field is a post office address.	Provide a valid geographic address.

Guide for Use

Service providers may operate preschool programs at a number of different geographical localities, with the management and operational responsibilities for those preschools being run out of the same administration office. In this situation, each preschool program is required to have an individual address line recorded, to allow identification of the geographical location where the preschool program is being delivered.

For operational purposes, mobile preschools should be record with the address line of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Counting rules:

- Record the address line where the preschool program is delivered, by collecting comprehensive address details which allow identification of the geographical location. As a minimum, street number, street name and street type are requested to allow for accurate geo-coding.
- If no address line exists to identify the location of the service provider, which may occur in remote areas, provide detailed information regarding the locality where the preschool program is being delivered. For example:
 - On Outback Station, 120km from Bushland via East Highway (80km) and access road (30km)
 - On the western shore of Sunshine Island, 150km south of Summerville.

Classification Definitions

CONCEALED – Concealed Record

For use when the address line of the service provider organisation of the child is concealed/withheld to protect the child's identity.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Other Information

Related aggregate data elements: [Address line](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

SUBURB/TOWN/LOCALITY NAME

Technical name: Address – suburb/town/locality name, text X[46]

METeOR identifier: 429889

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/429889>>

METeOR definition: The name of the locality/suburb of the address, as represented by text.

Scope

Inclusions: The suburb/town/locality name which identifies the physical location at which the preschool program is being delivered, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The suburb/town/locality name for the post office box of the service provider.
- The suburb/town/locality name of the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Suburb/town/locality name.

Nominal definition: The suburb/town/locality name component of a complete service provider address, which identifies the specific geographical location at which the preschool program is delivered.

Operational definition: Consistent with nominal definition.

Supporting data elements: The following data elements are used in conjunction with *Suburb/town/locality name* to geo-code an address to Collection District (CD), Statistical area level 1 (SA1) and Mesh Block (MB) for the data elements [Geographic location of organisation - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Geographic location of organisation - ASGS 2011 \(Mesh Block\)](#).

- [Address line](#) (Service provider)
- [Australian Postcode](#) (Service provider)
- [Australian state/territory identifier](#) (Service provider)

Suburb/town/locality name can also be used to validate CD codes, SA1 codes or other supplied address data elements.

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Representation class: Text

Data type: String

Format: [X(46)], for example: Lavender Gardens

Maximum character length: 46

Supplementary values:

UNKNOWN	Not stated/inadequately described
CONCEALED	Concealed record

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.2.3 Legal Value Checks

<i>Edit specifications</i>	<i>Edit resolution</i>
1. If field is blank.	Provide a valid suburb/town/locality name, otherwise amend to 'UNKNOWN'.

Guide for Use

Service providers may operate preschool programs at a number of different geographical localities, with the management and operational responsibilities for those preschools being run out of the same administration office. In this situation, each preschool program is required to have an individual suburb/town/locality name recorded, to allow identification of the geographical location where the preschool program is being delivered.

The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.

For operational purposes, mobile preschools should be record with the suburb/town/locality name of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Counting rules:

- Record the suburb/town/locality name where the preschool program is delivered.

Classification Definitions

UNKNOWN - Not stated/inadequately described

For use when the suburb/town/locality name of the service provider is unknown, not stated or inadequately described. Where the suburb/town/locality name is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

CONCEALED – Concealed record

For use when the suburb/town/locality name of the service provider organisation of the child is concealed/withheld to protect the child's identity.

Other Information

Related aggregate data elements: [Suburb/town/locality name](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

AUSTRALIAN STATE/TERRITORY IDENTIFIER

Technical name: N/A

METeOR identifier: N/A

METeOR link: N/A

METeOR definition: N/A

Note: This is an additional data element, requested for the following purpose:

- geo-coding to ASGC 2011 (Collection District), Statistical Area level 1 (SA1) ASGS 2011 and Mesh Block (MB) ASGS 2011 if jurisdictions are unable to undertake coding,
- validating jurisdictional geo-coding,
- validating other address components.

Scope

Inclusions: The Australian state or territory, including Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The Australian state/territory at which the head administration office is located, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Australian state/territory.

Nominal definition: The Australian state/territory component of a complete service provider address which identifies the geographical location at which the preschool program is delivered.

Operational definition: Consistent with the nominal definition.

Supporting data elements: The following data elements are used in conjunction with *Australian state/territory identifier* to geo-code an address to Collection District (CD), Statistical Area level 1 (SA1) and Mesh Block (MB) for the data elements [Geographic location of organisation - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Geographic location of organisation – ASGS 2011 \(Mesh Block\)](#)

- [Address line](#) (Service provider)
- [Australian Postcode](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)

Australian state/territory identifier can also be used to validate CD codes, SA1 codes or other supplied address data elements.

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N, for example: 3

Maximum character length: 1

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Classification values:

- 1 New South Wales
- 2 Victoria
- 3 Queensland
- 4 South Australia
- 5 Western Australia
- 6 Tasmania
- 7 Northern Territory
- 8 Australian Capital Territory
- 9 Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)

Supplementary values:

- 0 Concealed record

2.2.4 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid Australian state/territory identifier.
2.	If field contains text or character length is greater than 1.	Provide a valid Australian state/territory identifier.

Guide for Use

Service providers may operate preschool programs at a number of different geographical localities, with the management and operational responsibilities for those preschools being run out of the same administration office. In this situation, each preschool program is required to have an individual Australian state/territory identifier recorded, to allow identification of the geographical location where the preschool program is delivered.

For operational purposes, mobile preschools should be record with the state/territory identifier of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Counting rules:

- Record the Australian state or territory where the preschool program is delivered.

Classification Definitions

CODE 0 – Concealed record

For use when the Australian state/territory identifier of the service provider organisation of the child is concealed/withheld to protect the child's identity.

Other Information

Related URL data element: [Australian State/territory identifier](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

AUSTRALIAN POSTCODE

Technical name: Service provider organisation (address) - Australian postcode, code (Postcode datafile) {NNNN}

METeOR identifier: 429894

METeOR link: <http://meteor.aihw.gov.au/content/index.phtml/itemId/429894>

METeOR definition: The numeric descriptor for a postal delivery area, aligned with locality, suburb or place for the address of an organisation, as represented by a code.

Scope

Inclusions: The Australian postcode which identifies the physical location at which the preschool program is being delivered, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The postcode for a post office box of the service provider.
- The postcode of the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Postcode.

Nominal definition: The postcode component of a complete service provider address that identifies the geographical location at which the preschool program is delivered.

Operational definition: Consistent with nominal definition.

Supporting data elements: The following data elements are used in conjunction with Australian Postcode to geo-code an address to Collection District (CD), Statistical area level 1 (SA1) and Mesh Block (MB) for the data elements

[Geographic location of organisation - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Geographic location of organisation - ASG 2011 \(Mesh Block\)](#).

- [Address line](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)
- [Australian state/territory identifier](#) (Service provider)

Postcode can also be used to validate CD codes, SA1 codes or other supplied address data elements.

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Classification scheme: Postcode datafile

Representation class: Code

Data type: Number

Format: {NNNN}, for example: 2345

Maximum character length: 4

Supplementary values:

- | | |
|------|-----------------------------------|
| 9999 | Not stated/inadequately described |
| 0 | Concealed record |

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.2.5 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid Australian postcode, otherwise amend to code '9999'.
2.	If field contains text or character length is greater than 4.	Provide a valid Australian postcode.

Guide for Use

Service providers may operate preschool programs at a number of different geographical localities, with the management and operational responsibilities for those preschools being run out of the same administration office. In this situation, each preschool program is required to have an individual postcode recorded, to allow identification of the geographical location where the preschool program is delivered.

For operational purposes, mobile preschools should be record with the postcode of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Counting rules:

- Record the postcode where the preschool program is delivered.
- Postcode may be collected as part of the address line, or separately.

Classification Definitions

CODE 9999 - Not stated/inadequately described

For use when the postcode of the service provider is unknown, not stated or inadequately described. Where the postcode is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

CODE 0 – Concealed record

For use when the Postcode of the service provider organisation of the child is concealed/withheld to protect the child's identity.

Other Information

Related aggregate data elements: [Australian Postcode](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

GEOGRAPHIC LOCATION OF ORGANISATION - ASGC 2011 (COLLECTION DISTRICT)

Technical name: Service provider organisation - geographic location (CD), code (ASGC 2011) NNNNNNN

METeOR identifier: 455515

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/455515>>

METeOR definition: The geographical location of an agency using a seven-digit numerical code which indicates the Collection District (CD) within the state or territory of Australia.

Scope

Inclusions: ASGC 2011 CD code indicating the geographical location at which the preschool program is delivered, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The CD code associated with a post office box.
- The CD code associated with the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Geographic location of organisation - ASGC 2011 (CD).

Nominal definition: The geographic location of the service provider within a state or territory of Australia as represented by a geographical area code (CD).

Operational definition: Consistent with nominal definition.

Supporting data elements: CD is derived using the following data elements:

- [Address line](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)
- [Australian Postcode](#) (Service provider)

Conceptual issues:

Australian Standard Geographical Classification (ASGC)

- The ASGC has now been replaced with the Australian Statistical Geography Standard (ASGS). For 2012, the ABS requests that both ASGC (CD) and ASGS (MB/SA1) codes be provided in jurisdictional data sets, and that they are clearly distinguished.

Collection District (CD)

- The CD was the smallest geographic area defined in the ASGC. CDs served as the basic building block in the ASGC and were used for the aggregation of statistics to larger ASGC areas, and some non-ASGC areas, such as Commonwealth and State electoral divisions. CDs are represented by a seven digit code and are derived from the data elements outlined above in the supporting data elements list. CDs have now been replaced by Statistical Area level 1 (SA1), within the new geographic standard, the ASGS.

Standard Jurisdictional Output Categories

Classification Scheme: ASGC 2011

Representation class: Code

Data type: Number

Format: NNNNNNN, for example: 1129001

Maximum character length: 7

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Supplementary values:

1999899	New South Wales: undefined CD
2999899	Victoria: undefined CD
3999899	Queensland: undefined CD
4999899	South Australia: undefined CD
5999899	Western Australia: undefined CD
6999899	Tasmania: undefined CD
7999899	Northern Territory: undefined CD
8999899	Australian Capital Territory: undefined CD
9999899	Other Territories: undefined CD

2.2.6 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid CD code, otherwise default to state/territory specific CD undefined code.
2.	If field contains text or character length is greater than 7.	Provide a valid CD code.

Guide for Use

Counting rules:

- Code the geographical location (CD) where the preschool program is delivered using the address line, postcode, suburb/town/locality name and state or territory of the service provider.
- For operational purposes, mobile preschools should be record with the geographic location (CD) of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Classification Definitions

Unknown CD codes

For use when the address of the service provider is not known or incomplete and unable to be coded to CD, or where the jurisdiction is unable to accurately code to CD. Where address information is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: [Geographic location of organisation - ASGC 2011 \(Collection District\)](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

STATISTICAL AREA LEVEL 1 (SA1) ASGS 2011

Technical name: Address – statistical area, level 1 (SA1) code (ASGS 2011) N(11)

METeOR identifier: 457287

METeOR link: < <http://meteor.aihw.gov.au/content/index.phtml/itemId/457287> >

METeOR definition: A designated region representing the smallest unit for release of Census data used for describing a location, as represented by a code.

Scope

Inclusions: Statistical Area level 1 (SA1) ASGS 2011 code indicating the geographical location at which the preschool program is delivered, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The SA1 code associated with a post office box.
- The SA1 code associated with the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Statistical Area level 1 (SA1) ASGS 2011.

Nominal definition: The geographic location of the service provider within the state or territory of Australia as represented by a geographical area code (SA1).

Operational definition: Consistent with nominal definition.

Supporting data elements: MB/SA1 is derived using the following data elements:

- [Address line](#) (Service provider)
- [Australian Postcode](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)

Conceptual issues:

The Australian Statistical Geography Standard (ASGS)

- The ASGS has replaced the ASGC. Further information to assist jurisdictions to move from the ASGC to the ASGS is available on the ABS website at <http://www.abs.gov.au/geography>.

Statistical Area Level 1 (SA1)

- The SA1s have been designed as the smallest unit for the release of Census data. SA1s are built from whole MBs. Whole SA1s aggregate directly to SA2s in the Main Structure, as well as all of the Non-ABS Structures except LGAs and Tourism Regions. SA1s do not cross state or territory borders. There are approximately 55,000 SA1s. In aggregate, they cover the whole of Australia without gaps or overlaps.

Standard Jurisdictional Output Categories

Classification Scheme: ASGS 2011

Representation class: Code

Data type: Number

Format: N(11), for example: 40520315620

Maximum character length: 11

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Supplementary values:

19999998999	New South Wales: unknown SA1
29999998999	Victoria: unknown SA1
39999998999	Queensland: unknown SA1
49999998999	South Australia: unknown SA1
59999998999	Western Australia: unknown SA1
69999998999	Tasmania: unknown SA1
79999998999	Northern Territory: unknown SA1
89999998999	Australian Capital Territory: unknown SA1
99999998999	Other Territories: unknown SA1

2.2.7 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field contains text.	Provide a valid SA1 code, otherwise amend to state/territory SA1 supplementary value.
2.	If character length of SA1 field is greater than 11.	Provide a valid SA1 code, otherwise amend to state/territory SA1 unknown code.

Guide for Use

Counting rules:

- Code the geographical location (SA1) where the preschool program is delivered using the address line, postcode, suburb/town/locality name and state or territory of the service provider.
- For operational purposes, mobile preschools should be record with the geographic location (SA1) of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Classification Definitions

Unknown SA1 codes

For use when the address of the service provider is not known or incomplete and unable to be coded to SA1, or where the jurisdiction is unable to accurately code to SA1. Where address information is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: [Statistical Areal level 1 \(SA1\) ASGS 2011](#)

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

GEOGRAPHIC LOCATION OF ORGANISATION – ASGS 2011 (MESH BLOCK)

Technical name: N/A

METeOR identifier: N/A

METeOR link: N/A

METeOR definition: N/A

Note: This is an additional data element. The Australian Statistical Geographic Standard (ASGS) is the new geographic standard that has replaced the Australian Standard Geographical Classification (ASGC).

Scope

Inclusions: ASGS Mesh Block (MB) code indicating the geographical location at which the preschool program is delivered, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The MB code associated with a post office box.
- The MB code associated with the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Geographic location of organisation - ASGS 2011 (MB).

Nominal definition: The geographic location of the service provider within the state or territory of Australia as represented by a geographical area code (MB).

Operational definition: Consistent with nominal definition.

Supporting data elements: MB/SA1 is derived using the following data elements:

- [Address line](#) (Service provider)
- [Australian Postcode](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)
- [Australian state/territory identifier](#) (Service provider)

Conceptual issues:

The Australian Statistical Geography Standard (ASGS)

- The ASGS has replaced the ASGC. Further information to assist jurisdictions to move from the ASGC to the ASGS is available on the ABS website at <http://www.abs.gov.au/geography>.

Mesh Block (MB)

- MBs are the smallest geographic region in the ASGS and form the basis for the larger regions of the ASGS. There are approximately 347,000 MBs covering the whole of Australia without gaps or overlaps. They broadly identify land use such as residential, commercial, agricultural and parks etc. MBs are the building blocks for all the larger regions of the ASGS. As MBs are very small they can be combined together to accurately approximate a large range of other statistical regions.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Standard Jurisdictional Output Categories

Classification Scheme: ASGS 2011

Representation class: Code

Data type: Number

Format: N(11), for example: 40520305768

Maximum character length: 11

Supplementary values:

1999998999	New South Wales: undefined MB
2999998999	Victoria: undefined MB
3999998999	Queensland: undefined MB
4999998999	South Australia: undefined MB
5999998999	Western Australia: undefined MB
6999998999	Tasmania: undefined MB
7999998999	Northern Territory: undefined MB
8999998999	Australian Capital Territory: undefined MB
9999998999	Other Territories: undefined MB

2.2.8 Legal Value Checks

<i>Edit specifications</i>	<i>Edit resolution</i>
1. If field contains text.	Provide a valid MB code, otherwise amend to state/territory MB supplementary value.
2. If character length of MB field is greater than 11.	Provide a valid MB code, otherwise amend to state/territory MB undefined code.

Guide for Use

Counting rules:

- Code the geographical location (MB) where the preschool program is delivered using the address line, postcode, suburb/town/locality name and state or territory of the service provider.

For operational purposes, mobile preschools should be record with the geographic location (MB) of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Classification Definitions

Undefined MB codes

For use when the address of the service provider is not known or incomplete and unable to be coded to MB, or where the jurisdiction is unable to accurately code to MB. Where address information is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Other Information

Related aggregate data elements: [Geographic location of organisation – ASGS 2011 \(Mesb Block\)](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

GOVERNMENT FUNDING TYPE

Technical name: Service provider organisation – government funding type, early childhood education and care N

METeOR identifier: 473096

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/473096>>

METeOR definition: The type of government funding received by an early childhood education and care service providing a preschool program, as represented by a code.

Scope

Inclusions: All early childhood education and care service providers that deliver a preschool program.

Exclusions: Early childhood education and care service providers that do not deliver a preschool program.

- Funding of services primarily for capital works should be excluded.

Underlying Concepts

Concept: State or territory government funded early childhood education and care services.

Nominal definition: Early childhood education and care services that are provided by state and territory governments or are in receipt of state or territory government contributions to assist in the delivery of a preschool program.

Operational definition: Consistent with nominal definition.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N

Maximum character length: 1

Classification values:

- 1 State or territory government funded only
- 2 Australian government funded only
- 3 Both state or territory and Australian government funded
- 4 Neither state or territory nor Australian government funded

Supplementary values:

- 9 Not stated/inadequately described

2.2.9 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid funding type indicator, otherwise amend to code '9'.
2.	If field is not code 1, 2, 3, 4 or 9.	Provide a valid funding type indicator.
3.	If character length is greater than 1.	Provide a valid funding type indicator.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Guide for Use

Counting rules:

- Record whether or not the early childhood education and care services are provided by state and territory governments and or are in receipt of state or territory government contributions to assist in the delivery of a preschool program.
- Funding received by states and territories through the National Partnership Agreement on Early Childhood Education should be **included** under state or territory funding.

Classification Definitions

CODE 1 - State or territory government funded only

Record if the early childhood education and care service providing a preschool program is funded by the state or territory government only (i.e. does not receive any funding from the Australian Government).

CODE 2 - Australian government funded only

Record if the early childhood education and care service providing a preschool program is funded by the Australian Government only (i.e. does not receive any funding from state or territory government). Australian Government funding refers only to funding for Child Care Benefit (CCB) approved services that provide a preschool program. These are predominantly Long Day Care services that also provide a preschool program.

CODE 3 - Both state or territory funding and Australian government funded

Record if the early childhood education and care service providing a preschool program is funded by the state or territory government and funded by the Australian Government. Australian Government funding refers only to funding for Child Care Benefit (CCB) approved services that provide a preschool program. These are predominantly Long Day Care services that also provide a preschool program.

Code 4 – Neither state or territory not Australian government funded

Record if the early childhood education and care service providing a preschool program is not funded by the state or territory government or funded by the Australian Government.

CODE 9 - Not stated/inadequately described

For use when the funding type of the service provider is unknown, not stated or inadequately described. Where the funding type is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Other Information

This item categorises services by funding type to provide contextual information for the Report on Government Services (RoGS).

The presentation of preschool data in RoGS is yet to be determined, but this item will allow preschool data from the National ECEC Collection to be disaggregated by the service funding type (e.g if reporting the indicator ‘children enrolled in a preschool program’, data could be disaggregated by those enrolled in a service that is government funded, or those enrolled in a service this is privately funded only).

Related aggregate data elements: [Government funding type](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

MANAGEMENT TYPE

Technical name: Service provider organisation - management type, early childhood education and care, code N[N]

METeOR identifier: 436087

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436087>>

METeOR definition: The type of legal or social entity responsible for managing the delivery of an early childhood education and care service, as represented by a code.

Scope

Inclusions: The management type for all early childhood education and care services that deliver a preschool program.

Exclusions: Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Management type.

Nominal definition: The legal or social entity responsible for managing the delivery of an early childhood education and care service.

Operational definition: Consistent with nominal definition.

Supporting data elements:

- [Service activity type](#)
- [Service delivery setting](#)

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N[N], for example: 5

Maximum character length: 2

Classification values:

- | | |
|---|--|
| 1 | Private not for profit - community managed |
| 2 | Private not for profit - other organisations |
| 3 | State and territory and local government managed |
| 4 | Private for profit |
| 5 | State and territory government schools |
| 6 | Independent schools |
| 7 | Catholic schools |
| 8 | Other |

Supplementary values:

- | | |
|----|-----------------------------------|
| 99 | Not stated/inadequately described |
|----|-----------------------------------|

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.2.10 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid management type; otherwise amend to code '99'.
2.	If management type is not code 1, 2, 3, 4, 5, 6, 7, 8 or 99.	Provide a valid management type. Where jurisdictional management types differ from ECEC NMDS categories, the ABS requests that a concordance is supplied to verify code mapping.
3.	If field contains text or character length is greater than 2.	Provide a valid management type code.

Guide for Use

Counting rules:

- Record the legal or social entity responsible for managing the delivery of early childhood education and care services.
- Management responsibilities include the day to day running of early childhood education and care services, including task such as the design and the delivery of the preschool program, the hiring and firing of staff, the care of the children, etc.

Classification Definitions

CODE 1 - Private not for profit - community managed

Includes services that are managed by organisations based in the community through a membership made up of community members (e.g. the parents). The membership elects a management committee and the committee is accountable to the membership. No profit is distributed to the management committee or the members, any surplus funds are redirected to the service.

CODE 2 - Private not for profit - other organisations

Include services that are managed by non-profit organisations such as charity organisations, consortium of charity organisations and church groups. Excludes Independent and Catholic schools which should be recorded at Codes 6 and 7.

CODE 3 - State and territory and local government managed

Include services that are managed by the state, territory or local government. Excludes state and territory government schools which should be recorded at Code 5.

CODE 4 - Private for profit

Includes for-profit services provided or managed by a company or private individual.

CODE 5 - State and territory government schools

Schools that are funded and managed by the respective state government.

CODE 6 - Independent schools

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Includes non-government schools that are governed, managed and accountable at the level of the individual school and are not affiliated with the diocesan Catholic Department of Education.

CODE 7 - Catholic schools

Schools affiliated with the diocesan Catholic Department of Education. Catholic schools, as with other classes of non-government schools, receive funding from the Commonwealth Government.

CODE 8 - Other

Includes employer sponsored services.

CODE 99 - Not stated/inadequately described

For use when the management type of the service provider is unknown, not stated or inadequately described. Where the management type is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: [Management type](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

SERVICE ACTIVITY TYPE

Technical name: Service provider organisation - service activity type, early childhood education and care, code N[N]

METeOR identifier: 436094

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436094>>

METeOR definition: The main type of activity available from or provided by an early childhood education and care service provider, as represented by a code.

Scope

Inclusions: The main service activity type, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- Activity types offered by the service provider which are not the service provider's main activity type.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Service activity type.

Nominal definition: Consistent with METeOR definition.

Operational definition: Consistent with METeOR definition.

Supporting data elements:

- [Management type](#)
- [Service delivery setting](#)

Conceptual issues:

- 'Main' is defined as the activity type that the service provider spends the majority of time delivering during the reference period.
- The range of activity types in which a preschool program may be delivered are diverse. This data element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of service availability and how services are provided.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N[N], for example: 8

Maximum character length: 2

Classification values:

- | | |
|---|--|
| 1 | Long day care |
| 2 | Occasional care |
| 3 | Outside school hours care |
| 4 | Vacation care |
| 5 | Family day care |
| 6 | In-home care |
| 7 | Preschool program: stand-alone |
| 8 | Preschool program: as part of a school |

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Supplementary values:

99 Not stated/inadequately described

2.2.11 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid activity type code, otherwise amend to code '99'.
2.	If activity type is not code 1, 2, 3, 4, 5, 6, 7, 8 or 99.	Provide a valid activity type code. Where jurisdictional activity types differ from NMDS categories, the ABS requests that a concordance is supplied to ABS to verify code mapping.
3.	If field contains text or character length is greater than 2.	Provide a valid activity type code.

Guide for Use

Counting rules:

- Only one code should be selected to represent the 'main' type of activity available or provided.
- Multiple responses to this data element are not accepted.

Classification Definitions

CODE 1 - Long day care

Long day care is a centre-based form of child care service providing all-day or part-time care for children of working families and 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 long day care services for children aged 0–5 years. Some long day care may also provide preschool and kindergarten programs and care for school children before and after school and during school holidays, where state and territory government regulations allow this. The service may operate from stand-alone or shared premises, including those on school grounds.

CODE 2 - Occasional 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.

CODE 3 - 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.

CODE 4 - Vacation care

Vacation Care, comprises services provided for school aged children during school holidays only.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

CODE 5 - Family day care

Family day care, comprises services providing small group care for children in the home environment of a registered carer. 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 coordination unit staff.

CODE 6 - In-home care

In-home care, comprises services where an approved carer provides care in the child's home. Families eligible for in-home care include families where the parent/s or child has an illness or disability; families in rural or remote areas; parents working shift work or non-standard hours; families with more than two children from a multiple birth and/or more than two children under school age; and families where a breastfeeding mother is working from home.

CODE 7 - Preschool program: stand-alone

Stand-alone preschool, comprises separately located services dedicated to provide a structured educational programs to children in the one or two years before they commence full-time schooling only.

CODE 8 - Preschool program: as part of a school

Preschool as part of a school, comprises services that are co-located with a school that provide structured educational programs to children in the one or two years before they commence full-time schooling. These services may also be integrated with a school.

CODE 99 - Not stated/inadequately described

For use when the service activity type of a service provider is unknown, not stated or inadequately described. Where the service activity type is not stated or inadequately described, the ABS requests that jurisdictions identify the reason for the response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: [Service activity type](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

SERVICE DELIVERY SETTING

Technical name: Service provider organisation - service delivery setting, early childhood education and care, code N

METeOR identifier: 436100

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436100>>

METeOR definition: The type of setting in which early childhood education and care service activities are provided by a service provider, as represented by a code.

Scope

Inclusions: The service delivery setting, for all early childhood education and care services that deliver a preschool program.

Exclusions: Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Service delivery setting.

Nominal definition: Consistent with METeOR definition.

Operational definition: Consistent with METeOR definition.

Supporting data elements:

- [Management type](#)
- [Service activity type](#)

Conceptual issues:

The range of service settings in which a preschool program may be delivered are diverse. This data element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of service availability and how services are provided.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N, for example: 2

Maximum character length: 1

Classification values:

- | | |
|---|---------------------------|
| 1 | Centre-based—school |
| 2 | Centre-based—other |
| 3 | Home-based—child's home |
| 4 | Home-based—other |
| 5 | General community setting |
| 8 | Other setting |

Supplementary values:

- | | |
|---|-----------------------------------|
| 9 | Not stated/inadequately described |
|---|-----------------------------------|

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.2.12 Legal Value Checks

<i>Edit specifications</i>		<i>Edit resolution</i>
1.	If field is blank.	Provide a valid delivery setting code, otherwise amend to code '9'.
2.	If delivery setting is not code 1, 2, 3, 4, 5, 8 or 9.	Provide a valid delivery setting code. Where jurisdictional delivery setting types differ from NMDS categories, the ABS requests that a concordance is supplied to ABS to verify code mapping.
3.	If field contains text or character length is greater than 1.	Provide a valid delivery setting code.

Guide for Use

Counting rules:

- The service provider should include only one response to this data element.

Classification Definitions

CODE 1 - Centre-based—school

Centre-based—school, refers to child care services or preschool programs delivered on school grounds, using school facilities e.g. a building owned by the school.

CODE 2 - Centre-based—other

Centre-based—other, refers to a non-residential building that was purpose-built or renovated for the purpose of delivering early childhood education and care services but is not located on the property of a State, Independent or Catholic school, e.g. child care centre, stand-alone preschool that is not part of a primary school.

CODE 3 - Home-based—child's home

Home-based—child's home, refers to a private residential dwelling where the child lives.

CODE 4 - Home-based—other

Home-based—other, refers to a private residential dwelling where a child care service or preschool program is delivered by someone other than the child's parents, carers or guardians, e.g. a family day care caregiver's house.

CODE 5 - General community setting

General community setting, refers to a non-residential community infrastructure, facility or building that was not specifically built or developed for the provision of early childhood education and care services and is not part of a State, Independent or Catholic school, e.g. a park, community or scout hall, public library, etc.

CODE 8 - Other setting

Other setting, refers to settings not covered by codes 1 to 5, such as mobile services which are attended at a specific location, rather than being delivered in settings such as a child's home.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

CODE 9 - Not stated/inadequately described

For use when the service delivery setting for the service provider is unknown, not stated or inadequately described. Where the service delivery setting is not stated or inadequately described, the ABS requests that jurisdictions identify the reason for the response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: [Service delivery setting](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

PRESCHOOL PROGRAM SERVICE OPERATION WEEKS

Technical name: Service provider organisation - number of preschool program service operation weeks (calendar year), total NN

METeOR identifier: 450316

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/450316>>

METeOR definition: The total number of weeks per calendar year that the service provider organisation is open to provide preschool program services.

Scope

Inclusions: The number of weeks per year that the service provider is open for delivery of a preschool program, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- Weeks when the preschool program is not being delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Operation weeks.

Nominal definition: The number of weeks per calendar year that the service provider organisation actually provides a preschool program.

Operational definition: Consistent with nominal definition.

Supporting data elements:

- [Maximum preschool program hours available](#)

Conceptual issues:

The provision of service relates only to the preschool program component (i.e. the number of service operation weeks should only be reported for the weeks in the calendar year that the service provider delivers a preschool program).

Standard Jurisdictional Output Categories

Representation class: Total

Data type: Number

Format: NN, for example: 40

Maximum character length: 2

Unit of measure: Week

Supplementary values:

- | | |
|----|--|
| 90 | No regular pattern of operation through a year |
| 99 | Not stated/inadequately described |

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.2.13 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of operation weeks, otherwise amend to code '99'.
2.	If operation weeks are greater than 52 (excluding code 90 or 99)	Provide a valid number of operation weeks.

Guide for Use

Counting rules:

- Do not include weeks when the preschool program is not being delivered, for example if the preschool program is operated in a school setting, do not count weeks during school holiday periods when the centre is only open for administrative purposes. This would not be relevant for an LDC if the preschool program continued to operate during the school holidays.
- A week is measured from 12:00AM (midnight) Monday morning to 11:59PM the following Sunday. If a preschool program operates within this period then it is counted as having operated during that week. Therefore if a preschool program operates for only a short time for one of the days within a week, it is counted as operating during that week.
- Valid numbers are 01 to 52.

Classification Definitions

CODE 90 - No regular pattern of operation through a year

This category is for use when the preschool program has no regular pattern of operation through a year, or is offered on an irregular basis.

CODE 99 - Not stated/inadequately described

For use when the service operation weeks are unknown, not stated or inadequately described. Where the service operation weeks are not stated or inadequately described, the ABS requests that jurisdictions identify the reason for the response and document any follow-up processes undertaken.

Other Information

Related aggregate data elements: [Preschool program service operation weeks](#).

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

STATISTICAL ENTITY: WORKER

Workers who are engaged in the provision of a preschool program, at an in scope early childhood education and care provider, are included in the National ECEC Collection. Worker data was disseminated for the first time as part of the 2011 collection. Worker level data collected using a URL methodology, will present aggregated data of individual workers, reported at the provider level.

The following descriptions outline the 2012 URL worker level data element collection instructions.

PAID EMPLOYMENT INDICATOR

Technical name: Person (employed) - paid employment indicator, code N

METeOR identifier: 314813

METeOR link: <http://meteor.aihw.gov.au/content/index.phtml/itemId/314813>

METeOR definition: Whether an employed person is paid or unpaid, as represented by a code.

Scope

Inclusions: All persons working within an early childhood education and care service, irrespective of whether they deliver a preschool program, or whether they are paid or unpaid.

Exclusions: Nil. No person working within an early childhood education and care service should be excluded from this data element.

Underlying Concepts

Concept: Paid worker.

Nominal definition: A person who worked for pay or profit within an early childhood education and care service.

Operational definition: Consistent with nominal definition.

Conceptual issues:

- In kind benefits are not regarded as payment of salary, or as profit, and people who receive these are considered to be unpaid workers. In-kind benefits include benefits such as free child care or the reimbursement of work-related expenses in full or part (for example, token payments or small gifts such as t-shirts).

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N

Maximum character length: 1

Classification values:

- | | |
|---|-----|
| 1 | Yes |
| 2 | No |

Supplementary values:

- | | |
|---|-----------------------------------|
| 9 | Not stated/inadequately described |
|---|-----------------------------------|

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.3.1 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid paid employment indicator code, otherwise amend to code '9'.
2.	If paid employment indicator is not 1, 2 or 9.	Provide a valid paid employment indicator code.
3.	If field contains text or character length is greater than 1.	Provide a valid paid employment indicator code.

Guide for Use

Counting rules:

- Report whether the worker is paid or unpaid by the service provider.
- In-kind benefits are not regarded as payment of salary, and people who receive these and not wages, salary or profit, are considered to be unpaid workers.

Classification Definitions

CODE 1 - Yes

'Yes' includes early childhood education and care workers who receive wages or salary. They can include contract workers or relief workers.

CODE 2 - No

'No' includes workers who are not paid, but who may be receiving in-kind benefits in recognition or exchange for their work. Unpaid staff may include volunteers, unpaid work trainees, parents and family members and students on work experience.

CODE 9 - Not stated/inadequately described

For use when the response to this data element is unknown, not stated or inadequately described. Where the paid employment indicator is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data element: No related aggregate data element.

[Back to URL data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

TYPE OF WORK ACTIVITY

Technical name: Person (employed) - type of work activity, early childhood education and care, code N

METeOR identifier: 441555

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441555>>

METeOR definition: The main type of work performed by a person in an early childhood education and care service, as represented by a code.

Scope

Inclusions: All paid persons working within early childhood education and care services.

Exclusions: Unpaid persons working within early childhood education and care services.

Underlying Concepts

Concept: Type of work activity.

Nominal definition: The type of work activity is the main type of work performed by a person during the reference period, regardless of whether this is different to their usual type of work.

Operational definition: Consistent with nominal definition.

Conceptual issues:

- 'Main' is defined as the type of work that the person spends the majority of time performing during the reference period.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N

Maximum character length: 1

Classification values:

- | | |
|---|---------------------------|
| 1 | Primary contact |
| 2 | Other contact |
| 3 | Management/administration |
| 4 | Other work |

Supplementary values:

- | | |
|---|-----------------------------------|
| 9 | Not stated/inadequately described |
|---|-----------------------------------|

2.3.2 Legal Value Checks

<i>Edit specifications</i>	<i>Edit resolution</i>
1. If field is blank.	Provide a valid type of work activity code, otherwise amend to code '9'.
2. If field is not code 1, 2, 3, 4 or 9.	Provide a valid type of work activity code. Where jurisdictional types of work differ from the ECEC NMDS categories, the ABS requests that a concordance is supplied to ABS to verify code mapping.
3. If field contains text or character length is greater than 1.	Provide a valid type of work activity code.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Guide for Use

Counting rules:

- The type of work activity should be reported for the main type of work performed by a person during the reference period, regardless of whether this is different to their usual type of work.
- Workers with activity types 'Management/administration' and 'Other work' must also be classified as 'Non-contact' workers within the data element [Role of early childhood education and care worker](#).

Classification Definitions

CODE 1 - Primary contact

A 'primary contact worker' mainly has direct contact with children. This may include but is not limited to teachers, teachers' assistants/aides, specialist teachers and therapists.

CODE 2 - Other contact

An 'other 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, deputy principals, centre managers and coordinators.

CODE 3 - Management/administration

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

CODE 4 - Other work

Any worker who provides support services such as cooking, cleaning or gardening. This may include drivers, cooks, cleaners and maintenance staff.

CODE 9 - Not stated/inadequately described

For use when the main type of work activity undertaken by the worker is unknown, not stated or inadequately described. Where the type of work activity is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data element: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

ROLE OF EARLY CHILDHOOD EDUCATION AND CARE WORKER

Technical name: Person (employed) - role of early childhood education and care worker, code N

METeOR identifier: 441583

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441583>>

METeOR definition: The main role undertaken by an early childhood education and care worker, as represented by a code.

Scope

Inclusions: All paid persons working within early childhood education and care services.

Exclusions: Unpaid persons working within early childhood education and care services.

Underlying Concepts

Concept: Role of early childhood education and care worker.

Nominal definition: The main role or responsibility undertaken by an early childhood education and care worker, as defined by the worker's terms of employment.

Operational definition: See nominal definition.

Conceptual issues:

- 'Main role' is defined as the role that the person spends the majority of time performing, during the reference period.
- 'Terms of employment' is defined as the agreement between the worker and the service provider, which specifies work roles and responsibilities. It may be formal or informal, and either written or verbal, and must be mutually understood by the worker and the service provider.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N

Maximum character length: 1

Classification values:

- | | |
|---|--|
| 1 | Principal/director/coordinator/teacher-in-charge |
| 2 | Group leader/teacher |
| 3 | Assistant/aide |
| 4 | Other contact worker |
| 5 | Non-contact worker |

Supplementary values:

- | | |
|---|-----------------------------------|
| 9 | Not stated/inadequately described |
|---|-----------------------------------|

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.3.3 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid worker role code, otherwise amend to code '9'.
2.	If field is not code 1, 2, 3, 4, 5 or 9.	Provide a valid worker role code. Where jurisdictional worker roles differ from ECEC NMDS categories, the ABS requests that a concordance is supplied to ABS to verify code mapping.
3.	If field contains text or character length is greater than 1.	Provide a valid worker role code.

Guide for Use

Counting rules:

- Report the main role performed by a worker during the reference period, regardless of whether this is different to their usual role.
- Workers who are classified as 'Management/administration' and 'Other work' within the data element [Type of work activity](#), must be classified as 'Non-contact' workers (i.e. Code 5).

Classification Definitions

CODE 1 - Principal/director/coordinator/teacher in charge

A person with overall responsibility for managing the service.

CODE 2 - Group leader/teacher

A degree qualified teacher or educator responsible for a group of young children.

CODE 3 - Assistant/aide

An early childhood worker who helps a more senior and more qualified early childhood teacher or educator.

CODE 4 - Other contact worker

Includes people who provide child care or additional educational or supplementary services for children, such as a child care worker, dance teacher, music therapist, disability support worker, librarian or speech therapist.

CODE 5 - Non-contact worker

A worker who has no direct contact with children and primarily contributes to the running of the service or provides support services.

CODE 9 - Not stated/inadequately described

For use when the role of the worker is unknown, not stated or inadequately described. Where the role of the worker is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Other Information

Related aggregate data element: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

FIELD OF HIGHEST QUALIFICATION RELEVANT TO EARLY CHILDHOOD EDUCATION AND CARE

Technical name: Person (employed) - education field of highest relevant qualification, in early childhood education and care, code N[N]

METeOR identifier: 473406

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/473406>>

METeOR definition: The field of education in which a person has attained their highest qualification relevant to early childhood education and care, as represented by a code.

Scope

Inclusions: All paid contact workers within early childhood education and care services.

Exclusions: Unpaid workers and non-contact workers within early childhood education and care services.

Underlying Concepts

Concept: Field of highest qualification relevant to early childhood education and care.

Nominal definition: The field of highest qualification relevant to early childhood education and care, completed by a worker within an early childhood education and care service.

Operational definition: Consistent with nominal definition.

Supporting data elements: [Level of highest qualification relevant to early childhood education and care](#).

Conceptual issues:

- The field of education reported should be in relation to the data element [Level of highest qualification relevant to early childhood education and care](#).

Standard Jurisdictional Output Categories

Classification scheme: *Australian Standard Classification of Education (ASCED) 2001* (cat. no 1272.0)

Representation class: Code

Data type: Number

Format: N[N]

Maximum character length: 2

Classification values:

- | | |
|---|------------------------------------|
| 1 | Teaching (early childhood related) |
| 2 | Teaching (primary) |
| 3 | Teaching (other) |
| 8 | Other early childhood related |

Supplementary values:

- | | |
|----|---|
| 97 | Not applicable (No qualification/no ECEC related qualification) |
| 99 | Not stated/inadequately described |

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

2.3.4 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid field of qualification code, otherwise amend to code '99'.
2.	If field is not code 1, 2, 3, 8, 97 or 99.	Provide a valid field of qualification code. Where jurisdictional fields of qualification differ from ECEC NMDS categories, the ABS requests that a concordance is supplied to ABS to verify code mapping.
3.	If field contains text or character length is greater than 2.	Provide a valid field of qualification code.

Guide for Use

Counting rules:

- Report the specific field of education in which the worker has attained their highest early childhood education and care related qualification.
- Operationally, this information may be collected by obtaining all education qualifications for the early childhood education and care worker, and through a concordance, identifying the field of the highest qualification relevant to early childhood education and care.
- Only completed qualifications should be reported.

Classification Definitions

The value domain uses the Field of Education classification of Australian Standard Classification of Education (ASCED). This is a three-level hierarchical classification specifying broad, narrow and detailed fields of study.

CODE 1 - Teaching (early childhood related) - ASCED 070101

CODE 2 - Teaching (primary) - ASCED 070103

CODE 3 - Teaching (other) - ASCED 070105-070199

This field includes special education, and teaching English as a second language.

CODE 8 - Other early childhood related

This includes other early education and care related fields not classifiable in any of the above categories.

CODE 97 - Not applicable (no qualification/no ECEC related qualification)

Use this code when there is no qualification or the qualification is not related to early childhood education and care.

CODE 99 - Not stated/inadequately described

For use when the field of highest relevant qualification of the worker is unknown, not stated or inadequately described. Where the field of qualification is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Other Information

For more information on ASCED, see *Australian Standard Classification of Education (ASCED)* (cat. no. 1272.0) on the ABS website:

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/ProductsbyCatalogue/B49672F95CD93ABECA2570B30005BFE1>

Related aggregate data element: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

LEVEL OF HIGHEST QUALIFICATION RELEVANT TO EARLY CHILDHOOD EDUCATION AND CARE

Technical name: Person (employed) - level of highest qualification in early childhood education and care, code N[N]

METeOR identifier: 441594

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441594>>

METeOR definition: The highest level of early childhood education and care-related qualification a person employed in early childhood education and care has attained, as represented by a code.

Scope

Inclusions: All paid contact workers within early childhood education and care services.

Exclusions: Unpaid workers and non-contact workers within early childhood education and care services.

Underlying Concepts

Concept: Level of highest qualification relevant to early childhood education and care.

Nominal definition: The highest level of qualification a person has obtained in a field of study relevant to early childhood education and care.

Operational definition: The highest level of qualification a person has obtained in a field of study relevant to early childhood education and care, as reported by the worker.

Supporting data elements: [Field of highest qualification relevant to early childhood education and care](#)

Conceptual issues:

- The level of qualification reported should be in relation to the data element [Field of highest qualification relevant to early childhood education and care](#).
- A 'Bachelor degree pass 3 or 4 year equivalent' includes staff who have been deemed to have the necessary skills and qualifications to be employed as a 3 or 4 year degree equivalent teacher by the jurisdiction.
- 'Equivalent' refers to when certain employment and educational experience is deemed to be comparable to a certain level of qualification. For example, an individual, or group of individuals, may have an early childhood diploma and 10 years' experience, 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.

Standard Jurisdictional Output Categories

Classification scheme: Australian Standard Classification of Education 2001

Representation class: Code

Data type: Number

Format: N[N]

Maximum character length: 2

Classification values:

- 1 Postgraduate degree
- 2 Graduate diploma or graduate certificate level
- 3 Bachelor degree (honours)
- 4 Bachelor degree pass (4 years or equivalent)
- 5 Bachelor degree pass (3 years or equivalent)
- 6 Advanced diploma
- 7 Diploma
- 8 Certificate level 3 or 4
- 9 Certificate level 1 or 2
- 10 Other certificate

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Supplementary values:

- 97 Not applicable (no qualification in early education and care related field)
- 99 Not stated/inadequately described

2.3.5 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid level of qualification code, otherwise amend to code '99'.
2.	If field is not code 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 97 or 99.	Provide a valid level of qualification code. Where jurisdictional levels of qualification differ from ECEC NMDS categories, the ABS requests that a concordance is supplied to verify code mapping.
3.	If field contains text or character length is greater than 2.	Provide a valid level of qualification code.

Guide for Use

Counting rules:

- Report the specific level of education in which the early childhood education and care worker has attained their highest early childhood education and care related qualification.
- This information may be collected by obtaining all education qualifications for the early childhood education and care worker, and through a concordance, identifying the level of the highest qualification relevant to early childhood education and care.
- Only completed qualifications should be reported.
- The classification structure outlined above details the levels of qualification from the highest qualification to the lowest qualification (i.e. 'Code 1 - Postgraduate degree' is the highest qualification, whereas 'Code 10 - Other certificate' is the lowest qualification).

Classification Definitions

CODE 1 - Postgraduate degree

This level includes Doctorates and Masters Degrees, either by research or coursework. Common entry requirements are completion of a Bachelor Degree (with or without Honours) and a qualifying year or equivalent, or a research based Graduate Diploma.

CODE 2 - Graduate diploma and graduate certificate level

The Graduate Diploma is usually the equivalent of one year of full time study, while the Graduate Certificate is usually the equivalent of six months full time study. Entry to a Graduate Diploma or Graduate Certificate is usually through satisfactory completion of a Bachelor Degree or an Advanced Diploma, and demonstrated potential to complete work at this level. Postgraduate certificates and diplomas are also included in this category.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

CODE 3 - Bachelor degree (honours)

Honours is the extended period of study in a specialised field which is offered to students in some courses achieving outstanding results in a relevant discipline or demonstrating outstanding achievement in the early years of a Bachelor program.

CODE 4 - Bachelor degree pass (4 years or equivalent)

Entry to this level is by various pathways which may include the completion of Year 12 or equivalent, or completion of a recognised program and/or recognition of prior learning. Four year university qualified refers to the length of the of qualification if the whole program was studied full-time.

CODE 5 - Bachelor degree pass (3 years or equivalent)

Entry to this level is by various pathways which may include the completion of Year 12 or equivalent, or completion of a recognised program and/or recognition of prior learning. Three year university qualified refers to the length of the qualification if the whole program was studied full-time.

CODE 6 - Advanced diploma

Education at this level includes analysing information and concepts at an abstract level and executing judgements across a range of technical and management functions. Entry to this level is by various pathways which may include the completion of Year 12 or equivalent, or completion of a recognised program and/or recognition of prior learning.

CODE 7 - Diploma

Education at this level may also develop basic management or administrative skills. Entry to this level is by various pathways, which may include the completion of Year 12 or equivalent, or completion of a recognised program and/or recognition of prior learning.

CODE 8 - Certificate level 3 or 4

Entry to this level is by various pathways which may include the completion of Year 10 or equivalent, or higher, or completion of a recognised program and/or recognition of prior learning.

CODE 9 - Certificate level 1 or 2

Entry to this level is by various pathways which may include the completion of Year 10 or equivalent, or higher, or completion of a recognised program and/or recognition of prior learning.

CODE 10 - Other certificate

Any certificate not covered by the previous two categories.

CODE 97 - Not applicable (no qualification in early childhood education and care related field)

Use this code when there is no qualification in an early childhood education and care related field.

CODE 99 - Not stated/inadequately described

For use when the level of highest relevant qualification of the worker is unknown, not stated or inadequately described. Where the field of qualification is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Other Information

For more information on ASCED, see *Australian Standard Classification of Education* (cat. no. 1272.0) on the ABS website:

<http://www.abs.gov.au/AUSSTATS/abs@.nsf/ProductsbyCatalogue/B49672F95CD93ABECA2570B30005BFE1>

Related aggregate data element: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

DELIVERY OF PRESCHOOL PROGRAM INDICATOR

Technical name: Person (employed) - preschool program delivery indicator, yes/no/not stated/inadequately described, code N

METeOR identifier: 441674

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441674>>

METeOR definition: An indicator of whether a person delivered a structured, play-based, educational preschool program as represented by a code.

Scope

Inclusions: All paid contact workers within early childhood education and care services.

Exclusions: Unpaid workers and non-contact workers within early childhood education and care services.

Underlying Concepts

Concept: Delivery of a preschool program.

Nominal definition: The face to face delivery of a preschool program by an early childhood education and care worker for at least one hour per week during the reference period.

Operational definition: Consistent with nominal definition.

Supporting data elements: [Hours worked in preschool program delivery](#)

Conceptual issues:

- 'Person' refers to the primary contact worker(s) delivering the preschool program (e.g. teachers).
- 'Delivery of a preschool program' refers to face to face delivery for at least one hour per week during the reference period by an early childhood education and care contact worker.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N

Maximum character length: 1

Classification values:

- | | |
|---|-----|
| 1 | Yes |
| 2 | No |

Supplementary values:

- | | |
|---|-----------------------------------|
| 9 | Not stated/inadequately described |
|---|-----------------------------------|

2.3.6 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid delivery of preschool program code, otherwise amend to code '9'.
2.	If field is not code 1, 2 or 9.	Provide a valid delivery of preschool program code.
3.	If field contains text or character length is greater than 1.	Provide a valid delivery of preschool program code.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Guide for Use

Counting rules:

- Report whether or not the worker delivered a face to face preschool program for at least one hour during the reference period.

Classification Definitions

CODE 1 - Yes

Record if the person delivered a preschool program during the reference period.

CODE 2 - No

Record if the person did not deliver a preschool program during the reference period.

CODE 9 - Not stated/inadequately described

For use when the response to whether the worker delivered a preschool program is unknown, not stated or inadequately described. Where the delivery of preschool program indicator is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data element: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

HOURS WORKED IN PRESCHOOL PROGRAM DELIVERY

Technical name: Person (employed) - hours worked in preschool program delivery, total hours NNN

METeOR identifier: 437558

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/437558>>

METeOR definition: The total number of hours worked in a preschool program delivery by a person per week.

Scope

Inclusions: All paid contact workers within early childhood education and care services who delivered a face to face preschool program for at least one hour during the reference period.

Exclusions:

- Unpaid workers and non-contact workers within early childhood education and care services.
- Paid contact workers within early childhood education and care services who did not deliver a face to face preschool program for at least one hour during the reference period.
- Hours worked in preparation time and other hours worked that are not related to face to face delivery of the preschool program.
- Hours worked in any activity undertaken by the worker that requires the parents/guardians of the children to be present.

Underlying Concepts

Concept: Hours worked in preschool program delivery.

Nominal definition: The total number of hours worked in the face to face delivery of a preschool program.

Operational definition: Consistent with nominal definition.

Supporting data elements: [Delivery of preschool program indicator](#)

Conceptual issues: N/A

Standard Jurisdictional Output Categories

System requirements: Total hours expressed as 000, 001 etc.

Representation class: Total

Data type: String

Format: NNN, Example 038

Maximum character length: 3

Unit of measure: Hour (h)

Supplementary values:

999 Not stated/inadequately described

2.3.7 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of preschool program hours worked, otherwise amend to code '999'.
2.	If character length is greater than 3.	Provide a valid number of preschool program hours worked.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – UNIT RECORD LEVEL

Guide for Use

Counting rules:

- Record the number of hours worked by a paid contact worker in the face to face delivery of a preschool program during the reference period.
- Preparation time and other hours worked that are not related to face to face delivery of the preschool program should not be counted.
- Any work undertaken by the worker in an activity that requires the parents/guardians of the children to be present should not be counted.
- Jurisdictions that adopt a two week reference period are required to derive their data to a representative week.
- Round 'hours worked' to the nearest hour.

Classification Definitions

CODE 999 - Not stated/inadequately described

For use when the number of hours worked by the worker in delivering a preschool program is unknown, not stated or inadequately described. Where the hours worked in preschool program delivery is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related aggregate data element: No related aggregate data element.

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

AGGREGATE LEVEL DATA ELEMENT COLLECTION INSTRUCTIONS

For the 2012 National ECEC Collection, an aggregate data collection methodology supports the collection of information on child and teacher data at the service provider level. For this collection, aggregate data can only be presented in terms of episodes of preschool program delivery. An episode is the count of the occurrence for a specific characteristic. For the National ECEC Collection, an episode refers to a preschool program provided to a child. When one child attends two different preschool programs, the child is attending two episodes of preschool.

STATISTICAL ENTITY: SERVICE PROVIDER ORGANISATION

An early childhood education and care provider is considered in scope if it is delivering a preschool program intended for children in the year before they commence full-time schooling.

The following descriptions outline the 2012 aggregate service provider level data element collection instructions.

ORGANISATION IDENTIFIER

Technical name: Service provider organisation - organisation identifier, X(15)

METeOR identifier: 397155

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/397155>>

METeOR definition: A unique identifier assigned to each service which delivers child care or preschool services to children.

Scope

Inclusions: A unique identifier for each service provider, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- Identifiers assigned to the registered business or the organisation operating the service, if different from the preschool program provider.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Organisation identifier.

Nominal definition: A unique identifier at the national level, assigned to each service that delivers a preschool program.

Operational definition: A unique identifier at the state or territory level, assigned to each service that delivers a preschool program.

Supporting data elements: [Organisation name](#)

Conceptual issues:

- The organisation identifier is used to enable accurate identification of the service provider.
- The organisation identifier may be used to identify records that require follow-up with service providers to resolve data queries.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

- The nominal and operational definitions differ as there is currently no uniform method for assigning the organisation identifier. States and territories are advised to adopt a consistent approach to assigning identifiers within their jurisdiction. Further information on the collection of this data element will be provided prior to the 2012 National ECEC Collection.

Standard Jurisdictional Output Categories

Representation class: Identifier

Data type: String

Format: X(15), for example: N112233

Maximum character length: 15

2.4.1 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid organisation identifier.
2.	If character length is greater than 15.	Provide a valid organisation identifier.

Guide for Use

Counting rules:

- The identifier should include components that identify the main service type, state/territory and an individual number for each service.
- The identifier should be reported for the location at which the preschool program is delivered. A discrete identifier should be supplied for each preschool program operated as a separate campus or 'satellite' of a parent service provider organisation.
- All individual caregivers working for family day care/in-home care services should be provided with the same service identifier as the service in which they work.

Other Information

Related URL data element: [Organisation identifier](#).

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

ORGANISATION NAME

Technical name: Organisation – organisation name, text [X(200)]

METeOR identifier: 453823

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/453823>>

METeOR definition: The full title of an organisation's name by which it trades or is recognised, as represented by text.

Scope

Inclusions: The service provider's full operating or trading name, including a campus name or satellite school name where relevant, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The registered business name, where materially different from the name of the service delivering the preschool program that it manages or owns.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Organisation name.

Nominal definition: The operating or trading name, including the campus name or satellite school name, of the early childhood education and care service.

Operational definition: Consistent with nominal definition.

Supporting data element: [Organisation identifier](#)

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Representation class: Text

Data type: String

Format: [X(200)], for example: Lavender Gardens Preschool

Maximum character length: 200

Guide for Use

This item should be used to report the operating or trading name of the early childhood education and care service which delivers a preschool program to children. Generally, the complete establishment, agency or organisation name should be used to avoid any ambiguity in identification.

Counting rules:

- This item should be used to report the operating or trading name of the early childhood education and care service which delivers a preschool program.
- The registered business name should not be used if it is different from the name of the early childhood education and care service that it manages or owns.
- The name of the institution may or may not include a Pty Ltd business name.
- A campus name or satellite school name (e.g. where the service provider organisation operates preschool programs at multiple geographical locations using the same service provider name) may also be used. For example, St Joseph's Kindergarten may operate two separate preschool programs at centres located in different geographical areas so each centre should be listed with a distinguishable name, such as 'St Joseph's Kindergarten - Brighton' and 'St Joseph's Kindergarten - Gawler'.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

- If special characters or symbols form part of the name they should be included. This includes characters such as the letters A-Z, hyphens, commas, apostrophes, @, # etc. Mixed case should be used rather than upper case only.

Other Information

Related URL data element: [Organisation name](#).

[Back to Aggregate data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

ADDRESS LINE

Technical name: Service provider organisation (address) - address line, text [X(180)]

METeOR identifier: 290315

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/290315>>

METeOR definition: A composite of one or more standard address components, as represented by text.

Scope

Inclusions: For all early childhood education and care services that deliver a preschool program include:

- The physical location at which the preschool program is being delivered, which may include:
 - Building/complex sub-unit type
 - Building/complex sub-unit number
 - Building/property name
 - Floor/level number
 - Floor/level type
 - House/property number
 - Lot/section number
 - Street name
 - Street type code
 - Street suffix code

Exclusions:

- The post office box address of the service provider.
- The address of the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Address line.

Nominal definition: The complete street address component of a service provider address that identifies the specific geographical location at which the preschool program is delivered.

Operational definition: Consistent with the nominal definition.

Supporting data elements: The following data elements are used in conjunction with *Address line* to geo-code an address to CD, SA1 and MB for the data elements [Geographic location of organisation - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Geographic location of organisation – ASGS 2011 \(Mesh Block\)](#)

- [Australian state/territory identifier](#) (Service provider)
- [Australian Postcode](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)

This data element can also be used to validate CD codes, SA1 or other supplied address data elements.

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Representation class: Text

Data type: String

Format: [X(180)], for example: 50 Tulip Avenue

Maximum character length: 180

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.2 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid address line, otherwise amend to 'UNKNOWN'.
2.	If field is a post office address.	Provide a valid geographic address.

Guide for Use

Service providers may operate preschool programs at a number of geographical localities, with the management and operational responsibilities for those preschools being run out of the same administration office. In this situation, each preschool program is required to have an individual address line recorded, to allow identification of the geographical location where the preschool program is being delivered.

For operational purposes, mobile preschools should be record with the address line of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Counting rules:

- Record the address line where the preschool program is delivered, by collecting comprehensive address details which allow identification of the geographical location. As a minimum, street number, street name and street type are requested to allow for accurate geo-coding.
- If no address line exists to identify the location of the service provider, which may occur in remote areas, provide detailed information regarding the locality where the preschool program is being delivered. For example:
 - On Outback Station, 120km from Bushland via East Highway (80km) and access road (30km)
 - On the western shore of Sunshine Island, 150km south of Summerville.

Other Information

Related URL data element: [Address line](#).

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

SUBURB/TOWN/LOCALITY NAME

Technical name: Address – suburb/town/locality name, text X[46]

METeOR identifier: 429889

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/429889>>

METeOR definition: The name of the locality/suburb of the address, as represented by text.

Scope

Inclusions: The suburb/town/locality name which identifies the physical location at which the preschool program is being delivered, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The suburb/town/locality name for the post office box of the service provider.
- The suburb/town/locality name of the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Suburb/town/locality name.

Nominal definition: The suburb/town/locality name component of a complete service provider address, which identifies the specific geographical location at which the preschool program is delivered.

Operational definition: Consistent with the nominal definition.

Supporting data elements: The following data elements are used in conjunction with *Address line* to geo-code an address to CD, SA1 and MB for the data elements [Geographic location of organisation - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Geographic location of organisation – ASGS 2011 \(Mesh Block\)](#)

- [Address line](#) (Service provider)
- [Australian Postcode](#) (Service provider)
- [Australian state/territory identifier](#) (Service provider)

Suburb/town/locality name can also be used to validate CD codes, SA1 and MB codes or other supplied address data elements.

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Representation class: Text

Data type: String

Format: X[46], for example: Lavender Gardens

Maximum character length: 46

Supplementary values:

UNKNOWN Not stated/inadequately described

2.4.3 Legal Value Checks

Edit specifications

Edit resolution

1.	If field is blank.	Provide a valid suburb/town/locality name, otherwise amend to 'UNKNOWN'.
----	--------------------	--

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

Guide for Use

Service providers may operate preschool programs at a number of geographical localities, with the management and operational responsibilities for those preschools being run out of the same administration office. In this situation, each preschool program is required to have an individual suburb/town/locality name recorded, to allow identification of the geographical location where the preschool program is being delivered.

The suburb/town/locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.

For operational purposes, mobile preschools should be record with the suburb/town/locality name of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Counting rules:

- Record the suburb/town/locality name where the preschool program is delivered.
- Mobile preschools should record the suburb/town/locality of the non-mobile preschool from which it operates.

Classification Definitions

UNKNOWN - Not stated/inadequately described

For use when the suburb/town/locality name of the service provider is unknown, not stated or inadequately described. Where the suburb/town/locality name is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related URL data element: [Suburb/town/locality name](#).

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

AUSTRALIAN STATE/TERRITORY IDENTIFIER

Technical name: Service provider organisation – Australian state/territory identifier, code N

METeOR identifier: 289083

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/289083>>

METeOR definition: An identifier of the Australian state or territory where an organisation or agency can be located, as represented by a code.

Scope

Inclusions: The Australian state or territory, including Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The Australian state/territory at which the head administration office is located, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Australian state/territory.

Nominal definition: The Australian state/territory component of a complete service provider address which identifies the geographical location at which the preschool program is delivered.

Operational definition: Consistent with the nominal definition.

Supporting data elements: The following data elements are used in conjunction with *Address line* to geo-code an address to CD, SA1 and MB for the data elements [Geographic location of organisation - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Geographic location of organisation – ASGS 2011 \(Mesh Block\)](#)

- [Address line](#) (Service provider)
- [Australian Postcode](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N, for example: 3

Maximum character length: 1

Classification values:

- 1 New South Wales
- 2 Victoria
- 3 Queensland
- 4 South Australia
- 5 Western Australia
- 6 Tasmania
- 7 Northern Territory
- 8 Australian Capital Territory
- 9 Other territories (Cocos (Keeling) Islands, Christmas Island and Jervis Bay Territory)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.4 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid Australian state/territory identifier.
2.	If field contains text or character length is greater than 1.	Provide a valid Australian state/territory identifier.

Guide for Use

Service providers may operate preschool programs at a number of geographical localities, with the management and operational responsibilities for those preschools being run out of the same administration office. In this situation, each preschool program is required to have an individual Australian state/territory identifier recorded, to allow identification of the geographical location where the preschool program is delivered.

For operational purposes, mobile preschools should be record with the state/territory identifier of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Counting rules:

- Record the Australian state or territory where the preschool program is delivered.

Other Information

Related URL data element: [Australian state/territory identifier](#).

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

AUSTRALIAN POSTCODE

Technical name: Address – Australian postcode, code (Postcode datafile) {NNNN}

METeOR identifier: 429894

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/429894>>

METeOR definition: The Australian numeric descriptor for a postal delivery area for an address.

Scope

Inclusions: The Australian postcode which identifies the physical location at which the preschool program is being delivered, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The postcode for a post office box of the service provider.
- The postcode of the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Postcode.

Nominal definition: The postcode component of a complete service provider address that identifies the geographical location at which the preschool program is delivered.

Operational definition: Consistent with nominal definition.

Supporting data elements: The following data elements are used in conjunction with *Address line* to geo-code an address to CD, SA1 and MB for the data elements [Geographic location of organisation - ASGC 2011 \(Collection District\)](#), [Statistical area level 1 \(SA1\) ASGS 2011](#) and [Geographic location of organisation – ASGS 2011 \(Mesh Block\)](#)

- [Address line](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)
- [Australian state/territory identifier](#) (Service provider)

Postcode can also be used to validate CD codes, SA1 and MB codes or other supplied address data elements.

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Classification scheme: Postcode datafile

Representation class: Code

Data type: Number

Format: {NNNN}, for example: 2345

Maximum character length: 4

Supplementary values:

9999 Not stated/inadequately described

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.5 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid Australian postcode, otherwise amend to code '9999'.
2.	If field contains text or character length is greater than 4.	Provide a valid Australian postcode.

Guide for Use

Service providers may operate preschool programs at a number of geographical localities, with the management and operational responsibilities for those preschools being run out of the same administration office. In this situation, each preschool program is required to have an individual postcode recorded, to allow identification of the geographical location where the preschool program is delivered.

For operational purposes, mobile preschools should be record with the postcode of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Counting rules:

- Record the postcode where the preschool program is delivered.
- Postcode may be collected as part of the address line, or separately.

Classification Definitions

CODE 9999 Not stated/inadequately described

For use when the postcode of the service provider is unknown, not stated or inadequately described. Where the postcode is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related URL data element: [Australian Postcode](#).

[Back to Aggregate data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

GEOGRAPHIC LOCATION OF ORGANISATION - ASGC 2011 (COLLECTION DISTRICT)

Technical name: Service provider organisation - geographic location (CD), code (ASGC 2011) NNNNNNN

METeOR identifier: 455515

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/455515>>

METeOR definition: The geographical location of an agency using a seven-digit numerical code which indicates the Collection District (CD) within the state or territory of Australia.

Scope

Inclusions: ASGC 2011 CD code indicating the geographical location at which the preschool program is delivered, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The CD code associated with a post office box.
- The CD code associated with the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Geographic location of organisation - ASGC 2011 (CD).

Nominal definition: The geographic location of the service provider within a state or territory of Australia as represented by a geographical area code (CD).

Operational definition: Consistent with nominal definition.

Supporting data elements: CD is derived using the following data elements:

- [Address line](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)
- [Australian Postcode](#) (Service provider)
- [Australian state/territory identifier](#) (Service provider)

Conceptual issues:

Australian Standard Geographical Classification (ASGC)

- The ASGC has now been replaced with the Australian Statistical Geography Standard (ASGS). For 2012, the ABS requests that both ASGC (CD) and ASGS (SA1) codes be provided in jurisdictional data sets, and that they are clearly distinguished.

Collection District (CD)

- The CD was the smallest geographic area defined in the ASGC. CDs served as the basic building block in the ASGC and were used for the aggregation of statistics to larger ASGC areas, and some non-ASGC areas, such as Commonwealth and State electoral divisions. CDs are represented by a seven digit code and are derived from the data elements outlined above in the supporting data elements list. CDs have now been replaced by Statistical Area level 1 (SA1), within the new geographic standard, the ASGS.

Standard Jurisdictional Output Categories

Classification Scheme: ASGC 2011

Representation class: Code

Data type: Number

Format: NNNNNNN, for example: 1129001

Maximum character length: 7

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

Supplementary values:

1999899	New South Wales: undefined CD
2999899	Victoria: undefined CD
3999899	Queensland: undefined CD
4999899	South Australia: undefined CD
5999899	Western Australia: undefined CD
6999899	Tasmania: undefined CD
7999899	Northern Territory: undefined CD
8999899	Australian Capital Territory: undefined CD
9999899	Other Territories: undefined CD

2.4.6 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid CD code, otherwise default to state/territory specific CD undefined code.
2.	If field contains text or character length is greater than 7.	Provide a valid CD code.

Guide for Use

Counting rules:

Code the geographical location (CD) where the preschool program is delivered using the service provider's address line, postcode, suburb/town/locality name and state/territory.

For operational purposes, mobile preschools should be record with the geographic location (CD) of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Classification Definitions

Unknown CD codes

For use when the address of the service provider is not known or incomplete and unable to be coded to CD, or where the jurisdiction is unable to accurately code to CD. Where address information is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related URL data element: [Geographic location of organisation - ASGC 2011 \(Collection District\)](#).

[Back to Aggregate data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

STATISTICAL AREA LEVEL 1 (SA1) ASGS 2011

Technical name: Address – statistical area, level 1 (SA1) code (ASGS 2011) N(11)

METeOR identifier: 457287

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/457287>>

METeOR definition: A designated region representing the smallest unit for the release of Census data used for describing a location, as represented by a code.

Scope

Inclusions: ASGS or Statistical area level 1 (SA1) code indicating the geographical location at which the preschool program is delivered, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The SA1 code associated with a post office box.
- The SA1 code associated with the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Statistical area level 1 (SA1) ASGS 2011.

Nominal definition: The geographic location of the service provider within the state or territory of Australia as represented by a geographical area code (SA1).

Operational definition: Consistent with nominal definition.

Supporting data elements: SA1 is derived using the following data elements:

- [Address line](#) (Service provider)
- [Australian Postcode](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)
- [Australian state/territory identifier](#) (Service provider)

Conceptual issues:

The Australian Statistical Geography Standard (ASGS)

- The ASGS has replaced the ASGC. Further information to assist jurisdictions to move from the ASGC to the ASGS is available on the ABS website at <http://www.abs.gov.au/geography>.

Statistical Area Level 1 (SA1)

- The SA1s have been designed as the smallest unit for the release of Census data. SA1s are built from whole Mesh Blocks. Whole SA1s aggregate directly to SA2s in the Main Structure, as well as all of the Non-ABS Structures except LGAs and Tourism Regions. SA1s do not cross state or territory borders. There are approximately 55,000 SA1s. In aggregate, they cover the whole of Australia without gaps or overlaps.

Standard Jurisdictional Output Categories

Classification Scheme: ASGS 2011

Representation class: Code

Data type: String

Format: N(11), for example: 40520301234

Maximum character length: 11

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

Supplementary values:

19999998999	New South Wales: unknown SA1
29999998999	Victoria: unknown SA1
39999998999	Queensland: unknown SA1
49999998999	South Australia: unknown SA1
59999998999	Western Australia: unknown SA1
69999998999	Tasmania: unknown SA1
79999998999	Northern Territory: unknown SA1
89999998999	Australian Capital Territory: unknown SA1
99999998999	Other Territories: unknown SA1

2.4.7 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field contains text	Provide a valid SA1 code, otherwise amend to state/territory SA1 supplementary value.
2.	If character length of SA1 field is greater than 11.	Provide a valid SA1 code, otherwise amend to state/territory SA1 unknown code.

Guide for Use

Counting rules:

Code the geographical location (SA1) where the preschool program is delivered using the service provider's address line, postcode, suburb/town/locality name and state/territory.

For operational purposes, mobile preschools should be record with the geographic location (SA1) of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Classification Definitions

Unknown SA1 codes

For use when the address of the service provider is not known or incomplete and unable to be coded to SA1, or where the jurisdiction is unable to accurately code to SA1. Where address information is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related URL data element: [Statistical area level 1 \(SA1\) ASGS 2011](#).

[Back to Aggregate data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

GEOGRAPHIC LOCATION OF ORGANISATION - ASGS 2011 (MESH BLOCK)

Technical name: N/A

METeOR identifier: N/A

METeOR link: N/A

METeOR definition: N/A

Note: This is an additional data element. The Australian Statistical Geographic Standard (ASGS) 2011 is the new geographic standard that has replaced the Australian Standard Geographical Classification (ASGC).

Scope

Inclusions: ASGS Mesh Block (MB) code indicating the geographical location at which the preschool program is delivered, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- The MB code associated with a post office box.
- The MB code associated with the head administration office, if this is not the location where the preschool program is delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Geographic location of organisation - ASGS 2011 Mesh Block (MB).

Nominal definition: The geographic location of the service provider within the state or territory of Australia as represented by a geographical area code (MB).

Operational definition: Consistent with nominal definition.

Supporting data elements: MB is derived using the following data elements:

- [Address line](#) (Service provider)
- [Australian Postcode](#) (Service provider)
- [Suburb/town/locality name](#) (Service provider)
- [Australian state/territory identifier](#) (Service provider)

Conceptual issues:

The Australian Statistical Geography Standard (ASGS)

- The ASGS has replaced the ASGC. Further information to assist jurisdictions to move from the ASGC to the ASGS is available on the ABS website at <http://www.abs.gov.au/geography>.

Mesh Block (MB)

- MBs are the smallest geographic region in the ASGS and form the basis for the larger regions of the ASGS. There are approximately 347,000 MBs covering the whole of Australia without gaps or overlaps. They broadly identify land use such as residential, commercial, agricultural and parks etc. MBs are the building blocks for all the larger regions of the ASGS. As MBs are very small they can be combined together to accurately approximate a large range of other statistical regions.

Standard Jurisdictional Output Categories

Classification Scheme: ASGS 2011

Representation class: Code

Data type: Number

Format: N(11), for example: 40520305768

Maximum character length: 11

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

Supplementary values:

19999998999	New South Wales: undefined MB
29999998999	Victoria: undefined MB
39999998999	Queensland: undefined MB
49999998999	South Australia: undefined MB
59999998999	Western Australia: undefined MB
69999998999	Tasmania: undefined MB
79999998999	Northern Territory: undefined MB
89999998999	Australian Capital Territory: undefined MB
99999998999	Other Territories: undefined MB

2.4.8 Legal Value Checks

<i>Edit specifications</i>	<i>Edit resolution</i>
1. If field contains text	Provide a valid MB code, otherwise amend to state/territory MB supplementary value.
2. If character length of MB field is greater than 11.	Provide a valid MB code, otherwise amend to state/territory MB undefined code.

Guide for Use

Counting rules:

Code the geographical location (MB) where the preschool program is delivered using the service provider's address line, postcode, suburb/town/locality name and state/territory.

For operational purposes, mobile preschools should be record with the geographic location (MB) of the town or suburb out of which it operates. For mobile preschools, this may be different to the actual locations of service delivery.

Classification Definitions

Undefined MB codes

For use when the address of the service provider is not known or incomplete and unable to be coded to MB, or where the jurisdiction is unable to accurately code to MB. Where address information is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related URL data element: [Geographic location of organisation - ASGS 2011 \(Mesh Block\)](#).

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

GOVERNMENT FUNDING TYPE

Technical name: Service provider organisation – government funding type, early childhood education and care code N

METeOR identifier: 473096

METeOR link: < <http://meteor.aihw.gov.au/content/index.phtml/itemId/473096> >

METeOR definition: The type of government funding received by an early childhood education and care service providing a preschool program, as represented by a code.

Scope

Inclusions: All early childhood education and care services that deliver a preschool program.

Exclusions: Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: State or territory government funded early childhood education and care services.

Nominal definition: Early childhood education and care services that are provided by state and territory governments or are in receipt of state or territory government contributions to assist in the delivery of a preschool program.

Operational definition: Consistent with nominal definition.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N

Maximum character length: 2

Classification values:

- | | |
|---|---|
| 1 | State or territory government funded only |
| 2 | Australian government funded only |
| 3 | Both state or territory and Australian government funded |
| 4 | Neither state or territory nor Australian government funded |

Supplementary values:

- | | |
|---|-----------------------------------|
| 9 | Not stated/inadequately described |
|---|-----------------------------------|

2.4.9 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid funding type indicator, otherwise amend to code '9'.
2.	If field is not code 1, 2, 3, 4 or 9.	Provide a valid funding type indicator.
3.	If character length is greater than 2.	Provide a valid funding type indicator.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

Guide for Use

Counting rules:

- Record whether or not the early childhood education and care services are provided by state and territory governments and/or are in receipt of state or territory government contributions to assist in the delivery of a preschool program.

Classification Definitions

CODE 1 - State or territory government funded only

Record if the early childhood education and care service providing a preschool program is funded by the state or territory government only (i.e. does not receive any funding from the Australian Government).

CODE 2 - Australian government funded only

Record if the early childhood education and care service providing a preschool program is funded by the Australian Government only (i.e. does not receive any funding from the state or territory government). Australian Government funding refers only to funding for Child Care Benefit (CCB)-approved services that provide a preschool program. These are predominantly Long Day Care services that also provide a preschool program.

CODE 3 – Both state or territory and Australian government funded

Record if the early childhood education and care service providing a preschool program is funded by the state or territory government and funded by the Australian Government. Australian Government funding refers only to funding for the Child Care Benefit (CCB)-approved services that provide a preschool program. These are predominantly Long Day Care services that also provide a preschool program.

CODE 4 – Neither state or territory nor Australian government funded

Record if the early childhood education and care service providing a preschool program is not funded by the state or territory government or funded by the Australian Government.

CODE 9 - Not stated/inadequately described

For use when the funding type of the service provider is unknown, not stated or inadequately described. Where the funding type is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related URL data element: [Government funding type](#).

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

MANAGEMENT TYPE

Technical name: Service provider organisation - management type, early childhood education and care, code N[N]

METeOR identifier: 436087

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436087>>

METeOR definition: The type of legal or social entity responsible for managing the delivery of an early childhood education and care service, as represented by a code.

Scope

Inclusions: The management type for all early childhood education and care services that deliver a preschool program.

Exclusions: Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Management type.

Nominal definition: The legal or social entity responsible for managing the delivery of an early childhood education and care service.

Operational definition: Consistent with the nominal definition.

Supporting data elements:

- [Service activity type](#)
- [Service delivery setting](#)

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N[N], for example: 5

Maximum character length: 2

Classification values:

- | | |
|---|--|
| 1 | Private not for profit - community managed |
| 2 | Private not for profit - other organisations |
| 3 | State and territory and local government managed |
| 4 | Private for profit |
| 5 | State and territory government schools |
| 6 | Independent schools |
| 7 | Catholic schools |
| 8 | Other |

Supplementary values:

- | | |
|----|-----------------------------------|
| 99 | Not stated/inadequately described |
|----|-----------------------------------|

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.10 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid management type, otherwise amend to code '99'.
2.	If management type is not code 1, 2, 3, 4, 5, 6, 7, 8 or 99.	Provide a valid management type. Where jurisdictional management types differ from ECEC NMDS categories, the ABS requests that a concordance is supplied to verify code mapping.
3.	If field contains text or character length is greater than 2.	Provide a valid management type code.

Guide for Use

Counting rules:

- Record the legal or social entity responsible for managing the delivery of early childhood education and care services.
- Management responsibilities include the day to day running of early childhood education and care services, including task such as the design and the delivery of the preschool program, the hiring and firing of staff, the care of the children, etc.

Classification Definitions

CODE 1 - Private not for profit - community managed

Includes services that are managed by organisations based in the community through a membership made up of community members (e.g. the parents). The membership elects a management committee and the committee is accountable to the membership. No profit is distributed to the management committee or the members, any surplus funds are redirected to the service.

CODE 2 - Private not for profit - other organisations

Include services that are managed by non-profit organisations such as charity organisations, consortium of charity organisations and church groups. Excludes Independent and Catholic schools which should be recorded at Codes 6 and 7.

CODE 3 - State and territory and local government managed

Include services that are managed by the state, territory or local government. Excludes state and territory government schools which should be recorded at Code 5.

CODE 4 - Private for profit

Includes for-profit services provided or managed by a company or private individual.

CODE 5 - State and territory government schools

Schools that are funded and managed by the respective state government.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

CODE 6 - Independent schools

Includes non-government schools that are governed, managed and accountable at the level of the individual school and are not affiliated with the diocesan Catholic Department of Education.

CODE 7 - Catholic schools

Schools affiliated with the diocesan Catholic Department of Education. Catholic schools, as with other classes of non-government schools, receive funding from the Commonwealth Government.

CODE 8 - Other

Includes employer sponsored services.

CODE 99 - Not stated/inadequately described

For use when the management type of the service provider is unknown, not stated or inadequately described. Where the management type is unknown, the ABS requests that jurisdictions identify the reason for the unknown response and document any follow-up processes undertaken.

Other Information

Related URL data element: [Management type](#).

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

SERVICE ACTIVITY TYPE

Technical name: Service provider organisation - service activity type, early childhood education and care, code N[N]

METeOR identifier: 436094

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436094>>

METeOR definition: The main type of activity available from or provided by an early childhood education and care service provider, as represented by a code.

Scope

Inclusions: The main service activity type, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- Activity types offered by the service provider which are not the service provider's main activity type.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Service activity type.

Nominal definition: Consistent with METeOR definition.

Operational definition: Consistent with METeOR definition.

Supporting data elements:

- [Management type](#)
- [Service delivery setting](#)

Conceptual issues:

- 'Main' is defined as the activity type that the service provider spends the majority of time delivering during the reference period.
- The range of activity types in which a preschool program may be delivered are diverse. This data element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of service availability and how services are provided.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N[N], for example: 8

Maximum character length: 2

Classification values:

- | | |
|---|--|
| 1 | Long day care |
| 2 | Occasional care |
| 3 | Outside school hours care |
| 4 | Vacation care |
| 5 | Family day care |
| 6 | In-home care |
| 7 | Preschool program: stand-alone |
| 8 | Preschool program: as part of a school |

Supplementary values:

- | | |
|----|-----------------------------------|
| 99 | Not stated/inadequately described |
|----|-----------------------------------|

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.11 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid activity type code, otherwise amend to code '99'.
2.	If activity type is not code 1, 2, 3, 4, 5, 6, 7, 8 or 99.	Provide a valid activity type code. Where jurisdictional activity types differ from ECEC NMDS categories, the ABS requests that a concordance is supplied to the ABS to verify code mapping.
3.	If field contains text or character length is greater than 2.	Provide a valid activity type code.

Guide for Use

Counting rules:

- Only one code should be selected to represent the 'main' type of activity available or provided.
- Multiple responses to this data element are not accepted.

Classification Definitions

CODE 1 - Long day care

Long day care is a centre-based form of child care service providing all-day or part-time care for children of working families and 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 provide long day care services for children aged 0–5 years. Some long day care may also provide preschool and kindergarten programs and care for school children before and after school and during school holidays, where state and territory government regulations allow this. The service may operate from stand-alone or shared premises, including those on school grounds.

CODE 2 - Occasional care

Occasional care, comprises of 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.

CODE 3 - Outside school hours care

Outside School Hours Care, comprises of 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.

CODE 4 - Vacation care

Vacation Care, comprises services provided for school aged children during school holidays only.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

CODE 5 - Family day care

Family day care, comprises services providing small group care for children in the home environment of a registered carer. 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 coordination unit staff.

CODE 6 - In-home care

In-home care, comprises services where an approved carer provides care in the child's home. Families eligible for in-home care include families where the parent/s or child has an illness or disability; families in rural or remote areas; parents working shift work or non-standard hours; families with more than two children from a multiple birth and/or more than two children under school age; and families where a breastfeeding mother is working from home.

CODE 7 - Preschool program: stand-alone

Stand-alone preschool, comprises separately located services dedicated to provide a structured educational programs to children in the one or two years before they commence full-time schooling only.

CODE 8 - Preschool program: as part of a school

Preschool as part of a school, comprises services that are co-located with a school that provide structured educational programs to children in the one or two years before they commence full-time schooling. These services may also be integrated with a school.

CODE 99 - Not stated/inadequately described

For use when the service activity type of a service provider is unknown, not stated or inadequately described. Where the service activity type is not stated or inadequately described, the ABS requests that jurisdictions identify the reason for the response and document any follow-up processes undertaken.

Other Information

Related URL data element: [Service activity type](#).

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

SERVICE DELIVERY SETTING

Technical name: Service provider organisation - service delivery setting, early childhood education and care, code N

METeOR identifier: 436100

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/436100>>

METeOR definition: The type of setting in which early childhood education and care service activities are provided by a service provider, as represented by a code.

Scope

Inclusions: The service delivery setting, for all early childhood education and care services that deliver a preschool program.

Exclusions: Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Service delivery setting.

Nominal definition: Consistent with METeOR definition.

Operational definition: Consistent with METeOR definition.

Supporting data elements:

- [Management type](#)
- [Service activity type](#)

Conceptual issues:

- The range of service settings in which a preschool program may be delivered are diverse. This data element is used, in conjunction with other data elements about service provision, to obtain a more detailed appraisal of service availability and how services are provided.

Standard Jurisdictional Output Categories

Representation class: Code

Data type: Number

Format: N, for example: 2

Maximum character length: 1

Classification values:

- | | |
|---|---------------------------|
| 1 | Centre-based—school |
| 2 | Centre-based—other |
| 3 | Home-based—child's home |
| 4 | Home-based—other |
| 5 | General community setting |
| 8 | Other setting |

Supplementary values:

- | | |
|---|-----------------------------------|
| 9 | Not stated/inadequately described |
|---|-----------------------------------|

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.12 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid delivery setting code, otherwise amend to code '9'.
2.	If delivery setting is not code 1, 2, 3, 4, 5, 8 or 9.	Provide a valid delivery setting code. Where jurisdictional delivery setting types differ from ECEC NMDS categories, the ABS requests that a concordance is supplied to ABS to verify code mapping.
3.	If field contains text or character length is greater than 1.	Provide a valid delivery setting code.

Guide for Use

Counting rules:

- Only include one response to this data element.

Classification Definitions

CODE 1 - Centre-based—school

Centre-based—school, refers to child care services or preschool programs delivered on school grounds, using school facilities e.g. a building owned by the school.

CODE 2 - Centre-based—other

Centre-based—other, refers to a non-residential building that was purpose-built or renovated for the purpose of delivering early childhood education and care services but is not located on the property of a State, Independent or Catholic school, e.g. child care centre, stand-alone preschool that is not part of a primary school.

CODE 3 - Home-based—child's home

Home-based—child's home, refers to a private residential dwelling where the child lives.

CODE 4 - Home-based—other

Home-based—other, refers to a private residential dwelling where a child care service or preschool program is delivered by someone other than the child's parents, carers or guardians, e.g. a family day care caregiver's house.

CODE 5 - General community setting

General community setting, refers to a non-residential community infrastructure, facility or building that was not specifically built or developed for the provision of early childhood education and care services and is not part of a State, Independent or Catholic school, e.g. a park, community or scout hall, public library, etc.

CODE 8 - Other setting

Other setting, refers to settings not covered by codes 1 to 5, such as mobile services which are attended at a specific location, rather than being delivered in settings such as a child's home.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

CODE 9 - Not stated/inadequately described

For use when the service delivery setting for the service provider is unknown, not stated or inadequately described. Where the service delivery setting is not stated or inadequately described, the ABS requests that jurisdictions identify the reason for the response and document any follow-up processes undertaken.

Other Information

Related URL data element: [Service delivery setting](#).

[Back to Aggregate data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

MAXIMUM PRESCHOOL PROGRAM HOURS AVAILABLE

Technical name: Service provider organisation - maximum preschool program hours available per week, total hours
N[N]

METeOR identifier: 441232

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441232>>

METeOR definition: The maximum number of hours of a preschool program available to children at this service per week, in total hours.

Scope

Inclusions: For all early childhood education and care services that deliver a preschool program:

- The maximum number of hours of the preschool program that was made available to children.

Exclusions:

- Hours available in non-preschool programs offered by the service provider.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Maximum preschool program hours available.

Nominal definition: The maximum number of hours of the preschool program that was made available to children.

Operational definition: The maximum number of hours of the preschool program that was made available to children.

As this data element is not able to be reported accurately at an individual child level, for each preschool program, count the highest enrolment hours during the reference period, and record this total for all children enrolled in that preschool program.

Conceptual issues:

- Identifying and recording the maximum hours available per week for the child to attend the preschool program enables calculation of the proportion of children enrolled in preschool programs that are available at least 15 hours per week.
- The maximum preschool program hours available are the maximum hours for which any one child could enrol in the preschool program in the reference period at that service.
- The maximum preschool program hours available could be impacted by a range of factors such as the structure of the preschool program, resources available at the service, the age and preschool readiness of the children and so on.
- Parents/guardians may choose to enrol children for hours that are equal to or less than the maximum hours the preschool program is available.
- The data element *Maximum preschool program hours available* may be less than or equal to the opening hours of the service
- The operational definition differs from the nominal definition because maximum hours available to each child may not be recorded by service providers. Maximum hours available may differ for each child and this data element is reported at the aggregate level.

Standard Jurisdictional Output Categories

Representation class: Total

Data type: Number

Format: N[N], for example: 20

Maximum character length: 2

Unit of measure: Hour (h)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.13 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of hours available, otherwise amend to code '99'.
2.	If character length is greater than 2.	Provide a valid number of hours available.

Guide for Use

Counting rules:

- Enter the maximum hours available for which children are able to enrol in the preschool program during the reference period.
- Where this data element is not able to be reported accurately to determine the maximum preschool program hours available, enter the total hours enrolled for the child with the highest enrolment hours during the reference period, and record this total as the maximum hours available.
- Non-instructional times such as recess, tea breaks and lunch breaks should be included if the children will be under the supervision of the service provider.
- The maximum number of hours should be collected for each preschool program available at the service. Data should then be used to determine and report the maximum program length at the service provider level.
- Jurisdictions that adopt a two week reference period are required to derive their data to a representative week.

Other Information

Related URL data element: [Maximum preschool program hours available.](#)

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

PRESCHOOL PROGRAM SERVICE OPERATION WEEKS

Technical name: Service provider organisation - number of preschool program service operation weeks (calendar year), total NN

METeOR identifier: 450316

METeOR link: <http://meteor.aihw.gov.au/content/index.phtml/itemId/450316>

METeOR definition: The total number of weeks per calendar year that the service provider organisation is open to provide preschool program services.

Scope

Inclusions: The number of weeks per year that the service provider is open for delivery of a preschool program, for all early childhood education and care services that deliver a preschool program.

Exclusions:

- Weeks when the preschool program is not being delivered.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Operation weeks.

Nominal definition: The number of weeks per calendar year that the service provider organisation actually provides a preschool program.

Operational definition: Consistent with nominal definition.

Supporting data elements:

- [Maximum preschool program hours available](#)
- [Weekly tuition fee schedule amount](#)

Conceptual issues:

The provision of service relates only to the preschool program component (i.e. the number of service operation weeks should only be reported for the weeks in the calendar year that the service provider delivers a preschool program).

Standard Jurisdictional Output Categories

Representation class: Total

Data type: Number

Format: NN, for example: 40

Maximum character length: 2

Unit of measure: Week

Supplementary values:

- | | |
|----|--|
| 90 | No regular pattern of operation through a year |
| 99 | Not stated/inadequately described |

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.14 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of operation weeks, otherwise amend to code '99'.
2.	If operation weeks are greater than 52 (excluding code 90 or 99).	Provide a valid number of operation weeks.

Guide for Use

Counting rules:

- Do not include weeks when the preschool program is not being delivered. For example if the preschool program is operated in a school setting, do not count weeks during school holiday periods when the centre is only open for administrative purposes. This would not be relevant for an LDC if the preschool program continued to operate during the school holidays.
- A week is measured from 12:00AM (midnight) Monday morning to 11:59PM the following Sunday. If a preschool program operates within this period then it is counted as having operated during that week. Therefore if a preschool program operates for only a short time for one of the days within a week, it is counted as operating during that week.
- Valid numbers are 01 to 52.

Classification Definitions

CODE 90 - No regular pattern of operation through a year

This category is for use when the preschool program has no regular pattern of operation through a year. or is offered on an irregular basis.

CODE 99 - Not stated/inadequately described

For use when the service operation weeks are unknown, not stated or inadequately described. Where the service operation weeks are not stated or inadequately described, the ABS requests that jurisdictions identify the reason for the response and document any follow-up processes undertaken.

Other Information

Related URL data element: [Preschool program service operation weeks.](#)

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

WEEKLY TUITION FEE SCHEDULE AMOUNT

Technical name: Service provider organisation - preschool program weekly tuition fee schedule amount, total Australian currency N[NNNNN].NN

METeOR identifier: 441286

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441286>>

METeOR definition: The standard weekly tuition fee schedule amount for a preschool program reported by the service, measured in Australian dollars and cents.

Scope

Inclusions: For all early childhood education and care services that deliver a preschool program:

- The standard tuition fee amount charged for the maximum hours that a child can enrol in the preschool program.

Exclusions:

- Fees charged for children to attend other non-preschool programs with the service provider, such as out of school hours care.
- Additional charges, such as levies, meals or separate care services.
- Discounts or fee relief.
- Voluntary contributions.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Tuition fee.

Nominal definition: The standard tuition fee charged for the maximum hours that a child can enrol in the preschool program.

Operational definition: Consistent with nominal definition.

Conceptual issues: N/A

Standard Jurisdictional Output Categories

Representation class: Total

Data type: Currency

Format: N[NNNNN].NN, for example: 5.75

Maximum character length: 8

Unit of measure: Australian currency (AU\$)

Unit of measure precision: 2

Supplementary values:

0.00 No fees charged

2.4.15 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid preschool fee, otherwise amend to '0.00' for nil fee charged.
2.	If character length is greater than 8.	Provide a valid preschool fee.
3.	If field does not include a cent value.	Provide a valid preschool fee.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

Guide for Use

Counting rules:

- The standard tuition fee schedule amount for a preschool program should be collected for each preschool program available at the service.
- Jurisdictions which adopt a two week reference period are required to derive their data to a representative week.
- If fees are charged on a per day, per term or per year basis, the pro-rata equivalent weekly fee should be derived by taking into account the days per week, weeks per term and/or weeks per year the preschool program operates.

Classification Definitions

CODE 0.00 - No fees charged

This category is for use when there are no fees charged for attendance at the preschool program.

Other Information

Related URL data element: [Preschool program fees charged.](#)

[Back to Aggregate data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

NUMBER OF INDIGENOUS CHILDREN ENROLLED IN A PRESCHOOL PROGRAM

Technical name: Service provider organisation - number of Indigenous children enrolled in a preschool program, total
N[NNNN]

METeOR identifier: 441259

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441259>>

METeOR definition: The total number of individual preschool program enrolments of Indigenous children at the service.

Scope

Inclusions: For all early childhood education and care services that deliver a preschool program:

- The total number of individual enrolments of Indigenous children in the preschool program, cross classified by the single year of age.

Exclusions:

- Indigenous children who were not actively attending during the reference period or who were absent and not expected to return.
- The number of children enrolled that fall within the category 'non-Indigenous'.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Indigenous children enrolled at a preschool program.

Nominal definition: An Indigenous child that has been offered a place in a preschool program and is actively attending.

Indigenous: According to 'The Commonwealth Definition', 'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives'.

There are three components to the Commonwealth definition:

- descent;
- self-identification; and
- community acceptance.

The Commonwealth Definition' was given in a High Court judgement in the case of *Commonwealth v Tasmania* (1983) 46 ALR 625.

Operational definition: The total number of Indigenous children that are enrolled in a preschool program. Please see data item list in [Chapter 1, Collection Specifications](#) for specific disaggregation and cross classification of this data element as specified in the 2012 ECEC Data Request.

It must be noted that data collected at the aggregate level will be published as episodes of enrolments, not number of children enrolled. This is because it is not possible to identify duplicate enrolments within aggregate collections, once jurisdictional service provider data are merged.

Supporting data elements: Enrolment must be cross classified and reported by the following data elements:

- [Age](#)
- [Indigenous status](#)

Conceptual issues:

- The child must have been offered a place in a preschool program and actively attending to be counted as enrolled.
- A child is considered to be actively attending if they have attended a preschool program for at least one hour in the reference period or was absent in the reference period due to illness or extended holiday leave but was expected to return.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

- The Indigenous status of the child must be the status as identified by the child's parent or guardian. See the data element Indigenous status, for further rules and definitions around identifying a child's Indigenous status.
- The nominal and operational definitions of *Number of Indigenous children enrolled in a preschool program* differ due to the aggregate data collection methodology.

Standard Jurisdictional Output Categories

Representation class: Count

Data type: Number

Format: N[NNNN], for example: 17

Maximum character length: 5

2.4.16 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of enrolled Indigenous children, otherwise amend to '0' for nil Indigenous children.
2.	If character length is greater than 5.	Provide a valid number of enrolled Indigenous children.
3.	If total number of Indigenous children enrolled is less than total number of Indigenous children attending in a preschool program	Provide a valid number of enrolled and attending Indigenous children. Verify that enrolments are equal to or greater than number of Indigenous children attending.
4.	If total number of Indigenous children enrolled is greater than total number of children enrolled in a preschool program.	Provide a valid number of enrolled Indigenous children and correct number of total enrolled children. Verify that total number of Indigenous children enrolled are equal to or less than total number of children enrolled.

Guide for Use

This data element must be cross classified and reported by the supporting data elements listed above.

Counting rules:

- The number of Indigenous children enrolled in a preschool program should be collected for each preschool program available at the service. These data should then be aggregated to the service provider level for reporting purposes.
- The total number of Indigenous children enrolled, cross classified by their age (as of 1 July 2012) should be reported.
- A child should only be counted as being enrolled in a preschool program if they have been offered a place in a preschool program and are actively attending. A child is considered to be actively attending if they have attended a preschool program for at least one hour in the reference period or was absent in the reference period due to illness or extended holiday leave but was expected to return.
- Jurisdictions that adopt a two week reference period are required to derive their data to a representative week.

Other Information

Related URL data element: [Indigenous status](#) and [Preschool program enrolment indicator](#)

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

NUMBER OF PRESCHOOL PROGRAM ENROLMENTS

Technical name: Service provider organisation - number of preschool program enrolments, total N[NNNN]

METeOR identifier: 441268

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441268>>

METeOR definition: The total number of individual preschool program enrolments recorded at the service.

Scope

Inclusions: For all early childhood education and care services that deliver a preschool program:

- The total number of children enrolled in the preschool program, by single year of age.

Exclusions:

- Children who were not actively attending during the reference period or who were absent and not expected to return.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Preschool program enrolment.

Nominal definition: A child that has been offered a place in a preschool program and is actively attending.

Operational definition: The number of children that are enrolled in a preschool program. Please see data item list in [Chapter 1, Collection Specifications](#) for specific disaggregation and cross classification of this data element as specified in the 2012 ECEC Data Request.

It must be noted that data collected at the aggregate level will be published as episodes of enrolments, not number of children enrolled. This is because it is not possible to identify duplicate enrolments within aggregate collections, once jurisdictional service provider data are merged.

Supporting data elements: Enrolment must be cross classified and reported by the following data elements:

- [Age](#)
- [Indigenous status](#)

Conceptual issues:

- The child must have been offered a place in a preschool program and actively attending to be counted as enrolled.
- A child is considered to be actively attending if they have attended a preschool program for at least one hour in the reference period or was absent during the reference period due to illness or extended holiday leave but was expected to return.
- The nominal and operational definitions of *Number of preschool program enrolments* differ due to the aggregate data collection methodology.

Standard Jurisdictional Output Categories

Representation class: Count

Data type: Number

Format: N[NNNN], for example: 75

Maximum character length: 5

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.17 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of enrolled children, otherwise amend to '0' for nil children.
2.	If character length is greater than 5.	Provide a valid number of enrolled children.
3.	Of total number of children enrolled is less than total number of children attending in a preschool program.	Provide a valid number of enrolled and attending children and verify that enrolments are equal to or greater than number of children attending.

Guide for Use

This data element must be cross classified and reported by the supporting data elements listed above.

Counting rules:

- The number of children enrolled in a preschool program should be collected for each preschool program available at the service. Data should then be aggregated to the service provider level for reporting purposes.
- The total number of children enrolled, cross classified by their age (as of 1 July 2012) should be reported.
- A child should only be counted as being enrolled in a preschool program if they have been offered a place in a preschool program and are actively attending. A child is considered to be actively attending if they have attended a preschool program for at least one hour in the reference period or was absent during the reference period due to illness or extended holiday leave but was expected to return.
- Jurisdictions that adopt a two week reference period are required to derive their data to a representative week.

Other Information

Related URL data element: [Preschool program enrolment indicator](#)

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

NUMBER OF INDIGENOUS CHILDREN ATTENDING A PRESCHOOL PROGRAM

Technical name: Service provider organisation - number of Indigenous children attending a preschool program, total number N[NNNN]

METeOR identifier: 441249

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441249>>

METeOR definition: The total number of Indigenous children attending a preschool program at the service.

Scope

Inclusions: For all early childhood education and care services that deliver a preschool program:

- The total number of individual Indigenous children who attended the preschool program in the reference period, disaggregated by single year of age.

Exclusions:

- The number of Indigenous children who did not attend the preschool program during the reference period (e.g. Indigenous children who were absent during the reference period due to illness or extended holiday leave).
- The number of children attending that fall within the category 'non-Indigenous'.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Indigenous children attending preschool program.

Nominal definition: An Indigenous child who is enrolled in a preschool program and has attended the preschool program for at least one hour during the reference period.

Indigenous: 'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives'.

There are three components to the Commonwealth definition:

- descent;
- self-identification; and
- community acceptance.

This definition is in accordance with 'The Commonwealth Definition' which was given in a High Court judgement in the case of *Commonwealth v Tasmania* (1983) 46 ALR 625.

Operational definition: The number of Indigenous children that are attending a preschool program. Please see data item list in [Chapter 1, Collection Specifications](#) for specific disaggregation and cross classification of this data element as specified in the 2012 ECEC Data Request.

It must be noted that data collected at the aggregate level will be published as episodes of attendance, not number of children attending. This is because it is not possible to identify duplicate records within aggregate collections, once jurisdictional service provider data are merged.

Supporting data elements: Attendance must be cross classified and reported by the following data elements:

- [Age](#)
- [Indigenous status](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

Conceptual issues:

- A child is defined as attending a preschool program if they attended for at least one hour during the reference period.
- The Indigenous status of the child must be the status as identified by the child's parent or guardian. See the data element Indigenous status, for further rules and definitions around identifying a child's Indigenous status.
- The nominal and operational definitions of *Number of Indigenous children attending a preschool program* differ due to the aggregate reporting methodology.

Standard Jurisdictional Output Categories

Representation class: Count

Data type: Number

Format: N[NNNN], for example: 36

Maximum character length: 5

2.4.18 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of attending Indigenous children, otherwise amend to '0' for nil Indigenous children.
2.	If character length is greater than 5.	Provide a valid number of attending Indigenous children.
3.	If total number of Indigenous children attending is greater than total number of Indigenous children enrolled in a preschool program.	Provide a valid number of enrolled and attending Indigenous children. Verify that enrolments are equal to or greater than number of Indigenous children attending.
4.	If total number of Indigenous children attending is greater than total number of children attending a preschool program.	Provide a valid number of attending Indigenous children and correct number of total attending children. Verify that total number of Indigenous children attending are equal to or less than total number of children attending.

Guide for Use

This data element must be cross classified and reported by the supporting data elements listed above.

Counting rules:

- The total number of Indigenous children attending must be cross classified by their age (as of 1 July 2012).
- The number of Indigenous children attending a preschool program should be collected for each preschool program available at the service. These data should then be aggregated to the service provider level for reporting purposes.
- A child should only be counted as having attended a preschool program if they attended for at least one hour during the reference period.
- Jurisdictions that adopt a two week reference period are required to derive their data to a representative week.

Other Information

Related URL data elements: [Indigenous status](#) and [Preschool program attendance indicator](#).

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CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

NUMBER OF CHILDREN ATTENDING A PRESCHOOL PROGRAM

Technical name: Service provider organisation - number of children attending a preschool program, total N[NNNN]

METeOR identifier: 441235

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441235>>

METeOR definition: The total number of children attending a preschool program at the service.

Scope

Inclusions: For all early childhood education and care services that deliver a preschool program:

- The total number of children attending a preschool program, disaggregated by single year of age.

Exclusions:

- Children who did not attend the preschool program during the reference period (e.g. children who were absent during the reference period due to illness or extended holiday leave).
- Children not enrolled in a preschool program.
- Early childhood education and care services that do not deliver a preschool program:

Underlying Concepts

Concept: Preschool program attendance.

Nominal definition: A child who is enrolled in a preschool program and has attended the preschool program for at least one hour during the reference period.

Operational definition: The number of children who attended a preschool program for at least one hour during the reference period. Please see data item list in [Chapter 1, Collection Specifications](#) for specific disaggregation and cross classification of this data element as specified in the 2012 ECEC Data Request.

It must be noted that data collected at the aggregate level will be published as episodes of attendance, not number of children attending. This is because it is not possible to identify duplicate records within aggregate collections, once jurisdictional service provider data are merged.

Supporting data elements: Attendance must be cross classified and reported by the following data elements:

- [Age](#)
- [Indigenous status](#)

Conceptual issues:

- A child is defined as attending a preschool program if they attended for at least one hour during the reference period.
- The nominal and operational definitions of *Number of children attending a preschool program* differ due to the aggregate data collection methodology.

Standard Jurisdictional Output Categories

Representation class: Count

Data type: Number

Format: N[NNNN], for example: 70

Maximum character length: 5

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.19 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of attending children, otherwise amend to '0' for nil children.
2.	If character length is greater than 5.	Provide a valid number of attending children.
3.	If total number of children attending is greater than total number of children enrolled in a preschool program.	Provide a valid number of enrolled and attending children. Verify that enrolments are equal to or greater than number of children attending.

Guide for Use

This data element must be cross classified and reported by the supporting data elements listed above.

Counting rules:

- The total number of children attending must be cross classified by their age (as of 1 July 2012).
- The number of children attending a preschool program should be collected for each preschool program available at the service. These data should then be aggregated to the service provider level for reporting purposes.
- A child should only be counted as having attended a preschool program if they attended for at least one hour during the reference period.
- Jurisdictions that adopt a two week reference period are required to derive their data to a representative week.

Other Information

Related URL data element: [Preschool program attendance indicator](#).

[Back to Aggregate data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

NUMBER OF PRESCHOOL PROGRAM HOURS ENROLLED

Technical name: Service provider organisation - number of preschool program hours enrolled, total hours N[NNNN]

METeOR identifier: 441282

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441282>>

METeOR definition: The total number of hours of a preschool program that children are enrolled in at this service.

Scope

Inclusions: For all early childhood education and care services that deliver a preschool program:

- Total hours that all children are enrolled in the preschool program component of the service, in the reference period.

Exclusions:

- Hours enrolled in non-preschool programs offered by the service provider.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Preschool program hours enrolled.

Nominal definition: Consistent with METeOR definition.

Operational definition: Consistent with METeOR definition.

Supporting data elements: This data element is used by the ABS in conjunction with the total number of children enrolled (enrolment episodes) to derive average weekly hours enrolled per child (per episode) at the service provider level.

- [*Number of preschool program enrolments*](#)

Conceptual issues:

- The child must have been offered a place in a preschool program and be actively attending, to be counted as enrolled.
- A child is considered to be actively attending if they attended a preschool program for at least one hour in the reference period or was absent during the reference period due to illness or extended holiday leave but was expected to return.
- The data element *Number of preschool program hours enrolled* may be greater than or equal to the data element [*Total hours of preschool program attended*](#).

Standard Jurisdictional Output Categories

Representation class: Total

Data type: Number

Format: N[NNNN], for example: 640

Maximum character length: 5

Unit of measure: Hour (h)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.20 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of enrolled hours, otherwise amend to '0' for nil hours.
2.	If character length is greater than 5.	Provide a valid number of enrolled hours.
3.	If total number of hours enrolled is less than the total number of hours attended in a preschool program.	Provide a valid number of enrolled and attending hours. Verify that enrolment hours are equal to or greater than attendance hours.

Guide for Use

Counting rules:

- The total number of hours of a preschool program that children are enrolled in a preschool program should be collected for each preschool program available at the service. These data should then be aggregated to the service provider level for reporting purposes.
- Enrolment hours in non-instructional activities such as recess, tea breaks and lunch breaks should be included if the child was under the supervision of the service provider organisation.
- Where the service provider offers other integrated child care services, the hours associated with these services should be excluded from this data element.
- Jurisdictions that adopt a two week reference period are required to derive their data to a representative week.

Other Information

Related URL data element: [Preschool program hours enrolled](#).

[Back to Aggregate data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

TOTAL HOURS OF PRESCHOOL PROGRAM ATTENDED

Technical name: Service provider organisation - preschool program attendance hours, total hours N[NNNN]

METeOR identifier: 441275

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/441275>>

METeOR definition: The total number of hours of a preschool program that children attended at this service.

Scope

Inclusions: For all early childhood education and care services that deliver a preschool program:

- Total hours that all children have attended at the preschool program component of the service, in the reference period.

Exclusions:

- Hours attended in non-preschool programs offered by the service provider.
- Early childhood education and care services that do not deliver a preschool program.

Underlying Concepts

Concept: Preschool program hours attended.

Nominal definition: Consistent with METeOR definition.

Operational definition:

- *For LDCs:* consistent with METeOR definition.
- *For stand-alone or school-based preschools:* the total number of hours of a preschool program that children have attended, derived from preschool program sessions attended per week.

Supporting data elements:

This data element is used by the ABS in conjunction with the total number of children attending (attendance episodes) to derive average weekly hours attended per child (per episode) at the service provider level.

- [*Number of children attending a preschool program*](#)

Conceptual issues:

- A child is defined as having attended a preschool program if they attended for at least one hour during the reference period. Children who were absent during the reference period due to illness or extended holiday leave should be excluded.
- The data element *Total hours of preschool program attended* may be less than or equal to the data element [*Number of preschool program hours enrolled*](#).
- The operational definition differs from the nominal definition for stand-alone or school-based preschools as due to the preschool program delivery methods used in these services. It may not be possible or practical to record actual hours of attendance.
- Therefore, hours attended may be derived from preschool program sessions attended, which may result in under-reporting of the actual hours attended by children at the service.

Standard Jurisdictional Output Categories

Representation class: Total

Data type: Number

Format: N[NNNN], for example: 570

Maximum character length: 5

Unit of measure: Hour (h)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

2.4.21 Legal Value Checks

	<i>Edit specifications</i>	<i>Edit resolution</i>
1.	If field is blank.	Provide a valid number of attending hours, otherwise amend to '0' for nil hours.
2.	If character length is greater than 5.	Provide a valid number of attending hours.
3.	If total number of hours attended is greater than the total number of hours enrolled in a preschool program.	Provide a valid number of enrolled and attending hours. Verify that enrolment hours are equal to or greater than attendance hours.

Guide for Use

Counting rules:

- Attendance hours for stand-alone preschools or preschools attached to a school should be derived by recording the number of whole sessions attended by the child and deriving hours from the usual length of each session. When a child attends part of a session, this should be recorded and counted as a half session if possible. Alternatively, if recording part session attendances are not possible, a part session attendance should be recorded as an absence for the whole session, with zero attendance hours recorded for this session.
- Attendance hours for a preschool program delivered in a Long Day Care (LDC) should be calculated by recording the child's arrival and departure times from the preschool program. Hours should then be derived from these times.
- The total number of hours of a preschool program children attended should be collected for each preschool program available at the service. These data should then be aggregated to the service provider level for reporting purposes.
- Attendance hours in non-instructional activities such as recess, tea breaks and lunch breaks should be included if the child was under the supervision of the service provider organisation.
- Where the service provider offers other integrated child care services, the hours associated with these services should be excluded from this data element.
- Jurisdictions that adopt a two week reference period are required to derive their data to a representative week.

Other Information

Related URL data element: [Preschool program hours attended per week.](#)

[Back to Aggregate data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

STATISTICAL ENTITY: CHILD

Children are considered in scope of the National ECEC Collection if they are enrolled in a preschool program at an in scope service provider, are aged between 3-6 years old inclusive and have been actively attending a preschool program. Child data collected using an aggregate methodology will be presented as episodes of enrolments and attendance.

The following descriptions outline the 2012 aggregate child level data element collection instructions. These data elements are cross classified variables, sought in conjunction with [Number of preschool program enrolments](#) and [Number of children attending a preschool program](#).

AGE

Technical name: Person - age, total years N[NN]

METeOR identifier: 303794

METeOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/303794>>

METeOR definition: The age of the person in (completed) years at a specific point in time.

Scope

Inclusions: The age of the child, for all children enrolled in a preschool program.

Exclusions: Children not enrolled in a preschool program.

Underlying Concepts

Concept: Age.

Nominal definition: Consistent with METeOR.

Operational definition: The number of children that are enrolled in a preschool program, disaggregated by enrolments, attendances and single year of age.

Please see the data item list in [Chapter 1, Collection Specifications](#) for specific disaggregation and cross classification of this data element as specified in the 2012 National ECEC Data Request.

It must be noted that data collected at the aggregate level will be published as episodes of enrolments or attendance, not number of children enrolled or attending. This is because it is not possible to identify duplicate records within aggregate collections, once jurisdictional service provider data are merged.

Supporting data elements: Age is not provided as an individual data element and must be cross classified and reported in conjunction with the following data elements:

- [Number of preschool program enrolments](#)
- [Number of Indigenous children enrolled in a preschool program](#)
- [Number of Indigenous children attending a preschool program](#)
- [Number of children attending a preschool program](#)
- [Indigenous status](#)

Conceptual issues:

- Age disaggregations will provide contextual information on enrolment and attendance data.
- The child's age should be collected in completed years as at 1 July in the collection year.
- The nominal and operational definitions of Age differ due to the aggregate collection and reporting methodology.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

Standard Jurisdictional Output Categories

The following output instructions refer to the format in which the data should be provided to the ABS. This differs to what is presented in METeOR 'Value domain attributes'. What is presented in METeOR represents the way the data element would be collected if it was in URL form. The following outlines the format of the data as it should be provided to the ABS at aggregate level.

Representation class: Total

Data type: Number

Format: N[NNNN], for example: 113

Maximum character length: 3

Supplementary value:

999 Unknown/not stated

Guide for Use

This data element must be cross classified and reported by the supporting data elements listed above.

Counting rules:

- Collate the numbers of children cross classified by single year of age and Indigenous status, total enrolments and total attendances for each service provider.
- Calculate the age of each child in completed years. For example, if a child is aged 4 years and 9 months as at 1 July of the collection year, the child would be recorded as being aged 4 years for the purposes of this collection.

Classification Definitions

CODE 999 – Unknown/not stated

For use as a response in instances where the age of the child is unknown.

Other Information

Related URL data element: [Date of birth](#).

[Back to Aggregate data elements](#)

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

INDIGENOUS STATUS

Technical name: Person - Indigenous status, code N

MEteOR identifier: 291036

MEteOR link: <<http://meteor.aihw.gov.au/content/index.phtml/itemId/291036>>

MEteOR definition: Whether a person identifies as being of Aboriginal or Torres Strait Islander origin, as represented by a code. This is in accord with the first two of three components of the Commonwealth definition.

Scope

Inclusions: The Indigenous status of the child, for all children enrolled in a preschool program.

Exclusions: Children not enrolled in a preschool program.

Underlying Concepts

Concept: Indigenous status.

Nominal definition: According to the 'The Commonwealth Definition', 'An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives'. There are three components to the Commonwealth definition:

- descent;
- self-identification; and
- community acceptance.

The Commonwealth Definition' was given in a High Court judgement in the case of *Commonwealth v Tasmania* (1983) 46 ALR 625.

Operational definition: The number of children that are enrolled in a preschool program, disaggregated by enrolments, attendances and Indigenous status. Children are considered 'Indigenous' based on parental/guardian reporting.

Please see the data item list in [Chapter 1, Collection Specifications](#) for specific disaggregation and cross classification of this data element as specified in the 2012 National ECEC Data Request.

It must be noted that data collected at the aggregate level will be published as episodes of enrolments, not number of children enrolled. This is because it is not possible to identify duplicate enrolments within aggregate collections, once jurisdictional service provider data are merged.

Supporting data elements: *Indigenous status* is not provided as an individual data element and must be cross classified and reported by the following data elements:

- [Number of preschool program enrolments](#)
- [Number of Indigenous children enrolled in a preschool program](#)
- [Number of Indigenous children attending a preschool program](#)
- [Number of children attending a preschool program](#)
- [Age](#)

Conceptual issues:

- The nominal and operational definitions of *Indigenous status* differ due to the aggregate data collection methodology.
- The definitions also differ as it is infeasible for children in scope of this collection to self-report. It is also infeasible to collect information on the community acceptance aspect of this definition. Therefore, the child's parent or guardian must be asked to identify the child's Indigenous status on the child's behalf.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

Standard Jurisdictional Output Categories

The following output instructions refer to the format in which the data should be provided to the ABS. This format differs to the format presented in METeOR 'Value domain attributes'. The format presented in METeOR is the format that the data element would be collected if it was collected in URL form. The following outlines the format of the data as it should be provided to the ABS at aggregate level.

Representation class: Code

Data type: Number

Format: N, for example: 2

Maximum character length: 1

Classification values:

- 1 Aboriginal but not Torres Strait Islander origin
- 2 Torres Strait Islander but not Aboriginal origin
- 3 Both Aboriginal and Torres Strait Islander origin
- 4 Neither Aboriginal nor Torres Strait Islander origin

Supplementary values:

- 9 Not stated/inadequately described

Guide for Use

This data element must be cross classified and reported by the supporting data elements listed above.

Counting rules:

- Record the total number of children for each Indigenous classification, for the enrolment and attendance data elements.

Classification Definitions

CODE 1 - Aboriginal, but not Torres Strait Islander origin

This code should be used when the child's parent or guardian identifies the child as being of Aboriginal, but not Torres Strait Islander origin.

CODE 2 - Torres Strait Islander, but not Aboriginal origin

This code should be used when the child's parent or guardian identifies the child as being of Torres Strait Islander, but not Aboriginal origin.

CODE 3 - Both Aboriginal and Torres Strait Islander origin

This code should be used when the child's parent or guardian identifies the child as being of both Aboriginal and Torres Strait Islander origin.

CODE 4 - Neither Aboriginal nor Torres Strait Islander origin

This code should be used when the child's parent or guardian identifies the child as being of neither Aboriginal nor Torres Strait Islander origin.

CHAPTER 2: DATA ELEMENT COLLECTION INSTRUCTIONS – AGGREGATE

CODE 9 - Not stated/inadequately described

For use where the child's Indigenous Status is not stated or inadequately described.

Other Information

Related URL data element: [Indigenous status](#).

[Back to Aggregate data elements](#)

CHAPTER 3: PRIVACY AND CONFIDENTIALITY

OVERVIEW

The ABS protects and maintains the confidentiality of all information received from data providers, and this is assured by provisions of the *Census and Statistics Act 1905* (Cth). In accordance with the *Census and Statistics Act*, the ABS is bound not to disclose information in a manner which would enable the identification of a particular person or organisation to which it relates. The dissemination of data under the National Early Childhood Education and Care (ECEC) Collection fully complies with all legal and legislative obligations, and will not be disseminated in such a way as to enable particular individuals to be identified.

Under clause 5.4 of the National Information Agreement for Early Childhood Education and Care (NIA ECEC):

- 5.4.1 All Parties will respect the rights to privacy of any person or organisation named or otherwise identified in any information source.
- 5.4.2 Information will be collected, disseminated, used and secured in such a way as to protect the privacy and confidentiality of any individual and/or organisation to which it may refer. In particular, all state/territory and Commonwealth privacy and confidentiality legislation and established ethical guidelines and practices will be complied with under this Agreement.
- 5.4.3 The Parties acknowledge that data holders will comply with the provision of the *Privacy Act 1988* (Cth) as amended, and any other Commonwealth, state or territory legislation relevant to the confidentiality or privacy of the data. The Australian Bureau of Statistics will collect, compile and disseminate statistical information in accordance with the provisions of the Commonwealth *Census and Statistics Act*.

COLLECTION OF DATA BY JURISDICTIONS

Data collected by jurisdictions for the National ECEC Collection is subject to state and territory legislation, which applies to the collection and on-providing of data to the ABS. The Commonwealth *Privacy Act* does not regulate state or territory agencies, except for the Australian Capital Territory. The remaining states and territories operate under their own privacy requirements, which are based on the National Privacy Principles.

All jurisdictions guarantee that relevant state and territory legislation requirements have been acknowledged and addressed to ensure that correct procedures and protocols are followed in collecting unit record information.

ON-PROVIDING DATA TO THE ABS

Under the NIA ECEC (Schedule C, clause 5.1), each jurisdiction is required to forward their data collections to the ABS. All states and territories acknowledge that they are aware of the implications of sharing data with the ABS in terms of relevant jurisdictional privacy and confidentiality legislation requirements, and have investigated whether permission is required to be obtained from parents or guardians. The provision of data to the ABS by jurisdictions is authorised by the *Census and Statistics Act*, however data may also be covered by other relevant state and territory legislation.

CHAPTER 3: PRIVACY AND CONFIDENTIALITY

As the ABS will be receiving the information under the *Census and Statistics Act*, the ABS will comply with the requirements of the Act in all interactions with the data. Section 19 of the *Census and Statistics Act* imposes obligations on the Statistician and ABS officers in relation to the protection of the confidentiality of data. In publishing and disseminating the results of analyses of statistical information, section 12 ensures that the ABS will not publish information in a manner that is likely to enable the identification of a person or organisation.

In accordance with the requirements of the *Census and Statistics Act*, the ABS guarantees to:

- Remove all directly identifying information prior to release. This includes name, date of birth, address and any other information that identifies particular persons or organisations.
- Release information only in a manner that is not likely to enable the identification of the particular person or organisation to which it relates.

As a Commonwealth agency, the ABS must also comply with the 11 Information Privacy Principles (IPPs) as set out in the *Privacy Act*. The IPPs give protection to the confidentiality of a range of personal material and impose obligations regarding the storage and use of personal information. All ABS practices in relation to the care and control of personal information must, as a minimum, comply with the requirements of the *Privacy Act*

APPENDIX 1: OVERVIEW OF CHANGES TO THE ECEC NMDS

CHANGES BETWEEN THE 2011 AND 2012 ECEC NMDS

There are minimal differences between the 2011 and 2012 ECEC NMDS, these include; new data elements, and changed definitions, classifications and coding.

UPDATES TO THE 2012 URL ECEC NMDS

<i>Data element short name</i>	<i>METeOR identifier</i>	<i>Contents changed</i>
Indigenous Status	291036	Representation class changed to code (from total) Maximum character length is 1 (changed from 5)
Suburb/Town/Locality Name	429889 (changed from 2873296)	Technical name changed Definition change Format changed to [X 46] from [X 50]
Australian Postcode	429894 (changed from 290064)	Technical name changed. Definition changed.
Area of Usual residence – ASGC 2011 (CD)	455512 (changed from 413233)	<u>Short name change to update date.</u> <u>Information specific to data set:</u> should be reported for the area of usual residence of the child's parent or guardian. Base coding on the full address to ensure accurate coding.
Statistical Area Level 1 (SA1) (Child)	457287	New for 2012 In 2011 requested as an additional data item with the title of Area of Usual Residence ASGS 2011 (Mesh block/statistical area level 1)
Organisation name	453823 (changed from 288917)	Name change from Service provider organisation (name) organisation name text [X(200)] Definition change. Counting rules can now contain @, #, etc
Government Funding Type	473096	New for 2012, previously an additional data item request Name changed from State or territory Funding Indicator Classification values include 1-4. Previously only 1 yes or 2 for no. + 9 for not stated. Previously ns
Geographic Location of Organisation ASGC 2011 (CD)	455515 (changed from 413119)	Year changed from 2010 to 2011
Statistical Area level 1 (SA1) (Service provider organisation)	457287	New for 2012 In 2011 requested as an additional data item with the title of Area of Usual Residence ASGS 2011 (Mesh block/statistical area level 1)
Type of work activity (person)	441555	<u>Conditional Obligation</u> – Has been removed
Role of early childhood education and care worker (person)	441583	<u>Conditional Obligation</u> – Has been removed

APPENDIX 1: OVERVIEW OF CHANGES TO THE ECEC NMDS

<i>Data element short name</i>	<i>METeOR identifier</i>	<i>Contents changed</i>
Field of highest qualification relevant to Early childhood education and care	473406 (changed from 441592)	Maximum character length is 2 (changed from 3) <u>Permissible values</u> Removed 4 Child Care Removed 5 Nursing <u>Guide for use</u> CODE 4 Child Care –has been removed CODE 5 Nursing – has been removed
Hours worked in preschool program delivery	437558	<u>Collection methods</u> Removed 'Any work undertaken by the worker in an activity that requires the parents/guardian of the children to be present are excluded'. <u>Conditional Obligation</u> – has been removed
Preschool program delivery indicator (person)	441674	<u>Conditional Obligation</u> – Has been removed

UPDATES TO THE 2012 AGGREGATE ECEC NMDS

<i>Data element short name</i>	<i>METeOR identifier</i>	<i>Contents changed</i>
Organisation name	453823 (changed from 288917)	Name changed from Service provider organisation (name) organisation name text [X(200)] Definition change.
Suburb/Town/Locality name	429889 (changed from 290059)	Technical name changed Definition change Format changed to [X 46] from [X 50]
Australian Postcode	429894 (changed from 290064)	Technical name changed. Definition changed.
Geographic location of organisation ASGC 2011 (CD)	455515 (changed from 413119)	Year of ASGC changed to 2011
Statistical Area Level 1 (SA1)	457287	New for 2012 In 2011 requested as an additional data item with the title of Area of Usual Residence ASGS 2011 (Mesh block/statistical area level 1)
Government Funding Type	473096	New for 2012 In 2011 requested as an additional data item with the title of State or territory Funding Indicator
Age	303794	Maximum character length is 3 (changed from 5)
Indigenous Status	291036	Representation class changed to code (from total) Maximum character length is 1 (changed from 5)
Paid Employment Indicator	314813	Maximum character length is 1 (changed from 3)
Type of work activity	4441555	Maximum character length is 1 (changed from 3)
Role of early childhood education and care worker	441583	Maximum character length is 1 (changed from 3)

APPENDIX 1: OVERVIEW OF CHANGES TO THE ECEC NMDS

<i>Data element short name</i>	<i>METeOR identifier</i>	<i>Contents changed</i>
Field of highest qualification relevant to Early childhood education and care	473406 (changed from 441592)	Maximum character length is 2 (changed from 3) Code 4 Child care – removed Code 5 Nursing – removed
Level of highest qualification relevant to early childhood education and care	441594	Maximum character length is 2 (changed from 3)
Delivery of preschool program indicator	441674	Maximum character length is 1 (changed from 3)

APPENDIX 2: CHANGES TO THE ECEC DATA TEMPLATE

CHANGES BETWEEN THE 2011 AND 2012 ECEC DATA COLLECTION TEMPLATES

The differences between the 2011 and 2012 ECEC Data Collection Templates are listed below.

UPDATES TO THE 2012 URL CHILD TEMPLATE

There are minor names changes to many of the data items names but these are not listed below. Data item names now also include code information (length of field). Further information on permissible values for data items is found in the metadata dictionary and legal values checks.

Refer to chapter 2 for details of current names.

<i>Data Entity</i>	<i>Data Item</i>	<i>ABS short name</i>	<i>Summary of changes to format and position</i>	<i>Changes to attribute codes and permissible values</i>
Child	Record – Linkage key, code 581 XXXXXDDMMYYYN	PSN_LNK_RECKEY	Change in position from Column C in 2011 to Column B in 2012.	No change
Child	Child – Matching instances of Statistical Linkage Key indicator	PSN_SLK_MATCH	Change in position from Column B in 2011 to Column C in 2012. Increased character length from 1 to 5.	No change
Child	Person—letters of family name, text XXX	PSN_LTSFAMNAME	No change	999 = Not Stated Missing Characters use "2" eg. SM2
Child	Person—letters of given name, text XX	PSN_LTSGIVNAME	No change	999 = Not Stated Missing Characters use "2" eg. SM2
Child	Child—maximum preschool program hours available, total hours N[N]	PSN_HRSOFFPWL	No change	99 = Not Stated
Child	Child—preschool program fees charged per week, total Australian currency N[N(8)]	PSN_FEECENSUSWK	No change	9999 = Not Stated
Child	Child—preschool program hours attended (per week), total hours N[N]	PSN_HRSATTPW	No change	99 = Not Stated

APPENDIX 2: CHANGES TO THE ECEC DATA TEMPLATE

<i>Data Entity</i>	<i>Data Item</i>	<i>ABS short name</i>	<i>Summary of changes to format and position</i>	<i>Changes to attribute codes and permissible values</i>
Child	Child—preschool program hours enrolled (per week), total hours N[N]	PSN_HRSENRPW	No change	99 = Not Stated
Child	Person (address)—address line, text [X(180)]	PSN_ADDRESL	New data item request for 2012. Inserted in Column Q. Text field of 180 characters.	
Child	Address—suburb/town/locality name, text X[46]	PSN_ADDRESS	Change in position from Column Q in 2011 to Column R in 2012. Reduced character length from 50 to 46.	
Child	Address—Australian postcode, code (Postcode datafile) {NNNN}	PSN_POSTCODE	Change in position from Column R in 2011 to Column S in 2012.	9999 = Not Stated 0 = Concealed Record
Child	Person—Australian state/territory identifier, code N	PSN_STATE	Change in position from Column S in 2011 to Column T in 2012.	CODE 0= Concealed Record
Child	Person—area of usual residence, geographical location CD code, (ASGC 2011) NNNNNNN	PSN_CD	Change in position from Column T in 2011 to Column U in 2012.	Australian state/territory identifier code + 999899 (eg. NSW = 1999899) = Not Stated
Child	Address—statistical area, level 1 (SA1) code (ASGS 2011) N(11)	PSN_SA1	Change in position from Column U in 2011 to Column V in 2012. Increased character length from 7 to 11.	Australian state/territory identifier code + 9999998999 (eg. NSW = 1999998999) = Not Stated
Child	Address—area of usual residence, geographic location (Meshblock code, ASGS 2011)	PSN_MESHBLOCK	Change in position from Column V in 2011 to Column W in 2012.	Australian state/territory identifier code + 9999998999 (eg. NSW = 1999998999) = Not Stated
Service Provider Organisation	Service provider organisation—organisation identifier, X(15)	EPR_ID	Change in position from Column W in 2011 to Column X in 2012.	CONCEALED = Concealed Record
Service Provider Organisation	Organisation—organisation name, text [X(200)]	EPR_NAME	Change in position from Column X in 2011 to Column Y in 2012.	CONCEALED = Concealed Record
Service Provider Organisation	Service provider organisation (address)—address line, text [X(180)]	EPR_ADDRESL	Change in position from Column Y in 2011 to Column Z in 2012.	CONCEALED = Concealed Record

APPENDIX 2: CHANGES TO THE ECEC DATA TEMPLATE

<i>Data Entity</i>	<i>Data Item</i>	<i>ABS short name</i>	<i>Summary of changes to format and position</i>	<i>Changes to attribute codes and permissible values</i>
Service Provider Organisation	Address—suburb/town/locality name, text X[46]	EPR_ADDRESS	Change in position from Column Z in 2011 to Column AA in 2012.	UNKNOWN = Not stated/inadequately described CONCEALED = Concealed Record
Service Provider Organisation	Service provider organisation—Australian state/territory identifier, code N	EPR_STATE	New data item for 2012 inserted in Column AB. Field length 1.	CONCEALED = Concealed Record
Service Provider Organisation	Address—Australian postcode, code (Postcode datafile) {NNNN}	EPR_POSTCODE	Change in position from Column AA in 2011 to Column AC in 2012.	9999 = Not Stated 0 = Concealed Record
Service Provider Organisation	Early childhood education and care service state or territory funding indicator (code)	ERP_FUNDINGIND	Removed for 2012.	
Service Provider Organisation	Service provider organisation—geographic location (CD), code (ASGC 2011) NNNNNNN	EPR_CD	Change in position from Column AC in 2011 to Column AD in 2012.	Australian state/territory identifier code + 999899 (eg. NSW = 1999899) = Not Stated
Service Provider Organisation	Address—statistical area, level 1 (SA1) code (ASGS 2011) N(11)	EPR_SA1	Change in position from Column AD in 2011 to Column AE in 2012. Increased character length from 7 to 11.	Australian state/territory identifier code + 9999998999 (eg. NSW = 19999998999) = Not Stated
Service Provider Organisation	Service provider organisation—geographic location of organisation (Meshblock code, ASGS 2011)	EPR_MESHBLOCK	Change in position from Column AE in 2011 to Column AF in 2012	Australian state/territory identifier code + 9999998999 (eg. NSW = 19999998999) = Not Stated
Service Provider Organisation	Service provider organisation—government funding type, early childhood education and care code N	EPR_GOVFUNDTYP	New data item for 2012 inserted in Column AG. Field length 1.	CODE 1 = State and territory government funded only 2 = Australian government funded only 3 = Both state or territory and Australian government funded 4 = Neither state or territory nor Australian government funded 9 = Not stated/inadequately described

APPENDIX 2: CHANGES TO THE ECEC DATA TEMPLATE

<i>Data Entity</i>	<i>Data Item</i>	<i>ABS short name</i>	<i>Summary of changes to format and position</i>	<i>Changes to attribute codes and permissible values</i>
Service Provider Organisation	Service provider organisation—management type, early childhood education and care, code N[N]	EPR_MANAGTYP	Change in position from Column AF in 2011 to Column AH in 2012.	
Service Provider Organisation	Service provider organisation—service activity type, early childhood education and care, code N[N]	EPR_SERVACTTYP	Change in position from Column AG in 2011 to Column AI in 2012.	
Service Provider Organisation	Service provider organisation—service delivery setting, early childhood education and care, code N	EPR_DLIVSET	Change in position from Column AH in 2011 to Column AJ in 2012.	
Service Provider Organisation	Service provider organisation—number of preschool program service operation weeks (calendar year), total NN	EPR_SRVOPWKS	Change in position from Column AI in 2011 to Column AK in 2012.	

UPDATES TO THE 2012 URL WORKER TEMPLATE

<i>Data Entity</i>	<i>Data Item</i>	<i>ABS short name</i>	<i>Summary of changes to format and position</i>	<i>Changes to attribute codes and permissible values</i>
Service Provider Organisation	Service provider organisation—organisation identifier, X(15)	EPR_ID		CONCEALED = Concealed Record
Service Provider Organisation	Organisation—organisation name, text [X(200)]	EPR_NAME		CONCEALED = Concealed Record
Service Provider Organisation	Service provider organisation (address)—address line, text [X(180)]	EPR_ADDRESL		CONCEALED = Concealed Record
Service Provider Organisation	Address—suburb/town/locality name, text X[46]	EPR_ADDRESS	Reduced character length from 50 to 46.	UNKNOWN = Not stated/ inadequately described CONCEALED = Concealed Record

APPENDIX 2: CHANGES TO THE ECEC DATA TEMPLATE

<i>Data Entity</i>	<i>Data Item</i>	<i>ABS short name</i>	<i>Summary of changes to format and position</i>	<i>Changes to attribute codes and permissible values</i>
Service Provider Organisation	Service provider organisation—Australian state/territory identifier, code N	EPR_STATE	New data item request for 2012 in Column F.	CODE 0 = Concealed Record, 1 = NSW, 2 = VIC, 3 = QLD, 4 = SA, 5 = WA, 6 = TAS, 7 = NT, 8 = ACT, 9 = Other territories (Cocos [Keeling] Islands, Christmas Island and Jervis Bay Territory).
Service Provider Organisation	Address—Australian postcode, code (Postcode datafile) {NNNN}	EPR_POSTCODE	Change in position from Column F in 2011 to Column G in 2012.	9999 = Not Stated 0 = Concealed Record
Service Provider Organisation	Service provider organisation—geographic location (CD), code (ASGC 2011) NNNNNNN	EPR_CD	Change in position from Column G in 2011 to Column H in 2012.	Australian state/territory identifier code + 999899 (eg. NSW = 1999899) = Not Stated
Service Provider Organisation	Address—statistical area, level 1 (SA1) code (2011 ASGS) N(11)	EPR_SA1	Change in position from Column H in 2011 to Column I in 2012. Increased character length from 7 to 11.	Australian state/territory identifier code + 9999998999 (eg. NSW = 19999998999) = Not Stated
Service Provider Organisation	Service provider organisation—Geographic location of organisation (Meshblock code, 2011 ASGS)	EPR_MESHBLOCK	Change in position from Column I in 2011 to Column J in 2012.	Australian state/territory identifier code + 9999998999 (eg. NSW = 19999998999) = Not Stated
Person Employed (worker)	Series number (sequential)	TCH_SERIES_KEY	Removed for 2012.	

UPDATES TO THE 2012 AGGREGATE TEMPLATE

<i>Data Entity</i>	<i>Data Item</i>	<i>ABS short name</i>	<i>Summary of changes to format and position</i>	<i>Changes to attribute codes and permissible values</i>
Service Provider Organisation	Address—suburb/town/locality name, text X[46]	EPR_ADDRESS		Decreased character length from 50 to 46.

APPENDIX 2: CHANGES TO THE ECEC DATA TEMPLATE

<i>Data Entity</i>	<i>Data Item</i>	<i>ABS short name</i>	<i>Summary of changes to format and position</i>	<i>Changes to attribute codes and permissible values</i>
Service Provider Organisation	Service provider organisation—Australian state/territory identifier (code N)	EPR_STATE	Change in position from Column G in 2011 to Column F in 2012.	
Service Provider Organisation	Address—Australian postcode, code (Postcode datafile) {NNNN}	EPR_POSTCODE	Change in position from Column F in 2011 to Column G in 2012.	9999 = Not stated
Service Provider Organisation	Service provider organisation—geographic location (CD), code (ASGC 2011) NNNNNNN	EPR_CD		Australian state/territory identifier code + 999899 (eg. NSW = 1999899) = Not Stated
Service Provider Organisation	Address—statistical area, level 1 (SA1) code (2011 ASGS) N(11)	EPR_SA1	Increased character length from 7 to 11.	Australian state/territory identifier code + 9999998999 (eg. NSW = 19999998999) = Not Stated
Service Provider Organisation	Service provider organisation—geographic location of organisation (Meshblock code, 2011 ASGS)	EPR_MESHBLOCK		Australian state/territory identifier code + 9999998999 (eg. NSW = 19999998999) = Not Stated
Service Provider Organisation	Service provider organisation—government funding type, early childhood education and care code N	EPR_GOVFUNDTYP	New data item for 2012 inserted in Column AG. Field length 1.	CODE 1= State or territory government funded only, 2= Australian government funded only, 3=Both state or territory and Australian government funded, 4=Neither state or territory nor Australian government funded, 9=Not stated/inadequately described
Service Provider Organisation	Early childhood education and care service state or territory funding indicator (code)	ERP_FUNDINGIND	Removed for 2012.	
Service Provider Organisation	Service provider organisation—management type, early childhood education and care, code N[N]	EPR_MANAGTYP		CODE 99 = Not stated/inadequately described.

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